



UNCONFIRMED MINUTES

Ordinary Council Meeting Tuesday, 24 September 2024

Date: Tuesday, 24 September 2024

Time: 5:00pm

**Location: Greenhills Hall, Greenhills Road,
Greenhills**

Order Of Business

1	Opening	4
1.1	Declaration of Opening	4
1.2	Acknowledgement / Disclaimer	4
1.3	Standing Orders	4
1.4	Announcement of Visitors	4
1.5	Declarations of Interest that Might Cause a Conflict	4
1.6	Declaration of Financial Interests	4
1.7	Disclosure of Interests that May Affect Impartiality	4
2	Attendance	4
2.1	Members	4
2.2	Staff	5
2.3	Apologies	5
2.4	Leave of Absence Previously Approved	5
2.5	Number of People in the Gallery at Commencement of Meeting	5
3	Questions From Previous Meetings	5
3.1	Response to Previous Public Questions Taken on Notice	5
3.2	Response to Unasked Questions from the Previous Meeting	5
4	Public Question Time	5
4.1	Written Questions – Current Agenda	6
4.2	Public Question Time	6
5	Applications For Leave of Absence	7
6	Presentations	7
6.1	Petitions	7
6.2	Presentations	7
6.3	Deputations	7
6.4	Delegates' reports	7
7	Confirmation of Minutes of Previous Meetings	8
8	Announcements by Presiding Member without Discussion	8
9	Officer's Reports	9
SY088-09/24	2024/25 Road Upgrades - Request for Budget Amendment and Award of Contract	9
SY089-09/24	Asset Management Plans - Buildings and Public Open Space Assets	14
SY090-09/24	Operational Management of the York Recreation & Convention Centre	118
SY091-09/24	Draft Licence Agreement - Bushland Garden - Ford Street, York	123
SY092-09/24	Shire of York December - January Closure 2024/25	134
SY093-09/24	Information Statement 2024/25	138
SY094-09/24	Proposed Shire of York Bush Fire Brigades Local Law 2024	153

	SY095-09/24	Minutes and Recommendations of the Audit and Risk Committee Meeting held on 10 September 2024	259
	SY096-09/24	Diploma of Local Government - Status Report - Cr Denese Smythe	280
	SY097-09/24	Report on Councillor Attendance at the Wheatbelt Forum	285
	SY098-09/24	Adoption of Fees and Charges - Amendment.....	293
	SY099-09/24	Financial Report - July 2024.....	313
	SY100-09/24	Financial Report - August 2024	362
	SY101-09/24	Investments - August 2024.....	416
10		Motions of Which Previous Notice Has Been Given	421
11		Questions from Members without Notice	421
12		Business of an Urgent Nature Introduced by Decision of the Meeting.....	421
13		Meeting Closed to the Public	421
	13.1	Matters for which the Meeting may be closed.....	421
	SY102-09/24	- Confidential - Outstanding Rates and Charges - Payment Agreement	422
	13.2	Public Reading of resolutions to be made public	422
14		Closure	422

**MINUTES OF SHIRE OF YORK
ORDINARY COUNCIL MEETING
HELD AT THE GREENHILLS HALL, GREENHILLS ROAD, GREENHILLS
ON TUESDAY, 24 SEPTEMBER 2024 AT 5:00PM**

1 OPENING

1.1 Declaration of Opening

Cr Kevin Trent, Shire President, declared the meeting open at 5:00pm.

1.2 Acknowledgement / Disclaimer

The Shire President advised the following:

"The York Shire Council acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of this country 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.

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, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council 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 Declarations of Interest that Might Cause a Conflict

Nil

1.6 Declaration of Financial Interests

Cr Wright - SY090-09/24 - Operational Management of the York Recreation & Convention Centre

1.7 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

Cr Kevin Trent, Shire President; Cr Denis Warnick, Deputy Shire President

Cr James Adamini; Cr Chris Gibbs; Cr Kevin Pyke; Cr Denese Smythe; Cr Peter Wright

2.2 Staff

Chris Linnell, Chief Executive Officer; Lindon Mellor, Executive Manager Infrastructure & Development Services; Paula Armstrong, Executive Support Officer

2.3 Apologies

Alina Behan, Executive Manager Corporate & Community Services

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

There were six (6) people in the Gallery at the commencement of the meeting.

3 QUESTIONS FROM PREVIOUS MEETINGS

3.1 Response to Previous Public Questions Taken on Notice

Nil

3.2 Response to Unasked Questions from the Previous Meeting

Nil

4 PUBLIC QUESTION TIME

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

6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that—
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where—

- (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
 - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
 - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have 2 minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.
- (11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

Public Question Time commenced at 5:04pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

MR AARON MARWICK

Question 1

When will works be undertaken on Doodenanning Road? Why do we need clearing permits? How long will it take to get permits?

Response by the Shire President

The Shire is waiting for the State and Federal Governments to approve clearing permits enabling the clearance of roadside vegetation.

Question 2

While we are waiting for resurfacing, can the pot holes be fixed and basic maintenance be undertaken?

Response by the Executive Manager Infrastructure & Development Services

Grading and shoulder maintenance works are being carried out in accordance with the road maintenance schedule.

MS JANET RYAN

Question 1

When is there going to be work done on Doodenanning Road, Narralagin? Who is responsible if there is an accident because of a road in unacceptable condition? Because the Goldfields Road repairs have been put on hold, why can't the funding be redirected to rectify other dangerous roads?

Response by the Chief Executive Officer

The Shire has met with the Department of Water & Environmental Regulation regarding clearing trees on the road verges. However, there are delays relating to the supposed existence of black cockatoo habitat. Endangered flora may also be affected. We are not the first local government to be affected by delays in obtaining clearance permits.

The Shire pays one third of the costs for these road projects, with the other two thirds coming from State and Federal Governments.

MR BEN MINCHERTON**Question 1**

With regard to the reflector posts on Doodenanning Road which are aging, no longer working and some are missing, when will the reflector posts be replaced or fixed?

Response by the Executive Manager Infrastructure & Development Services

A large number of reflectors have been purchased and will be installed in due course.

As there were no further questions Public Question Time concluded at 5.17pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS**6.1 Petitions**

Nil

6.2 Presentations

Nil

6.3 Deputations

Nil

6.4 Delegates' reports**6.4.1 Cr Denese Smythe**

Cr Denese Smythe advised she had attended the following meetings and events during August 2024:

DAY	MEETING/EVENT DESCRIPTION	VENUE
06/08/2024	Special Council Meeting	Council Chambers
13/08/2024	Concept Forum	Council Chambers
15/08/2024	Diploma Training	WALGA Perth
19/08/2024	WALGA Training	Zoom
20/08/2024	Agenda Briefing	Council Chambers
23/08/2024	Wheatbelt Forum	Northam
27/08/2024	Ordinary Council Meeting	Council Chambers

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**RESOLUTION
010924****Moved: Cr Peter Wright****Seconded: Cr Denese Smythe****That the minutes of the Ordinary Council Meeting held on 27 August 2024 be confirmed as a correct record of proceedings.****In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright****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 August 2024:*

DAY	MEETING/EVENT DESCRIPTION	VENUE
06/08/2024	Meeting with Chief Executive Officer	Shire Administration
06/08/2024	Special Council Meeting	Council Chamber
12/08/2024	101.3 Radio Station Interview – Canola Classic	Radio Studio
13/08/2024	Meeting with Chief Executive Officer	Shire Administration
13/08/2024	Concept Forum	Council Chamber
18/08/2024	Welcome cyclists for Canola Classic	YRCC
19/08/2024	Interview with Channel 7 re Canola Classic	Shire Administration
20/08/2024	Meeting with Chief Executive Officer	Shire Administration
20/08/2024	Agenda Briefing	Council Chambers
23/08/2024	Avon-Midland Country Zone Meeting	Northam Rec Centre
23/08/2024	Wheatbelt Zone Forum	Northam Rec Centre
24/08/2024	Opening Exhibition for Louise Wells	Pantechnica Gallery
27/08/2024	Meeting with Chief Executive Officer	Shire Administration
27/08/2024	Ordinary Council Meeting	Shire Administration

9 OFFICER'S REPORTS

SY088-09/24 2024/25 ROAD UPGRADES - REQUEST FOR BUDGET AMENDMENT AND AWARD OF CONTRACT

File Number:	4.7758
Author:	Rebecca Palumbo, Manager Projects & Assets
Authoriser:	Lindon Mellor, Executive Manager Infrastructure & Development Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Recommendation Report - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

Council is requested to consider an amendment to the 2024/25 Budget and authorise the award of a contract to complete the 2024/25 Road Upgrades (Request for Tender (RFT) 01-2425).

BACKGROUND

Several road improvement projects have been in the planning phase for some time now. With final engineering designs completed the projects are ready to move to construction phase.

All three (3) road construction projects were tendered through the Tenderlink process for the financial year 2024/25.

The projects are:

1. York - Tammin Road, 3.40 km (SLK 18.10 to SLK 21.50)
2. Quellington Road, 1.75 km (SLK 10.05 to SLK 11.80)
3. Spencers Brook – York Road, 0.94 km (Avon Terrace, SLK 0.00 to SLK 0.21 and Spencers Brook Road SLK 20.10 to SLK 20.83)

The general scope of works includes road widening, road reconstruction, drainage improvements and intersection safety measures.

The Tender was advertised in August 2024 and submissions were invited.

COMMENTS AND DETAILS

The Tender documentation was released on 9 August 2024 and submissions closed on 5 September 2024.

When submissions closed three (3) submissions were received. Two (2) tenders were deemed compliant and displayed an ability to meet the minimum requirements of the contract. One (1) tender was rejected in accordance with Regulation 18(1) of the *Local Government (Functions & General) Regulations 1996* as it did not comply with the Tender Specifications in that it was not submitted before the Deadline.

The Recommendation Report for RFT 01-2425 is presented in confidential Appendix 1 and details the tender process, the tender submissions and the evaluation of the responses.

It is recommended that WCP Civil Pty Ltd be awarded the contract to carry out road upgrades up to the approved budget amount, for the works that are included in RFT 01-2425 with the Chief Executive Officer to negotiate a contract for a revised scope of works for the Spencers Brook Road Project.

Delegation 1.1.14 – Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options delegates authority to the Chief Executive Officer to accept tenders. However, as a condition to the delegation, the authority is limited to an amount of \$250,000.

Approval of any contract variations for all projects can be approved by the Chief Executive Officer under this delegation.

A budget allocation of \$2,255,000 is included in the 2024/25 Budget for the construction of three (3) roads, funded through Regional Road Group (RRG), Road to Recovery (RTR), Blackspot Program grant funds and Shire of York Municipal funds.

The Budget allocation did not include all the required funding to comply with the conditions of the road funding programs or as required to complete these projects.

Regional Road Group Funding requires a contribution from the local government of \$1 for every \$2 of funding.

The shortfall in allocated expenditure is \$575,006. However, an amount of grant income was not included in the Budget, with an amount of \$322,587 to be added resulting in an overall shortfall of \$252,419.

An assessment of the budget has identified the following opportunities to reallocate funds to enable the completion of these road construction projects and ensure compliance with the grant agreement.

Originally there was an allocation of R2R funds to road renewal works such as re-sheeting and sealing. Some of this budget could be reallocated with a small renewal program still able to be undertaken with the remaining funds.

The other action recommended is to adjust the transfers to Reserve as part of the 2023/24 budget. The approved transfers to the Building Reserve, Plant Reserve and Bridges Reserve will be reduced and this would contribute \$119,908 of the required funds but would still leave significant transfers in the Budget.

The detailed budget adjustments are summarised below:

TABLE 1.

GL	DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	REVISED BUDGET	COMMENTS
122300/7001	York-Tammin Road	\$129,915	+\$125,000	\$254,915	Meet grant funding obligations
122300/7006	Quellington Road	\$76,893	+\$111,294	\$188,187	Meet grant funding obligations
122401/700611	Quellington Road RRG	\$573,277	+\$322,587	\$895,864	Additional funded project
122407/700412	Spencers Brook Road Black Spot	\$230,000	+\$16,125	\$246,125	Include carry over grant funding
125203	RRG Grant Income	-\$1,883,783	-\$322,587	-\$2,206,370	Additional grant income
700608	Road Renewals	\$220,000	-\$132,511	\$87,489	Impacts on road re-

					sheeting and sealing program
13350	Building Reserve	\$145,000	-\$45,000	\$100,000	Reduce transfer to Reserve
127308	Plant Reserve	\$139,954	-\$54,908	\$85,046	Reduce transfer to Reserve
122506	Bridge Reserve	\$120,000	-\$20,000	\$100,000	Reduce transfer to Reserve

OPTIONS

Council has the following options:

Option 1: Council could choose to approve the proposed budget amendments and award a contract to the preferred Tenderer up to the amended budget amount of \$2,830,006.

Option 2: Council could choose to reject the budget amendment.

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

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team

Strategic

Strategic Community Plan 2020-2030

Goal 1: The Place to Be

To be a close-knit community, full of life, in a welcoming and accessible place for all.

Goal 4: Built for Lifestyle and Resilience

To have a built environment which support community, economy and the environment, respects the past and creates a resilient future.

Policy Related

F2 Procurement

Financial

The budget amendment proposed has been balanced by reducing planned transfers to Reserve. There will be no change to the existing budget position in terms of surplus or deficit funds.

By reallocating these funds, Council can proceed with the planned road construction projects, with a minimal reduction in Reserve allocations.

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

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.”*

Sections 3.57 and 5.42 of the *Local Government Act 1995* are applicable and state:

“3.57 Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.”*

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.”*

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

Risk Related

The planned works have been delayed for some time and not adopting the Officer’s recommendation would result in further delay, increasing reputational risk.

The works are funded under the R2R and RRG programmes. Works are scheduled for completion in 2024/25. Delays in awarding the contract for construction may impact on the likelihood of these works being completed in 2024/25 and may put grant funding in jeopardy.

Further delays may result in cost escalations as market pressures and inflation impact.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: Yes

**RESOLUTION
020924**
Moved: Cr Denese Smythe
Seconded: Cr Peter Wright
That, with regard to 2024/25 Road Upgrades - Request for Budget Amendment and Award of Contract, Council:

1. Endorses the recommendation of the evaluation panel in accordance with the Recommendation Report, as presented in confidential Appendix 1.
2. Resolves to approve the budget adjustments as listed below:

GL	DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	REVISED BUDGET	COMMENTS
122300/7001	York-Tammin Road	\$129,915	+\$125,000	\$254,915	Meet grant funding obligations
122300/7006	Quellington Road	\$76,893	+\$111,294	\$188,187	Meet grant funding obligations
122401/700611	Quellington Road RRG	\$573,277	+\$322,587	\$895,864	Additional funded project
122407/700412	Spencers Brook Road Black Spot	\$230,000	+\$16,125	\$246,125	Include carry over grant funding
125203	RRG Grant Income	-\$1,883,783	-\$322,587	-\$2,206,370	Additional grant income
700608	Road Renewals	\$220,000	-\$132,511	\$87,489	Impacts on road re-sheeting and sealing program
13350	Building Reserve	\$145,000	-\$45,000	\$100,000	Reduce transfer to Reserve
127308	Plant Reserve	\$139,954	-\$54,908	\$85,046	Reduce transfer to Reserve
122506	Bridge Reserve	\$120,000	-\$20,000	\$100,000	Reduce transfer to Reserve

3. Awards the contract for Tender 01-24/25 for York-Tammin Road and Quellington Road to WCP Civil Pty Ltd up to the amended budgeted amount \$2,583,881.
4. Awards the contract for Tender 01-24/25 for Spencers Brook Road to WCP Civil Pty Ltd for a revised scope of works up to the amended budget of \$246,125.
5. Authorises the Shire President and Chief Executive Officer to affix the Common Seal to all relevant contract documentation between the Shire of York and the preferred tenderer, subject to any variations.
6. Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the contract documentation prior to signing.

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0 BY ABSOLUTE MAJORITY

SY089-09/24 ASSET MANAGEMENT PLANS - BUILDINGS AND PUBLIC OPEN SPACE ASSETS

File Number:	4.8046
Author:	Rebecca Palumbo, Manager Projects & Assets
Authoriser:	Lindon Mellor, Executive Manager Infrastructure & Development Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Asset Management Plan - Buildings ↓ 2. Asset Management Plan - Public Open Spaces ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the Asset Management Plan (AMP) for Buildings and the AMP for Public Open Spaces to Council for information and noting.

BACKGROUND

Effective management of local government assets is crucial for the sustainable management and delivery of the services required to meet existing and future community needs.

Local government assets are typically diverse and have a long service life. Asset management planning assists with identifying community needs for the creation of new assets and the renewal and maintenance of existing assets.

Asset management practices seek to balance the community's infrastructure requirements against available funding. AMPs are a key mechanism to assist local governments with this task.

Assets are managed over the following stages of lifecycle activity:

- Acquisition
- Operations and Maintenance
- Renewal
- Disposal

This report presents AMPs for two (2) asset classes:

- Building Assets
- Public Open Space Assets

The Shire's AMP for Buildings and AMP for Public Open Space Assets was last updated March 2018, at which time they were referred to as the Property Asset Management Plan. As part of the Integrated Planning and Reporting Framework, the aim is to review AMPs every four (4) years.

Some key considerations in developing these AMPs are:

- The Building Assets category includes all buildings owned by the Shire.

- Maintenance costs are not considered for leased buildings as generally maintenance and operational responsibility falls to the lessees.
- All buildings are included when generating renewal demand.
- Public Open Space Asset includes all parks and open space that contain physical assets (playgrounds, seating and the like).

In November 2023 a contract was awarded for a consultant to undertake condition assessments and renewal modelling of the assets that are covered by these AMPs. This data is crucial in developing the final AMP document. The AMP documents have been developed internally.

The condition assessment was based on a visual inspection of all assets, with each asset class split into subcomponents.

At June 2024, the total replacement value of the Shire's Building assets was \$48,267,460 and Public Open Space assets was \$7,305,448.

COMMENTS AND DETAILS

The first step in the AMP development is the condition assessment. Each asset was assigned a condition score based on the visual inspection. This enables a calculation of the estimated service life for each asset type.

The meaning of each condition score for the inspected assets is provided below:

TABLE 1.

CONDITION GRADING	DESCRIPTION OF CONDITIONS
0	New: New or an asset recently rehabilitated back to new condition.
1	Near New: No visible signs of deterioration often based upon the time since construction rather than observed condition decline.
2	Excellent: Very slight condition declines obvious, no longer in new condition.
3	Very Good: Early stages of deterioration minor no serviceability problems.
4	Good: Some obvious deterioration evident slightly impaired serviceability.
5	Fair: Obvious deterioration some serviceability loss.
6	Fair to Poor: Obvious deterioration serviceability would be affected and rising maintenance cost.
7	Poor: Service deterioration-serviceability limited, High Maintenance cost.
8	Very Poor: Serviceability heavily impacted. very high Maintenance cost needed to be rehabilitated.
9	Extremely Poor: Severe serviceability problems needing rehabilitation immediately. Could also be a risk to remain in service.
10	Failed: No longer serviceable and should not remain in service extreme risk.

Buildings and Public Open Spaces assets were broken down into sub-components based on the expected service life of that component. Asset components for each asset class are:

TABLE 2.

ASSET CLASS	ASSET COMPONENTS	SERVICE LIFE
Building Asset		

	Structure-Long Life	Eighty (80) Years
	Structure-Short Life	Sixty (60) Years
	Roof	Thirty (30) Years
	Fit Out	Twenty-five (25) Years
	Mechanical Services	Fifteen (15) Years
Public Open Space Asset		
	Sheds & Shelters-Structure	Eighty (80) Years
	Sheds & Shelters-Roof	Thirty (30) years
	Lighting	Twenty-five (25) Years
	Park furniture	Fifteen (15) Years
	Play Equipment	Fifteen (15) Years
	Synthetic Surfaces	Twenty (20) Years
	Reticulation	Twenty-five (25) Years
	Miscellaneous	Twenty (20) Years

The 'Service Life' column indicates the industry-standard service life of specific asset components. Components with shorter service lives will require more frequent replacement than those with longer service lives.

Breaking down buildings and public open space assets into their components assists in identifying which parts are driving the overall renewal demand.

The next step involved developing a renewal demand model based on the current condition of the assets and considering asset decline over time. Finally, a lifecycle model was compared to the current budget allocation and Long-Term Financial Plan (LTFP).

The findings of this analysis are discussed in the AMP documents, which are presented in Appendices 1 and 2 respectively.

Key Findings

A lifecycle summary has been developed for each Asset class, demonstrating the Asset Need compared to Financial Resourcing, as documented in the Annual Budgets and LTFP.

Key findings for each asset class are summarised in Table below:

TABLE 3.

KEY FINDINGS	
ASSET CATEGORY	COMMENTS
Buildings	<ul style="list-style-type: none"> A backlog in maintenance activity has been identified with a list of priority maintenance items requiring attention. Current maintenance budgets are based on reactive maintenance only. Currently renewal activity is opportunistic and/or reactive. There is a significant gap between the funds required for the recommended renewal actions and the current budget for renewal. The modelled funding required for renewal peaks in 2028. This is due to components with a shorter expected service life coming due for renewal.
Public Open Space	<ul style="list-style-type: none"> Public Open Space assets are generally in good condition.

	<ul style="list-style-type: none"> • Maintenance activity tends to be 'as needs' basic. • Renewal is opportunistic and is likely to use maintenance budgets. • There is a significant gap between the funds required for the recommended renewal actions and the current budget for renewal. Many of the Public Open Space Asset components have a short service life meaning they require renewal more often. • The modelled funding required for renewal peaks in 2029. This is due to components with a shorter expected service life coming due for renewal.
--	--

Key Strategies

The outcome of the analysis is that the asset renewal funding gap for Buildings and Public Open Space is not able to be met with current available capital. This scenario is not considered unusual in the local government sector.

A key strategy to reduce the renewal liability is to extend the service life of the asset through operational and maintenance programs and to monitor closely for the need to renew assets whilst maintaining sufficient Reserves to address the need. The key aim of this strategy is to hold asset condition at current levels or slowly improve condition over time. These strategies typically influence operational planning and works activity.

Another strategy is to rationalise the asset register and dispose of obsolete and surplus assets, thus reducing the competition for finite funds. Asset disposal does incur either sale or demolition costs up front. This strategy allows for funds to be spent on the areas of highest priority while reducing the overall renewal and maintenance cost burden across the asset portfolio.

Some key strategies to address the findings are summarised in the points below:

Building Assets

1. Building Asset Renewal Reserve: Accumulate funds in Reserve over time to address the renewal gap systematically.
2. Building Asset Service Review: Review current service levels for building assets in comparison to asset usage and significance with the aim of adjusting service levels for important or disposable assets.
3. Asset disposal plan: Identify obsolete and surplus assets and plan for disposal. Allow for future demolition or sale of asset funds within future Annual budgets.
4. Annual visual inspections and proactive maintenance: Implement ongoing assessment and maintenance program, potentially reducing future costs and preventing issues from escalating. This has been addressed within the recently adopted Workforce Plan, with specific resources allocated to complete this.
5. Investigate external funding: Primarily focused on heritage buildings like the Town Hall and Residency Museum. Provides support for the conservation of important heritage buildings.
6. Assess community aspirations: Consider community needs in regard to facilities, through targeted community engagement.
7. LTFP: Include appropriate allocations for asset renewal in the LTFP.

Public Open Space Assets

1. Public Open Space asset service review: Review current service levels provided. Prioritise assets considering usage and significance and identify important and disposable assets.
2. Annual visual inspections and proactive maintenance: Implement ongoing assessment and maintenance program, potentially reducing future costs and preventing issues from escalating. This has been addressed within the recently adopted Workforce Plan, with specific resources allocated to complete this.

3. Asset disposal plan: Identify obsolete and surplus assets and plan for disposal. Allow for future demolition funds within future annual budgets.
4. Assess community aspirations: Consider community needs in regard to facilities, through targeted community engagement.
5. LTFP: Include appropriate allocations for asset renewal in the LTFP.

Options

Council has following options:

Option 1: Council could choose to receive and note the AMP for Buildings and the AMP for Public Open Spaces as presented, acknowledging that they are living documents and are required to be updated as new and more detailed information is available.

Option 1: Council could choose not to receive and note the AMP for Buildings and the AMP for Public Open Space as presented.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

There has been no formal community consultation for this AMP process. However, outcomes from the 2023 Community Scorecard have been considered in developing the AMPs.

Strategic

Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

To have a built environment which supports community, economy, and the environment, respects the past, and creates a resilient future.

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.

The AMPs are key components of the Integrated Planning and Reporting Framework. They align with the Strategic Community Plan and work in conjunction with the Corporate Business Plan, LTFP and the Annual Budget.

Policy Related

F11 Financial Planning & Sustainability

G17 Integrated Planning & Reporting (Planning)

O5 Operational Policies Asset Management

Financial

The AMP's have a direct relation to the LTFP and Annual Budget and financial sustainability is a key consideration.

Legal and Statutory

Section 5.56 of the *Local Government Act 1995* is applicable and states:

"5.56. Planning for the future

- (1) *A local government is to plan for the future of the district.*

- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.”*

Regulation 19DA(3)(c) of the *Local Government (Administration) Regulations 1996* is applicable and states:

“19DA. Corporate business plans, requirements for:

- (3) *A corporate business plan for a district is to-*
- (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.”*

Risk Related

RISKS	DESCRIPTION
Financial Risk	<p>Cost Overruns - Reactive/emergency maintenance activities leads to unbudgeted expenses. Implementation of a properly managed and updated AMP can mitigate this risk.</p> <p>Inadequate Funding - Insufficient allocation of funds for implementing AMP actions hinders sustainable asset management practices.</p> <p>Inefficient Resource Allocation - Inefficient distribution of labour, materials, and equipment without a strategic approach leads to higher operational costs. Implementation of a properly managed and updated AMP can mitigate this risk.</p>
Reputational Risk	<p>Asset failure and service disruption - Poor understanding of asset condition can result in asset failures and service disruptions, leading to customer dissatisfaction, and reputational damage. Implementation of properly managed and updated AMP can mitigate this risk.</p> <p>Communication and transparency - Having transparent plans in place builds confidence with community. Communicating with the public in regard to the AMPs can be an effective and transparent tool to reach an understanding of what can be achieved.</p>

Workforce

Adoption of the AMPs will have following implications:

1. **Increased workload:** The implementation of the AMPs may lead to an increased workload for the Administration, particularly in areas like data collection, asset inspections, and maintenance planning. Employees may need to adapt to new processes and standards.
2. **Training and Development:** There may be a need for additional training and development to ensure staff are equipped with the skills and knowledge required to execute the AMPs effectively. This could include training in new procedures or understanding asset management practices.
3. **Efficiency:** There could be improvements in the efficiency of asset management practices with structured AMPs in place. This might result in better coordination among departments, and clearer responsibilities.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION**030924****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs****That, with regard to Asset Management Plans - Buildings and Public Open Space Assets, Council:**

- 1. Notes the Asset Management Plan for Buildings and the Asset Management Plan for Public Open Space, as presented in Appendices 1 and 2 respectively.**

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0



ASSET MANAGEMENT PLAN

BUILDING ASSETS (2024)



Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
D0.05	August 2024	Draft	AP	RP	LM
1.0	September 2024	Final to OCM	AP	RP	LM

© Copyright 2020 – All rights reserved
The Institute of Public Works Engineering Australasia

Contents

1.0	EXECUTIVE SUMMARY	6
1.1	The Purpose of the Plan.....	6
1.2	Asset Description	6
1.3	What does it Cost?.....	6
1.4	What we will do	8
1.5	What we cannot do	8
1.6	Managing the Risks.....	8
1.7	Assumptions used in this AMP	9
1.8	Next Steps.....	9
2.0	INTRODUCTION	10
2.1	Background	10
2.2	Goals and Objectives of Asset Management	12
2.3	Asset Management Plan Framework.....	13
3.0	LEVELS OF SERVICE	15
3.1	Customer Level of Service:	15
3.2	Technical Levels of Service.....	16
3.3	Legislative Requirements.....	17
4.0	FUTURE DEMAND	18
4.1	Demand Drivers	18
4.2	Demand Forecasts	18
4.3	Demand Impact and Demand Management Plan	18
4.4	Asset Programs to meet Demand	19
4.5	Climate Change Adaptation	19
5.0	LIFECYCLE MANAGEMENT PLAN	21
5.1	Background Data	21
5.2	Operations and Maintenance Plan	24
5.3	Renewal Plan	27
5.4	Summary of future renewal costs.....	28
5.5	Acquisition Plan	31
5.6	Disposal Plan.....	31
5.7	Summary of Asset Forecast Costs.....	31
6.0	RISK MANAGEMENT PLANNING	33
6.1	Critical Assets.....	33

6.2	Risk Management	34
6.3	Infrastructure Resilience Approach	36
6.4	Service and Risk Trade-Offs	36
7.0	FINANCIAL SUMMARY	37
7.1	Financial Sustainability and Projections	37
7.2	Funding Strategy	38
7.3	Valuation Forecasts	38
7.4	Key Assumptions Made in Financial Forecasts	39
7.5	Forecast Reliability and Confidence	39
8.0	PLAN IMPROVEMENT AND MONITORING	41
8.1	Asset Management Practices	41
8.2	Improvement Plan	41
8.3	Monitoring and Review Procedures	42
8.4	Performance Measures	42
9.0	REFERENCES	43
10.0	APPENDICES	44
10.1	Appendix A Acquisition Forecast Summary	44
10.2	Appendix B Operation Forecast Summary	44
10.3	Appendix C Maintenance Forecast Summary	45
10.4	Appendix D Renewal Forecast Summary	46
10.5	Appendix E Disposal Forecast Summary	46
10.6	Appendix F Budget Forecast Summary by Lifecycle Activity	47

Acknowledgement of Country

The Shire of York acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of this country 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.

1.0 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

This document – ‘**Asset Management Plan for Buildings**’ (AM Plan) includes key information on building assets within the Shire of York and details how the Shire will implement a robust approach to asset management of the Shire’s building assets.

The AM Plan defines what services are to be provided, how these services are provided and what funds are required over the twenty (20) year planning period.

The AM Plan links to the Long-Term Financial Plan (LTFP) which typically considers a 10-year planning period. The objective of this AM Plan is to improve the strategic management of buildings to ensure the buildings:

- Are well maintained.
- Provide an appropriate level of service at a cost that is affordable to the community.

1.2 Asset Description

This AM Plan includes the building assets that are owned or controlled by the Shire of York and provide space for accommodation, recreational activities, social integration, exhibitions, and celebrations.

There are 52 buildings owned and maintained by the Shire. An overview of the buildings inventory based on type is provided below:

- 18 Community Buildings
- 3 Emergency Services (Fire Sheds)
- 8 Municipal Buildings
- 9 Residential Buildings
- 5 Sporting Facilities
- 9 Toilet Blocks

The building assets have an estimated replacement value of \$48,267,460 as at June 2024.

1.3 What does it Cost?

This AM Plan forecasts the cost to provide the services identified in this Asset Management Plan through each phase of the asset management lifecycle including maintenance, renewal, acquisition, and disposal over the 20 year planning period.

The forecast renewal cost of the Shire’s buildings over the period of 20 years is \$21,205,405 or \$1,060,270 on average per year.

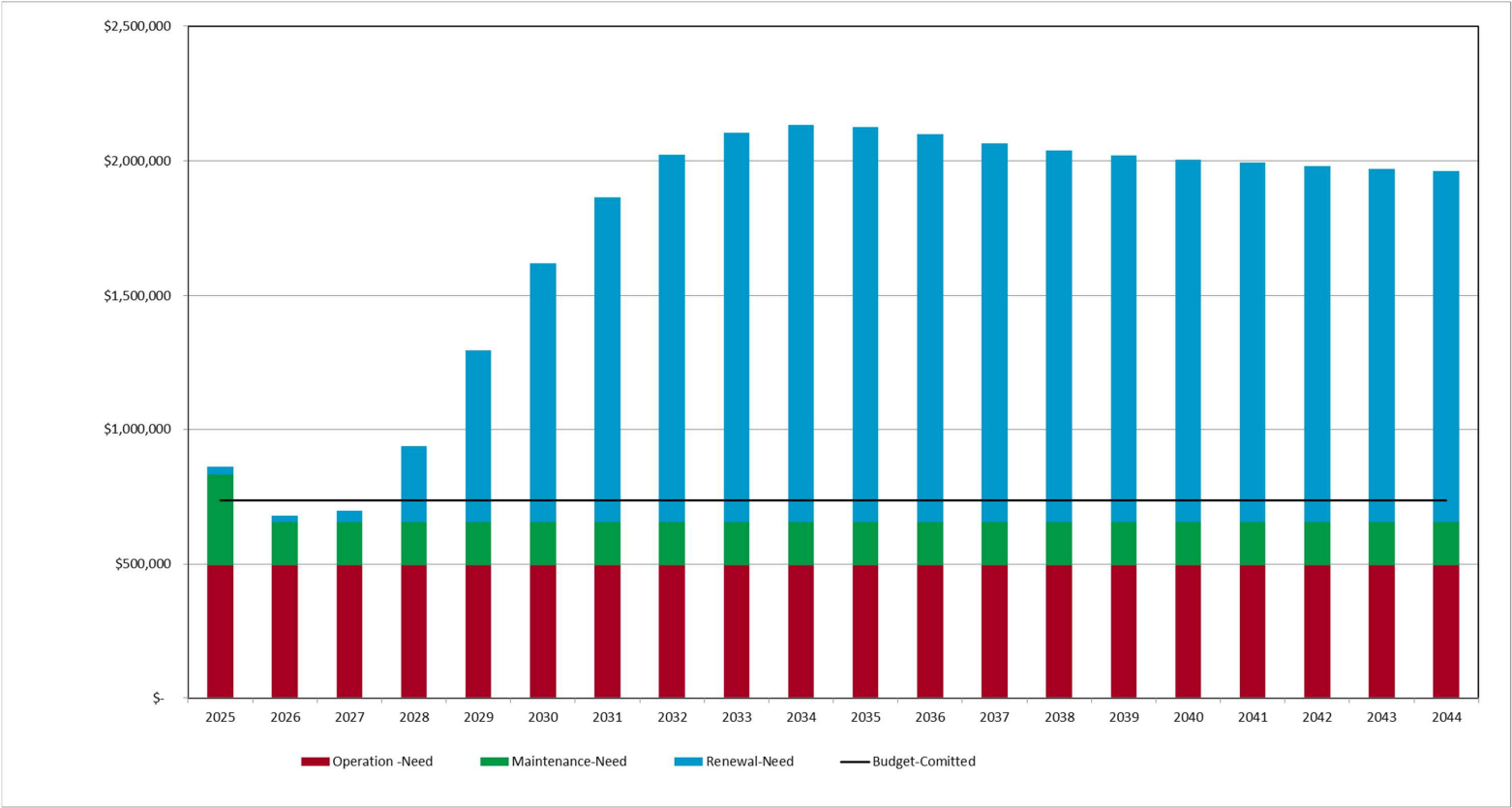
The estimated available funding for renewal is \$85,000 per year. This is 8% of the cost to provide the service.

The forecast lifecycle costs necessary to provide the services covered by this AM Plan, including operations, maintenance and renewal of assets over the 20 year planning period is \$34,471,645 or \$1,723,582 on average per year.

Estimated available funding is \$735,662 on average per year. This is 43% of the cost to sustain the current level of service.

The projected need and current budget allocation over the 20 years period is shown in Table 1.3 below.

Table 1.3: Forecast Lifecycle Costs and Planned Budgets



1.4 What we will do

The Shire of York Long Term Financial Plan (LTFP) 2024 - 2039 does not currently include an allocation for the renewal/ replacement of building assets. It is intended that this AM Plan will inform an update to the LTFP.

The Shire of York plans to provide Building asset services for the following:

- Operation, maintenance, renewal, acquisition and disposal of Building assets to meet service levels set by Shire of York in annual budgets
- Identify the highest priority renewals and incorporate them into the LTFP.

1.5 What we cannot do

The AM Plan modelling has identified that the Shire cannot sustain the required services at the proposed standard or to provide new services. Works and services that cannot be provided under present funding levels are:

- Renewal works for all the building components that will require renewal in the period over the next 10 years
- Upgrade assets to accommodate capacity need during events
- Major renewal works for historically significant buildings unless external funding is secured
- Acquire new assets unless a funding plan is developed.

1.6 Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities. Major risks have been identified as:

- Downgrading of services
- Not meeting compliance requirements for buildings, putting patrons and the Shire at risk
- Poor experience by community and visitors
- Decline in condition of historically significant buildings
- Decline in community confidence and engagement due to poor service.

We will endeavour to manage these risks within available funding by:

- Maintaining compliance requirements
- Monitoring condition of assets and intervene with repairs, maintenance when budget permits
- Seeking grant opportunities to obtain funds for asset renewal and acquisition
- Preparing and implementing a proactive maintenance program to protect asset condition
- Reviewing the asset portfolio against service requirements to identify asset disposal opportunities to reduce overall renewal requirements.

1.7 Assumptions used in this AMP

Key assumptions made in this AM Plan are:

- The 2023/24 financial year operations and maintenance budgets have been used to calculate projected expenditure
- Asset revaluation provides a reasonably accurate representation of the building assets
- Renewal forecasts have been made using the asset condition assessment and professional judgement
- All costs are represented in current day dollars
- The information held on the buildings included in the asset register is accurate
- For leased buildings, maintenance requirements being adequately maintained by the Lessee
- Renewal allocation towards buildings assets is calculated based on the identified renewal expenditure in 2022/23 and 2023/24 financial years budgets
- As the inclusion of building assets in the LTFP will be based on this AM Plan, the LTFP has not informed this AM Plan.

This AM Plan is based on information with a MEDIUM level of confidence.

1.8 Next Steps

The next steps resulting from this AM Plan are:

- Assess the current service levels for each building asset
- Based on building usage and importance, prioritise assets and adjust service levels and renewal programs accordingly
- Consider obsolete and surplus assets for disposal
- Schedule and undertake a regular inspection program to identify and address issues
- Develop a works program to undertake maintenance activities
- Update the LTFP to determine the funding for this asset group over the next 10 years.

2.0 INTRODUCTION

2.1 Background

This AM Plan communicates the requirements for the sustainable delivery of services through the management of assets, compliance with regulatory requirements, and the required funding to provide the appropriate levels of service over the planning period.

The AM Plan is to be read with the Buildings AMP-Asset Register Method planning documents. This should include the Asset Management Policy and Asset Management Strategy when developed, along with other key planning documents, including:

- Operational Policy-Asset Management
- Shire of York Strategic Community Plan 2020 -2030
- Shire of York Long Term Financial Plan 2024-2029
- Shire of York Annual Budget
- Shire of York Corporate Business Plan 2020-2024

The Shire has undertaken a comprehensive review of all its asset management planning documents. The objective is to make AM Plans more transparent and workable documents that will assist Council and executive management in effective and purposeful decision making.

The infrastructure assets covered by this AM Plan include building assets owned and controlled by the Shire. For details of the assets covered in this AM Plan refer to the Table in Section 5.

In summary, there are 52 buildings owned and maintained by the Shire. An overview of buildings inventory based on type is provided below:

- 18 Community Buildings
- 3 Emergency Services (Fire Sheds)
- 8 Municipal Buildings
- 9 Residential Buildings
- 5 Sporting Facilities
- 9 Toilet Blocks

These assets are used to provide recreational services, community facilities, storage, aged care services, staff accommodation and, administration and operation services.

The infrastructure assets included in this plan have a total replacement value of \$48,267,460.

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 2.1.

Table 2.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Elected Members	Represent needs of community Allocate resources to meet planning objectives in providing services while managing risks Ensure service sustainable
Executive Leadership Team	Prioritise and support the development of a suite of asset management plans. Utilise the findings and recommendations from asset management plans to better inform forward planning, including considerations for Budget and updating the Long Term Financial Plan.
Corporate Services	Provide administrative and financial support for developing and implementing the AMP. Assist in budgeting and financial planning related to asset management. Ensure compliance with legal and regulatory requirements. Coordinate communication and reporting related to asset management.
Infrastructure Services	Develop and maintain the asset inventory and data. Coordinate condition assessments and asset inspections. Develop maintenance and renewal strategies for assets. Execute asset maintenance and rehabilitation activities.
External Parties	Community residents and business-Provide feedback and desired level of service. Neighbouring Local Governments-Knowledge and experience sharing Emergency Service-Provide knowledge on fire emergencies and impacts on service delivery. Federal and state government authorities-Provide legislative and best practice guidelines.

2.2 Goals and Objectives of Asset Management

The goal for managing assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance
- Managing the impact of growth through demand management and infrastructure investment
- Taking a lifecycle approach to developing cost-effective management strategies that meet the defined level of service
- Identifying, assessing, and appropriately controlling risks, and
- Linking to a LTFP which identifies required, affordable forecast costs and how it will be allocated.

The goal of this asset management plan is to:

- Document the services/service levels to be provided and the costs of providing the service
- Communicate the consequences for service levels and risk, where desired funding is not available, and
- Provide information to assist decision makers in trading off service levels, costs and risks to provide services in a financially sustainable manner.

The Shire of York vision for the Strategic Community Plan is:

- Diverse Heritage
- Vibrant Community
- Prosperous Future

The Goals, objectives and strategies for change from the Strategic Community Plan are:

Goal 1: The Place to Be

Aspiration: To be a close-knit community full of life, in a welcoming and accessible place for all.

Goal 2: Driving the York Economy Forward

Aspiration: To have a vibrant, diverse, and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire.

Goal 3: A Leader in Sustainable Environment

Aspiration: To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community.

Goal 4: Built for lifestyle and resilience

Aspiration: To have a built environment which supports community, economy, and the environment, respects the past and creates a resilient future.

Goal 5: Strong Leadership and Governance

Aspiration: To have an effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

2.3 Asset Management Plan Framework

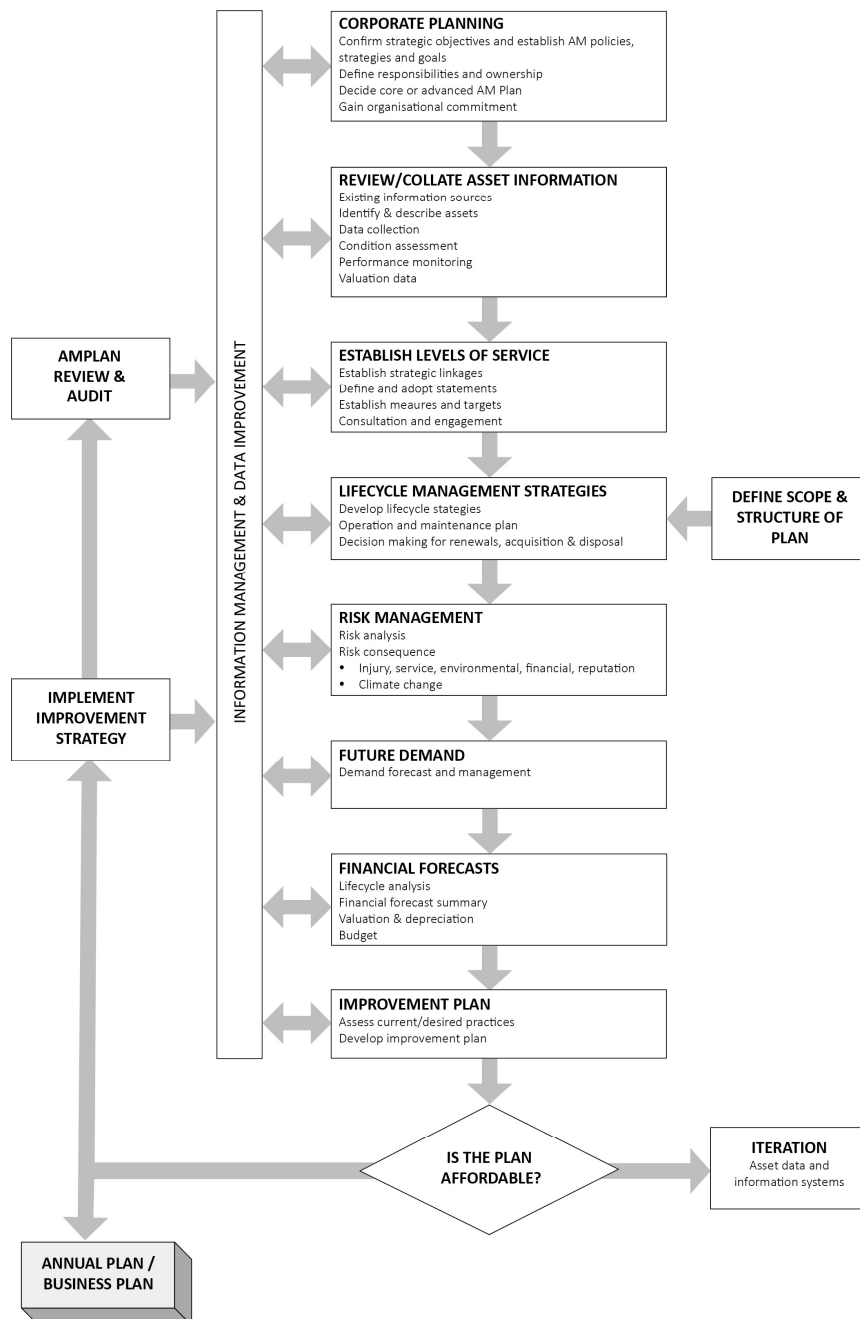
Key elements of the Asset Management Planning framework are

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management – identify and mitigate risks that arise from the management of the assets
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how we manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how the Shire will increase asset management maturity.

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



3.0 LEVELS OF SERVICE

There is no formal research on customer expectations for the Building Assets specifically. Future revisions of the AM Plan will consider community needs on service levels and costs of providing the service. This will assist the Shire and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

Service levels are defined in two ways: customer levels of service and technical levels of service.

3.1 Customer Level of Service:

The customer levels of service are evaluated based on the standard of the service, whether it meets user need, and level of usage.

In Table 3.1, under each of the service measure types, there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

Table 3.1: Customer Level of Service Measures

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
Customer value	Customer satisfaction	Community Survey (Community Scorecard 2023)	89% Positive Rating (Excellent to Okay) on community buildings, halls, and toilets 78% positive rating (Excellent to okay) on Sport and recreation facilities and services	Capital expenditure, particularly on heritage buildings, required to optimise performance
Condition	Condition of Buildings and its components	Condition score assigned to building	Visual assessment of building suggests that currently no building exceeds the intervention level	This is an outcome of a visual assessment only Building components and structures will continue to deteriorate. Seek sources for renewal fundings.
	Confidence levels			Medium (Visual Assessment supported by professional judgement and staff experiences)
Function	Are the assets appropriate for the intended use?	Assessment of whether the building assets are fit for purpose and usage studies	Most of the assets are fit for the purpose. However, many require updates for user comfort and amenity.	Failure to meet community expectation if renewal for user experience is not recognised
	Confidence levels			Low (Professional Judgement with no data evidence)
Safety	Buildings are safe, suitable and free of hazards	No of incidents, issues reported	Low, no schedule of compliance requirements	Improvement as Workforce Plan outcomes implemented
	Confidence levels			Low (Professional Judgement with no data evidence)

3.2 Technical Levels of Service

Technical levels of service define the service quality and performance from a technical perspective. This includes the reliability, availability, and efficiency of the service. It ensures that the infrastructure meets the required standards and performance criteria necessary to deliver the expected service levels.

Technical service measures are linked to the activities and annual budgets covering:

Acquisition – The activities to provide a higher level of service (Acquiring a new building, replacing a small building with a larger building) or a new service that did not exist previously (a new library).

Operations – The regular activities to provide services (opening hours, cleaning, cleaning chemicals, inspections)

Maintenance – The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (repairing a leaking roof, replacing broken windows or doors, Addressing electrical failures or power outages, patch and paint damaged walls, repair of gutters)

Renewal – The activities that return the service capability of an asset up to that which it had originally provided (replacement of roof, new kitchen fit outs, new cabinets on toilets or any building component replacement)

Table 3.2 shows the activities expected to be provided under the current 10 year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged circumstances such as technology and customer priorities will change over time.

Table 3.2: Technical Levels of Service

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance	Recommended Performance
Acquisition	Assets meet demands of community and visitors	Unknown	Planning to acquire buildings within the Aquatic Facility	Continue with aquatic facility renewal plan.
		Budget	\$0	\$1,647,000
Operation	Day to day activities that ensure smooth running of the building facilities to provide intended services	Cleaning frequency Annual pest control Annual defects inspection	Operational budget is considered sufficient. No exceedance has occurred in the recent years.	Document regular inspections Build proactive schedule.
		Budget	\$494,462	\$494,462
Maintenance	Activities undertaken to ensure building assets are safe and in working order	Action requests addressed, Planned maintenance completed to schedule	Maintenance Budget is based on reactive maintenance only.	Maintenance budget should be aligned to a strategic works program.
		Budget	\$156,000	\$180,000
Renewal	Replace the asset/components	Renewal value calculated by external valuers	No planned renewal. Opportunistic and reactive renewal only occurs.	Contribute to Building Reserve to fund Renewal

	before they reach the end of their service life.	based on the condition assessment		activity based on strategic works program.
		Budget	\$85,000	\$100,000
Disposal	No Disposal planned.			Identify obsolete assets. Allocate these assets for disposal in the Long-Term Financial Plan (LTFP)
		Total Budget	\$735,462	\$2,421,462

3.3 Legislative Requirements

There are a range of legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the buildings service are outlined in Table 3.3.

Table 3.3: Legislative Requirements

Legislation	Requirement
<i>National Construction Code</i>	Construction and building standards for all buildings in Australia
<i>Local Government Act 1995</i>	Provides a framework in understanding the powers and functions of local governments in managing building assets Sets out the requirement for the preparation of a Long Term Financial Plan supported by Asset Management Plans for sustainable service delivery.
<i>Emergency Management Act 2005</i>	Provides the framework for managing emergencies and disasters.
<i>Work Health and Safety Act 2020</i>	Relates to health and safety of workers at workplaces, including building assets. This Act provides the framework to identify and manage workplace hazards in accordance with relevant regulations.
<i>Planning and Development Act 2005</i>	Related to compliance with statutory requirements for planning schemes and development assessments.
<i>Australian Accounting Standards</i>	Provides for the financial management of organisations including the handling of assets.
<i>Heritage Act 2004</i>	Provides for and encourages the conservation of heritage places.

4.0 FUTURE DEMAND

4.1 Demand Drivers

Drivers impacting demand include matters such as population change, legislative updates, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices and environmental awareness.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

4.3 Demand Impact and Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets and demand management. Demand management practices can include non-asset solutions such as alternative delivery solutions, insuring against risks and managing failures.

Opportunities identified for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

Table 4.3: Demand Management Plan

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Access and Inclusion	Existing building assets do not meet access and inclusion expectations	Increased demand for equal access to all demographic group	Limited reach and reduced customer base. Decreased social cohesion	Monitor the need and usage and consider actions in the Access and Inclusion Plan
Aging Infrastructure	Buildings and components are in acceptable service conditions at this point; however, signs of aging are visible	Increasing maintenance and repair needs over time	Potential for increased downtime and higher repair costs	Implement a proactive maintenance programme, prioritise structural assessments and necessary upgrades.
Changing community needs and expectations	Building assets are in acceptable service condition, however, regular inspections of structural components followed by repair is required	Demand for increased level of service.	Loss of relevance and decreased satisfaction on community level	Annual visual inspection of building assets Visual Inspection will be followed by structural assessment of building components of selected buildings. This approach ensures that any visible signs of wear, damage, or potential issues are identified early, allowing for timely and effective maintenance or repairs
Change in legislation	Unknown	Introduction of complex legislative and	May require operational adjustments within the building	Monitor and update legal framework

		regulatory requirements		
Impacts of climate change	Unknown	Extended hot and dry period, Heavy rain, and flooding	Impact on asset useful life	Apply Environmentally Sustainable Design guidelines for refurbishment or renewal works. Implement sustainable building maintenance practices
Tourism	Events held at heritage buildings to attract tourism	Increase demand on accessibility and capacity	Deterioration of structural and non-structural components of building due to increased usage	Ensure renewal activities are adequately planned and funded. Monitor usage and develop maintenance program accordingly

4.4 Asset Programs to meet Demand

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Shire to ongoing operations, maintenance and renewal costs for as long as the assets are required to provide the service. This means that once acquired, the organisation must allocate resources for regular upkeep, repairs, and eventual replacement of these assets.

These future costs associated with new assets are to be identified and incorporated into forecasts for operations, maintenance, and renewal costs and included in the LTFFP.

The Shire has plans for the acquisition of new buildings within a new Aquatic facility. It is recommended that an operations and maintenance plan is part of the facility business plan. For this AM Plan, it is assumed that the expected expenditure for the buildings will be covered by resources currently allocated for the existing facility.

4.5 Climate Change Adaptation

The impacts of climate change may have a significant impact on the assets the Shire manages and the services they provide. In the context of the asset management planning process climate change can be considered as both a future demand and a risk.

As a minimum the Shire must consider how to manage the existing assets given potential climate change impacts for the region.

Risk and opportunities identified to date are shown in Table 4.5(a)

Table 4.5 (a) Managing the Impact of Climate Change on Assets and Services

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Increased frequency of extreme weather events	More frequent and severe storms, heatwaves, or floods	Increased risk of damage to roofs, windows, and structural integrity; potential for disruption to services	Implement weatherproofing measures; develop emergency response plans; allocate funds for disaster preparedness and recovery.

Rising temperatures	Higher average temperature and more frequent heat waves	Increased demand on HVAC systems, higher cooling demands, potential for overheating in buildings	Upgrade HVAC systems for energy efficiency; enhance insulation and shading; implement energy efficiency strategies
Changing rainfall patterns	Altered rainfall patterns, including droughts and heavy rains	Potential for water infiltration, drainage issues, pressure on stormwater systems. Extended dry periods	Upgrade drainage systems, adopt drought-resilience practices.

Additionally, the way in which the Shire constructs new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

- Assets will withstand the impacts of climate change;
- Services can be sustained; and
- Assets that can endure may potentially lower the lifecycle cost with a reduced carbon footprint.

Table 4.5(b) summarises some asset climate change resilience opportunities.

Table 4.5(b) Building Asset Resilience to Climate Change

New Asset Description	Climate Change impact on the assets?	Build Resilience in New Works
Changed rainfall pattern	Water ingress and damage	Additional freeboard to counteract localised flooding
Increased temperature	Rapid deterioration of structure due to sun exposure	Use weather resistant material and protective coatings.

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AM Plan as knowledge in this area grows.

5.0 LIFECYCLE MANAGEMENT PLAN

All buildings should be managed with a long-term perspective and a comprehensive approach. To implement an effective lifecycle management plan, it is essential to understand the condition and purpose of each building. This includes ongoing maintenance, upgrades, and renewal strategies. By doing so, resources can be allocated to areas with the greatest need, meeting user expectations and preserving the value of the assets.

The lifecycle management plan details the strategies for managing and operating assets to achieve agreed service levels while efficiently controlling lifecycle costs, as outlined in the AM Plan.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

This AM plan covers varieties of building assets located in the York townsite and the rural settlements. Buildings Assets are categorised into the following types based on the purpose served by the building.

- Community Facilities
- Emergency Services
- Municipal
- Residential
- Sporting Facilities
- Amenities Block

For the purpose of this AM Plan, Building Assets are broken down further into components as follows:

- Long Life Structure
- Short Life Structure
- Roof
- Mechanical Services
- Fit out

Table 5.1.1: Assets covered by this Plan

Item	Building Description	Address	Category	Renewal Cost
1	Toilet Block-Gwambygine Park	Great Southern Highway	Amenities Block	\$ 150,176.00
2	Toilet Block	Lowe Street	Amenities Block	\$ 506,844.00
3	Toilet block	Howick Street	Amenities Block	\$ 262,808.00
4	Toilet block-Talbot Hall	Talbot Hall	Amenities Block	\$ 98,553.00
5	Toilet Block	Cowan Road	Amenities Block	\$ 84,474.00
6	Toilet Block	Ford St/Grey St	Amenities Block	\$ 56,316.00
7	Toilet Block Motorcross Track	Spencers Brook	Amenities Block	\$ 9,386.00
8	Toilet Block	Mount Brown Lookout	Amenities Block	\$ 23,465.00
9	Toilets/storeroom	Cemetery Road	Amenities Block	\$ 131,404.00

10	Town Hall	Avon Terrace	Community facilities	\$11,818,950.00
11	Radio Station	24 Barker Street	Community facilities	\$ 307,162.00
12	Scout Hall	Bird Street	Community facilities	\$ 554,256.00
13	Residency Museum	Brook Street	Community facilities	\$ 2,812,524.00
14	Containers for Change Shed	Maxwell Street	Community facilities	\$ 176,176.00
15	Bus Garage	Elizabeth Stret	Community facilities	\$ 54,054.00
16	Workshop & Office	Maxwell Street	Municipal	\$ 1,085,840.00
17	Early Years Hub	Forrest Street	Community facilities	\$ 1,307,552.00
18	Pioneer Memorial Lodge	Macartney Street	Community facilities	\$ 2,642,520.00
19	Kiosk & Change Rooms	Georgiana Street	Community facilities	\$ 663,546.00
20	Plant Room	Georgiana Street	Community facilities	\$ 93,952.00
21	York Swimming Club	Georgiana Street	Community facilities	\$ 300,222.00
22	Gazebo	Cemetery Road	Community facilities	\$ 42,000.00
23	Tea Room-Pavilion	South Street	Community facilities	\$ 1,970,688.00
24	Office Building (Transfer Station)	Spencers Brook - York Road	Community facilities	\$ 20,020.00
25	Talbot Hall	314 Talbot Hall Road	Community Facilities	\$ 954,552.00
26	Wheatbelt Women's Health Hub	4 Gifford Street	Community facilities	\$ 631,236.00
27	Community Resource Centre	89 Avon Terrace	Community facilities	\$ 1,476,360.00
28	Greenhills Fire Brigade Shed	Greenhills Road	Emergency Services	\$ 60,696.00
29	Malbelling Fire Brigade Shed	Grass Valley Road	Emergency Services	\$ 60,696.00
30	Burges Bush Fire Brigade Shed	Boyercurty Road	Emergency Services	\$ 60,696.00
31	Shire Office & Library	Joaquina Street	Municipal	\$ 3,879,840.00
32	Dog Pound	13 Maxwell Street	Municipal	\$ 54,054.00
33	Cat Pound	13 Maxwell Street	Municipal	\$ 9,009.00
34	Records Storage Container-Depot	13 Maxwell Street	Municipal	\$ 36,036.00
35	Drum Shed at Works Depot	13 Maxwell Street	Municipal	\$ 26,976.00
36	Signage and Gardeners Shed at Works Depot	13 Maxwell Street	Municipal	\$ 180,964.00
37	Machinery shelter and store at works depot	13 Maxwell Street	Municipal	\$ 182,532.00
38	Transportable	Maxwell Street	Municipal	\$ 9,009.00
39	Dwelling	17 Forbes Street	Residential	\$ 667,604.00
40	Dwelling	24 Ford Street	Residential	\$ 720,776.00
41	Dwelling	38 Fraser Street	Residential	\$ 667,604.00
42	Centennial Park Units (1 & 2)	40 Macartney Street	Residential	\$ 724,464.00
43	Centennial Park Units (3 & 4)	40 Macartney Street	Residential	\$ 724,464.00
44	Centennial Park Units (5&6)	40 Macartney Street	Residential	\$ 724,464.00
45	Dwelling	51 Roe Street	Residential	\$ 711,914.00
46	Dwelling	75 Osnaburg Road	Residential	\$ 711,914.00
47	Staff Dwelling	2 Dinsdale Street	Residential	\$ 685,328.00
48	Basketball Courts - Indoor Stadium	South Street	Sporting Facilities	\$ 2,893,280.00

49	Racing Officials Tower	South Street	Sporting Facilities	\$ 72,336.00
50	Cricket Shed	Forrest Street	Sporting Facilities	\$ 30,348.00
51	York Recreation & Convention Centre	South Street	Sporting Facilities	\$ 6,081,420.00
52	Netball Pavilion	Forrest Street	Sporting Facilities	\$ 56,000.00

5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where available, however, there are insufficient resources to address all known deficiencies.

As part of the visual condition assessment of 52 buildings owned by the Shire, maintenance defects were identified. There is a historic lag in addressing maintenance activities, resulting in a backlog of \$177,000 across all buildings.

Additionally, several service deficiencies are known to staff, such as roof leakage likely due to water penetrating through gutters and the absence of a roof safety system in the town hall. The town hall-theatre room also lacks an air conditioning system. The admin building has a limited dining area and localised roof leaks.

Overall, there are significant service deficiencies and maintenance needs across the Shire's buildings.

5.1.3 Asset condition

A Condition score is assigned at the component level. The condition was assessed based on a visual inspection.

Condition is measured using a 1 – 10 grading system as detailed in Table 5.1.3.

Table 5.1.3: Condition Grading System

Condition Grading	Description of Condition
0	New: New or an asset recently rehabilitated back to new condition
1	Near New: No visible signs of deterioration often based upon the time since construction rather than observed condition decline
2	Excellent: Very slight condition declines obvious, no longer in new condition.
3	Very Good: Early stages of deterioration minor no serviceability problems.
4	Good: Some obvious deterioration evident slightly impaired serviceability.
5	Fair: Obvious deterioration some serviceability loss
6	Fair to Poor: Obvious deterioration serviceability would be affected and rising maintenance cost
7	Poor: Service deterioration-serviceability limited, High Maintenance cost
8	Very Poor: Serviceability heavily impacted. very high Maintenance cost needed to be rehabilitated.
9	Extremely Poor: Severe serviceability problems needing rehabilitation immediately. Could also be a risk to remain in service.
10	Failed: No longer serviceable and should not remain in service extreme risk

5.1.4 Building component condition

A visual Inspection was conducted on all buildings. The buildings were divided into four (4) major elements for an assessment. The aim is to produce a “First Cut” Renewal model based on the following key elements:

- Building Structure (including roof frame, wall frame and floor,
- Roof Cladding Material
- Building Fit-out (Cabinet & Sanitary fixtures)
- Building Plant/Mechanical (Heating, Cooling)

Each building was inspected externally and internally. Each of the elements were visually inspected and any visible defects or failures , which would potentially lead to reduction in the life of the element were identified.

Each key element was attributed a condition rating based on the extent of deterioration, faults detected and the significance of those faults in affecting the longevity of the element.

The level that was set as the intervention point was condition score 7. None of the building items were past the intervention level.

5.2 Operations and Maintenance Plan

Operations refers to regular activities to provide services. Typical operational activities include cleaning, asset inspection, and utility costs.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition. Typical maintenance activities include repairs, plumbing works, painting, and patching.

With the new workforce plan aligning maintenance activity with asset management, maintenance will have a strategic approach. The development of a strategic works program may reveal deficiencies in the maintenance budget.

A key action will be implementing a monitoring process that allows operation and maintenance activities to be analysed in detail. This will enable the accurate monitoring of annual maintenance expenditure and better assessment of building performance over time.

Maintenance budget trends have been calculated based on staff knowledge, the 2023/24 budget and assumptions. This information is shown in Table 5.2. Currently, only the past year's budget is available due to constraints with the data.

Table 5.2: Maintenance Budget Trends

Year	Maintenance Budget \$
Budget 2023-24	\$156,000
Budget 2024-25	\$160,000 (Recommended)

5.2.1 Asset prioritisation

Currently, there is no formal prioritisation process in place for building assets, resulting in a lack of a clear strategy for allocating maintenance activities.

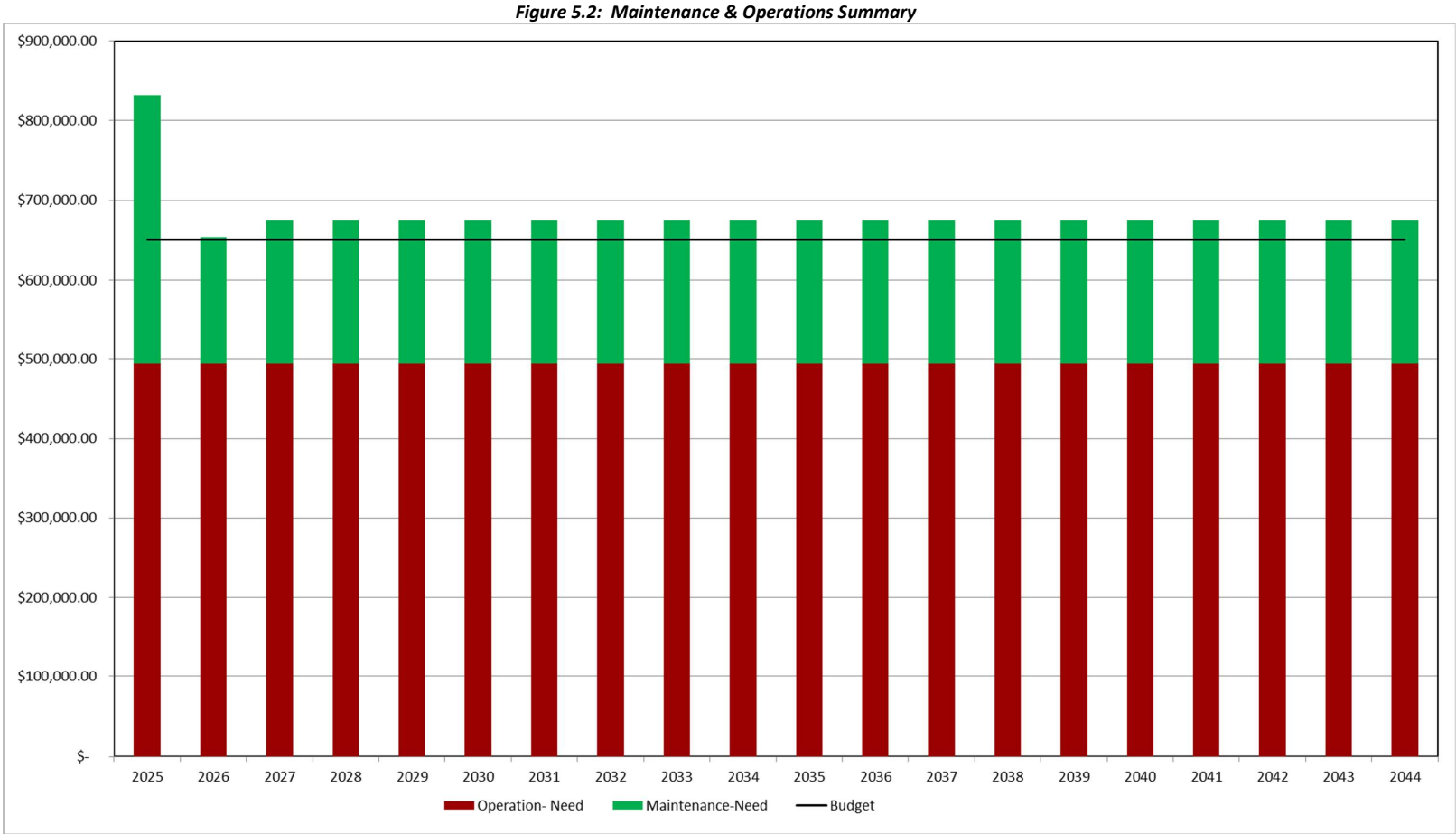
A recommendation in this AM Plan is to assess the current service levels of each building as well as analysing the usage and significance of the asset. This will contribute to a prioritisation process that will align service level with function and importance.

This process will assist in resourcing and decision-making, ensuring maintenance activities align with the strategic importance of the building assets. This will assist in ensuring the constrained budget allocation delivers strategic outcomes.

5.2.2 Summary of forecast operations and maintenance costs

Forecasted operations and maintenance costs will fluctuate based on the total number and value of the asset stock. Assuming that the current operations and maintenance (O&M) budget is adequate, it is projected that these costs will continue to grow in line with the Consumer Price Index (CPI). This approach ensures that the O&M budget remains aligned with inflation, allowing for consistent and effective management of asset maintenance and operational needs.

Figure 5.2 shows the forecast maintenance and operating costs relative to the current budget allocation trends.



5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces, or renews an existing asset to its original service potential.

Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

The first method uses the Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or

The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The estimates for renewals in this AM Plan were based on the Asset Register Method.

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3 (a). It is unknown when the asset useful lives were last formally reviewed. The useful lives in this Plan have been determined using professional judgment.

Table 5.3 (a): Useful Lives of Assets

Asset (Sub)Category	Useful life (Years)
Structure Long Life	80
Structure Short Life	60
Roof	30
Fit Out	25
Mechanical Services	15

5.3.1 Renewal ranking criteria

Asset renewal is typically undertaken to achieve the following objectives:

- Ensure the reliability of the existing infrastructure to deliver the intended service (aging air conditioning)
- Maintain infrastructure quality to meet service requirements (playground condition).

To effectively prioritise renewals, it is crucial to identify assets or asset groups that:

- Have a high consequence of failure, which could significantly impact safety, operations, or service delivery
- Experience high usage, where the impact of asset failure or degradation would affect a large number of users
- Incur higher than expected operational or maintenance costs, indicating inefficiencies that could be mitigated through renewal
- Offer potential for life cycle cost reduction by being replaced with modern, more efficient equivalents that provide the same or enhanced services.

The proposed renewal criteria and weighting are outlined in Table 5.3.

Table 5.3: Renewal Priority Ranking Criteria

Criteria	Weighting
Condition and Remaining Useful Life	30%
Consequence of Failure (High safety risks or potential for significant operational disruption if the asset fails)	30%
Usage and Impact on others (High frequency of use and significant impact on the community or service users if the asset is unavailable)	20%
Heritage/Cultural significance	20%
Total	100%

5.4 Summary of future renewal costs

A renewal forecast model was created based on the condition of the building assets and their components, as well as their degradation patterns.

The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4(a).

The assets were componentised according to their service life, with high-level categories including structures, roofs, fit-outs, and mechanical services. The effect of componentisation on the renewal model is illustrated in Figure 5.4(b).

The renewal demand is primarily influenced by asset components with shorter service lives, such as fit-outs and mechanical services in the case of buildings

Figure 5.4 (a): Forecast Renewal Costs

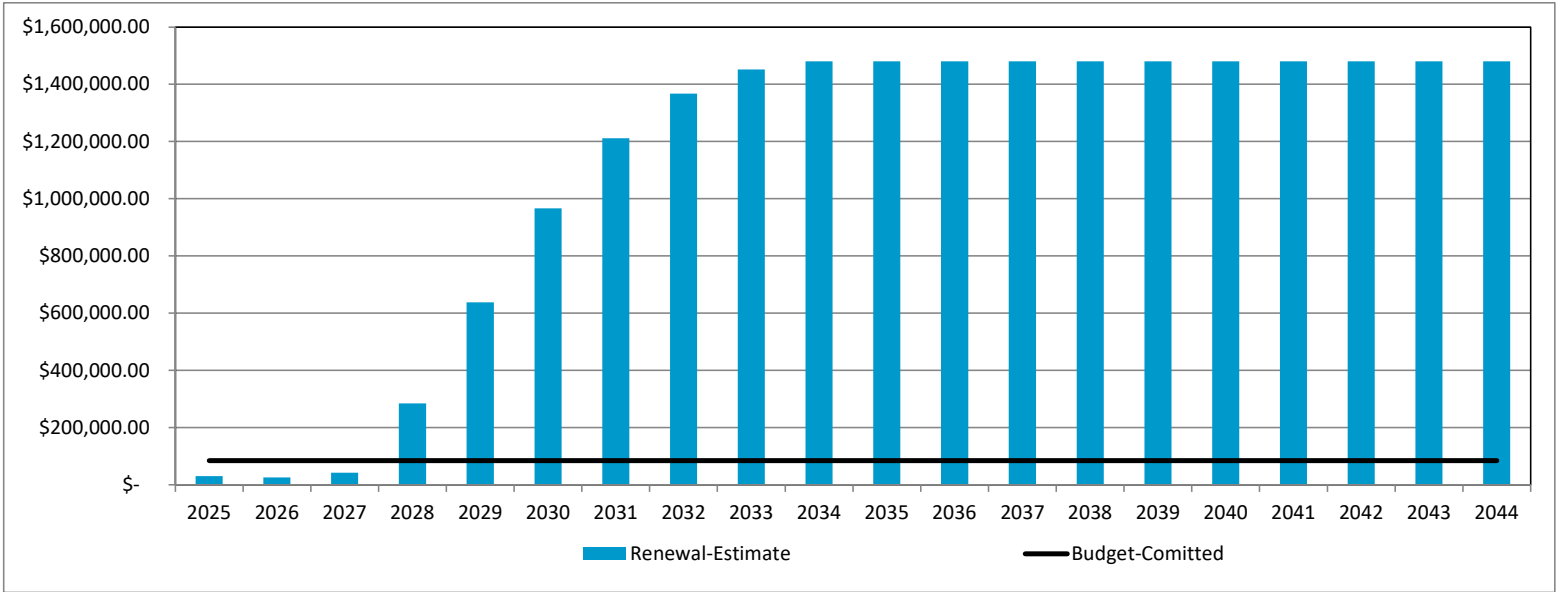
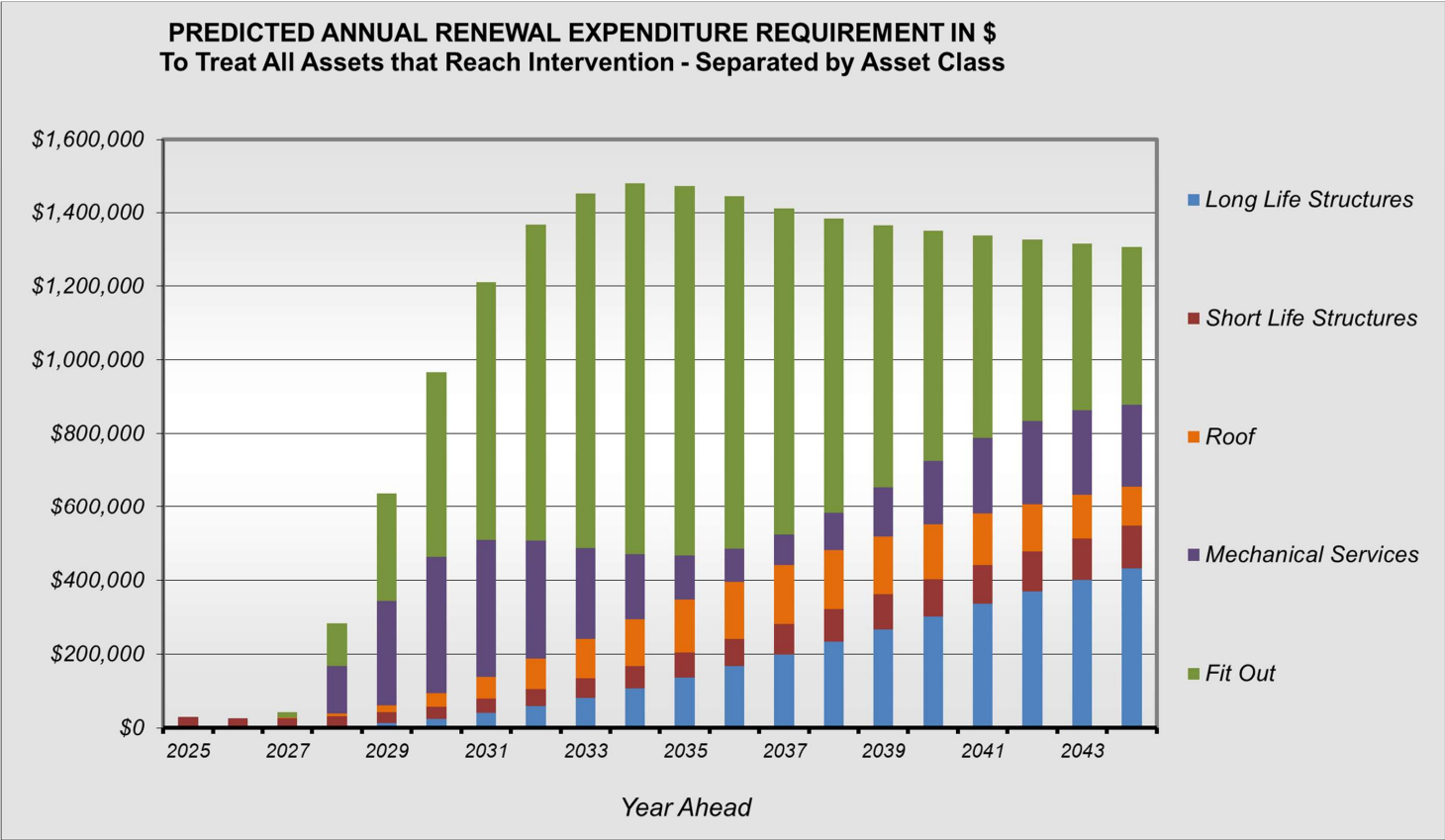


Figure 5.4 (b): Forecast Renewal Costs by Asset Component



5.5 Acquisition Plan

Acquisition relates to new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Shire.

The Shire plans to acquire a new aquatic facility, which will involve the addition of new building assets. These building assets have a projected value of \$1,647,400.

5.5.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others.

Potential upgrades and new works should be reviewed to verify that they are essential to needs.

Any proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term.

Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes.

5.6 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

The Asset Register should be analysed to identify obsolete and surplus building assets. This analysis will help identify items that are no longer in use or have become redundant, allowing for their potential disposal.

By conducting this review, the asset portfolio can be streamlined, resource allocation optimised and support the retention of valuable and functional assets only.

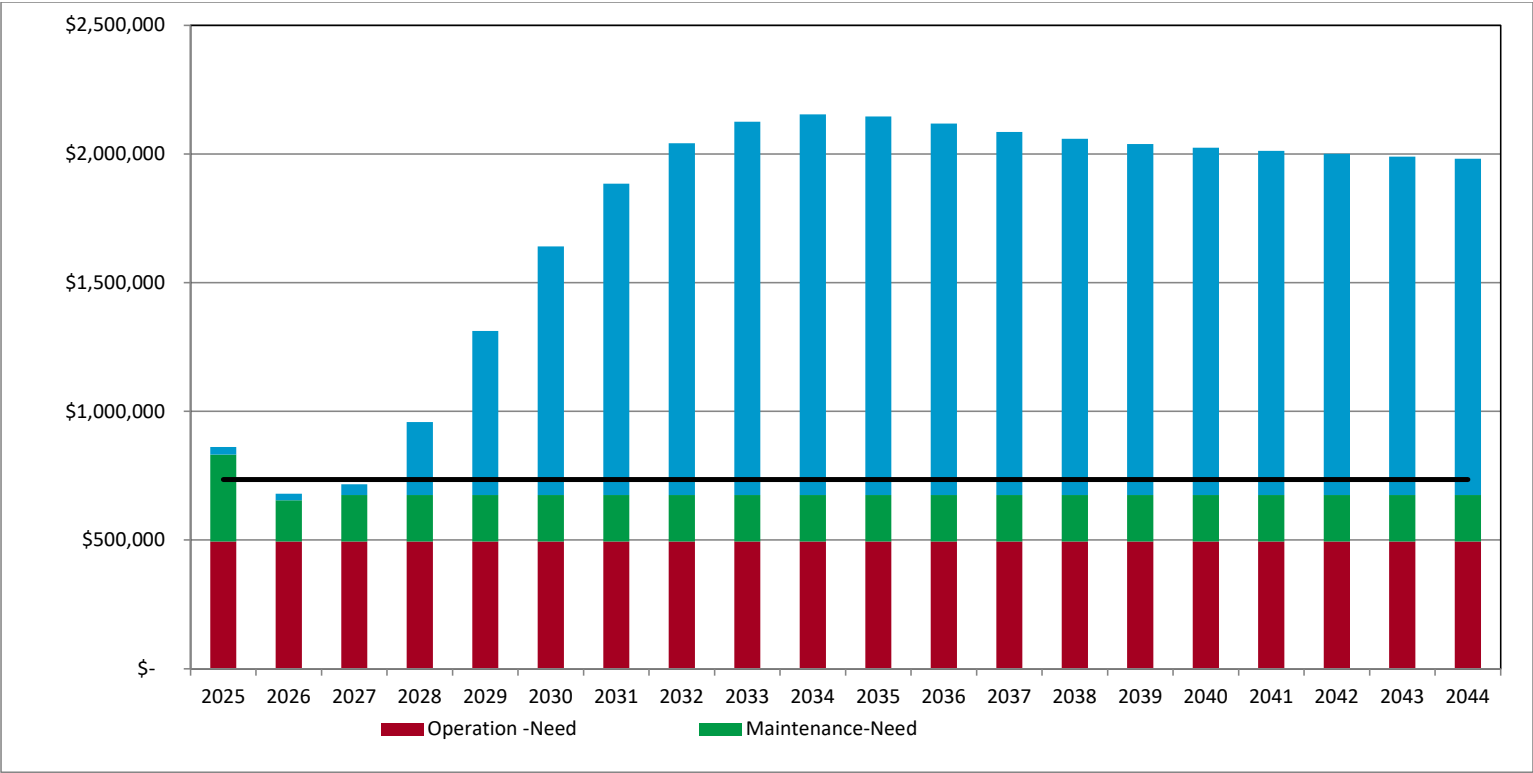
5.7 Summary of Asset Forecast Costs

To effectively manage the financial aspects of the asset management plan, it is crucial to understand the projected costs associated with the various stages of asset lifecycle. The following analysis provides a detailed overview of the financial projections necessary to support the acquisition, operation, maintenance, renewal, and disposal of assets.

The financial projections from this asset plan are shown in Figure 5.7.1. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

Figure 5.7.1: Lifecycle Summary



6.0 RISK MANAGEMENT PLANNING

An assessment of risks associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

6.1 Critical Assets

Critical assets are defined as those where the consequence of failure is high, causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Administration office and Library	Structural failure of roofing system, HVAC system failure, Electrical System failure, Plumbing and water supply system failure,	Interruption of delivery of services to the community Safety risk to occupants
Depot	Structural failure, Electrical system failure, Plumbing and water supply system failure	Interruption of delivery of services to the community. Safety risk to occupants
Town Hall and Residency Museum (Heritage Buildings)	Deterioration of structural components, Water infiltration, Fire hazards, Lack of accessibility	Loss/degradation of significant heritage buildings, non-compliances, financial burden for restoration and conservation, reputational damage
Community and Recreational Buildings	Structural failure, HVAC system failure, Electrical system failure, Plumbing and water supply system failure,	Closure of community centres, Disruption of activities and services, Customer dissatisfaction, Lack of social integration, Impact on wellbeing of community members, Safety risk to occupants
Residential houses	Structural failure, HVAC system failure, Electrical system failure, Plumbing and water supply system failure,	Safety risk to occupants, Emotional distress in residents, Increased insurance costs,

6.2 Risk Management

Risk is to be managed in line with the Shire of York Risk Management Plan.

The Risk Assessment and Acceptance Criteria used in the Shire Risk Management Plan has been used in this AM Plan.

It provides a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The risk table is shown in Figure 6.2 below.

Table 6.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen?	Likelihood	Consequence Rating	Assessed Risk	Risk Treatment Plan	Residual Risk *
Heritage Building (Residency Museum and Town Hall)	Water Ingress	Likely	Major	High	Annual Roof Inspection & Gutter Cleaning	Low
Inadequate maintenance/renewal work program	Reduced Life of an asset and reduced Level of Service	Likely	Moderate	Moderate	Develop works program for building assets. Develop annual maintenance program for planned preventative maintenance	Low
Public Toilets	Failure of water and plumbing services, failure of non-structural components of buildings such as latch, door, mirror, basin etc	Likely	Moderate	Moderate	Ensure all the public toilets are inspected and maintained regularly	Low
Lack of knowledge of Asset	Loss of service, unexpected events, reputational damage	Possible	Moderate	Moderate	Develop asset knowledge base	Low
Inadequate Budget	Unable to fully complete improvements	Likely	Major	Moderate	Update LTFP	Low
Change in demand-service standards	Community demand higher service standards or new assets	Possible	Major	High	Adopt Level of service for each building Communications plan	Low

6.3 Infrastructure Resilience Approach

Maintaining the resilience of critical infrastructure is essential for the ongoing provision of services to customers. It is necessary to understand capacity to handle stress and to respond to disruptions to ensure continuity of service.

Resilience in service delivery is not currently measured. This will be included in future iterations of the AM Plan.

6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are aimed at achieving the optimum benefits from the available resources. All decisions require a level of trade off and acceptance of risks.

6.4.1 Service exclusions

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 20 years. These include:

- Undertake renewal of all the buildings which are due for renewal. Essential projects may be postponed or partially funded.
- Clear the backlog of maintenance work
- Maintain service levels. It will be challenging to sustain current service levels
- Acquire new assets unless there is a specific funding strategy

6.4.2 Service trade-off

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

- Building asset that may deteriorate due to lack of renewal activities as priority is given to critical assets
- Some structures may become obsolete and need to be disposed off
- Change in service levels if current levels cannot be maintained

6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

- Deterioration of building assets and their components may compromise safety.
- Failure to undertake renewal work at the designated intervention point may lead to significantly higher expenditures in the future.

7.0 FINANCIAL SUMMARY

This section contains the financial requirements resulting from the information presented in the previous sections of this AM Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

7.1 Financial Sustainability and Projections

7.1.1 Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in this AM Plan. The two indicators are:

- Asset renewal funding ratio (proposed renewal budget for the next 20 years / forecast renewal costs for next 20 years), and
- Medium term forecast costs/proposed budget (over 20 years of the planning period).

7.1.2 Asset renewal funding ratio

The Asset Renewal Funding Ratio is a financial metric used to assess how well an organisation is funding the renewal or replacement of its assets. It compares the amount of funding allocated for asset renewal to the amount required over the lifecycle.

A ratio below 1 (100%) suggests a shortfall in funding, which may lead to a backlog of renewal work or the deterioration of assets.

The forecast renewal costs, on average per year, is \$1,060,270, while the proposed renewal budget is \$85,000 per year.

The Asset Renewal Funding Ratio over the next 20 years is 8% of the funds required for the optimal renewal of assets.

7.1.3 Medium term – 20-year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 20 year period.

This forecast work can be compared to the proposed budget over the 20 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 20 year planning period is \$1,732,582 on average per year.

The proposed (budget) operations, maintenance and renewal funding is \$735,662 per year resulting in a 20 year funding shortfall of \$987,920 per year. This indicates that 43% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget.

7.1.4 Forecast Costs for the LTFP

Table 7.1 shows the forecast costs required for consideration in the 20 year planning period.

Providing services in a financially sustainable manner requires a balance between the forecast costs required to deliver the agreed service levels with the planned budget allocations in the LTFP.

The gap between the forecast costs and the amounts allocated in the financial plan indicates further work is required on reviewing service levels in the AM Plan (including revising the LTFP).

The 'gap' will be managed by using this AM Plan to provide guidance on future service levels and resources required to provide these services in consultation with the community.

Table 7.1: Forecast Costs (Outlays) for the Long-Term Financial Plan

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2025	0	\$494,462	\$160,000	\$30,250	\$0
2026	0	\$494,462	\$160,000	\$25,667	\$0
2027	1,647,400	\$494,462	\$160,000	\$42,351	\$0
2028	0	\$494,462	\$160,000	\$284,108	\$0
2029	0	\$494,462	\$160,000	\$637,346	\$0
2030	0	\$494,462	\$160,000	\$965,903	\$0
2031	0	\$494,462	\$160,000	\$1,210,577	\$0
2032	0	\$494,462	\$160,000	\$1,366,872	\$0
2033	0	\$494,462	\$160,000	\$1,450,562	\$0
2034	0	\$494,462	\$160,000	\$1,479,642	\$0
2035	0	\$494,462	\$160,000	\$1,471,571	\$0
2036	0	\$494,462	\$160,000	\$1,443,826	\$0
2037	0	\$494,462	\$160,000	\$1,411,544	\$0
2038	0	\$494,462	\$160,000	\$1,384,142	\$0
2039	0	\$494,462	\$160,000	\$1,364,325	\$0
2040	0	\$494,462	\$160,000	\$1,350,106	\$0
2041	0	\$494,462	\$160,000	\$1,338,124	\$0
2042	0	\$494,462	\$160,000	\$1,326,316	\$0
2043	0	\$494,462	\$160,000	\$1,315,085	\$0
2044	0	\$494,462	\$160,000	\$1,307,079	\$0

7.2 Funding Strategy

The proposed funding for assets is outlined in the budget and LTFP.

The financial strategy of the Shire determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

Given the limitations in the budget, it's not feasible to fund all asset renewals at once. Instead, the renewal budget will need to be increased to a level that is practical and achievable within the financial and resource constraints. Additionally, a more strategic approach to maintenance will assist with the goal of extending the lifespan of assets.

By prioritising key renewals and optimising maintenance efforts, the Shire can better manage resources and ensure that critical building assets are maintained effectively while staying within budget.

7.3 Valuation Forecasts

7.3.1 Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below.

Replacement Cost (Current/Gross)	\$42,962,000
Depreciable Amount	\$42,962,000
Depreciated Replacement Cost	\$35,950,100
Depreciation	\$858,053

7.4 Key Assumptions Made in Financial Forecasts

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide an overview of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

- The 2023/24 financial year operations and maintenance budgets have been used to calculate projected expenditure
- Asset revaluation provides a reasonably accurate representation of the building assets
- Renewal forecasts have been made using the asset condition assessment and professional judgement
- All costs are represented in current day dollars
- The information held on the buildings included in the asset register is accurate
- For leased buildings, maintenance requirements being adequately maintained by the Lessee.
- Renewal allocation towards buildings assets is calculated based on the identified renewal expenditure in 2022/23 and 2023/24 financial years budgets.
- As the inclusion of building assets in the LTFP will be based on this AM Plan, the LTFP has not informed this AM Plan.

7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a level scale of A - E in accordance with Table 7.5.1.

Table 7.5.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5.2.

Table 7.5.2: Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	C	Professional judgement
Growth projections	C	Professional judgement
Acquisition forecast	B	Included in Long Term Financial Plan
Operation forecast	C	Based on 2023/24 Budget
Maintenance forecast	C	Based on 2023/24 Budget
Renewal forecast		
- Asset values	C	Based on condition Survey 2024
- Asset useful lives	C	Industry standards
- Condition modelling	C	Moloney's modelling was utilised. The buildings were componentised into 4 major components to generate renewal model.
Disposal forecast	B	No disposal forecast

The estimated confidence level for and reliability of data used in this Asset Management Plan is Medium.

8.0 PLAN IMPROVEMENT AND MONITORING

8.1 Asset Management Practices

In developing this AM Plan, both accounting/financial data and asset management data are integrated to ensure a robust and accurate framework.

The financial data is sourced from the 2023 revaluation report, providing a current and comprehensive valuation of the assets. Additionally, the Asset Register offers an insight into asset conditions and performance.

8.2 Improvement Plan

The Improvement and Monitoring Plan includes analysing current asset conditions, identifying improvement areas, and developing strategies to address gaps. By regularly updating the asset register and financial data the aim is to optimise maintenance and renewal processes, manage risks effectively, and ensure long-term sustainability.

The improvement plan generated from this AM Plan is shown in Table 8.2.

Table 8.2: Improvement Plan

Task	Task	Responsibility	Resources Required	Timeline
1	Assess and document the current levels of service for each building, based on usage, purpose, and significance.	Asset Team	Staff resources	1 Year
2	Undertake condition assessment of critical components and document financial implications	Asset Team	Staff/contracted resources	2 years
3	Ensure the maintenance/renewal obligations are clear for all leased buildings.	Manager Governance and People	Staff resources	1 year
4	Based on assessment of asset usage and importance, prioritise the asset register and adjust service levels and renewal programs	Asset Team	Staff resources	1 year
5	Develop a works program to undertake maintenance activities with a planned and strategic approach	Manager Projects and Assets	Staff resources	1 year
6	Continue to align asset planning with the Strategic Community Plan and Long-Term Financial Plan. Align LTFP with Annual Budget.	ELT	Staff resources	2 years
7	Schedule and undertake an inspection program to identify and address issues	Manager Projects and Assets	Staff resources	1 year
8	Consider obsolete and surplus assets for disposal	ELT	Staff resources	2 years
9	Establish internal asset management procedures to ensure the asset register is up to date and managed	Asset Team	Staff resources	1 Year

8.3 Monitoring and Review Procedures

The AM Plan will be updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets.

These forecast costs and proposed budget are incorporated into the LTFP as updates are completed.

A formal review and update of this AM Plan will be carried out every four (4) years.

8.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the LTFP
- The degree to which the 1–5-year detailed works programs, budgets, business plans and corporate structures consider the strategic direction outlined in the AM Plan
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Planning documents and associated plans
- The Asset Renewal Funding Ratio achieving the Organisational target (to be set).

9.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- IPWEA, 2020 'International Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2018, Practice Note 12.1, 'Climate Change Impacts on the Useful Life of Assets', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2012, Practice Note 6 Long-Term Financial Planning, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn6>
- IPWEA, 2014, Practice Note 8 – Levels of Service & Community Engagement, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn8>
- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Shire of York-Strategic Community Plan 2020-2030
- Shire of York-Long Term Financial Plan 2016-2026
- Shire of York-Annual Budget 2023-2024
- Shire of York-Corporate Business Plan 2020-2024

10.0 APPENDICES

10.1 Appendix A Acquisition Forecast Summary

The Shire is undertaking feasibility planning for a new Aquatic Facility which will include the acquisition of new buildings

Year	Acquisition Forecast
2027	\$1,647,000

10.2 Appendix B Operation Forecast Summary

The current operations budget has been applied to further years, however this will need to be reviewed and updated as part of the improvement plan

Year	Operation Forecast	Operation Budget
2025	\$494,462	\$494,462
2026	\$494,462	\$494,462
2027	\$494,462	\$494,462
2028	\$494,462	\$494,462
2029	\$494,462	\$494,462
2030	\$494,462	\$494,462
2031	\$494,462	\$494,462
2032	\$494,462	\$494,462
2033	\$494,462	\$494,462
2034	\$494,462	\$494,462
2035	\$494,462	\$494,462
2036	\$494,462	\$494,462
2037	\$494,462	\$494,462
2038	\$494,462	\$494,462
2039	\$494,462	\$494,462
2040	\$494,462	\$494,462
2041	\$494,462	\$494,462
2042	\$494,462	\$494,462
2043	\$494,462	\$494,462
2044	\$494,462	\$494,462

10.3 Appendix C Maintenance Forecast Summary

The current maintenance budget has been applied to future years, however, this will need to be reviewed and updated as a part of the improvement plan

Year	Maintenance Forecast	Maintenance Budget
2025	\$160,000	\$156,000
2026	\$160,000	\$156,000
2027	\$160,000	\$156,000
2028	\$160,000	\$156,000
2029	\$160,000	\$156,000
2030	\$160,000	\$156,000
2031	\$160,000	\$156,000
2032	\$160,000	\$156,000
2033	\$160,000	\$156,000
2034	\$160,000	\$156,000
2035	\$160,000	\$156,000
2036	\$160,000	\$156,000
2037	\$160,000	\$156,000
2038	\$160,000	\$156,000
2039	\$160,000	\$156,000
2040	\$160,000	\$156,000
2041	\$160,000	\$156,000
2042	\$160,000	\$156,000
2043	\$160,000	\$156,000
2044	\$160,000	\$156,000

10.4 Appendix D Renewal Forecast Summary

The recommended Renewal Forecast exceeds the planned budget

Year	Renewal Forecast	Renewal Budget
2025	\$30,250	\$85,000
2026	\$25,667	\$85,000
2027	\$42,351	\$85,000
2028	\$284,108	\$85,000
2029	\$637,346	\$85,000
2030	\$965,903	\$85,000
2031	\$1,210,577	\$85,000
2032	\$1,366,872	\$85,000
2033	\$1,450,562	\$85,000
2034	\$1,479,642	\$85,000
2035	\$1,471,571	\$85,000
2036	\$1,443,826	\$85,000
2037	\$1,411,544	\$85,000
2038	\$1,384,142	\$85,000
2039	\$1,364,325	\$85,000
2040	\$1,350,106	\$85,000
2041	\$1,338,124	\$85,000
2042	\$1,326,316	\$85,000
2043	\$1,315,085	\$85,000
2044	\$1,307,079	\$85,000

10.5 Appendix E Disposal Forecast Summary

At this stage there are no significant asset disposals planned

Year	Disposal Forecast	Disposal Budget
2025	\$0	\$0
2026	\$0	\$0
2027	\$0	\$0
2028	\$0	\$0
2029	\$0	\$0
2030	\$0	\$0
2031	\$0	\$0
2032	\$0	\$0
2033	\$0	\$0
2034	\$0	\$0
2035	\$0	\$0
2036	\$0	\$0
2037	\$0	\$0
2038	\$0	\$0
2039	\$0	\$0
2040	\$0	\$0
2041	\$0	\$0
2042	\$0	\$0
2043	\$0	\$0
2044	\$0	\$0

10.6 Appendix F Budget Forecast Summary by Lifecycle Activity

The following budget summary is based on the 2022/23 Annual Budget and capital works undertaken in FY 2022/23 and FY 2023/24

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2025	\$0	\$494,462	\$156,000	\$85,000	\$0
2026	\$0	\$494,462	\$156,000	\$85,000	\$0
2027	\$1,647,400	\$494,462	\$156,000	\$85,000	\$0
2028	\$0	\$494,462	\$156,000	\$85,000	\$0
2029	\$0	\$494,462	\$156,000	\$85,000	\$0
2030	\$0	\$494,462	\$156,000	\$85,000	\$0
2031	\$0	\$494,462	\$156,000	\$85,000	\$0
2032	\$0	\$494,462	\$156,000	\$85,000	\$0
2033	\$0	\$494,462	\$156,000	\$85,000	\$0
2034	\$0	\$494,462	\$156,000	\$85,000	\$0
2035	\$0	\$494,462	\$156,000	\$85,000	\$0
2036	\$0	\$494,462	\$156,000	\$85,000	\$0
2037	\$0	\$494,462	\$156,000	\$85,000	\$0
2038	\$0	\$494,462	\$156,000	\$85,000	\$0
2039	\$0	\$494,462	\$156,000	\$85,000	\$0
2040	\$0	\$494,462	\$156,000	\$85,000	\$0
2041	\$0	\$494,462	\$156,000	\$85,000	\$0
2042	\$0	\$494,462	\$156,000	\$85,000	\$0
2043	\$0	\$494,462	\$156,000	\$85,000	\$0
2044	\$0	\$494,462	\$156,000	\$85,000	\$0



ASSET MANAGEMENT PLAN PUBLIC OPEN SPACES (2024)



Document Control		Asset Management Plan			
Document ID :					
Rev No	Date	Revision Details	Author	Reviewer	Approver
D0.05	August 2024	Draft	AP	RP	LM
V1.0	September 2024	Final to OCM	AP	RP	LM

© Copyright 2020 – All rights reserved
The Institute of Public Works Engineering Australasia

Contents

1.0	EXECUTIVE SUMMARY	6
1.1	The Purpose of the Plan.....	6
1.2	Asset Description	6
1.3	What does it Cost?.....	6
1.4	What we will do	8
1.5	What we cannot do	8
1.6	Managing the Risks.....	8
1.7	Assumptions used in this AMP	8
1.8	Next Steps.....	9
2.0	INTRODUCTION	10
2.1	Background	10
2.2	Goals and Objectives of Asset Ownership	12
2.3	Asset Management Plan Framework.....	13
3.0	LEVELS OF SERVICE	15
3.1	Customer Levels of Service	15
3.2	Technical Levels of Service.....	16
3.3	Legislative Requirements.....	17
4.0	FUTURE DEMAND	19
4.1	Demand Drivers	19
4.2	Demand Forecasts	19
4.3	Demand Impact and Demand Management Plan	19
4.4	Asset Programs to meet Demand	20
4.5	Climate Change Adaptation	20
5.0	LIFECYCLE MANAGEMENT PLAN	22
5.1	Background Data	22
5.2	Operations and Maintenance Plan	28
5.3	Renewal Plan	31
5.4	Summary of future renewal costs.....	32
5.5	Acquisition Plan	35
5.6	Disposal Plan.....	35
5.7	Summary of asset forecast costs	35
6.0	RISK MANAGEMENT PLANNING	37
6.1	Critical Assets.....	37

6.2	Risk Assessment.....	37
6.3	Infrastructure Resilience Approach	39
6.4	Service and Risk Trade-Offs	39
7.0	FINANCIAL SUMMARY	40
7.1	Financial Sustainability and Projections	40
7.2	Funding Strategy.....	41
7.3	Valuation Forecasts	41
7.4	Key Assumptions Made in Financial Forecasts	42
7.5	Forecast Reliability and Confidence.....	42
8.0	PLAN IMPROVEMENT AND MONITORING	44
8.1	Asset Management Practices	44
8.2	Improvement Plan	44
8.3	Monitoring and Review Procedures	44
8.4	Performance Measures	45
9.0	REFERENCES	46
10.0	APPENDICES	47
10.1	Appendix A Acquisition Forecast Summary	47
10.2	Appendix B Operation Forecast Summary.....	47
10.3	Appendix C Maintenance Forecast Summary.....	48
10.4	Appendix D Renewal Forecast Summary	49
10.5	Appendix E Disposal Forecast Summary.....	49
10.6	Appendix E Budget Summary by Lifecycle Activity	50

Acknowledgement of Country

The Shire of York acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of this country 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.

1.0 EXECUTIVE SUMMARY

1.1 The Purpose of the Plan

This document ‘**Asset Management Plan for Public Open Spaces**’ (AM Plan) includes key information on Public open space (POS) assets within the Shire of York and details how the Shire will implement a robust approach to asset management of the Shire’s POS assets.

The AM Plan defines what services are to be provided, how these services are provided and what funds are required over the twenty (20) year planning period.

The AM Plan links to the Long-Term Financial Plan (LTFP) which typically considers a 10-year planning period. The objective of this AM Plan is to improve the strategic management of POS to ensure the assets:

- Are well maintained.
- Provide an appropriate level of service at a cost that is affordable to the community.

1.2 Asset Description

This plan covers the infrastructure assets that provide Public Open Spaces. This covers approximately 22 hectares of open space within the Shire of York boundary.

The asset network comprises:

- 7 Playgrounds – play equipment, soft fall and associated shade sails and structures.
- 52 Park and street furniture – park benches and seats, BBQs, picnic tables and drinking fountains
- 64 ‘Other’ structures – sporting surfaces and miscellaneous structures
- 13 Lighting structures – Floodlights at sporting grounds and parks
- 3 Shade structures at the Aquatic Facility

These public open space assets have replacement value estimated at \$7,305,448 as at June 2024.

1.3 What does it Cost?

This AM Plan forecasts the cost to provide the services identified in this Asset Management Plan through each phase of the asset management lifecycle including maintenance, renewal, acquisition, and disposal over the 20 year planning period.

The forecast renewal cost of the Shire’s POS Assets over the period of 20 years is \$5,461,666 or \$273,083 on average per year.

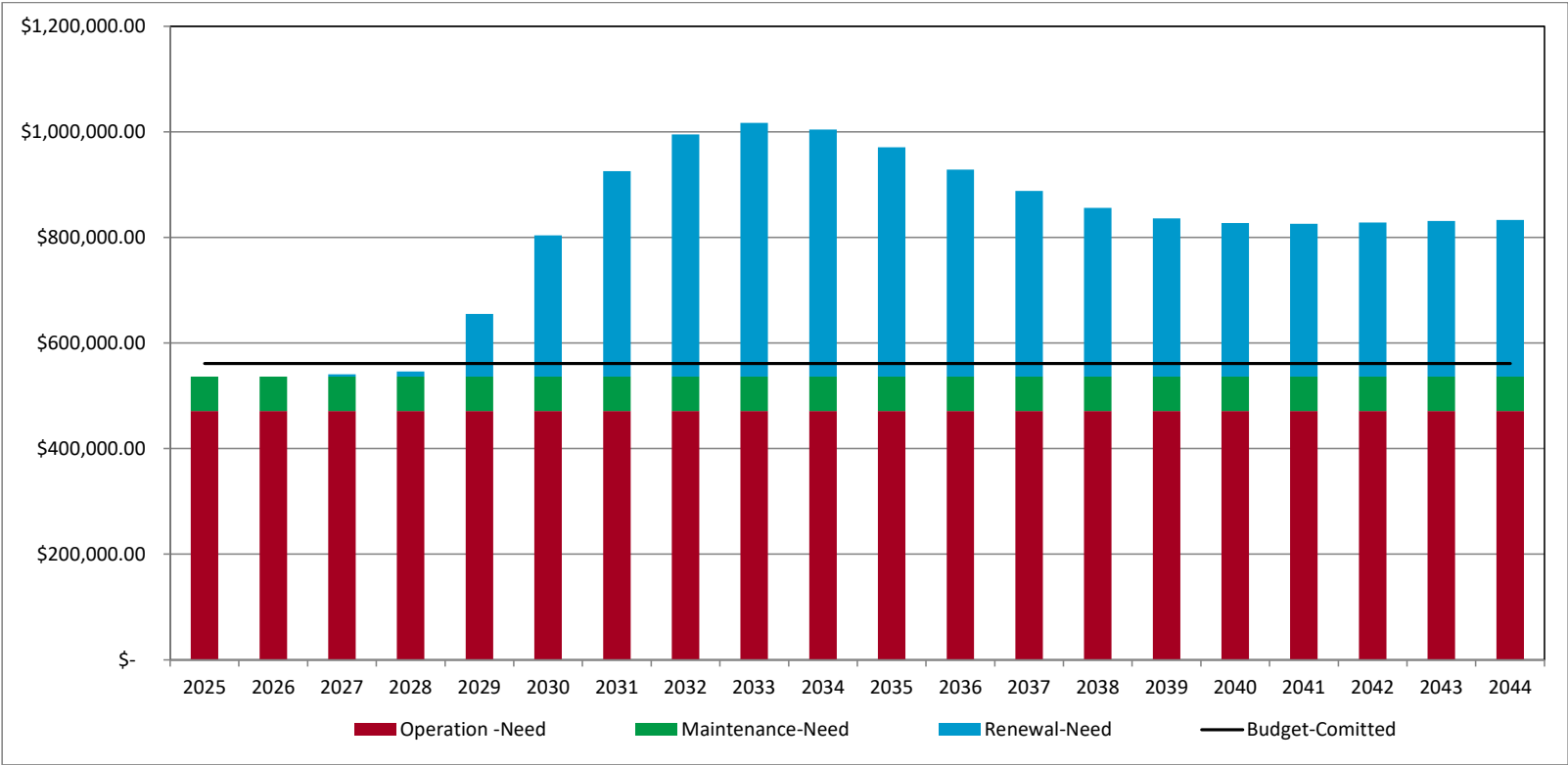
The estimated available funding for renewal is \$25,000 per year. This is 9% of the cost to provide the service.

The forecast lifecycle costs necessary to provide the services covered by this AM Plan, including operations, maintenance and renewal of assets over the 20 year planning period is \$16,181,666 or \$809,083 on average per year.

Estimated available funding is \$561,000 on average per year. This is 69% of the cost to sustain the current level of service.

The projected need and current budget allocation over the 20 years period is shown in Table 1.3 below.

Table 1.3:Forecast Lifecycle Costs and Planned Budgets



1.4 What we will do

The Shire of York Long Term Financial Plan (LTFP) 2024 - 2039 does not currently include an allocation for the renewal/ replacement of POS assets. It is intended that this AM Plan will inform an update to the LTFP.

The planned budget for POS Assets leaves a funding shortfall of \$248,083 on average per year compared with the projected expenditure required to provide the level of service in this AM Plan.

The Shire of York plans to provide Public Open Space services for the following:

- Operation, maintenance, renewal, acquisition and disposal of Public Open Space assets to meet service levels set in annual budgets.
- The acquisition of an aquatic facility is planned for Year 3 of the planning period. It is not reflected in the lifecycle summary graph at this time. It is recommended to revise the AMP once the location and concept design of the facility are finalised.

1.5 What we cannot do

The AM Plan modelling has identified that the Shire cannot sustain the required services at the proposed standard or to provide new services. Works and services that cannot be provided under present funding levels are:

- Replace synthetic turf surfaces.
- Major water efficiency initiatives
- Replace major playground structures.

1.6 Managing the Risks

There are risks associated with providing the service and not being able to complete all identified activities. Major risks have been identified as:

- Poor experience by community and visitors
- Loss of tourism
- Restricted access to sporting grounds and facilities.
- Not meeting safety requirements, putting visitors and community at risk

We will endeavour to manage these risks within available funding by:

- Monitor condition of assets and intervene with repairs, maintenance when budget permits
- Seek grant opportunities to obtain funds for asset renewal and acquisition
- Prepare and implement a proactive maintenance program to protect asset condition
- Review asset portfolio against service requirements to identify asset disposal opportunities to reduce overall renewal requirements

1.7 Assumptions used in this AMP

Key assumptions made in this AM Plan are:

- The 2023/24 financial year operations and maintenance budgets have been used to calculate projected expenditure

- Renewal forecasts have been made using the asset condition assessment and professional judgement
- All costs are represented in current day dollars
- The Swimming Pool has been excluded from renewal model due to planned acquisition of a new aquatic facility
- Renewal allocation for POS assets is calculated based on the identified renewal expenditure in 2022/23 and 2023/24 financial years budgets
- As the inclusion of POS assets in the LTFP will be based on this AM Plan, the LTFP has not informed this AM Plan.

This Asset Management Plan is based on information with a MEDIUM level of confidence.

1.8 Next Steps

The next steps resulting from this AM Plan are:

- Assess the current service levels for each POS asset
- Develop a regular inspection programme to document the condition of assets
- Based on usage and significance, prioritise assets and adjust service levels and renewal programs accordingly
- Update the LTFP to determine the funding for this asset group over the next ten years
- Develop a works program to undertake maintenance activities
- Access climate modelling to better understand the impacts of climate change on Public Open Spaces.

2.0 INTRODUCTION

2.1 Background

This AM Plan communicates the requirements for the sustainable delivery of services through management of assets, compliance with regulatory requirements, and required funding to provide the appropriate levels of service over the planning period.

The AM Plan is to be read with the Public Open Spaces AMP-Asset Register Method planning documents. This should include the Asset Management Policy and Asset Management Strategy when developed, along with other key planning documents, including:

- Operational Policy – Asset Management
- Shire of York Strategic Community Plan 2020-2030
- Shire of York Long Term Financial Plan 2016-2026
- Shire of York Annual Budget
- Shire of York Corporate Business Plan 2020-2024

The Shire has undertaken a comprehensive review and update of all its asset management planning documentation. The objective is to make AM Plans more transparent and workable documents that will assist Council and executive management in effective and purposeful decision making.

The infrastructure assets covered by this AM Plan include parks and gardens, sporting fields and facilities and other public spaces. The majority of these assets are located within the York townsite. For a detailed summary of the assets covered in this AM Plan refer to Table in Section 5.

In summary, there are 10 POS sites managed by the Shire. These are:

- Avon Park
- Peace Park
- Joanna Whitley Park
- War Memorial
- Forrest Oval Complex
- York Swimming Pool
- Gwambygine Park
- Candice Bateman Park
- Mt Brown/Wongborel Look Out
- RV Park

These assets are used to provide opportunities for residents and visitors to come together and build a sense of community, benefit health and wellbeing and provide character and amenity to the town.

The infrastructure assets included in this plan have a total replacement value of \$7,305,448.

Key stakeholders in the preparation and implementation of this AM Plan are shown in Table 2.1.

Table 2.1: Key Stakeholders in the AM Plan

Key Stakeholder	Role in Asset Management Plan
Elected Members	<p>Represent needs of community</p> <p>Allocate resources to meet planning objectives in providing services while managing risks</p> <p>Ensure service sustainable</p>
Executive Leadership Team	<p>Prioritise and support the development of a suite of asset management plans.</p> <p>Utilise the findings and recommendations from asset management plans to better inform forward planning, including considerations for Budget and updating the Long Term Financial Plan.</p>
Corporate Services	<p>Provide administrative and financial support for developing and implementing the AMP.</p> <p>Assist in budgeting and financial planning related to asset management.</p> <p>Ensure compliance with legal and regulatory requirements.</p> <p>Coordinate communication and reporting related to asset management.</p>
Infrastructure Services	<p>Develop and maintain the asset inventory and data.</p> <p>Coordinate condition assessments and asset inspections.</p> <p>Develop maintenance and renewal strategies for assets.</p> <p>Execute asset maintenance and rehabilitation activities.</p>
External Parties	<p>Community residents and business-Provide feedback and desired level of service.</p> <p>Neighbouring Local Governments-Knowledge and experience sharing</p> <p>Emergency Service-Provide knowledge on fire emergencies and impacts on service delivery.</p> <p>Federal and state government authorities-Provide legislative and best practice guidelines.</p>

2.2 Goals and Objectives of Asset Ownership

The goal for managing infrastructure assets is to meet the defined level of service (as amended from time to time) in the most cost effective manner for present and future consumers. The key elements of infrastructure asset management are:

- Providing a defined level of service and monitoring performance
- Managing the impact of growth through demand management and infrastructure investment
- Taking a lifecycle approach to developing cost-effective management strategies that meet the defined level of service
- Identifying, assessing, and appropriately controlling risks, and
- Linking to a LTFP which identifies required, affordable forecast costs and how it will be allocated.

The goal of this asset management plan is to:

- Document the services/service levels to be provided and the costs of providing the service
- Communicate the consequences for service levels and risk, where desired funding is not available, and
- Provide information to assist decision makers in trading off service levels, costs and risks to provide services in a financially sustainable manner.

The Shire of York vision for the Strategic Community Plan is:

- Diverse Heritage
- Vibrant Community
- Prosperous Future

The Goals, objectives and strategies for change from the Strategic Community Plan are:

Goal 1: The Place to Be

Aspiration: To be a close-knit community full of life, in a welcoming and accessible place for all.

Goal 2: Driving the York Economy Forward

Aspiration: To have a vibrant, diverse, and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire.

Goal 3: A Leader in Sustainable Environment

Aspiration: To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community.

Goal 4: Built for lifestyle and resilience

Aspiration: To have a built environment which supports community, economy, and the environment, respects the past and creates a resilient future.

Goal 5: Strong Leadership and Governance

Aspiration: To have an effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

2.3 Asset Management Plan Framework

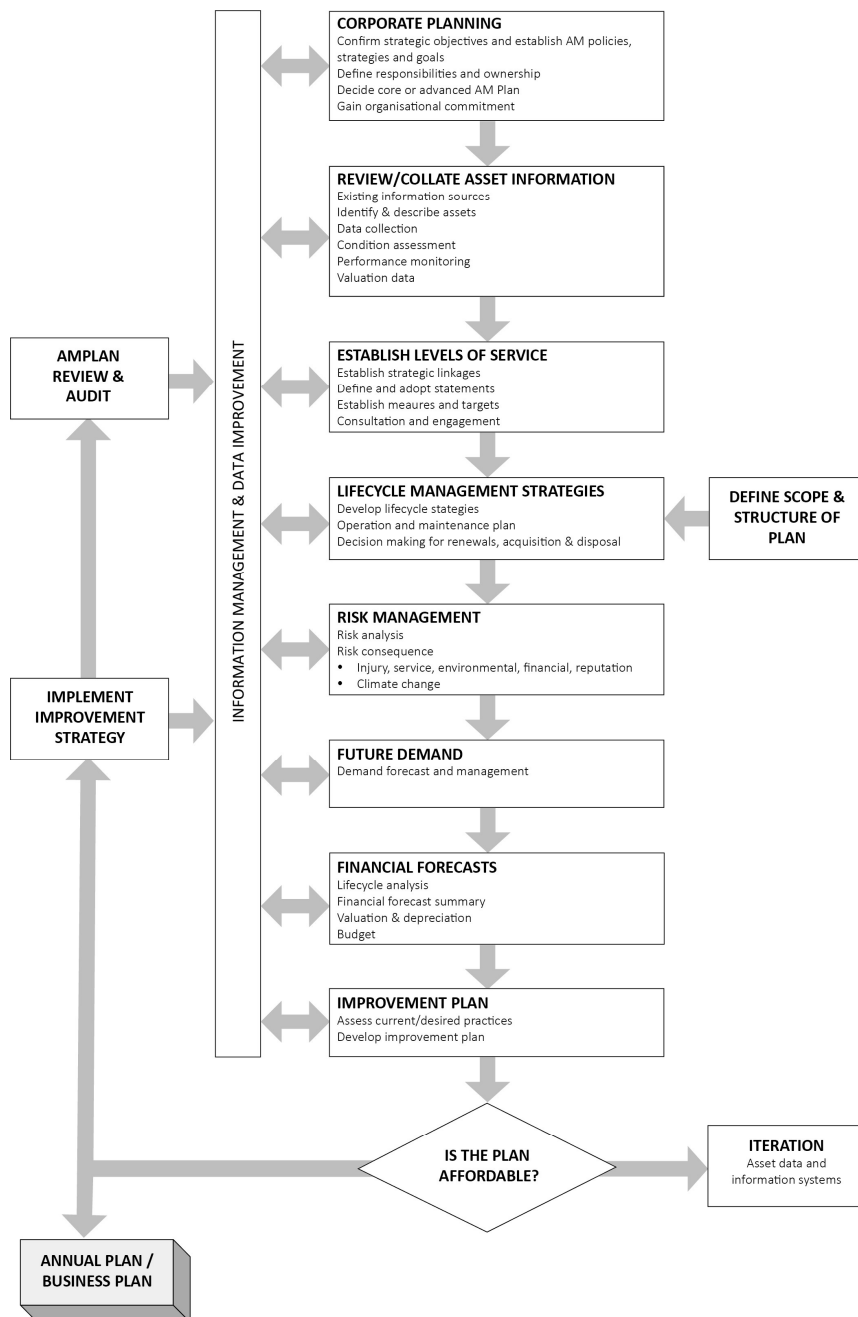
Key elements of the Asset Management Planning framework are

- Levels of service – specifies the services and levels of service to be provided,
- Risk Management – identify and mitigate risks that arise from the management of the assets
- Future demand – how this will impact on future service delivery and how this is to be met,
- Lifecycle management – how to manage its existing and future assets to provide defined levels of service,
- Financial summary – what funds are required to provide the defined services,
- Asset management practices – how to manage provision of the services,
- Monitoring – how the plan will be monitored to ensure objectives are met,
- Asset management improvement plan – how the Shire of York increase asset management maturity.

A road map for preparing an AM Plan is shown below.

Road Map for preparing an Asset Management Plan

Source: IPWEA, 2006, IIMM, Fig 1.5.1, p 1.11



3.0 LEVELS OF SERVICE

There is no formal research on customer expectations for the Public Open Space Assets specifically. Future revisions of AM Plan will incorporate customer consultation on service levels and costs of providing the service. This will assist the Shire of York and stakeholders in matching the level of service required, service risks and consequences with the customer's ability and willingness to pay for the service.

Service levels are defined in two ways: customer levels of service and technical levels of service.

3.1 Customer Levels of Service

The customer levels of service are evaluated based on the standard of the service, whether it meets user need, and level of usage.

In Table 3.1, under each of the service measure types, there is a summary of the performance measure being used, the current performance, and the expected performance based on the current budget allocation.

Table 3.1: Customer Level of Service Measures

Type of Measure	Level of Service	Performance Measure	Current Performance	Expected Trend Based on Planned Budget
Customer Value	Vandalism	Action Requests, Police Reports	Minimal number of complaints	Capital expenditure on effective security measures required.
	Customer satisfaction	Community Scorecard (Community Scorecard 2023)	78% positive rating (Excellent to okay) on Sport and recreation facilities and services 94 % positive rating (Excellent to okay) for playgrounds, parks, and reserves	The asset will deteriorate over time. Adopt a strategic approach to undertaking maintenance activities.
Condition	Condition of Open spaces asset and its components	Condition rating of the asset components	90% Lighting assets are in good condition.	Insufficient expenditure on these assets is likely to result in deterioration over the short to medium term.
	Confidence levels			Medium (Visual Assessment supported by professional judgement and staff experiences)
Function	Are the assets appropriate for the intended use. Are they being used?	Assessment of whether assets are fit for purpose and usage studies	Most of the assets are fit for purpose; however, some surfaces are beginning to fail.	Insufficient expenditure is likely to result in more sporting surfaces not meeting expectations in the medium to long term.
	Confidence levels			Low Professional Judgement with no data evidence

Safety	Public Open Space assets are safe, suitable and free of hazards	No of incidents, issues reported	Low, no schedule of compliance requirements	Improvement as Workforce Plan outcomes implemented
	Confidence levels			Low (Professional Judgement with no data evidence)

3.2 Technical Levels of Service

Technical levels of service define the service quality and performance from a technical perspective. This includes the reliability, availability, and efficiency of the service. It ensures that the infrastructure meets the required standards and performance criteria necessary to deliver the expected service levels.

Technical service measures are linked to the activities and annual budgets covering:

- **Acquisition** – The activities to provide a higher level of service (Upgrading sports facilities, a new aquatic facility, new seating, lighting, turf etc.) or a new service that did not exist previously (a new park)
- **Operation** – The regular activities to provide services (undertaking routine inspection, cleaning the sport facilities)
- **Maintenance** – The activities necessary to retain an asset as near as practicable to an appropriate service condition. Maintenance activities enable an asset to provide service for its planned life (fixing or replacing damaged benches, playground equipment, fencing)
- **Renewal** – The activities that return the service capability of an asset up to that which it had originally provided (replacing ground surfaces with new, replacing inefficient lighting with new and efficient fixtures, replacement of park structures such as gazebo)

Table 3.2 shows the activities expected to be provided under the current 20-year Planned Budget allocation, and the Forecast activity requirements being recommended in this AM Plan.

It is important to monitor the service levels regularly as circumstances can and do change. Current performance is based on existing resource provision and work efficiencies. It is acknowledged circumstances such as technology and customer priorities will change over time.

Table 3.2: Technical Levels of Service

Lifecycle Activity	Purpose of Activity	Activity Measure	Current Performance	Recommended Performance
Acquisition	Public Open Space assets meet demands of community and visitors	Implementation of Strategic Community Plan and Access and Inclusion Plan.	Feasibility study for construction of swimming pool is ongoing. Acquisition Plan has been identified in the LTFFP.	Continue with aquatic facility acquisition plan
		Budget	\$0	\$10,350,000

Operation	Park assets are clean, clear of hazards and fit for purpose	Frequency of inspections and maintenance activity	Operational budget is considered sufficient. No exceedance has occurred in the recent years.	Document safety inspections on regular basis. Continue proactive inspections
		Budget	<i>\$471,000</i>	<i>\$471,000</i>
Maintenance	Park assets are safe and in working order	Establish an annual maintenance program and implement it. Responsiveness to action requests.	As needed Maintenance in practice. Respond to action request	Strategic works program for ongoing preventative maintenance
		Budget	<i>\$65,000</i>	<i>\$65,000</i>
Renewal	Replace asset/ components before they reach the end of their service life.	Renewal value calculated by external valuers based on the condition assessments	No planned renewal. Opportunistic and reactive renewal only occurs. It is likely that maintenance budget has been used for renewals.	Contribute to Reserve fund for POS to fund Renewal activity based on strategic works program
		Budget	<i>\$25,000</i>	<i>\$50,000</i>
Disposal	No disposals planned	-	-	Identify unsafe or obsolete assets. Allocate these assets for disposal in the Long-Term Financial Plan (LTFP)
		Budget	<i>\$0</i>	
		Total Budget	<i>\$561,000</i>	<i>\$10,936,000</i>

3.3 Legislative Requirements

There are a range of legislative requirements relating to the management of assets. Legislative requirements that impact the delivery of the POS service are outlined in Table 3.3.

Table 3.3: Legislative Requirements

Legislation	Requirement
<i>Local Government Act 1995</i>	Provides a framework in understanding the powers and functions of local governments in managing Public Open Space assets. Sets out the requirement of preparation of a Long Term Financial Plan supported by Asset Management Plans for sustainable service delivery
<i>Emergency Management Act 2005</i>	Provides the framework for managing emergencies and disasters.

<i>Work Health and Safety Act 2020</i>	Relates to health and safety of workers at workplaces, including public open spaces. This Act provides the framework to identify and manage workplace hazards in accordance with relevant regulations.
<i>Planning and Development Act 2005</i>	Related to compliance with statutory requirements for planning schemes and development assessments.
<i>Australian Accounting Standards</i>	Provides for the financial management of organisations including handling of assets.

4.0 FUTURE DEMAND

4.1 Demand Drivers

Drivers impacting demand include matters such as population change, legislative updates, changes in demographics, seasonal factors, consumer preferences and expectations, technological changes, economic factors, agricultural practices and environmental awareness.

4.2 Demand Forecasts

The present position and projections for demand drivers that may impact future service delivery and use of assets have been identified and documented.

4.3 Demand Impact and Demand Management Plan

Demand for new services will be managed through a combination of managing existing assets, upgrading of existing assets and providing new assets and demand management. Demand management practices can include non-asset solutions such as alternative delivery solutions, insuring against risks and managing failures.

Opportunities identified for demand management are shown in Table 4.3. Further opportunities will be developed in future revisions of this AM Plan.

Table 4.3: Demand Management Plan

Demand driver	Current position	Projection	Impact on services	Demand Management Plan
Sporting Surface Quality	Some surfaces are within acceptable service levels, some are beginning to wear	Increase in population may increase demand for sporting grounds	Surfaces may fail and prevent use of facilities	Utilise LTFP to ensure renewals are adequately planned for and funded
Climate Change	Grass and artificial turf currently withstand flooding and extreme heat	Increased flood events, extended hot, dry periods	Impact on turf condition. Impact on useful life	When renewing, investigate best options for changing climate conditions
Tourism	Priority to attract tourists and events to York	Increased demand on play equipment and open space capacity	Equipment may fail due to increased usage. Increased wear and tear on turf surfaces	Utilise LTFP to ensure renewals are adequately planned for and funded. Monitor usage and modify maintenance programme accordingly
Population Increase	Continual increase in property sales and property development	Increased demand for fit for purpose spaces	May fail to meet changing demands of community	Monitor the needs and usage and incorporate feedback from community engagement
Changing community needs and expectations	POS assets are in acceptable condition and regular inspection of components is carried out	Demand for increased level of service	Loss of relevance and decreased satisfaction on community level	Visual Inspection This approach ensures that any visible signs of wear, damage, or potential issues are identified early, allowing for timely and effective maintenance or repairs.

4.4 Asset Programs to meet Demand.

The new assets required to meet demand may be acquired, donated or constructed. Additional assets are discussed in Section 5.4.

Acquiring new assets will commit the Shire to ongoing operations, maintenance and renewal costs for as long as the assets are required to provide the service. This means that once acquired, the organisation must allocate resources for regular upkeep, repairs and eventual replacement of these assets.

These future costs associated with new assets are to be identified and incorporated into forecast for operations, maintenance, and renewal costs and included in the LTFP.

The Shire has plans to acquire a new swimming pool at a new Aquatic Facility which is in the feasibility study phase. It is recommended that an operations and maintenance plan is part of the facility business plan. For this AMP Plan, it is assumed that the expected expenditure for the new swimming pool will be covered by resources currently allocated for the existing facility.

4.5 Climate Change Adaptation

The impacts of climate change may have a significant impact on the assets the Shire manages and the services they provide. In the context of the asset management planning process climate change can be considered as both a future demand and a risk.

As a minimum the Shire must consider how to manage the existing assets given potential climate change impacts for the region.

Risk and opportunities identified to date are shown in Table 4.5 (a)

Table 4.5(a) Managing the Impact of Climate Change on Assets and Services

Climate Change Description	Projected Change	Potential Impact on Assets and Services	Management
Rainfall	Higher intensity rainfall events during summer	More localised flooding	Develop storm water management plan
Extended dry periods	Longer periods without rain	Increased cost of water and turf maintenance	Include increased costs in LTFP. Explore water use efficiency options
Rising Temperature	Higher temperatures and more frequent heat waves	Increased cost of water and increased damage to artificial surfaces (reduction in useful life)	Include increased costs in LTFP. Explore water use efficiency options. Potential adjustment of useful life
Fire-Weather	Increased fire risk	Catastrophic damage to asset	Develop fire risk assessment for each asset including development of mitigation plan

Additionally, the way in which the Shire constructs new assets should recognise that there is opportunity to build in resilience to climate change impacts. Building resilience can have the following benefits:

- Assets will withstand the impacts of climate change;
- Services can be sustained; and
- Assets that can endure may potentially lower the lifecycle cost with a reduced carbon footprint.

Table 4.5(b) summarises some asset climate change resilience opportunities.

Table 4.5 (b) Building Asset Resilience to Climate Change

New Asset Description	Climate Change impact These assets?	Build Resilience in New Works
All water usage	Expected increase in water demand	Include considerations for water efficiency for any future designs and renewals
Flooding	More frequent flood events	Include storm water management plans in any future design and renewals

The impact of climate change on assets is a new and complex discussion and further opportunities will be developed in future revisions of this AM Plan as knowledge in this area grows.

5.0 LIFECYCLE MANAGEMENT PLAN

All Public Open Space Assets should be managed with a long-term perspective and a comprehensive approach. To implement an effective lifecycle management plan, it is essential to understand the condition and purpose of each asset. This includes ongoing maintenance, upgrades, and renewal strategies. By doing so, resources can be allocated to areas with the greatest need, meeting user expectations and preserving the value of the assets.

The lifecycle management plan details the strategies for managing and operating assets to achieve agreed service levels while efficiently controlling lifecycle costs, as outlined in the AM Plan.

5.1 Background Data

5.1.1 Physical parameters

The assets covered by this AM Plan are shown in Table 5.1.1.

The POS assets covered by this AM Plan include parks and gardens, sporting fields and facilities and other public spaces. The majority of these assets are located within the York townsite. These assets are used to provide recreational areas and enhance the amenity and natural environment of the Shire.

For the purpose of this AM Plan, Public Open Space Assets are broken down further to components as follows:

- Short Life Structure
- Long Life Structure
- Roof
- Lighting
- Park Furniture
- Play Equipment
- Synthetic Surface
- Reticulation
- Miscellaneous

Table 5.1.1: Assets covered by this Plan

Asset Description	Reserve/Location	Replacement Cost
Sheds & Shelters		
Shelter 1	Avon Park	\$ 10,000.00
Shelter 2	Avon Park	\$ 2,000.00
Rotunda	Avon Park	\$ 8,000.00
Skate Park	Avon Park	\$ 400,000.00
Shelter & Table Set 2	Candice Bateman Park	\$ 8,000.00
Shelter 1	Candice Bateman Park	\$ 8,000.00
Hit Up Wall	Candice Bateman Park	\$ 15,000.00
Concrete Water tank approx. 32KL - 1	Candice Bateman Park	\$ 16,000.00

Shelter & Table Set 1	Candice Bateman Park	\$ 8,000.00
Shelter & Table Set 3	Candice Bateman Park	\$ 8,000.00
Concrete Water tank approx. 32KL - 2	Candice Bateman Park	\$ 16,000.00
Shelter	Forrest Oval Complex	\$ 90,000.00
Retaining Wall	Forrest Oval Complex	\$ 5,000.00
Skate Park	Forrest Oval Complex	\$ 35,000.00
Water tanks	Forrest Oval Complex	\$ 60,000.00
Sheds	Forrest Oval Complex Day Care Centre	\$ 10,000.00
Shelter 1	Gwambygine Park	\$ 15,000.00
Shelter 2	Gwambygine Park	\$ 27,000.00
Shelter & Seating Arrangement 1	Mt Brown Lookout	\$ 6,000.00
Shelter & Seating Arrangement 2	Mt Brown Lookout	\$ 6,000.00
Gazebo	Peace Park	\$ 5,000.00
Retaining Wall	Peace Park	\$ 6,000.00
Shelter	Spencers Brook - York Road	\$ 20,748.00
Motorcross Picnic Shelter	Spencers Brook Road	\$ 27,000.00
Shelter	Talbot Hall	\$ 5,000.00
Shelter	War Memorial	\$ 50,000.00
War memorial	War Memorial	\$ 10,000.00
Timber Structure	York Centenary Lookout	\$ 8,000.00
Shadecloth Shelter 1	York Aquatic Centre	\$ 30,000.00
Shelter 1	York Aquatic Centre	\$ 50,000.00
Pool	York Aquatic Centre	\$ 1,500,000.00
Shelter 2	York Aquatic Centre	\$ 30,000.00
Shelter 3	York Aquatic Centre	\$ 25,000.00
Shadecloth Shelter 2	York Aquatic Centre	\$ 20,000.00
Chlorination Shed at Shire dam		\$ 2,000.00
Other (Lighting, Park Furniture, Play Equipment, Synthetic Playing Surfaces, Reticulation, Miscellaneous)		
Floodlights	Avon Park	\$ 2,000.00
3X Seater bench (1)	Avon Park	\$ 1,000.00
Picnic Table & bench (1)	Avon Park	\$ 2,000.00
Lighting - (1)	Avon Park	\$ 15,000.00
Play Equipment	Avon Park	\$ 1,000,000.00
BBQ (1)	Avon Park	\$ 3,000.00
Drain	Avon Park	\$ 5,000.00
Barbeque (2)	Avon Park	\$ 3,000.00

Barbeque (3)	Avon Park	\$ 3,000.00
Picnic Table & bench (2)	Avon Park	\$ 2,000.00
Picnic Table & bench (3)	Avon Park	\$ 2,000.00
3X Seater bench (2)	Avon Park	\$ 1,000.00
3XSeater bench (3)	Avon Park	\$ 1,000.00
3XSeater bench (4)	Avon Park	\$ 1,000.00
3XSeater bench (5)	Avon Park	\$ 1,000.00
3XSeater bench (6)	Avon Park	\$ 1,000.00
3X Seater bench (7)	Avon Park	\$ 1,000.00
3X Seater bench (8)	Avon Park	\$ 1,000.00
Lighting - (2)	Avon Park	\$ 15,000.00
Lighting - (3)	Avon Park	\$ 15,000.00
Lighting - (4)	Avon Park	\$ 15,000.00
Lighting - (5)	Avon Park	\$ 15,000.00
Play Equipment	Candice Bateman Park	\$ 5,000.00
Park improvements	Candice Bateman Park	\$ 30,000.00
Pump	Candice Bateman Park	\$ 1,200.00
Seating arrangement	Candice Bateman Park	\$ 4,000.00
Barbeque 1	Candice Bateman Park	\$ 800.00
3 Seater bench 1	Candice Bateman Park	\$ 500.00
3 Seater bench 2	Candice Bateman Park	\$ 500.00
3 Seater bench 3	Candice Bateman Park	\$ 500.00
Picnic table & benches 1	Candice Bateman Park Dog Park	\$ 3,000.00
Picnic table & benches 2	Candice Bateman Park Dog Park	\$ 3,000.00
Fencing	Forrest Oval Complex	\$ 2,000.00
Hockey Fields - Floodlights with 6 Floods - 1	Forrest Oval Complex	\$ 35,000.00
Oval Floodlights with 6 floods - 1	Forrest Oval Complex	\$ 50,000.00
Reticulation	Forrest Oval Complex	\$ 180,000.00
Lawn	Forrest Oval Complex	\$ 150,000.00
Cricket Pitch	Forrest Oval Complex	\$ 25,000.00
Netball Courts	Forrest Oval Complex	\$ 30,000.00
Synthetic Turf	Forrest Oval Complex	\$ 800,000.00
Synthetic Turf	Forrest Oval Complex	\$ 500,000.00
Fencing	Forrest Oval Complex	\$ 10,000.00
Fencing	Forrest Oval Complex	\$ 20,000.00
Reticulation	Forrest Oval Complex	\$ 27,000.00
Bowling Greens - Floodlights - (1)	Forrest Oval Complex	\$ 30,000.00
Tennis Court - Floodlights - (1)	Forrest Oval Complex	\$ 25,000.00

Netball Court - Floodlights - (1)	Forrest Oval Complex	\$ 75,000.00
Nets	Forrest Oval Complex	\$ 5,000.00
Lawn	Forrest Oval Complex	\$ 20,000.00
Seating	Forrest Oval Complex	\$ 10,000.00
Landscaping	Forrest Oval Complex	\$ 60,000.00
Play Equipment	Forrest Oval Complex	\$ 10,000.00
Reticulation	Forrest Oval Complex	\$ 400,000.00
Lawn	Forrest Oval Complex	\$ 80,000.00
Seating & table arrangement (1)	Forrest Oval Complex	\$ 2,000.00
Electrical Box	Forrest Oval Complex	\$ 3,000.00
Seating & table arrangement (2)	Forrest Oval Complex	\$ 2,000.00
Tennis Court - Floodlights - (2)	Forrest Oval Complex	\$ 25,000.00
Tennis Court - Floodlights -3	Forrest Oval Complex	\$ 25,000.00
Tennis Court - Floodlights - 4	Forrest Oval Complex	\$ 25,000.00
Tennis Court - Floodlights - 5	Forrest Oval Complex	\$ 25,000.00
Tennis Court - Floodlights - 6	Forrest Oval Complex	\$ 25,000.00
Netball Court - Floodlights - 2	Forrest Oval Complex	\$ 75,000.00
Oval Floodlights with 6 floods - 2	Forrest Oval Complex	\$ 50,000.00
Oval Floodlights with 6 floods - 3	Forrest Oval Complex	\$ 50,000.00
Oval Floodlights with 6 floods - 4	Forrest Oval Complex	\$ 50,000.00
Hockey Fields - Floodlights with 6 Floods - 2	Forrest Oval Complex	\$ 35,000.00
Hockey Fields - Floodlights with 6 Floods - 3	Forrest Oval Complex	\$ 35,000.00
Hockey Fields - Floodlights with 6 Floods - 4	Forrest Oval Complex	\$ 35,000.00
Hockey Fields - Floodlights with 6 Floods - 5	Forrest Oval Complex	\$ 35,000.00
Hockey Fields - Floodlights with 6 Floods - 6	Forrest Oval Complex	\$ 35,000.00
Bowling Greens - Floodlights - 2	Forrest Oval Complex	\$ 30,000.00
Bowling Greens - Floodlights - 3	Forrest Oval Complex	\$ 30,000.00
Bowling Greens - Floodlights - 4	Forrest Oval Complex	\$ 30,000.00
Bowling Greens - Floodlights - 5	Forrest Oval Complex	\$ 30,000.00
Bowling Greens - Floodlights - 6	Forrest Oval Complex	\$ 30,000.00
Play Equipment	Forrest Oval Complex Day Care Centre	\$ 4,000.00
Shade sail	Forrest Oval Complex Day Care Centre	\$ 15,000.00
Barbeque 1	Gwambygine Park	\$ 1,200.00
Concrete Pillars	Gwambygine Park	\$ 1,000.00
Play Equipment	Gwambygine Park	\$ 3,000.00
Picnic Table 1	Gwambygine Park	\$ 2,500.00
Picnic Table 2	Gwambygine Park	\$ 2,500.00

Picnic Table 3	Gwambygine Park	\$ 2,500.00
Picnic Table 4	Gwambygine Park	\$ 2,500.00
Picnic Table 5	Gwambygine Park	\$ 2,500.00
Picnic Table 6	Gwambygine Park	\$ 2,500.00
Picnic Table 7	Gwambygine Park	\$ 2,500.00
Picnic Table 8	Gwambygine Park	\$ 2,500.00
Picnic Table 9	Gwambygine Park	\$ 2,500.00
Water Tap	Gwambygine Park	\$ 300.00
Stormwater pipe	Gwambygine Park	\$ 1,500.00
Barbeque 2	Gwambygine Park	\$ 1,200.00
Barbeque 3	Gwambygine Park	\$ 1,200.00
Barbeque 4	Gwambygine Park	\$ 1,200.00
Barbeque 5	Gwambygine Park	\$ 1,200.00
Fencing	Johanna Whitley Park	\$ 15,000.00
3 Seater bench 1	Johanna Whitley Park	\$ 2,000.00
Flag Poles & Monument	Johanna Whitley Park	\$ 25,000.00
3 Seater bench 2	Johanna Whitley Park	\$ 2,000.00
3 Seater bench 3	Johanna Whitley Park	\$ 2,000.00
3 Seater bench 4	Johanna Whitley Park	\$ 2,000.00
Barbeque 1	Mt Brown Lookout	\$ 8,000.00
Lighting	Peace Park	\$ 3,000.00
Lighting	Peace Park	\$ 6,000.00
3-seater bench (1)	Peace Park	\$ 1,200.00
Lighting	Peace Park	\$ 15,000.00
Wishing Well	Peace Park	\$ 1,500.00
Christmas Tree Frame	Peace Park	\$ 500.00
Water fountain	Peace Park	\$ 300.00
Bollards	Peace Park	\$ 600.00
Metal bench seat	Peace Park	\$ 600.00
3-seater bench (2)	Peace Park	\$ 1,200.00
3-seater bench (3)	Peace Park	\$ 1,200.00
Picnic table & benches (1)	Peace Park	\$ 2,000.00
Picnic table & benches (2)	Peace Park	\$ 2,000.00
Dump Point	RV Park	\$ 4,000.00
Lighting	RV Park	\$ 7,000.00
Landscaping	RV Park	\$ 60,000.00
Reticulation	RV Park	\$ 5,000.00
Garden	War Memorial	\$ 22,000.00

Plaque	War Memorial	\$ 300.00
Reticulation	War Memorial	\$ 300.00
Stone plaque	York Centenary Lookout	\$ 1,200.00
York Swimming Pool - Floodlight with 1 flood (1)	York Aquatic Centre	\$ 20,000.00
York Swimming Pool - Floodlight with 1 flood (2)	York Aquatic Centre	\$ 20,000.00
York Swimming Pool - Floodlight with 1 flood (3)	York Aquatic Centre	\$ 20,000.00
York Swimming Pool - Floodlight with 1 flood (4)	York Aquatic Centre	\$ 20,000.00
York Swimming Pool - Floodlight with 1 flood (5)	York Aquatic Centre	\$ 20,000.00
York Swimming Pool - Floodlight with 1 flood (6)	York Aquatic Centre	\$ 20,000.00
York Swimming Pool - Floodlight with 1 flood (7)	York Aquatic Centre	\$ 20,000.00

5.1.2 Asset capacity and performance

Assets are generally provided to meet design standards where these are available. However, there are insufficient resources to address all known deficiencies.

Several service deficiencies have been identified by staff, requiring attention to ensure the continued functionality and safety of community assets.

The floodlights at the Bowling Greens have been damaged by corellas, necessitating a strategic solution to mitigate further damage. The outdoor netball courts are experiencing surface deterioration, including depressions and cracks, and the rings are in poor condition, additionally, the lights at the hockey field do not meet current standards, with the existing illumination proving inadequate. At Gwambygine Park, the barbeque infrastructure needs inspection and repair, while the Candice Bateman Dog Park currently lacks an effective water access point.

5.1.3 Asset condition

A Condition score is assigned at the component level. The condition was assessed based on a visual inspection.

Condition is measured using a 1 – 10 grading system as detailed in Table 5.1.3.

Table 5.1.3: Condition Grading System

Condition Grading	Description of Condition
0	New: New or an asset recently rehabilitated back to new condition
1	Near New: No visible signs of deterioration often based upon the time since construction rather than observed condition decline
2	Excellent: Very slight condition declines obvious, no longer in new condition.
3	Very Good: Early stages of deterioration minor no serviceability problems.
4	Good: Some obvious deterioration evident slightly impaired serviceability.
5	Fair: Obvious deterioration some serviceability loss
6	Fair to Poor: Obvious deterioration serviceability would be affected and rising maintenance cost
7	Poor: Service deterioration-serviceability limited, High Maintenance cost
8	Very Poor: Serviceability heavily impacted. very high Maintenance cost needed to be rehabilitated.

9	Extremely Poor: Severe serviceability problems needing rehabilitation immediately. Could also be a risk to remain in service.
10	Failed: No longer serviceable and should not remain in service extreme risk

5.1.4 POS component condition

A visual inspection was carried out on all assets. The Public Open Space assets were categorised into major elements for an assessment based on the asset service life. The aim is to produce a "First Cut" Renewal model based on following key elements:

- Long Life Structures
- Short Life Structures
- Roof
- Lighting
- Park / Street
- Furniture
- Play Equipment
- Synthetic Surfaces
- Reticulation
- Other

Each asset was inspected externally and internally (where possible). Each of the elements were visually inspected and any visible defects or failures, which would potentially lead to reduction in the life of the element were identified.

Each key element was attributed a condition rating based on the extent of deterioration, faults detected and the significance of those faults in affecting the longevity of the element.

There were 166 POS items inspected and assessed. The level that was set as the intervention point was condition score 7. None of the POS items were past the intervention level.

5.2 Operations and Maintenance Plan

Operations refers to regular activities to provide services. Typical operational activities include cleaning, asset inspection, utility costs and insurance.

Maintenance includes all actions necessary for retaining an asset as near as practicable to an appropriate service condition. Typical maintenance activities include pipe repairs, maintaining synthetic turfs, repairs to BBQs, benches and play equipment.

With the new workforce plan aligning maintenance with asset management, maintenance will have a strategic approach. The development of a strategic works program may reveal deficiencies in the maintenance budget.

A key action will be implementing a monitoring process that allows operation and maintenance activities to be analysed in detail. This will enable the accurate monitoring of annual maintenance expenditure and better assessment of Public Open Space assets performance over time.

Maintenance budget trends have been calculated based on staff knowledge, the 2023/24 budget and assumptions. This information is shown in Table 5.2. Currently, only the past year's budget is available due to constraints with the data.

Table 5.2: Maintenance Budget Trends

Year	Maintenance Budget \$
Budget 2023/24	\$65,000
Budget 2024-25	\$65,000 (Recommended)

5.2.1 Asset prioritisation

Currently, there is no defined service level for Public Open Space assets, resulting in a lack of a clear strategy for allocating maintenance activities.

A recommendation in this AM Plan is to assess the current service levels of each POS asset as well as analysing the usage and significance of the asset. This will contribute to a prioritisation process that will align service level with function and importance.

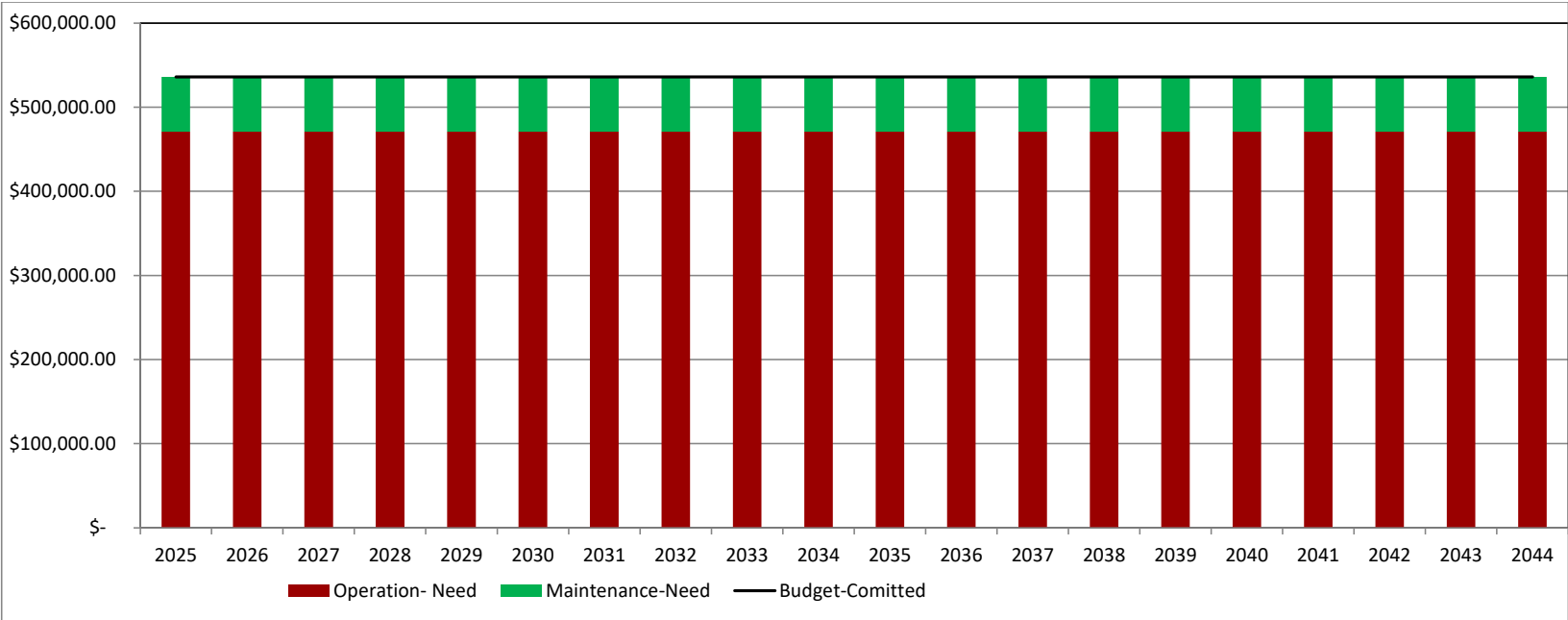
This process will assist in resourcing and decision-making, ensuring maintenance activities align with the strategic importance of the Public Open Space assets. This will assist in ensuring the constrained budget allocation delivers strategic outcomes.

5.2.2 Summary of forecast operations and maintenance costs

Forecasted operations and maintenance costs are anticipated to fluctuate based on the total number and value of the asset stock. Assuming that the current operations and maintenance (O&M) budget is adequate for current assets, it is projected that these costs will continue to grow in line with the Consumer Price Index (CPI) and with acquisition of new asset. This approach ensures that the O&M budget remains aligned with inflation, allowing for consistent and effective management of asset maintenance and operational needs.

Figure 5.2 shows the forecast operation and maintenance costs relative to the current trend of operation and maintenance allocation in the budget.

Figure 5.2: Operations and Maintenance Summary



5.3 Renewal Plan

Renewal is major capital work which does not significantly alter the original service provided by the asset, but restores, rehabilitates, replaces, or renews an existing asset to its original service potential.

Work over and above restoring an asset to original service potential is considered to be an acquisition resulting in additional future operations and maintenance costs.

Assets requiring renewal are identified from one of two approaches in the Lifecycle Model.

The first method uses the Asset Register data to project the renewal costs (current replacement cost) and renewal timing (acquisition year plus updated useful life to determine the renewal year), or

The second method uses an alternative approach to estimate the timing and cost of forecast renewal work (i.e. condition modelling system, staff judgement, average network renewals, or other).

The estimates for renewals in this AM Plan were based on the Asset Register Method.

The typical useful lives of assets used to develop projected asset renewal forecasts are shown in Table 5.3 (a). It is unknown when the asset useful lives were last formally reviewed. The useful lives in this Plan have been determined using professional judgment.

Table 5.3 (a): Useful Lives of Assets

Asset (Sub)Category	Useful life (Years)
Lighting	25
Street & Park Furniture (Benches, Barbeques, Picnic Sets etc)	15
Play Equipment	15
Synthetic Turfs (Cricket Pitch & Turfs)	20
Reticulation	25
Miscellaneous (Fencing, Lawn, Dump Point, Drain etc)	20
Buildings-Roof (Shades and Shelters)	30
Buildings-Long Life structure (Skate Park, Hit Up Wall, Concrete water tank etc)	80
Buildings-Short Life Structure (Shades and Shelters)	60

5.3.1 Renewal ranking criteria

Asset renewal is typically undertaken to achieve the following objectives:

- Ensure the reliability of the existing infrastructure to deliver the intended service (aging air conditioning)
- Maintain infrastructure quality to meet service requirements (playground condition)

To effectively prioritise renewals, it is crucial to identify assets or asset groups that:

- Have a high consequence of failure, which could significantly impact safety, operations, or service delivery

- Experience high usage, where the impact of asset failure or degradation would affect a large number of users
- Incur higher than expected operational or maintenance costs, indicating inefficiencies that could be mitigated through renewal.
- Offer potential for life cycle cost reduction by being replaced with modern, more efficient equivalents that provide the same or enhanced services

The proposed renewal criteria and weighting are outlined in Table 5.3.

Table 5.3(b) Renewal Priority Ranking Criteria

Criteria	Weighting
Condition and Remaining Useful Life	35%
Consequence of Failure (High safety risks or potential for significant operational disruption if the asset fails)	35%
Usage and Impact on others (High frequency of use and significant impact on the community or service users if the asset is unavailable)	30%
Total	100%

5.4 Summary of future renewal costs

A renewal forecast model was created based on the condition of the POS assets and their components, as well as their degradation patterns.

The forecast costs associated with renewals are shown relative to the proposed renewal budget in Figure 5.4(a).

The assets were componentised according to their service life, with high-level categories including shelters, reticulation, lighting, synthetic surface and play equipment. The effect of componentisation on the renewal model is illustrated in Figure 5.4(b).

The renewal demand is influenced by asset components with shorter service lives, such as lighting, synthetic surfaces and play equipment.

Figure 5.4 (a): Forecast Renewal Costs

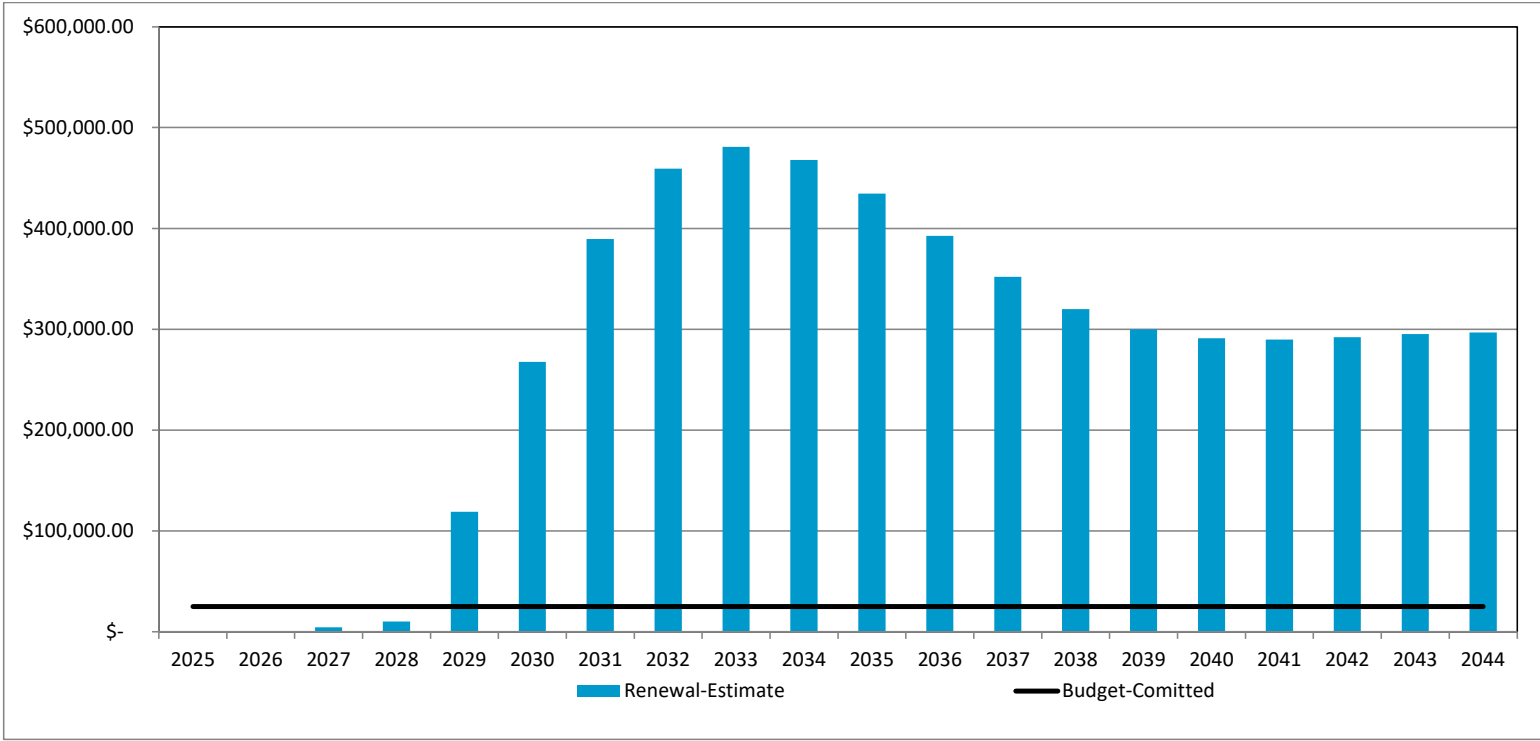
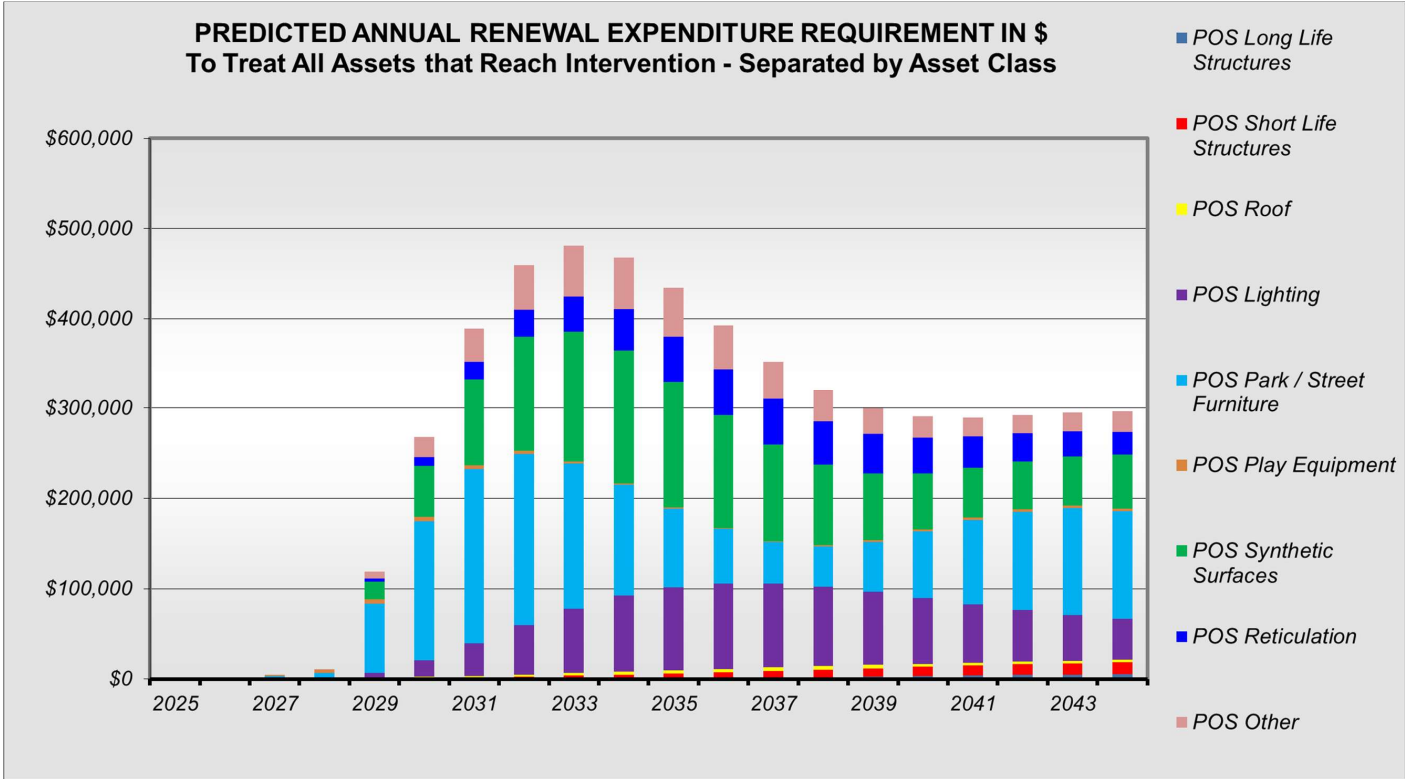


Figure 5.4 (b): Forecast Renewal Costs-by Asset Component



5.5 Acquisition Plan

Acquisition relates to new assets that did not previously exist or works which will upgrade or improve an existing asset beyond its existing capacity. They may result from growth, demand, social or environmental needs. Assets may also be donated to the Shire.

The Shire plans to acquire a new aquatic facility, which will involve the addition of a new swimming pool. The swimming pool has an estimated acquisition cost of \$10,350,000.

5.5.1 Selection criteria

Proposed acquisition of new assets, and upgrade of existing assets, are identified from various sources such as community requests, proposals identified by strategic plans or partnerships with others.

Potential upgrades and new works should be reviewed to verify that they are essential to needs.

Any proposed upgrade and new work analysis should also include the development of a preliminary renewal estimate to ensure that the services are sustainable over the longer term.

Verified proposals can then be ranked by priority and available funds and scheduled in future works programmes.

5.6 Disposal Plan

Disposal includes any activity associated with the disposal of a decommissioned asset including sale, demolition or relocation.

The Asset Register should be analysed to identify obsolete and surplus POS assets. This analysis will help identify items that are no longer in use or have become redundant, allowing for their potential disposal.

By conducting this review, the Shire can streamline its asset portfolio, optimise resource allocation, and ensure that only valuable and functional assets are retained.

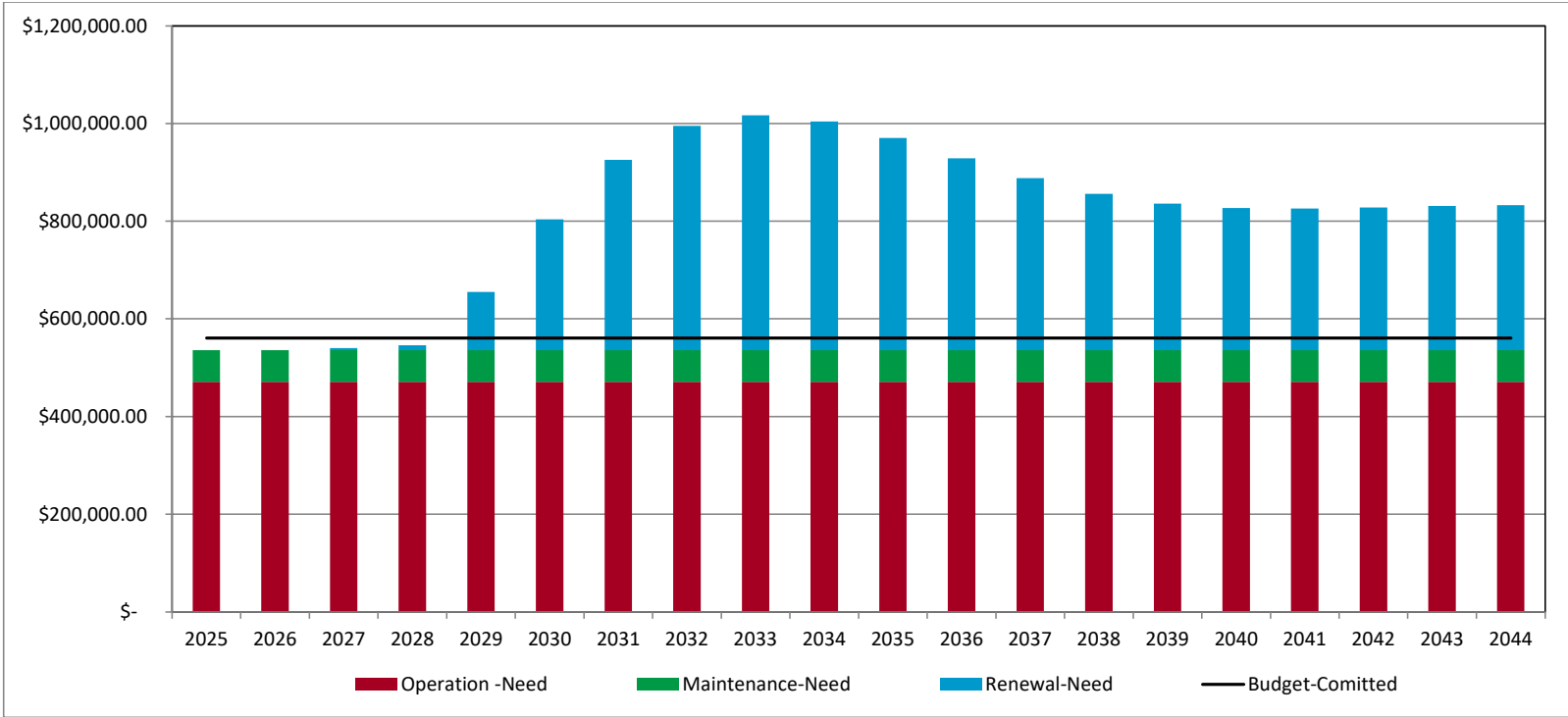
5.7 Summary of asset forecast costs

To effectively manage the financial aspects of the asset management plan, it is crucial to understand the projected costs associated with the various stages of asset lifecycle. The following analysis provides a detailed overview of the financial projections necessary to support the acquisition, operation, maintenance, renewal, and disposal of assets.

The financial projections from this asset plan are shown in Figure 5.7. These projections include forecast costs for acquisition, operation, maintenance, renewal, and disposal. These forecast costs are shown relative to the proposed budget.

The bars in the graphs represent the forecast costs needed to minimise the life cycle costs associated with the service provision. The proposed budget line indicates the estimate of available funding. The gap between the forecast work and the proposed budget is the basis of the discussion on achieving balance between costs, levels of service and risk to achieve the best value outcome.

Figure 5.7 : Lifecycle Summary



6.0 RISK MANAGEMENT PLANNING

An assessment of risks associated with service delivery will identify risks that will result in loss or reduction in service, personal injury, environmental impacts, a 'financial shock', reputational impacts, or other consequences. The risk assessment process identifies credible risks, the likelihood of the risk event occurring, and the consequences should the event occur. The risk assessment should also include the development of a risk rating, evaluation of the risks and development of a risk treatment plan for those risks that are deemed to be non-acceptable.

6.1 Critical Assets

Critical assets are defined as those which have a high consequence of failure causing significant loss or reduction of service. Critical assets have been identified and along with their typical failure mode, and the impact on service delivery, are summarised in Table 6.1. Failure modes may include physical failure, collapse or essential service interruption.

Table 6.1 Critical Assets

Critical Asset(s)	Failure Mode	Impact
Sporting Surfaces	Material or subsurface failure	Surfaces cannot be used by sporting clubs or casual users
Lighting	Structural	Nighttime training and events cannot occur
Playground Equipment	Structural	Potential closure Failure to meet community needs, Safety risk for the community.

6.2 Risk Assessment

Risk is to be managed in line with the Shire of York Risk Management Plan.

The Risk Assessment and Acceptance Criteria used in the Shire Risk Management Plan has been used in this AM Plan.

It provides a logical process for the selection of treatment plans and management actions to protect the community against unacceptable risks.

The risk table is shown in Figure 6.2 below.

Table 6.2: Risks and Treatment Plans

Service or Asset at Risk	What can Happen?	Likelihood	Consequence Rating	Assessed Risk	Risk Treatment Plan	Residual Risk
Inadequate maintenance/renewal work program	Reduced Life of an asset and reduced Level of Service Safety hazard from poorly maintained asset	Likely	Moderate	Moderate	Develop works program for POS assets. Develop annual maintenance program for planned preventative maintenance	Low
Playgrounds	Injury to users and reduction in amenity	Possible	Moderate	Moderate	Weekly inspection of assets Daily inspection for issues	Low–
Lack of knowledge of asset	Inadequate knowledge and experience to maintain level of service	Possible	Moderate	Moderate	Develop asset knowledge base	Low
Inadequate Budget	Unable to fully complete improvements	Likely	Major	Moderate	Update LTFP	Low
Change in demand-service standards	Community demand higher service standards or new assets	Possible	Major	High	Adopt Level of service for each POS Communications plan	Low

6.3 Infrastructure Resilience Approach

Maintaining the resilience of critical infrastructure is essential for the ongoing provision of services to customers. It is necessary to understand capacity to handle stress and to respond to disruptions to ensure continuity of service.

Resilience in service delivery is not currently measured. This will be included in future iterations of the AM Plan.

6.4 Service and Risk Trade-Offs

The decisions made in adopting this AM Plan are aimed at achieving the optimum benefits from the available resources. All decisions require a level of trade off and acceptance of risks.

6.4.1 Service exclusions

There are some operations and maintenance activities and capital projects that are unable to be undertaken within the next 20 years. These include:

- Undertake renewal of all POS assets which are due for renewal. Essential projects may be postponed or partially funded.
- Maintain service levels. It will be challenging to sustain current service levels
- Acquire new assets unless there is a specific funding strategy

6.4.2 Service trade-off

If there is forecast work (operations, maintenance, renewal, acquisition or disposal) that cannot be undertaken due to available resources, then this will result in service consequences for users. These service consequences include:

- POS assets that may deteriorate due to lack of renewal activities as priority is given to critical assets
- Some structures may become obsolete and need to be disposed off
- Change in service levels if current levels cannot be maintained

6.4.3 Risk trade-off

The operations and maintenance activities and capital projects that cannot be undertaken may sustain or create risk consequences. These risk consequences include:

- Deterioration of POS assets and their components may compromise safety.
- Failure to undertake renewal work at the designated intervention point may lead to significantly higher expenditures in the future.

7.0 FINANCIAL SUMMARY

This section contains the financial requirements resulting from the information presented in the previous sections of this AM Plan. The financial projections will be improved as the discussion on desired levels of service and asset performance matures.

7.1 Financial Sustainability and Projections

7.1.1 Sustainability of service delivery

There are two key indicators of sustainable service delivery that are considered in the AM Plan for this service area. The two indicators are the:

- Asset renewal funding ratio (proposed renewal budget for the next 20 years / forecast renewal costs for next 20 years), and
- Medium term forecast costs/proposed budget (over 20 years of the planning period).

7.1.2 Asset Renewal Funding Ratio

The Asset Renewal Funding Ratio is a financial metric used to assess how well an organisation is funding the renewal or replacement of its assets. It compares the amount of funding allocated for asset renewal to the amount required over the lifecycle.

A ratio below 1 (100%) suggests a shortfall in funding, which may lead to a backlog of renewal work or the deterioration of assets.

The forecast renewal costs, on average per year, is \$273,083, while the proposed renewal budget is \$25,000 per year.

The Asset Renewal Funding Ratio over the next 20 years is 9% of the funds required for the optimal renewal of assets.

7.1.3 Medium term – 20-year financial planning period

This AM Plan identifies the forecast operations, maintenance and renewal costs required to provide an agreed level of service to the community over a 20 year period. This provides input into long term financial planning and funding plans aimed at providing the required services in a sustainable manner.

This forecast work can be compared to the proposed budget over the 20 years of the planning period to identify any funding shortfall.

The forecast operations, maintenance and renewal costs over the 20 year planning period is \$809,083 on average per year.

The proposed (budget) operations, maintenance and renewal funding is \$561,000 per year resulting in a 20 year funding shortfall of \$248,083 per year. This indicates that 69% of the forecast costs needed to provide the services documented in this AM Plan are accommodated in the proposed budget.

7.1.4 Forecast Costs for the LTFP

Table 7.1 shows the forecast costs required for consideration in the 20 year planning period.

Providing services in a financially sustainable manner requires a balance between the forecast costs required to deliver the agreed service levels with the planned budget allocations in the LTFP.

The gap between the forecast costs and the amounts allocated in the financial plan indicates further work is required on reviewing service levels in the AM Plan (including revising the long-term financial plan).

The 'gap' will be managed by using this AM Plan to provide guidance on future service levels and resources required to provide these services in consultation with the community.

Table 7.1: Forecast Costs (Outlays) for the Long-Term Financial Plan

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2025	\$ -	\$471,000	\$65,000	\$0	\$0
2026	\$ -	\$471,000	\$65,000	\$0	\$0
2027	\$10,350,000	\$471,000	\$65,000	\$4,330	\$0
2028	\$ -	\$471,000	\$65,000	\$10,113	\$0
2029	\$ -	\$471,000	\$65,000	\$119,020	\$0
2030	\$ -	\$471,000	\$65,000	\$267,722	\$0
2031	\$ -	\$471,000	\$65,000	\$389,379	\$0
2032	\$ -	\$471,000	\$65,000	\$459,154	\$0
2033	\$ -	\$471,000	\$65,000	\$480,751	\$0
2034	\$ -	\$471,000	\$65,000	\$467,945	\$0
2035	\$ -	\$471,000	\$65,000	\$434,555	\$0
2036	\$ -	\$471,000	\$65,000	\$392,499	\$0
2037	\$ -	\$471,000	\$65,000	\$351,869	\$0
2038	\$ -	\$471,000	\$65,000	\$319,920	\$0
2039	\$ -	\$471,000	\$65,000	\$299,864	\$0
2040	\$ -	\$471,000	\$65,000	\$290,910	\$0
2041	\$ -	\$471,000	\$65,000	\$289,691	\$0
2042	\$ -	\$471,000	\$65,000	\$292,164	\$0
2043	\$ -	\$471,000	\$65,000	\$295,083	\$0
2044	\$ -	\$471,000	\$65,000	\$296,698	\$0

7.2 Funding Strategy

The proposed funding for assets is outlined in the budget and LTFP.

The financial strategy of the Shire determines how funding will be provided, whereas the AM Plan communicates how and when this will be spent, along with the service and risk consequences of various service alternatives.

Given the limitations in the budget, it's not feasible to fund all asset renewals at once. Instead, the renewal budget will need to be increased to a level that is practical and achievable within the financial and resource constraints. Additionally, a more strategic approach to maintenance will assist with the goal of extending the lifespan of assets.

By prioritising key renewals and optimising maintenance efforts, the Shire can better manage resources and ensure that critical POS assets are maintained effectively while staying within budget.

7.3 Valuation Forecasts

7.3.1 Asset valuations

The best available estimate of the value of assets included in this AM Plan are shown below

Replacement Cost (Current/Gross)	\$7,305,448
Depreciable Amount	\$7,305,448
Depreciated Replacement Cost	\$4,845,334
Depreciation	\$248,777

7.4 Key Assumptions Made in Financial Forecasts

In compiling this AM Plan, it was necessary to make some assumptions. This section details the key assumptions made in the development of this AM plan and should provide an overview of the level of confidence in the data behind the financial forecasts.

Key assumptions made in this AM Plan are:

- The 2023/24 financial year operations and maintenance budgets have been used to calculate projected expenditure
- Renewal forecasts have been made using the asset condition assessment and professional judgement
- All costs are represented in current day dollars
- The Swimming Pool has been excluded from renewal model due to planned acquisition of a new aquatic facility
- Renewal allocation for POS assets is calculated based on the identified renewal expenditure in 2022/23 and 2023/24 financial years budgets
- As the inclusion of POS assets in the LTFP will be based on this AM Plan, the LTFP has not informed this AM Plan.

7.5 Forecast Reliability and Confidence

The forecast costs, proposed budgets, and valuation projections in this AM Plan are based on the best available data. For effective asset and financial management, it is critical that the information is current and accurate. Data confidence is classified on a level scale of A - E in accordance with Table 7.5.1.

Table 7.5.1: Data Confidence Grading System

Confidence Grade	Description
A. Very High	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B. High	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C. Medium	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$

Confidence Grade	Description
D. Low	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E. Very Low	None or very little data held.

The estimated confidence level for and reliability of data used in this AM Plan is shown in Table 7.5(b)

Table 7.5 (b): Data Confidence Assessment for Data used in AM Plan

Data	Confidence Assessment	Comment
Demand drivers	C	Professional Judgement
Growth projections	C	Professional Judgement
Acquisition forecast	B	Included in the Long-Term Financial Plan
Operation forecast	C	Based on 2023/24 Budget
Maintenance forecast	C	Based on 2023/24 Budget
Renewal forecast	B	Data from Asset Register and Revaluations
- Asset values	C	Industry Standards
- Asset useful lives	C	Industry Standards
- Condition modelling	C	Moloney's modelling was utilised. Public Open Space assets were categorised into elements with similar useful lives and degradation patterns to generate a renewal model.

The estimated confidence level for and reliability of data used in this Asset Management Plan is Medium.

8.0 PLAN IMPROVEMENT AND MONITORING

8.1 Asset Management Practices

In developing this AM Plan, both accounting/financial data and asset management data are integrated to ensure a robust and accurate framework.

The financial data is sourced from the 2023 revaluation report, providing a current and comprehensive valuation of the assets. Additionally, the Asset Register offers an insight into asset conditions and performance.

8.2 Improvement Plan

The Improvement and Monitoring Plan includes analysing current asset conditions, identifying improvement areas, and developing strategies to address gaps. By regularly updating the asset register and financial data, the aim is to optimise maintenance and renewal processes, manage risks effectively, and ensure long-term sustainability.

The improvement plan generated from this AM Plan is shown in Table 8.2.

Table 8.2: Improvement Plan

Task	Task	Responsibility	Resources Required	Timeline
1	Assess and document the current levels of service for each POS Asset, based on usage, purpose and significance	Asset Team	Staff resources	1 Year
2	Based on assessment of asset usage and importance, prioritise the asset register and adjust service levels and renewal program	Asset Team	Staff resources	1 year
3	Schedule and undertake an inspection program to identify and address issues	Asset Team	Staff resources	2 Years
4	Develop a works program to undertake maintenance activities with a planned and strategic approach	Manager Projects and Assets	Staff resources	1 year
5	Continue to align asset planning with community strategic plan and Long-Term Financial Plan. Align LTFP with Annual Budget.	ELT	Staff resources	2 years
6	Consider obsolete and surplus assets for disposal	ELT	Staff resources	2 years
7	Establish internal asset management procedures to ensure the asset register is up to date and managed	Asset Team	Staff resources	1 Year

8.3 Monitoring and Review Procedures

The AM Plan will be updated annually to ensure it represents the current service level, asset values, forecast operations, maintenance, renewals, acquisition and asset disposal costs and planned budgets.

These forecast costs and proposed budget are incorporated into the LTFP as updates are completed.

A formal review and update of this AM Plan will be carried out every four (4) years.

8.4 Performance Measures

The effectiveness of this AM Plan can be measured in the following ways:

- The degree to which the required forecast costs identified in this AM Plan are incorporated into the LTFP
- The degree to which the 1–5-year detailed works programs, budgets, business plans and corporate structures consider the strategic direction outlined in the AM Plan
- The degree to which the existing and projected service levels and service consequences, risks and residual risks are incorporated into the Strategic Planning documents and associated plans
- The Asset Renewal Funding Ratio achieving the Organisational target (to be set).

9.0 REFERENCES

- IPWEA, 2006, 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2015, 3rd edn., 'International Infrastructure Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/IIMM
- IPWEA, 2008, 'NAMS.PLUS Asset Management', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/namsplus.
- IPWEA, 2015, 2nd edn., 'Australian Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney, www.ipwea.org/AIFMM.
- IPWEA, 2020 'International Infrastructure Financial Management Manual', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2018, Practice Note 12.1, 'Climate Change Impacts on the Useful Life of Assets', Institute of Public Works Engineering Australasia, Sydney
- IPWEA, 2012, Practice Note 6 Long-Term Financial Planning, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn6>
- IPWEA, 2014, Practice Note 8 – Levels of Service & Community Engagement, Institute of Public Works Engineering Australasia, Sydney, <https://www.ipwea.org/publications/ipweabookshop/practicenotes/pn8>
- IPWEA, 2016, Practice Note 10.2, 'Parks Management: Renewal planning, Valuation and Asset Management Plans', Institute of Public Works Engineering Australasia, Sydney
- ISO, 2014, ISO 55000:2014, Overview, principles and terminology
- ISO, 2018, ISO 31000:2018, Risk management – Guidelines
- Shire of York - Strategic Community Plan 2020-2030
- Shire of York - Long Term Financial Plan 2016-2026
- Shire of York - Annual Budget 2023-2024
- Shire of York - Corporate Business Plan 2020-2024

10.0 APPENDICES

10.1 Appendix A Acquisition Forecast Summary

The Shire is undertaking feasibility planning for a new Aquatic Facility

Year	Acquisition Forecast
2027	\$10,153,000.00

10.2 Appendix B Operation Forecast Summary

The current operational budget has been applied to future years. However, this will need to be reviewed and updated as part of the improvement plan

Year	Operation Forecast	Operation Budget
2025	\$471,000.00	\$471,000.00
2026	\$471,000.00	\$471,000.00
2027	\$471,000.00	\$471,000.00
2028	\$471,000.00	\$471,000.00
2029	\$471,000.00	\$471,000.00
2030	\$471,000.00	\$471,000.00
2031	\$471,000.00	\$471,000.00
2032	\$471,000.00	\$471,000.00
2033	\$471,000.00	\$471,000.00
2034	\$471,000.00	\$471,000.00
2035	\$471,000.00	\$471,000.00
2036	\$471,000.00	\$471,000.00
2037	\$471,000.00	\$471,000.00
2038	\$471,000.00	\$471,000.00
2039	\$471,000.00	\$471,000.00
2040	\$471,000.00	\$471,000.00
2041	\$471,000.00	\$471,000.00
2042	\$471,000.00	\$471,000.00
2043	\$471,000.00	\$471,000.00
2044	\$471,000.00	\$471,000.00

10.3 Appendix C Maintenance Forecast Summary

The current maintenance budget has been applied to future years, however, this will need to be reviewed and updated as a part of the improvement plan

Year	Maintenance Forecast	Maintenance Budget
2025	\$65,000	\$65,000
2026	\$65,000	\$65,000
2027	\$65,000	\$65,000
2028	\$65,000	\$65,000
2029	\$65,000	\$65,000
2030	\$65,000	\$65,000
2031	\$65,000	\$65,000
2032	\$65,000	\$65,000
2033	\$65,000	\$65,000
2034	\$65,000	\$65,000
2035	\$65,000	\$65,000
2036	\$65,000	\$65,000
2037	\$65,000	\$65,000
2038	\$65,000	\$65,000
2039	\$65,000	\$65,000
2040	\$65,000	\$65,000
2041	\$65,000	\$65,000
2042	\$65,000	\$65,000
2043	\$65,000	\$65,000
2044	\$65,000	\$65,000

10.4 Appendix D Renewal Forecast Summary

The recommended Renewal Forecast exceeds the planned budget

Year	Renewal Forecast	Renewal Budget
2025	\$0	\$25,000
2026	\$0	\$25,000
2027	\$4,330	\$25,000
2028	\$10,113	\$25,000
2029	\$119,020	\$25,000
2030	\$267,722	\$25,000
2031	\$389,379	\$25,000
2032	\$459,154	\$25,000
2033	\$480,751	\$25,000
2034	\$467,945	\$25,000
2035	\$434,555	\$25,000
2036	\$392,499	\$25,000
2037	\$351,869	\$25,000
2038	\$319,920	\$25,000
2039	\$299,864	\$25,000
2040	\$290,910	\$25,000
2041	\$289,691	\$25,000
2042	\$292,164	\$25,000
2043	\$295,083	\$25,000
2044	\$296,698	\$25,000

10.5 Appendix E Disposal Forecast Summary

At this stage there are no significant asset disposals planned

Year	Disposal Forecast	Disposal Budget
2025	\$0	\$0
2026	\$0	\$0
2027	\$0	\$0
2028	\$0	\$0
2029	\$0	\$0
2030	\$0	\$0
2031	\$0	\$0
2032	\$0	\$0
2033	\$0	\$0
2034	\$0	\$0
2035	\$0	\$0
2036	\$0	\$0
2037	\$0	\$0
2038	\$0	\$0
2039	\$0	\$0
2040	\$0	\$0
2041	\$0	\$0
2042	\$0	\$0
2043	\$0	\$0
2044	\$0	\$0

10.6 Appendix E Budget Summary by Lifecycle Activity

The following budget summary is based on the 2022/23 Annual Budget and capital works undertaken in FY 2022/23 and FY 2023/24

Year	Acquisition	Operation	Maintenance	Renewal	Disposal
2025	\$0	\$471,000	\$65,000	\$25,000	\$0
2026	\$0	\$471,000	\$65,000	\$25,000	\$0
2027	\$10,153,000	\$471,000	\$65,000	\$25,000	\$0
2028	\$0	\$471,000	\$65,000	\$25,000	\$0
2029	\$0	\$471,000	\$65,000	\$25,000	\$0
2030	\$0	\$471,000	\$65,000	\$25,000	\$0
2031	\$0	\$471,000	\$65,000	\$25,000	\$0
2032	\$0	\$471,000	\$65,000	\$25,000	\$0
2033	\$0	\$471,000	\$65,000	\$25,000	\$0
2034	\$0	\$471,000	\$65,000	\$25,000	\$0
2035	\$0	\$471,000	\$65,000	\$25,000	\$0
2036	\$0	\$471,000	\$65,000	\$25,000	\$0
2037	\$0	\$471,000	\$65,000	\$25,000	\$0
2038	\$0	\$471,000	\$65,000	\$25,000	\$0
2039	\$0	\$471,000	\$65,000	\$25,000	\$0
2040	\$0	\$471,000	\$65,000	\$25,000	\$0
2041	\$0	\$471,000	\$65,000	\$25,000	\$0
2042	\$0	\$471,000	\$65,000	\$25,000	\$0
2043	\$0	\$471,000	\$65,000	\$25,000	\$0
2044	\$0	\$471,000	\$65,000	\$25,000	\$0

SY090-09/24 OPERATIONAL MANAGEMENT OF THE YORK RECREATION & CONVENTION CENTRE**Disclosure of Interest – Cr Wright – Financial – Operational Management of the York Recreation & Convention Centre**

Cr Wright read the Financial Declaration - ... With regard to Operational Management of the York Recreation & Convention Centre, the matter in Item SY090-09/24, I disclose that I have an association with the applicant (or person seeking a decision). The association is that I am a member of the York Bowling Club. As a consequence, I will leave the meeting.

At 5:23pm, Cr Peter Wright left the meeting.

File Number: 4.8288

Author: Alina Behan, Executive Manager Corporate & Community Services
Sam Good, Manager Community & Place

Authoriser: Chris Linnell, Chief Executive Officer

Previously before Council: 27 April 2021 (080421)
22 June 2021 (070621)
28 September 2021 (010921)
19 December 2023 (081223)
26 March 2024 (040324)
25 June 2024 (160624)

Disclosure of Interest: Nil

Appendices: 1. Notification of Protection Order Approval - Confidential
2. Tavern Licence - 2024 - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents details of actions taken since the request from the York Bowling Club (YBC) to run a bar and kitchen service at the York Recreation and Convention Centre (YRCC) to Council for noting.

BACKGROUND

At its June 2024 Ordinary Meeting, Council resolved (160624):

“That with regard to the Early Termination - Management Contract for York Recreation & Convention Centre and Forrest Oval Precinct, Council:

- 1. Enters into a licence agreement with the York Bowling Club to manage and operate the bar (inclusive of the licenced area) at the York Recreation and Convention Centre.***
- 2. Agrees to provide a ‘start up’ grant to the value of \$40,000 to the York Bowling Club to assist with establishment costs associated with managing the bar at the York Recreation and Convention Centre.***
- 3. Agrees to support the York Bowling Club in this initiative by providing \$7,000 per month for the first twelve (12) months of operations for salaries support.***

- 4. Notes the York Bowling Club will be required to submit an acquittal report at the end of the term, for presentation to Council, detailing the use of the funds included at points 2 and 3 above.**
- 5. Agrees to support the formation of a combined sports management committee by allocating \$5,000 towards external consultant support.**
- 6. Directs the Chief Executive Officer to include the amounts stated at points 2, 3 and 5 above in the 2024/25 budget.**
- 7. Directs the Chief Executive Officer to provide Council with an update on progress at its September 2024 Ordinary Meeting.**

COMMENTS AND DETAILS

In accordance with point 7, the following actions have been undertaken since June 2024:

1. Legal and Contractual

To allow for trading during the transition of the Liquor Licence from the previous operator to the YBC it was recommended by the Department of Local Government, Sport, and Cultural Industries' (DLGSCI) Liquor, Racing and Gaming Division to apply for a Protection Order on the existing tavern license. On Monday 2 September, the Shire of York received notice that the Protection Order had been granted thus allowing the YBC, as the nominated licensee, the ability to trade for the York Agricultural Show on 7 September 2024.

The Protection Order will allow the YBC to trade under the existing tavern license effective from 2 September 2024 until 1 March 2025 or until the license is surrendered, whichever occurs first. The Licensee (YBC) is required to submit, on or before 2 October 2024, a copy of the House Management Policy, Code of Conduct and Management Plan. These have been developed by the YBC with assistance from consultant 150 Square.

Following advice from DLGSCI that it was unlikely a Tavern Licence would be approved for the YBC, Officers and consultant 150 Square are working with the YBC to move towards a Club Liquor Licence. Constitutional changes have been made to facilitate this which have been approved by the YBC Committee. These are now under consideration by the Department of Commerce. This will necessitate an interim arrangement with the YBC as exclusive use areas identified in the Tavern Licence will vary for the Club Liquor Licence.

The application will be made for a Club Liquor License, initially under the management of the YBC, but with a plan to transition to an overarching sports association as a priority. A consultant will be sought to assist the clubs to move towards this model as soon as practicable.

2. Management Agreement/Licence for the YBC

Both YBC and Shire Officers have had to adapt to the changing requirements as set out by DLGSCI as the simple terms initially planned for the licence for use have been overturned by the need to have exclusive use relating to the Liquor Licence. Officers met with the YBC on Monday 5 August 2024 to finalise standard hours of use, and on Thursday 12 September 2024 to finalise the terms of the Management Agreement for the both the interim Tavern Licence and the Club Licence requirements. This importantly sets out a schedule of responsibilities for the YBC, YRCC clubs, casual hirers and the Shire to avoid any confusion moving forward. The schedule of responsibilities will cover items such as bookings, cleaning, maintenance and repair.

It is expected that an interim management agreement will need to be in place for the current Tavern Licence under the Protection Order, moving to a longer-term agreement that meets the needs of the Club Liquor Licence.

In accordance with Council direction, the Shire has appointed a Club Development Officer and a part-time cleaner as well as resuming bookings for all spaces at the Forrest Oval Precinct. There has been a noticeable improvement in the cleanliness and hygiene of the gym and the centre which has been noted and notified by several patrons.

OPTIONS

Council has the following options:

Option 1: Council could choose to note progress towards the establishment of the Club Management Model and implementation of the YBC management arrangement for the bar and kitchen service.

Option 2: Council could choose to request additional detail regarding the establishment of the Club Management Model and implementation of the YBC management arrangement for the bar and kitchen service.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER**Consultative**

As part of the transition back to Shire management the following groups have been consulted:

1. YBC
2. YRCC Sporting Clubs
3. McLeod's Barristers & Solicitors
4. DLGSCI

StrategicStrategic Community Plan 2020-2030

Goal 1: The Place to Be

To be a close-knit community, full of life, in a welcoming and accessible place for all.

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

G13 Community Engagement and Consultation

G23 Commissioning Legal Advice

Financial

An allocation has been made in the 2024/25 Budget to accommodate the transition costs.

Legal and Statutory

Nil

Risk Related

Outlined below are the identified risks related to the Officer's recommendations.

TABLE 1.

IDENTIFIED RISK	RISK TYPE	LEVEL OF RISK	MITIGATION
Community criticism of new in-house management model & YBC license	Reputational	Moderate/ High	There is a reputational risk to the Shire relating to the reduction in service levels. This will be mitigated by staff support and through regular reporting to Council

			during the first twelve (12) months of operation.
Financial burden created by new in-house management model	Financial	Low	The proposed Club Development Model requires a high level of support from the Shire in the first year. However, this expected to reduce in future years.
Operational risk during transition	Operational	Moderate	There is an operational risk associated with maintaining an acceptable level of service during the transition period. The timing of the transition could affect clear communications. This will be mitigated by club/user engagement and a robust transition plan.

Workforce

Support for the operations and licencing requirements of this request can be accommodated by the current workforce.

VOTING REQUIREMENTS

Absolute Majority: No

MOTION

Moved: Cr Chris Gibbs

Seconded: Cr Denese Smythe

That, with regard to the Operational Management of the York Recreation & Convention Centre, Council:

1. Notes the actions taken with regard to the establishment of the Club Management Model and implementation of the York Bowling Club management arrangement for the bar and kitchen service at the York Recreation & Convention Centre.
2. Directs the Chief Executive Officer to provide Council with an update on progress at its December 2024 Ordinary Meeting.

Cr Gibbs moved an Amendment to the Motion.

AMENDMENT

040924

Moved: Cr Chris Gibbs

Seconded: Cr Denese Smythe

That “December 2024” be changed to “November 2024” in point 2.

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke and Denese Smythe

Against: Nil

CARRIED 6/0

The Amendment became the Substantive Motion.

**RESOLUTION
050924****Moved: Cr Chris Gibbs****Seconded: Cr Denese Smythe****That, with regard to the Operational Management of the York Recreation & Convention Centre, Council:**

- 1. Notes the actions taken with regard to the establishment of the Club Management Model and implementation of the York Bowling Club management arrangement for the bar and kitchen service at the York Recreation & Convention Centre.**
- 2. Directs the Chief Executive Officer to provide Council with an update on progress at its November 2024 Ordinary Meeting.**

In Favour: **Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke and Denese Smythe**

Against: **Nil**

CARRIED 6/0

At 5:26pm, Cr Peter Wright returned to the meeting.

File Number: 4.7712

Author: Anneke Birleson, Manager Governance & People

Authoriser: Chris Linnell, Chief Executive Officer

Previously before Council: 29 July 2019 (200719)

Disclosure of Interest:	Nil
--------------------------------	------------

Appendices:

- 1. New Management Order** [↓](#)
- 2. Draft Licence Agreement - Bushland Garden - Confidential**

Executive

To seek Council approval to enter into a Licence Agreement with the Wildflower Society of Western Australia (WSWA) for use of the land known as Reserve 41591, Lot 610 (27) Ford Street, located on the corner of Ford and Grey Streets, York for the purpose of an arboretum and uses ancillary thereto.

Reserve 41591 is located at the corner of Grey Street and Ford Street and is known locally as the Grey Street Bushland Garden. The red outline in the below aerial image identifies the area of exclusive use, known as the Green House, comprising of a shade structure.



The York Branch of the Wildflower Society (York Branch WS) has been maintaining and developing the native garden at Grey Street Bushland Garden in partnership with the Shire for several years with no formal agreement in place.

The York Branch WS have requested a formal agreement be put in place, including relocation of their nursery operations from the Shire depot site to the Grey Street Bushland Garden.

At its July 2019 Ordinary Meeting Council resolved (200719):

“That Council authorises the Chief Executive Officer to:

- 1. Apply to the Department of Lands to request that the management order be varied on Reserve 41591, Lot 610 (27) Ford Street, York, to grant the Shire the power to lease or licence the Reserve, subject to the consent of the Minister for Lands;***
- 2. Negotiate a lease with the York Branch of the Wildflower Society of WA for the use of the Grey Street Bushland Garden to be presented to Council for approval.***
- 3. Sign the planning application for the Grey Street Bushland Garden, Reserve 41591, Lot 610(27) Ford Street, York as it approves, in principal, the proposed nursery for native plant propagation and rearing.***
- 4. Approve the construction of the gazebo and arrange and fund the building permit from the current Grey Street Bushland Garden development budget.”***

The variation to the Management Order was granted on 8 April 2020 and is presented in Appendix 1.

The relocation of the nursery operations included construction of a shade shelter for propagation and rearing of native plants. Planning permission was granted on 1 August 2019 under Delegated Authority and construction is now complete.

The final step is to formally enter into an agreement for use of the land in accordance with Point 3 of the above resolution.

COMMENTS AND DETAILS

Due to the land being frequently accessed by members of the public a Licence Agreement is the most appropriate mechanism as opposed to a lease, which usually involves exclusive use of a land and/or building.

The York Branch WS is not an incorporated body. Therefore, to be valid, the agreement must be between the Shire of York and the WSWA on behalf of the York Branch WS.

Officers have prepared a draft Licence Agreement that will provide WSWA, and therefore York Branch WS, with exclusive access to the nursery structure whilst still allowing full public access to the remainder of the property as identified by the blue line in the aerial image above. The agreement also defines the maintenance and management responsibilities of the York Branch WS and the Shire respectively.

Whilst not required under the *Local Government Act 1995*, to provide transparency and good governance, the Shire locally advertised its intent to enter into a licence agreement with the WSWA from 29 May 2024 to 14 June 2024. No submissions were received.

OPTIONS

Council has the following options:

- Option 1:** Council could choose not to approve the draft Licence Agreement.
- Option 2:** Council could choose not to support the draft Licence Agreement and propose additional or modified clauses for inclusion.
- Option 3:** Council could choose to agree to the draft licence agreement and direct the Chief Executive Officer to conclude negotiations.

Option 3 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

York Branch of Wildflower Society WA

Wildflower Society WA

Strategic

Strategic Community Plan 2020-2030

Goal 1: The Place to be

To be a close-knit community, full of life, in a welcoming and accessible place for all.

Goal 3: A Leader in Sustainable Environment

To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community

Goal 4: Built for Lifestyle and Resilience

To have a built environment which support community, economy and the environment, respects the past and creates a resilient future

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

G21 Execution of Documents and Execution of the Common Seal

G19 Risk Assessment and Management

Financial

The peppercorn rental applicable to the licence between the Shire and the WSWA has been fixed at \$1.00 (plus GST) per annum.

The WSWA and York Branch WS is responsible for providing their own Public Liability insurance, insuring any building/structure that is placed on the land including contents insurance and any workers compensation insurance it may need to cover its volunteers.

There are minor costs involved with registering the Licence Agreement with Landgate.

Legal and Statutory

As a general rule, Shire property is to be disposed of in accordance with Section 3.58 of the Act. However, Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides an exemption where the intended lessee is a not-for-profit entity.

Section 3.58 of the Act is applicable to the disposal of property and states:

“3.58. Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

- (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
- and*
- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 - (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
 - (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.”*

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* is also applicable to property disposals and states:

“30. Dispositions of property excluded from Act s. 3.58

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
 - (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
 - or*
 - (b) *the land is disposed of to a body, whether incorporated or not —*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;*
 - or*

- (c) *the land is disposed of to —*
 - (i) *the Crown in right of the State or the Commonwealth; or*
 - (ii) *a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or*
 - (iii) *another local government or a regional local government;**or*
 - (d) *it is the leasing of land to an employee of the local government for use as the employee's residence; or*
 - (e) *it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or*
 - (f) *it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or*
 - (g) *it is the leasing of residential property to a person.*
- (2a) *A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —*
- (a) *put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made or any bid made does not reach a reserve price fixed by the local government; or*
 - (b) *the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received or any tender received is unacceptable; or*
 - (c) *the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —*
 - (i) *the names of all other parties concerned; and*
 - (ii) *the consideration to be received by the local government for the disposition; and*
 - (iii) *the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.*
- (2b) *Details of a disposition of property under subregulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender —*
- (a) *be made available for public inspection; and*
 - (b) *be published on the local government's official website.*
- (3) *A disposition of property other than land is an exempt disposition if —*
- (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000."*

Risk Related

There is a moderate risk to Council if it does not have an agreement in place as the land is currently being used for the proposed purpose. An agreement will secure WSWA's interests in the nursery

and clearly outline the responsibilities of the Shire and the York Branch WS in relation to care and maintenance of the land.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

060924

Moved: Cr Peter Wright

Seconded: Cr Chris Gibbs

That, with regard to the Draft Licence Agreement - Bushland Garden - Ford Street, York, Council:

- 1. Agrees to the licence with the Wildflower Society of WA Inc (the Licensee) on behalf of the York Branch of the Wildflower Society of WA Inc, as presented in confidential Appendix 2, for Reserve 41591 (Lot 610) Ford Street, York, in accordance with the following essential licence terms:**
 - a. A term of five (5) years commencing 1 September 2024.**
 - b. Option to renew for a further three (3), five (5) year terms.**
 - c. Peppercorn rental of \$1.00 per annum (plus GST).**
 - d. Permitted Purpose to be used for an arboretum and uses reasonably ancillary thereto.**
 - e. Public Liability insurance of not less than twenty million (\$20,000,000) to be the responsibility of the Licensee.**
- 2. Requests the Chief Executive Officer to seek the consent of the Minister for Lands in accordance with the above terms.**
- 3. Authorises the Shire President and Chief Executive Officer to engross the licence documentation and apply the common seal, as per the terms and conditions of the licence, subject to receiving the Minister for Land's approval.**
- 4. Requests the Chief Executive Officer to advise the Wildflower Society of WA Inc that the land is provided on an 'as is' basis and does not commit the Shire of York to financial contributions for capital or operating expenditure.**
- 5. Notes any development proposals will require development approval to be in line with the permitted use.**
- 6. Authorises the Chief Executive Officer to make any minor typographical and formatting changes to the licence prior to signing.**

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0



Department of Planning,
Lands and Heritage

Your ref:
Our ref: 02762-1990 (Job No. 2000042)
Enquiries: Ph: (08) 6552 4587
Janine Finch Fax: (08) 6552 4417
Email: janine.finch@dph.wa.gov.au

Shire of York
PO Box 22
YORK WA 6302
**ATTENTION: CARLY RUNDLE
SENIOR PLANNER**

SHIRE OF YORK	
FILE	FD2 430931
OFFICER	INITIALS
Carly	
Janine	
Water	
2-2 MAY 2020	
180430	
REFERRED TO COUNCIL	
DATE	INITIALS

Dear Carly

**RESERVE 41591 FOR THE PURPOSE OF "ARBORETUM" 27 FORD STREET,
YORK – SHIRE OF YORK**

I advise for your information that Lot 610 on Deposited Plan 223263 has been set apart as Reserve 41591 for the purpose of "Arboretum" with a Management Order (formerly Vesting Order) issued in favour of the Shire of York.

Under the Transfer of Land Act document registration system, Management Orders are recorded on the Crown Land Title for the reserve and become effective on the date of lodgement.

The duplicate copy of the Management Order for the reserve and a print of the Crown Land Title has been enclosed.

For further enquiries please contact Ms Janine Finch, A/State Land Officer, Department of Planning, Lands and Heritage on telephone (08) 6552 4587.

Yours sincerely

**JANINE FINCH
A/STATE LAND OFFICER
LODGE**

19 May 2020

Attach.

DUPLICATE

FORM LAA-1023

SECTION 46

WESTERN AUSTRALIA
LAND ADMINISTRATION ACT 1997
TRANSFER OF LAND ACT 1893 as amended

MANAGEMENT ORDER (XE)

RESERVE DESCRIPTION (NOTE 1)

RESERVE DESCRIPTION (NOTE 1)	EXTENT	VOLUME	FOLIO
41591	Whole	3005	107

MANAGEMENT BODY (NOTE 2)

Shire of York of PO Box 22 YORK WA 6302

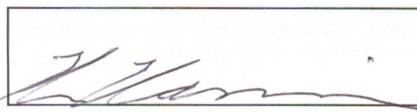
CONDITIONS (NOTE 3)

- i) To be used for the designated purpose of "Arboretum" only; and
- ii) Power to lease (sub-lease or licence) for the designated purpose is granted for the whole or any portion thereof for any term not exceeding twenty-one (21) years from the date of the lease subject to the approval in writing of the Minister for Lands being first obtained to each and every lease or assignment of lease, pursuant also to the provisions of section 18 and section 19 of the Land Administration Act 1997.

THE MINISTER FOR LANDS (IN THE NAME OF AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA) ORDERS THAT THE CARE, CONTROL AND MANAGEMENT OF THE ABOVE RESERVE BE PLACED WITH THE MANAGEMENT BODY DESCRIBED ABOVE FOR THE PURPOSE FOR WHICH THE LAND COMPRISING THE RESERVE IS RESERVED UNDER SECTION 41 OF THE LAND ADMINISTRATION ACT 1997, AND FOR PURPOSES ANCILLARY OR BENEFICIAL TO THAT PURPOSE SUBJECT TO THE CONDITIONS ABOVE

Dated this 8 day of April in the year 2020

ATTESTATION (NOTE 4)

 L4 NAME: Kevin Harrison
SENIOR STATE LAND OFFICER
TEAM: Delivery

DUPLICATE

INSTRUCTIONS

1. If insufficient space in any section, Additional Sheet Form B1 should be used with appropriate headings. The boxed sections should only contain the words "See Annexure".
2. Additional Sheets shall be numbered consecutively and bound to this document by staples along the left margin prior to execution by parties.
3. No alteration should be made by erasure. The words rejected should be scored through and those substituted typed or written above them, the alteration being initialled by the person signing this document and their witnesses.

NOTES

1. RESERVE DESCRIPTION
Reserve number and details to be stated. The Volume and Folio numbers to be stated.
2. MANAGEMENT BODY
State the full name and address of management body.
3. CONDITIONS
Detail the conditions specified by the Minister to be observed by the management body in its care control and management of the Reserve.
4. ATTESTATION
This document is to be executed by the Minister for Lands or a person to whom the power to grant a management order under section 46 of the Land Administration Act 1997 has been duly delegated under section 9(1) of the Act (if applicable).

O387491 XE

15 Apr 2020 08:53:51 Perth



DUPLICATE

MANAGEMENT ORDER (XE)

LODGED BY Department of Planning Lands and Heritage

ADDRESS Goldfields Esperance and Wheatbelt - Box 98C

PHONE No.
FAX No.

REFERENCE No. Janine Finch Our Ref: 02762-1990 Ph: 6552 4587 Fax: 6552 4417

ISSUING BOX No. *98C*

PREPARED BY Department of Planning Lands and Heritage

ADDRESS Goldfields Esperance and Wheatbelt - Box 98C

PHONE No.
FAX No.

INSTRUCT IF ANY DOCUMENTS ARE TO ISSUE TO OTHER THAN LODGING PARTY

TITLES, LEASES, DECLARATIONS ETC LODGED HEREWITH

1. _____ Received Items
2. _____ Nos.
3. _____
4. _____ Receiving Clerk
5. _____
6. _____

EXAMINED

NAME

2000042-002



Registered pursuant to the provisions of the TRANSFER OF LAND ACT 1893 as amended on the day and time shown above and particulars entered in the Register.

LANDGATE USE ONLY, COPY OF ORIGINAL, NOT TO SCALE
TIP Check: 19/05/2020 12:05:45 PM

Retrieved: 19/05/2020 12:05 PM Page: 1

WESTERN



AUSTRALIA

**RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE**

UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997
NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTER NUMBER 610/DP223263	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME **LR3005** FOLIO **107**


REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 610 ON DEPOSITED PLAN 223263

**STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)**

STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER

PRIMARY INTEREST HOLDER: SHIRE OF YORK OF PO BOX 22 YORK WA 6302

(XE O387491) REGISTERED 15/4/2020

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. E559454 RESERVE 41591 FOR THE PURPOSE OF ARBORETUM REGISTERED 5/3/1991.
O387491 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED. WITH POWER TO LEASE FOR ANY TERM NOT EXCEEDING 21 YEARS, SUBJECT TO THE CONSENT OF THE MINISTER FOR LANDS. REGISTERED 15/4/2020.

Warning: (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
Lot as described in the land description may be a lot or location.
(2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	LR3005-107 (610/DP223263)
PREVIOUS TITLE:	LR3005-107
PROPERTY STREET ADDRESS:	27 FORD ST, YORK.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF YORK
RESPONSIBLE AGENCY:	DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

END OF PAGE 1 - CONTINUED OVER

LANDGATE USE ONLY, COPY OF ORIGINAL, NOT TO SCALE
TIP Check: 19/05/2020 12:05:45 PM

Retrieved: 19/05/2020 12:05 PM Page: 2

ORIGINAL CERTIFICATE OF CROWN LAND TITLE
QUALIFIED

REGISTER NUMBER: 610/DP223263

VOLUME/FOLIO: LR3005-107

PAGE 2

NOTE 1: A000001A CORRESPONDENCE FILE 02762-1990-01RO

LANDGATE USE ONLY <<< COPY OF ORIGINAL >>> LANDGATE USE ONLY

SY092-09/24 SHIRE OF YORK DECEMBER - JANUARY CLOSURE 2024/25**File Number:** 4.7712**Author:** Anneke Birleson, Manager Governance & People**Authoriser:** Chris Linnell, Chief Executive Officer

Previously before Council: 23 September 2019 (180919)
 29 September 2020 (090920)
 28 September 2021 (080921)
 27 September 2022 (070922)
 26 September 2023 (080923)

Disclosure of Interest: Nil**Appendices:** Nil**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Executive

PURPOSE OF REPORT

This report presents the proposed closure of Shire facilities and services during the 2024/25 Christmas and New Year period for Council's consideration.

BACKGROUND

Each year, Council considers and approves the days on which each of the Shire's facilities and services will be closed during the Christmas and New Year period.

COMMENTS AND DETAILS

Officers are proposing the following closures:

TABLE 1.

FACILITY/SERVICE	PROPOSED CLOSURE PERIOD	COMMENTS
Administration Office and Library	Close 1:00pm Tuesday 24 December 2024 Reopen Monday 6 January 2025	The Administration Office will be closed the standard public holidays, plus seven (7) days.
Shire Depot	Close 1:00pm Tuesday 24 December 2024 Reopen Monday 6 January 2025	The on-call service will continue to operate over this period, including Ranger services. A skeleton staff (Depot-based) will be available to address any issues that arise.
Containers for Change	Closed Christmas Day and New Year's Day	Will be open Saturday 28 December 2024 and Saturday 4 January 2025.
Swimming Pool	Closed Christmas Day and New Year's Day	This is the same as last year. Opening on Boxing Day has proven to be worthwhile for the community.

Residency Museum	Close 3:00pm Friday 20 December 2024 Reopen Friday 10 January 2025	This is in line with the Administration Office closure.
Visitors Centre	Close 1.00pm Tuesday 24 December 2024 Reopen Friday 27 December 2024 with operating hours limited to 9:00am – 12:00pm Closed New Year's Day Public Holiday Reopen Thursday 2 January 2025 with operating hours limited to 9:00am – 12:00pm Reopen with standard hours from Saturday 4 January 2025	Visitor numbers have consistently been steady over this period for the last two years. Christmas Day, Boxing Day and New Years Day are consistently quiet so the facility will be closed. Standard hours will resume 4 January 2025.
Community Resource Centre	Close 1:00pm Tuesday 24 December 2024 Reopen Monday 6 January 2025	The CRC will be closed the standard public holidays, plus seven (7) days.
York Recreation and Convention Centre	Close 1:00pm Tuesday 24 December 2024 Reopen Monday 6 January 2025	The YRCC will be closed the standard public holidays, plus seven (7) days.

The Chief Executive Officer will ensure the on-call service will be active during the Christmas/New Year period and a skeleton staff (Depot-based) will be available to address any issues that arise. Staff will take leave for those days the organisation is closed which are not public holidays.

The proposed closures have been based on last year's dates which seemed to work well with the community and visitors.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the proposed closures.

Option 2 Council could choose to change any of the proposed closures. However, Officers have consulted with staff and taken into consideration historical precedence when proposing the recommended closures.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Stakeholders have been consulted to develop this list of closures.

The public will be advised of the closures agreed upon by Council.

Avon Waste is yet to advise details of the waste collection service during this period. Once the information becomes available it will be advertised accordingly.

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

Nil

Financial

Nil

Legal and Statutory

Nil

Risk Related

The main risk during this time is responding to emergencies or undertaking emergency maintenance and/or essential services. The Chief Executive Officer will ensure the on-call service will be active during the Christmas/New Year period and a skeleton staff (Depot-based) will be available to address any issues that arise. The Chief Executive Officer will also ensure a Senior Officer is contactable on any given day during the period.

Workforce

The proposed closures allow staff to take the gazetted public holidays and accrued leave. Approval may be given for Officers to work on non-public holiday days during the two (2) week closure, upon request. Requests will be considered on a case-by-case basis by Senior Officers. The preference would be for all those working to be at the same location for Work Health and Safety reasons.

VOTING REQUIREMENTS**Absolute Majority: No****RESOLUTION
070924****Moved: Cr Chris Gibbs****Seconded: Cr Kevin Pyke****That, with regard to the Shire of York December - January Closure 2024/25, Council:**

- Approves the closure of the Shire of York facilities and services for the 2024/25 Christmas and New Year period as follows:**

FACILITY/SERVICE	PROPOSED CLOSURE PERIOD
<ul style="list-style-type: none"> Administration Office and Library Shire Depot Community Resource Centre (CRC) York Recreation and Convention Centre (YRCC) 	Close 1:00pm Tuesday 24 December 2024 Reopen Monday 6 January 2025
<ul style="list-style-type: none"> Containers for Change Swimming Pool 	Closed Christmas Day and New Year's Day
Residency Museum	Close 3:00pm Friday 20 December 2024 Reopen Friday 10 January 2025
Visitors Centre	Close 1:00pm Tuesday 24 December 2024 Reopen Friday 27 December 2024 with operating hours limited to 9:00am – 12:00pm Closed New Year's Day Public Holiday

	Reopen Thursday 2 January 2025 with operating hours limited to 9:00am – 12:00pm Reopen with standard hours from Saturday 4 January 2025	
<p>2. Notes the Chief Executive Officer will ensure the on-call service will be active during the Christmas/New Year period and a skeleton staff (Depot-based) will be available to address any issues that arise. The Chief Executive Officer will also ensure a Senior Officer is contactable on any given day during the period.</p> <p>3. Notes the Chief Executive Officer will publicise these closures widely to the community.</p> <p><u>In Favour:</u> Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright</p> <p><u>Against:</u> Nil</p> <p style="text-align: right;"><i>CARRIED 7/0</i></p>		

SY093-09/24 INFORMATION STATEMENT 2024/25

File Number:	4.8285
Author:	Anneke Birleson, Manager Governance & People
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	22 December 2020 (081220) 28 September 2021 (070921) 27 September 2022 (050922) 26 September 2023 (070923)
Disclosure of Interest:	Nil
Appendices:	1. Draft Information Statement 2024/25 ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the annual review of the Information Statement to Council for consideration.

BACKGROUND

The *Freedom of Information Act 1992* requires that each year Council is to publish an up-to-date Information Statement.

The last Information Statement was endorsed by Council at its September 2023 Ordinary Meeting where it resolved (070923):

“That, with regard to the Information Statement 2023/24, Council:

- 1. Adopts the Shire of York Information Statement 2023/24, as presented in Appendix 1.***
- 2. Requests the Chief Executive Officer to:***
 - a. Forward the adopted Information Statement to the Office of the Information Commissioner.***
 - b. Make the Information Statement available on the Shire's website and in hard copy upon request.***
- 3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication and submission.”***

COMMENTS AND DETAILS

The purpose of the Information Statement is to provide information to the community about the structure and functions of the local government, how decisions made by Council affect the community and how members of the community can participate in the decision-making process and in the formulation of policies of the local government.

The Information Statement also lists documents held by the Shire and how those documents can be inspected, which documents can be purchased, and what types of documents can only be requested for access through application under the *Freedom of Information Act 1992*.

A comprehensive review was undertaken in 2017/18 with assistance provided from the Office of the Information Commissioner. Only minor changes have been required in the annual reviews undertaken since then.

A copy will be sent to the Information Commissioner once it has been endorsed by Council.

The draft Information Statement for 2024/25, with the proposed changes indicated by tracked changes, is presented in Appendix 1.

OPTIONS

Council has the following options:

Option 1: Council could choose not to adopt the proposed amendments.

Option 2: Council could choose to seek advice from the Office of the Information Commissioner prior to adopting the Information Statement.

Option 3: Council could choose to adopt the proposed changes to the Information Statement.

Option 3 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Shire Officers

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

G6 Community Access to Information

Financial

Nil

Legal and Statutory

Section 94 of the *Freedom of Information Act 1992* is applicable and states:

“94. Term used: information statement

*A reference in this Act to an **information statement**, in relation to an agency, is a reference to a statement that contains —*

- (a) a statement of the structure and functions of the agency;*
- (b) a description of the ways in which the functions (including, in particular, the decision-making functions) of the agency affect members of the public;*
- (c) a description of any arrangements that exist to enable members of the public to participate in the formulation of the agency’s policy and the performance of the agency’s functions;*
- (d) a description of the kinds of documents that are usually held by the agency including —*
 - (i) which kinds of documents can be inspected at the agency under a written law other than this Act (whether or not inspection is subject to a fee or charge); and*
 - (ii) which kinds of documents can be purchased; and*

- (iii) *which kinds of documents can be obtained free of charge;*
- (e) *a description of the agency's arrangements for giving members of the public access to documents mentioned in paragraph (d)(i), (ii) or (iii) including details of library facilities of the agency that are available for use by members of the public;*
- (f) *a description of the agency's procedures for giving members of the public access to the documents of the agency under Part 2 including —*
 - (i) *the designation of the officer or officers to whom initial inquiries as to access to documents can be made; and*
 - (ii) *the address or addresses at which access applications can be lodged;*
- (g) *a description of the agency's procedures for amending personal information in the documents of the agency under Part 3 including —*
 - (i) *the designation of the officer or officers to whom initial inquiries as to amendment of personal information can be made; and*
 - (ii) *the address or addresses at which applications for amendment of personal information can be lodged."*

Risk Related

There is a moderate risk to Council if it does not update and review its Information Statement on an annual basis. Failure to do so exposes the Shire to a compliance risk.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

080924

Moved: Cr Chris Gibbs

Seconded: Cr James Adamini

That, with regard to the Information Statement 2024/25, Council:

- 1. Adopts the Shire of York Information Statement 2024/25, as presented in Appendix 1.**
- 2. Requests the Chief Executive Officer to:**
 - a. Forward the adopted Information Statement to the Office of the Information Commissioner.**
 - b. Make the Information Statement available on the Shire's website and in hard copy upon request.**
- 3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication and submission.**

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0



Freedom of Information Statement

2024/25

Deleted: 2023/24

Published by Council in accordance with the
Freedom of Information Act 1992

Formatted: Indent: Left: 0.04 cm, Hanging: 0.02 cm,
Tab stops: Not at 7.56 cm + 13.5 cm

Deleted: ¶

Formatted: Font: Italic

Formatted: Font: 22 pt, Italic

Formatted: Font: Italic

Formatted: Font: 24 pt, Italic

This document is available in alternative formats upon request

Adopted INSERT DATE

Deleted: 26 September 2023

Table of Contents

FREEDOM OF INFORMATION LEGISLATION	3	
COMMUNITY VISION.....	3	
THE COUNCIL AND COUNCILLORS	4	
PUBLIC PARTICIPATION	4	Deleted: 5
Public Notices & Advertising	4	Deleted: 5
Council Agendas & Minutes	5	
Agendas	5	
Minutes.....	5	
Council Meetings	5	
Current Shire Committees	5	
Council Committees - (within the Shire)	5	Deleted: 6
Council Working Groups.....	5	Deleted: 6
Council Representation – External Committees	6	
Local Government (Council Meetings) Local Law 2016	6	
Delegated Authority	6	
THE LOCAL GOVERNMENT ACT	6	Deleted: 7
POLICIES OF THE LOCAL GOVERNMENT	7	
LOCAL GOVERNMENT LOCAL LAWS	7	
PUBLICATIONS	7	Deleted: 8
PUBLICATIONS AVAILABLE	7	Deleted: 8
APPLYING FOR DOCUMENTS UNDER THE FREEDOM OF INFORMATION ACT 1992	9	
REQUIREMENTS FOR AN ACCESS APPLICATION UNDER THE	9	
FOI ACT	9	
Document Definition	9	Deleted: 10
Notice of Decision.....	9	Deleted: 10
Fees & Charges.....	10	
Access Arrangements.....	10	Deleted: 11
Appeals for Review	10	Deleted: 11
Internal Review by the Shire of York.....	11	
External Review by the Information Commissioner	11	
Appeals to the Supreme Court.....	11	Deleted: 12
Amending Personal Information	12	

INTRODUCTION

This Information Statement is published by the Shire of York in accordance with the requirements of Part 5, Section 96(1) of the *Freedom of Information Act 1992* (the FOI Act).

The purpose of this document is to provide information to the community about the structure and functions of the local government, how decisions made by the Council affect the community and how members of the community can participate in the decision-making process and in the formulation of policies of the local government.

This statement describes the kinds of documents that are held by the Shire and the ways access may be given to those documents.

A review of the Information Statement must take place every twelve months.

Deleted: will

FREEDOM OF INFORMATION LEGISLATION

Further information about Freedom of Information can be found at the Office of the Freedom of Information Commissioner's website at: www.oic.wa.gov.au. A copy of the FOI Act and associated regulations can also be viewed here.

Formatted: Underline

This Information Statement can be accessed through the Shire of York's website at www.york.wa.gov.au.

Formatted: Underline, Font color: Blue

THE COMMUNITY'S VISION AND PRIORITIES

COMMUNITY VISION

As part of the 2023 minor review of the Strategic Community Plan, a consolidated vision for York over the next 10 years was developed.

- Diverse Heritage
- Vibrant Community
- Prosperous Future

Formatted: List Paragraph, Bulleted + Level: 1 + Align Left at: 0.65 cm + Indent at: 1.29 cm

Shire of York Community Goals:

1. The Place to Be
Aspiration: To be a close-knit community, full of life, in a welcoming and accessible place for all.
2. Driving the York Economy Forward
Aspiration: To have a vibrant, diverse and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire.
3. A Leader in Sustainable Environment
Aspiration: To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community.
4. Built for Lifestyle and Resilience
Aspiration: To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future.
5. Strong Leadership and Governance
Aspiration: To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

Deleted: We are WA's first inland community.¶
The treasured Avon River is at our heart.¶
The Shire is easy to get around for everyone.¶
Our tourism and agricultural based economy is thriving providing jobs for all and a future for our young people
The town centre is renowned for its iconic heritage and hosts festivals and events that draw thousands of visitors per year.¶
The natural environment replenishes the soul and we embrace the culture and history of the Ballardong people as an integral part of life and the future.¶

Deleted: Aspirations

Deleted: Goal

Deleted: Goal

Deleted: Goal

Deleted: Goal

Deleted: Goal

THE COUNCIL AND COUNCILLORS

Council is the governing body of the local government and is made up of seven Elected Members (Councillors). The role of the Council is defined in the *Local Government Act 1995* (the LG Act):

- To direct and control the local government's affairs; and
- To be responsible for the performance of the local government's functions.

Councillors do not have an authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the local government through a formal meeting process.

The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district.
- Provide leadership and guidance to the community in the district.
- Facilitate communication between the community and the Council.
- Participate in the local government's decision-making processes at Council meetings; and
- Perform such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Your elected Councillors are ratepayers or residents who have volunteered to work for the community and provide an avenue for public participation and input on important decisions that affect the way you live.

Local government elections take place every second year on the third Saturday in October, with approximately half the Council retiring at each election. Retiring Council members are eligible for re-election. After each election, Elected Members elect a Shire President and Deputy Shire President amongst themselves.

More information relating to your elected members can be found on the Shire of York website at www.york.wa.gov.au.

OFFICE OF THE CHIEF EXECUTIVE OFFICER

Each local government employs a Chief Executive Officer (CEO) to advise Council members on matters under discussion, administer the day-to-day operations of the local government, carry out the policies of Council and implement its decisions.

The CEO is responsible to Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council, the employment and management of staff and the efficient administration of the Shire.

PUBLIC PARTICIPATION

Council consults the community to seek its views on a number of projects in which it is involved in. Council seeks these views in several ways including advertising online and in local papers, calling public meetings and seeking responses to surveys and questionnaires.

Public Notices & Advertising

The LG Act and other legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire may also advertise certain proposed courses of action or decisions to provide the community with an opportunity to make submissions. These notices and

Deleted: ¶

Deleted: ¶
¶

advertisements generally appear within The West Australian or York & District Community Matters or other local newspapers within the district. Notices are also placed on the Shire of York noticeboards, website, social media pages and distributed via relevant email contact lists.

Deleted: ,

Council Agendas & Minutes

To facilitate public participation and awareness of Council meetings, the Shire of York advertises the dates, times and places of meetings that are open to members of the public. The advertisements are placed in the local newspapers, on Council's website and on public notice boards located at the Shire Office.

Agendas

Agendas relating to any Council meetings are made available for public inspection at the Shire Office, on Council's website at the same time that they are issued to members of Council, which is on the Thursday (sometimes Friday) prior to the Agenda Briefing.

In certain circumstances, members of the public are not entitled to inspect notice papers or agendas which in the Chief Executive Officer's opinion, relate to a meeting or part of a meeting which is likely to be closed to members of the public in accordance with Section 5.23(2) of the LG Act.

Minutes

Council meeting minutes are available on the Shire's website and for inspection at the Shire Office within ten (10) business days after the meeting.

Council Meetings

An Agenda Briefing for Councillors is usually held on the third Tuesday of each month at 5.00pm and is open to the public.

The Ordinary Council meeting usually takes place on the fourth Tuesday of each month at 5.00pm (except January). Council considers the recommendations made by staff, debate and resolve the recommendations before them.

Council Meetings are open to the public and are conducted in accordance with the Shire of York Local Government (Council Meetings) Local Law 2016.

Deleted:

Current Shire Committees

Local governments may appoint committees to share in the decision-making workload as well as to utilise expertise effectively. Committees include Council members, staff from the local government and can also include members of the public.

Council Committees - (within the Shire)

Audit & Risk Committee - S5.8 Local Government Act 1995

Local Emergency Management Committee (LEMC) - S.38 Emergency Management Act 2005

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

Council Working Groups

York Honours Reference Group

Aboriginal Advisory Working Group

Deleted: Earthquake Building Mitigation Project Working Group
Reconciliation Action Plan (RAP)

Council Representation – External Committees

Avon, Midland Country Zone of WA Local Government Association
 Regional Road ~~Group and Avon~~ Sub-Group
 Avon Regional Organisation of Councils (AROC)
 Development Assessment Panel (~~DAP~~)
 Rural Water Council
 York District High School Board

Deleted:

Deleted: Avon

Deleted: s

It is noted Council committees are subject to change and the above lists are accurate, at the date of adoption of this document.

The Shire of York publishes an up-to-date list of all Council Committees and representatives, which can be viewed [here](#).

Local Government (Council Meetings) Local Law 2016

This Local Law relates to the way in which Council and committee meetings are run, particularly the conduct of proceedings of the business of the Council and committee meetings. In governing the proceedings of a meeting, standing orders specifically detail issues such as the order of business, conduct of meetings with regard to determinations by the chairperson, rules of debate, voting, motions and amendments to motions and various miscellaneous matters.

A copy of the Local Law relating to Council Meetings is available for perusal or purchase at the Shire Office. It can also be found on the Shire Website.

Delegated Authority

The Council of a local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties. For this to occur, an absolute majority decision is required. There are some limits on powers or duties that can be delegated to the CEO. Comprehensive detail describing such limitations can be found in Section 5.43 of the LG Act.

THE LOCAL GOVERNMENT ACT

Deleted: ¶

¶

¶

Local Government's power is derived from legislation.

The LG Act provides for a system of local government by creating a constitution for elected local government in the State, describing the functions of local governments, providing for the conduct of elections and providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.

Other important statutes include the *Bush Fires Act*, the *Cemeteries Act*, the *Dog Act*, the *Cat Act* and the *Environmental Protection Act*.

Local governments also derive powers from other Acts. Of these, the most important are the *Health Act*, which vests wide ranging powers in local governments to ensure the health of each community is safeguarded, and the *Town Planning and Development Act*, which gives local governments the power to prepare local planning schemes and ensure orderly development.

POLICIES OF THE LOCAL GOVERNMENT

In order to provide guidance for the officers of the local government, the Council adopts policies that define the structure under which the local government operates.

The policies of the local government are available for public perusal on request at the Shire Office and also on the [Shire of York Website](#).

LOCAL GOVERNMENT LOCAL LAWS

The powers of local governments to provide services and facilities and make local laws are derived from legislation passed in State Parliament. The principal Act from which local governments gain power is the LG Act.

Local Laws were previously called By-laws. The terminology change was implemented by the LG Act. The terminology change does not in any way change the intent of the original By-law.

There are two types of Local Laws that are the 'law' in any local government area. The first type are local laws made by the Governor which may be applicable to a single local government or even to every local government in the State. There are a few such local laws that are statewide applying to this local government and these have been identified as such in their headings.

The second type of local law is adopted by this local government. These local laws apply only to ratepayers and residents of the Shire of York. The power to make a local law and the extent to which it may be applied must be clearly set out in an Act of Parliament. This is sometimes described as the 'Head of Power'. Several different Acts give such powers with perhaps the most important to Council, being the LG Act, the *Health Act*, the *Town Planning and Development Act* and the *Bush Fires Act*.

All of the Shire's Local Laws are available for perusal on request at the Shire Office and on the [Shire of York Website](#).

PUBLICATIONS

Where the Shire of York is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format on the Shire of York Website <http://www.york.wa.gov.au>.

The Shire of York will ensure that as much information as possible is made available through the Shire of York website; alternatively, these documents can be made available by attending the Shire of York Administration Office in person or telephoning 9641 0500.

Charges may apply for hard copies of certain documents as per the Council's adopted Fees and Charges.

PUBLICATIONS AVAILABLE

Document Description	Inspection Only	Website
Council Meetings		
Agendas & Minutes (excluding sections closed to the public)		✓
Council Documents		
Aged Friendly Community Plan		✓
Annual Budgets		✓

7

Deleted: Local Government

Deleted: ¶
¶
¶

Formatted: Font color: Blue

Annual Reports		✓
Business Plans		✓
Business Continuity Plan COVID-19		✓
Business Continuity Plan		✓
CBD Revitalisation Plan		✓
CBD Revitalisation Plan Toolkit		✓
Community Scorecards		✓
Corporate Business Plan		✓
Corporate Business Plan (minor review 2023)		✓
Councillor Representation on Committees		✓
COVID Recovery Action Plan – June 2020		✓
Customer Service Charter		✓
Disability Access & Inclusion Plan		✓
Fees and Charges		✓
Fees and Charges - CRC		✓
Freedom of Information Statement		✓
Long Term Financial Plan		✓
Our Priority Projects 2023		✓
Our Priority Projects 2024		✓
Public Interest Disclosure (PID) Guidelines		✓
Recordkeeping Plan		✓
Register of Delegated Authority		✓
Risk Management Framework		✓
Statement of Business Ethics		✓
Strategic Community Plan 2020-2030		✓
Strategic Community Plan (minor review 2023)		✓
Trails Masterplan & related documents		✓
York Honours Reference Group – Terms of Reference		✓
Wellbeing Plan 2024-2028		✓
Workforce Plan 2024-2028		✓
Registers		
Register of Complaints – Elected Members		✓
Register of Councillor Training		✓
Register of Annual & Primary Returns		✓
Register of Fees & Allowances Paid to Councillors		✓
Register of Gifts & Contributions to Travel		✓
Register of Tenders		✓
Register of Burials	✓	
Register of Owners and Occupiers	✓	
Other		
Code of Conduct		✓
Election Information including Candidate Details and Profiles		✓
News & Events – Media Released		✓
Policies		✓
Local Laws		✓
Rate Book (Current)	✓	

Deleted: Code of Conduct

Deleted: Register of Delegated Authority

Deleted: Long Term Financial Plan

Requests for information of a general nature may be made in writing to the CEO. Requests for information that are not otherwise listed as available in this statement will be considered in accordance with the FOI Act.

APPLYING FOR DOCUMENTS UNDER THE FREEDOM OF INFORMATION ACT 1992

The FOI Act gives people the right of access to documents held by Ministers, State Government departments, Local Governments and other statutory authorities subject to some limitations. These bodies are called agencies.

People have the right to apply for access to the documents of an agency or a local government. This right is not affected by any reasons the person has for wishing to obtain access or the local government's belief as to what the reasons are for wishing to obtain access.

However, you cannot apply to access documents under the FOI Act if those documents are available for purchase or free distribution to the public or available for inspection under an enactment.

The FOI Act also provides that certain documents or information are exempt. The exemptions in the FOI Act protect some documents from disclosure because their release would have an adverse effect on the private and business interests of individuals or would hinder the proper functioning of government.

Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

REQUIREMENTS FOR AN ACCESS APPLICATION UNDER THE FOI ACT

Application forms are available at the Shire Office. The use of application forms is not mandatory, however access applications must:

- be in writing;
- give an Australian address to which notices can be sent;
- give enough information so that the documents requested can be identified; and

An application fee of \$30 is payable if the applicant is seeking more than their own personal information. Applications may be lodged at the Shire Offices or in person or mailed direct to the:

FOI Coordinator
Shire of York
PO Box 22
YORK WA 6302

Document Definition

A document includes any record or part of a record, and any copy or reproduction. It therefore covers files, computer printouts, maps, plans, photographs, tape recording, films, video tapes or electronically stored information.

Notice of Decision

Applicants will be given a written 'Notice of Decision' by the Decision Maker, of the Shire of York. The 'Notice of Decision' will provide reasons if access to the requested document/s is refused or only partial access granted. An applicant's rights of review will be included in the "Notice of Decision".

Deleted: ¶
¶
¶

Fees & Charges

A scale of fees and charges is set under the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information, all charges are discretionary, meaning that it is left to the Shire's discretion whether a charge will apply or not. Straightforward applications usually incur only the application fee. The charges are as follows:

Type of Fee	
Application - personal information about the applicant	Free of charge
Application Fee under Section 12(1)(e) of the FOI Act (non-personal information)	\$30
Type of Charge	
Charge for time taken by staff dealing with the application	\$30/hour or pro rata
Charge for access time supervised by staff	\$30/hour or pro rata Plus additional cost to agency of any special arrangements (e.g. hire of facilities or equipment)
Charge for photocopying - staff time	\$30/hour or pro rata
Charge for photocopying - per copy	\$0.20
Charge for transcribing from tape, film or computer	\$30/hour or pro rata
Charge for duplicating a tape, file or computer information	At cost
Charge for delivery, packaging and postage	At cost
Advance Deposits	
Advanced deposit may be required under Section 18(1) of the FOI Act, expressed as a percentage of the estimated charges payable in excess of the application fee	25%
Further advanced deposit may be required under Section 18(4) of the FOI Act, expressed as a percentage of the estimated charges payable in excess of the application fee	75%

An estimate of charges will be provided if the cost is expected to exceed \$25.00.

For financially disadvantaged applicants, or those issued with prescribed pensioner concession cards, the charges payable are reduced by 25%.

No charges apply for searching, identifying or collating the documents.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a thumb drive, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Appeals for Review

If you are not satisfied with the decision made in relation to your request, you can request a review of the Shire's decision.

Formatted: Left

Deleted: ¶

Deleted: ¶

Internal Review by the Shire of York

If you are dissatisfied with the Shire's decision, you can seek an internal review of the decision from the Shire. If the initial decision was made by the CEO you cannot apply for an internal review but you can seek an external review with the Office of the Information Commissioner.

To apply for an internal review:

- You must submit a letter or complete an 'internal review application form' and lodge it with the Shire within 30 days after being given the Shire's notice of decision.
- The lodgement must give details of the decision you wish to have reviewed and give an address in Australia to which notices can be sent.
- The Shire is required to provide you with a notice of its internal review decision within 15 days of you lodging your application for review.

External Review by the Information Commissioner

If after an internal review has been completed or if the Chief Executive Officer was the issuing officer of the Notice of Decision and you are still dissatisfied with the Shire's decision, you can make a complaint to the Information Commissioner.

The complaint must be made in writing to the Information Commissioner and you must supply an address to which notices may be sent to you.

You must also give particulars of the decision you want reviewed and attach a copy of the Shire's notice decision on internal review or the decision of the Chief Executive Officer if internal review is not available.

If you are seeking access to documents or an amendment of personal information, your complaint must be lodged within 60 days after being given written notice of the Shire's decision. If you are a third party to an application for access to personal or commercial or business information concerning yourself, your complaint must be lodged within 30 days after being given written notice of the Shire's decision. There is no charge for review by the Information Commissioner.

Further details can be obtained at the Shire Office.

The Information Commissioner can be contacted at the following:

The Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Telephone: (08) 6551 7888
Country WA Callers: 1800 621 244 (toll free)

Email: info@oic.wa.gov.au
Internet: <http://www.oic.wa.gov.au/>

Appeals to the Supreme Court

Section 85 of the FOI Act provides that any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as

to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

Amending Personal Information

The right to amend personal information held by the Shire ensures information does not unfairly harm the person referred to, misrepresent facts about them or give a misleading impression. An application can be made to the Executive Manager Corporate & Community Services or the Chief Executive Officer to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out of date or misleading.

The Shire will inform the applicant of its decision and its reasons and will advise the applicant of their right of review should they be dissatisfied with the Shire's decision.

SY094-09/24 PROPOSED SHIRE OF YORK BUSH FIRE BRIGADES LOCAL LAW 2024

File Number: 4.8286, 4.7712

Author: Anneke Birleson, Manager Governance & People

Authoriser: Chris Linnell, Chief Executive Officer

Previously before Council: 26 October 2023 (041023)
28 May 2024 (060524)

Disclosure of Interest: Nil

Appendices:

1. Government Gazette - March 1941 [↓](#)
2. WALGA - Information Page - January 2023 [↓](#)
3. Joint Standing Committee on Delegated Legislation - Report 16 - June 2019 [↓](#)
4. Response from Commissioner of DFES - January 2024 [↓](#)
5. Response from Minister for Local Government [↓](#)
6. Joint Standing Committee on Delegated Legislation - Report 4 - November 2023 [↓](#)
7. Submissions - July 2024 [↓](#)
8. Proposed Shire of York Bush Fire Brigade Local Law 2024 [↓](#)
9. Proposed Changes to Model Local Law - Summary Table [↓](#)

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of this report is to present Council with an updated draft Shire of York Bush Fire Brigades Local Law, for consideration. Council's approval is sought to recommence the law-making process and authorise the Chief Executive Officer (CEO) to give local public notice of the proposed local law.

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

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

BACKGROUND

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

Under Section 41 of the BF Act, the Shire may establish and maintain one (1) or more bush fire brigades (BFB) and may equip each brigade with appliances, equipment and apparatus. The establishment of brigades is to be in accordance with the Shire's local laws.

The Shire of York already has a local law relating to the establishment, maintenance and equipment of Bush Fire Brigades, published in the Government Gazette on 21 March 1941. The local law was made under the former *Bush Fires Act 1937*. The relevant pages from the Government Gazette are presented in Appendix 1.

Advice from the WA Local Government Association (WALGA) states any validly made local laws establishing BFBs under the *Bush Fires Act 1937* continue to have effect under the 1954 BF Act. This includes any brigades established under the local law. However, given the time that has elapsed it is considered likely that the existing local law is no longer fit for purpose. WALGA's advice is presented in Appendix 2.

WALGA recommend the Shire ensures an adequate number of Bush Fire Control Officers (BFCO) are appointed under Section 38(1) of the BF Act, to conduct normal brigade activities and manage fires in the interim, and establish a local law under the BF Act, repealing the local law made under the *Bush Fires Act 1937*.

WALGA's advice provides reassurance that volunteers will be covered for compensation and protected from liability if conducting normal brigade activities under the direction of a BFCO.

In June 2019, the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) reported on the validity of local laws made under the BF Act. The report is presented in Appendix 3, of particular relevance is Section 2.

It is prudent that the Shire of York moves to adopt a new Bush Fire Brigades Local Law to ensure its BFBs are properly established and managed and brigade officers are properly registered and empowered.

COMMENTS AND DETAILS

To comply with the BF Act, Officers drafted a local law based on the WALGA model template and presented it to Council's October 2023 Ordinary Meeting where it resolved (041023) to commence the law-making process and give public notice of the proposed local law.

In accordance with the procedure for making local laws, Section 3.12 of the *Local Government Act 1995* (LG Act), the proposed Local Law was sent to the Minister for Emergency Services and the Minister for Local Government and advertised statewide and locally. The submission period ended on 26 January 2024.

Two (2) submissions were received:

1. Commissioner of Department of Fire and Emergency Services (DFES), referred by the Minister for Emergency Services, presented in Appendix 4.
2. Minister for Local Government, presented in Appendix 5.

In accordance with Section 3.13 of the LG Act, if any changes make the proposed local law significantly different the process must be restarted. The JSCDL takes this into consideration when making determinations. 'Significant changes' was one of the reasons sighted in the JSCDL Report 4 in 2023 (presented in Appendix 6) recommending disallowance of the City of Gosnells Bush Fire Brigade Local Law 2023.

As a direct result of the feedback received, the Shire recommended to Council that the law-making process be recommenced. At its Ordinary Meeting of Council, held on 28 May 2024 Council resolved (010524):

"That, with regard to the Proposed Bush Fire Brigades Local Law, Council:

1. ***Commences the law-making process for the Shire of York Bush Fire Brigades Local Law 2024. The purpose and effect of the local law being as follows:***
Purpose: To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.
Effect: Ensure the Shire of York's Bush Fire Brigades are created in accordance with the Bush Fires Act 1954.
2. ***Authorises the Chief Executive Officer to carry out the law-making procedures under Section 3.12(3) of the Local Government Act 1995, by:***
 - a. ***Giving local public notice of the proposed Bush Fire Brigades Local Law 2024***
 - b. ***Giving a copy of the proposed Bush Fire Brigades Local Law 2024 and public notice to the Minister for Local Government and the Minister for Emergency Services.***
3. ***Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the proposed Bush Fire Brigades Local Law 2024 prior to advertising.***

4. Notes that the Chief Executive Officer, after the close of the public consultation period, will submit a report to Council on any submissions received on the proposed Bush Fire Brigades Local Law 2024 to enable Council to consider the submissions and determine whether to make the local law, in accordance with Section 3.12(4) of the Local Government Act 1995.”

Again, according to procedure, the proposed Local Law was sent to the Minister for Emergency Services and the Minister for Local Government and advertised statewide and locally. The submission period ended on 19 July 2024.

Four (4) submissions were received including a joint submission from local BFCOs:

1. Commissioner of Department of Fire and Emergency Services (DFES) referred by the Minister for Emergency Services.
2. Brigade member.
3. Joint submission from local Bush Fire Control Officers (BFCOs).
4. Brigade member.

All submissions received are presented in Appendix 7.

The Chief Executive Officer and Officers of the Shire met with a representative group of BFCOs to address their concerns and work through their submissions to identify where their requests could reasonably be accommodated within the limits of the legislation.

The proposed changes would result in the revised draft being considered significantly different, in line with Section 3.13 of the LG Act. Therefore, it is in the Shire's best interest to recommence the process.

Appendix 8 presents a fully marked-up version of the WALGA Model Local Law, showing all the proposed changes. For clarity, Appendix 9 presents a table of where changes have been made, excluding typographical errors or formatting changes.

The proposed local law is divided into six (6) parts, summarised as follows, with key amendments highlighted:

Part 1 – Preliminary

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

Part 2 – Establishment of Bush Fire Brigades

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

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

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

Part 3 – Organisation and Maintenance of Bush Fire Brigades

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

Part 4 – Types of Bush Fire Brigade Membership

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

Part 5 – Appointment Dismissal and Management of Members

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

Part 6 – Equipment of Bush Fire Brigades

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

First Schedule – Rules Governing the Operation of Bush Fire Brigades

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

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

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

Process for making Local Law

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

1. Give local and state-wide public notice of the proposed local law in the prescribed way
2. Invite submissions about the proposed local law for a period no less than six (6) weeks
3. Provide a copy of the proposed local law to the Minister for Local Government and the Minister for Emergency Services

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

Once a local law is made, it is to be published in the Government Gazette, copies provided to the relevant Ministers and Parliament and a public notice issued. The local law comes into force fourteen (14) days after gazettal.

OPTIONS

Council has the following options:

- Option 1:** Council could choose not to adopt a new Bush Fire Brigades Local Law and continue to operate under the existing local law made in 1941.
- Option 2:** Council could choose to obtain independent legal advice as to whether a new local law is required prior to making a determination.
- Option 3:** Council could choose to authorise the Chief Executive Officer to recommence the law-making process in accordance with Section 3.12 of the LG Act.

Option 3 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

CESM – Beverley and York

Shire of York BFCOs

WALGA

JSCDL Reports

Should Council choose to commence the law-making process, Officers will publish a state-wide and local public notice of the proposed local law, inviting submissions. The submission period is to be no less than six (6) weeks. After this period, Officers will consider any submissions received and report back to Council in late 2024.

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

There are currently no policies relating directly to BFBs. However, an updated Work Health and Safety Policy was presented to Council in May 2024 and includes volunteers.

Financial

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

Legal and Statutory

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

“38. Local government may appoint bush fire control officer

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

41. Bush fire brigades

- (1) *For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.*
- (2) *A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.*
- (2a) *A local government is to notify the FES Commissioner as soon as practicable after any changes occur in any of the details required to be recorded in the register under subsection (2).*
- (3) *A local government may at any time cancel the registration of a bush fire brigade.*

43. Election and duties of officers of bush fire brigades

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

44. Powers and authorities of officers of bush fire brigade

- (1) *Subject to this Act, and except as provided in section 45 for the purpose of controlling and extinguishing or preventing the occurrence or spread or extension of a bush fire, or for any*

other prescribed purpose, the captain, or, in his absence, the next senior officer of a bush fire brigade, or in the absence of the captain and all other officers, any other member of the bush fire brigade, after consulting with the occupier of the land if he be present, has and may exercise all or any of the following powers and authorities, he may —

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

62. Local government may make local laws

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to —*
- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and*

- (b) *the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
 - (c) *any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*
- (2) *Where a regulation made by the Governor under this Act is inconsistent with or repugnant to a local law previously made by a local government under subsection (1) and still in force, the regulation prevails and the local law to the extent by which it is inconsistent with or repugnant to the regulation is deemed to be repealed."*

Various Sections of the Local Government Act 1995 are applicable and state:

"3.5. Legislative power of local governments

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

3.12. Procedure for making local laws

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
 - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
 - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*

[(3a) deleted]

- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice — (a) stating the title of the local law; and (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and (c) advising that the*

local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.

- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

3.13. Procedure where significant change in proposal

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

3.14. Commencement of local laws

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

3.15. Local laws to be publicised

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

3.16. Periodic review of local laws

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give local public notice stating that —*
 - (a) *the local government proposes to review the local law; and*
 - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
 - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*

[(2a) deleted]

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

** Absolute majority required.*

3.17. Governor may amend or repeal local laws

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

Risk Related

Under the BF Act, the Shire is required to adopt a Bush Fire Brigades Local Law to ensure its brigades are properly established and brigade officers are properly appointed and empowered. The risks are outlined within the advice received from WALGA presented in Appendix 1.

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

The compliance risk is Insignificant (1) due to the Shire having an existing local law.

The likelihood of occurrence is Possible (3) presenting an overall risk rating of Low (3).

Workforce

The process associated with adopting the new proposed bush fire brigade local law is within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION**090924****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs**

That, with regard to the Proposed Shire of York Bush Fire Brigades Local Law 2024, Council:

- 1. Commences the law-making process for the Shire of York Bush Fire Brigades Local Law 2024. The purpose and effect of the local law being as follows:**

Purpose: To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.

Effect: Ensure the Shire of York's Bush Fire Brigades are created in accordance with the *Bush Fires Act 1954*.

- 2. Authorises the Chief Executive Officer to carry out the law-making procedures under Section 3.12(3) of the *Local Government Act 1995*, by:**

- a. Giving local public notice of the proposed Bush Fire Brigades Local Law 2024**

- b. Giving a copy of the proposed Bush Fire Brigades Local Law 2024 and public notice to the Minister for Local Government and the Minister for Emergency Services.**

- 3. Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the proposed Shire of York Bush Fire Brigades Local Law 2024 prior to advertising.**

- 4. Notes that the Chief Executive Officer, after the close of the public consultation period, will submit a report to Council on any submissions received on the proposed Bush Fire Brigades Local Law 2024 to enable Council to consider the submissions and determine whether to make the local law, in accordance with Section 3.12(4) of the *Local Government Act 1995*.**

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

Against: Cr James Adamini

CARRIED 6/1

MARCH 21, 1941.]

GOVERNMENT GAZETTE, W.A.

363

(3) Fire-fighting members shall be those persons, being able-bodied men over 18 years of age who are willing to render service at any bush fire when called upon, and who sign an undertaking in the form contained in the First Schedule to these by-laws.

(4) Associate members shall be those persons who are willing to supply free motor transport for fire-fighters or equipment, or are prepared to render other approved assistance, and who sign an undertaking in the form contained in the Second Schedule to these by-laws.

(5) No fees or subscriptions shall be payable either by fire-fighting members or associate members, and the enrolment of persons as such members shall in every case be subject to the approval of the Board.

(6) A subscribing member shall be eligible for enrolment as a fire-fighting member.

Finance.

8. The expenditure incurred by the Board in the purchase of equipment, etc., payment for services and generally for the purposes of this Act, shall be a charge on the ordinary revenue of the Board, but the secretary shall keep a separate record of the expenditure incurred under this Act.

Meetings of Brigade.

9. Meetings of the Brigade will be held as required.

These by-laws, under the Bush Fires Act, 1937, were passed by a resolution of the Bridgetown Road Board (a local authority under the provisions of such Act) at a meeting held at Bridgetown on 20th day of September, 1940.

WALTER TOYER,
Chairman.
C. V. DRAPER,
Secretary.

First Schedule.

FORM OF ENROLMENT—FIRE-FIGHTING MEMBER.

I, the undersigned, hereby make application to be enrolled as a Fire-fighting Member of the.....
.....Bush Fire Brigade.

My private address is.....

My business address is.....

I can be communicated with by Telephone No.....

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

I hereby declare that I am over 18 years of age, and in good health.

On election by the Committee as a Fire-fighting Member I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power;
2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder;
3. to use my best endeavours to give assistance in fire-fighting measures when called upon, and on such occasions to obey all orders and instructions issued by duly authorised officers of the Brigade.

Applicant's signature.....

Date.....

Second Schedule.

FORM OF ENROLMENT—ASSOCIATE MEMBER.

I, the undersigned, hereby make application for enrolment as an Associate Member of the.....
.....Bush Fire Brigade.

- (a) I am prepared to offer to transport fire-fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type.....
.....available for such purpose.
- (b) I am prepared to offer my services in the following capacity:—
.....
.....
.....

(Paragraph (a) or (b) above may be struck out if both do not apply.)

My private address is.....

My business address is.....

I can be communicated with by Telephone No.....

On election as an Associate Member by the Committee I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power;
2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder;
3. to use my best endeavours to assist in fire suppression work in the above capacity when called upon.

Applicant's signature.....

Date.....

THE BUSH FIRES ACT, 1937.

Department of Lands and Surveys,
Corres. No. 3884/40. Perth, 19th March, 1941.

IT is hereby notified, for general information, that the York Road Board Bush Fire Brigade (Personnel—Captain William H. Robinson, Lieutenants Newton P. Burges, C. M. Thorn, A. J. McDougall, L. T. Davies, T. W. Marwick, and G. B. Wood) was duly registered as a Bush Fire Brigade on the 29th day of November, 1940, in accordance with the provisions of the above Act, and His Excellency the Lieutenant-Governor in Executive Council has been pleased to approve of the following by-laws for the establishment, maintenance, and equipment of the said Bush Fire Brigade.

G. L. NEEDHAM,
Under Secretary for Lands.

BUSH FIRES ACT, 1937.

By-laws of the York Road Board relating to the Establishment, Maintenance and Equipment of Bush Fire Brigades for the Road District of York.

Establishment of Brigade.

1. On the resolution of the Board to establish, maintain, and equip a Bush Fire Brigade under the provisions of the Bush Fires Act, 1937, and regulations thereunder, the Brigade shall be formed in accordance with these by-laws, and a name shall be given to the Brigade and application accompanied by a copy of these by-laws shall be made to the Minister for Lands for its registration accordingly.

A Bush Fire Brigade may be established for the whole of the road district or for any specified area thereof: Provided that, unless the resolution of the Board establishing a Bush Fire Brigade specifies therein only a part of the district as the area for which such Brigade is established, the Brigade shall be deemed to be established for the whole of the said road district.

Appointment of Officers.

2. The Board shall appoint a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as it shall deem necessary to act as officers of the Brigade, and who in the Board's opinion have the necessary qualification and knowledge of the district required in such capacities.

3. The secretary of the Board, or such other person as the Board may appoint, shall be the secretary of the Brigade.

4. The Board may appoint an Equipment Officer, who shall be responsible for the custody and maintenance in good order and condition of all equipment and appliances acquired by the Board for the purposes of the Brigade. Such officer may station such equipment at a depot approved by the captain, where, if possible, motor trucks can easily be called upon. If there are more than one such depots in the area, the Equipment Officer shall appoint at each depot a person to look after the equipment and have it ready for immediate use when required.

5. The Board shall appoint Bush Fire Control Officers in accordance with the requirements of the District and may prescribe the area over which each such officer shall have jurisdiction. The employment, dismissal, and payment for services of persons (other than officers) employed for duties under this Act, shall be vested in the chairman and secretary of the Board jointly.

Duties of Officers.

6. The duties of all officers appointed under these by-laws shall be as laid down in the provisions of the Bush Fires Act, 1937, and each officer so appointed shall be supplied with a copy of the Act and regulations. The captain shall have full control over the members of the Brigade whilst engaged in fire fighting, and shall issue instructions as to the methods to be adopted by the firemen. In the absence of the captain, the first lieutenant, and, in the absence of the first, the second lieutenant or senior officer of the Brigade present at the fire shall exercise all the power and duties of the captain. The captain shall, when so directed by the Board, instruct all land owners or occupiers to plough a break or breaks on all cleared land or land under pasture.

Membership of Brigade.

7. (1) The membership of a Bush Fire Brigade may consist of the following:—(a) Subscribing members; (b) fire-fighting members; and (c) associate members.

(2) Subscribing members shall be those persons, who, being interested in forwarding the objects of the Brigade, pay an annual subscription to the funds of the Brigade at the following rates:—

	s. d.
(i) Owner or occupier of land within the Brigade Area—minimum subscription of	10 0
(ii) Other persons—a minimum subscription of	5 0

(3) Fire-fighting members shall be those persons, being able-bodied men over 18 years of age who are willing to render service at any bush fire when called upon, and who sign an undertaking in the form contained in the First Schedule to these by-laws.

(4) Associate members shall be those persons who are willing to supply free motor transport for fire fighters or equipment, or are prepared to render other approved assistance, and who sign an undertaking in the form contained in the Second Schedule to these by-laws.

(5) No fees or subscriptions shall be payable either by fire-fighting members or associate members, and the enrolment of persons as such members shall in every case be subject to the approval of the Board.

(6) A subscribing member shall be eligible for enrolment as a fire-fighting member.

Finance.

8. The expenditure incurred by the Board in the purchase of equipment, etc., payment for services and generally for the purposes of this Act, shall be a charge on the ordinary revenue of the Board, but the secretary shall keep a separate record of the expenditure incurred under this Act.

Meetings of Brigade.

9. Monthly, 2nd Monday, at 2.15 p.m.

These by-laws under the Bush Fires Act, 1937, were passed by a resolution of the York Road Board (a local authority under the provisions of such Act) at a meeting held at York on 14th October, 1940.

W. H. ROBINSON,
Chairman.
J. E. SPARKE,
Secretary.

First Schedule.

FORM OF ENROLMENT—FIRE-FIGHTING MEMBER.

I, the undersigned, hereby make application to be enrolled as a Fire-fighting Member of the..... Bush Fire Brigade.

My private address is.....

My business address is.....

I can be communicated with by Telephone No.....

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

I hereby declare that I am over 18 years of age and in good health.

On election by the Committee as a Fire-fighting Member, I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power.

2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder.
3. to use my best endeavours to give assistance in fire-fighting measures when called upon, and on such occasions to obey all orders and instructions issued by duly authorised officers of the Brigade.

Applicant's signature.....

Date.....

Second Schedule.

FORM OF ENROLMENT—ASSOCIATE MEMBER.

I, the undersigned, hereby make application for enrolment as an Associate Member of the..... Bush Fire Brigade.

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

- (b) I am prepared to offer my services in the following capacity:—
.....
(Paragraph (a) or (b) above may be struck out if both do not apply).

My private address is.....

My business address is.....

I can be communicated with by Telephone No.....

On election as an Associate Member by the Committee, I hereby undertake—

1. to promote the objects of the Brigade as far as shall be in my power;
2. to be governed by the provisions of the constitution and such by-laws and regulations as may from time to time be made thereunder;
3. to use my best endeavours to assist in fire suppression work in the above capacity when called upon.

Applicant's signature.....

Date.....

THE BUSH FIRES ACT, 1937.

Department of Lands and Surveys,

Corres. No. 3621/40. Perth, 19th March, 1941.

IT is hereby notified, for general information, that the Plantagenet Road Board Bush Fire Brigade No. 1 (Personnel—Captain Clayton Bickley Mitchell, Lieutenants Jas. McNeil Martin, Frederick J. Collins, and George Yates); the Plantagenet Road Board Bush Fire Brigade No. 2 (Personnel—Captain Roy H. Rundle, Lieutenants G. Glanville J. Smith and George Elverd); the Plantagenet Road Board Bush Fire Brigade No. 3 (Personnel—Captain Claude A. Baesjou, Lieutenants William G. Pearce and John C. Adams); the Plantagenet Road Board Bush Fire Brigade No. 4 (Personnel—Captain Walker W. Fellows, Lieutenants Frank Faulkner, A. Leslie Wilson, and Albert A. Steicke); the Plantagenet Road Board Bush Fire Brigade No. 5 (Personnel—Captain James F. Bunker, Lieutenants Walter De Pledge and William T. Frost); the Plantagenet Road Board Bush Fire Brigade No. 6 (Personnel—Captain William E. Soumess, Lieutenants Herbert W. Dunn and Clifford Croxford); the Plantagenet Road Board Bush Fire Brigade No. 7 (Personnel—Captain Thomas Skinner, Lieutenants E. William A. Douglas and Ross S. Wallace), and the Plantagenet Road Board Bush Fire Brigade No. 8 (Personnel—Captain A. Haddy Pearce, Lieutenants Charles Kearsley and Albert W. Pickles), were duly registered as Bush Fire Brigades on the 9th day of December, 1940, in accordance with the provisions of the above Act, and His Excellency the Lieutenant-Governor in Executive Council has been pleased to approve of the following by-laws for the establishment, maintenance, and equipment of the said Bush Fire Brigades.

G. L. NEEDHAM,
Under Secretary for Lands.



INFOPAGE

BUSH FIRE BRIGADE LOCAL LAWS, January 2023

WALGA was recently contacted by the Department of Fire and Emergency Services (DFES), who informed of State Solicitor's Office advice questioning the legality of Bush Fire Brigades established by Local Governments in the absence of an associated Bush Fire Brigades Local Law.

WALGA obtained its own separate, independent legal advice that confirmed the same; having established a Bush Fire Brigade, it is a requirement that the Local Government also adopt an associated Bush Fire Brigades Local Law.

WALGA has identified your Local Government as potentially falling into this category, following a search of your Local Government website for a BFB Local Law.

The Issues

1. DFES and WALGA have received separate, independent legal advice on the establishment of Bush Fire Brigades (BFB) by Local Governments under s.41 of the *Bush Fires Act 1954* (BF Act);
2. The consistent legal position is that a Local Government, having exercised discretion to establish a BFB, **must do so by making a Local Law** – ref s.41(1) of the BF Act;
3. The head of power to make a BFB Local Law is under s.62 of the BF Act.
4. The Parliamentary Joint Standing Committee on Delegated Legislation has reported a similar requirement: 'Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose' (Ref: Report 16, June 2019 at 2.2)

Relevant Consequences

5. Where a BFBs has been established in the absence of a Local Law, WALGA's legal advice indicates that the registration of the Brigade and Brigade membership under s.41(2) is likely to be invalid;
6. In the absence of a Local Law, the election and duties of BFB officers under s.43 is likely to be invalid.
7. In the absence of a Local Law, the powers of BFB officers relevant to preventing, controlling and extinguishing a bush fire under s.44 is likely to be invalid.

WALGA's requested legal advice on other matters that we believe will provide some reassurances in the short term.

Although not having adopted a BFB Local Law will mean that Brigades are not properly constituted, we have been advised that the appointment of Bush Fire Control Officers will mean that Local Governments can effectively ensure the conduct of normal brigade activities, including responding to bush fires and directing firefighting assets and volunteers.

Our legal advice provides further reassurances that volunteers will be covered for compensation and protected from liability if conducting normal brigade activities under the direction of a BFCO.

info@walga.asn.au | www.walga.asn.au



Arrangements – Short Term

1. In the short term, Local Governments should ensure that a sufficient number of bush fire control officers (BFCO) are appointed under s.38(1) of the BF Act:
'A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it';
2. BFCO's special powers are set out in s.39 of the BF Act and this appointment will also ensure the proper direction of Brigades in responding to a bush fire, as set out in s.44(4) of the BF Act:
'(4) Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.'
3. WALGA's legal advice notes that a BFCO could manage a BFB established without a Local Law however this is not recommended as a permanent solution as BFBs will not have direct authority and powers otherwise provided under the BF Act.

Protections

4. WALGA sought legal advice on the application of Part 6B And Part 7 of the Fire and Emergency Services Act 1998 (FES Act);
5. Part 6B applies to compensation entitlements for volunteers engaged in emergency response activities including firefighting;
6. Legal advice is that the compensation provisions will cover a person who engages in volunteer activities by participating in 'normal brigade activities' under the direction of a BFCO;
7. Part 7 applies to protection of persons acting in good faith when performing functions under emergency services Acts, including volunteer firefighters;
8. Similarly, legal advice confirms that a volunteer acting under the direction of a BFCO when carrying out 'normal brigade activities' will be able to rely upon the statutory protection under s.37 of the FES Act.

Arrangements – Intermediate Term

1. The Local Government is required to adopt a BFB Local Law to ensure its Bush Fire Brigades are properly established and Brigade officers are properly registered and empowered.
2. WALGA has developed a template BFB Local Law addressing the BF Act local law-making requirements. This can be made freely available upon request.
3. WALGA can also provide general advice on the local law-making process and the development of a Council agenda item for this purpose;
4. Alternatively, the Local Government can obtain its own legal advice for the purpose of drafting a BFB Local Law.



Validity of Bush Fire Brigades Local Laws (Bylaws)

Introduction

WALGA is assisting the Department of Fire and Emergency Services with communications to Local Governments regarding Bush Fire Brigade Local Laws (BFB LL). WALGA has previously sought and distributed independent legal advice on the contemporary operation of Bush Fire Brigades and the role of appointed Bush Fire Control Officers, in the absence of a Bush Fire Brigades Local Law.

Questions have since been raised by Local Government that adopted, and have not repealed, a BFB LL prior to the commencement of the current *Bush Fires Act 1954*.

WALGA sought specific legal advice on the following question: “...whether local laws (bylaws) which validly established Bush Fire Brigades under *Bush Fires Act 1937* (WA) validly survive the repeal of that Act and the commencement of the *Bush Fires Act 1954* (WA) specifically via the operation of section 36 of the *Interpretation Act 1984*.

Summary of Legal Advice

- Section 6 of the *Bush Fires Act 1954* ‘as passed’ expressly declared that the “repealing and re-enacting of a provision” section of the *Interpretation Act* (s.15 of the *Interpretation Act 1918* (reprinted in 1953) and s.36 of the *Interpretation Act 1984* (WA)) applies to the *Bush Fires Act 1954*.
- Legal advice is that it is apparent at the time of passing the *Bush Fires Act 1954*, Parliament intended for local laws (formerly ‘bylaws’) establishing Bushfire Brigades under the *Bush Fires Act 1937*, to continue to have effect and therefore for those Brigades to continue. However, it is extremely unlikely that the Parliament would have intended those local laws to have continued in place for an extended period.
- Attention then turns to whether the other requirements of the *Bush Fires Act 1954* have been complied with, namely have there been any substantive changes to s.36(d) following the ‘as passed’ Act.
- Legal advice confirms that the clear and ordinary meaning of s.36(d) of the *Bush Fires Act 1954* has not changed in a manner relevant to the issue of establishment of Bush Fire Brigades between 1954 and 2023. Therefore, a local law made under the *Bush Fires Act 1937* which has not been repealed and where a Local Government does not have a local law to a similar effect made under the *Bush Fires Act 1954*, **is likely to still be in force**.
- Legal advice notes that a local law made under the *Bush Fires Act 1937*, whilst valid, may well not be fit for purpose now.

Note: For the purposes of the legal advice obtained, it was assumed that the local laws which established the Bush Fire Brigade under the *Bush Fires Act 1937*, did so validly at the time they came into effect.



Good Governance Considerations

From the perspective of the legal advice received, it might be said that a BFB LL made under the *Bush Fires Act 1937* is technically valid but likely to be practically obsolete. In accordance with our previous legal advice, it is therefore recommended that Local Governments with a local law established under the *Bush Fires Act 1937*:

- a. ensure there are an adequate number of appointed Bush Fire Control Officer to conduct 'normal brigade activities' and manage fires in its district in the short term; and
- b. consider making a local law to establish the Bush Fire Brigade under the *Bush Fires Act 1954* and to repeal the local law made under the *Bush Fires Act 1937*.

Bush Fire Brigade Local Laws – 1954 to 1996

Further investigation of the Government Gazette has identified that many Local Governments have adopted a BFB LL since the commencement of the *Bush Fires Act 1954* and there is no doubt as to the validity of these local laws.

However it is clear that many Local Governments were until recently, unaware of the existence of a BFB LL (for example, the local law is not published on the Local Government's website) and the *Local Government Act 1995* requirement to conduct an 8 year review of local laws has not been applied to BFB LLs. (Please note that the lack of an 8 year review does not invalidate any local law).

WALGA therefore suggests that Local Governments with BFB LLs adopted as bylaws prior to the commencement of the *Local Government Act* in 1996 give similar consideration as to whether this local law remains fit for purpose to the contemporary operation of Bush Fire Brigades within the district.

WALGA Local Laws Service

If you require assistance with any aspect of the local law-making process relating to Bush Fire Brigades, please contact WALGA's Governance & Procurement team at governance@walga.asn.au or call 9213 2514.



Report 16

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION

*City of Rockingham Bush Fire Control and Bush Fire Brigades
Amendment Local Law 2018*

Presented by

Ms Emily Hamilton MLA (Chair)

and

Hon Robin Chapple MLC (Deputy Chair)

June 2019

Joint Standing Committee on Delegated Legislation**Members as at the time of this inquiry:**

Ms Emily Hamilton MLA (Chair)

Hon Robin Chapple MLC (Deputy Chair)

Dr David Honey MLA

Hon Kyle McGinn MLC

Mr Kyran O'Donnell MLA

Hon Martin Pritchard MLC

Mrs Robyn Clarke MLA

Hon Charles Smith MLC

Staff as at the time of this inquiry:

Ms Laura Hutchinson (Advisory Officer (Legal))

Ms Margaret Liveris (Committee Clerk)

Address:

Parliament House

4 Harvest Terrace, West Perth WA 6005

Telephone: 08 9222 7300

Email: lcco@parliament.wa.gov.auWebsite: www.parliament.wa.gov.au**ISBN 978-1-925578-70-6**

CONTENTS

Executive summary	i
1 Reference and procedure.....	1
2 Local laws relating to bush fire brigade matters	1
3 Inconsistency with the Bush Fires Act 1954	2
4 Scrutiny of the Amendment Local Law.....	2
5 Conclusion	3
6 Recommendation.....	4
Appendix 1	5
Appendix 2	11

EXECUTIVE SUMMARY

- 1 On 18 January 2019 the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* (Amendment Local Law) was published in the Government Gazette.
- 2 The Amendment Local Law deleted a series of clauses from the *Bush Fire Control and Bush Fire Brigade Local Law 2001*. Some of the deleted clauses were required by the enabling Act, the *Bush Fires Act 1954* (Act), to be included in the local law. These clauses related to the establishment and maintenance of bush fire brigades, equipping the brigades and appointment of relevant officers.
- 3 The Joint Standing Committee on Delegated Legislation is of the view that the Amendment Local Law is inconsistent with sections 41(1) and 43 of the Act.
- 4 As a result of that inconsistency, the Amendment Local Law is not within power of the enabling Act and as such offends the Committee's Term of Reference 10.6(a).

Recommendation

The recommendation is listed as it appears in the text at the page number indicated:

RECOMMENDATION 1	Page 4
The <i>City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018</i> be disallowed.	

1 Reference and procedure

- 1.1 On 18 January 2019 the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* (Amendment Local Law) was published in the Government Gazette.
- 1.2 Upon gazettal, the Amendment Local Law stood referred to the Joint Standing Committee on Delegated Legislation (Committee).
- 1.3 Once the Amendment Local Law was tabled in the Legislative Council, it became an instrument that may be subject to disallowance.

2 Local laws relating to bush fire brigade matters

- 2.1 Under the *Bush Fires Act 1954* (Act) a local government may establish and maintain one or more bush fire brigades for the purpose of carrying out normal brigade activities.¹
- 2.2 Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose:

Bush fire brigades

For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.²

- 2.3 The Act also provides for the appointment or election of brigade officers and the prescribing of their duties through a local law:

Election and duties of officers of bush fire brigades

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.³

- 2.4 Section 62(1) of the Act provides a general power to make local laws relating to bushfire brigade matters:

Local government may make local laws

A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to -

- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
- (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and

¹ *Bush Fires Act 1954*, section 41(1).

² *ibid.*

³ *ibid.*, section 43.

- (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.⁴

3 Inconsistency with the Bush Fires Act 1954

- 3.1 The Committee is of the view that the Amendment Local Law is inconsistent with the Act.
- 3.2 The City of Rockingham (City) advised the Committee that the purpose of the Amendment Local Law was to:
- remove matters from the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 that can be better dealt with by other means.⁵
- 3.3 The Amendment Local Law deletes clauses from the *Bush Fire Control and Bush Fire Brigade Local Law 2001* (Principal Local Law) that are required by sections 41(1) and 43 of the Act and provides for the appointment of brigade officers, officer duties and equipping of the brigade as follows:
- clauses 3.2(2)-(5) which prescribed that the local government must have regard to the qualifications and experience required to fill each brigade officer position, the length of appointment of officers and the procedure for appointing vacant positions
 - clauses 7.1-7.4 which prescribed the requirements for seeking funding for protective clothing, equipment and appliances of the bush fire brigade.
- 3.4 The deletion of the required clauses makes the Amendment Local Law inconsistent with the Act. Subsidiary legislation must not be inconsistent with the provisions of the written law under which it is made.⁶
- 3.5 The Amendment Local Law also deletes the following clauses which are the subject matter of section 62(1):
- clauses 4.3–4.5, which prescribed the role and duties of the Chief Bush Fire Control Officer
 - clauses 4.6-4.8, which prescribed the holding of an annual general meeting and the nomination of one brigade member to be the brigade representative to the Bush Fire Advisory Committee
 - clauses 4.10–4.12, which prescribed the nomination and election of Bush Fire Control Officers.
- 3.6 In the Committee's view the regulatory scheme created by the Act contemplates that where a local government decides to regulate areas that are the subject matter of section 62(1) it is required do so by way of local law.

4 Scrutiny of the Amendment Local Law

- 4.1 The Committee first scrutinised the Amendment Local Law at its meeting on 20 March 2019. At this meeting, the Committee resolved to:
- write to the Council of the City requesting an undertaking that it would re-insert the necessary clauses into the Amendment Local Law

⁴ *ibid.*, section 62(1).

⁵ City of Rockingham, Explanatory Memorandum, *Bush Fire Control and Bush Fire Brigade Local Law 2018*.

⁶ *Interpretation Act 1984*, section 43(1).

- give notice of motion to disallow the Amendment Local Law in the Legislative Council to protect Parliament's right to disallow the Amendment Local Law should the Committee recommend disallowance.
- 4.2 On 21 March 2019 the Committee wrote to the City outlining the issues identified by the Committee and requesting an undertaking from the Council that the City would re-insert the necessary clauses. This letter is attached as Appendix 1.
- 4.3 On 4 June 2019 the Committee received a letter from the City advising the Committee that a Council Resolution had been made on 28 May 2019 as follows:
- That Council advises the Joint Standing Committee on Delegated Legislation that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed.
- 4.4 This letter is attached as Appendix 2.
- 4.5 At the Committee's meeting of 12 June 2019, the Committee resolved to recommend disallowance of the Amendment Local Law.

The City's preference for disallowance

- 4.6 The City stated it did not disagree with the Committee's position.⁷ However, rather than undertaking to re-insert the relevant clauses into the Principal Local Law, the City advised it had no issue with the Legislative Council disallowing the Amendment Local Law.
- 4.7 The City advised that the management of the City's bush fire brigades would shortly be taken over by the Department of Fire and Emergency Services (DFES) and therefore:
- [g]iven that in six months the City will have no Bush Fire Brigades to manage, the most pragmatic approach to this issue is for the JSCDL to disallow the amendment local law and for the City to commit to the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VBFB.⁸
- 4.8 The Committee is disappointed with the City's position. It is the responsibility of local governments to ensure that their local laws comply with all statutory requirements in legislation passed by the State Parliament. When a local law offends the Committee's terms of reference, and an undertaking to correct the local law is requested and not given, the Committee has no option but to recommend disallowance.
- 4.9 The tabling of this disallowance report could have been avoided if the City had given the requested undertakings or repealed the Amendment Local Law, regardless of the transitioning of the management of its bush fire brigades.

5 Conclusion

- 5.1 The Committees Term of Reference 10.6(a) states that:
- [i]n its consideration of an instrument [including a local law], the Committee is to inquire whether the instrument ... is within power.
- 5.2 The Committee concludes that the Amendment Local Law is inconsistent with the provisions of the Act and consequently offends the Committee's Term of Reference 10.6(a).

⁷ See Appendix 2, p 12.

⁸ *ibid.*

- 5.3 The Committee notes the WALGA Model Bush Fire Brigades law reflects the Committee's position in these matters.
- 5.4 The Committee therefore recommends to the Parliament that the Amendment Local Law be disallowed.
- 5.5 Disallowing invalid local laws ensures that they are removed from the public record, thereby reducing the risk of public misinformation.

6 Recommendation

- 6.1 The Committee makes the following recommendation.

RECOMMENDATION 1

The *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* be disallowed.



Hon Robin Chapple MLC

Deputy Chair

APPENDIX 1

LETTER TO CITY OF ROCKINGHAM

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Your ref: GOV/27-04 D19/13163
Our ref: A745149 & 4045/02 DW

21 March 2019

Mr Barry Sammels
Mayor
City of Rockingham
PO Box 2142
Rockingham DC WA 6967

Attention: Mr Peter Varris
Manager Governance and Councillor Support
By email: barry.sammels@rockingham.wa.gov.au
peter.varris@rockingham.wa.gov.au

Dear Mayor

City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law)

I refer to a letter dated 25 January 2019 from Mr Peter Varris, Manager Governance and Councillor Support, City of Rockingham, which enclosed a copy of the Amendment Local Law and the associated explanatory material.

The Joint Standing Committee on Delegated Legislation considered the Local Law at its meeting yesterday and resolved to write to you regarding the following issues.

Inconsistent with the Act— Amendment Local Law

Section 62(1) of the *Bush Fires Act 1964* (**Act**) provides the general power to make local laws relating to bush fire brigade matters:

62. Local government may make local laws

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to —
 - (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
 - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
 - (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties

Legislative Council Committee Office
18-32 Parliament Place | West Perth
Postal address: Parliament House | 4 Harvest Terrace | West Perth WA 6005
Telephone: 08 9222 7300 | Email: delleg@parliament.wa.gov.au

imposed upon the local government by this Act. (underlining added)

Further, bush fire brigade local laws must provide for the following matters:

43. Election and duties of officers of bush fire brigades

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

The advice given to the City's Council was that many matters prescribed in the principal local law¹ did not have to be prescribed, and could instead be regulated administratively by the City.² There appears to have been a fundamental misunderstanding about what matters had to be dealt with by a bush fire brigades local law, and that misunderstanding has led to many matters being removed from the principal local law—matters which the Act contemplates will be regulated by local laws.

The misunderstanding appears to have arisen because of the word 'may' in section 62(1) of the Act (quoted above). As the word 'may' is permissive, the adviser has interpreted section 62(1) to mean that the City, if it wishes to regulate the matters listed in that section, does not need to regulate those matters by local law.

The word 'may' is *prima facie* permissive and gives the City a discretion as to whether it will make a local law regulating those matters. The power to make such local laws is permissive because local governments are not compelled to make bush fire brigade local laws. However, if a local government chooses to regulate bush fire brigade matters, it must do so by local law, not by another method.

The City's advisers consider the Act outdated and notes that, while a review of the Act has been mooted 'for some time', no changes are imminent.³ The City may consider the Act to be outdated but that does not mean it can ignore the statutory scheme that has been laid out by that Act.

The Committee is of the view that the following clauses should not have been deleted from the principal local law:

- Clauses 3.2(2)–(5). These clauses provide more detail about how the Captain, First Lieutenant and other bush fire brigade officers are to be appointed and what should happen if, for example, the positions become vacant. These clauses should be re-inserted in order for the principal local law to comply with section 43 of the Act.
- Part 4, Division 2 (clauses 4.3–4.5). These clauses deal with the role and duties of the Chief Bush Fire Control Officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Part 4, Division 3 (clauses 4.6–4.8). These clauses deal with, for example, when a brigade must hold its annual general meeting, how a brigade must nominate one of its members to be considered by the City when it appoints a bush fire brigade officer. These clauses should be re-inserted in order for the principal local law to comply with sections 62(1)(a) and (b) of the Act.

¹ City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law.

² City of Rockingham, Minutes of ordinary Council meeting, 26 June 2018, pp 165–6.

³ *ibid.*, p 165.

- Clauses 4.10–4.12. These clauses deal further with nominations and recommendations for bush fire control officers, to be considered by the City when it appoints such an officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Part 5 (clauses 5.1–5.6). These clauses determine the types of membership which are available in a brigade, the eligibility requirements for each type of membership and the role of each type of member. They should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.
- Part 7 (clauses 7.1–7.4). These clauses provide for how a brigade is to ensure that it receives the equipment it requires from the City. For example, the brigade must make funding requests for additional equipment. These clauses should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.

The clauses of the Amendment Local Law which delete the clauses listed above are inconsistent with the Act and are therefore not 'within power' of that Act. This is in breach of the Committee's Term of Reference 10.6(a). Further, local laws which are inconsistent with an Act and other written laws are inoperative and void to the extent of that inconsistency.⁴

Inconsistent with the Act—principal local law

Clause 6.1 of the principal local law provides that:

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules [the Rules Governing the Operation of Bush Fire Brigades⁵] as set out in the City of Rockingham Policy and Procedures Manual.

The matters contained in the Rules are quite detailed and extensive and deal with the day-to-day operation of bush fire brigades. The Rules usually appear in a schedule to bush fire brigade local laws (as is the case with the WALGA template), meaning that they form part of the local law. When the principal local law was made in 2001, the City opted to deliberately leave the Rules out of the local law and maintain them as a policy document.

In doing so, the City exercised its power to make bush fire brigade local laws unlawfully because:

- section 62(1)(b) required the City to include such matters in its bush fire brigade local law—put another way, the principal local law is (and has, since its making, been) inconsistent with that section. The Rules also deal with, for example, duties of the Captain of a bush fire brigade, which section 43 of the Act requires to be prescribed in a bush fire brigades local law
- it subdelegated its power to regulate these matters to a differently constituted Council. Local laws must be made by an absolute majority of the Council, whereas City policies would only require simple majority resolutions. This subdelegation is not authorised by the Act.

Request for undertakings

The Committee requests that the City's Council provide written undertakings that:

⁴ *Local Government Act 1995* s 3.7; *Interpretation Act 1984* s 43(1).

⁵ Definition of 'Rules': Principal local law cl 1.2(1).

1. within six months, the City will:
 - (a) re-insert the following clauses into the principal local law:
 - (i) Clauses 3.2(2)–(5).
 - (ii) Part 4, Division 2 (clauses 4.3–4.5).
 - (iii) Part 4, Division 3 (clauses 4.6–4.8).
 - (iv) Clauses 4.10–4.12.
 - (v) Part 5 (clauses 5.1–5.6).
 - (vi) Part 7 (clauses 7.1–7.4).
 - (b) make any necessary consequential amendments.
2. until the principal local law is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is inconsistent with undertaking 1.
3. until the principal local law is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form—including on the City's website), ensure that it is accompanied by a copy of these undertakings.

To assist you, I **enclose** a suggested form of Council resolution to provide the undertakings.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the City. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the 'Mayor or President speaks on behalf of the local government' to the Parliament of Western Australia.

I note that your Council will meet on 23 April 2019 and therefore request that the undertakings be provided to the Committee by **Friday 3 May 2019**.

Suggestion for further amendment to principal local law

The Committee also strongly suggests that the City insert its Rules Governing the Operation of Bush Fire Brigades into the principal local law as soon as possible.

Notice to disallow

The Committee resolved to give notice of motion in the Legislative Council to disallow the Amendment Local Law. Notice will be given on 4 April 2019. The reasons for giving notice are:

- to protect the Parliament's right to disallow the Amendment Local Law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the Amendment Local Law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

4

Confidentiality

Notwithstanding the confidential status of this letter, the Committee authorises the City to discuss the contents of this letter with the Department of Local Government, Sport and Cultural Industries, WALGA and the City's legal advisers.

If you have any queries in relation to this matter, please contact one of the Committee's Advisory Officers, Ms Denise Wong, on 9222 7408 or at dwong@parliament.wa.gov.au.

Yours sincerely



Hon Robin Chapple MLC
Deputy Chair

Enc: Suggested form of Council resolution

This document (including any enclosures) is confidential and privileged. You should not use, disclose or copy the material unless you are authorised by the Committee to do so. Please contact Committee staff if you have any queries.

Suggested form of Council resolution to provide the undertaking

The Council of the City of Rockingham undertakes to the Joint Standing Committee on Delegated Legislation that:

1. within six months, the City will:
 - (a) re-insert the following clauses into the *City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law*:
 - (i) Clauses 3.2(2)–(5).
 - (ii) Part 4, Division 2 (clauses 4.3–4.5).
 - (iii) Part 4, Division 3 (clauses 4.6–4.8).
 - (iv) Clauses 4.10–4.12.
 - (v) Part 5 (clauses 5.1–5.6).
 - (vi) Part 7 (clauses 7.1–7.4).
 - (b) make any necessary consequential amendments.
2. until that local law is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is inconsistent with undertaking 1.
3. until that local law is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form—including on the City's website), ensure that it is accompanied by a copy of these undertakings.

APPENDIX 2

LETTER FROM CITY OF ROCKINGHAM

Our Ref: LWE/67-03 D19/87962
Your Ref: A745149 & 4045/02 DW
Enquiries to: Peter Varris on 9528 0333



4 June 2019

Hon Robin Chapple MLC
Deputy Chair
Joint Standing Committee on Delegated Legislation
Legislative Council Committee Office
Parliament House
4 Harvest Terrace
West Perth WA 6005

Dear Hon Robin Chapple MLC

City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law)

I refer to your letter dated 21 March 2019 regarding a Notice to disallow the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law). Ms Denise Wong one of the Committee's Advisory Officers provided approval to extend the time to provide the undertakings until after the City of Rockingham 28 May 2019 Council Meeting.

A report regarding the Amendment Local Law was presented to the 28 May 2019 Council Meeting. An extract of the report from the City of Rockingham 28 May Council Meeting is enclosed.

Summary of the information from the Report:

- At the start of the Bush Fire Control and Bush Fire Brigades Local Law 2001 being reviewed the City of Rockingham had two Volunteer Bush Fire Brigades (VBFB) from Baldivis and Singleton.
- During the review process the Baldivis VBFB was transformed into a Department of Fire and Emergency Services (DFES) Volunteer Fires and Emergency Service (VFES). The City also transitioned the management of the City's Incident Control Vehicle (ICV) to DFES.
- The Singleton VBFB in December 2018 voted to become managed by DFES.
- The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season.
- After the transition is complete the City will no longer have any Volunteer Bush Fire Brigades (VBFB). Therefore the City will begin the process to repeal the Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of the completed transition.



civic boulevard rockingham wa 6168 | po box 2142 rockingham dc wa 6967
t 9528 0333 f 9592 1705 e customer@rockingham.wa.gov.au
www.rockingham.wa.gov.au



- 2 -

- It will take 4 to 6 months to process a further amendment local law which reinstates the matter required by the JSCDL. As such, the City could advise the JSCDL that it has no issue with the City of Rockingham Bush Fire Brigades Amendment Local Law 2018 being disallowed.
- The effect of this is that when Parliament accepts the JSCDL motion that the Amendment Local Law be disallowed, the original requirements of the Bush Fire Brigades Local Law will revert to what they were before amendment and as they have operated since 2001.
- This does not mean that the City disagrees with the committee's correspondence; the position of the JSCDL is acknowledged and respected. It is simply that the City will shortly have no bush fire brigades to manage and no need for a local law at all; making an amendment would be pointless.

Below is the Council Resolution adopted on 28 May 2019:

Council Resolution

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the existing brigade to DFES.

Carried en bloc

The City advises the Joint Standing Committee on Delegated Legislation (Committee) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed. The City does not disagree with the Committee's decision which is acknowledged and respected but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless.

The City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the existing brigade to DFES.

Yours sincerely



BARRY W SAMMELS
MAYOR

Enc. Council Report GM-014/19 Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018

Council Minutes
Tuesday 28 May 2019
GM-014/19


PAGE 1

Council Resolution – En bloc Resolution

Moved Cr Stewart, seconded Cr Liley:

That the committee recommendations in relation to Agenda Items GM-013/19 and GM-014/19 be carried en bloc.

Carried – 9/0

General Management Services Governance and Councillor Support		
Reference No & Subject:	GM-014/19 Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018	
File No:	LWE/67-03	
Proponent/s:		
Author:	Mrs Jelette Edwards, Governance Coordinator	
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr David Caporn, Manager Compliance and Emergency Liaison	
Date of Committee Meeting:	21 May 2019	
Previously before Council:	26 June 2018 (GM-017/18), 27 November 2018 (GM-034/18)	
Disclosure of Interest:		
Nature of Council's Role in this Matter:	Legislative	
Site:		
Lot Area:		
Attachments:		
Maps/Diagrams:		

Purpose of Report

To propose a response to a request by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) to further amend the City's Bush Fire Control and Bush Fire Brigades Local Law 2001.

Background

At the 27 November 2018 Council Meeting, Council resolved to make a Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 which was published in the Government Gazette on 18 January 2019.

The intent of the amendments was to remove matters set out in the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 that were not required to be regulated by the Bush Fires Act 1954 and could be dealt with by other means.

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 25 JUNE 2019

MAYOR (B W SAMMELS)

Council Minutes
Tuesday 28 May 2019
GM-014/19

PAGE 2

Subsidiary legislation such as local laws are subject to scrutiny by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL). The committee has advised the City that it considers a number of the changes made by the Amendment Local Law to be inconsistent with the Bush Fires Act 1954 (the Act) and has requested the City to reinstate a number of the clauses deleted by the amendment local law, failing which it will recommend to Parliament that the amendment local law be disallowed.

In November 2016, the Baldy Volunteer Bush Fire Brigade (VBFB) was transformed into a Department and Fire and Emergency Services (DFES) Volunteer Fire and Emergency Service (VFES) and assigned additional responsibilities in keeping with its evolving area of operation. In the case of the Baldy VFES this included structural; fire-fighting capability.

In 2017 the City transitioned the management of the City's Incident Control Vehicle (ICV) to DFES. The volunteer group that managed the ICV on behalf of the City have been retained but with increased support and training opportunities under the management of DFES.

These changes (Baldy VFES and DFES managed ICV) have not led to any change in 'area of operation' and have derived significant benefits for the City and the community, with greater presence of DFES in the City's district; additional training and support for volunteers; and increased localised capability to combat emergencies.

The Singleton VBFB is managed by the City of Rockingham and provides first response services for bushfire in the localities of Karnup and Keralup. Singleton VBFB was established in 1979 and currently has 50 registered members. Brigade members have been in discussions with the City and representatives of the DFES over several months in 2018 about the future of the brigade and the potential for increased functions and responsibilities within the City's district.

At the Singleton VBFB general meeting held on 19 December 2018, members voted in favour of becoming a DFES managed VFES. During the consultation, DFES representatives have indicated that if the Singleton VBFB is converted to a VFES, it would be allocated 'natural hazards' training and responsibilities whilst maintaining its primary role in combating bushfires. There would be no change to its primary area of operation.

Details

Clauses that the amendment local law deleted, which the JSCDL require to be reinstated, relate to matters about which the Act provides that a local government may make local laws, and in particular under s62 of the Act:

62. Local government may make local laws

(1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to

- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
- (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
- (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.

The JSCDL may have misunderstood the City's intent. In correspondence to the Mayor, the Deputy Chair of the JSCDL advises that the minutes of the Council meeting of 26 June 2018 (pp165-6) state that the City is deleting a number of clauses from the local law as the matters dealt with can be 'regulated administratively by the City'.

The agenda and meeting minutes do not say that. The actual words used are that these matters can be dealt with by 'other means'. This does not mean 'regulation' - the objective of the amendment local law was to change the Bush Fire Brigades local law to the effect that only those matters required to be dealt with by a local law by s43 of the Act are regulated.

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 25 JUNE 2019

MAYOR (B W SAMMELS)

Council Minutes
Tuesday 28 May 2019
GM-014/19

PAGE 3

In addition, while it did not take issue with any of the other matters deleted from the Bush Fire Brigades local law, while not part of the Amendment Local Law the JSCDL also noted that clause 6.1 of the Bush Fire Control and Bush Fire Brigades Local Law 2001 refers to 'Rules'; and that the clause amounts to a subdelegation which is unlawful. It has strongly recommended that the Rules be inserted as a schedule to the local law.

All this aside, City's only Volunteer Bush Fire Brigade (Singleton) is soon to be managed by DFES. The Baldivis VBFB and ICV volunteer group have already been transformed into a DFES VFES. The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season.

Due to this it may be more pragmatic to deal with this issue as outlined in the 'comment' section below rather than further amend the Bush Fire Control and Bush Fire Brigades Local Law 2001.

Implications to Consider

a. Consultation with the Community

It would be quite straightforward to make a local law to address the matters required by the JSCDL. Section 62 of the Bush Fires Act 1954 provides that a local government may make local laws about bush fire brigades using the process set out in section 3.12 of the Local Government Act 1995.

Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

An amendment local law would need to state its purpose and effect, be advertised for community feedback for a period of 6 weeks, and copies sent to the Ministers for Local Government and Fire and Emergency Services.

The results of the community consultation and feedback from the Ministers are to be considered by Council before it makes the local law.

b. Consultation with Government Agencies

As noted above, if an amendment local law is preferred, the relevant Ministers must be given a copy and also invited to provide comments.

c. Strategic

Community Plan

This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:

Aspiration 4: *Deliver Quality Leadership and Business Expertise*

Strategic Objective: *Effective governance: Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*

d. Policy

Not Applicable

e. Financial

Not Applicable

f. Legal and Statutory

Section 3.12 of the Local Government Act 1995 (the Act) is the procedure for making local laws.

Section 3.12(2) of the Act provides that - at a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 25 JUNE 2019

MAYOR (B W SAMMELS)

Council Minutes
Tuesday 28 May 2019
GM-014/19

PAGE 4

Section 3.12(3) of the Act provides that – the local government is to –

- (3) The local government is to –
- (a) give Statewide public notice stating that –
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
 - and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
 - (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

g. Risk

All Council decisions are subject to risk assessment according to the City's Risk Framework.

Implications and comment will only be provided for the following assessed risks.

Customer Service / Project management / Environment : High and Extreme Risks
Finance / Personal Health and Safety : Medium, High and Extreme Risks

Nil

Comments

The review of the Bush Fire Control and Bush Fire Brigades Local Law commenced early in 2018. Much has transpired in respect to the operational management of Bush Fire Brigades since that time.

The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season. The Baldvins VFES and ICV are already under the management of DFES.

It will take 4 to 6 months to process a further amendment local law which reinstates the matter required by the JSCDL. As such, the City could advise the JSCDL that it has no issue with the City of Rockingham Bush Fire Brigades Amendment Local Law 2018 being disallowed.

The effect of this is that when Parliament accepts the JSCDL motion that the Amendment Local law be disallowed, the original requirements of the Bush Fire Brigades Local Law will revert to what they were before amendment and as they have operated since 2001.

This does not mean that the City disagrees with the committee's correspondence; the position of the JSCDL is acknowledged and respected. It is simply that the City will shortly have no bush fire brigades to manage and no need for a local law at all; making an amendment would be pointless.

When the Singleton VBFB is transferred to DFES and no longer under the control of the City, the Bush Fire Control and Bush Fire Brigades local law can be repealed altogether.

If Council prefers to instead amend the local law as advised by the JSCDL, Council needs to resolve the following:

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 25 JUNE 2019

MAYOR (B W SAMMELS)

Council Minutes
Tuesday 28 May 2019
GM-014/19

PAGE 5

That Council:

1. **UNDERTAKES** to the Joint Standing Committee on Delegated Legislation (JSCDL) that it will;
 - (a) re-insert the following clauses into the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001:
 - (i) Clauses 3.2(2)-5
 - (ii) Part 4, Division 2 (clauses 4.3-4.5)
 - (iii) Part 4, Division 3 (clauses 4.6-4.8)
 - (iv) Clauses 4.10-4.12
 - (v) Part 5 (clauses 5.1-5.6)
 - (vi) Part 7 (clauses 7.1-7.4)
 - (b) make any necessary consequential amendments.
2. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is consistent with undertaking 1.
3. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form – including on the City's website), ensure that it is accompanied by a copy of these undertakings.

The Officers agree to the JSCDL amendments on the following clauses:

- Reinsert clauses 3.2(2)-(5). These clauses provide more detail about how the Captain, First Lieutenant and other bush fire brigade officers are to be appointed and what should happen if, for example, the positions become vacant. These clauses should be re-inserted in order for the principal local law to comply with section 43 of the Act.
- Reinsert Part 4, Division 2 (clauses 4.3-4.5). These clauses deal with the role and duties of the Chief Bush Fire Control Officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Reinsert Part 4, Division 3 (clauses 4.6-4.8). These clauses deal with, for example, when a brigade must hold its annual general meeting, how a brigade must nominate one of its members to be considered by the City when it appoints a bush fire brigade officer. These clauses should be re-inserted in order for the principal local law to comply with sections 62(1)(a) and (b) of the Act.
- Reinsert clauses 4.10-4.12. These clauses deal further with nominations and recommendations for bush fire control officers, to be considered by the City when it appoints such an officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Reinsert Part 5 (clauses 5.1-5.6). These clauses determine the types of membership which are available in a brigade, the eligibility requirements for each type of membership and the role of each type of member. They should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.
- Reinsert Part 7 (clauses 7.1-7.4). These clauses provide for how a brigade is to ensure that it receives the equipment it requires from the City. For example, the brigade must make funding requests for additional equipment. These clauses should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.

Given that in six months the City will have no Bush Fire Brigades to manage, the most pragmatic approach to this issue is for the JSCDL to disallow the amendment local law and for the City to commit to the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VBFB.

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 25 JUNE 2019

MAYOR (B W SAMMELS)

Council Minutes
Tuesday 28 May 2019
GM-014/19

PAGE 6

Voting Requirements

Simple Majority

Officer Recommendation

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Committee Recommendation

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Committee Voting – 4/0

The Committee's Reason for Varying the Officer's Recommendation

Not Applicable

Implications of the Changes to the Officer's Recommendation

Not Applicable

Council Resolution

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 25 JUNE 2019

MAYOR (B W SAMMELS)

Council Minutes
Tuesday 28 May 2019
GM-014/19

PAGE 7

3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Carried en bloc

The Council's Reason for Varying the Committee's Recommendation

Not Applicable

CONFIRMED AT A COUNCIL MEETING
HELD ON TUESDAY 25 JUNE 2019

MAYOR (B W SAMMELS)

Joint Standing Committee on Delegated Legislation

Date first appointed:

15 June 2017

Terms of Reference:

The following is an extract from Schedule 1 of the Legislative Council Standing Orders:

'10. Joint Standing Committee on Delegated Legislation

- 10.1 A *Joint Standing Committee on Delegated Legislation* is established.
- 10.2 The Committee consists of 8 Members, 4 of whom are appointed from each House. The Chair must be a Member of the Committee who supports the Government.
- 10.3 A quorum is 4 Members of whom at least one is a Member of the Council and one a Member of the Assembly.
- 10.4 (a) A report of the Committee is to be presented to each House by a member of each House appointed for the purpose by the Committee.

(b) Where a notice of motion to disallow an instrument has been given in either House pursuant to recommendation of the Committee, the Committee shall present a report to both Houses in relation to that instrument prior to the House's consideration of that notice of motion. If the Committee is unable to report a majority position in regards to the instrument, the Committee shall report the contrary arguments.
- 10.5 Upon its publication, whether under section 41(1)(a) of the *Interpretation Act 1984* or another written law, an instrument stands referred to the Committee for consideration.
- 10.6 In its consideration of an instrument, the Committee is to inquire whether the instrument -
 - (a) is within power;
 - (b) has no unintended effect on any person's existing rights or interests;
 - (c) provides an effective mechanism for the review of administrative decisions; and
 - (d) contains only matter that is appropriate for subsidiary legislation.
- 10.7 It is also a function of the Committee to inquire into and report on -
 - (a) any proposed or existing template, *pro forma* or model local law;
 - (b) any systemic issue identified in 2 or more instruments of subsidiary legislation; and
 - (c) the statutory and administrative procedures for the making of subsidiary legislation generally, but not so as to inquire into any specific proposed instrument of subsidiary legislation that has yet to be published.
- 10.8 In this order-
"instrument" means -
 - (a) subsidiary legislation in the form in which, and with the content it has, when it is published;
 - (b) an instrument, not being subsidiary legislation, that is made subject to disallowance by either House under a written law;
"subsidiary legislation" has the meaning given to it by section 5 of the *Interpretation Act 1984*.



Parliament House,
 4 Harvest Terrace, West Perth WA 6005
 Telephone: +61 8 9222 7222
 Email: lcco@parliament.wa.gov.au
 Website: <http://www.parliament.wa.gov.au>



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: D32551; 24/000881
Your Ref: 4.6765 / OUT23/2508884D

Alina Behan
Executive Manager – Corporate and Community Services
Shire of York
PO Box 22
YORK WA 6302

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

Dear Ms Behan

SHIRE OF YORK BUSH FIRE BRIGADES LOCAL LAW

I refer to your correspondence dated 19 December 2023 sent to the Minister for Emergency Services regarding the Shire's proposed *Bush Fire Brigades Local Law*. The Minister has referred a copy of the proposed local law to DFES to provide a response.

DFES notes the Shire's unconfirmed Minutes from its Ordinary Council Meeting of 26 October 2023 indicating that the Shire had regard both to the Joint Standing Committee of Delegated Legislation's Report 16,¹ and the model template law developed by the Western Australian Local Government Association.

Please note that DFES cannot provide legal advice, the Shire should consider obtaining its own independent legal advice as it determines necessary.

Below are comments on the *Bush Fire Brigades Local Law* for the Shire's consideration:

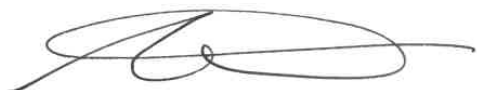
- While the term "normal brigade activities" is defined within the Rules (set out in the First Schedule), this term is first referenced in the body of the local law (at clause 2.1). For ease of reference, it is recommended the Shire consider including the definition in clause 1.2 Definitions.
- Section 43 of the *Bush Fires Act 1954* (WA) provides: "A local government that establishes a bush fire brigade shall, by its local laws, provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary ... and prescribe their respective duties." (emphasis added). DFES notes that while the duties of the Captain are provided for in clause 3.2 of the Rules, these relate only to brigade meetings and there are no further duties of the Captain or other officers provided for otherwise.

¹ Joint Standing Committee on Delegated Legislation, [Report 16 City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018](#).

- The *Fire Brigades Regulations 1943* (WA) stipulate eligibility criteria for volunteer brigades formed under the *Fire Brigades Act 1954* (WA). Regulation 159C provides for eligibility of probationary members from 16 years if they have parental / guardian consent and the brigade's captain is satisfied that the prospective member is able to perform the requisite duties. As a matter of policy, the Shire may wish to consider adding these protective mechanisms within their clause 4.2 Fire Fighting members.

I trust this information is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'DK', with a long horizontal flourish extending to the right.

**DARREN KLEMM AFSM
COMMISSIONER**

15 January 2024

4/19/24, 9:44 AM

Rich Text Editor, frmDialogWebEditor:editContent

Good afternoon Anneke

This email is regarding the Shire's proposed local law. No major issues have been identified, but some standard comments and the Minister's directions are below.

Bush Fire Brigades Local Law

1. Local law made under Bush Fires Act

The Department is aware that this local law is made under the Bush Fires Act, in addition to the Local Government Act.

Accordingly, the Shire should ensure that it has sent a draft of the local law to the Minister for Emergency Services, presuming it has not done so already. If the Minister does not receive a copy, the local law's validity may be affected.

The Minister for Emergency Services and DFES are the subject experts on bush fire legislation and local laws. Accordingly, any advice they give regarding the local law's content should be strongly considered.

2. Minor edits

The following minor edits are suggested:

- Front page - add the wording Shire of York above the wording BUSH FIRE BRIGADES LOCAL LAW
- Front page - BUSH FIRE BRIGADES LOCAL LAW change to BUSH FIRES BRIGADE LOCAL LAW 2024
- Proxy vote form - [INSERT NAME] BUSH FIRE BRIGADE change to SHIRE OF YORK BUSH FIRE BRIGADE

The Shire should also ensure that all references and cross references are accurate.

Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: Once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazette publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
Joint Standing Committee on Delegated Legislation
Legislative Council Committee Office
GPO Box A11
PERTH WA 6837
Email: delleg@parliament.wa.gov.au
Tel: 9222 7404
Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at www.dlgsc.wa.gov.au. A copy of the Directions is also available at the Committee's webpage at the Parliament WA website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;

<https://content.york.wa.gov.au:8443/altusecm/secure/doc.jsf?recId=06bb8b3e-bd62-4a49-a6bf-7fc10fa86c16>

1/2

4/19/24, 9:44 AM

Rich Text Editor, frmDialogWebEditor:editContent

- do not constitute legal advice;
- have been provided in good faith for the Shire's consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

Kind regards

[Redacted]

Legislation Officer
Department of Local Government, Sport and Cultural Industries
140 William Street, Perth WA 6000
PO Box 8349 Perth Business Centre WA 6849

[Redacted]

Web www.dlgsc.wa.gov.au



Department of Local Government, Sport and Cultural Industries logo



Our values: customer focused, responsive, respectful, accountable, innovative



41ST PARLIAMENT



Report 4

JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION

City of Gosnells Bush Fire Brigade Local Law 2023

Presented by

Mr Geoff Baker MLA (Chair)

and

Hon Lorna Harper MLC (Deputy Chair)

November 2023

Joint Standing Committee on Delegated Legislation**Members as at the time of this inquiry:**

Mr Geoff Baker MLA (Chair)

Mr Stuart Aubrey MLA

Hon Stephen Pratt MLC

Mr Paul Lilburne MLA

Hon Lorna Harper MLC (Deputy Chair)

Hon Steve Martin MLC

Hon Martin Pritchard MLC

Ms Magenta Marshall MLA

Staff as at the time of this inquiry:

Felicity Mackie (Advisory Officer (Legal))

Maddison Evans (Committee Clerk)

Address:

Parliament House

4 Harvest Terrace, West Perth WA 6005

Telephone: 08 9222 7300

Email: lcco@parliament.wa.gov.au

Website: www.parliament.wa.gov.au

ISBN 978-1-925580-91-4

CONTENTS

Executive summary	i
1 Reference and procedure	1
2 Breach of section 3.12(4) of the <i>Local Government Act 1995</i>	1
Statutory procedure for making a local law	1
The procedure for making the <i>City of Gosnells Bush Fire Brigade Local Law 2023</i>	2
Instrument is 'significantly different' from what was proposed	3
The <i>City of Gosnells Bush Fire Brigade Local Law 2023</i>	4
Can section 3.12(2A) of the <i>Local Government Act 1995</i> save the instrument from invalidity? ..	5
3 Inconsistency with section 62(1)(a) of the <i>Bush Fires Act 1954</i>	5
Exercise of power under section 62(1)(a) of the <i>Bush Fires Act 1954</i>	5
The <i>City of Gosnells Bush Fire Brigade Local Law 2023</i>	7
4 Sub-delegation of legislative power	7
Principles of sub-delegation.....	7
The <i>City of Gosnells Bush Fire Brigade Local Law 2023</i>	8
5 Conclusion	8
Benefits to recommending disallowance.....	8
6 Recommendation	9
Appendix 1 Section 62 of the <i>Bush Fires Act 1954</i>	10
Appendix 2 Sections 3.12 and 3.13 of the <i>Local Government Act 1995</i>	11
Appendix 3 Proposed <i>City of Gosnells Bush Fire Brigade Local Law 2023</i>	13
Appendix 4 <i>City of Gosnells Bush Fire Brigade Local Law 2023</i>	16
Glossary	18

EXECUTIVE SUMMARY

1 The Joint Standing Committee on Delegated Legislation (Committee) has concluded that the *City of Gosnells Bush Fire Brigade Local Law 2023* (Gosnells Local Law) is invalid and offends its term of reference (a) because it:

- is not authorised by the *Local Government Act 1995* (LGA)
- is inconsistent with section 62(1)(a) of the *Bush Fires Act 1954* (Bush Fires Act)
- contains an unauthorised sub-delegation of legislative making power.

Not authorised by the *Local Government Act 1995*

- 2 The Committee has concluded that the City of Gosnells (City) did not follow the correct procedure when it made the Gosnells Local Law.
- 3 In making a local law, a local government is to follow the procedure set out in section 3.12 of the LGA. This includes a requirement to give local public notice of the proposed local law and invite submissions.
- 4 The LGA provides that the local government, after considering any submissions received, may make a local law that is not significantly different from the proposed local law. If the local government decides to make a local law that is significantly different from the proposed local law, it is to recommence the law making procedure.
- 5 The Gosnells Local Law is invalid because it is significantly different from the proposed local law and the City did not recommence the law making procedure. The proposed local law, of which local public notice was given, did not deal with the governance of bush fire brigade meetings and its operational structure. In contrast, the adopted local law did.
- 6 The Gosnells Local Law is invalid and offends the Committee's term of reference (a) because it is not authorised by the LGA.

Inconsistent with section 62(1)(a) of the *Bush Fires Act 1954*

- 7 The regulatory scheme created by the Bush Fires Act contemplates that where a local government decides to regulate matters specified in section 62(1)(a), it is required to do so by local law.
- 8 The Gosnells Local Law does not deal with the appointment, employment, payment, dismissal and duties of bush fire control officers. It presumably leaves to the bush fire brigade operating procedures (Procedures) substantive matters governing its structure.
- 9 The Gosnells Local Law is invalid by failing to regulate the matters covered by section 62(1)(a) of the Bush Fires Act. Subsidiary legislation, including local laws, must not be inconsistent with the provisions of the written law under which it is made.

Unauthorised sub-delegation of legislative making power

- 10 The Gosnells Local Law, in providing for the Chief Executive Officer to establish and implement the Procedures, contains an unauthorised sub-delegation of legislative making power.
- 11 The Gosnells Local Law is invalid and offends the Committee's term of reference (a) as the sub-delegation is not authorised by the Bush Fires Act.
- 12 The Committee has recommended that the Gosnells Local Law be disallowed.

Recommendation

The recommendation appears in the text at the page number indicated:

RECOMMENDATION 1	Page 9
The <i>City of Gosnells Bush Fire Brigade Local Law 2023</i> be disallowed.	

1 Reference and procedure

- 1.1 On 9 June 2023 the *City of Gosnells Bush Fire Brigade Local Law 2023* (Gosnells Local Law) was published in the *Government Gazette*.
- 1.2 Upon gazettal, the Gosnells Local Law stood referred to the Joint Standing Committee on Delegated Legislation (Committee).¹

2 Breach of section 3.12(4) of the *Local Government Act 1995*

- 2.1 The Committee has concluded that the City of Gosnells (City) did not follow the correct procedure when it made the Gosnells Local Law. The Gosnells Local Law is invalid and offends the Committee's term of reference (a) because it is not authorised by the empowering enactment.

Statutory procedure for making a local law

- 2.2 The power to make the Gosnells Local Law was derived from section 3.5(1) of the *Local Government Act 1995* (LGA) and section 62(1)(a) of the *Bush Fires Act 1954* (Bush Fires Act). Section 3.5(1) of the LGA states:

A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions² under this Act.
- 2.3 Section 62(1) of the Bush Fires Act is at Appendix 1.
- 2.4 Part 3, Division 2, Subdivision 2 of the LGA sets out the procedure that a local government must follow when making a local law. In the case of the Gosnells Local Law, sections 3.12(4) and 3.13 are most relevant. Sections 3.12 and 3.13 of the LGA are at Appendix 2.
- 2.5 Importantly, section 3.12(4) requires that, after local public notice of a proposed local law has been given and after the last day for submissions, the local government:

is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.
(underlining added)

*Absolute majority required.
- 2.6 Section 3.13 of the LGA states:

Procedure where significant change in proposal

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

¹ Committee term of reference 10.5: [Standing Orders of the Legislative Council](#), Schedule 1, clause 10.5, accessed 7 November 2023.

² The general function of a local government is 'to provide for the good government of persons in its district': s 3.1 [Local Government Act 1995](#), accessed 7 November 2023.

- 2.7 The Department of Local Government, Sport and Cultural Industries (Department) created a Statutory Procedures Checklist to assist local governments complete the mandatory procedural steps prescribed by section 3.12 of the LGA to pass a valid local law. Part C of the checklist contains the requirements of section 3.12(4) of the LGA.³

The procedure for making the *City of Gosnells Bush Fire Brigade Local Law 2023*

- 2.8 The City proposed the Gosnells Local Law at an Ordinary Council Meeting on 28 February 2023 (Proposed Local Law). The Proposed Local Law is at Appendix 3.
- 2.9 The stated purpose of the Proposed Local Law was to:
- provide for the establishment and administration of a bush fire brigade.⁴
- 2.10 The Proposed Local Law included clauses 2.1, 2.2 and 2.3 which deal with:
- the establishment of a bush fire brigade
 - the naming of, and appointment of officers to, the bush fire brigade
 - the duties of the captain and other officers of the bushfire brigade.
- 2.11 The Proposed Local Law also contained clause 3.1 which deals with responsibility for administrative arrangements.
- 2.12 The Proposed Local Law was then advertised for public comment pursuant to section 3.12(3) of the LGA.⁵ Two submissions were received.
- 2.13 One submission was received from the Department which advised it has no significant issues with the Proposed Local Law.⁶
- 2.14 The second submission was received from the Department of Fire and Emergency Services (DFES). DFES noted that the Proposed Local Law dealt only with the provision of appliances, equipment, apparatus, and funding for the bush fire brigade.⁷ DFES suggested that the City should consider including other administrative provisions in the Proposed Local Law. This was based on a 2019 report by the Committee⁸ on what should be included in a bush fire brigade local law.⁹
- 2.15 On review of DFES's submission, the City of Gosnells Council (Council) adopted several amendments to the Proposed Local Law. The amendments:
- inserted 2 new definitions:
 - *bush fire brigade operating procedures* means the Brigade Operating Procedures approved by the Chief Executive Officer as amended from time to time

³ Government of Western Australia, 1 September 2023, see: [Statutory Procedures Checklist](#), accessed 7 November 2023.

⁴ *City of Gosnells Bush Fire Brigade Local Law 2023*, Explanatory Memorandum, p 1.

⁵ The proposed Local Law appeared on the City of Gosnells website, was advertised in the *Gosnells Examiner* Newspaper, on notice boards at the City of Gosnells Civic Centre and every library and posted on the City of Gosnells Facebook page.

⁶ City of Gosnells [Minutes](#), Ordinary Council Meeting, 23 May 2023, p 31, accessed 7 November 2023.

⁷ Clause 3.2(1) of the Proposed Local Law.

⁸ Joint Standing Committee on Delegated Legislation, report 16, [City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018](#), Western Australia, Legislative Council, June 2019, accessed 7 November 2023.

⁹ City of Gosnells [Minutes](#), Ordinary Council Meeting, 23 May 2023, accessed 7 November 2023, p 31.

- *Chief Executive Officer* means the Chief Executive Officer of the City of Gosnells
 - inserted a new clause 2.4 which deals with bush fire brigade meetings
 - amended clause 3.1(1) and inserted new clauses 3.1(2) and (3) which deal with the administration of bush fire brigades.
- 2.16 The Proposed Local Law, including these amendments, was adopted by the Council on 23 May 2023.¹⁰ The Gosnells Local Law is at Appendix 4.
- 2.17 In summary, the Proposed Local Law did not contain provisions about how meetings of the bush fire brigade are to be conducted or operating procedures for the bush fire brigade. The adopted Gosnells Local Law contained these provisions.

Instrument is 'significantly different' from what was proposed

- 2.18 The Committee is of the view that the Gosnells Local Law is 'significantly different' from the Proposed Local Law.
- 2.19 The LGA does not define 'significantly different'.
- 2.20 Edleman J in a 2017 High Court judgment stated:
- where a statute employs a term in its ordinary sense, there can be no warrant for the extension of the meaning beyond its ordinary sense.¹¹
- 2.21 The Macquarie Dictionary defines 'significant' to mean 'important; of consequence'¹² and 'different' to mean 'differing in character; having unlike qualities; dissimilar'.¹³
- 2.22 There is limited legislative guidance on the meaning of 'significantly different'.
- 2.23 In *Clark v Cook Shire Council* [2008] 1 Qd R 327, the Queensland Court of Appeal unanimously approved of a 'macrocosm' view of the legal test for 'significantly different'. The Court found that the modifications to a proposed planning scheme must have the consequence that the modified scheme as a whole is significantly different from the proposed scheme as notified.¹⁴ (underlining added)
- 2.24 A former committee has observed that in determining if a law made is significantly different from a proposed law, each case turns on its own facts.¹⁵
- 2.25 Examples of where the Committee has found a local law to be 'significantly different' from an adopted local law include:
- *City of Kalamunda Dogs Local Law 2021*: The proposed local law permitted 4 dogs to be kept on certain premises, whereas the adopted local law only permitted 2 dogs to be kept. The Legislative Council disallowed the local law on the Committee's recommendation.¹⁶

¹⁰ City of Gosnells [Minutes](#), 23 May 2023, accessed 7 November, p 32.

¹¹ *SZTAL v Minister for Immigration and Border Protection* [2017] HCA 34 at para 94.

¹² *Macquarie Dictionary*, 2023, Macquarie Dictionary Publishers 2023. See: [Macquarie Dictionary](#), accessed 14 September 2023.

¹³ [Macquarie Dictionary](#), accessed 14 September 2023.

¹⁴ *Clark v Cook Shire Council* [2008] 1 Qd R 327, para 5.

¹⁵ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 62, [City of Nedlands Parking and Parking Facilities Local Law 2012](#), November 2012, accessed 7 November 2023, p 6.

¹⁶ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 1, [City of Kalamunda Dogs Local Law 2021](#), September 2021, accessed 7 November 2023.

- *City of Subiaco Waste Local Law 2022*: The adopted local law increased a penalty for breach of a provision from \$50 to \$250. The City of Subiaco undertook to repeal the local law and make a new one complying with section 3.12 of the LGA.
- 2.26 Former committees have found a significant difference between proposed local laws and those which, after local public notice had been given, were adopted. Examples include local laws which:
- lowered the thickness threshold for reusable plastic bags from 60 microns to 35 microns¹⁷
 - inserted a clause which prevented the owner or occupier of premises adjacent to a verge charging a fee for parking on the verge¹⁸
 - prescribed prickly lettuce as a pest plant, where the main purpose of the local law was to prescribe pest plants for the district¹⁹.

The City of Gosnells Bush Fire Brigade Local Law 2023

- 2.27 The Committee concludes that inserting clauses that deal with the governance of bush fire brigade meetings and its operational structure is a significant change.
- 2.28 Further, the Committee's view is that these additional clauses are a material aspect of the Gosnells Local Law. The governance of bush fire brigade meetings and its operational structure are key provisions of the Gosnells Local Law. Inserting these additional clauses changes the Gosnells Local Law as a whole.
- 2.29 The modification to the Proposed Local Law after the consultation period had closed meant the public was not consulted about how bush fire brigade meetings are to be conducted. Clauses 2.4(1) and 3.1(2) of the Gosnells Local Law contain the only references to the bush fire brigade operating procedures (Procedures). Members of the public should have had an opportunity to comment on these clauses and the reference to the Procedures. There was no opportunity to consider the new clauses prior to the adoption of the Gosnells Local Law.
- 2.30 The Committee's view is that this is contrary to one of the intents of sections 3.12 and 3.13 of the LGA, which is to:
- ensure that local governments engage in community consultation prior to making a local law. This consultation process is particularly important when new laws are being proposed or inserted into a local law.²⁰
- 2.31 The consultation process required by the LGA is rendered meaningless if the proposed local law is then adopted with significant changes.

¹⁷ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 6, [*Town of East Fremantle Plastic Bag Reduction Local Law 2017*](#), November 2017.

¹⁸ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 62, [*City of Nedlands Parking and Parking Facilities Local Law 2012*](#), November 2012, accessed 7 November 2023.

¹⁹ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 9, [*Issues of concern raised by the Committee between December 20 2003 and June 30 2004 with respect to Local Laws*](#), August 2004, accessed 7 November 2023.

²⁰ Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 62, [*City of Nedlands Parking and Parking Facilities Local Law 2012*](#), November 2012, accessed 7 November 2023, p 6.

Can section 3.12(2A) of the *Local Government Act 1995* save the instrument from invalidity?

2.32 Section 3.12(2A) of the LGA provides that:

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

2.33 The Committee is of the view that in failing to recommence the procedure for making the Gosnells Local Law, it is invalid by reason of non-compliance with sections 3.12(4) and 3.13 of the LGA.

2.34 It is not possible to comply substantially with the local law-making procedure if the requirements of section 3.12(4) of the LGA are not satisfied. It is a vital step in the process.

2.35 Consequently, section 3.12(2A) of the LGA cannot be relied upon to save the Gosnells Local Law from invalidity due to that non-compliance.

3 Inconsistency with section 62(1)(a) of the *Bush Fires Act 1954*

3.1 The Committee has concluded that the Gosnells Local Law is inconsistent with section 62(1)(a) of the Bush Fires Act and offends the Committee's term of reference (a) in that it is not authorised by the empowering enactment.

3.2 Section 62(1) of the Bush Fires Act is at Appendix 1.

Exercise of power under section 62(1)(a) of the *Bush Fires Act 1954*

3.3 In its Report 16,²¹ the former Committee found that the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* was not within power of section 62(1) of the Bush Fires Act.

3.4 The former Committee stated:

the regulatory scheme created by the Act contemplates that where a local government decides to regulate areas that are the subject matter of section 62(1) it is required do so by way of local law.²²

3.5 It noted:

The advice given to the City's Council was that many matters prescribed in the principal local law did not have to be prescribed, and could instead be regulated administratively by the City. There appears to have been a fundamental misunderstanding about what matters had to be dealt with by a bush fire brigades local law, and that misunderstanding has led to many matters being removed from the principal local law-matters which the Act contemplates will be regulated by local laws.

The misunderstanding appears to have arisen because the word 'may' in section 62(1) of the Act (quoted above). As the word 'may' is permissive, the adviser has

²¹ Joint Standing Committee on Delegated Legislation, report 16, *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018*, Western Australia, Legislative Council, 27 June 2019, accessed 7 November 2023.

²² Joint Standing Committee on Delegated Legislation, *report 16*, accessed 7 November 2023, p 2.

interpreted section 62(1) to mean that the City, if it wishes to regulate the matters listed in that section, does not need to regulate those matters by local law.

The word 'may' is *prima facie* permissive and gives the City a discretion as to whether it will make a local law regulating those matters. The power to make such local laws is permissive because local governments are not compelled to make bush fire brigade local laws. However, if a local government chooses to regulate bush fire brigade matters, it must do so by local law, not by another method.²³

- 3.6 The Parliament endorsed the former Committee's view and disallowed the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018*.²⁴
- 3.7 The Committee's position regarding the interpretation of section 62(1)(a) of the Bush Fires Act has not changed. This is based on the following additional factors:
- The view that section 62(1)(a) conveys a discretionary power ignores High Court case law on the modern approach to statutory interpretation. This requires the context of the provision as well as the purpose of the legislation as a whole to be considered rather than the strict literal or grammatical meaning of the words. Statutory interpretation is not just concerned with the classification of a provision as mandatory or discretionary but also with whether an act done in breach of the provision is invalid.²⁵ The classification is the end of the enquiry, not the beginning.
 - Statutory powers of the type set out in section 62(1)(a) are not mere powers a local authority has an option to exercise or not according to its unfettered choice. They are powers conferred for the purpose of attaining statutory objects. Parliament has conferred an authority on local governments to make local laws. It must therefore be exercised if a local government has decided to establish, maintain and equip a bush fire brigade. In this sense, 'may' means 'must'.
 - In identifying the purpose behind section 62(1)(a), assistance can be obtained from the Long Title of the Bush Fires Act, in the absence of an 'objects and purposes' provision. It states:

An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the *Bush Fires Act 1937* and for other purposes.

Section 62(1(a)) confers a local government with authority. That authority must be exercised if the circumstances call for it. Long Title's purposes are achieved when local governments make local laws for the matters they contain. The Parliament has considered these matters to be critical in better providing for diminishing bush fire danger.
 - One purpose in the Long Title is to prevent, control and extinguish bush fires. This purpose would be defeated without departmental and parliamentary oversight of the subject matters covered by section 62(1)(a). If a local government chose to regulate these matters by administrative action rather than by a local law, the matters would:
 - not be transparent to residents and ratepayers
 - exclude the community in the democratic process of law making on a subject matter of particular historical and current importance to those residents and ratepayers

²³ Joint Standing Committee on Delegated Legislation, [report 16](#), Appendix 1, accessed 7 November 2023, p 2.

²⁴ Legislative Council, [Debates](#), 7 August 2019, accessed 7 November 2023, p 5095.

²⁵ [Project Blue Sky v Australian Broadcasting Authority](#), (1998) 194 CLR 355, at paragraph 78, accessed 7 November 2023.

- exclude Ministerial and departmental oversight
 - not be referred to the Parliament for scrutiny.
- 3.8 In summary, the Parliament intended that when a local government decides to establish a bush fire brigade and regulate the matters in section 62(1)(a) it must do so by making a local law.

The City of Gosnells Bush Fire Brigade Local Law 2023

- 3.9 Appointment, employment, payment, dismissal and duties of bush fire control officers are matters covered by section 62(1)(a) of the Bush Fires Act. The Gosnells Local Law does not provide for these matters.
- 3.10 The Gosnells Local Law is invalid by failing to regulate all matters covered by section 62(1)(a) of the Bush Fires Act. Subsidiary legislation, including local laws, must not be inconsistent with the provisions of the written law under which it is made.²⁶

4 Sub-delegation of legislative power

- 4.1 The Committee has concluded that providing for the Chief Executive Officer to establish and implement the Procedures in clause 3.1(2) of the Gosnells Local Law amounts to an unauthorised sub-delegation of legislative making power. This offends the Committee's term of reference (a) in that it is not authorised by the empowering enactment.
- 4.2 Clause 3.1(2) of the Gosnells Local Law is contained in Appendix 4.

Principles of sub-delegation

- 4.3 It is a fundamental principle that legislative power should only be delegated in appropriate cases and to appropriate persons. Further, there is a general rule against sub-delegation; namely, a person cannot, without authority, delegate legislative power that has been delegated.²⁷ This rule is based on the principle that a body that has been delegated the power to make legislation cannot itself delegate this power.
- 4.4 However, there is a distinction to be drawn between the sub-delegation of administrative and legislative power.
- 4.5 It has been said that:
- The wider the field of operation left to the subdelegate, the more likely it is that the court will take the view there has been a subdelegation of legislative power. Where, on the other hand, the matters left to be carried out by the subdelegate are questions of detail which merely fill the gaps left in the legislation itself, or which are to be carried out in accordance with guidelines laid down in the legislation, the more likely it will be that the courts will determine that the subdelegate is exercising administrative powers only, and the subdelegation will be valid.²⁸
- 4.6 The distinction between legislative powers and administrative powers is not always clear. The terminology used by the courts in identifying a valid sub-delegation of administrative power

²⁶ [Interpretation Act 1984](#), s 43(1), accessed 7 November 2023.

²⁷ DC Pearce and S Argument, *Delegated Legislation in Australia*, Fifth Edition, LexisNexis Butterworths, Australia, 2017, p 391.

²⁸ DC Pearce and S Argument, *Delegated Legislation in Australia*, p 391.

is not consistent. However, in general, the following principles apply and assist the Committee in identifying possibly invalid sub-delegations:

- legislative power:
 - establishes a broad policy framework
 - is expressed in mandatory or prohibitive terms
 - includes penalties for breaches of its provisions
- administrative power:
 - does not involve any wide policy considerations
 - is the application of general rules to particular cases
 - provides the details under the broad policy framework established by legislative power
 - is often exercised by express reference to guidelines established by legislative power.

The City of Gosnells Bush Fire Brigade Local Law 2023

- 4.7 Establishing and implementing Procedures involves developing a broad policy framework. The requirement to do so is expressed in clause 3.1(2) in mandatory terms by the use of the words 'is to establish and implement'. This is a legislative power.
- 4.8 Clause 3.1(2) is not authorised by the Bush Fires Act. If Parliament intended for chief executive officers to make Procedures, it would have provided for that in the Bush Fires Act. The Bush Fires Act does not authorise or contemplate a chief executive officer to make Procedures.
- 4.9 Clause 3.1(2), in purporting to authorise the Chief Executive Officer to establish and implement the Procedures, is an unauthorised sub-delegation of legislative making power. The Bush Fires Act does not authorise this to occur when the Gosnells Local Law intends for the Procedures to deal with matters required to be dealt with by a local law.

5 Conclusion

- 5.1 The Committee's term of reference 10.6(a) states:

In its consideration of an instrument, the Committee is to inquire whether the instrument—(a) is within power.
- 5.2 The Gosnells Local Law offends the Committee's term of reference (a) in that it is not authorised by the empowering enactment on the basis of:
 - non-compliance with mandatory requirements in the LGA
 - inconsistency with the Bush Fires Act
 - unauthorised sub-delegation of legislative power.

Benefits to recommending disallowance

- 5.3 There are a number of benefits to recommending the disallowance of invalid instruments. These include ensuring that invalid laws are quickly removed from the public record and reducing the risk of public misinformation.

6 Recommendation

6.1 The Committee makes the following recommendation:

RECOMMENDATION 1

The *City of Gosnells Bush Fire Brigade Local Law 2023* be disallowed.

A handwritten signature in blue ink that reads "Geoff Baker". The signature is written in a cursive, flowing style.

Mr Geoff Baker MLA
Chair

APPENDIX 1

SECTION 62 OF THE *BUSH FIRES ACT 1954*

Bush Fires Act 1954
Miscellaneous **Part V**

s. 62

62. Local government may make local laws

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

[Section 62 amended: No. 14 of 1996 s. 4.]

APPENDIX 2

SECTIONS 3.12 AND 3.13 OF THE *LOCAL GOVERNMENT ACT 1995*

	<i>Local Government Act 1995</i>
Functions of local governments	Part 3
Legislative functions of local governments	Division 2
	s. 3.12

3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
 - (a) give local public notice stating that —
 - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
 - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
 - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and
 - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
 - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

[(3a) deleted]

Local Government Act 1995**Part 3** Functions of local governments**Division 2** Legislative functions of local governments**s. 3.12**

- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.

* *Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law; and
 - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
- making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

[Section 3.12 amended: No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23; No. 26 of 2016 s. 5; No. 16 of 2019 s. 8.]

3.13. Procedure where significant change in proposal

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

APPENDIX 3

PROPOSED CITY OF GOSNELLS BUSH FIRE BRIGADE LOCAL LAW 2023

OCM 28 FEBRUARY 2023

APPENDIX 13.5.7B

LOCAL GOVERNMENT ACT 1995
BUSH FIRES ACT 1954

CITY OF GOSNELLS BUSH FIRE BRIGADE LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995*, the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the City of Gosnells resolved on dd Month Year to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the City of Gosnells Bush Fire Brigade Local Law 2023.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Interpretation

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

Act means the *Bush Fires Act 1954*;

brigade area means the district;

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

brigade officer means a person holding a position referred to in clause 2.2(1)(b);

district means the district of the local government;

local government means the City of Gosnells;

normal brigade activities is defined by section 35A of the Act; and

State Government means the State Government of Western Australia.

1.4 Application

This local law applies throughout the district.

OCM 28 FEBRUARY 2023

APPENDIX 13.5.7B

PART 2 - BUSH FIRE BRIGADE**2.1 Establishment of Bush Fire Brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).
- (3) A bush fire brigade established by the local government prior to the day on which this local law comes into operation is to be taken to be a bush fire brigade established under and in accordance with this local law.

2.2 Name and Officers of a Bush Fire Brigade

- (1) On establishing a bush fire brigade under clause 2.1(1), the local government is to—
 - (a) give a name to the bush fire brigade;
 - (b) ensure appropriate processes are in place to appoint—
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant; and
 - (iv) additional Lieutenants if the local government considers it necessary.
- (2) When considering the appointment of a person to the positions in subclause (1)(b), the local government is to have regard to the qualifications and experience which may be required to fill the position.

2.3 Duties of Captain

- (1) The duties of the Captain are to—
 - (a) provide leadership to the bush fire brigade;
 - (b) liaise with the local government concerning bushfire risk mitigation and brigade activities.
- (2) The duties of other brigade officers are to support the Captain in the exercise of their duties.

PART 3 - ADMINISTRATION OF BUSH FIRE BRIGADE**3.1 Local government responsible for structure**

The local government is to ensure appropriate administrative arrangements exist for the operation of its bush fire brigade.

OCM 28 FEBRUARY 2023

APPENDIX 13.5.7B

3.2 Equipment in bush fire brigade area

- (1) The local government is to provide the bush fire brigade with appliances, equipment and apparatus for which funding has been provided by the State Government.
- (2) The local government may provide the bush fire brigade with additional appliances, equipment or funding at its discretion.

The Common Seal of the City of Gosnells was affixed by authority of a resolution of the Council in the presence of—

TERRESA LYNES
MAYOR

IAN COWIE PSM
CHIEF EXECUTIVE OFFICER

APPENDIX 4

CITY OF GOSNELLS BUSH FIRE BRIGADE LOCAL LAW 2023

LOCAL GOVERNMENT ACT 1995

BUSH FIRES ACT 1954

City of Gosnells

BUSH FIRE BRIGADE LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995*, the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the City of Gosnells resolved on 23 May 2023 to make the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the City of Gosnells Bush Fire Brigade Local Law 2023.

1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

1.3 Interpretation

In this local law unless the context otherwise requires—

Act means the *Bush Fires Act 1954*;

brigade area means the district;

brigade officer means a person holding a position referred to in clause 2.2(1)(b);

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

bush fire brigade operating procedures means the Brigade Operating Procedures approved by the Chief Executive Officer as amended from time to time;

Chief Executive Officer means the Chief Executive Officer of the City of Gosnells;

district means the district of the local government;

local government means the City of Gosnells;

normal brigade activities are defined by section 35A of the Act; and

State Government means the State Government of Western Australia.

1.4 Application

This local law applies throughout the district.

PART 2—BUSH FIRE BRIGADE

2.1 Establishment of Bush Fire Brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

(3) A bush fire brigade established by the local government prior to the day on which this local law comes into operation is to be taken to be a bush fire brigade established under and in accordance with this local law.

2.2 Name and Officers of a Bush Fire Brigade

(1) On establishing a bush fire brigade under clause 2.1(1), the local government is to—

(a) give a name to the bush fire brigade;

(b) ensure appropriate processes are in place to appoint—

(i) a Captain (also a Bush Fire Control Officer);

(ii) a First Lieutenant;

(iii) a Second Lieutenant; and

(iv) additional Lieutenants if the local government considers it necessary.

(2) When considering the appointment of a person to the positions in subclause (1)(b), the local government is to have regard to the qualifications and experience which may be required to fill the position.

2.3 Duties of Captain and other brigade officers

(1) The duties of the Captain are to—

(a) provide leadership to the bush fire brigade;

(b) liaise with the local government concerning bushfire risk mitigation and brigade activities.

(2) The duties of other brigade officers are to support the Captain in the exercise of their duties.

2.4 Meetings of bush fire brigade

(1) All bush fire brigade meetings are to be conducted in accordance with the bush fire brigade operating procedures.

(2) In this clause, a reference to a bush fire brigade meeting means—

(a) an annual general meeting of a bush fire brigade to be held in June of each year;

(b) an ordinary meeting of a bush fire brigade; or

(c) a special meeting of a bush fire brigade.

(3) The Captain is to forward a copy of the minutes of the annual general meeting of the bush fire brigade to the local government within one month after the meeting.

PART 3—ADMINISTRATION OF BUSH FIRE BRIGADE

3.1 Local government responsible for structure

- (1) The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.
- (2) The Chief Executive Officer is to establish and implement bush fire brigade operating procedures.
- (3) The local government may make other applicable rules, policies and procedures as determined necessary by the local government.

3.2 Equipment in bush fire brigade area

- (1) The local government is to provide the bush fire brigade with appliances, equipment and apparatus for which funding has been provided by the State Government.
- (2) The local government may provide the bush fire brigade with additional appliances, equipment, or funding at its discretion.

Dated 1st June 2023.

The Common Seal of the City of Gosnells was affixed by authority of a resolution of the Council in the presence of—

TERRESA LYNES, Mayor.
IAN COWIE PSM, Chief Executive Officer.

GLOSSARY

Term	Definition
Bush Fires Act	<i>Bush Fires Act 1954</i>
City	City of Gosnells
Committee	Joint Standing Committee on Delegated Legislation
Council	City of Gosnells Council
Department	Department of Local Government, Sport and Cultural Industries
DFES	Department of Fire and Emergency Services
LGA	<i>Local Government Act 1995</i>
Gosnells Local Law	<i>City of Gosnells Bush Fire Brigade Local Law 2023</i>
Procedures	Bush fire brigade operating procedures
Proposed Local Law	The <i>City of Gosnells Bush Fire Brigade Local Law 2023</i> proposed by the City of Gosnells at an Ordinary Council Meeting on 28 February 2023

Joint Standing Committee on Delegated Legislation

Date first appointed:

25 May 2021

Terms of Reference:

The following is an extract from Schedule 1 of the Legislative Council Standing Orders:

'10. Joint Standing Committee on Delegated Legislation

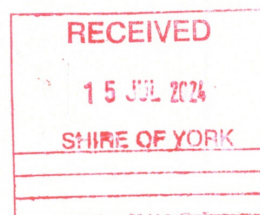
- 10.1 A *Joint Standing Committee on Delegated Legislation* is established.
- 10.2 The Committee consists of 8 Members, 4 of whom are appointed from each House. The Chair must be a Member of the Committee who supports the Government.
- 10.3 A quorum is 4 Members of whom at least one is a Member of the Council and one a Member of the Assembly.
- 10.4 (a) A report of the Committee is to be presented to each House by a member of each House appointed for the purpose by the Committee.
- (b) Where a notice of motion to disallow an instrument has been given in either House pursuant to recommendation of the Committee, the Committee shall present a report to both Houses in relation to that instrument prior to the House's consideration of that notice of motion. If the Committee is unable to report a majority position in regards to the instrument, the Committee shall report the contrary arguments.
- 10.5 Upon its publication, whether under section 41(1)(a) of the *Interpretation Act 1984* or another written law, an instrument stands referred to the Committee for consideration.
- 10.6 In its consideration of an instrument, the Committee is to inquire whether the instrument -
- (a) is within power;
- (b) has no unintended effect on any person's existing rights or interests;
- (c) provides an effective mechanism for the review of administrative decisions; and
- (d) contains only matter that is appropriate for subsidiary legislation.
- 10.7 It is also a function of the Committee to inquire into and report on -
- (a) any proposed or existing template, *pro forma* or model local law;
- (b) any systemic issue identified in 2 or more instruments of subsidiary legislation; and
- (c) the statutory and administrative procedures for the making of subsidiary legislation generally, but not so as to inquire into any specific proposed instrument of subsidiary legislation that has yet to be published.
- 10.8 The Standing Orders of the Legislative Council relating to Standing Committees will be followed as far as they can be applied.
- 10.9 In this order-
- "instrument" means -
- (a) subsidiary legislation in the form in which, and with the content it has, when it is published;
- (b) an instrument, not being subsidiary legislation, that is made subject to disallowance by either House under a written law;
- "subsidiary legislation" has the meaning given to it by section 5 of the *Interpretation Act 1984*."



Parliament House,
4 Harvest Terrace, West Perth WA 6005
Telephone: +61 8 9222 7300
Email: lcco@parliament.wa.gov.au
Website: <http://www.parliament.wa.gov.au>



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: D27965; 24/184129
Your Ref: 4.6765 / OUT23/2508884D

Mr Chris Linnell
Chief Executive Officer
Shire of York
PO Box 22
YORK WA 6302

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

Dear Mr Linnell

SHIRE OF YORK BUSH FIRE BRIGADES LOCAL LAW 2024

I refer to the Shire's correspondence dated 5 June 2024 to the Minister for Emergency Services regarding the Shire's proposed *Bush Fire Brigades Local Law 2024*. The Minister has referred a copy of the local law to DFES for review and direct response.

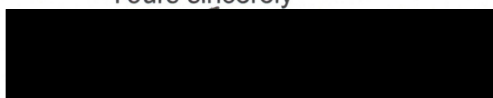
I acknowledge the Shire's unconfirmed Minutes from its Ordinary Council Meeting (OCM) of 28 May 2024 in which the Shire elected to re-draft its 2023 local law, previously forwarded to the Minister on 19 December 2023. I note the OCM minutes reference the Shire's consideration of feedback received, including my comments of 15 January 2024.

While noting that the Shire has undertaken to use the "model" local law developed by the Western Australian Local Government Association, I make the following further comments for the Shire's consideration:

- In relation to clause 4.2, while the Shire has included parental/guardian consent and endorsement from the brigade Captain in relation to members under the age of 17 years, the Shire may wish to consider extending this requirement to persons under 18 years. Further, the Shire may wish to consider removing reference to the *Fire Brigade Regulations* which are not applicable to bush fire brigades.

I trust this information is of assistance.

Yours sincerely



DARREN KLEMM AFSM
COMMISSIONER

4/7/2024

Chief Executive Officer

Shire of York

P.O. Box 22

York, W.A. 6302

16th July 2024

Dear Chris,

RE : Draft Bush Fire Brigades Local Law 2024 – Submission.

I write in reference to the above with respect for the need to refresh our 1942 Local Law for Bush Fire Brigades.

The draft is particularly prescriptive with multitudinous detail which will be a difficult to garner support for with the members of local brigades. Brigade Volunteers are already struggling with what they view as burdensome regulation when it comes to fire “rules” and we have noticed too many able-bodied volunteers, who are experienced fire fighters, dropping out of the brigades due to ever increasing directives and rulings.

Surely the opportunity here is to construct a Local Law that meets the necessary requirements, yet is as simple and unobtrusive as possible. I don’t believe the draft as presented satisfies this objective, and will likely meet with subsequent resistance from local volunteer fire fighters.

The Shire of Beverley and the City of Swan are two LGA’s who have good examples of concise and simple Local Laws for Bush Fire Brigades.

Further observations :

1. Committees are not clearly defined. The word committee is used regularly in the draft doc’ and seems to refer to both the Bush Fire Advisory Committee and the Bush Fire Brigade Committee without clarity. “Committee” is not determined under definitions. I would recommend a clear distinction is made with an explanation of how each will be populated.

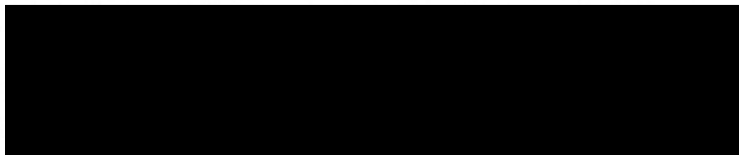
2. 3.7 determines..... “one brigade member is to be nominated to the Bush Fire Advisory Committee” whereas 3.10 determines the BFAC population will be “determined by the Local Government”

So is it one brigade member or more than one to populate the BFAC ??

I would recommend at least two brigade members as determined by each respective brigade be the minimum number for representation on the BFAC, more if desired.

Thanks for the opportunity to comment.

Yours faithfully,

A black rectangular redaction box covering the signature of the person.A large black rectangular redaction box covering the contact information of the person.

Shire of York Bush Fire Brigades Local Law 2024BFCO Group Submission

Friday, 19th July 2024

Chief Executive Officer
Shire of York
PO Box 22
York WA 6302
Records@york.wa.gov.au

To the Chief Executive Officer,

Re: Submission for Proposed Shire of York Bush Fire Brigades Local Law 2024

This submission has been prepared on behalf of the greater Bush Fire Control Officer (BFCO) group within the Shire of York (SoY) in response to the proposed Shire of York Bush Fire Brigade Local Law 2024 (Local Law). It seeks to address a number of significant concerns that the BFCO's have in regard to the proposed Local Law, which are set out below.

We acknowledge that considerable time and work has been invested into the creation of the Local Law in its draft form. It is worth noting that there is a general understanding that a local law must likely be created for the SoY to meet legislative requirements, and we do not seek to prevent that from occurring. However, we are still effectively bound by local laws and so therefore every effort must be made for these to be practical and representative of either:

- (i) The existing practises of the local bush fire brigades; or
- (ii) Represent an achievable and desirable change that does not significantly differ from the existing practises.

It is our belief that the proposed changes in the Local Law draft are disruptive to the general momentum and operations of the existing bush fire brigades, which are run wholly through volunteers, a fact that the SoY should appreciate and value.

Communication of Proposed Local Law

The key stakeholders of this proposed Local Law are the bush fire brigades within the York district and their respective BFCO's. It is therefore disappointing and unacceptable that the brigade members and in particular their BFCO's were not specifically notified of this proposed Local Law. We feel that this does not lend itself towards an honest, open and transparent process. The Local Law has evidently been drafted by those who are unfamiliar with how bush fire brigades operate. If suitable consultation was held with key stakeholders and taken onboard prior to preparing the draft of the Local Law, it is likely that many of the issues raised with the proposed Local Law would not exist.

Dissolution of Brigades

Under Part 2, Section 2.6, Page 7, the proposed Local Law allows for the SoY to cancel the registration of any brigades operating within the district. The criteria prescribed within the Local Law that allows for this dissolution is subjective and vague and ultimately provides power to the SoY without any consideration to the Chief BFCO and the other BFCO's nominated to represent the various brigades. This does not align with the interests of the bush fire brigades and we therefore request that an addition be made to this section to the effect that:

'any dissolution of a brigade can only occur if a quorum amongst all BFCO's registered within the entire Shire of York approves of the dissolution at a meeting.'

Whilst the Bush Fires Act 1954 does provide authority to Local Government to dissolve a brigade, it does not detail subjective criteria such as this proposed Local Law providing additional justification and other local governments have not felt the need to include it in their own local laws. Therefore, if an addition to the effect of the above is not included, the dissolution section should be removed from the proposed Local Law entirely.

Proposed Dates

A number of dates are specified within the proposed Local Law that are considered impractical with regards to the operation of our brigades. It would be desired that these dates be removed entirely; however, if this is not an achievable outcome, the following changes are proposed to be made:

Section 3.6 (Page 8) Holding of Annual General Meeting.

'31st of May' be changed to the '31st October at the start of each fire season'.

Section 4.6 (Page 10) Notification of Membership.

'30th June' be changed to the '14th November at the start of each fire season'.

These changes are important as our brigades typically hold annual general meetings in September or October, as this is directly prior to the commencement of the fire season. This is the logical time to bring fire related topics to the forefront of member's minds and allows for a more accurate forecast of which members are active and their personal capacity to contribute to the brigades. This is of particular importance to seasonal workers for farming operations that may not be present at earlier times of the year. The proposed Local Law as it currently stands would place all of our brigades in contempt of complying with the Local Law with our AGM meetings and arguably provide sufficient justification for the SoY to cancel our registration if it so desired.

Proposed Committees

The Local Law is somewhat unclear but makes reference to both a brigade specific committee as well as an overarching advisory committee for all brigades within the SoY.

The brigade specific committee, as discussed on page 14, is constituted by the captains and relevant lieutenants, but provides no clarity as to whether all BFCO's are automatically included. An extended hierarchy

amongst officers is also further required in section 3.3 (4) on page 13, which is not in the interests of a harmonious brigade and this section must be removed to prevent creating an unhealthy culture. An additional definition section should be added to the effect that:

‘All BFCO’s registered to a brigade are to be considered lieutenants of that brigade.’

The existing collection of BFCO’s within the SoY have previously been termed an advisory committee. Under the proposed Local Law, the advisory committee representing all brigades appears to be constituted by only a single member from each brigade as set out in section 3.7 on page 8. This will significantly reduce the number of leaders within the brigades that are having input into making important decisions. The current configuration, where BFCO’s from all brigades sit on an effective advisory committee for important decision making is key to ensuring that well rounded decisions are made that encompass a variety of opinions and solutions. We therefore request that sections relating to an advisory committee within the Local Law be removed where unnecessary to simplify the document and an additional definition section should be added to the effect that:

‘The Advisory Committee shall consist wholly of all registered BFCO’s within the Shire of York.’

Other Local Governments

Other local governments have also produced proposed local laws in relation to bush fire brigades to address the same concerns that have presumably prompted the SoY’s proposed Local Law. It is worth noting that of those reviewed, including the City of Swan and the Shire of Beverley, these are considerably smaller documents that allow for far greater flexibility and freedom of operation to their bush fire brigades with less reference to providing authority to the respective local government. The City of Swan’s proposed local law is significantly more concise and aligns better with our current operations. Given the size of the City of Swan and its associated available resources, it is asserted that their proposed local law will still suitably meet the legislative requirements of the Bush Fires Act 1954. We therefore recommend that the majority of the Shire of York’s BFB Local Law draft be replaced with the content contained in the City of Swan’s BFB Local Law draft.

Conclusion

As volunteers providing an essential service to our community and as leaders within our brigades, we trust that you will pay regard to all of the points that have been raised within this submission and appropriately integrate all of them to achieve a Local Law that serves the residents of York and the continuation of our volunteer bush fire service.

Yours Sincerely,



On Behalf of the CBFCO and the Wider BFCO Group.

ATTACHMENT: LIST OF BFCO’S REGISTERED IN AGREEANCE WITH SUBMISSION

Anneke Birleson

To: Chris Linnell
Subject: RE: Wednesday Meeting

From: [REDACTED]
Sent: Monday, August 5, 2024 6:50 AM
To: Chris Linnell [REDACTED]
Subject: Wednesday Meeting

Hi Chris,

A few questions in regards to concerns of the volunteers that have been raised with me. Maybe we could cover these points on wednesday?

Regards [REDACTED]

- What is wrong with the current law and what or who doesn't it cover.
- Who is saying it needs to be amended and why.
- I have read the Minutes from the Oct 2023 York council meeting. It stated in there three options, with writing a new Law as option 3 and recommended (if it's only a recommendation why are we changing it).
- I have heard that other Council's submissions have failed, how and why? In addition to this rather than us writing a submission for us to hang ourselves with why doesn't the relevant dept or bureaucrat tell us what needs changing and why.
- Why was this decision made with, to my understanding, no consultation to any of the BFCO's, Capt or Vice Captains or BFB's for that matter.
- We must have our local Shire fighting for us and pushing back with the assistance of all regional shire's standing as ONE with the bureaucracy gone mad approach!! Most of our Volunteers are generational, if we lose them they will NOT be replaced!!!
- Will this new law beneficially change the way fires are controlled and fought or will it turn out to have a negative effect.

SHIRE OF YORK

BUSH FIRE BRIGADES LOCAL LAW 2024

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

TABLE OF CONTENTS

PART 1 - PRELIMINARY

- 1.1 Citation*
- 1.2 Definitions*
- 1.3 Repeal*
- 1.4 Application*

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

DIVISION 1 – ESTABLISHMENT OF A BUSH FIRE BRIGADE

- 2.1 Establishment of a BUSH FIRE brigade*
- 2.2 Name and officers of BUSH FIRE brigade*

DIVISION 2 – COMMAND AT A FIRE

- 2.3 Ranks within the BUSH FIRE brigade*

DIVISION 3 – APPLICATION OF RULES TO A BUSH FIRE BRIGADE

- 2.4 Rules*

DIVISION 4 – TRANSITIONAL

- 2.5 Existing BUSH FIRE brigades*

DIVISION 5 – DISSOLUTION OF BUSH FIRE BRIGADE

- 2.6 Dissolution of BUSH FIRE brigade*
- 2.7 New Arrangement after dissolution*

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

DIVISION 1 – LOCAL GOVERNMENT RESPONSIBILITY

- 3.1 Local government responsible for structure*
- 3.2 Officers to be supplied with Act*

DIVISION 2 – CHIEF BUSH FIRE CONTROL OFFICER

- 3.3 Managerial role of Chief Bush Fire Control Officer*
- 3.4 Chief Bush Fire Control Officer may attend meetings*
- 3.5 Duties of Chief Bush Fire Control Officer*

DIVISION 3 – ANNUAL GENERAL MEETINGS OF BUSH FIRE BRIGADES

- 3.6 Holding of annual general meeting*
- 3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee*
- 3.8 Nomination of bush fire control officer to the local government*
- 3.9 Minutes to be tabled before the Bush Fire Advisory Committee*

DIVISION 4 – BUSH FIRE ADVISORY COMMITTEE

- 3.10 Functions of Advisory Committee*
- 3.11 Advisory Committee to nominate bush fire control officers*
- 3.12 Local government to have regard to nominees*
- 3.13 Advisory Committee to consider BUSH FIRE brigade motions*

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

- 4.1 Types of membership of BUSH FIRE brigade*
- 4.2 Fire fighting members*
- 4.3 Associate members*
- 4.4 Cadet members*
- 4.5 Honorary life member*
- 4.6 Notification of membership*

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

6.2 Equipment in brigade area

6.3 Funding from local government budget

6.4 Consideration in the local government budget

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

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

Formatted: Font: Not Italic

BUSH FIRE BRIGADES LOCAL LAW 2024

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

Formatted: Highlight

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the ~~insert name of local government~~Shire of York Bush Fire Brigades Local Law 2024.

1.2 Definitions

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

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

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

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

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

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

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

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

“Council” means the Council of the local government;

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

“district” means the district of the local government;

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

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

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

“Regulations” means Regulations made under the Act; and

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

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

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

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

1.3 Repeal

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

1.4 Application

This local law applies throughout the district.

1.5 Commencement

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

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

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

Formatted: Indent: Left: 1 cm, Hanging: 1 cm, Tab stops: 1 cm, Left

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Indent: Left: 1 cm, First line: 0 cm

Formatted: Indent: First line: 0 cm

2.2 Name and officers of bush fire brigade

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

Formatted: Indent: Left: 3.28 cm, No bullets or numbering

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

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

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

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

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

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

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

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

2.7 New arrangement after dissolution

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

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

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

3.2 Officers to be supplied with Act

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

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

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

3.4 Chief Bush Fire Control Officer may attend meetings

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

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

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

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting ~~during the month of March~~ prior to 31 October each year.

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

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

3.8 Nomination of bush fire control officer to the local government

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

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

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

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

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

3.12 Local government to have regard to nominees

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

3.13 Advisory Committee to consider bush fire brigade motions

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

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1. Types of membership of bush fire brigade

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

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

4.2 Fire fighting members

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

Formatted: List Paragraph, Indent: Left: 0 cm, Hanging: 1 cm, Don't add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: 1 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.6 cm + Indent at: 2.27 cm, Tab stops: 1 cm, Left

Formatted: Font: 11 pt

4.3 Associate members

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

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;

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

4.5 Honorary life member

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

4.6 Notification of membership

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

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

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

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

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

~~6.2 Equipment in brigade area~~

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

~~6.2~~ Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, ~~and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.~~

6.46.3 Consideration in the local government budget

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

Formatted: Font: Italic

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

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

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

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

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

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

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

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

Formatted: Tab stops: 1 cm, List tab + 2.25 cm, Left -
Not at 0.63 cm + 1.5 cm

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

2.4 Applications for membership

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

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

2.5 Decision on application for membership

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

2.6 DFES to be notified of registrations

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

2.7 Termination of membership

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

2.8 Suspension of membership

Draft Shire of York Bush Fire Brigades Local Law 2024

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

2.9 Existing liabilities to continue

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

Formatted: No bullets or numbering

2.10 Member has right of defence

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

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

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

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

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

3.2 Duties of Captain

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

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

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

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 1 cm

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

3.3 Duties of a Lieutenant

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

3.3 Secretary

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

3.4 Treasurer

~~The Treasurer is to—~~

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

3.5 Equipment Officer

Draft Shire of York Bush Fire Brigades Local Law 2024

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: 11 pt

Formatted: Font: 11 pt

Formatted: List Paragraph, Indent: Left: 0 cm, Hangin 1 cm, Don't add space between paragraphs of the same style, Numbered + Level: 1 + Numbering Style: 1 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.6 cm + Indent at: 1.27 cm

Formatted: Font: Not Bold

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

~~3.6 — Storage of equipment~~

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

~~3.7 — Equipment Officer to report~~

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

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

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

4.2 Constitution of Committee

- ~~(1)~~ The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- ~~(2)~~ All Bush Fire Control Officers registered with a brigade are to be considered lieutenants of that brigade.
- ~~(3)~~ The brigade officers are to –
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- ~~(4)~~ Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- ~~(5)~~ The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 A meeting may be held –

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

5.2 Ordinary meetings

Draft Shire of York Bush Fire Brigades Local Law 2024

Formatted: Heading 1, Indent: Left: 0 cm, First line: 0 cm

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

5.32 Special meetings

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

5.34 Annual ~~general~~ General meeting Meeting

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

5.45 Quorum

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

5.56 Voting

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

~~5.67—Auditor~~

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

~~Draft Shire of York Bush Fire Brigades Local Law 2024~~

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

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

6.2 Quorum

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

6.3 Voting

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

PART 7 – GENERAL ADMINISTRATION MATTERS

~~7.1 Fees~~

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

~~7.2 Funds~~

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

~~7.3 Financial year~~

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

~~7.4 Banking~~

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

7.5 Disclosure of interests

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

7.6 Disagreements

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

PART 8 – NOTICES AND PROXIES

8.1 Notices

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

8.2 Proxies

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

“PROXY

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

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

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

MOTION FOR AGAINST ABSTAIN

1.
2.

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

Date: _____

Signed: _____

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

Dated this day of 20~~0~~.....

Draft Shire of York Bush Fire Brigades Local Law 2024

APPENDIX I

APPLICATION FOR MEMBERSHIP FIRE FIGHTING MEMBER

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

Applicant's Name _____

My private address is _____

My business address is _____

Usual Occupation _____

I can be contacted on:

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

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

CB Radio _____ Channel _____ Call Sign _____

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

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

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

I give these undertakings –

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

Date _____

Applicant's signature _____

Please list here any fire fighting equipment owned by you.

1. _____
2. _____
3. _____

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: _____

Brigade Captain

Formatted: Heading 1, Centered

Formatted: Heading 1, Tab stops: Not at 1 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 0 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 0 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 2. cm + 7.5 cm + 11.5 cm + 11.75 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1. cm + 5 cm + 5.5 cm + 11.5 cm + 11.75 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm + 16 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm + 8.5 cm

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm

Formatted: Heading 1, Centered, No bullets or numbering

Formatted: Heading 1, Centered, Tab stops: Not at 1 cm

Formatted: Heading 1, Centered, Indent: Left: 0 cm, Tab stops: Not at 1 cm + 8.25 cm

Formatted: Heading 1, Centered, Indent: Left: 0 cm, Tab stops: Not at 1 cm

Formatted: Heading 1, Centered, No bullets or numbering, Tab stops: Not at 1 cm

Formatted: Heading 1, Centered, Indent: Left: 0 cm, Tab stops: Not at 1 cm

APPENDIX III
APPLICATION FOR MEMBERSHIP – CADET MEMBER

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

Applicant's Name _____

My private address is _____

I can be contacted on:

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

Fax No: _____ **(Home)**

CB Radio: _____ **Channel** _____ **Call Sign** _____

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

Date of Birth: _____

I give these undertakings –

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

(2) **to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the *[insert name of local government]* relevant to the activities of cadet members;**

(3) **to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;**

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

Date _____

Applicant's signature

PARENT / GUARDIAN CONSENT:

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

Signed _____

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed: _____

Brigade Captain

- Formatted: Heading 1, Tab stops: Not at 1 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 1 cm + 16 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 1 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm + 16 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm + 15.99 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 1 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm + 15.99 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 1 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm + 8.5 cm + 9.25 cm + 15.99 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 1 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm + 8.5 cm + 9.25 cm + 15.99 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 1 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 3. cm + 7.25 cm + 7.5 cm + 12.25 cm + 12.5 cm + 15.1 cm
- Formatted: Heading 1, Centered, Tab stops: Not at 1 cm
- Formatted
- Formatted
- Formatted
- Formatted
- Formatted
- Formatted
- Formatted
- Formatted
- Formatted
- Formatted

SHIRE OF YORK BUSH FIRE BRIGADES LOCAL LAW 2024 - NOTES		
Clause No.	Action	Comment
PART 1 - PRELIMINARY		
1.2 (1)	Modify	Change definition of “brigade member” to better suit York brigade structures.
1.2 (1)	Modify	Modify definition of “fire fighting member” to include the requirement to be registered.
1.2 (1)	New	Added definition of “normal brigade activities” on recommendation of DFES.
1.2(2)	Delete	Remove Equipment Officer, Secretary, Treasurer from list of positions of bush fire brigade. These positions are not held within Shire of York Bush Fire Brigades.
1.3	Add	Addition of details around repealing old By-Law, published in the Government Gazette on 21 March 1941.
1.5	New	New clause regarding when Local Law takes effect.
PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES		
2.2 (1)(c)	Modify	Shire of York Bush Fire Brigades are non-financial and do not operate with the roles of Secretary or Treasurer. Removal of The Community Emergency Services Manager is responsible for managing bush fire brigade PPE and equipment. Addition of option to appoint other positions if the need arises in the future.
2.2 (5)	New	Provides additional clarity for how and when positions are appointed, at the Annual General Meetings (AGM).
2.3 (2)	Modify	Add clarity around seniority of the bush fire control officer and the control of persons fighting a fire.
PART 3 – ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES		
3.6	Modify	Change AGM date from March to October on request of Shire of York Bush Fire Control Officers (BFCOs) as it is best to occur prior to the fire season.
3.9(1)	Modify	Responsibility of each brigade to provide AGM minutes to the Chief BFCO.
3.11	Modify	To allow for more than one BFCO per brigade.
PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP		
4.2	Modify	Change age limit to 18 years and addition of requirement to have completed training as determined by the Shire, in line with new Work Health and Safety legislation (<i>Work Health and Safety Act 2020</i>). Any member over 16 years and under 18 years is to have parental/guardian consent and have the brigade Captain’s endorsement.
4.5 (2)	New	Additional requirement for life members to have at least 10 years of service.
4.6	Modify	Change 31 May to 14 November to be in line with fire season.
PART 5 – APPOINTMENT AND DISMISSAL AND MANAGEMENT OF MEMBERS		
PART 6 – EQUIPMENT OF BUSH FIRE BRIGADES		
6.1(a)	Modify	The Shire is to provide training in addition to PPE, equipment and appliances.
6.2	Delete	Removal of requirement for brigade to report on equipment, appliances and PPE. These are the responsibility of the Shire’s Community Emergency Services Manager.

6.3	Delete	Removal of requirement to provide audited financial statement and statement of assets and liabilities. Shire of York bush fire brigades are not financial.
6.4	Modify	Provision of additional clarity around funding – in addition to grants, funding may be available through the Shire’s budget setting process.
FIRST SCHEDULE		
PART 1 - PRELIMINARY		
PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE		
2.3 (b)	Delete	Delete clause relating to paying fees.
2.4	Modify	Change requirements for how to apply for membership to suit current process via DFES standard form and allow for changes in the future
2.6	Modify	No secretary so onus is on each brigade committee, and registration details are to be provided to the Shire.
2.7(1)(b)	Modify	Resignation to be provided to the Committee as there is no Secretary.
2.7(2)	Delete	Removal of default clause as no fees applicable.
PART 3 – FUNCTIONS OF BRIGADE OFFICERS		
3.2	Modify	Added description of Captain’s duties and option for Captain to nominate another brigade officer to preside at the meeting.
3.3	New	Added description of responsibilities of a Lieutenant.
3.3	Delete	No Secretary.
3.4	Delete	No Treasurer.
3.5	Delete	No Equipment Officer – Managed by CESM.
3.6	Delete	Equipment is managed by CESM.
3.7	Delete	Equipment is managed by CESM.
PART 4 - COMMITTEE		
4.1(2)(b)	Delete	No budget brigades are non-financial.
4.1(2)(e)	Delete	No budget brigades are non-financial.
4.2(1)	Delete	Remove Secretary, Treasurer and Equipment Officer.
4.2(1)	New	Additional clause specifying that all BFCOs are to be considered Lieutenants, ensuring they are all members of the brigade committee.
PART 5 – MEETINGS OF BUSH FIRE BRIGADE		
5.1	New	Additional clause to enable remote attendance to meetings to ensure they can occur with a quorum.
5.2(1)	Modify	Meetings can be called by anyone on the Committee given there is no secretary.
5.2(2)	Modify	The notice is to specify the business, not specifically provided by the secretary.
5.3(1)	Modify	Meetings can be called by anyone on the Committee.
5.3(2)	Modify	Committee to provide notice
5.3(3)	Modify	The notice is to specify the business, not specifically the secretary
5.4(1)	Modify	Replace Secretary with Committee.
5.4(2)(c)	Delete	Non-financial, no financial statements to adopt.
5.4(2)(d)	Delete	Non-financial, no audit requirement.
5.4(3)	Modify	Replace Secretary with Committee.
5.5(1)	Modify	Add requirement for 5 other members to vote to ensure good governance.
5.7	Delete	Removal of requirement for auditor.
PART 6 – MEETINGS OF COMMITTEE		
6.1(2)	Modify	Replace Secretary with Lieutenant to better represent committee structure.

<i>PART 7 – GENERAL ADMINISTRATION MATTERS</i>		
7.1	Delete	Not financial – no membership fees.
7.2	Delete	Not financial – no funds that are brigade managed.
7.3	Delete	Not financial – no requirement to specify financial year.
7.4	Delete	Not financial – no requirement to bank any funds.
<i>PART 8 – NOTICES AND PROXIES</i>		
8.1(1)	Modify	Add ability to send notice of meeting via electronic means.
8.1(4)(b)	Delete	No Secretary.
8.1(4)(c)	Modify	Add option to provide notice by electronic communication.
8.1(4)(d)	Modify	Add specification for when an electronic communication can be assumed to have been received.
8.2(1)	Modify	Replace Secretary with Committee.
8.2(6)	Modify	Replace Secretary with Committee.
PROXY FORM	Modify	Replace Secretary with Committee
Appendix1-3	Delete	Applications are made using standard DFES forms.

SY095-09/24 MINUTES AND RECOMMENDATIONS OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 10 SEPTEMBER 2024

File Number:	4.7712
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Unconfirmed Minutes ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the Unconfirmed Minutes of the Audit and Risk Committee (the ARC) Ordinary Meeting held on Tuesday 10 September 2024 to Council for consideration.

BACKGROUND

At its Ordinary Meeting held on Tuesday 10 September 2024, the ARC was presented with the following reports:

1. Update on the Findings identified during the 2022/23 Audit
2. Risk Management update as at September 2024

The Unconfirmed Minutes of the ARC's Meeting are presented in Appendix 1.

COMMENTS AND DETAILS

Further details and implications of the reports are identified within the ARC's Minutes hence is not duplicated here. However, for ease of reference the ARC's recommendations were:

TABLE 1.

ITEM	RECOMMENDATION
Update on the Findings identified during the 2022/23 Audit	That, with regard to the Update on the Findings Identified During the 2022/23 Audit, the Audit and Risk Committee recommends that Council: <ol style="list-style-type: none">1. Receives the status update on progress towards the remaining ten (10) Findings as detailed in this report, noting those which are resolved or the intended timeframe for completion.2. Requests the Chief Executive Officer to provide an update on the Findings identified during the 2022/23 Audit to the Audit and Risk Committee at its March 2025 meeting.
Risk Management update as at September 2024	That, with regard to the Risk Management Update as at September 2024, the Audit and Risk Committee recommends that Council: <ol style="list-style-type: none">1. Notes the progress made to date in developing reporting methodologies in relation to the Strategic Risk Register.

	<ol style="list-style-type: none"> 2. Approves the use of the proposed reporting tools, namely the Draft Strategic Risk Register Snapshot and the Draft Strategic Risk Progress Dashboard. 3. Requests the Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit and Risk Committee at its December 2024 meeting.
--	--

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the ARC's recommendations.

Option 2: Council could choose to reject the ARC's recommendations.

Option 3: Council could choose to resolve differently to the ARC's recommendations.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Audit and Risk Committee Meeting Ordinary Meeting 10 September 2024

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.

Goal 4: Built for Lifestyle and Resilience

To have a built environment which supports community, economy, and the environment, respects the past, and creates a resilient future.

Policy Related

G19 Risk Assessment and Management

G25 Compliance

Financial

The financial impact of the items considered by the ARC 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 100324, the external members of the ARC are paid a Meeting Fee for attendance with an allocation in the 2024/25 budget at GL: 042200.

Legal and Statutory

Section 7.1A of the *Local Government Act 1995* is applicable and states:

"7.1A. Audit committee

- (1) *A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.*

- (2) *The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.*

** Absolute majority required.*

- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*

- (4) *An employee is not to be a member of an audit committee.”*

Regulation 16 and 17 of the *Local Government (Audit) Regulations 1996* are applicable to the functions of an audit committee and state:

“16. Functions of audit committee

An audit committee has the following functions —

- (a) *to guide and assist the local government in carrying out —*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO’s report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor’s other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —*
- (a) *risk management; and*

- (b) *internal control; and*
- (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.”*

Risk Related

The ARC 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 is managed within current operational capacity.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

100924

Moved: Cr Peter Wright

Seconded: Cr Chris Gibbs

That, with regard to the Minutes and Recommendations of the Audit and Risk Committee Meeting held on 10 September 2024, Council:

- 1. Receives the Unconfirmed Minutes of the Audit and Risk Committee (the ARC) Meeting held on 10 September 2024, as presented in Appendix 1, and by adopting the following recommendations of the ARC, Council:**
 - a. Receives the status update on progress towards the remaining ten (10) Findings as detailed in the ARC Minutes, noting those which are resolved or the intended timeframe for completion.**
 - b. Requests the Chief Executive Officer to provide an update on the Findings identified during the 2022/23 Audit to the ARC at its March 2025 meeting.**
 - c. Notes the progress made to date in developing reporting methodologies in relation to the Strategic Risk Register.**
 - d. Approves the use of the proposed reporting tools, namely the Draft Strategic Risk Register Snapshot and the Draft Strategic Risk Progress Dashboard.**
 - e. Requests the Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the ARC at its December 2024 meeting.**

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0



UNCONFIRMED MINUTES

Audit and Risk Committee Meeting Tuesday, 10 September 2024

Date: Tuesday, 10 September 2024

Time: 3:00pm

Location: Council Chambers, York Town Hall, York

Audit and Risk Committee Meeting Minutes

10 September 2024

Order Of Business

1	Opening	3
1.1	Declaration of Opening.....	3
1.2	Acknowledgement / Disclaimer	3
1.3	Attendance via Electronic Means	3
1.4	Standing Orders	3
1.5	Announcement of Visitors	3
1.6	Declarations of Interest that Might Cause a Conflict	3
1.7	Declaration of Financial Interests	3
1.8	Disclosure of Interests that May Affect Impartiality	3
2	Attendance	4
2.1	Members	4
2.2	Staff	4
2.3	Apologies	4
2.4	Leave of Absence Previously Approved	4
2.5	Number of People in the Gallery at Commencement of Meeting	4
3	Questions from Previous Meetings	4
4	Public Question Time	4
4.1	Written Questions – Current Agenda.....	5
4.2	Public Question Time	5
5	Applications For Leave of Absence	5
6	Presentations	5
7	Confirmation of Minutes of Previous Meetings	5
8	Announcements by Presiding Member Without Discussion	6
9	Officer's Reports.....	7
9.1	Update on the Findings Identified During the 2022/23 Audit.....	7
9.2	Risk Management Update as at September 2024	11
10	Motions of which Previous Notice has been given	17
11	Questions from Members without Notice	17
12	Business of an Urgent Nature Introduced by Decision of the Meeting.....	17
13	Closure	17

**MINUTES OF SHIRE OF YORK
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 10 SEPTEMBER 2024 AT 3:00PM**

1 OPENING

1.1 Declaration of Opening

Cr Kevin Trent, Presiding Member, declared the meeting open at 3.00pm.

1.2 Acknowledgement / Disclaimer

The Presiding Member advised the following:

"The York Shire Council acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of this country 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.

This meeting is being recorded on a digital audio and visual device to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016 that 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, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council 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 Interest that Might Cause a Conflict

Nil

1.7 Declaration of Financial Interests

Nil

1.8 Disclosure of Interests that May Affect Impartiality

Nil

Audit and Risk Committee Meeting Minutes

10 September 2024

2 ATTENDANCE**2.1 Members***Cr Kevin Trent, Presiding Member**Cr Peter Wright; Mr Justin Lee; Ms Shona Zulsdorf***2.2 Staff***Chris Linnell, Chief Executive Officer; Alina Behan, Executive Manager Corporate & Community Services; Vanessa Green, Council & Executive Support Officer***2.3 Apologies***Cr Denis Warnick, Deputy Shire President; Lindon Mellor, Executive Manager Infrastructure & Development Services***2.4 Leave of Absence Previously Approved***Nil***2.5 Number of People in the Gallery at Commencement of Meeting***There were zero (0) people in the Gallery at the commencement of the meeting.***3 QUESTIONS FROM PREVIOUS MEETINGS***Nil***4 PUBLIC QUESTION TIME**

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

6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that—
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—
 - (a) declare that he or she has an interest in the matter; and
 - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.

Audit and Risk Committee Meeting Minutes

10 September 2024

- (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 3.04pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

Nil

As there were no questions asked Public Question Time concluded at 3.04pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

Moved: Cr Peter Wright

Seconded: Ms Shona Zulsdorf

That the minutes of the Audit and Risk Committee Meeting held on 11 June 2024 be confirmed as a correct record of proceedings.

In Favour: Crs Kevin Trent, Peter Wright, Justin Lee and Shona Zulsdorf

Against: Nil

CARRIED 4/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 OFFICER'S REPORTS**9.1 UPDATE ON THE FINDINGS IDENTIFIED DURING THE 2022/23 AUDIT**

File Number:	4.0463, 4.4175
Author:	Codey Redmond, Finance Manager
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	26 March 2024 (100324)
Disclosure of Interest:	Nil
Appendices:	Nil

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents an Update on the Findings Identified During the 2022/23 Audit to the Audit and Risk Committee (ARC) for consideration and, if satisfactory, recommendation to Council for noting and acceptance.

BACKGROUND

On 3 May 2023, an entrance meeting for the 2022/23 annual financial audit was held between the Chair of the ARC, Shire Officers and the Office of the Auditor General (OAG).

Due to the late completion of the 2021/22 annual financial audit, it was agreed with the OAG that the Interim and Final audits would be combined for the 2022/23 financial year. The OAG commenced requesting items for the Interim Audit in April 2023, with the Interim Audit scheduled to be conducted between 16 October 2023 to 27 October 2023 and the Final Audit between 13 November 2023 and 24 November 2023.

The OAG provided the Management Letter, Audit Opinion, and signed copies of the Shire's Annual Financial Statements on Friday 15 March 2024 at the exit meeting held between the Chair of the ARC, Members of the ARC, Shire Officers and the OAG. The feedback and recommendations to Management form the basis for new or amended procedures to be implemented.

At its March 2024, the ARC recommended that Council accept the actions taken and residual risk for twelve (12) Items and requested the Chief Executive Officer to report back on progress against the remaining ten (10) Findings (Resolution 100324).

COMMENTS AND DETAILS

Staff have been working towards implementing processes and procedures to address the Findings with further details provided below:

TABLE 1.

FINDING	COMMENT	STATUS / TIMEFRAME
Untimely preparation and	Due to staff turnover there is still work with reconciliations to be completed, with the last	Bank reconciliations for 2022/23 financial

Audit and Risk Committee Meeting Minutes

10 September 2024

review of bank reconciliations	complete reconciliation being November 2023. Templates and procedures have been put in place for reconciling and work is being done to catchup with reconciliations being done monthly going forward.	year are to be completed by December 2024.
Depreciation of assets	The depreciation calculations are undertaken in accordance with Australian Accounting Standards. Errors that resulted in a misstatement of the depreciation have been found and corrected. Asset reconciliation and depreciation is being performed monthly and is up to date. All assets depreciation rates will be adjusted on an ad hoc basis with a full review done annually in conjunction with the budget.	This is now resolved.
Audit readiness and quality of financial and supporting documentation	The Shire can demonstrate that it commenced collecting the information requested in April 2023. Prior to onsite testing, the majority of the samples required had been collected and transmitted. There were numerous instances where audit documents were transmitted, only to be subsequently re-requested by the audit team. This pattern persisted even after the audit recommenced in January 2024, with information submitted being immediately demanded again by the OAG. It is worth noting that OAG Officers frequently failed to provide adequate time for thorough responses from Shire staff. This will be thoroughly discussed at the Exit Interview. The splitting of the former Senior Finance Role into two positions - Senior Finance, and Rates and Debtors has allowed the Senior Finance Officer to prioritise auditors' requests and has freed up the Finance Manager to concentrate on budget preparation. The abbreviated interim audit was completed in July 2024 due to timing issues, and the Shire was able to provide all requested samples to the external audit firm, Nexia in a timely manner.	The 2023/24 Audit will be conducted over eight (8) days in October 2024.
Untimely preparation and review of the property, plant and equipment reconciliation	As at July 2024 asset reconciliations are up to date and are reviewed monthly.	This is now resolved.
Asset revaluations	Assets subject to revaluation have been examined and all variances accounted for.	This is now resolved.
Monitoring of grants income and expenses	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. The Senior Finance Officer would update income and expenditure monthly and email the register to all staff each month for review and update. Progress can be tested during Interim and Final Audits for 2024/25.	The workbook has been superseded by Government Frameworks' IPR software, Cascade, which is being implemented from the beginning of the 2024/25 financial year.

Audit and Risk Committee Meeting Minutes

10 September 2024

Plant recovery cost base rate and indirect/overhead cost allocation rate	Recoveries and allocations are setup in the system and are being performed monthly.	A full review of costing is scheduled for October 2024 with the assistance of consultants from Moore.
Works in progress for capital projects	Tracking of capital projects completion by the Projects team allows the Finance team to ensure proper capitalisation occurs on project completion.	This has been implemented at the beginning of the 2024/25 financial year.
No asset addition forms	Asset acquisition and disposal forms have been created and implemented from 1 July 2024 for the 2024/25 financial year.	This is now resolved.
Assets with no depreciation	Assets subject to revaluation have been examined and all variances accounted for. This is now resolved. This has highlighted the need for a thorough review of all asset classes regarding the capturing of asset information, naming and classification.	Review of assets with no depreciation for the 2022/23 financial year is to be completed by December 2024.

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER**Consultative**

Executive Leadership Team

Moore Australia

StrategicStrategic 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

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 —

Audit and Risk Committee Meeting Minutes

10 September 2024

- (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 ARC in considering the results of those audits.

Risk Related

Failure to undertake the actions documented in the report could result in financial risk for the Shire.

Workforce

The workload required to complete the 2022/23 audit has been significant which has affected and will continue to affect operational capacity across multiple directorates into the near future.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Mr Justin Lee

Seconded: Ms Shona Zulsdorf

That, with regard to the Update on the Findings Identified During the 2022/23 Audit, the Audit and Risk Committee recommends that Council:

- 1. Receives the status update on progress towards the remaining ten (10) Findings as detailed in this report, noting those which are resolved or the intended timeframe for completion.**
- 2. Requests the Chief Executive Officer to provide an update on the Findings identified during the 2022/23 Audit to the Audit and Risk Committee at its March 2025 meeting.**

In Favour: Crs Kevin Trent, Peter Wright, Justin Lee and Shona Zulsdorf

Against: Nil

CARRIED 4/0

9.2 RISK MANAGEMENT UPDATE AS AT SEPTEMBER 2024

File Number:	4.4274
Author:	Anneke Birleson, Manager Governance & People
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	28 June 2022 (020622) 27 September 2022 (100922) 20 December 2022 (141222) 21 March 2023 (420323) 19 December 2023 (121223) 26 March 2024 (100324)
Disclosure of Interest:	Nil
Appendices:	1. Draft Strategic Risk Register - Snapshot - Confidential 2. Draft Strategic Risk Register - Detailed Snapshot - Confidential 3. Draft Strategic Risk Progress Dashboard u

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report provides the Audit and Risk Committee (ARC) with an update regarding progress on the Shire's Risk Management.

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.

COMMENTS AND DETAILS

At its March 2024 meeting the ARC considered the Risk Management Framework and a review of Policy G19 – Risk Management. Council adopted these documents at its Ordinary Meeting, held on 26 March 2024 (Resolution 100324).

The Risk Management Framework was developed to provide a systematic guide to the application of risk management for all Officers. The Framework provides guidance on:

1. Risk Appetite
2. Roles and Responsibilities
3. The Monitoring and Reporting Process
4. Risk Control and Assessment

The Shire of York has identified eight (8) Strategic Risk Categories:

1. Injury or Death
2. Failure/Loss of Infrastructure
3. Theft/Fraud/Misconduct
4. Climate Change/Environmental Damage
5. Failure to Deliver Key Projects
6. Loss of Financial Viability
7. Reputational Damage
8. Failure of Legislative Compliance

Assessment

Each of these Risks have been assessed based on the nine (9) consequences and an overall Risk Rating applied:

1. People
2. Service Interruption
3. Reputational
4. Compliance
5. Property
6. Natural Environment
7. Financial Impact
8. Project-Time
9. Project-Cost

The risk assessments then informed the identification of effective controls to mitigate the risks and risk actions to ensure the controls are in place.

Monitor and Review

To monitor progress the Shire is utilising Government Frameworks' Strategic Planning and Reporting software, Cascade.

The Executive Leadership Team have developed a Risk Plan (Strategic Risk Register) where each Strategic Risk has a set of Controls which in turn have Risk Actions. Each Risk, Action and Control

Audit and Risk Committee Meeting Minutes

10 September 2024

has a Shire Officer allocated to it and an expected timeline for completion. Officers are required to report on progress at least monthly.

The Draft Strategic Risk Register is presented in two forms, in confidential Appendix 1 and 2. Confidential Appendix 1 is an overview of the strategic risks with the risk assessments and progress, calculated from the risk actions. Confidential Appendix 2 is a more detailed look at the progress made against the risk controls and actions.

In addition to the register, Officers have developed a Dashboard that provides a quick visual overview of progress against each of the eight (8) Strategic Risks. The draft is presented in Appendix 3. As maturity in reporting evolves over the next few months and beyond, the Dashboard will become more meaningful and more data can be presented.

Both the Snapshot and the Dashboard are live tools within Cascade and Officers can drill down on specific items using the charts and tables. An Officer specific Dashboard is in development that focusses on the risk actions allocated to them. This will be the key tool used to report on progress at an operational level.

Risk Working Group

The Shire has previously operated a Risk Working Group (RWG), comprised of key internal stakeholders and risk owners. The purpose of the RWG was to:

1. Oversee and facilitate the Operational Risk Register.
2. Champion risk management within operational areas.
3. Support reporting requirements for risk matters.
4. Analyse and discuss emerging risks, issues and trends.

With recent Workforce Plan changes being implemented and the ongoing success of the Organisational Management Group (OMG), it is proposed the RWG changes form, and the objectives of the group now become the responsibility of the OMG. This not only maintains accountability for those key staff reporting on risk actions but also empowers the Shire's leaders to communicate risk through their teams.

OPTIONS

The ARC has the following options:

- Option 1:** The ARC could recommend that Council notes the reporting progress made to date, approves the use of the proposed reporting tools, allowing the Chief Executive Officer to determine the final layout and data displayed and requests the Chief Executive Officer to report on progress against the Strategic Risks at the next ARC Meeting in December 2024.
- Option 2:** The ARC could recommend that Council notes the progress made to date, requests further development of the reporting tools and requests the Chief Executive Officer to present the final reporting tools for approval and report on progress against the Strategic Risks at the next ARC Meeting in December 2024.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER**Consultative**

Executive Leadership Team

Strategic

Strategic Community Plan 2020-2030

Audit and Risk Committee Meeting Minutes

10 September 2024

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

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 is to review the appropriateness and effectiveness of a local government’s systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.”*

Risk Related

The 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 Peter Wright

Seconded: Ms Shona Zulsdorf

That, with regard to the Risk Management Update as at September 2024, the Audit and Risk Committee recommends that Council:

- 1. Notes the progress made to date in developing reporting methodologies in relation to the Strategic Risk Register.**
- 2. Approves the use of the proposed reporting tools, namely the Draft Strategic Risk Register Snapshot and the Draft Strategic Risk Progress Dashboard.**
- 3. Requests the Chief Executive Officer to present a Risk Management Update, including specific reporting on the Strategic Risk Register, to the Audit and Risk Committee at its December 2024 meeting.**

Audit and Risk Committee Meeting Minutes

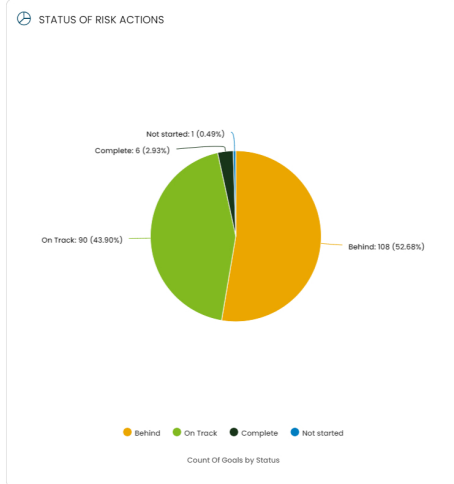
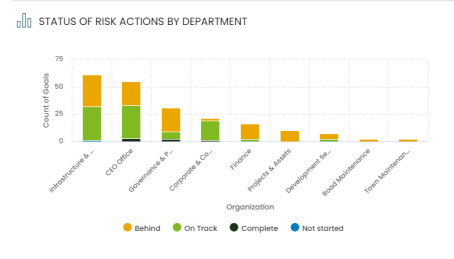
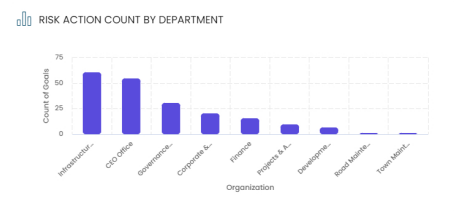
10 September 2024

<u>In Favour:</u>	Crs Kevin Trent, Peter Wright, Justin Lee and Shona Zulsdorf	
<u>Against:</u>	Nil	
		<i>CARRIED 4/0</i>

Audit and Risk Committee Meeting Minutes

SIKAJESUR RISK MANAGEMENT PROGRESS OVERVIEW

Ver: 09/04/2024



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 3.29pm.

SY096-09/24 DIPLOMA OF LOCAL GOVERNMENT - STATUS REPORT - CR DENESE SMYTHE

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

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This item presents a report from Cr Denese Smythe on the status towards completion of the Diploma of Local Government – Elected Member (Course Code LGA50220).

BACKGROUND

Councillor Denese Smythe has been enrolled to complete the Diploma of Local Government (the Diploma). The Diploma program is the highest level of qualification that an Elected Member can obtain through WALGA Training.

The qualification gives individuals the opportunity to expand their skills and knowledge through developing a deeper understanding of legislative and regulatory requirements and how they apply to the roles and responsibilities of an Elected Member.

The Diploma explores a wide range of topics such as financial reports and budgets, dealing with conflict, community leadership and advocacy, strategic decision making, policy development, asset management and understanding land use and local planning schemes. The training program will enable Elected Members to increase their competency in order to be a strong leader for their local community and to confidently contribute to informed decision making.

The qualification has been developed according to the requirements of the Local Government Training Package and has been approved for delivery by the Training Accreditation Council. The Diploma is nationally recognised within the Australian Qualification Framework and consists of ten (10) Units of Competency (UoC), being six (6) core and four (4) elective units.

The training for each UoC includes seven (7) topic specific intensive workshops followed by virtual training sessions to deepen the individual's understanding and to prepare them for each individual assessment task. Each UoC has a set of individual assessment tasks, requiring approximately fifteen (15) hours of reading, research and completing each task.

COMMENTS AND DETAILS

In accordance with Clause 7.1 of Policy E2 – Councillors: Training and Continual Professional Development, within thirty (30) days of attending a professional development event of more than one (1) day duration, Councillors must submit an individual or combined report for inclusion on the Council agenda.

The report provided by Cr Denese Smythe on the successful UoC completion is presented in Appendix 1.

It should be acknowledged that Cr Denese Smythe has successfully completed the Diploma, which is a recognised achievement. It is likely the presentation of the Diploma certificate will be made during the WALGA Local Government Convention in October 2024.

Cr Denese Smythe may wish to make further comment at the Meeting.

OPTIONS

Council has the following options:

Option 1: Council could choose to note the report provided by Cr Denese Smythe.

Option 2: Council could choose to reject the report provided by Cr Denese Smythe.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Cr Denese Smythe

WALGA

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

E1 Code of Conduct – Council Members, Committee Members and Candidates

E2 Councillors - Training and Continuing Professional Development

E3 Councillors - Travel - Accommodation

Financial

The 2024/25 budget includes an allocation for Councillor training and professional development at GL: 041102. Costs of \$5,085 to complete the Diploma were attributed to this GL.

Legal and Statutory

Section 5.128 of the *Local Government Act 1995* is applicable and states:

“5.128. Policy for continuing professional development

- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*

** Absolute majority required.*

- (2) *A local government may amend* the policy.*

** Absolute majority required.*

- (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

- (4) *The CEO must publish an up-to-date version of the policy on the local government’s official website.*

(5) *A local government —*

(a) *must review the policy after each ordinary election; and*

(b) *may review the policy at any other time.”*

Risk Related

Nil

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

110924

Moved: Cr James Adamini

Seconded: Cr Kevin Pyke

That, with regard to the Diploma of Local Government - Status Report - Cr Denese Smythe, Council:

- 1. Notes the report provided by Cr Denese Smythe, as presented in Appendix 1, on the successful completion of the Units of Competency towards the Diploma of Local Government – Elected Member (Course Code LGA50220), provided in accordance with Policy E2 – Councillors: Training and Continual Professional Development.**
- 2. Notes Cr Denese Smythe has successfully completed the Diploma of Local Government – Elected Member (Course Code LGA50220) and congratulates her on that achievement.**

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0

Cr Denese Smythe report on Diploma training

This report is to inform that I have successfully completed and passed the final unit of the Diploma of Local Government, LGACOR010 Oversee Asset Management Strategy.

Undertaking this unit has assisted me to understand a wider range of issues associated with Asset Management and the importance of having Asset Management Plans, Policies and a Strategy.

Part of this course dealt with property developers handing over assets to the Shire and how we can minimise our asset management risk when this happens. I used York Estates as an example of how that asset was handed to the Shire and yet the roads and drainage are an issue that is now costing the Shire to fix.

The key learning outcomes with this unit included:

1. Identify the key elements of infrastructure asset management
2. Understanding stewardship responsibilities as an elected member
3. Knowing what the community can afford
4. Understanding the importance of long term financial planning vs annual budgets.

I would like to thank the Council for agreeing to me undertaking this Diploma and a special thank you to the Shire President, Kevin Trent, and the CEO for their contributions when requested.

I have now completed and passed the Diploma of Local Government.

Cr Denese Smythe

29th August 2024



UNIT ASSESSMENT RESULT RECORD (UARR)

<i>The Unit Assessment Result Record must be completed by the Trainer/Assessor within 7 days of marking the last assessment of a UoC. All marked assessments must be stored on MOODLE or in the individual student file and made available for quality checks to the compliance team.</i>			
Qualification	LGA50220 - Diploma of Local Government - Elected Member		
Unit(s) of Competency	LGACOR010 Oversee asset management strategy		
Candidate Name	Denese Eileen Smythe	ID	[REDACTED]
Assessors Name	Mark Chester		
Unit Start Date	15/08/2024	Unit Completion Date	29/08/2024
<i>Result key for individual assessments: S = Satisfactory/ NYS = Not yet satisfactory Result Key for the UoC: C = Competent/ NYC = Not yet competent</i>			
Unit Information			Assessment Outcome
There are 2 assessment tasks for this unit of competency			
Assessment 1	Project	S	
Assessment 2	Project	S	
Overall Assessment outcome for this UoC			C
Summary of assessment outcomes: Denese, you have demonstrated throughout this assessment you're in depth understanding of the required knowledge and practical application of skills demonstrating competency in all aspects of this unit of competency. The evidence you have provided confirms your knowledge and understanding of the importance of having a robust asset management system, including policy and associated strategies for each asset that is managed by the Shire of York. The examples of the recreation center and swimming pool highlight the need to balance the level of service required by the community and financial affordability when creating and renewing assets, taking account of their whole of life costs. Your analysis of the maintenance of the road network, the need to engage with the community to explain the need to maintain assets for safety and economical reasons and options to fund the required work was valid and well argued. The feedback from the CEO and the Shire President on the example of the Daliak development was thorough and highlighted your knowledge of the financial implications that evolve from new developments. Your submitted evidence regarding the development of assets that are identified through the SCP, community engagement and the integration through each strategic document, the informing strategies, LTFP, CBP and the budget highlight your sound knowledge of keeping data up to date and integrated to provide council information that guides strategic decision making for a sustainable future. Congratulations on successfully completing LGACOR010 Oversee asset management.			
If NYC: I have informed the candidate of the outcome and advised to re-enrol for this UoC.			
Assessor Declaration: <i>I declare that I have:</i> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Conducted the assessment following the principles of assessment and collected the evidence following the rules of evidence. <input checked="" type="checkbox"/> I have provided feedback of the Unit Assessment Result in writing to the candidate. 			
Trainer/Assessor Signature:		[REDACTED]	

Version: V2
 Date Created: 8 December 2021
 Last Reviewed: 7 February 2024

Page 1
 RTO Code 51992

SY097-09/24 REPORT ON COUNCILLOR ATTENDANCE AT THE WHEATBELT FORUM

File Number:	4.7712
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Nil
Disclosure of Interest:	Nil
Appendices:	1. Councillor Reports on Wheatbelt Forum ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This item presents the reports from Cr Kevin Trent and Cr Denese Smythe on their attendance at the WALGA Wheatbelt Zone Regional Forum.

BACKGROUND

The WALGA Avon-Midland Country Zone presented the Wheatbelt Zone Regional Forum (the Forum) on Friday 23 August 2024 in Northam.

The Forum brought together local government representatives and stakeholders from across the region to discuss key issues facing our communities and included:

1. Brainstorming solutions to challenges in the regions
2. Sharing success stories and learnings
3. Networking with colleagues
4. Discussing topics with key experts including road safety and funding, emergency management, housing, cyber security and renewable energy.

Cr Trent and Cr Smythe attended the Forum along with the Chief Executive Officer.

Clause 7.1 of Policy E2 – Councillors: Training and Continual Professional Development, states that within thirty (30) days of attending a professional development event of more than one (1) day duration, Councillors must submit an individual or combined report for inclusion on the Council agenda.

COMMENTS AND DETAILS

Although the Forum was held over one (1) day, Cr Trent and Cr Smythe have each provided a report on the Forum which are presented in Appendix 1.

The Councillors may wish to make further comment at the Meeting.

OPTIONS

Council has the following options:

Option 1: Council could choose to note the reports provided by Cr Trent and Cr Smythe.

Option 2: Council could choose to reject the reports provided by Cr Trent and Cr Smythe.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Cr Kevin Trent

Cr Denese Smythe

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

E1 Code of Conduct – Council Members, Committee Members and Candidates

E2 Councillors - Training and Continuing Professional Development

E3 Councillors - Travel - Accommodation

Financial

Registration for the Forum was free.

In accordance with Section 5.98(2)(b) of the *Local Government Act 1995* and Regulation 32(1)(c) of the *Local Government (Administration) Regulations 1996*, reimbursement of travel expenses from GL: 041118 – Travel Expenses to attend the Forum are applicable.

Legal and Statutory

Section 5.128 of the *Local Government Act 1995* is applicable and states:

“5.128. Policy for continuing professional development

- (1) *A local government must prepare and adopt* a policy in relation to the continuing professional development of council members.*

** Absolute majority required.*

- (2) *A local government may amend* the policy.*

** Absolute majority required.*

- (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*

- (4) *The CEO must publish an up-to-date version of the policy on the local government’s official website.*

- (5) *A local government —*

(a) must review the policy after each ordinary election; and

(b) may review the policy at any other time.”

Risk Related

Nil

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION

120924

Moved: Cr Denese Smythe

Seconded: Cr James Adamini

That, with regard to the Report on Councillor Attendance at the Wheatbelt Forum, Council:

- 1. Notes the reports provided by Cr Kevin Trent and Cr Denese Smythe on their attendance at the 2024 Wheatbelt Zone Forum as presented in Appendix 1.**

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0

Report on the Wheatbelt Forum by Cr Trent

On Friday 23 August Cr Smythe, Mr Linnell, our CEO and myself attended the Wheatbelt Forum held in Northam Recreation Centre, the Forum was sponsored by the Northam Shire and the Wheatbelt Development Commission.

Starting at 9.00am, the Forum concluded at 3.30pm, to enable attendees to return to their Councils as far away as Kondinin in the South east or Mukinbudin in the North East of the Region to safely return home.

After registration all Shire Presidents, CEOs and others involved in Local Government were welcomed to Northam by the Northam Shire Council President, Cr Antonio.

The Master of Ceremonies, WALGA Media Manager, Simon Beaumont welcomed Rob Cossart, of the Wheatbelt Development Commission who outlined the key issues in the Wheatbelt. Agriculture and the role support industries play in providing a great part in the States economy. 3.6% of the population live in the Avon Region, involved in agriculture although there is some mining taking place. Both industries rely on the road network to export their wealth, which requires investment to keep the roads open. Due to the close proximity to the Metropolitan Area some residents of Perth are moving to the western edge of the Rural Zone seeking cheaper housing or land on which to build. Some of the recent influx of residents are seeking a future in the Region, which means the requirement to locate industry in the area. A typical example is Bruce Rock Engineering who attract tradesmen in the heavy metal fabrication. Rob went on to outline the key issues facing the region. These included Transportation of the produce from the Region to the port of Fremantle for export

The Zone Chairs then gave a quick rundown on the key opportunities and challenges in their Zones.

The Wheatbelt region is broken into Three Zones, Avon-Midland Country Zone, Central Country Zone and Great Eastern Country Zone. Avon-Midland extends from Dandaragan, east to Dalwallinu and south to York, with Northam as its regional Centre. 11 Shires are within this Zone. The Great Eastern Zone comprises 16 Shires includes Mount Marshall in the north to Yilgarn in the east and Kondinin in the South. Merredin serves as the Regional Centre.

The Central Country Zone extends from Beverley in the north down to West Arthur and out to Lake Grace in the east. Narrogin serves as the regional Centre. 15 Shires are within this Zone.

While many shires in the Zones are faced with declining populations there is no appetite for amalgamations. Most Local Governments are Band 3 or 4. All advocate for the retention of the Live Sheep Export business. Many have difficulties in attracting doctors with several towns being serviced by one doctor and then relying on telehealth for more difficult health issues. Providing adequate housing for staff and other key employees is a major concern along with adequate water, power and telecommunications, more so in the eastern Shires. Many parents have to send their children away to boarding schools for upper secondary education.

A summary of the major issues facing the Avon Midland Country Zone include:-

Increased health care, renewable energy, living well in the Wheatbelt, obtaining clearing permits to facilitate improving the capacity of the rural road network, the variety of housing available to all persons living in the Region, finding sufficient volunteers to staff fire brigades, ambulance and staff for Councils. It was suggested that CEO's share ideas to overcome these issues.

The use of prime agricultural land for growing trees to obtain carbon offsets for big polluters is not a wise investment.

After morning tea there were two concurrent sessions. I attended the presentation by Teresa Williams of Main Roads who gave an update on Trends in Road Safety Treatments. Teresa recommended the Safe System Approach to designing roads and accept that “mistakes” will happen, resulting in motorists taking evasive action, hence audible edge lines and centre lines can reduce the risk of a driver killing themselves. 40% of fatalities occur on local roads, where Councils do not have the resources to build high speed roads. Manufacturers of motor vehicles are including many safety features in the modern motor car, seat belts, airbags and ABS brakes in addition to warning alarms when the car is running close to the lane marking. All these aids rely on the driver using them to reduce the death toll. Being visible is critical for cyclists and pedestrians. Reflective vests reduce the chances of other road users being struck.

Teresa went onto explain the system of point to point monitoring the speed of vehicles, not only for law enforcement but also to assess whether the speed value set for the road is too high and can be reduced to reduce the deaths per kilometre, like the 100km/h limit on the Chidlow – York Road.

Chances of surviving a side on crash, if the vehicle travelling at 50 km/h strikes another vehicle in the side a passenger in the vehicle struck has a 90% chance of surviving. If that speed is raised to 70 km/h the passenger in the other vehicle only has a 20% chance of surviving, even with anti-intrusion bar in the doors.

To highlight the need for motorists to take care on the roads Teresa spoke of 17 young people killed on the roads in Kellerberrin.

The other session was given Brent Bailey of the Dandaragan and Sam Dolzadelli from the Shire of Wongan Ballidu. The topic related to Staff Retention and Attraction.

The next concurrent session comprised Road Funding – Sources, Advocacy and Trends presented by Mark Bondietti and Chris Berry or Bushfire Response – Upskilling and Funding presented by Robert Koch, the CESM at the Shire of Toodyay. This session included a demonstration of the new bushfire radio system.

Mark and Chris spoke on how State Roads funds are distributed to Local Governments, 67% to Local Government and 33% goes to Main Roads for traffic management signs and markings, bridge works and inspections and State initiatives on Local Roads and regional road group support. Funds for Shires include direct grants, road project grants and black spot funding. The allocation of funds is driven by up to date road statistics and it is important that length of and standard of roads is relayed to Main Roads. 56% of local roads are unsealed gravel roads. Mark informed the meeting that 22% comes from Councils own sources, 40% comes from the State Government and 35% comes from the Federal Government.

Funding for road preservation is of important part of the allocation of funds.

Chris, who is a consultant to the WA Local Government Grants Commission and WALGA.

General Purpose Grants amount to \$2.27 billion spent nationally and \$1,005 billion spent on roads nationally through Financial Assistance Grants to Local government via the WA government Grants Commission. WAs share of General Purpose grants represents \$245.6m or 10.84% based on population, Road Grants result in \$153.7m or 15.29% on historical share. Total funding provided to WA equates to 12.21% of the national pool. Chris stressed that the distribution of funds is significantly influenced by road inventory. Main Roads provides the WA LGGC with road statistics from their State road inventory (IRIS). Councils can miss out on funding if their road inventory is not up to date or their road management system does not talk to IRIS.

The data required comprises road length of sealed roads, gravel roads, formed and unformed roads and the area of seal on sealed roads. The area in square metres for bridges (by type of construction).

The National Principles under Commonwealth Legislation used for distributing funds are:-

Horizontal Equalisation. Each Local Government is able to function by reasonable effort, at a standard not lower than the average standard of other local governments in WA,

Therefore Equalisation Required = Assessed Expenditure needs – Assessed Revenue capacity.

Identified Local Road Component. Financial Assistance Grants are allocated as far as practical on the basis of the relative needs of each local government for road expenditure and to preserve its road assets.

The Asset Preservation Model (APM) recognises the road assets of each local government and the regional differences in the cost of maintenance. Funds are allocated to Aboriginal Access Roads and Bridges based on Projects and roads using the APM.

Following Lunch Cath Meaghan from the Department of Planning, Lands and Heritage spoke on Planning for Emerging Land Use on Private Land, supported by Gavin Robbins from the Shire of Moora. Cath Meaghan spoke on rural planning guidelines and the Avon Arc Committee, providing opportunities for families wanting the rural lifestyle along with easy access to the Metropolitan area. Cath also suggests that Councils use consultants for changes to Town Planning schemes. Councils need to plan for land use including industrial sites to cater for larger agricultural machines. Cath stressed the need to ensure that sufficient land is developed to accommodate the work force required to ensure that employees are attracted to the region. While some land is available much is unserviced which leads to a high cost for developers bringing a small subdivision onto the market.

Another concurrent session followed. Leonnie Knipe of Avon Valley Motor Group explained her staffing issues as they relate to housing in a town where housing, including housing for rental is short, and Alex MacKenzie, an Architect who spoke of the project in converting a redundant shop into accommodation in Northam.

The alternative was IT/Cyber Security in Local Government presented by Alex Evans and Josh Watson-Kubat from the City of Wanneroo.

All delegates gathered for the final Session which covered Renewable Energy, presented by Renee Manning of the Wheatbelt Development Commission, Peta Ashworth and Petra Tschakert from Curtin University, Wenona Haddingham from Powering WA and Margot Hammond from Western Power.

While renewable energy, be it wind powered or solar generated electricity appear to be favoured the concept of turning large areas of prime agricultural land over to wind or solar farms is not acceptable and short sighted.

Similarly planting trees for carbon sequestration on prime agricultural land is not a way forward.

Simon Beaumont presented the Closing Remarks, summarising the main points brought out at the Forum.,

Conclusion The Forum, although it was short, provided valuable information to Elected members and Officers who come from across the Wheatbelt Region of Western Australia.

Cr Denese Smythe - Wheatbelt Zone Forum 2024

I attended this forum along with the Shire President after our attendance at the Avon-Midland Zone Meeting.

The forum commenced with a Welcome to Country from Deborah Moody, we were then welcomed by Cr Chris Antonio, President of the Shire of Northam and Avon-Midland Zone President who provided information on the day's activities. Simon Beaumont (WALGA Media) the Master of Ceremonies then introduced Rob Cossart from the Wheatbelt Development Commission whom outlined some of the key issues for the Wheatbelt region. The key priorities included freight and logistics pathways, although the bulk of employment is agriculture we are diversifying and mining will take over from agriculture in the future.

The first plenary session was an update from Cr Tony Sachse Gt Eastern Zone and Shire of Mt Marshall, he spoke about issues with health, St Johns Ambulance, housing, waste management and agricultural land use.

Cr Des Hickey, Shire of Corrigin and Central-Midland Zone talked about how all Shires are uniquely different and spoke about the changes to the Local Government Act, the challenges with State and Federal Government's cost shifting and compliance issues, the need for essential services, housing, clearing bans and the loss of the Live Sheep Industry.

Cr Chris Antonio, Shire of Northam and the Avon-Midland Zone spoke about increased health care issues, renewable energy, the advantages of living in the Wheatbelt. He also talked about the Aboriginal Heritage Act and land clearing issues, local government reforms and housing. Cr Antonio talked about how being in the new seat of Bulwinkle could affect the Shires of Northam, Beverley and York as being peri-urban and now a marginal seat.

Concurrent sessions were next on the agenda and I attended the Trends in Road Safety Treatments with Teresa Williams from Main Roads. Teresa told the attendees that of the 21 million cars in Australia 2.5 million are in WA and how the cars with new technology will take some time to overtake the number of cars on the roads that a pre technology on our roads. She talked about near miss camera technology and that Northam has one of the cameras they are currently trailing. Other information she provided was that WA was going down the path of mobile point to point speed checks, and rural intersection active warning systems.

The next concurrent session I attended was about road funding - sources, advocacy and trends with Mark Bondietti from WALGA who spoke about State funding for roads. He talked about the State Roads Funds to Local Government Agreements and Procedures, and that bridge expenditure is on a priority basis and only 20% of Wheatbelt bridges are satisfactory. WA Grants Commission Chris Berry was next and his session was about how the Grants Commission use statistics for funding for roads. He said it is important that the Shires Road Inventory is up to date and sent to Main Roads as they use this in deciding grant funding. Chris pointed out that all governments lack sufficient funding to maintain their roads and as an example said that Esperance needs to spend \$33million to maintain their road network.

After lunch we returned to a plenary session presented by Cath Meaghan - Department of Planning Lands and Heritage. She covers 70 local governments and talked about population changes, change in climate, new types of development, wind farms and tree farms and planning reform. Geoff Hall, Northam Country Club spoke about growth and the Avon Arc. Gavin Robins Shire of Moora

Housing Initiatives - What Works and Novel Solutions, a concurrent session I attended, was presented by Alex Mackenzie from the Wheatbelt Development Commission, Alex Mackenzie Architect and Leonie Knife from the Avon Valley Motor Group.

The final plenary session about Renewable Energy was a presentation by Renee Manning Wheatbelt Development Commission and Peta Ashworth, Curtin University.

I felt that a lot of the day's information seemed to be pushing towards Renewable Energy.

Cr Denese Smythe
29th August 2024

SY098-09/24 ADOPTION OF FEES AND CHARGES - AMENDMENT

File Number:	4.7714
Author:	Codey Redmond, Manager Finance
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	6 August 2024 (080824)
Disclosure of Interest:	Nil
Appendices:	1. Fees and Charges Amendment ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report provides an update to fees and charges for Planning for Council's consideration and adoption for the 2024/25 financial year.

BACKGROUND

Each year Council is required to establish a Schedule of Fees and Charges for the use of Shire facilities and the provision of services. In accordance with Sections 6.16 to 6.19 of the *Local Government Act 1995* (the Act), a local government may impose a fee or charge for any goods or service it provides. Fees and charges must be imposed when adopting the annual budget. However, they may also be imposed or amended during the year if necessary. In accordance with Section 6.12 of the Act, a local government may resolve to waive a fee or provide a discount.

At its Special Meeting on 6 August 2024 Council adopted its Schedule of Fees and Charges for the 2024/25 Financial Year (Resolution 080824). Planning fees were originally presented with no change from 2023/24 and have now been updated to reflect costs and to add new fees to accommodate applications.

COMMENTS AND DETAILS

Several new Development Services charges, allowing staff to provide a better and more catered service to the community, were not presented in the original adopted Schedule of Fees and Charges. Staff have used this opportunity to review the full fees and charges and have provided additional proposed changes.

As the new Schedule of Fees and Charges was unable to be considered as part of the Annual Budget process, advertising will be required in accordance with Sections 1.7 and 6.19 of the Act for a minimum of seven (7) days before implementation. The proposed new Schedule of Fees and Charges are presented in Appendix 1.

OPTIONS

Council has the following options:

Option 1: Council could choose to adopt the new Schedule of Fees and Charges as presented in Appendix 1 and direct the Chief Executive Officer to advertise the new Schedule of Fees and Charges for the prescribed period prior to implementation.

Option 2: Council could choose to adopt a different Schedule of Fees and Charges, and identify what they are, and direct the Chief Executive Officer to advertise the different Schedule of Fees and Charges for the prescribed period prior to implementation.

Option 3: Council could choose not to adopt the new Schedule of Fees and Charges and maintain the originally adopted Schedule of Fees and Charges for 2024/25.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Regional local governments

Shire of York Staff

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

Not applicable

Financial

The revenue from the fees and charges which have changed is not expected to have a significant impact on income.

Legal and Statutory

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

“1.7. Local Public Notice

- (1) Where under this Act local public notice of a matter is required to be given, notice of the matter must be —
 - (a) published on the official website of the local government concerned in accordance with the regulations; and
 - (b) given in at least 3 of the ways prescribed for the purposes of this section.

“6.12. Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

** Absolute majority required.*

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) supplying a service or carrying out work at the request of a person;*
 - (c) subject to section 5.94, providing information from local government records;*
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) supplying goods;*
 - (f) such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) imposed* during a financial year; and*
 - (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. Setting level of fees and charges

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) the cost to the local government of providing the service or goods; and*
 - (b) the importance of the service or goods to the community; and*
 - (c) the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) under section 5.96; or*
 - (b) under section 6.16(2)(d); or*
 - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) limit the amount of a fee or charge in prescribed circumstances.*

6.18. Effect of other written laws

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
- (a) determine an amount that is inconsistent with the amount determined under the other written law; or*

- (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.”*

Risk Related

Not adopting the proposed Schedule of Fees and Charges for 2024/25 may result in a reduction of the ability for the Shire to complete budgeted activities and limit available service to the community.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION

130924

Moved: Cr Chris Gibbs

Seconded: Cr Denese Smythe

That, with regard to the Adoption of Fees and Charges - Amendment, Council:

- 1. Resolves to adopt the additional Schedule of Fees and Charges, as presented in Appendix 1.**
- 2. Directs the Chief Executive Officer to advertise the additional Schedule of Fees and Charges in accordance with Sections 1.7 and 6.19 of the *Local Government Act 1995* prior to implementation.**
- 3. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the additional Schedule of Fees and Charges prior to publication.**

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

Against: Cr James Adamini

CARRIED 6/1 BY ABSOLUTE MAJORITY



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
Statutory fees and charges cannot be modified by Council but may be subject to change					
RATES AND WASTE MANAGEMENT					
Rubbish Service Charges - All Eligible Properties					
	Charge per bin service	per annum	244.00	380.00	
	Charge per 1.5m³ bin service	per annum	1,800.00	2,791.50	
	Charge per 3.0m³ bin service	per annum	3,016.00	4,680.00	
	Charge per 4.5m³ bin service	per annum	4,826.00	7,485.00	
Waste Management Levy					
	Levy being to provide for the proper performance of services in accordance with s66 of the <i>Waste Avoidance and Resource Recovery Act (2007)</i> .				
	General rate - cents per dollar of gross rental value		\$ 0.14128	\$ 0.1489123	
	General rate - cents per dollar of unimproved value		\$ 0.07340	\$ 0.0773636	
	Per assessment/residence - minimum payment	per annum	102.00	159.00	
Payment Due Dates					
	Target date of issue of rates notice -		14-Sep-23	30-Jul-24	
	Payment due dates would therefore be -				
	- for payment in full -		19-Oct-23	14-Aug-24	
	- for payment of first instalment -		19-Oct-23	18-Sep-24	
	- for payment of second instalment -		20-Dec-23	18-Nov-24	
	- for payment of third instalment -		21-Feb-24	20-Jan-25	
	- for payment of fourth instalment -		24-Apr-24	20-Mar-25	
Interest					
31214	Interest is calculated daily, and is applied where the instalment option has not been selected by the ratepayer and payment has not been received.		7.00%	7.00%	
Rates by Instalment					
31220	Instalment administration fee	per instalment notice	10.00	10.00	
31219	Interest charge on rates instalments		5.50%	5.50%	
Property Settlement Enquiries					
31230	Rates account enquiry		103.00	107.00	*
31230	Rates account enquiry - zoning/orders/requisitions		172.00	178.00	*
Rates enquiries - other					
31230	Reprint rate notices after due date (paper copy)	per notice	15.00	15.00	*
31230	Reprint rate notices after due date (email copy)	per notice	10.00	10.00	*
31230	Research Charge	per hour	89.00	89.00	*
31220	Copy Rate Book	printed	227.00	227.00	*
31220	Copy Rate Book	electronic	170.00	170.00	*
ADMINISTRATION CHARGES					
Administration Charges - Other					
42225	Council Minutes	per set	28.00	29.00	
42225	Council Agendas	per set	28.00	29.00	
42225	Council Minutes - extracts, per double sided page		0.90	1.00	
	- Members of Parliament & media representatives		no charge	no charge	
	- Email Copies		no charge	no charge	
42225	Council Local Laws - per double sided page		0.90	0.90	
42225	Copy of Electoral Roll - Residents or Owner/Occupier	per copy	113.00	117.00	
Photocopying/Printing					
Admin - 42224 138201	CRC - per single sided A4 page b/w		0.90	0.55	*
Admin - 42224 138201	CRC - per double sided A4 page b/w		1.80	1.00	*
Admin - 42224 138201	CRC - per single sided A4 page colour		1.80	1.20	*
Admin - 42224 138201	CRC - per double sided A4 page colour		3.60	2.30	*
Admin - 42224 138201	CRC - per single sided A3 page b/w		1.80	1.20	*
Admin - 42224 138201	CRC - per double sided A3 page b/w		3.60	2.30	*
Admin - 42224 138201	CRC - per single sided A3 page colour		2.35	2.00	*
Admin - 42224 138201	CRC - per double sided A3 page colour		4.70	4.10	*



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
	Laminating				
Admin - 42224 138201 CRC -	A4 laminate per sheet		4.00	4.00	*
Admin - 42224 138201 CRC -	A3 laminate per sheet		5.00	5.00	*
CRC only - 138201	A2 laminate per sheet			10.00	*
CRC only - 138201	A1 laminate per sheet			12.00	*
	Binding				
Admin - 42224 138201 CRC -	Flat rate binding fee		8.00	8.00	*
	Scan and Email				
Admin - 42224 138201 CRC -	Flat rate scan and email service		5.00	5.00	*
	Poster Printing				
CRC only - 138201	- per single sided A3 page b/w gloss			10.00	*
CRC only - 138201	- per single sided A3 page b/w gloss			20.00	*
CRC only - 138201	- per single sided A2 page b/w gloss			25.00	*
CRC only - 138201	- per single sided A1 page b/w gloss			35.00	*
CRC only - 138201	- per single sided A4 page colour gloss			15.00	*
CRC only - 138201	- per single sided A3 page colour gloss			25.00	*
CRC only - 138201	- per single sided A2 page colour gloss			30.00	*
CRC only - 138201	- per single sided A1 page colour gloss			45.00	*
CRC only - 138201	- per single sided A3 page b/w canvas			35.00	*
CRC only - 138201	- per single sided A2 page b/w canvas			50.00	*
CRC only - 138201	- per single sided A1 page b/w canvas			65.00	*
CRC only - 138201	- per single sided A3 page colour canvas			50.00	*
CRC only - 138201	- per single sided A2 page colour canvas			65.00	*
CRC only - 138201	- per single sided A1 page colour canvas			80.00	*
CRC only - 138201	- per single sided A3 page b/w plain			8.00	*
CRC only - 138201	- per single sided A2 page b/w plain			8.00	*
CRC only - 138201	- per single sided A1 page b/w plain			10.00	*
CRC only - 138201	- per single sided A3 page colour plain			10.00	*
CRC only - 138201	- per single sided A2 page colour plain			10.00	*
CRC only - 138201	- per single sided A1 page colour plain			12.00	*
	Computer Access				
CRC only - 138201	Computer access per hour			7.00	*
CRC only - 138201	Computer access per hour - Student/Senior			3.00	*
	Other				
42228	Dishonoured Cheque Fee		28.00	29.00	
	Freedom of Information Other fees may apply – refer Governance Officer				
42225	Personal information about the applicant		no fee	no fee	
42225	Application fee (non personal information)		30.00	30.00	
42225	Charge for time dealing with the application	per hour/pro rata	30.00	30.00	
42225	Access time supervised by staff	per hour/pro rata	30.00	30.00	
42225	Photocopying staff time	per hour/pro rata	30.00	30.00	
42225	Per photocopy		0.20	0.20	
42225	Transcribing from tape, film or computer	per hour/pro rata	30.00	30.00	
42225	Duplicating a tape, film or computer information		Actual Cost	Actual Cost	
42225	Delivery, packaging and postage		Actual Cost	Actual Cost	
42224	Request for ratepayer/elector information	per request	5.50	5.50	*
	Library				
115230	Students only - Photocopy library references not for loan	per A4 single sided	0.50	0.55	
115230	Students only - Photocopy other library study materials	per A4 single sided	0.50	0.55	
115229	Administration fee - per invoice for overdue items		26.00	27.00	*
115229	Lost or damaged library items	replacement cost + 20%			
T23	Library Membership Bond	Non-local memberships	53.00	55.00	
	Elections				
T19	Local Government Elections - Candidate Nomination Fee	per candidate nomination per election	84.00	100.00	



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
UNCLASSIFIED					
Standpipe Water					
TBA	Standpipe Card	Per replacement card	21.00	22.00	
139256	Usage - per 1000 litres (per kilolitre) - charged quarterly	per kilolitre	7.50	7.90	
139256	Minimum charge for water taken from standpipes	per quarter	21.00	22.47	
York Community Bus					
T33	Bond - Not for Profit/Community Group		53.00	50.00	
T33	Bond - Private or Commercial		212.00	200.00	
	Note: School Bus exemption for emergency breakdowns only				
139259	Mileage	per km	2.10	2.17	*
139259	Hire Fee	per booking	84.00	87.00	*
	Hire Fee - Not for Profit/Community Group	per booking	no charge	no charge	
139259	Cleaning fee if bus returned unclean		at cost + 20%	at cost + 20%	*
CEMETERY					
Burials					
109250	Grant of Right of Burial (25yrs) - Initial Grant or Renewal (Non Refundable)	per plot	290.00	300.00	*
109250	Transfer of Grant of Right of Burial		79.00	82.00	*
109250	Copy of Grant of Right of Burial		21.00	22.00	*
York Cemetery					
109253	Plot Fee - Standard size		1,640.00	1,695.00	*
109253	Plot Fee - oversize		1,756.00	1,815.00	*
109253	Extra width - oversize caskets (each additional 300mm)		105.00	109.00	*
109253	Re-opening grave (second interment)		1,640.00	1,695.00	*
109253	Re-opening grave (second interment) (oversize)		1,756.00	1,815.00	*
109253	Exhumation fee - by Contractor	per exhumation	at cost + 20%	at cost + 20%	*
109253	Fees for weekend/public holiday labour charge - minimum charge	2 staff 3 hours	714.00	739.00	*
109253	Additional fees for weekend/public holiday labour charge above minimum	per staff per hour	143.00	148.00	*
109254	Grave number plate		47.00	49.00	*
109256	Funeral Director's Annual Licence	annual	910.00	940.00	
109256	Single Funeral Permit	per burial	211.00	218.00	
109253	Burial without due notice	24 hours	190.00	196.00	*
109255	Permission to erect or alter headstone, monument, kerbing, plaque		169.00	175.00	*
109255	Monumental Mason Licence	annual	116.00	120.00	
Greenhills/Gilgering Cemetery - Additional Fees					
109253	Staff Travel (Greenhills)	per visit	at cost	at cost	*
109253	Staff Travel (Gilgering)	per visit	at cost	at cost	*
Ashes					
109250	Niche Reservation Fee (25yrs) single	per niche	317.00	328.00	*
109250	Niche Reservation Fee (25yrs) double	per niche	380.00	393.00	*
109253	Transfer of Niche Reservation		79.00	82.00	*
109250	Copy of Niche Reservation		21.00	22.00	*
109254	Plaque - at cost - Shire of York Supplier		at cost	at cost	*
109254	Vase - at cost - Shire of York Supplier		at cost	at cost	*
109254	Freight/Postage		at cost	at cost	*
109253	Interment Fee - Single compartment		397.00	410.00	*
109253	Interment Fee - Double compartment - 1st		428.00	443.00	*
109253	Interment Fee - Double compartment - 2nd		397.00	410.00	*
109255	Plaque fitting - Niche Wall or Memorial Stone		116.00	120.00	*
109253	Family in Attendance	Mon-Fri	169.00	175.00	*
109253	Family in Attendance	Sat - am only	375.00	389.00	*
109253	Additional labour charge - outside operational hours	per staff per hour	137.00	142.00	*
109253	Ashes removal (exhumation)		381.00	394.00	*
109253	Ashes placement in family grave	per placement	433.00	448.00	*
Miscellaneous					



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
109251	Search records / family tree enquiries	per hour	95.00	98.00	*
TBA	Memorial plaque		at cost	at cost	±
TBA	Marquee for graveside services		85.00	88.00	*
COUNCIL FACILITIES					
Cancellation Fees - Apply to all Events/Functions/Bookings at all Shire Facilities/Venues					
	Guest Booking fee on any Casual (Private/Commercial) booking cancellation	% of booking fee		2.5%	*
	Up to 14 days prior, no charge	% of booking fee		0%	
	14 days or less, 25% refund	% of booking fee		75%	*
Companion Card Holders receive free entry to Shire venues and Shire-run events					
A 20% reduction will apply to all bookings relating primarily to Seniors activities (subject to approval).					
Residency Museum					
118221	Admission - Adults		5.00	5.00	*
118221	Admission - Seniors/Concession Card Holders		4.00	4.00	*
118221	Admission - Children under 16 years		3.00	3.00	*
118221	Admission - Students (in student group/schools)	Helpers/Teachers Free	3.00	3.00	*
118221	Museum ground hire	per hour	50.00	50.00	*
	(a potential additional cleaning fee may be charged at Management's discretion)				
Guided Tours -					
118221	Adults		5.00	5.00	*
118221	Children		3.00	3.00	*
118221	Senior		4.00	4.00	*
118221	Family Pass (2 adults, 2 Children or 1 Adult, 3 Children)		13.00	13.00	
118227	Research service - per half hour or part thereof		40.00	40.00	*
118221	Groups of 10 or more during normal hours	10% discount			*
118221	Adults and senior group bookings outside normal opening hours	10% surcharge			*
118227	Reproduction of photos	per digital copy	28.00	28.00	
	Shire of York residents - FREE entry		no charge	no charge	
Damage and Breakages					
118225	Replacement or repair of any item		at cost	at cost	
118225	Additional loading to cover admin cost of arranging replacement or repair		20%	20%	

Removed - No longer ordering these

Included in original but moved up as it covers all bookings



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
TOWN HALL HIRE					
Main Hall, Lesser Hall and Kitchen					
Hire includes crockery, cutlery, furniture (including trestles (20) and equipment. Seating capacity 400 (grey chairs approx. 200, addt orange chairs available where required)					
T83	Bond - Events, Commercial & Private (includes key bond)		1,058.00	1,100.00	
T83	Bond - Not-for-Profit/Community Groups (includes key bond)		529.00	550.00	
T8	Bond - for sound system		317.00	350.00	
111216	Town Hall - Private or Commercial (Casual)	per hour (minimum 3 hrs, capped price after 12 hrs)		80.00	
	Town Hall - Not-for-Profit / Community Group	per hour (minimum 3 hrs, capped price after 12 hrs)		38.00	
111216	Setting up/rehearsals, decorating, clean up etc (prior to day of function and day after, if there are no other bookings)	(6hrs max - eg: 3 hrs set up prior & 3 hrs pack up after.)	110.00	114.00	*
Lesser Hall and Kitchen Hire includes crockery, cutlery, furniture (including trestles) and equipment (including urn). FLOOR AREA - 12m x 8m seats approx. 80					
T83	Bond - Events, Commercial & Private (includes key bond)		529.00	550.00	
T83	Bond - Not-for-Profit / Community Groups (includes key bond)		160.00	150.00	
111216	Lesser Hall - Private or Commercial (Casual)	per hour (minimum 3 hrs, capped price after 12 hrs)		30.00	
111216	Lesser Hall - Not-for-Profit / Community Group	per hour (minimum 3 hrs, capped price after 12 hrs)		10.00	
111216	Setting up/rehearsals, decorating, clean up etc (prior to day of function and day after, if there are no other bookings)	per hour (3hrs max per day)		30.00	
111216	Setting up/rehearsals, decorating, clean up etc (prior to day of function and day after, if there are no other bookings)	(6hrs max - eg: 3 hrs set up prior & 3 hrs pack up after.)	89.00	92.00	*
Kitchen Only Hire includes crockery, cutlery, and equipment.					
T83	Bond - Kitchen (includes key bond)		160.00	150.00	
111216	Kitchen - All groups	per hour (minimum 3 hrs, capped price after 12 hrs)		11.00	*
111216	Kitchen - All groups	per day	127.00	131.00	*
Other Hall Fees and Charges					
111216	Additional Cleaning charge if required (to be taken from Bond)	per hour	40.00	41.00	*
111218	Permission for liquor to be served	per application	42.00	43.00	*
111216	Chair Hire (orange chairs only - located at Scout Hall) - collect & return by hirer, during office hours	per chair	1.70	1.70	*
Damage and Breakages					
111216	Replacement or repair of any item		at cost	at cost	*
111216	Additional loading to cover admin cost of arranging replacement or repair		20%	20%	*
Annual Fees Main Hall - Not-for-profit/Community Dance Groups					
111216	Not-for-profit/Community Dance Groups	per financial year max. 3 hrs per usage booking, as per agreement	2,047.00	2,117.00	*
Annual Fees Lesser Hall - Not-for-profit/Community Dance Groups					
111216	Not-for-profit/Community Dance Groups	per financial year max. 3 hrs per usage booking, as per agreement	1,280.00	1,324.00	*
111216	Not-for-profit/Community Dance Groups - (Junior Dancers)	per financial year max. 1 hr per usage booking, as per agreement	423.00	437.00	*
SWIMMING POOL					
Admission					
112273	Adult		5.00	5.00	*
112273	Children 5 - 17 years of age		4.00	4.00	*
112273	Seniors & Aged Pension Card Holders		3.00	3.00	*
112273	Spectators/Carers (attendant care support)		2.00	2.00	*
Season Passes					
112273	Single Full Season Pass - Adult		115.00	115.00	*
112273	Single Full Season Pass - Child up to 17 years		95.00	95.00	*
112273	Full Season Family Pass - 2 adults and 2 children or 1 adult and 3 children. Additional family member passes may be obtained		340.00	340.00	*
112273	Full Season Pass - Additional Family Members	per person	58.00	58.00	*
112273	Half Season Single Pass	Open to 31 December or 1 January to Closing Day	68.00	68.00	*
112273	Half Season Child Pass	Open to 31 December or 1 January to Closing Day	58.00	58.00	*
112273	Half Season Family Pass	Open to 31 December or 1 January to Closing Day	169.00	169.00	*
112273	Half Season Pass - Additional Family Members	Open to 31 December or 1 January to Closing Day	34.00		*
112273	10 Day Pass - Child (Vac Swim)		32.00	32.00	*
112273	Season Passes - Seniors/Aged Pension Card holders 50% of the above fees				*
	Free entrance for children up to 5 years of age		no charge	no charge	
Other Swimming Pool Charges					
112273	Private Lessons/Classes	per lesson or hire lane per hour	10.00	10.00	*
112273	Water Aerobics/Exercise	per hour	21.00	21.00	*
112273	Annual fee by agreement - York Schools in-term swimming classes & carnivals	per season	3,438.00	3,555.00	*



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
112273	Pool Hire including operator for Private Hire (carnivals, gatherings)	per hour plus entry fees	154.00	159.00	*
112273	Swimming Club Annual Fee	per financial year	693.00	717.00	*
FORREST OVAL PRECINCT - All Facilities					
YRCC Precinct					
T83	Bond - Large events and Commercial hire		2,645.00	2,500.00	
T83	Bond - Not-for-Profit/Community group		1,058.00	1,000.00	
113233	Hire - Large events and Commercial hire	per day per event	by negotiation	by negotiation	*
113233	Hire - Not-for-Profit/Community group	per day per event	1,164.00	1,170.00	*
113233	York Agricultural Society (Annual York Show)	per event	1,164.00	1,170.00	*
York Recreation and Convention Centre (Hire includes furniture. Functions are by negotiation - Seating 120 Standing 200)					
Main Function Room					
T83	Bond - Large events and Commercial hire	based on nature of event	up to 1,000.00	up to 1,000.00	
T83	Bond - Not-for-Profit/Community group			200.00	
113242	Hire Main room/ Restaurant	per hour		22.50	*
Cleaning Fee - All Sites/ Rooms					
113242	Cleaning fee, if applicable (as determined by management)	per hour	74.00	77.00	*
113242	Laundry fee, if applicable (as determined by management)	per load		60.00	*
Change Rooms					
113242	Home or Visitor Change Rooms	per day	100.00	104.00	*
Committee Room					
T83	Bond - Small events and General meetings (includes key bond)		160.00	150.00	
113242	Hire - Private or Commercial (Casual)	per hour (minimum 1 hr, capped price after 3 hrs)		40.00	*
113242	Hire - Not-for-Profit/Community group	per hour (minimum 1 hr, capped price after 3 hrs)		20.00	*
	No charge for affiliated sporting groups who have paid an annual fee.				
YRCC Kitchen					
T83	Bond			250.00	
113242	Hire of Kitchen Area	per hour		25.00	*
Tennis Courts					
113249	Adult use per person	per use up to 3 hours	5.00	5.00	*
113249	Junior (up to and including Yr 10) use per person	per use up to 3 hours	3.00	3.00	*
	York Lawn Tennis club members - Leisure and Pennants - (Leisure - subject to availability)		no charge		
113249	Hire of a tennis court	per hour by negotiation	20.00	20.00	*
Bowling Green					
113248	Adult use per person	per use	5.00	5.00	*
113248	Junior (up to and including Yr 10) use per person	per use	3.00	3.00	*
	York Bowling club members in accordance with agreement				
113248	Hire of bowls rinks or greens for Function/Event and non-members of YBC	by negotiation			*
YRCC Gym Gym membership does not entitle the user to access any other facilities within the Forrest Oval Precinct.					
113243	Membership Fee - Individual	annual	580.00	600.00	*
113243	Membership Fee - Individual	6 months	345.00	357.00	*
113243	Membership Fee - Individual	3 months	210.00	217.00	*
113243	Membership Fee - Individual	1 month	105.00	109.00	*
113243	Membership Fee - Seniors - p/p (25% discount)	annual	435.00	450.00	*
113243	Membership Fee - Seniors - p/p (25% discount)	6 months	265.00	268.00	*
113243	Membership Fee - Seniors - p/p (25% discount)	3 months	153.00	163.00	*
113243	Membership Fee - Seniors - p/p (25% discount)	1 month	79.00	82.00	*
113243	Membership Fee - Aged Pension/Permanent Disability Card Holders - p/p (50% discount) Commonwealth Seniors Health card with WA Seniors	annual	290.00	300.00	*
113243	Membership Fee - Aged Pension/Permanent Disability Card Holders - p/p (50% discount) Commonwealth Seniors Health card with WA Seniors	6 months	175.00	179.00	*
113243	Membership Fee - Aged Pension/Permanent Disability Card Holders - p/p (50% discount) Commonwealth Seniors Health card with WA Seniors	3 months	105.00	109.00	*
113243	Membership Fee - Aged Pension/Permanent Disability Card Holders - p/p (50% discount) Commonwealth Seniors Health card with WA Seniors	1 month	53.00	55.00	*
113243	Membership Fee - Juniors p/p (13 to 17) (50% discount) Adult Supervision Required	annual	290.00	300.00	*
113243	Membership Fee - Juniors p/p (13 to 17) (50% discount) Adult Supervision Required	6 months	175.00	179.00	*
113243	Membership Fee - Juniors p/p (13 to 17) (50% discount) Adult Supervision Required	3 months	105.00	109.00	*
113243	Membership Fee - Juniors p/p (13 to 17) (50% discount) Adult Supervision Required	1 month	53.00	55.00	*



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
113243	Casual Visit - Gym	per visit	15.00	15.50	*
113243	Casual Visit - Group Fitness	per session	15.00	15.50	*
113243	Gym Fob replacement or non-return		53.00	54.80	*
T67	Gym Fob Bond, 1 or 3 month membership only			55.00	New
113243	Carers (Attendant Care Support only) - no use of equipment		no charge	no charge	
Indoor Stadium					
T83	Bond - Stadium (includes key bond)		160.00	150.00	
113221	Indoor Stadium Hire	per hour (capped price after 10 hrs)	365.00	40.00	*
	Group Classes - Not-for-Profit/Community groups				
113221	Adults	per hour	22.00	23.00	*
113221	Mixed - Adults and Juniors	per hour	16.00	16.50	*
113221	Juniors (school age)	per hour	13.00	13.50	*
	Group Classes - Other eg: Commercial/Private				
113221	Adults	per hour	37.00	38.00	*
113221	Mixed - Adults and Juniors	per hour	32.00	33.00	*
113221	Juniors (school age)	per hour	23.00	24.00	*
113221	Martial Arts Groups	per hour	23.00	24.00	*
113230	Community Groups	annually - as per agreements			*
	Upstairs - Indoor Stadium (Dance & Squash)				
113221	Dance or Fitness Group Classes - Not-for-Profit/Community groups	per hour	10.00	10.50	*
113221	Dance or Fitness Group Classes - Private & Commercial	per hour	19.00	19.50	*
113221	Squash Hire (subject to availability)	per hour	16.00	16.50	*
Oval					
T36	Bond - Forrest Oval		1,058.00	1,000.00	
T36	Bond - Toilet & Shower facility (camping only) includes key bond		529.00	550.00	
113233	General usage - Community Group/Not-for-Profit	per hour (capped price after 10 hrs)	370.00	38.00	*
113233	General usage - Commercial Events	per hour (capped price after 10 hrs)	770.00	79.00	*
	Camping (overflow only)				
113221	Overflow camping - unpowered camping, flat fee per day for event organisers (24hr period). Maximum 80 campsites. Includes use of Toilets & Showers. Camping along perimeter of oval. (3m x 3m)	Maximum 48hr period. Per day	950.00	982.00	*
113221	YRCC unpowered overflow camping - Campsites (3mx3m). Includes use of YRCC toilets & showers. Tented camping only on perimeter of oval.	Maximum 48hr period. Per site, per day	16.00	16.50	*
113221	Shire owned reserve/facility overflow camping. For events or large groups. Maximum 80 campsites (3mx3m).	Maximum 48hr period	By negotiation	By negotiation	*
Pavilion					
T83	Bond - Pavilion (includes key bond)		160.00	165.00	
113231	Pavilion Hire	per hour	29.00	30.00	*
	(a potential additional cleaning fee may be charged at Management's discretion)				
Sporting Lights					
113220	All groups	per hour one set or 50 lux	15.00	15.50	*
113220	All groups	per hour two sets or 100 lux	30.00	31.00	*
Cancellation Fees - Events/Functions/Bookings Subject to completion of the Event and Function Booking Application Form					
	Cancellation Fees	Charge on Final Quote			*
	Guest Booking fee on any casual (Private/Commercial) booking cancellation				
	1 month prior to the event		No charge	No charge	
	2 - 4 weeks prior to the event		50%	50%	*
	Less than 2 weeks		75%	75%	*
	Less than 1 week		No Refund	No Refund	
Annual Fees - Various Facilities					
113224	Sporting groups - Junior Basketball Club	per financial year	790.00	817.00	*
113224	Sporting groups - Junior Netball Club	per financial year	740.00	765.00	*
113224	Sporting groups - Senior Netball Club	per financial year	790.00	817.00	*
113224	Sporting groups - Junior Football Club	per financial year	790.00	817.00	*
113224	Sporting groups - Senior Football Club/Joey's Netball	per financial year	1,930.00	1,995.00	*
113224	Sporting groups - Hockey Club	per financial year	1,690.00	1,747.00	*
113224	Sporting groups - Bowling Club (annual fee inclusive of green fees)	per financial year	10,250.00	10,600.00	*



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
113224	Sporting groups - Cricket Club	per financial year	1,500.00	1,550.00	*
113224	Sporting groups - Tennis Club	per financial year	1,500.00	1,550.00	*
113224	Sporting groups - Badminton (Stadium)	per financial year	845.00	875.00	*
113224	Seniors Mobility Group	per financial year	1,135.00	1,175.00	*
113224	Annual Fee by agreement - York District High School (0121731) Expires Dec 2024 - increase by CPI for Dec qtr in accordance with agreement	As per Lease Agreement	plus CPI %	plus CPI %	*
OTHER RECREATION FEES AND CHARGES					
T36	Bond - Parks and Open Spaces			550.00	
113222	Hire Parks and Open Spaces - Private/Commercial (Casual)	per hour (capped price after 10 hrs)		65.00	*
113222	Hire Parks and Open Spaces - Not-for-profit/ Community Groups	per hour (capped price after 10 hrs)		17.00	*
113222	Not-for-Profit/Community Groups		no charge	no charge	
Electricity (Avon, Peace & Candice Bateman Parks)					
113222	Electricity for functions and events	per event	42.00	44.00	*
113222	Electricity for family events (non-commercial)		11.00	12.00	*
Liquor permit Refer to conditions of hire. Note that Police approval may also be required. The York Police Station are advised of every liquor permit issued by the Shire.					
111218	Permission for liquor to be served		42.00	43.00	*
113220	Replacement or repair of any item		at cost	at cost	*
113220	Additional loading		20%	20%	*
	To cover admin cost of arranging replacement or repair		at cost	at cost	*
Community Resource Centre (CRC)					
T83	Bond - Events, Commercial & Private (includes key bond)		135.00	150.00	
T83	Bond - Not-for-Profit/Community Groups (includes key bond)		100.00	100.00	
Function Room					
138201	Hire Function Room - Private/Commercial (Casual)	per hour (minimum 3 hrs, capped price after 8 hrs)		17.00	*
138201	Hire Function Room - Not-for-Profit / Community Group	per hour (minimum 3 hrs, capped price after 8 hrs)		12.00	*
Hot Office					
138201	Hire Hot Office - Private/Commercial (Casual)	per hour (minimum 3 hrs, capped price after 8 hrs)		10.00	*
138201	Hire Hot Office - Not-for-Profit / Community Group	per hour (minimum 3 hrs, capped price after 8 hrs)		8.00	*
Boardroom					
138201	Hire Boardroom - Private/Commercial (Casual)	per hour (minimum 3 hrs, capped price after 8 hrs)		10.00	*
138201	Hire Boardroom - Not-for-Profit / Community Group	per hour (minimum 3 hrs, capped price after 8 hrs)		8.00	*
STANDING BONDS					
T8	Standing Key Bond (per key)	per key	106.00	110.00	
T83	Multi Venue Building and Key bond to a max. of 3 venues		1,585.00	1,600.00	*
142102	Administration Fee for Standing Key Bond (non-refundable to cover costs)	per key	42.00	43.00	*
RANGER SERVICES					
Fines Enforcement Registry (applicable to all infringements)					
	Issuing Final Demand	FPINE Regs Sched 2	26.10	26.10	originally adopted \$26.99
	Preparing Enforcement Certificate	FPINE Regs Sched 2	22.20	22.20	originally adopted \$22.95
	Registration of Infringement Notice	FPINE Regs Sched 2	83.50	83.50	originally adopted \$86.34
Fire Control					
T8A	Firebreaks - cost recovery	8FA 1954 s33(5)	at cost	at cost	
51217	Infringements		at cost	at cost	
Rural Street Numbering					
53202	Rural Street Address Numbering - initial supply & replacement		160.00	165.00	*
Impounded Vehicles					
53220	Impound Fee		143.00	148.00	
53220	Per Day Impounded		21.00	21.50	
53220	Towing Expenses as per service		at cost	at cost	
Animal Trap					
T1	Bond - Small Trap	bond	100.00	100.00	
52285	Trap hire - Free for the first 14 days and then daily rate applies	Free first 14 days - then daily rate applies	1.45	1.50	*
52285	Replace or damage fees at cost plus 20% administration fee	at cost	at cost + 20%	at cost + 20%	*
Dog Control Fees					
52282	Dog Fines / Infringements	In accordance with Dog Regulations 2013 (Reg 17)	at cost	at cost	



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
	Registration Fees - Normal	In accordance with Dog Regulations 2013 (Reg 17)			
52284	Registration of unsterilised dog other than a dangerous dog for one year	1 Nov - 31 Oct	50.00	50.00	
52284	Registration of unsterilised dog other than a dangerous dog for one year - owned by pensioner		25.00	25.00	
52284	Registration of unsterilised dog for 3 years		120.00	120.00	
52284	Registration of unsterilised dog for 3 years - owned by pensioner		60.00	60.00	
52284	Registration of unsterilised dog for its lifetime		250.00	250.00	
52284	Registration of unsterilised dog for its lifetime - owned by pensioner		125.00	125.00	
52284	Registration of sterilised dog for one year		20.00	20.00	
52284	Registration of sterilised dog for one year - owned by pensioner		10.00	10.00	
52284	Registration of sterilised dog for 3 years		42.50	42.50	
52284	Registration of sterilised dog for 3 years - owned by pensioner		21.25	21.25	
52284	Registration of sterilised dog for its lifetime		100.00	100.00	
52284	Registration of sterilised dog for its lifetime - owned by pensioner		50.00	50.00	
52284	Registration of a dangerous dog for one year		50.00	50.00	
52284	Registration of Working Dog 25% of full fee		25% of fee	25% of fee	
52291	Bulk Kennel Annual registration fee		210.00	200.00	originally adopted \$210
52289	Dog Replacement Tags		4.00	4.00	*
52285	Seizure and impounding of dog		143.00	143.00	originally adopted \$148
52285	Impounding of dog afterhours (VET)		at cost	at cost	
52285	Sustenance and maintenance of a dog in pound	per day or part thereof	26.00	26.00	originally adopted \$27
52285	Return impounded dog inside normal hours (from Depot)		no charge	no charge	
52285	Return impounded dog inside normal hours (from external dog pound)		105.00	105.00	
52285	Destruction of a dog - Euthanasia by Vet		at cost	at cost	
52285	First aid treatment to dog		at cost	at cost	
52291	Application for Initial Licence for Dog Kennel		210.00	210.00	originally adopted \$217
52291	Ranger Inspection Fee (Kennel application)	Annually	105.00	105.00	originally adopted \$109
52291	Annual Renewal of Kennel Licence		210.00	210.00	originally adopted \$217
52285	Inspection of restricted breed, enclosure & provisions		105.00	105.00	originally adopted \$109
52285	Inspection for exemption of limitation for number of dogs		105.00	105.00	originally adopted \$109
52285	Voluntary Surrender of Dog		no charge	no charge	
52285	Processing a 3 to 6 Dog application		105.00	105.00	originally adopted \$109
Cat Control fees					
	Registration Fees - normal	In accordance with Cat Regulations 2012			
52274	Registration of cat for one year	1 Nov - 31 Oct	20.00	20.00	
52274	Registration of cat for one year - owned by pensioner		10.00	10.00	
52274	Registration of cat for 3 years		42.50	42.50	
52274	Registration of cat for 3 years - owned by pensioner		21.25	21.25	
52274	Registration of cat for its lifetime		100.00	100.00	
52274	Registration of cat for its lifetime - owned by pensioner		50.00	50.00	
52289	Cat Replacement Tags		4.50	4.00	*
52274	Application for grant or renewal of approval to breed cats	per cat	105.00	100.00	originally adopted \$105
52274	Keeping of 3 or more cats application		105.00	105.00	
52273	Seizure and impounding of cat		136.00	136.00	
52285	Sustenance and maintenance of a cat in pound	per day or part thereof	26.00	26.00	
52285	Return impounded cat inside normal hours (from Depot)		no charge	no charge	
52285	Return impounded cat inside normal hours (from external cat pound)		105.00	105.00	
52284	Impounding of cat afterhours (VET)		at cost	at cost	
52275	Microchipping and sterilisation - Vet		at cost	at cost	
52275	Destruction of a cat - Euthanasia by Vet		at cost	at cost	
52275	First aid treatment to cat		at cost	at cost	
52275	Voluntary Surrender of Cat		26.00	27.00	
52291	Application for Initial Licence for Cattery		210.00	217.00	
52291	Annual Renewal of Cattery Licence		138.00	138.00	originally adopted \$143
52275	Inspection for exemption of limitation for number of cats		105.00	105.00	originally adopted \$109



Fees and Charges 2024/25

COA/Tb	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
Impounding Fees - per day or part thereof					
52283	Horses, Cattle, Mules etc weekday	per head per day	at cost	at cost	
52283	Goats, Pigs & Sheep weekday	per head per day	at cost	at cost	
52283	Weekend/public holidays/after hours - additional loading on above rates		at cost	at cost	
52283	Contractors for Transportation of Stock		at cost	at cost	
Sustenance and Maintenance of the following -					
52285	Horses, Cattle, Mules etc	per head per day	at cost	at cost	
52285	Goats, Sheep, Pigs	per head per day	at cost	at cost	
HEALTH					
Effluent Systems <i>Heath (Treatment of Sewage & Disposal of Effluent & Liquid Waste) Regulations 1974</i>					
77274	Application fee		118.00	118.00	
77275	Permit to use		118.00	118.00	
77275	Additional Inspection Fee	per hour	110.00	110.00	
Trading in public places					
77278	Application fee (applicable to all applications - except Fop)		46.00	46.00	originally adopted \$48
77278	Licence - 1 day		11.00	11.00	
77278	Licence - 1 week		63.00	63.00	originally adopted \$65
77278	Licence - 1 month		190.00	190.00	originally adopted \$190
77278	Licence - 12 months (fee applies to renewal)		1,058.00	1,058.00	originally adopted \$1094
	Not for Profit Organisations (NFPO) (still require a permit)		no charge	no charge	
	Note: Food Registration / Notification Fee Also Applies				
Stallholders Permits					
77278	Application fee (applicable to all applications - except NFPO)		26.00	26.00	originally adopted \$27
77278	Single Day Permit		26.00	26.00	originally adopted \$27
77278	Weekly Permit		100.00	100.00	originally adopted \$103
77278	Monthly Permit		227.00	227.00	originally adopted \$235
77278	Annual Permit		1,137.00	1,137.00	originally adopted \$1176
	Not for Profit Organisations (NFPO) (still require a permit)		no charge	no charge	
77278	Late Processing Fee - Stallholder Application (applications to be submitted 10 days prior to the event occurring)	per application		30.00	NEW
Public Events					
132255	Events Application (Non-refundable) - To be lodged minimum 8 weeks prior to event	per event	53.00	55.00	*
132255	Event Permit - Category 1 (less than 200 patrons)	per event	no charge	no charge	*
132255	Event Permit - Category 2 (up to 3000 patrons)	per event	53.00	53.00	*
132255	Event Permit - Category 3 (up to 5000 patrons)	per event	105.00	105.00	*
132255	Event Permit - Category 4 (5000+ patrons, high risk or multi weekend)	per event	160.00	160.00	*
132255	Application Fee - requiring multiple approvals		175.00	175.00	*
77278	Event Stallholder - Multiple Food	one single fee for event with multiple stallholders	105.00	109.00	*
77278	Event Stallholder - Multiple Non Food	one single fee for event with multiple stallholders	53.00	55.00	*
77278	Event Stallholder - amusements rides	one single fee for one event with multiple stallholders	130.00	135.00	*
77278	Reg 18 - Application for an Event Noise Exemption	Form to be completed	1,058.00	1,000.00	originally adopted \$1058
77278	Late Payment Fee - Reg 18 Application		265.00	250.00	originally adopted \$265
132255	Late Processing Fee - Event Application (applications to be submitted 7 days period to event occurring)	per application	160.00	165.00	*
132255	Late Processing Fee - Event Stallholder Application (applications to be submitted 7 days prior to the event occurring)	per application	160.00	165.00	*
132255	Events - Non Compliance Fee	per event	317.00	328.00	*
132255	Event Amenity Cleaning Service	per hour	at cost	at cost	*
132255	Supply of additional bins for events	per bin	at cost	at cost	*
	Private hire of Marquee	Per Marquee		88.00	New - to match cemetry hire
Alfresco					
77278	Application Fee		29.00	29.00	originally adopted \$30
77278	Eating in public places licence renewal	Annually	285.00	285.00	originally adopted \$295
	- includes two (2) tables and eight (8) chairs				
77278	Extra table and four (4) chairs subject to approval	Annually	30.00	30.00	originally adopted \$31
Waste Disposal					



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
109269	York Residents Liquid Waste disposal fee - septic ponds	per litre	0.10	0.10	
109269	Regional Liquid Waste disposal fee	per litre	0.15	0.15	
Waste Transfer Station					
109274	Domestic Waste from outside the Shire of York	min charge	40.00	40.00	
	- exceeding 1.8m x 1.2m	m3	79.00	79.00	
	Motor oils from outside the Shire of York >30 litres	per litre	0.30	0.30	
	only if poured into waste oil facility & container disposed of				
Bees (Local Laws)					
77277	Permit Fee		61.00	61.00	originally adopted \$61
77277	Site inspection fee		48.00	48.00	* originally adopted \$48
Caravan Parks & Camping Grounds <i>Caravan Parks & Camping Grounds Regulations 1997 - Schedule 3</i>					
77277	Application for grant or renewal of licence - reg. 45	min charge annually	200.00	200.00	
77277	Long Stay	per site per annum	6.00	6.00	
77277	Short Stay & Transit	per site per annum	6.00	6.00	
77277	Camp Site	per site per annum	3.00	3.00	
77277	Overflow	per site per annum	1.50	1.50	
77277	Additional fee for renewal after expiry - reg. 53		20.00	20.00	
77277	Temporary Licence - reg. 54		100.00	100.00	
77277	Transfer of licence - reg 55		100.00	100.00	
Other Health Licences and Fees					
77277	Lodging House Licence - application and renewal	Annually	233.00	233.00	originally adopted \$240
77277	Copy of any type of Analysis Certificate Section 246ZJ Act		42.00	43.00	
77277	Bacteriological analysis		100.00	100.00	* originally adopted \$104
77277	Chemical analysis for determination of Potable water	as per contractors fees	at cost	at cost	
77277	All other water samples (pools/dams/lakes etc)	per sample	100.00	100.00	* originally adopted \$104
77277	Environmental Health Officer	per hour	127.00	130.00	* originally adopted \$131
Gaming/Liquor fees					
77277	Liquor Act Certification - Environmental Health		79.00	79.00	originally adopted \$82
77277	Gaming Act Certification- Public Building Health approval		79.00	79.00	originally adopted \$82
77277	Reissue, replacement or issue amended Certificates of Licence, registration or other approval documents		48.00	48.00	originally adopted \$50
Properties and Premises Activity					
77277	Application for Day and Child Care inspection and report		79.00	79.00	originally adopted \$82
77277	Application for Hairdressing Premises including Mobile		79.00	79.00	originally adopted \$82
Public Buildings					
77277	Public Buildings - Low Risk Premises Application Fee		227.00	227.00	originally adopted \$235
77277	Public Building - High Risk Premises Application Fee		995.00	871.00	originally adopted \$1030
77277	Public Buildings - Circus/Outdoor Entertainment Application Fee		169.00	169.00	originally adopted \$175
77277	Food Vehicles all classes Inspection fee		169.00	169.00	originally adopted \$175
77277	Notification of Food Business	Once off	74.00	84.00	originally adopted \$77
77277	Registration of Food Business	Once off	222.00	255.00	originally adopted \$230
77277	Food Business - Annual Surveillance and Monitoring Fee	Annually	206.00	210.00	* originally adopted \$213
Offensive Trades <i>Health (Offensive Trades Fees) Regulations 1976</i>					
77277	Slaughterhouses	Annually	298.00	298.00	
77277	Piggeries	Annually	298.00	298.00	
77277	Manure Works	Annually	211.00	211.00	
77277	Laundries, dry-cleaning establishments	Annually	147.00	147.00	
77277	Knackeries	Annually	298.00	298.00	
77277	Poultry processing establishments	Annually	298.00	298.00	
77277	Poultry farming	Annually	298.00	298.00	
77277	Rabbit farming	Annually	298.00	298.00	
77277	Shellfish & crustacean processing establishment	Annually	298.00	298.00	
77277	Any other offensive trade not listed	Annually	298.00	298.00	
TOURISM AND AREA PROMOTION					
Guided Tours					



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
132255	Town Hall - per person	per person	7.95	7.95	*
132255	Group (10+) and Concession rate	per person	6.85	6.85	*
132255	Companion Card holders	per card holder	at cost	at cost	
132255	Town Tours - Walking	per person	13.75	13.75	*
132255	Group (10+) and concession rate	per person	10.50	10.50	*
132255	Companion Card holders	per card holder	at cost	at cost	
Brochure Advertising					
132252	Digital advertising	per advert	110.00	110.00	*
132252	Basic Advertising - enhanced listing	per 10x5 ad	423.00	423.00	*
132252	Standard Advertising - branded advertisement	per 10x5 ad	476.00	476.00	*
132252	Premium Advertising - double size branded advertisement	per 10x10 ad	788.00	788.00	*
132252	Priority placement - additional to any of the above	position of choice	127.00	127.00	*
BUILDING					
Private Swimming Pool Inspections					
133210	Pool Inspection Fee	per annum	39.00	50.00	originally adopted \$39
133210	Follow-up inspection/s if required		79.00	100.00	originally adopted \$79
133210	Pool Inspection Fee if outside of four (4) yearly schedule			100.00	New
Building Applications					
	Certified application for a building permit (s. 16(l)) —				
133204	(a) for building work for a Class 1 or Class 10 building or incidental structure	relevant permit authority, but not less than \$110.00		but not less than \$110.00	
133204	(b) for building work for a Class 2 to Class 9 building or incidental structure	relevant permit authority, but not less than \$110.00		but not less than \$110.00	
133204	Uncertified application for a building permit (s. 16(l))	relevant permit authority, but not less than \$110.00		but not less than \$110.00	
	Application for a demolition permit (s. 16(l)) —				
133205	(a) for demolition work in respect of a Class 1 or Class 10 building or incidental structure		110.00	110.00	
133205	(b) for demolition work in respect of a Class 2 to Class 9 building	\$110.00 for each storey of the building		each storey of the building	
133204	Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))		110.00	110.00	
Occupancy Permits, Building Approval Certificates Building Regulations 2012					
133204	Application for an occupancy permit for a completed building (s. 46)		110.00	110.00	
133204	Application for an occupancy permit for an incomplete building (s. 47)		110.00	110.00	
133204	Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)		110.00	110.00	
133204	Application for a replacement occupancy permit for permanent change of the building's use or classification (s. 49)		110.00	110.00	
133204	Application for an occupancy permit or building approval certificate for registration of strata scheme or plan of re-subdivision (s. 50(1) or (2))	covered by the application, but not less than \$115.00		but not less than \$115.00	
133204	Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51(2))	relevant permit authority, but not less than \$110.00		but not less than \$110.00	



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
133204	Application for a building approval certificate for a building or an incidental structure in respect of which unauthorised work has been done (s. 51(3))	as per regs	but not less than \$110.00	but not less than \$110.00	
133204	Application to replace an occupancy permit for an existing building (s. 52(1))	as per regs	110.00	110.00	
133204	Application for a building approval certificate for an existing building or an incidental structure where unauthorised work has not been done (s. 52(2))	as per regs	110.00	110.00	
133204	Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	as per regs	110.00	110.00	
Other Applications			at cost	at cost	
133204	Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	as per regs	2,160.15	2,160.15	
Hoarding Licence			at cost	at cost	
133206	\$110.00 plus \$1 per month or part of month per sqm of street	as per regs	110.00	110.00	
Other Building Control Fees & Charges			at cost	at cost	
T7	Bond - Footpath damage		2116.00	2000.00	originally adopted \$2188
T7	Bond - Kerbing damage		1587.00	1500.00	originally adopted \$1641
T7	Bond - Sea Container on Shire Land (Kerb)			2000.00	NEW
133210	Document/Plan search fee		74.00	75.00	* originally adopted \$77
133210	Photocopying of Building Plans - Commercial		143.00	145.00	* originally adopted \$148
133210	Photocopying of Building Plans - Domestic		74.00	75.00	* originally adopted \$77
133210	Application for approval of battery powered smoke alarms		201.00	179.40	originally adopted \$208
133210	Electric Fence Licence Abutting Residential - Application		63.00	63.00	* originally adopted \$65
133210	Electric Fence Licence Abutting Residential - Annual Fee		32.00	32.00	* originally adopted \$33
133204	Application for a Variation to a Local Law		169.00	169.00	originally adopted \$175
133210	Building Surveyor / Development Services Coordinator	per hour	127.00	130.00	* originally adopted \$131
133210	Administration Officer Fee	per hour	70.00	75.00	* originally adopted \$72
TOWN PLANNING Town Planning Scheme Amendments and associated hourly rates and expenses.					
Planning Services & Professional Advice					
	Consultant/s	inclusive of Heritage Advice	at cost	at cost	*
Planning Applications					
	Development Application				
106202	- Not Commenced Determining a development application (other than for an extractive industry) where the development has not commenced or been carried out and the estimated cost of the development is -				
	(a) not more than \$50 000	as per regs	147.00	147.00	
	(b) more than \$50 000 but not more than \$500 000	as per regs	0.32% of the estimated cost of development	0.32% of the estimated cost of development	
	(c) more than \$500 000 but not more than \$2.5 million	as per regs	\$1 700 + 0.257% for every \$1 in excess of \$500,000	\$1 700 + 0.257% for every \$1 in excess of \$500,000	
	(d) more than \$2.5 million but not more than \$5 million	as per regs	\$7 161 + 0.206% for every \$1 in excess of \$2.5 million	\$7 161 + 0.206% for every \$1 in excess of \$2.5 million	
	(e) more than \$5 million but not more than \$21.5 million	as per regs	\$12 633 + 0.123% for every \$1 in excess of \$5 million	\$12 633 + 0.123% for every \$1 in excess of \$5 million	
	(f) more than \$21.5 million	as per regs	34,196.00	34,196.00	
106202	- Commenced Determining a development application (other than for an extractive industry) where the development has commenced or been carried out	as per regs	The relevant fee above plus, by way of penalty, twice that fee	The relevant fee above plus, by way of penalty, twice that fee	



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
106202	- Planning Approval Amendments	as per regs	50% of the initial application fee as determined by the relevant permit authority, but not more than \$295.00	50% of the initial application fee as determined by the relevant permit authority, but not more than \$295.00	
Application for Change of Use or for an alteration, extension or change of non-conforming use					
106202	- Not Commenced Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change or the alteration, extension or change has not commenced	as per regs	295.00	295.00	
106202	Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 2 does not apply, where the change or the alteration, extension or change has commenced or been carried out	as per regs	885.00	885.00	
Mid-West Wheatbelt Development Assessment Panels					
106202	Development Assessment Panels - Dependant on value of development and additional to planning fees.				
	(a) less than \$2 million	as per regs		5,341.00	NEW
	(b) not less than \$2 million and less than \$7 million	as per regs	5,815.00	6,168.00	originally adopted \$5815
	(c) not less than \$7 million and less than \$10 million	as per regs	8,977.00	9,522.00	originally adopted \$8977
	(d) not less than \$10 million and less than \$12.5 million	as per regs	9,767.00	10,361.00	originally adopted \$9767
	(e) not less than \$12.5 million and less than \$15 million	as per regs	10,045.00	10,656.00	originally adopted \$10045
	(f) not less than \$15 million and less than \$17.5 million	as per regs	10,324.00	10,952.00	originally adopted \$10324
	(g) not less than \$17.5 million and less than \$20 million	as per regs	10,604.00	11,249.00	originally adopted \$10604
	(h) not less than \$20 million and less than \$50 million	as per regs	10,883.00	11,544.00	originally adopted \$10883
	(i) \$50 million or more	as per regs		16,680.00	NEW
Extractive Industries - Development Applications					
106202	- Not Commenced Determining a development application for an extractive industry where the development has not commenced or been carried out	as per regs	739.00	739.00	
106202	- Commenced Determining a development application for an extractive industry where the development has commenced or been carried out	as per regs	2,217.00	2,217.00	
Extractive Industry Licence					
139255	Application where Development has not commenced or been carried out		550.00	739.00	originally adopted \$550
139255	Application where Development has commenced or being carried out	per year	350.00	2,217.00	originally adopted \$350
	Renewal Application Less than 5ha	per year		350.00	NEW
139255	Renewal Application More than 5ha	per year	750.00	750.00	
	This refers to the area under the extractive industry licence and not the planning consent which may cover a greater area				
T5	Bond (sand)	per hectare	TBA on site	TBA on site	
T5	Bond (stone or gravel)	per hectare	TBA on site	TBA on site	
	Road Contributions		as per policy	as per policy	
	Transfer of licence fee/per application		300.00	300.00	
Subdivision Clearance					
106204	Not more than 5 lots	per lot	73.00	73.00	
106204	More than 5 lots but not more than 195 lots		\$73 per lot for the first 5 lots and then \$35 per lot	\$73 per lot for the first 5 lots and then \$35 per lot	
106204	More than 195 lots		7,393.00	7,393.00	
T20	Standard Crossover Bond for Subdivision Clearance	calculated as total cost of works plus 20% and GST	TBA on site	TBA on site	



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
Home Occupation and Home Business - Development Application					
106202	- Not Commenced Determining an initial application for approval of a home occupation where the home occupation has not commenced	as per regs	222.00	222.00	
106202	- Commenced Determining an initial application for approval of a home occupation where the home occupation has commenced	as per regs	666.00	666.00	
Application for Renewal of Home Occupation or Business					
106202	- Not Expired Determining an application for the renewal of an approval of a home occupation where the application is made before the approval expires		73.00	73.00	
106202	- Expired Determining an application for the renewal of an approval of home occupation where the application is made after the approval has expired		219.00	219.00	
Carparking					
106212	Cash in Lieu per bay in accordance with planning approval		6,080.00	at cost	originally adopted \$6287
Other Town Planning Fees and Charges					
106201	Printed copy of Scheme Text - available online		53.00	55.00	
106201	Printed copy of Local Planning Strategy - available online		53.00	55.00	
106201	All direct costs such as advertising, map preparation etc		at cost	at cost	
106201	Providing a Zoning Certificate	Planning & Development Regulations 2009	73.00	73.00	
106201	Replying to a property settlement questionnaire - additional information to request with rates	Planning & Development Regulations 2009	73.00	73.00	
106201	Property documents and plan search per hour (Photocopying charge not included)		68.00	75.00	originally adopted \$70
106206	Providing written planning advice	Planning & Development Regulations 2009	73.00	73.00	
106202	Section 40 (Liquor Licence) and Section 55 (Gaming) Certificates	Planning & Development Regulations 2009	77.00	77.00	originally adopted \$80
106202	Certificate of Title		32.00	33.00	
106200	Letters of Consultation - up to 10 letters			25.00	NEW
106200	Letters of Consultation - 10 to 30 letters			45.00	NEW
106200	Letters of Consultation - over 30 letters			70.00	NEW
106200	Onsite Sign			100.00	NEW
106200	Advertising in local paper and mail out (Development Applications)		360.00	360.00	originally adopted \$360
106200	All other advertising at cost		at cost	at cost	
	Bond - Relocated Second Hand Dwelling			30,000.00	NEW
106209	Application for permanent Road Closure		265.00	350.00	originally adopted \$274
	Scheme Amendment Plan	Fee estimates are to be calculated on a hourly basis, based on the maximum hourly rates set out in the Planning and Development Regulations 2009 for Town Planning Scheme Amendments. The full fee estimate is payable at the time of application. Actual costs will be payable upon the finalisation or discontinuation of the plan/amendment.	as calculated - see conditions	as calculated - see conditions	
106201	Structure Plan	Fee estimates are to be calculated on a hourly basis, based on the maximum hourly rates set out in the Planning and Development Regulations 2009 for Town Planning Scheme Amendments. The full fee estimate is payable at the time of application. Actual costs will be payable upon the finalisation or discontinuation of the plan/amendment.	as calculated - see conditions	as calculated - see conditions	



Fees and Charges 2024/25

COA/TW	ITEM	Condition/ Frequency	2023/24	2024/25	Incl GST
106201	Local Development Plan	Fee estimates are to be calculated on a hourly basis, based on the maximum hourly rates set out in the Planning and Development Regulations 2009 for Town Planning Scheme Amendments. The full fee estimate is payable at the time of application. Actual costs will be payable upon the finalisation or discontinuation of the plan/amendment.	as calculated - see conditions	as calculated - see conditions	
106202	Planning Officer	per hour		130.00	*
PRIVATE WORKS - Equipment is not available for private hire					
Deposits of 50% to be paid prior to commencement of works. Hire time commences from mobilisation of plant item					
Weekends & Public Holidays add \$40.00 per hour to all rates.					
Signs					
133209	Application for signs		42.00	43.00	*
133208	Directional signs purchase		265.00	275.00	*
133208	Installation of signs		210.00	217.00	*
Banner Poles - Avon Tce, Henrietta St and Panmure Rd					
132254	Private promotions or advertising	per month (maximum 4 weeks)	26.00	27.00	*
132254	Private promotions or advertising	Installation and removal fee per banner	210.00	217.00	*
	Advertising Community Groups	per month (maximum 6 weeks)	no charge	no charge	
Information Bay - Signs					
133209	Application for signs		37.00	38.00	*
	Owner to supply sign and be responsible for maintenance		-		
133209	Installation of signs or taking down for repairs etc.		210.00	217.00	*

New

SY099-09/24 FINANCIAL REPORT - JULY 2024

File Number:	4.7714
Author:	Codey Redmond, Manager Finance
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	<ol style="list-style-type: none">1. Monthly Financial Statement - July 2024 ↓2. List of Creditor Payments - July 2024 ↓3. Credit Card Report - June 2024 ↓4. Fuel Card Transaction Listing - June 2024 ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of financial reporting and the preparation of monthly financial statements is to communicate information about the financial position and operating results of the Shire of York to Council and the community as well as monitor the local government's performance against budgets.

BACKGROUND

Local governments are required to prepare general purpose financial reports in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the *Australian Accounting Standards*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two (2) months after the end of the month to which the statement relates. The Statement of Financial Activity summarises the Shire's operating activities and non-operating activities.

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

The July 2024 financial report was deferred at Council's August 2024 Ordinary Meeting as the Annual Budget was only adopted in early August, leaving insufficient time to produce comparison reports. The July 2024 financial report and associated statements are now presented to Council.

COMMENTS AND DETAILS

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 July 2024 and includes:

1. Monthly Statements
2. List of Creditor Payments
3. Business Card Statement and Transaction Summary
4. List of Purchasing Card Transactions

List of Payments for July 2024

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of July 2024 is presented to Council for noting.

Outstanding Rates and Services

The total outstanding rates balance at the end of July 2024 was \$1,768,130 compared to \$1,372,663 at the end of July 2023. Lower levels of collection activity due to staff turnover and non-recoverable debts over 3 years outstanding are leading to an increase in overall debt.

TABLE 1.

Current Year	Properties	31/07/2024	%		Properties	31/07/2023	%
3 years and over	106	\$934,407	53%		94	\$773,293	56%
2 years and over	160	\$311,521	18%		133	\$244,515	18%
1 year and over	808	\$640,153	36%		754	\$427,459	31%
Total Aged		\$1,886,081	107%			\$1,445,267	105%
Current Rates	425	-\$117,951	-7%		311	-\$72,604	-5%
Total Rates Outstanding		\$1,768,130				\$1,372,663	

Officers will be seeking an appropriately qualified and experienced debt collection contractor to assist in resolving both younger and older outstanding debts in the 2024/25 financial year. In addition, Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

Outstanding Sundry Debtors

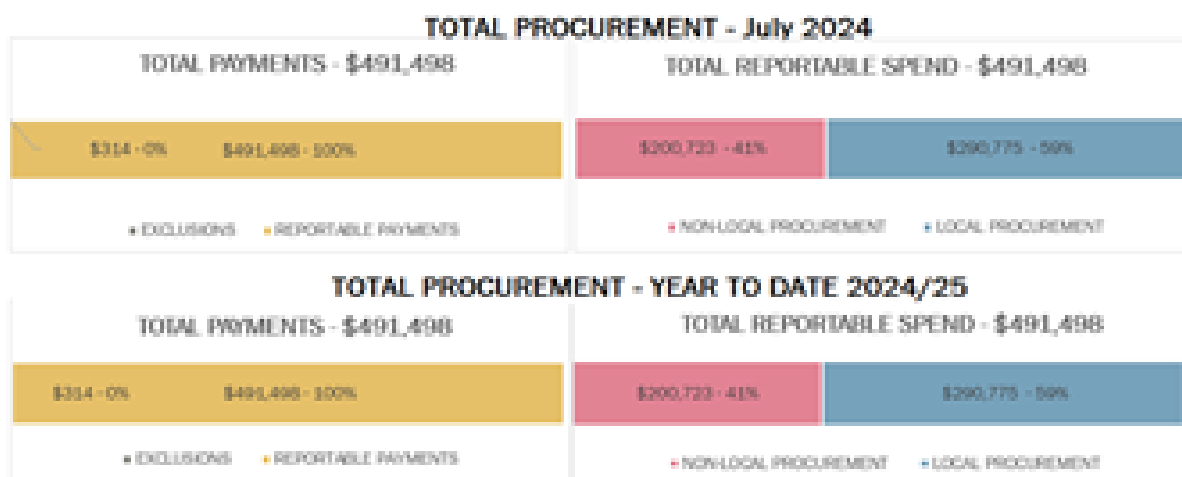
The figure for total outstanding sundry debtors as at 30 July 2024 was \$651,986 compared to \$174,431 as at 30 July 2023. The aged debt (ninety (90) days and over) is tracking higher than in the previous financial year due to various outstanding debtors & staff turnover.

TABLE 2.

Current Year	31/07/2024	%		31/07/2023	%
90 days and over	\$15,251	2%		\$1,268	4%
60 days and over	\$6,194	2%		\$4,175	13%
30 days and over	\$165,397	25%		\$21,747	68%
Current	\$467,192	71%		\$4814	15%
Total Debtors Outstanding	\$651,986	100%		\$174,431	100%
Credits	-\$2049				
Total Including Credits	\$649,937				

Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of July 2024, Officers report the following in relation to local procurement, noting that 59% of payments were made to local businesses during the month.



The above figures provide an indication of the levels of local procurement as a percentage of reportable payments. It is important to note that in the development of the above tables, several exclusions apply and are not included in the reportable totals. These include, but are not limited to, payments made for the following:

1. Superannuation
2. Goods and Services Tax
3. Department of Fire and Emergency Services
4. Local Government Insurance Services
5. WA Local Government Association
6. WA Treasury Corporation
7. Office of the Auditor General
8. Utilities (Synergy, Telstra, Water Corporation)
9. Placement of Shire term deposits

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Not applicable

Strategic

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

- F2 Procurement
- F6 Credit Cards
- F5 Authority to make payments from Trust and Municipal Funds
- DL 1.1.17 Payments from the Municipal or Trust Funds

Financial

This report and its appendices provide a summary of the financial position of the Shire at the end of the reporting period. The figures reported are an estimate only and are subject to adjustments prior to finalisation of the 2023/24 annual financial report.

Legal and Statutory

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

“6.10. Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund,**of a local government.”*

Regulations 13, 13A, 34 and 35 of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

“13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) the payee's name; and*
 - (b) the amount of the payment; and*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
- (2) A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) for each account which requires council authorisation in that month —*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction;*
 - and*
 - (b) the date of the meeting of the council to which the list is to be presented.*
- (3) A list prepared under subregulation (1) or (2) is to be —*
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*
 - (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation —*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the relevant month; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
 - [(a) deleted]*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*

(b) recorded in the minutes of the meeting at which it is presented.

- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

35. Financial position statement required each month

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and —
- (a) the financial position of the local government as at the last day of the previous financial year; or
 - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
 - (b) recorded in the minutes of the meeting at which it is presented.”

Risk Related

It is a requirement of the *Local Government (Financial Management) Regulations 1996* that local governments prepare a Statement of Financial Activity within two (2) months after the end of the reporting period. This report mitigates the risk of non-compliance with the Regulations.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION 140924

Moved: Cr Denese Smythe

Seconded: Cr James Adamini

That, with regards to the Financial Report - July 2024, Council:

- 1. Receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 31 July 2024 as summarised below:**

JULY 2024

MUNICIPAL FUND	AMOUNT (\$)
Cheque Payments	0
Payroll Debits	280,528.37
Electronic Funds Payments	112,249.56
Payroll Debits - Superannuation	65,756.80
Bank Fees	926.23
Corporate Cards	13,205.05
Sub Total - Municipal	472,666.01

TRUST FUND	
Electronic Funds Payments	0
Cheque Payments	0
Direct Debits Licensing	<u>90,671.55</u>
Sub Total - Trust	90,671.55
TOTAL DISBURSEMENTS	563,337.56
<u>In Favour:</u>	Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright
<u>Against:</u>	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 July 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Net Current Assets Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

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	8,077,313	0	0	0	0.00%	▲
Grants, subsidies and contributions	621,696	51,805	186,666	134,861	260.32%	▲
Fees and charges	1,915,379	159,598	66,400	(93,198)	(58.40%)	▼
Interest revenue	301,362	25,111	312	(24,799)	(98.76%)	▼
Other revenue	272,700	24,433	28,746	4,313	17.65%	▲
Profit on asset disposals	487,397	0	0	0	0.00%	
	11,675,847	260,947	282,124	21,177	8.12%	
Expenditure from operating activities						
Employee costs	(6,771,772)	(564,265)	(426,637)	137,628	24.39%	▲
Materials and contracts	(4,533,983)	(377,720)	(277,158)	100,562	26.62%	▲
Utility charges	(508,499)	(42,356)	(8,925)	33,431	78.93%	▲
Depreciation	(6,817,295)	(568,102)	0	568,102	100.00%	▲
Finance costs	(49,335)	(4,111)	0	4,111	100.00%	▲
Insurance	(324,955)	(162,473)	(16,280)	146,193	89.98%	▲
Other expenditure	(610,559)	(56,233)	(2,381)	53,852	95.77%	▲
Loss on asset disposals	(4,645)	0	0	0	0.00%	
	(19,621,043)	(1,775,260)	(731,381)	1,043,879	58.80%	
Non cash amounts excluded from operating activities	2(c) 6,334,543	568,102	0	(568,102)	(100.00%)	▼
Amount attributable to operating activities	(1,610,653)	(946,211)	(449,257)	496,954	52.52%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	3,329,753	277,477	219,310	(58,167)	(20.96%)	▼
Proceeds from disposal of assets	879,000	0	0	0	0.00%	
	4,208,753	277,477	219,310	(58,167)	(20.96%)	
Outflows from investing activities						
Payments for property, plant and equipment	(1,850,000)	0	(262)	(262)	0.00%	
Payments for construction of infrastructure	(3,630,940)	0	(33,758)	(33,758)	0.00%	▼
	(5,480,940)	0	(34,020)	(34,020)	0.00%	
Amount attributable to investing activities	(1,272,187)	277,477	185,290	(92,187)	(33.22%)	
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	(147,320)	0	0	0	0.00%	
Transfer to reserves	(679,908)	0	0	0	0.00%	
	(827,228)	0	0	0	0.00%	
Amount attributable to financing activities	(752,228)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,652,527	3,652,527	3,652,527	0	0.00%	
Amount attributable to operating activities	(1,610,653)	(946,211)	(449,257)	496,954	52.52%	▲
Amount attributable to investing activities	(1,272,187)	277,477	185,290	(92,187)	(33.22%)	▼
Amount attributable to financing activities	(752,228)	0	0	0	0.00%	
Surplus or deficit after imposition of general rates	17,459	2,983,793	3,388,560	404,767	13.57%	▲

KEY INFORMATION

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

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

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2024

	Actual 30 June 2024	Actual as at 31 July 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	5,770,009	5,520,297
Trade and other receivables	1,722,299	2,185,660
Inventories	52,481	50,579
TOTAL CURRENT ASSETS	7,544,789	7,756,536
NON-CURRENT ASSETS		
Trade and other receivables	160,928	160,928
Other financial assets	81,490	81,490
Property, plant and equipment	47,536,206	47,536,468
Infrastructure	138,256,741	138,290,499
Right-of-use assets	1,003,382	1,003,382
TOTAL NON-CURRENT ASSETS	187,038,747	187,072,767
TOTAL ASSETS	194,583,536	194,829,303
CURRENT LIABILITIES		
Trade and other payables	862,154	1,337,868
Other liabilities	267,734	267,734
Borrowings	147,320	147,320
Employee related provisions	732,028	732,028
TOTAL CURRENT LIABILITIES	2,009,236	2,484,950
NON-CURRENT LIABILITIES		
Borrowings	712,655	712,655
Employee related provisions	146,813	146,813
TOTAL NON-CURRENT LIABILITIES	859,468	859,468
TOTAL LIABILITIES	2,868,704	3,344,418
NET ASSETS	191,714,832	191,484,885
EQUITY		
Retained surplus	25,436,528	25,206,581
Reserve accounts	2,537,273	2,537,273
Revaluation surplus	163,741,031	163,741,031
TOTAL EQUITY	191,714,832	191,484,885

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

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

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 05 September 2024

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

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

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

2 NET CURRENT ASSETS INFORMATION

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

	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 July 2024
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	5,771,069	5,770,009	5,520,297
Trade and other receivables	1,722,299	1,722,299	2,185,660
Inventories	52,481	52,481	50,579
	<u>7,545,849</u>	<u>7,544,789</u>	<u>7,756,536</u>
Less: current liabilities			
Trade and other payables	(863,213)	(862,154)	(1,337,868)
Other liabilities	(267,735)	(267,734)	(267,734)
Borrowings	(147,320)	(147,320)	(147,320)
Employee related provisions	(680,904)	(732,028)	(732,028)
Other provisions	(51,124)	0	0
	<u>(2,010,296)</u>	<u>(2,009,236)</u>	<u>(2,484,950)</u>
Net current assets	5,535,553	5,535,553	5,271,586
Less: Total adjustments to net current assets	2(b) (1,883,026)	(1,883,026)	(1,883,026)
Closing funding surplus / (deficit)	3,652,527	3,652,527	3,388,560

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(2,537,273)	(2,537,273)	(2,537,273)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	147,320	147,320	147,320
- Current portion of employee benefit provisions held in reserve	506,927	506,927	506,927
Total adjustments to net current assets	2(a) (1,883,026)	(1,883,026)	(1,883,026)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 31 July 2024	YTD Actual 31 July 2024
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(487,397)	0	0
Add: Loss on asset disposals	4,645	0	0
Add: Depreciation	6,817,295	568,102	0
Total non-cash amounts excluded from operating activities	6,334,543	568,102	0

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

AASB 101.10(e) **SHIRE OF YORK**
AASB 101.51 **NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**
AASB 101.112 **FOR THE PERIOD ENDED 31 JULY 2024**

FM Reg 34 (2)(b) **3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	0	0.00%	↗
Budget not adopted until 06/08/2024		Timing	
Rates excluding general rates	0	0.00%	↗
Budget not adopted until 06/08/2024		Timing	
Grants, subsidies and contributions	134,861	260.32%	▲
Budget apportioned 1/12th		Timing	
Fees and charges	(93,198)	(58.40%)	▼
Budget not adopted until 06/08/2024		Timing	
Interest revenue	(24,799)	(98.76%)	▼
Rates not levied until budget adoption		Timing	
Budget apportioned 1/12th			
Other revenue	4,313	17.65%	▲
Budget apportioned 1/12th		Timing	
Expenditure from operating activities			
Employee costs	137,628	24.39%	▲
Under budget in Admin salaries due to timing of employment engagement		Timing	
Materials and contracts	100,562	26.62%	▲
Under budget in maintenance expenditure and consultant fees		Timing	
Utility charges	33,431	78.93%	▲
Budget apportioned 1/12th		Timing	
Depreciation	568,102	100.00%	▲
Depreciation not to start until annual report approved		Timing	
Budget apportioned 1/12th			
Finance costs	4,111	100.00%	▲
Timing of payments		Timing	
Budget apportioned 1/12th			
Insurance	146,193	89.98%	▲
Insurances paid in august		Timing	
Other expenditure	53,852	95.77%	▲
Under budget in Community Resource Centre contribution and Rates Write Offs due to timing		Timing	
Non cash amounts excluded from operating activities	(568,102)	(100.00%)	▼
Depreciation not to start until annual report approved		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(58,167)	(20.96%)	▼
Timing of term deposit maturity		Timing	
Budget apportioned 1/12th			
Outflows from investing activities			
Payments for construction of infrastructure	(33,758)	0.00%	▼
Budget apportioned 1/12th		Timing	
Surplus or deficit after imposition of general rates	404,767	13.57%	▲
Rates not levied until budget adoption			
Budget apportioned 1/12th			

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key Information	2
2	Key Information - Graphical	3
3	Cash and Financial Assets	4
4	Reserve Accounts	5
5	Capital Acquisitions	6
6	Disposal of Assets	8
7	Receivables	9
8	Other Current Assets	10
9	Payables	11
10	Borrowings	12
11	Other Current Liabilities	13
12	Grants and contributions	14
13	Capital grants and contributions	15
14	Trust Fund	16

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

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

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.65 M	\$3.65 M	\$3.65 M	\$0.00 M
Closing	\$0.02 M	\$2.98 M	\$3.39 M	\$0.40 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.52 M	% of total
Unrestricted Cash	\$2.98 M	54.0%
Restricted Cash	\$2.54 M	46.0%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$1.34 M	% Outstanding
Trade Payables	\$0.31 M	
0 to 30 Days		54.1%
Over 30 Days		45.9%
Over 90 Days		2.0%
Refer to 9 - Payables		

Receivables		
	\$0.98 M	% Collected
Rates Receivable	\$1.21 M	(40.5%)
Trade Receivable	\$0.98 M	% Outstanding
Over 30 Days		28.7%
Over 90 Days		2.3%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.61 M)	(\$0.95 M)	(\$0.45 M)	\$0.50 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$0.00 M	% Variance
YTD Budget	\$0.00 M	0.0%
Refer to 12 - Grants and Contributions		

Grants and Contributions		
YTD Actual	\$0.19 M	% Variance
YTD Budget	\$0.05 M	260.3%
Refer to 12 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.07 M	% Variance
YTD Budget	\$0.16 M	(58.4%)
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)
(\$1.27 M)	\$0.28 M	\$0.19 M	(\$0.09 M)
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.88 M	(100.0%)
Refer to 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.03 M	% Spent
Adopted Budget	\$3.63 M	(99.1%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.03 M	% Received
Adopted Budget	\$3.33 M	(99.0%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.75 M)	\$0.00 M	\$0.00 M	\$0.00 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.86 M
Refer to 10 - Borrowings	

Reserves	
Reserves balance	\$2.54 M
Net Movement	\$0.00 M
Refer to 4 - Cash Reserves	

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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

2 KEY INFORMATION - GRAPHICAL



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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on Hand	Cash and cash equivalents	1,330	0	1,330	0	N/A	N/A	N/A
Muni Bank		2,107,810	0	2,107,810	0	N/A	N/A	N/A
Westpac Flexi	Cash and cash equivalents	5,402	0	5,402	0	Westpac	Variable	N/A
AMP	Cash and cash equivalents	28,796	0	28,796	0	AMP	Variable	N/A
AMP at Call	Cash and cash equivalents	301,890	0	301,890	0	AMP	Variable	N/A
Municipal Term Deposit	Cash and cash equivalents	500,312	0	500,312	0	AMP	5.40%	Aug 24
Reserves Bank	Cash and cash equivalents	37,484	2,537,273	2,574,757	0	NAB	Variable	Dec 24
Trust Bank	Cash and cash equivalents	0	0	0	58,422	N/A	N/A	N/A
Total		2,983,024	2,537,273	5,520,297	58,422			
Comprising								
Cash and cash equivalents		2,983,024	2,537,273	5,520,297	58,422			
		2,983,024	2,537,273	5,520,297	58,422			

KEY INFORMATION

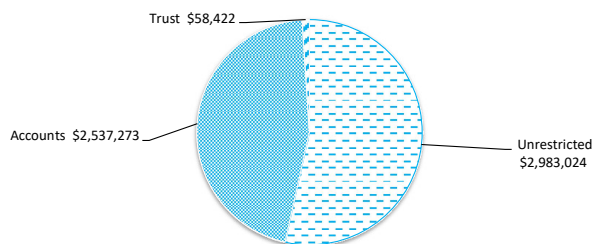
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave reserve	506,927	0	0	506,927	506,927	0	0	506,927
Plant Reserve	516,688	139,954	0	656,642	516,688	0	0	516,688
Avon River Mtce Reserve	15,426	0	0	15,426	15,426	0	0	15,426
Industrial Land Reserve	134,010	0	0	134,010	134,010	0	0	134,010
Refuse Site Develop Reserve	75,519	0	0	75,519	75,519	0	0	75,519
Centennial Gardens Reserve	156,162	0	0	156,162	156,162	0	0	156,162
Pioneer Memorial Lodge Reserve	533	60,000	0	60,533	533	0	0	533
Carparking Reserve	18,623	0	0	18,623	18,623	0	0	18,623
Building Reserve	75,380	145,000	0	220,380	75,380	0	0	75,380
Disaster Reserve	59,281	0	0	59,281	59,281	0	0	59,281
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557	0	0	19,557
R.S.L Memorial Reserve	12,600	0	0	12,600	12,600	0	0	12,600
Greenhills Townsite Development Reserve	11,221	0	0	11,221	11,221	0	0	11,221
Roads Reserve	156,884	0	0	156,884	156,884	0	0	156,884
Land & Infrastructure Reserve	158,104	0	0	158,104	158,104	0	0	158,104
Forrest Oval Lights Reserve	6,161	0	0	6,161	6,161	0	0	6,161
Bowls Synthetic Surface Reserve	20,444	0	0	20,444	20,445	0	0	20,445
Tennis Synthetic Surface Reserve	3,155	0	0	3,155	3,155	0	0	3,155
Recreation Reserve	500,598	0	(75,000)	425,598	500,597	0	0	500,597
Bridge Reserve	0	120,000	0	120,000	0	0	0	0
Swimming Pool Reserve	90,000	214,954	0	304,954	90,000	0	0	90,000
	2,537,273	679,908	(75,000)	3,142,181	2,537,273	0	0	2,537,273

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	31,500	0	0	0
Buildings - specialised	237,500	0	262	262
Furniture and equipment	152,000	0	0	0
Plant and equipment	1,429,000	0	0	0
Acquisition of property, plant and equipment	1,850,000	0	262	262
Infrastructure - Roads	3,139,740	0	33,758	33,758
Infrastructure - Other	440,000	0	0	0
Infrastructure - Drainage	51,200	0	0	0
Acquisition of infrastructure	3,630,940	0	33,758	33,758
Total of PPE and Infrastructure.	5,480,940	0	34,020	34,020
Total capital acquisitions	5,480,940	0	34,020	34,020
Capital Acquisitions Funded By:				
Capital grants and contributions	3,329,753	277,477	34,020	(243,457)
Other (disposals & C/Fwd)	879,000	0	0	0
Reserve accounts				
Recreation Reserve	75,000		0	0
Contribution - operations	1,197,187	(277,477)	0	277,477
Capital funding total	5,480,940	0	34,020	34,020

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.

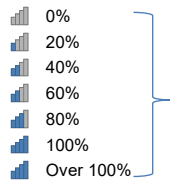
Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators



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

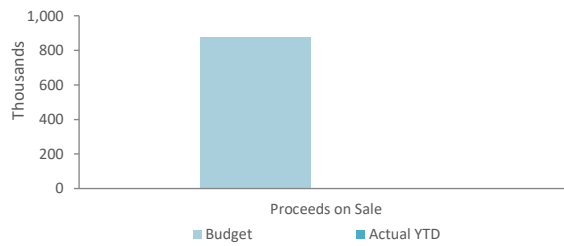
			Adopted		Variance (Under)/Over
	Account Description	Budget	YTD Budget	YTD Actual	
					0
	068302 PML BUILDING CAPITAL	22,500	1,875	0	1,875
	112302 SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	200,000	16,666	0	16,666
	113029 TOWN HALL BUILDING	0	0	262	(262)
	113329 FORREST OVAL REC CENTRE BUILDINGS	15,000	1,250	0	1,250
	042339 ADMINISTRATION VEHICLES	52,000	4,333	0	4,333
	051339 RANGER VEHICLE FIRE CONTROL	52,000	4,333	0	4,333
	127304 PLANT PURCHASES CAPITAL	1,221,000	101,750	0	101,750
	133319 PLANT & EQUIP - VEHICLE (Y000)	52,000	4,333	0	4,333
	143301 DEPOT PLANT CAPITAL PURCHASE	52,000	4,333	0	4,333

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	396,248	879,000	487,397	(4,645)	0	0	0	0
		396,248	879,000	487,397	(4,645)	0	0	0	0

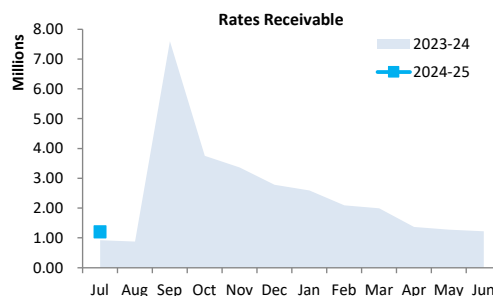


**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 Jun 2024	31 Jul 2024
	\$	\$
Opening arrears previous year	1,057,710	1,227,493
Levied this year	8,100,167	0
Less - collections to date	(7,408,945)	497,673
Gross rates collectable	1,748,932	1,725,166
Allowance for impairment of rates receivable	(521,439)	(518,457)
Net rates collectable	1,227,493	1,206,709
% Collected	80.9%	(40.5%)



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(2,049)	467,016	165,397	6,195	15,251	651,810
Percentage	(0.3%)	71.6%	25.4%	1.0%	2.3%	
Balance per trial balance						
Trade receivables						651,810
Other receivables						92,250
GST receivable						200,463
Receivables for employee related provisions						37,410
Allowance for credit losses of trade receivables						(2,982)
Total receivables general outstanding						978,951

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

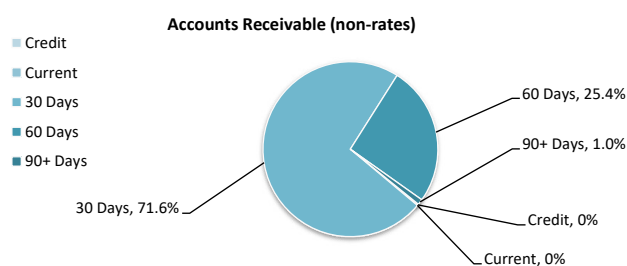
Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment).

The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

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

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



**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 July 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	52,481	9,293	(11,195)	50,579
Total other current assets	52,481	9,293	(11,195)	50,579

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 JULY 2024**

OPERATING ACTIVITIES

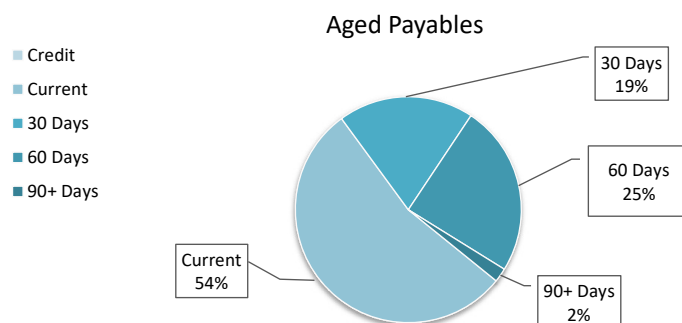
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	168,605	60,595	76,326	6,190	311,716
Percentage	0.0%	54.1%	19.4%	24.5%	2.0%	
Balance per trial balance						
Sundry creditors						311,716
ATO liabilities						211,233
Other payables						197,248
Bonds & Deposits						617,671
Total payables general outstanding						1,337,868

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Forrest Oval Stage 1	62	659,307	0	0	0	(77,596)	659,307	581,711	0	(40,333)
Forrest Oval Stage 2	63	78,390	0	0	0	(27,237)	78,390	51,153	0	(3,517)
Forrest Oval Stage 3	64	122,278	0	0	0	(42,487)	122,278	79,791	0	(5,485)
Total		859,975	0	0	0	(147,320)	859,975	712,655	0	(49,335)
Current borrowings		147,320					147,320			
Non-current borrowings		712,655					712,655			
		859,975					859,975			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 July 2024 \$
Other current liabilities						
Other liabilities						
Contract liabilities		267,734	0	0	0	267,734
Total other liabilities		267,734	0	0	0	267,734
Employee Related Provisions						
Provision for annual leave		461,128	0	0	0	461,128
Provision for long service leave		219,775	0	0	0	219,775
Other employee leave provisions		51,125	0	0	0	51,125
Total Provisions		732,028	0	0	0	732,028
Total other current liabilities		999,762	0	0	0	999,762

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 JULY 2024

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2024	Liability	Liability	31 Jul 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
GRANT FUNDS (UNTIED)	0	0	0	0	0	182,210	15,184	0
GRANT LOCAL ROAD (UNTIED)	0	0	0	0	0	131,459	10,954	0
AUSTRALIA DAY COUNCIL	0	0	0	0	0	15,000	1,250	0
LGGS GRANTS	0	0	0	0	0	46,990	3,915	0
OTHER GRANTS	0	0	0	0	0	8,500	708	0
GRANT RRG - DIRECT	0	0	0	0	0	237,537	19,794	186,666
	0	0	0	0	0	621,696	51,805	186,666
Contributions								
Contributions to Rural Numbers				0		500		
	0	0	0	0	0	500	0	0
TOTALS	0	0	0	0	0	622,196	51,805	186,666

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2024	Liability	Liability	31 Jul 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Capital grants and subsidies								
CEMETERY GRANT INCOME	0	0	0	0	0	9,000	750	0
RECREATION GRANTS - TAXABLE	0	0	0	0	0	135,000	11,250	0
ROAD TO RECOVERY GRANTS	0	0	0	0	0	701,427	58,452	0
GRANT - RRG - ROADS	224,431	0	0	224,431	34,801	1,883,783	156,981	129,035
GRANT GOVT-BLACK SPOT FUNDING	0	0	0	0	0	437,240	36,436	90,275
GRANT - RRSP - ROADS	34,801	0	0	34,801	34,801	34,801	2,900	0
GRANTS - LRCP	8,502	0	0	8,502	8,502	128,502	10,708	0
	267,734	0	0	267,734	78,104	3,329,753	277,477	219,310

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 JULY 2024**

14 TRUST FUND

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 July 2024
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	58,422	0	0	58,422

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 1

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
1	18/07/2024 JAMES ADAMINI	COUNCILLOR ALLOWANCES - JUNE 2024, ATTENDANCE FEE, COMMUNICATION ALLOWANCE, TABLET - MONTHLY INTERNET CHARGES	1		1,272.80
INV 04072024	04/07/2024 JAMES ADAMINI	COUNCILLOR ALLOWANCES - JUNE 2024, ATTENDANCE FEE, COMMUNICATION ALLOWANCE, TABLET - MONTHLY INTERNET CHARGES	1	1,272.80	
EFT32302	02/07/2024 TREE TECH AUSTRALIA	TREE PRUNING - COMPLETE THE PRUNING OF RURAL AND TOWN TREES	1		49,777.76
INV INV-0178	23/06/2024 TREE TECH AUSTRALIA	1 DAY OF TREE WORKS AT THE YORK CEMETERY	1	3,850.00	
INV INV-0174	23/06/2024 TREE TECH AUSTRALIA	TREE PRUNING - COMPLETE THE PRUNING OF RURAL AND TOWN TREES	1	32,149.43	
INV INV-0175	23/06/2024 TREE TECH AUSTRALIA	TREE PRUNING - COMPLETE THE PRUNING OF RURAL AND TOWN TREES	1	13,778.33	
EFT32303	08/07/2024 150 SQUARE PTY LTD	YRC INCEPTION MEETING AND CONSULTATION	1		5,720.00
INV INV-0292	24/06/2024 150 SQUARE PTY LTD	YRC INCEPTION MEETING AND CONSULTATION	1	5,720.00	
EFT32304	08/07/2024 ALLMARK & ASSOC PTY LTD	SUPPLY AND DELIVER 1X 5.0 THICK BRUSHED FINISH BRONZED BRASS PLAQUE	1		929.50
INV IN0042989	27/06/2024 ALLMARK & ASSOC PTY LTD	SUPPLY AND DELIVER 1X 5.0 THICK BRUSHED FINISH BRONZED BRASS PLAQUE	1	929.50	
EFT32305	08/07/2024 ANTHONY STEPHEN ASHFORD	CARRY OUT REPAIRS TO YORK RESIDENCY MUSEUM - WALL RENDERING - 25/06/2024	1		1,760.00
INV 25062024	25/06/2024 ANTHONY STEPHEN ASHFORD	CARRY OUT REPAIRS TO YORK RESIDENCY MUSEUM - WALL RENDERING - 25/06/2024	1	1,760.00	
EFT32306	08/07/2024 AVON WASTE	WASTE RECYCLING CHARGES JUNE 2024	1		13,406.32
INV 00063344	14/06/2024 AVON WASTE	WASTE RECYCLING CHARGES JUNE 2024	1	13,406.32	
EFT32307	08/07/2024 BAKERS CREEK PTY LTD	SUPPLY AND DELIVER 2X POWDER COATED METAL SIGN FRAMES FOR THE YORK CEMETERY. - 13/06/2024	1		3,058.00
INV 452	13/06/2024 BAKERS CREEK PTY LTD	SUPPLY AND DELIVER 2X POWDER COATED METAL SIGN FRAMES FOR THE YORK CEMETERY. - 13/06/2024	1	3,058.00	
EFT32308	08/07/2024 BELLISSIMO YORK	20 COFFEE VOUCHERS FOR SOCK WEEK WAKE UP WEDNESDAY 26 JUNE 2024	1		110.00
INV 00000220	27/06/2024 BELLISSIMO YORK	20 COFFEE VOUCHERS FOR SOCK WEEK WAKE UP WEDNESDAY 26 JUNE 2024	1	110.00	
EFT32309	08/07/2024 BLING DESIGN	GRAPHIC DESIGN - PROVIDE SIGNAGE FOR CEMETERY CEMETERY SIGNAGE DESIGN FOR 2X BILLBOARDS. - 24/06/2024	1		600.00

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 2

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 2005	24/06/2024 BLING DESIGN	GRAPHIC DESIGN - PROVIDE SIGNAGE FOR CEMETERY CEMETERY SIGNAGE DESIGN FOR 2X BILLBOARDS. - 24/06/2024	1	600.00	
EFT32310	08/07/2024 CORSIGN WA	ST NAME PLATE 150EXT GREEN ON WHITE CL400 REF D/SD "HELENA RD" NO LOGO	1		53.90
INV 00086515	24/06/2024 CORSIGN WA	ST NAME PLATE 150EXT GREEN ON WHITE CL400 REF D/SD "HELENA RD" NO LOGO	1	53.90	
EFT32311	08/07/2024 DARRYS PLUMBING AND GAS	COMPLETE REPAIRS ON THE FOUNTAIN AT PEACE PARK - 21/06/2024	1		423.06
INV IV01707	21/06/2024 DARRYS PLUMBING AND GAS	CARRY OUT REPAIRS TO YRCC TOILETS - UNBLOCK LADIES GYM TOILET - 21/06/2024	1	118.80	
INV IV01713	21/06/2024 DARRYS PLUMBING AND GAS	COMPLETE REPAIRS ON THE FOUNTAIN AT PEACE PARK - 21/06/2024	1	304.26	
EFT32312	08/07/2024 DWA CONSULTING PTY LTD	YORK CEMETERY DRAINAGE IMPROVEMENT - STAGE 3 DETAILED DESIGN & DOCUMENTATION - PART B TECHNICAL CONSULTATION - 20/06/2024	1		17,380.00
INV 00032452	20/06/2024 DWA CONSULTING PTY LTD	YORK CEMETERY DRAINAGE IMPROVEMENT - STAGE 3 DETAILED DESIGN & DOCUMENTATION - PART B TECHNICAL CONSULTATION - 20/06/2024	1	17,380.00	
EFT32313	08/07/2024 ETHAN DANIEL GORS - EG SERVICING (GORS MECHANICAL)	CARRY OUT REPAIRS ON THE VOLVO GRADER G930 - Y205 AS PER QUOTE 0007 - 21/06/2024	1		907.50
INV INV-0044	21/06/2024 ETHAN DANIEL GORS - EG SERVICING (GORS MECHANICAL)	CARRY OUT REPAIRS ON THE VOLVO GRADER G930 - Y205 AS PER QUOTE 0007 - 21/06/2024	1	907.50	
EFT32314	08/07/2024 FOCUS NETWORKS	FOCUS NETWORK - TRANSFER OF REC CENTRE SERVICES TO YORK SHIRE REF: QU-7365G / 14980 FINAL - 25/06/2024	1		6,413.83
INV INV-10556GB	25/06/2024 FOCUS NETWORKS	FOCUS NETWORK - TRANSFER OF REC CENTRE SERVICES TO YORK SHIRE REF: QU-7365G / 14980 FINAL - 25/06/2024	1	5,621.83	
INV INV-10712G	25/06/2024 FOCUS NETWORKS	FOCUS NETWORK ONSITE SUPPORT - - 25/06/2024	1	792.00	
EFT32315	08/07/2024 GERALD MCMAHON	PIGEON/CORELLA CULLING CARRIED OUT ON 25/06/2024	1		500.00
INV 40	26/06/2024 GERALD MCMAHON	PIGEON/CORELLA CULLING CARRIED OUT ON 25/06/2024	1	500.00	
EFT32316	08/07/2024 INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER	YORKIDS EVENT 2024 - INCREDIBLE CREATURES MOBILE FARM - 2 X DAYS AT AVON PARK	1		850.00
INV 85	01/06/2024 INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER	YORKIDS EVENT 2024 - INCREDIBLE CREATURES MOBILE FARM - 2 X DAYS AT AVON PARK	1	850.00	
EFT32317	08/07/2024 JAMES BENNETT PTY LTD	PURCHASE OF REQUEST ITEMS NOT ABLE TO SUPPLY THROUGH STATE LIBRARY - 21/06/2024	1		79.06

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 3

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 4827519	21/06/2024 JAMES BENNETT PTY LTD	PURCHASE OF REQUEST ITEMS NOT ABLE TO SUPPLY THROUGH STATE LIBRARY - 21/06/2024	1	79.06	
EFT32318	08/07/2024 JASON SIGNMAKERS	SUPPLY & DELIVER SIGNS MACKIE RD STREET BLADE & CROSS, ROADS AHEAD SIGN - 21/06/2024	1		183.23
INV 38854	21/06/2024 JASON SIGNMAKERS	SUPPLY & DELIVER SIGNS MACKIE RD STREET BLADE & CROSS, ROADS AHEAD SIGN - 21/06/2024	1	183.23	
EFT32319	08/07/2024 JULES SHOPPE	20 COFFEE VOUCHERS FOR SOCK WEEK WAKE UP WEDNESDAY 26 JUNE 2024 - 25/06/2024	1		100.00
INV IV0104	25/06/2024 JULES SHOPPE	20 COFFEE VOUCHERS FOR SOCK WEEK WAKE UP WEDNESDAY 26 JUNE 2024 - 25/06/2024	1	100.00	
EFT32320	08/07/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,003.48
INV 00096323	26/06/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,003.48	
EFT32321	08/07/2024 MCDOWALL AFFLECK PTY LTD	ADMIN CARPARK-SURVEY AND DESIGN OF CARPARK -25/06/2024	1		3,795.00
INV 614134	25/06/2024 MCDOWALL AFFLECK PTY LTD	ADMIN CARPARK-SURVEY AND DESIGN OF CARPARK -25/06/2024	1	3,795.00	
EFT32322	08/07/2024 MCLEODS LAWYERS PTY LTD	LEGAL EXPENSES	1		179.85
INV 136212	31/05/2024 MCLEODS LAWYERS PTY LTD	LEGAL EXPENSES	1	179.85	
EFT32323	08/07/2024 MINUTEMAN PRESS MIDLAND	SUPPLY 3000 X WASTE STATION TIP PASSES 24/25 (JOB 58962) - 21/06/2024	1		834.70
INV 25200	21/06/2024 MINUTEMAN PRESS MIDLAND	SUPPLY 3000 X WASTE STATION TIP PASSES 24/25 (JOB 58962) - 21/06/2024	1	834.70	
EFT32324	08/07/2024 MJ & AR BAMFORD CONSULTING ECOLOGISTS	CARRY OUT SITE VISIT, ASSESSMENT & REPORTING FOR BLACK COCKATOOS NESTING ON WEST TALBOT RD - JUNE 2024	1		2,468.40
INV MSC23-44	22/06/2024 MJ & AR BAMFORD CONSULTING ECOLOGISTS	CARRY OUT SITE VISIT, ASSESSMENT & REPORTING FOR BLACK COCKATOOS NESTING ON WEST TALBOT RD - JUNE 2024	1	2,468.40	
EFT32325	08/07/2024 OFFICEWORKS	VARIOUS STATIONERY ITEMS FOR DEPOT	1		349.71
INV 614895315	18/06/2024 OFFICEWORKS	VARIOUS STATIONERY ITEMS FOR DEPOT	1	144.95	
INV 614895301	18/06/2024 OFFICEWORKS	VARIOUS STATIONERY ITEMS FOR DEPOT	1	204.76	
EFT32326	08/07/2024 PREMIERE EVENTS	YORK MOTORCYCLE FESTIVAL TSHIRTS FOR RESALE AT THE VISITOR CENTRE - 24/06/2024	1		323.95

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 4

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 02024022	24/06/2024 PREMIERE EVENTS	YORK MOTORCYCLE FESTIVAL TSHIRTS FOR RESALE AT THE VISITOR CENTRE - 24/06/2024	1	323.95	
EFT32327	08/07/2024 ROUS ELECTRICAL	CARRY OUT REPAIRS TO FAULTY RCD IN TOWN HALL KITCHEN - 24/06/2024	1		132.00
INV 00003928	24/06/2024 ROUS ELECTRICAL	CARRY OUT REPAIRS TO FAULTY RCD IN TOWN HALL KITCHEN - 24/06/2024	1	132.00	
EFT32328	08/07/2024 SEEK LIMITED	SEEK ADVERT - FINANCE OFFICER CREDITORS - 20/06/2024	1		291.50
INV 700618232	20/06/2024 SEEK LIMITED	SEEK ADVERT - FINANCE OFFICER CREDITORS - 20/06/2024	1	291.50	
EFT32329	08/07/2024 SOUTHERN CROSS AUSTereo PTY LTD	YORKIDS EVENT 2024 - PROMOTION TRIPLE M & HIT FM RADIO - 31/05/2024	1		583.00
INV 71644374	31/05/2024 SOUTHERN CROSS AUSTereo PTY LTD	YORKIDS EVENT 2024 - PROMOTION TRIPLE M & HIT FM RADIO - 31/05/2024	1	583.00	
EFT32330	08/07/2024 SYNERGY	ELECTRICITY	1		544.74
INV 512901920	25/06/2024 SYNERGY	ELECTRICITY	1	130.38	
INV 640233070	25/06/2024 SYNERGY	ELECTRICITY	1	320.57	
INV 981500720	25/06/2024 SYNERGY	ELECTRICITY	1	91.16	
INV 102393870	25/06/2024 SYNERGY	ELECTRICITY	1	2.63	
EFT32331	08/07/2024 TALBOT BROOK COMMUNITY GROUP INC	TALBOT HALL ANNUAL SPONSORSHIP 23/24	1		4,620.00
INV 0001	24/06/2024 TALBOT BROOK COMMUNITY GROUP INC	TALBOT HALL ANNUAL SPONSORSHIP 23/24	1	4,620.00	
EFT32332	08/07/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	REPLACE AND SUPPLY A NEW ANTENNA FOR EXCAVATOR E36ZS REGO Y-8769 - 21/06/2024	1		254.10
INV INV-2747	21/06/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	REPLACE AND SUPPLY A NEW ANTENNA FOR EXCAVATOR E36ZS REGO Y-8769 - 21/06/2024	1	254.10	
EFT32333	08/07/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 23/06/2024	1		120.96
INV 0551-S337610	23/06/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 23/06/2024	1	120.96	
EFT32334	08/07/2024 THE FLOUR MILL CAFE YORK	CATERING COUNCIL MEETING TUESDAY 25 JUNE 2024	1		612.00
INV #15238	17/06/2024 THE FLOUR MILL CAFE YORK	CATERING FOR SOY STAFF DAIP WORKSHOP 27 JUNE 24	1	150.00	
INV #15237	17/06/2024 THE FLOUR MILL CAFE YORK	CATERING COUNCIL MEETING TUESDAY 25 JUNE 2024	1	240.00	
INV #15243	25/06/2024 THE FLOUR MILL CAFE YORK		1	90.00	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 5

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV #15244	26/06/2024 THE FLOUR MILL CAFE YORK	LIGHT REFRESHMENTS FOR THE SOCK WEEK SAFETY TALK NIGHT WEDNESDAY 26 JUNE	1	132.00	
EFT32335	08/07/2024 THE FRAMING FACTORY	FRAMING OF TUNKWELL MEMORABILIA	1		1,074.65
INV INV-0458	28/06/2024 THE FRAMING FACTORY	FRAMING OF TUNKWELL MEMORABILIA	1	1,074.65	
EFT32336	08/07/2024 TITE SECURITY	SECURITY ALARM SERVICE & REPAIR - VARIATION APPROVED 20/06/2024	1		386.10
INV 256	20/06/2024 TITE SECURITY	SECURITY ALARM SERVICE & REPAIR - VARIATION APPROVED 20/06/2024	1	386.10	
EFT32337	08/07/2024 TOWN AND COUNTRY ASBESTOS REMOVAL	REMOVAL & DISPOSAL OF BOLLARDS FROM YORK CEMETERY HERBERT ROAD YORK - 20/06/2024	1		3,036.00
INV 1714	20/06/2024 TOWN AND COUNTRY ASBESTOS REMOVAL	REMOVAL & DISPOSAL OF BOLLARDS FROM YORK CEMETERY HERBERT ROAD YORK - 20/06/2024	1	3,036.00	
EFT32338	08/07/2024 TREE TECH AUSTRALIA	TREE PRUNING - COMPLETE ALL REMAINING ROADS AS PART OF RFT05-2324 - 23/06/2024	1		199,756.98
INV INV- 0176	23/06/2024 TREE TECH AUSTRALIA	TREE PRUNING RFT05-2324 EXTENSION QUALEN WEST RD - 23/06/2024	1	34,897.78	
INV INV-0177	23/06/2024 TREE TECH AUSTRALIA	TREE PRUNING - COMPLETE ALL REMAINING ROADS AS PART OF RFT05-2324 - 23/06/2024	1	164,859.20	
EFT32339	08/07/2024 VANGUARD PRINT	3000 DLX WINDOW SHIRE BRANDED REPLY PAID ENVELOPES INCLUDING DELIVERY TO YORK	1		555.50
INV 00042753	28/06/2024 VANGUARD PRINT	3000 DLX WINDOW SHIRE BRANDED REPLY PAID ENVELOPES INCLUDING DELIVERY TO YORK	1	555.50	
EFT32340	08/07/2024 VISTAPRINT AUSTRALIA PTY LIMITED	PURCHASE OF 3000 X WILDFLOWER FLYERS FOR DISTRIBUTION FROM THE YORK VISITOR CENTRE - VARIATION APPROVED 24/06/2024	1		300.87
INV 2509092	24/06/2024 VISTAPRINT AUSTRALIA PTY LIMITED	PURCHASE OF 3000 X WILDFLOWER FLYERS FOR DISTRIBUTION FROM THE YORK VISITOR CENTRE - VARIATION APPROVED 24/06/2024	1	300.87	
EFT32341	08/07/2024 WESTERN AUSTRALIAN POLICE FORCE	NATIONAL POLICE CHECK FOR 1 X VOLUNTEER JUNE 2024	1		17.00
INV 127090799	13/06/2024 WESTERN AUSTRALIAN POLICE FORCE	NATIONAL POLICE CHECK FOR 1 X VOLUNTEER JUNE 2024	1	17.00	
EFT32342	08/07/2024 YORK BUSINESS ASSOCIATION INC	YORKIDS 2024 - HIRE OF 6 X METAL CHALKBOARDS TO USE AS EVENT MARKERS - 01/06/2024 TO 02/06/2024 - 25/06/2024	1		50.00
INV 25062024	25/06/2024 YORK BUSINESS ASSOCIATION INC	YORKIDS 2024 - HIRE OF 6 X METAL CHALKBOARDS TO USE AS EVENT MARKERS - 01/06/2024 TO 02/06/2024 - 25/06/2024	1	50.00	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 6

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32343	08/07/2024 YORK ELECTRICAL SERVICE	REPLACE LIGHT AT YRCC STORAGE ROOM - 23/06/2024	1		231.00
INV 422	23/06/2024 YORK ELECTRICAL SERVICE	REPLACE LIGHT AT YRCC STORAGE ROOM - 23/06/2024	1	115.50	
INV 421	23/06/2024 YORK ELECTRICAL SERVICE	CARRY OUT REPAIRS TO YRCC LIGHT - FRONT STORAGE FACILITY - 23/06/2024	1	115.50	
EFT32344	11/07/2024 ABCORP AUSTRALASIA PTY LTD	NEW LIBRARY MEMBERSHIP CARDS - 28/06/2024	1		1,413.50
INV IE32400262ML	28/06/2024 ABCORP AUSTRALASIA PTY LTD	NEW LIBRARY MEMBERSHIP CARDS - 28/06/2024	1	1,413.50	
EFT32345	11/07/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	SUPPLY FOR DELIVERY 5X EV17SYL ESCO SUPER V TOOTH 5X SUPER V PIN PLUS FREIGHT	1		640.34
INV 2857025	18/06/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	SUPPLY FOR DELIVERY 5X EV17SYL ESCO SUPER V TOOTH 5X SUPER V PIN PLUS FREIGHT	1	511.59	
INV 2860226	27/06/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	SUPPLY AND DELIVER 1X JD AT191102 AIR FILTER AND 1X JD AT307501 AIR	1	128.75	
EFT32346	11/07/2024 ASMITA PATHAK	HARD HAT- NON VENTED	1		17.89
INV 24062024	24/06/2024 ASMITA PATHAK	HARD HAT- NON VENTED	1	17.89	
EFT32347	11/07/2024 AVON ARC TEST & TAG	TEST AND TAG FIRE EXTINGUISHERS, FIRE HOSE REELS AND OTHER RELATED FIRE EQUIPMENT - WOMENS HEALTH HUB - 26/06/2024	1		1,140.00
INV 3622	26/06/2024 AVON ARC TEST & TAG	TEST AND TAG FIRE EXTINGUISHERS, FIRE HOSE REELS AND OTHER RELATED FIRE EQUIPMENT - WOMENS HEALTH HUB - 26/06/2024	1	1,140.00	
EFT32348	11/07/2024 AVON VALLEY TYRE SERVICE	COMPLETE A 15000KM SERVICE ON Y770 P136	1		536.80
INV IV0000000748	22/05/2024 AVON VALLEY TYRE SERVICE	COMPLETE A 15000KM SERVICE ON Y770 P136	1	536.80	
EFT32349	11/07/2024 AVON WASTE	1985 GENERAL WASTE SERVICES PER WEEK (3970 PER FN)	1		25,958.42
INV 00063376	28/06/2024 AVON WASTE	1985 GENERAL WASTE SERVICES PER WEEK (3970 PER FN)	1	25,958.42	
EFT32350	11/07/2024 CORE BUSINESS AUSTRALIA PTY LTD	DELIVERY OF ASSET MANAGEMENT PLANNING SERVICES (RFQ 03-2023/24) , CLAIM 3 (25%) & CLAIM 4 (15%) - 26/06/2024	1		17,118.75
INV INV-1491	26/06/2024 CORE BUSINESS AUSTRALIA PTY LTD	DELIVERY OF ASSET MANAGEMENT PLANNING SERVICES (RFQ 03-2023/24) , CLAIM 3 (25%) & CLAIM 4 (15%) - 26/06/2024	1	17,118.75	
EFT32351	11/07/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 04/06/2024-28/06/2024	1		55.65
INV IN-220845	28/06/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 04/06/2024-28/06/2024	1	55.65	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 7

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32352	11/07/2024 D & A PLUMBING & GAS SERVICES	CARRY OUT REPAIRS TO FLUSHING MECHANISM HOWICK ST TOILETS- 25/06/2024	1		127.60
INV 6544	25/06/2024 D & A PLUMBING & GAS SERVICES	CARRY OUT REPAIRS TO FLUSHING MECHANISM HOWICK ST TOILETS- 25/06/2024	1	127.60	
EFT32353	11/07/2024 FOCUS NETWORKS	CONSOLIDATE 4 SSL CERTIFICATES TO EXISTING WILDCARD	1		792.00
INV INV10712G	25/06/2024 FOCUS NETWORKS	CONSOLIDATE 4 SSL CERTIFICATES TO EXISTING WILDCARD	1	792.00	
EFT32354	11/07/2024 INDUSTRIAL AUTOMATION	BURGES SIDING STANDPIPE REPLACEMENT REMAINING 50% PAYMENT - (QUOTE REF 12431) - 26/06/2024	1		12,156.10
INV SINV-15570	26/06/2024 INDUSTRIAL AUTOMATION	BURGES SIDING STANDPIPE REPLACEMENT REMAINING 50% PAYMENT - (QUOTE REF 12431) - 26/06/2024	1	12,156.10	
EFT32355	11/07/2024 JASON SIGNMAKERS	SIGNS FOR CARPARK (1X ENTRY ONLY, 1X NO EXIT, 1X DO NOT ENTER, 1 X EXIT ONLY), 2X STEEL POSTS, AND BRACKETS	1		809.43
INV 27062024	27/06/2024 JASON SIGNMAKERS	SIGNS FOR CARPARK (1X ENTRY ONLY, 1X NO EXIT, 1X DO NOT ENTER, 1 X EXIT ONLY), 2X STEEL POSTS, AND BRACKETS	1	809.43	
EFT32356	11/07/2024 JUDD STEAD	1 X DAY CULTURAL MENTORING SERVICES FOR CULTURAL BURNING GROUP	1		400.00
INV 27062024	27/06/2024 JUDD STEAD	1 X DAY CULTURAL MENTORING SERVICES FOR CULTURAL BURNING GROUP	1	400.00	
EFT32357	11/07/2024 LG BEST PRACTICES PTY LTD	SHORTFALL OF PAYMENT OF INV 22480 FOR RATES AND SUNDRY DEBTORS SERVICE - MAY 2024	1		270.00
INV 22480	28/06/2024 LG BEST PRACTICES PTY LTD	SHORTFALL OF PAYMENT OF INV 22480 FOR RATES AND SUNDRY DEBTORS SERVICE - MAY 2024	1	270.00	
EFT32358	11/07/2024 MAL AUTOMOTIVES	ANNUAL SERVICING OF BFB FIRE APPLIANCES	1		12,399.57
INV 30782	14/06/2024 MAL AUTOMOTIVES	ANNUAL SERVICING OF BFB FIRE APPLIANCES	1	3,276.66	
INV 30781	14/06/2024 MAL AUTOMOTIVES	ANNUAL SERVICING OF BFB FIRE APPLIANCES	1	2,750.33	
INV 30780	14/06/2024 MAL AUTOMOTIVES	ANNUAL SERVICING OF BFB FIRE APPLIANCES	1	6,372.58	
EFT32359	11/07/2024 MCDOWALL AFFLECK PTY LTD	ADMIN CARPARK-SURVEY AND DESIGN OF CARPARK	1		3,795.00
INV 614134	25/06/2024 MCDOWALL AFFLECK PTY LTD	ADMIN CARPARK-SURVEY AND DESIGN OF CARPARK	1	3,795.00	
EFT32360	11/07/2024 MOORE AUSTRALIA	PREPARATION OF 2024 FBT RETURN - 30/06/2024	1		6,462.50
INV 436401	24/06/2024 MOORE AUSTRALIA	COMPILATION OF THE STATEMENT OF END OF MONTH INDEPENDENT REVIEW OF FINANCIAL ACTIVITY - 31 MAY 2024 - 24/06/2024	1	2,612.50	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 8

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 436886	30/06/2024 MOORE AUSTRALIA	PREPARATION OF 2024 FBT RETURN - 30/06/2024	1	3,850.00	
EFT32361	11/07/2024 NODE1 INTERNET	N1 BUSINESS INTERNET SERVICE - ADMINISTRATION - 1 JOAQUINA STREET - JULY 2024	1		1,547.70
INV N629019	30/06/2024 NODE1 INTERNET	N1 BUSINESS INTERNET SERVICE - ADMINISTRATION - 1 JOAQUINA STREET - JULY 2024	1	1,547.70	
EFT32362	11/07/2024 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY AND DELIVER THE 65" HISENSE TV FOR THE SHIRE OF YORK WORKS DEPOT - 21/06/2024	1		1,185.00
INV 52010018198	21/06/2024 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY AND DELIVER THE 65" HISENSE TV FOR THE SHIRE OF YORK WORKS DEPOT - 21/06/2024	1	1,100.00	
INV 52010018230	26/06/2024 NORM REYNOLDS ELECTRICAL & FURNITURE	NORM REYNOLDS SUPPLY OF SUNDRY LOCKTEK WALL BRACKET - 26/06/2024	1	85.00	
EFT32363	11/07/2024 OFFICEWORKS	OFFICE STATIONERY INCLUDING WHITEBOARDS FOR FINANCE AND YRCC - 28/06/2024	1		480.62
INV 615082758	28/06/2024 OFFICEWORKS	OFFICE STATIONERY INCLUDING WHITEBOARDS FOR FINANCE AND YRCC - 28/06/2024	1	480.62	
EFT32364	11/07/2024 OMNICOM MEDIA GROUP AUSTRALIA (OMGA)	NOTICE IN WEST AUSTRALIAN - PROPOSED BUSHFIRE BRIGADES LOCAL LAW 2024	1		599.37
INV 1753558	30/06/2024 OMNICOM MEDIA GROUP AUSTRALIA (OMGA)	NOTICE IN WEST AUSTRALIAN - PROPOSED BUSHFIRE BRIGADES LOCAL LAW 2024	1	599.37	
EFT32365	11/07/2024 PORTER CONSULTING ENGINEERS	NVESTIGATE THE GEOMETRIC DESIGN OF TALBOT ROAD FROM SLK 4.40 TO SLK 5.90 AND PROVIDE ENGINEERING SOLUTION TO THE ISSUES IDENTIFIED 1. PRELIMINARY INVESTIGATION	1		19,140.00
INV 00024381	26/06/2024 PORTER CONSULTING ENGINEERS	NVESTIGATE THE GEOMETRIC DESIGN OF TALBOT ROAD FROM SLK 4.40 TO SLK 5.90 AND PROVIDE ENGINEERING SOLUTION TO THE ISSUES IDENTIFIED 1. PRELIMINARY INVESTIGATION	1	19,140.00	
EFT32366	11/07/2024 ROUS ELECTRICAL	CARRY OUT ASSESMENT FOR THE FEASIBILITY OF A 3-PHASE, MINIMUM 2 OUTLETS NEAR THE S-W SIDE OF YRCC OVAL - 27/06/2024	1		1,000.00
INV 00003934	27/06/2024 ROUS ELECTRICAL	CARRY OUT ASSESMENT FOR THE FEASIBILITY OF A 3-PHASE, MINIMUM 2 OUTLETS NEAR THE S-W SIDE OF YRCC OVAL - 27/06/2024	1	1,000.00	
EFT32367	11/07/2024 SOUTHERN CROSS AUSTereo PTY LTD	DAIP COMMUNITY ENGAGEMENT ADVERTISING CAMPAIGN	1		861.30
INV 71644372	31/05/2024 SOUTHERN CROSS AUSTereo PTY LTD	DAIP COMMUNITY ENGAGEMENT ADVERTISING CAMPAIGN	1	861.30	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 9

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32368	11/07/2024 SPECIALIZED CLEANING GROUP	PROVIDE 5 X DAYS STREET SWEEPING COMMENCING MONDAY 10.06.2024 - 24/06/2024	1		7,590.00
INV INV-20804	24/06/2024 SPECIALIZED CLEANING GROUP	PROVIDE 5 X DAYS STREET SWEEPING COMMENCING MONDAY 10.06.2024 - 24/06/2024	1	7,590.00	
EFT32369	11/07/2024 SYNERGY	ELECTRICITY	1		1,157.68
INV 468663930	26/06/2024 SYNERGY	ELECTRICITY	1	176.72	
INV 369981610	26/06/2024 SYNERGY	ELECTRICITY	1	154.00	
INV 749237470	26/06/2024 SYNERGY	ELECTRICITY	1	146.65	
INV 333626240	26/06/2024 SYNERGY	ELECTRICITY	1	24.97	
INV 584238150	28/06/2024 SYNERGY	ELECTRICITY	1	156.04	
INV 522515390	28/06/2024 SYNERGY	ELECTRICITY	1	499.30	
EFT32370	11/07/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 23/24 - FREIGHT CHARGES - DEPOT	1		94.42
INV 05525337610	30/06/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 23/24 - FREIGHT CHARGES - DEPOT	1	94.42	
EFT32371	11/07/2024 THE FLOUR MILL CAFE YORK	CATERING FOR 25/6, 26/6 & 27/6/2024	1		488.80
INV 15242	25/06/2024 THE FLOUR MILL CAFE YORK	CATERING FOR 25/6, 26/6 & 27/6/2024	1	488.80	
EFT32372	11/07/2024 WALL ART AUSTRALIA PTY LTD TRADING AS SIGNARAMA BURSWOOD AND PERTH CBD	SUPPLY AND DELIVER 2X NEW 3MM ALUMINIUM COMPOSITE PANEL DIGITAL/LAMINATE SIGNS.	1		1,710.50
INV INV-21645	19/06/2024 WALL ART AUSTRALIA PTY LTD TRADING AS SIGNARAMA BURSWOOD AND PERTH CBD	SUPPLY AND DELIVER 2X NEW 3MM ALUMINIUM COMPOSITE PANEL DIGITAL/LAMINATE SIGNS.	1	1,710.50	
EFT32373	11/07/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1		2,260.00
INV 3630	30/06/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	274.40	
INV 3630	30/06/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	1,574.00	
INV 3630	30/06/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	411.60	
EFT32374	11/07/2024 YORK NEWSAGENCY	ANNUAL STATIONERY & SUNDRY OFFICE SUPPLIES - 23/24	1		211.02
INV 67995	30/06/2024 YORK NEWSAGENCY	ANNUAL STATIONERY & SUNDRY OFFICE SUPPLIES - 23/24	1	211.02	
EFT32375	11/07/2024 YORK VOLUNTEER EMERGENCY SERVICES	1 XDAY FIRE SUPPORT SERVICES FOR CULTURAL BURNING GROUP - 21/22 MAY 2024	1		400.00
INV 26624	28/06/2024 YORK VOLUNTEER EMERGENCY SERVICES	1 XDAY FIRE SUPPORT SERVICES FOR CULTURAL BURNING GROUP - 21/22 MAY 2024	1	400.00	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 10

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32376	15/07/2024 CHRIS GIBBS	COUNCILLOR ALLOWANCES - JUNE 2024	1		1,315.85
INV CRS PMT	10/07/2024 CHRIS GIBBS	COUNCILLOR ALLOWANCES - JUNE 2024	1	1,315.85	
EFT32377	15/07/2024 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - JUNE 2024	1		1,272.80
INV CRS PMT	10/07/2024 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - JUNE 2024	1	1,272.80	
EFT32378	15/07/2024 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - JUNE 2024	1		1,623.85
INV CRS PMT	10/07/2024 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - JUNE 2024	1	1,623.85	
EFT32379	15/07/2024 KEVIN PYKE	COUNCILLOR ALLOWANCES - JUNE 2024	1		1,272.80
INV CRS PMT	10/07/2024 KEVIN PYKE	COUNCILLOR ALLOWANCES - JUNE 2024	1	1,272.80	
EFT32380	15/07/2024 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - JUNE 2024	1		3,293.35
INV CRS PMT	10/07/2024 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - JUNE 2024	1	3,293.35	
EFT32381	15/07/2024 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - JUNE 2024	1		1,272.80
INV CRS PMT	10/07/2024 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - JUNE 2024	1	1,272.80	
EFT32382	16/07/2024 WATER CORPORATION OF WA	WATER CHARGES	1		106.58
INV 9007882537	26/06/2024 WATER CORPORATION OF WA	WATER CHARGES	1	106.58	
EFT32383	18/07/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	SUPPLY, DELIVER AND REGISTER TO THE SHIRE OF YORK 1X JOHN DEERE S36ZS 4T CABBED EXCAVATOR	1		30,704.97
INV 2848662	23/05/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	DUPLICATE PAYMENT OF INVOICE FOR JOHN DEERE GRADER 620G	1	-5,595.03	
INV 2859985	27/06/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	SUPPLY, DELIVER AND REGISTER TO THE SHIRE OF YORK 1X JOHN DEERE S36ZS 4T CABBED EXCAVATOR	1	36,300.00	
EFT32384	18/07/2024 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC - BELGRAVIA - SETTLEMENT SUM - JUNE 2024	1		59,188.04
INV B036579	07/10/2023 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC MANAGEMENT FEES - OCTOBER 2023	1	27,540.89	
INV B037976	28/06/2024 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC - BELGRAVIA - SETTLEMENT SUM - JUNE 2024	1	31,647.15	
EFT32385	18/07/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL MAY 23/24 - DEPOT	1		80.24
INV 5006380523	29/05/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL MAY 23/24 - DEPOT	1	40.78	
INV 5006396836	28/06/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL FOR THE MONTH OF JUNE 2024	1	39.46	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 11

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32386	18/07/2024 CALTEX AUSTRALIA PTY LTD	FUEL CARDS - JUNE 2024	1		1,455.33
INV 117	30/06/2024 CALTEX AUSTRALIA PTY LTD	FUEL CARDS - JUNE 2024	1	1,455.33	
EFT32387	18/07/2024 CAROL LITTLEFAIR	STAFF REIMBURSEMENTS - REFERSHMENTS FOR ABORIGINAL ADVISORY GROUP & CULTURAL BURNING DAY 13TH & 18TH JUNE 2024	1		153.00
INV 270620246	27/06/2024 CAROL LITTLEFAIR	STAFF REIMBURSEMENTS - REFERSHMENTS FOR ABORIGINAL ADVISORY GROUP & CULTURAL BURNING DAY 13TH & 18TH JUNE 2024	1	153.00	
EFT32388	18/07/2024 CORSIGN WA	SUPPLY AND DELIVER SIGNAGE AS PER QUOTE Q86971 - 07/07/2024	1		20,839.50
INV 00086971	07/07/2024 CORSIGN WA	SUPPLY AND DELIVER SIGNAGE AS PER QUOTE Q86971 - 07/07/2024	1	20,839.50	
EFT32389	18/07/2024 GDR CIVIL CONTRACTING PTY LTD	SUPPLY FOR WET HIRE FROM MONDAY 24.06.2024 TO FRIDAY 05.06.2024 CHARGED AT A DAY RATE FOR 1X GRADER 1X MULTI TYRE ROLLER AND 1X WATER TRUCK (WATER SUPPLIED) FOR WINTER GRADING WHICH INCLUDES MOB AND DEMOB AND FLOATING BETWEEN ROADS	1		42,570.00
INV 002386	28/06/2024 GDR CIVIL CONTRACTING PTY LTD	SUPPLY FOR WET HIRE FROM MONDAY 24.06.2024 TO FRIDAY 05.06.2024 CHARGED AT A DAY RATE FOR 1X GRADER 1X MULTI TYRE ROLLER AND 1X WATER TRUCK (WATER SUPPLIED) FOR WINTER GRADING WHICH INCLUDES MOB AND DEMOB AND FLOATING BETWEEN ROADS	1	42,570.00	
EFT32390	18/07/2024 MCLEODS LAWYERS PTY LTD	LEGAL EXPENSES	1		3,727.90
INV 136567	28/06/2024 MCLEODS LAWYERS PTY LTD	LEGAL EXPENSES	1	3,727.90	
EFT32391	18/07/2024 SHIRE OF BEVERLEY	ANNUAL REIMBURSEMENT CESM RECOUP 23/24 - 01/04/24-30/06/24 - TROY GRANVILLE	1		7,808.93
INV 30062024	30/06/2024 SHIRE OF BEVERLEY	ANNUAL REIMBURSEMENT CESM RECOUP 23/24 - 01/04/24-30/06/24 - TROY GRANVILLE	1	7,808.93	
EFT32392	18/07/2024 SHIRE OF TOODYAY	LONG SERVICE LEAVE PROVISIONS FOR SUZIE HASLEHURST	1		13,300.30
INV 01072024	01/07/2024 SHIRE OF TOODYAY	LONG SERVICE LEAVE PROVISIONS FOR SUZIE HASLEHURST	1	13,300.30	
EFT32393	18/07/2024 TIMBER INSIGHT PTY LTD	CARRY OUT ROUTINE & PREVENTATIVE MAINTENANCE WORKS - CTI339 PROGRESS CLAIM MAY 2024	1		94,939.90
INV 00004611	20/06/2024 TIMBER INSIGHT PTY LTD	CARRY OUT ROUTINE & PREVENTATIVE MAINTENANCE WORKS - CTI339 PROGRESS CLAIM MAY 2024	1	94,939.90	
EFT32394	18/07/2024 YORK & DISTRICT CO-OPERATIVE LTD	PURCHASE OF CONSUMABLES & REFRESHMENTS - JUNE 2024	1		727.67

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 12

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 000064120734	30/06/2024 YORK & DISTRICT CO-OPERATIVE LTD		1	62.50	
INV 000064120721	30/06/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR RESIDENCY MUSEUM - JUNE 2024	1	30.45	
INV 000064120592	30/06/2024 YORK & DISTRICT CO-OPERATIVE LTD	PURCHASE OF CONSUMABLES & REFRESHMENTS - JUNE 2024	1	549.58	
INV 000082876	30/06/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR CRC - JUNE 2024	1	85.14	
EFT32395	18/07/2024 YORK MITRE 10	SUPPLY VARIETY OF PLANTS AS SPECIFIED BY SHIRE OF YORK IN SUPPLIED EXCEL SPREADSHEET. PLANTS INLCUDED IN LIST HAKEA PINCUSHION, CALLISTEMON ENDEAVOR, MELALEUCA LANCEOLATA MOONAH, CALLISTEMON VIM CV01 SLIM, CALLISTEMON LITTLE JOHN, EUCALYPTUS TORQUATE CORAL GUM, WESTRINGIA NATIVE ROSEMARY, WEDDING BUSH RICINOCARPUS BRIDAL STAR, LISSOCARPHA HONEY BUSH, BOUGANVILEA, GREVILLEA ROBYN GORDAN.	1		5,352.19
INV YSHIRE JUNE 2	30/06/2024 YORK MITRE 10	NATIVE PLANTS FOR CITIZENSHIP CEREMONIES X3	1	49.50	
INV YSHIRE JUNE 2	30/06/2024 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES MUSEUM - 23/24 - RESIDENCY MUSEUM	1	72.64	
INV YSHIRE JUNE 2	30/06/2024 YORK MITRE 10	SUPPLY FOR COLLECTION PLANTS LISTED ON QUOTE 9-796	1	1,974.00	
INV YSHIRE JUNE 2	30/06/2024 YORK MITRE 10	SUPPLY VARIETY OF PLANTS AS SPECIFIED BY SHIRE OF YORK IN SUPPLIED EXCEL SPREADSHEET. PLANTS INLCUDED IN LIST HAKEA PINCUSHION, CALLISTEMON ENDEAVOR, MELALEUCA LANCEOLATA MOONAH, CALLISTEMON VIM CV01 SLIM, CALLISTEMON LITTLE JOHN, EUCALYPTUS TORQUATE CORAL GUM, WESTRINGIA NATIVE ROSEMARY, WEDDING BUSH RICINOCARPUS BRIDAL STAR, LISSOCARPHA HONEY BUSH, BOUGANVILEA, GREVILLEA ROBYN GORDAN.	1	2,664.05	
INV YSHIRE JUNE 2	30/06/2024 YORK MITRE 10	MONTHLY MAINTENANCE CHARGES FOR THE SHIRE OF YORK WORKS DEPOT REMAINING 23/24 - JUNE EXPENSES	1	355.70	
INV YSHIRE JUNE 2	30/06/2024 YORK MITRE 10		1	198.85	
INV YSHIRE JUNE 2	30/06/2024 YORK MITRE 10		1	37.45	
EFT32396	25/07/2024 AUSCO MODULAR PTY LTD	24.25 MONTHLY MULTIPURPOSE TRANSPORTABLE HIRE (LIA) 01/07/2024-31/07/2024	1		889.37
INV 7444298	01/07/2024 AUSCO MODULAR PTY LTD	24.25 MONTHLY MULTIPURPOSE TRANSPORTABLE HIRE (LIA) 01/07/2024-31/07/2024	1	889.37	
EFT32397	25/07/2024 BUGMAN PEST SERVICES (GREENPALM HOLDINGS P/L)	FUMIGATE TERMITE INFESTATION IN UNIT 6 CENTENNIAL UNITS - INVESTIGATE ROOF VOID FOR ANY FURTHER VISIBLE DAMAGE	1		880.00
INV INV_20240711	11/07/2024 BUGMAN PEST SERVICES (GREENPALM HOLDINGS P/L)	FUMIGATE TERMITE INFESTATION IN UNIT 6 CENTENNIAL UNITS - INVESTIGATE ROOF VOID FOR ANY FURTHER VISIBLE DAMAGE	1	880.00	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 13

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32398	25/07/2024 CABCHARGE PAYMENTS PTY LTD	CAB/TAXI FARES DURING ALGA CONVENTION - 1 JULY 2024 TO 5 JULY 2024 - SHIRE PRESIDENT & CEO	1		271.25
INV 25082057P24C	08/07/2024 CABCHARGE PAYMENTS PTY LTD	CAB/TAXI FARES DURING ALGA CONVENTION - 1 JULY 2024 TO 5 JULY 2024 - SHIRE PRESIDENT & CEO	1	271.25	
EFT32399	25/07/2024 DARRYS PLUMBING AND GAS	2 DAYS OF GRAVE DIGGING AT THE YORK CEMETERY USING A 14T EXCAVATOR AND SUPPLY OF SAND TO BACKFILL PRE DUG GRAVES.	1		5,487.68
INV IV01755	02/07/2024 DARRYS PLUMBING AND GAS	2 DAYS OF GRAVE DIGGING AT THE YORK CEMETERY USING A 14T EXCAVATOR AND SUPPLY OF SAND TO BACKFILL PRE DUG GRAVES.	1	353.43	
INV IV01754	02/07/2024 DARRYS PLUMBING AND GAS	2 DAYS OF GRAVE DIGGING AT THE YORK CEMETERY USING A 14T EXCAVATOR AND SUPPLY OF SAND TO BACKFILL PRE DUG GRAVES.	1	5,134.25	
EFT32400	25/07/2024 E & M J ROSHER	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1X 77700V4358 MIRROR KIT ROPS CONVEX TE AS PER QUOTE 1155022	1		176.36
INV 1478691	18/07/2024 E & M J ROSHER	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1X 77700V4358 MIRROR KIT ROPS CONVEX TE AS PER QUOTE 1155022	1	176.36	
EFT32401	25/07/2024 EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	SUPPLY FOR COLLECTION 2X STC4182 200 0205 - HT 135 STIHL POLE PRUNER	1		3,058.30
INV 521834	18/07/2024 EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	SUPPLY FOR COLLECTION 2X STC4182 200 0205 - HT 135 STIHL POLE PRUNER	1	3,058.30	
EFT32402	25/07/2024 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES FOR 2023/2024 (RFQ 01-2324)	1		188.63
INV URP4532	06/07/2024 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES FOR 2023/2024 (RFQ 01-2324)	1	188.63	
EFT32403	25/07/2024 FOCUS NETWORKS	FOCUS NETWORK SUPPORT - MONTHLY SAAS - JULY 2024	1		13,656.57
INV MPD-14099	05/07/2024 FOCUS NETWORKS	FOCUS NETWORK MONTHLY MPS DEVICES - 05/07/2024	1	6,139.10	
INV SAAS-14123	08/07/2024 FOCUS NETWORKS	FOCUS NETWORK SUPPORT - MONTHLY SAAS - JULY 2024	1	7,517.47	
EFT32404	25/07/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER 5000LITRES OF DISTILLATE TO THE SHIRE OF YORK WORKS DEPOT	1		9,571.22
INV 53104358	05/07/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER 5000LITRES OF DISTILLATE TO THE SHIRE OF YORK WORKS DEPOT	1	9,571.22	
EFT32405	25/07/2024 GERALD MCMAHON	PIGEON CULLING IN THE SHIRE OF YORK - 02/07/2024	1		500.00
INV 39	03/07/2024 GERALD MCMAHON	PIGEON CULLING IN THE SHIRE OF YORK - 02/07/2024	1	500.00	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 14

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32406	25/07/2024 INSPIRED DEVELOPMENT SOLUTIONS PTY LTD	DELIVERY OF 2023/24 STAFF CULTURAL PROGRAM AS PER RFP07-2324	1		17,490.00
INV 2171	26/06/2024 INSPIRED DEVELOPMENT SOLUTIONS PTY LTD	DELIVERY OF 2023/24 STAFF CULTURAL PROGRAM AS PER RFP07-2324	1	17,490.00	
EFT32407	25/07/2024 INSTANT WEIGHING	CALIBRATE AND TEST JOHN DEERE LOADER AS PER - IW1986 JOB J6515	1		1,487.96
INV 5010	01/07/2024 INSTANT WEIGHING	CALIBRATE AND TEST JOHN DEERE LOADER AS PER - IW1986 JOB J6515	1	1,487.96	
EFT32408	25/07/2024 IRIS CONSULTING GROUP PTY LTD	STAFF TRAINING FOR RECORDS MANAGEMENT	1		1,000.00
INV 00002306	05/07/2024 IRIS CONSULTING GROUP PTY LTD	STAFF TRAINING FOR RECORDS MANAGEMENT	1	1,000.00	
EFT32409	25/07/2024 ISOBEL ELLEN CAMERON	STAFF REIMBURSEMENT FOR WWC - 08/07/2024	1		87.00
INV 08072024	08/07/2024 ISOBEL ELLEN CAMERON	STAFF REIMBURSEMENT FOR WWC - 08/07/2024	1	87.00	
EFT32410	25/07/2024 JAMES BENNETT PTY LTD	PURCHASE OF REQUEST ITEMS NOT ABLE TO SUPPLY THROUGH STATE LIBRARY	1		52.48
INV 3135793	02/07/2024 JAMES BENNETT PTY LTD	PURCHASE OF REQUEST ITEMS NOT ABLE TO SUPPLY THROUGH STATE LIBRARY	1	52.48	
EFT32411	25/07/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,448.92
INV 00096823	10/07/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,448.92	
EFT32412	25/07/2024 LUCAS CHARLES NARKLE	TO SUPPLY WENDY'S HOMEMADE TRADITIONAL DAMPER FOR 2 NAIDOC WEEK EVENTS	1		250.00
INV 15072024	15/07/2024 LUCAS CHARLES NARKLE	TO SUPPLY WENDY'S HOMEMADE TRADITIONAL DAMPER FOR 2 NAIDOC WEEK EVENTS	1	250.00	
EFT32413	25/07/2024 MAL AUTOMOTIVES	COMPLETE A 3 MONTHLY SAFETY INSPECTION AND COMPLETE THE BOOKS ON THE EWP - ON FRIDAY 05.07.2024	1		290.00
INV 30858	05/07/2024 MAL AUTOMOTIVES	COMPLETE A 3 MONTHLY SAFETY INSPECTION AND COMPLETE THE BOOKS ON THE EWP - ON FRIDAY 05.07.2024	1	290.00	
EFT32414	25/07/2024 MCLEODS LAWYERS PTY LTD	LEGAL EXPENSES	1		489.88
INV 136448	27/06/2024 MCLEODS LAWYERS PTY LTD	LEGAL EXPENSES	1	489.88	
EFT32415	25/07/2024 MICHELLE KICKETT	MATERIALS FOR NAIDOC WEEK ART WORKSHOP 13/07/2024	1		15.99
INV 18072024	18/07/2024 MICHELLE KICKETT	MATERIALS FOR NAIDOC WEEK ART WORKSHOP 13/07/2024	1	15.99	
EFT32416	25/07/2024 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY FOR COLLECTION 1X PSK08 KINGRAY 17.5V AC POWER SUPPLY PAL	1		39.00
INV 52010018261	04/07/2024 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY FOR COLLECTION 1X PSK08 KINGRAY 17.5V AC POWER SUPPLY PAL	1	39.00	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 15

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32417	25/07/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION MATRIX PATCH ANTENNA LIGHT CONN - 25/07/2024	1		8,272.92
INV 910836621	21/05/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION R150 SPREADER FOR THE SHIRE OF YORK	1	2,475.00	
INV 910951595	11/06/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION 1X 55041671 - GENF METSULFURON 600 WG 1KG - 1X 55041908 - GENF CLOPYRALID 750 SG 2KG AND 1X 55154590 - LLAN LIBERATE 20L AS PER QUOTE 20234178	1	335.50	
INV 910969238	14/06/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION MATRIX PATCH ANTENNA LIGHT CONN - 25/07/2024	1	3,861.00	
INV 910975807	17/06/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION - 1X SLIMLINE SCALE S/STEEL 5KG - 1X BAIN MEASURING JUG 5L AND 1X DKSH ENVIRODYE BLUE 5L - 25/07/2024	1	254.14	
INV 911003669	20/06/2024 NUTRIEN AG SOLUTIONS	SUPPLY MULTI K TRACE TO FORREST OVAL, HOCKEY FIELD, SUNDRY PARKS 25KG EA - 25/07/2024	1	1,347.28	
EFT32418	25/07/2024 OFFICEWORKS	3 X LOGITECH KEYBOARD AND MOUSE COMBOS	1		1,168.45
INV 614741522	10/06/2024 OFFICEWORKS	3 X LOGITECH KEYBOARD AND MOUSE COMBOS	1	1,168.45	
EFT32419	25/07/2024 PERTH PLAGROUND AND RUBBER PTY LTD	SUPPLY AND INSTALL APPROX. 85M2 DUAL DENSITY SOFTFALL WITH 15MM WEAR LAYER - ROSEHILL TPV AND BINDER TO INCLUDE ROSEHILL TPV AND BINDER, 5 YEAR WARRANTY 2YR WORKMANSHIP, TRAVEL MEALS AND ACCOMMODATION AND 100MM AS PER ISSUED QUOTE 29.05.2024 WORKS TO BE COMPLETED BY JUNE 30 2024	1		23,474.00
INV INV-1240	08/07/2024 PERTH PLAGROUND AND RUBBER PTY LTD	SUPPLY AND INSTALL APPROX. 85M2 DUAL DENSITY SOFTFALL WITH 15MM WEAR LAYER - ROSEHILL TPV AND BINDER TO INCLUDE ROSEHILL TPV AND BINDER, 5 YEAR WARRANTY 2YR WORKMANSHIP, TRAVEL MEALS AND ACCOMMODATION AND 100MM AS PER ISSUED QUOTE 29.05.2024 WORKS TO BE COMPLETED BY JUNE 30 2024	1	23,474.00	
EFT32420	25/07/2024 SANOKIL	MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR VARIOUS SITES - 01/07/2024	1		336.60
INV 20155939	01/07/2024 SANOKIL	MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR VARIOUS SITES - 01/07/2024	1	336.60	
EFT32421	25/07/2024 SOUTHERN CROSS AUSTereo PTY LTD	TOP UP CAMPAIGN - WINTERLAND - 01/06/2024	1		44.00
INV 71657979	30/06/2024 SOUTHERN CROSS AUSTereo PTY LTD	TOP UP CAMPAIGN - WINTERLAND - 01/06/2024	1	44.00	
EFT32422	25/07/2024 ST JOHN AMBULANCE ASSOCIATION - YORK	VENUE HIRE - SOY STAFF DAIP WORKSHOP 27 JUNE 2024 12.30PM - 4.30PM	1		50.00
INV FAINV0120482	01/07/2024 ST JOHN AMBULANCE ASSOCIATION - YORK	VENUE HIRE - SOY STAFF DAIP WORKSHOP 27 JUNE 2024 12.30PM - 4.30PM	1	50.00	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 16

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32423	25/07/2024 SYNERGY	ELECTRICITY	1		9,816.22
INV 573203950	01/07/2024 SYNERGY	ELECTRICITY	1	453.31	
INV 785488350	01/07/2024 SYNERGY	ELECTRICITY	1	1,081.25	
INV 314003710	01/07/2024 SYNERGY	ELECTRICITY	1	128.42	
INV 467568350	02/07/2024 SYNERGY	ELECTRICITY	1	7,406.29	
INV 108761310	05/07/2024 SYNERGY	ELECTRICITY	1	-2,387.15	
INV 335462800	10/07/2024 SYNERGY	ELECTRICITY	1	1,327.06	
INV 435029400	10/07/2024 SYNERGY	ELECTRICITY	1	1,379.30	
INV 114094980	12/07/2024 SYNERGY	ELECTRICITY	1	168.91	
INV 696999050	12/07/2024 SYNERGY	ELECTRICITY	1	258.83	
EFT32424	25/07/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND FIT ANDERSON PLUG SB50 50A GREY FOR - Y711 HINO 700 SIDE TIPPER - 05/07/2024	1		679.27
INV INV2747	21/06/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	REPLACE AND SUPPLY A NEW ANTENNA FOR THE EXCAVATOR	1	254.10	
INV INV-2846	10/07/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND FIT ANDERSON PLUG SB50 50A GREY FOR - Y711 HINO 700 SIDE TIPPER - 05/07/2024	1	425.17	
EFT32425	25/07/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 07/07/2024	1		182.06
INV 0553-5337610	07/07/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 07/07/2024	1	182.06	
EFT32426	25/07/2024 THINKPROJECT AUSTRALIA PTY LTD	RAMM TRANSPORT ASSET ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 1 JUL 2024 TO 30 JUN 2025	1		9,393.27
INV RSL-20920	01/07/2024 THINKPROJECT AUSTRALIA PTY LTD	RAMM TRANSPORT ASSET ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD 1 JUL 2024 TO 30 JUN 2025	1	9,393.27	
EFT32427	25/07/2024 TONY'S HOUSE OF TENDER MEATS	SUPPLY KANGAROO SAUSAGES FOR NAIDOC WEEK ACTIVITIES - 05/07/2024	1		220.01
INV 57753	11/07/2024 TONY'S HOUSE OF TENDER MEATS	SUPPLY KANGAROO SAUSAGES FOR NAIDOC WEEK ACTIVITIES - 05/07/2024	1	220.01	
EFT32428	25/07/2024 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION - JULY 2024	1		78.45
INV CD-3818208	01/07/2024 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION - JULY 2024	1	78.45	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 17

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32429	25/07/2024 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ATTENDANCE - WALGA PEOPLE AND CULTURE SEMINAR 2024	1		310.00
INV PCS24-68	12/07/2024 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ATTENDANCE - WALGA PEOPLE AND CULTURE SEMINAR 2024	1	310.00	
EFT32430	25/07/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF NEW RELEASES - YORK LIBRARY	1		264.00
INV TI018B217902	28/06/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF REQUESTED ITEMS- YORK LIBRARY	1	64.00	
INV TI018B217902	30/06/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF NEW RELEASES - YORK LIBRARY	1	200.00	
EFT32431	25/07/2024 YORK FRIENDSHIP CLUB	SUPPLY FOR THE SHIRE OF YORK WORKS DEPOT - 2X BAGS OF RAGS - DATE RECEIVED 15/07/2024	1		30.00
INV 6	15/07/2024 YORK FRIENDSHIP CLUB	SUPPLY FOR THE SHIRE OF YORK WORKS DEPOT - 2X BAGS OF RAGS - DATE RECEIVED 15/07/2024	1	30.00	
EFT32432	25/07/2024 YORK LANDSCAPE SUPPLIES	SUPPLY FOR COLLECTION 1X PALLET OF COCKBURN RAPID SET - 05/07/2024	1		599.70
INV 00009392	05/07/2024 YORK LANDSCAPE SUPPLIES	SUPPLY FOR COLLECTION 1X PALLET OF COCKBURN RAPID SET - 05/07/2024	1	599.70	
DD17296.1	11/07/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS PAY PERIOD ENDING 09/07/2024	1		31,692.86
INV SUPERANNUA'	11/07/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS PAY PERIOD ENDING 09/07/2024	1	31,692.86	
DD17303.1	25/07/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 23 JULY 2024	1		34,063.94
INV SUPERANNUA'	25/07/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 23 JULY 2024	1	34,063.94	

Date: 01/08/2024
Time: 10:37:47AM

Shire of York

USER: Iona Sheehan-Lee
PAGE: 18

Cheque /EFT			Bank		
No	Date Name	Invoice Description	Code	INV Amount	Amount

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	916,878.77
TOTAL		916,878.77



SHIRE OF YORK

BUSINESS CARD SUMMARY

July 2024

BUSINESS CARD 1 (M202) – EXECUTIVE MANAGER INFRASTRUCTURE AND DEVELOPMENT SERVICES

Total purchases June 2024 \$ 3,860.35

07.06.24	DWER - Water, Perth Aus Retail Purchase 04/06	\$2,400.00
20.06.24	Shire Of York Trust, York Aus Retail Purchase 18/06	\$1,215.35
25.06.24	M.A.L. Automotives, York Aus Retail Purchase 24/06	\$241.00
29.06.24	Card Fee	\$4.00

BUSINESS CARD 2 (M203) – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

Total balance June 2024 \$ 9,344.70

02.06.24	Zoom.Us 888-799-9666 , San Jose Aus Retail Purchase-International 31/05	\$223.90
02.06.24	International Transaction Fee	\$6.72
12.06.24	Facebk *E6tny587g2, Fb.Me/Ads Aus Retail Purchase-International 10/06	\$19.79
12.06.24	International Transaction Fee	\$0.59
15.06.24	Shire of York Trust, York Aus Retail Purchase 13/06	\$155.50
19.06.24	Shire of York Trust, York Aus Retail Purchase 17/06	\$4,378.40
19.06.24	Shire of York Trust, York Aus Retail Purchase 17/06	\$4,499.15
22.06.24	Facebk *82fnv5u7g2, Fb.Me/Ads Aus Retail Purchase-International 20/06	\$55.00
22.06.24	International Transaction Fee	\$1.65
29.06.24	Card Fee	\$4.00

www.bendigobank.com.au





MONTHLY LIST OF FUEL CARD TRANSACTIONS
30 June 2024

TRANSACTION DATE	SUPPLIER	REGISTRATION	MODEL	TOTAL AMOUNT
10-Jun	S24 SAWYERS VALLEY	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS) - P173	\$ 94.76
20-Jun	PUMA ENERGY YORK ROADHOUSE	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS) - P173	\$ 88.51
4-Jun	PUMA ENERGY YORK ROADHOUSE	1HS2886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HS2886 (EHO) - P133	\$ 74.11
17-Jun	PUMA ENERGY YORK ROADHOUSE	1HS2886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HS2886 (EHO) - P133	\$ 74.64
24-Jun	CALTEX WOOROLOO	1HS2886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HS2886 (EHO) - P133	\$ 69.35
10-Jun	PUMA ENERGY YORK ROADHOUSE	1HVF884	SUV 2023 MAZDA CX5 MAXX SPORT AUTO AWD WAGON WHITE 1HVF884 (LIA) - P178	\$ 75.05
9-Jun	BP CONNECT WEMBLEY	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 1.36
9-Jun	BP CONNECT WEMBLEY	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 85.26
9-Jun	WEX AUSTRALIA	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 0.50
17-Jun	BP CONNECT WEMBLEY	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 1.29
17-Jun	BP CONNECT WEMBLEY	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 80.71
17-Jun	WEX AUSTRALIA	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 0.50
23-Jun	BP CONNECT WEMBLEY	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 1.50
23-Jun	BP CONNECT WEMBLEY	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 94.06
23-Jun	WEX AUSTRALIA	1BY541	SUBARU OUTBACK TOURING XT A91BY541 (CEO) - P140	\$ 0.50
31-May	PUMA ENERGY YORK ROADHOUSE	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 76.33
10-Jun	BP THE LAKES 1903	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 1.17
10-Jun	BP THE LAKES 1903	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 73.64
10-Jun	WEX AUSTRALIA	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 0.50
16-Jun	BP THE LAKES 1903	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 1.13
16-Jun	BP THE LAKES 1903	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 70.75
16-Jun	WEX AUSTRALIA	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 0.50
2-Jun	S24 SAWYERS VALLEY	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 95.44
6-Jun	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 109.13
6-Jun	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 0.50
10-Jun	AMPOL MIDVALE	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 102.22
10-Jun	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 0.50
16-Jun	CALYX GLEN FORREST	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 99.99
23-Jun	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 80.93
23-Jun	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 0.50
		1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	

SY100-09/24 FINANCIAL REPORT - AUGUST 2024

File Number:	4.7714
Author:	Codey Redmond, Manager Finance
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	<ol style="list-style-type: none">1. Monthly Financial Statement - August 2024 ↓2. List of Creditor Payments - August 2024 ↓3. Credit Card Report - July 2024 ↓4. Fuel Card Transaction Listing - July 2024 ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of financial reporting and the preparation of monthly financial statements is to communicate information about the financial position and operating results of the Shire of York to Council and the community as well as monitor the local government's performance against budgets.

BACKGROUND

Local governments are required to prepare general purpose financial reports in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the *Australian Accounting Standards*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two (2) months after the end of the month to which the statement relates. The Statement of Financial Activity summarises the Shire's operating activities and non-operating activities.

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

COMMENTS AND DETAILS

This report is presented for Council's consideration and provides information for the period ending 31 August 2024 and includes the following:

1. Monthly Statements
2. List of Creditor Payments
3. Business Card Statement and Transaction Summary
4. List of Purchasing Card Transactions

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 August 2024.

List of Payments for August 2024

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of August 2024 is presented to Council for noting.

Outstanding Rates and Services

The total outstanding rates balance at the end of August 2024 was \$9,946,499 compared to \$1,304,762 at the end of August 2023. Earlier budget adoption meant rates were levied in August this year compared to September last year. Total arrears are tracking slightly higher than last year.

TABLE 1.

Current Year	Properties	31/08/2024	%		Properties	31/08/2023	%
3 years and over	105	\$929,554	9%		89	\$756,250	40%
2 years and over	150	\$302,387	3%		130	\$231,068	10%
1 year and over	689	\$593,416	6%		734	\$403,159	16%
Total Aged		\$1,825,357	18%			\$1,390,477	68%
Current Rates	2353	\$8,121,142	82%		315	-\$85,715	32%
Total Rates Outstanding		\$9,946,499				\$1,304,762	

Officers will be seeking an appropriately qualified and experienced debt collection contractor to assist in resolving both younger and older outstanding debts in the 2024/25 financial year. In addition, Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

Outstanding Sundry Debtors

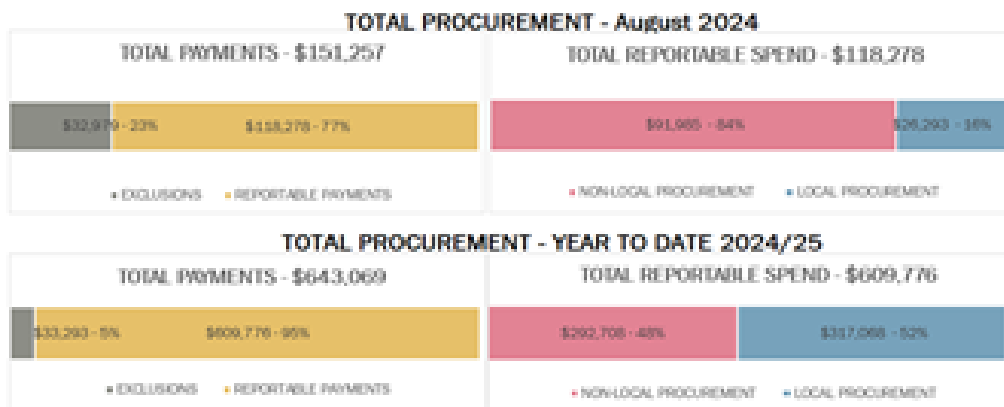
The figure for total outstanding sundry debtors as at 31 August 2024 was \$677,359.52 compared to \$37,013.43 as at 31 August 2023. The overall debt is tracking higher than the previous financial year due to large grants invoices pending at end of month.

TABLE 2.

Current Year	31/08/2024	%		31/08/2023	%
90 days and over	\$20,273.71	3%		\$1,761.07	5%
60 days and over	\$164,836.30	24%		\$18,475.05	50%
30 days and over	\$256,973.63	38%		\$861.05	2%
Current	\$235,275.88	35%		\$15,916.26	43%
Total Debtors Outstanding	\$677,359.52	100%		\$37,013.43	100%
Credits	-\$5,648.86				
Total Including Credits	\$671,710.66				

Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of August 2024, Officers report the following in relation to local procurement, noting that 52% of payments were made to local businesses by the end of August.



The above figures provide an indication of the levels of local procurement as a percentage of reportable payments. It is important to note that in the development of the above tables, several exclusions apply and are not included in the reportable totals. These include, but are not limited to, payments made for the following:

1. Superannuation
2. Goods and Services Tax
3. Department of Fire and Emergency Services
4. Local Government Insurance Services
5. WA Local Government Association
6. WA Treasury Corporation
7. Office of the Auditor General
8. Utilities (Synergy, Telstra, Water Corporation)
9. Placement of Shire term deposits

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Not applicable

Strategic

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

- F2 Procurement
- F6 Credit Cards
- F5 Authority to make payments from Trust and Municipal Funds
- DL 1.1.17 Payments from the Municipal or Trust Funds

Financial

This report and its appendices provide a summary of the financial position of the Shire at the end of the reporting period. The figures reported are an estimate only and are subject to adjustments prior to finalisation of the 2024/25 annual financial report.

Legal and Statutory

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

“6.10. Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund,**of a local government.”*

Regulations 13, 13A, 34 and 35 of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

“13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) the payee's name; and*
 - (b) the amount of the payment; and*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
- (2) A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) for each account which requires council authorisation in that month —*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction;*
 - and*
 - (b) the date of the meeting of the council to which the list is to be presented.*
- (3) A list prepared under subregulation (1) or (2) is to be —*
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*
 - (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation —*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the relevant month; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
 - [(a) deleted]*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*

(b) *recorded in the minutes of the meeting at which it is presented.*

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and —*
- (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.”*

Risk Related

It is a requirement of the *Local Government (Financial Management) Regulations 1996* that local governments prepare a Statement of Financial Activity within two (2) months after the end of the reporting period. This report mitigates the risk of non-compliance with the Regulations.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

**RESOLUTION
150924**

Moved: Cr James Adamini

Seconded: Cr Denese Smythe

That, with regards to the Financial Report - August 2024, Council:

- 1. Receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 31 August 2024 as summarised below:**

AUGUST 2024

MUNICIPAL FUND	AMOUNT (\$)
Cheque Payments	0
Payroll Debits	144,147.41
Electronic Funds Payments	694,574.17
Payroll Debits - Superannuation	73,345.05
Bank Fees	819.61
Corporate Cards	2,707.33
Sub Total - Municipal	915,593.57

TRUST FUND	
Electronic Funds Payments	8,834.45
Cheque Payments	0
Direct Debits Licensing	96,312.55
Sub Total - Trust	96,312.55
TOTAL DISBURSEMENTS	1,011,906.12
<u>In Favour:</u>	Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright
<u>Against:</u>	Nil
<i>CARRIED 7/0</i>	

SHIRE OF YORK
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 August 2024

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Net Current Assets Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2024

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	8,077,313	1,353,524	8,085,578	6,732,054	497.37%	▲
Grants, subsidies and contributions	621,696	103,610	0	(103,610)	(100.00%)	▼
Fees and charges	1,915,379	319,196	1,317,542	998,346	312.77%	▲
Interest revenue	301,362	50,222	14,101	(36,121)	(71.92%)	▼
Other revenue	272,700	48,866	72,828	23,962	49.04%	▲
Profit on asset disposals	487,397	81,228	0	(81,228)	(100.00%)	▼
	11,675,847	1,956,646	9,490,049	7,533,403	385.02%	
Expenditure from operating activities						
Employee costs	(6,771,772)	(1,128,530)	(875,540)	252,990	22.42%	▲
Materials and contracts	(4,533,983)	(755,440)	(494,315)	261,125	34.57%	▲
Utility charges	(508,499)	(84,712)	(33,139)	51,573	60.88%	▲
Depreciation	(6,817,295)	(1,136,204)	0	1,136,204	100.00%	▲
Finance costs	(49,335)	(8,222)	(2,584)	5,638	68.57%	▲
Insurance	(324,955)	(162,473)	(201,535)	(39,062)	(24.04%)	▼
Other expenditure	(610,559)	(112,466)	(22,005)	90,461	80.43%	▲
Loss on asset disposals	(4,645)	(774)	0	774	100.00%	▲
	(19,621,043)	(3,388,821)	(1,629,118)	1,759,703	51.93%	
Non cash amounts excluded from operating activities	2(c) 6,334,543	1,055,750	0	(1,055,750)	(100.00%)	▼
Amount attributable to operating activities	(1,610,653)	(376,425)	7,860,931	8,237,356	2188.31%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	3,329,753	554,954	775,094	220,140	39.67%	▲
Proceeds from disposal of assets	879,000	0	0	0	0.00%	▲
	4,208,753	554,954	775,094	220,140	39.67%	
Outflows from investing activities						
Payments for property, plant and equipment	(1,850,000)	(308,328)	(6,418)	301,910	97.92%	▲
Payments for construction of infrastructure	(3,630,940)	(605,150)	(55,059)	550,091	90.90%	▲
	(5,480,940)	(913,478)	(61,477)	852,001	93.27%	
Amount attributable to investing activities	(1,272,187)	(358,524)	713,617	1,072,141	299.04%	
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	(147,320)	0	0	0	0.00%	▲
Transfer to reserves	(679,908)	0	0	0	0.00%	▲
	(827,228)	0	0	0	0.00%	
Amount attributable to financing activities	(752,228)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 3,652,527	3,652,527	3,652,527	0	0.00%	▲
Amount attributable to operating activities	(1,610,653)	(376,425)	7,860,931	8,237,356	2188.31%	▲
Amount attributable to investing activities	(1,272,187)	(358,524)	713,617	1,072,141	299.04%	▲
Amount attributable to financing activities	(752,228)	0	0	0	0.00%	▲
Surplus or deficit after imposition of general rates	17,459	2,917,578	12,227,075	9,309,497	319.08%	

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 AUGUST 2024

	Actual 30 June 2024	Actual as at 31 August 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	5,770,009	6,274,351
Trade and other receivables	1,722,299	10,142,679
Inventories	52,481	52,085
TOTAL CURRENT ASSETS	7,544,789	16,469,115
NON-CURRENT ASSETS		
Trade and other receivables	160,928	160,928
Other financial assets	81,490	81,490
Property, plant and equipment	47,536,206	47,542,624
Infrastructure	138,256,741	138,311,800
Right-of-use assets	1,003,382	1,003,382
TOTAL NON-CURRENT ASSETS	187,038,747	187,100,224
TOTAL ASSETS	194,583,536	203,569,339
CURRENT LIABILITIES		
Trade and other payables	862,154	1,211,932
Other liabilities	267,734	267,734
Borrowings	147,320	147,320
Employee related provisions	732,028	732,028
TOTAL CURRENT LIABILITIES	2,009,236	2,359,014
NON-CURRENT LIABILITIES		
Borrowings	712,655	712,655
Employee related provisions	146,813	146,813
TOTAL NON-CURRENT LIABILITIES	859,468	859,468
TOTAL LIABILITIES	2,868,704	3,218,482
NET ASSETS	191,714,832	200,350,857
EQUITY		
Retained surplus	25,436,528	34,072,553
Reserve accounts	2,537,273	2,537,273
Revaluation surplus	163,741,031	163,741,031
TOTAL EQUITY	191,714,832	200,350,857

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 AUGUST 2024

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 09 September 2024

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

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

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2024

2 NET CURRENT ASSETS INFORMATION

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

	Adopted Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 31 August 2024
Note	\$	\$	\$
Current assets			
Cash and cash equivalents	5,771,069	5,770,009	6,274,351
Trade and other receivables	1,722,299	1,722,299	10,142,679
Inventories	52,481	52,481	52,085
	<u>7,545,849</u>	<u>7,544,789</u>	<u>16,469,115</u>
Less: current liabilities			
Trade and other payables	(863,213)	(862,154)	(1,211,932)
Other liabilities	(267,735)	(267,734)	(267,734)
Borrowings	(147,320)	(147,320)	(147,320)
Employee related provisions	(680,904)	(732,028)	(732,028)
Other provisions	(51,124)	0	0
	<u>(2,010,296)</u>	<u>(2,009,236)</u>	<u>(2,359,014)</u>
Net current assets	5,535,553	5,535,553	14,110,101
Less: Total adjustments to net current assets	2(b) (1,883,026)	(1,883,026)	(1,883,026)
Closing funding surplus / (deficit)	3,652,527	3,652,527	12,227,075

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(2,537,273)	(2,537,273)	(2,537,273)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	147,320	147,320	147,320
- Current portion of employee benefit provisions held in reserve	506,927	506,927	506,927
Total adjustments to net current assets	2(a) (1,883,026)	(1,883,026)	(1,883,026)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates 30 June 2025	YTD Budget Estimates 31 August 2024	YTD Actual 31 August 2024
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	(487,397)	(81,228)	0
Add: Loss on asset disposals	4,645	774	0
Add: Depreciation	6,817,295	1,136,204	0
Total non-cash amounts excluded from operating activities	6,334,543	1,055,750	0

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

AASB 101.10(e) **SHIRE OF YORK**
AASB 101.51 **NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**
AASB 101.112 **FOR THE PERIOD ENDED 31 AUGUST 2024**

FM Reg 34 (2)(b) **3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	6,732,054	497.37%	▲
Budget apportioned 2/12th		Timing	
Grants, subsidies and contributions	(103,610)	(100.00%)	▼
Budget apportioned 2/12th		Timing	
Fees and charges	998,346	312.77%	▲
Budget not adopted until 06/08/2024, yearly and quaterly charges recived		Timing	
Interest revenue	(36,121)	(71.92%)	▼
Rates not levied until budget adoption		Timing	
Budget apportioned 2/12th			
Profit on asset disposals	(81,228)	(100.00%)	▼
Budget apportioned 2/12th capital aquisitons process timing			
Expenditure from operating activities			
Employee costs	252,990	22.42%	▲
Under budget in Admin salaries due to timing of employment engagement		Timing	
Materials and contracts	261,125	34.57%	▲
Under budget in maintenance expenditure and consultant fees		Timing	
Utility charges	51,573	60.88%	▲
Budget apportioned 2/12th		Timing	
Depreciation	1,136,204	100.00%	▲
Depreciation not to start until annual report approved		Timing	
Budget apportioned 2/12th			
Finance costs	5,638	68.57%	▲
Timing of payments		Timing	
Budget apportioned 2/12th			
Insurance	(39,062)	(24.04%)	▼
Insurances paid in august		Timing	
Other expenditure	90,461	80.43%	▲
Under budget in Community Resource Centre contribution and		Timing	
Rates write offs due to timing			
Loss on asset disposals	774	100.00%	▲
Budget apportioned 2/12th			
Non cash amounts excluded from operating activities	(1,055,750)	(100.00%)	▼
Depreciation not to start until annual report approved		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	220,140	39.67%	▲
Timing of term deposit maturity		Timing	
Budget apportioned 2/12th			
Outflows from investing activities			
Payments for property, plant and equipment	301,910	97.92%	▲
Budget apportioned 2/12th		Timing	
Payments for construction of infrastructure	550,091	90.90%	▲
Budget apportioned 2/12th capital aquisitons process timing		Timing	
Surplus or deficit after imposition of general rates	9,309,497	319.08%	▲
Budget apportioned 2/12th			
Rates levied in August			

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
TABLE OF CONTENTS

1	Key Information	2
2	Key Information - Graphical	3
3	Cash and Financial Assets	4
4	Reserve Accounts	5
5	Capital Acquisitions	6
6	Disposal of Assets	8
7	Receivables	9
8	Other Current Assets	10
9	Payables	11
10	Borrowings	12
11	Other Current Liabilities	13
12	Grants and contributions	14
13	Capital grants and contributions	15
14	Trust Fund	16

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 AUGUST 2024**

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.65 M	\$3.65 M	\$3.65 M	\$0.00 M
Closing	\$0.02 M	\$2.92 M	\$12.23 M	\$9.31 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$6.27 M	% of total
Unrestricted Cash	\$3.74 M	59.6%
Restricted Cash	\$2.54 M	40.4%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$1.21 M	% Outstanding
Trade Payables	\$0.09 M	
0 to 30 Days		2.0%
Over 30 Days		98.0%
Over 90 Days		0.0%
Refer to 9 - Payables		

Receivables		
	\$1.06 M	% Collected
Rates Receivable	\$9.08 M	(3.0%)
Trade Receivable	\$1.06 M	% Outstanding
Over 30 Days		65.8%
Over 90 Days		3.0%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.61 M)	(\$0.38 M)	\$7.86 M	\$8.24 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$8.09 M	% Variance
YTD Budget	\$1.35 M	497.4%
Refer to 12 - Grants and Contributions		

Grants and Contributions		
YTD Actual	\$0.00 M	% Variance
YTD Budget	\$0.10 M	(100.0%)
Refer to 12 - Grants and Contributions		

Fees and Charges		
YTD Actual	\$1.32 M	% Variance
YTD Budget	\$0.32 M	312.8%
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)
(\$1.27 M)	(\$0.36 M)	\$0.71 M	\$1.07 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.88 M	(100.0%)
Refer to 6 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$0.06 M	% Spent
Adopted Budget	\$3.63 M	(98.5%)
Refer to 5 - Capital Acquisitions		

Capital Grants		
YTD Actual	\$0.00 M	% Received
Adopted Budget	\$3.33 M	(100.0%)
Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.75 M)	\$0.00 M	\$0.00 M	\$0.00 M
Refer to Statement of Financial Activity			

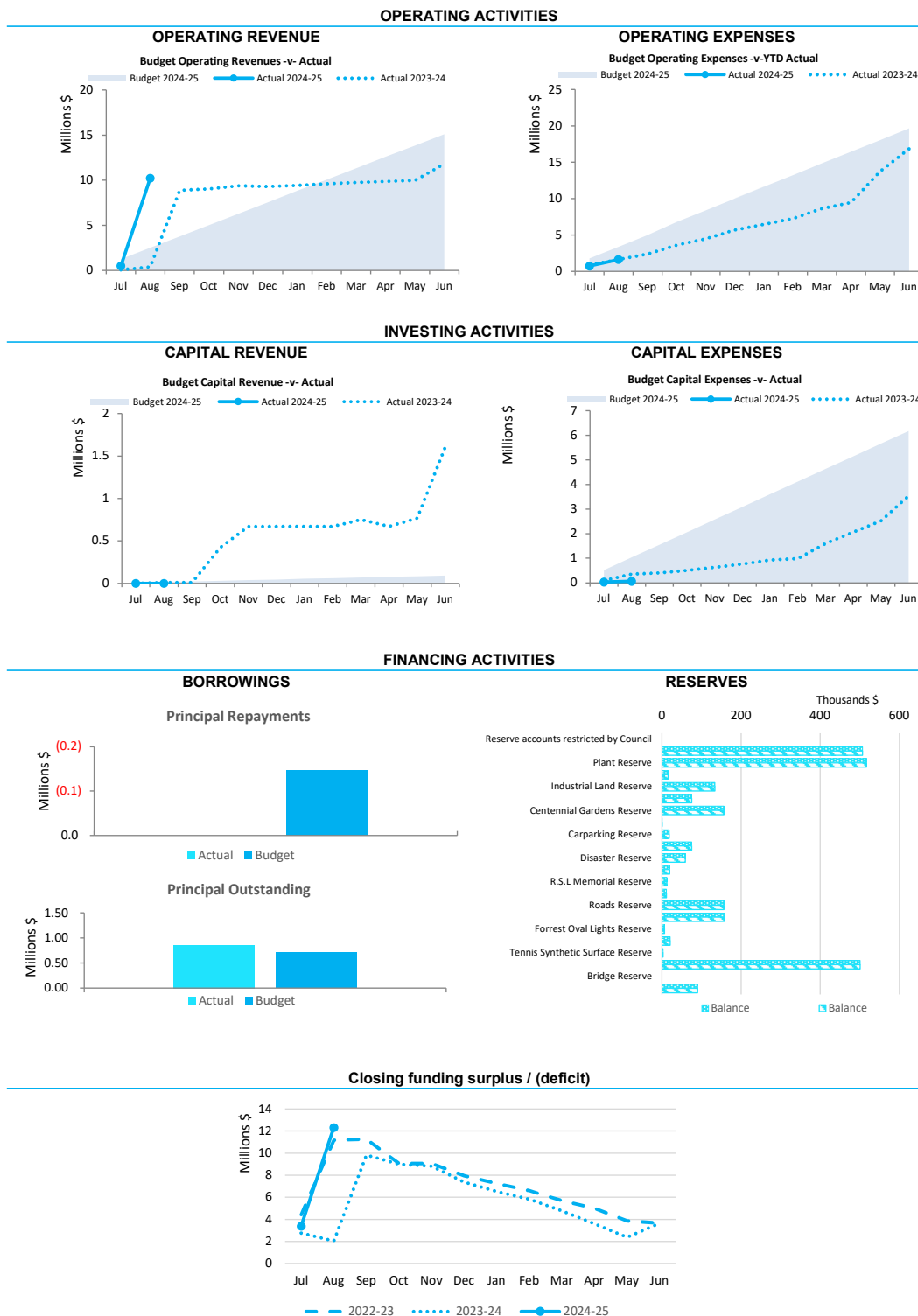
Borrowings	
Principal repayments	\$0.00 M
Interest expense	(\$0.00 M)
Principal due	\$0.86 M
Refer to 10 - Borrowings	

Reserves	
Reserves balance	\$2.54 M
Net Movement	\$0.00 M
Refer to 4 - Cash Reserves	

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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024

2 KEY INFORMATION - GRAPHICAL



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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on Hand	Cash and cash equivalents	1,330	0	1,330	0	N/A	N/A	N/A
Muni Bank		2,861,864	0	2,861,864	0	N/A	N/A	N/A
Westpac Flexi	Cash and cash equivalents	5,402	0	5,402	0	Westpac	Variable	N/A
AMP	Cash and cash equivalents	28,796	0	28,796	0	AMP	Variable	N/A
AMP at Call	Cash and cash equivalents	301,890	0	301,890	0	AMP	Variable	N/A
Municipal Term Deposit	Cash and cash equivalents	500,312	0	500,312	0	AMP	5.40%	Aug 24
Reserves Bank	Cash and cash equivalents	37,484	2,537,273	2,574,757	0	NAB	Variable	Dec 24
Trust Bank	Cash and cash equivalents	0	0	0	58,422	N/A	N/A	N/A
Total		3,737,078	2,537,273	6,274,351	58,422			
Comprising								
Cash and cash equivalents		3,737,078	2,537,273	6,274,351	58,422			
		3,737,078	2,537,273	6,274,351	58,422			

KEY INFORMATION

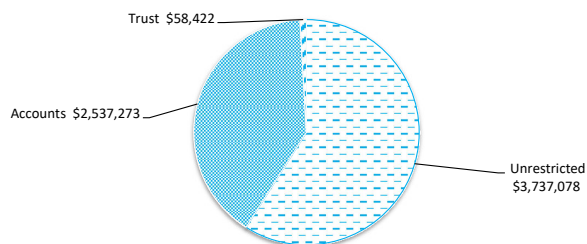
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of 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 AUGUST 2024**

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave reserve	506,927	0	0	506,927	506,927	0	0	506,927
Plant Reserve	516,688	139,954	0	656,642	516,688	0	0	516,688
Avon River Mtce Reserve	15,426	0	0	15,426	15,426	0	0	15,426
Industrial Land Reserve	134,010	0	0	134,010	134,010	0	0	134,010
Refuse Site Develop Reserve	75,519	0	0	75,519	75,519	0	0	75,519
Centennial Gardens Reserve	156,162	0	0	156,162	156,162	0	0	156,162
Pioneer Memorial Lodge Reserve	533	60,000	0	60,533	533	0	0	533
Carparking Reserve	18,623	0	0	18,623	18,623	0	0	18,623
Building Reserve	75,380	145,000	0	220,380	75,380	0	0	75,380
Disaster Reserve	59,281	0	0	59,281	59,281	0	0	59,281
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557	0	0	19,557
R.S.L Memorial Reserve	12,600	0	0	12,600	12,600	0	0	12,600
Greenhills Townsite Development Reserve	11,221	0	0	11,221	11,221	0	0	11,221
Roads Reserve	156,884	0	0	156,884	156,884	0	0	156,884
Land & Infrastructure Reserve	158,104	0	0	158,104	158,104	0	0	158,104
Forrest Oval Lights Reserve	6,161	0	0	6,161	6,161	0	0	6,161
Bowls Synthetic Surface Reserve	20,444	0	0	20,444	20,445	0	0	20,445
Tennis Synthetic Surface Reserve	3,155	0	0	3,155	3,155	0	0	3,155
Recreation Reserve	500,598	0	(75,000)	425,598	500,597	0	0	500,597
Bridge Reserve	0	120,000	0	120,000	0	0	0	0
Swimming Pool Reserve	90,000	214,954	0	304,954	90,000	0	0	90,000
	2,537,273	679,908	(75,000)	3,142,181	2,537,273	0	0	2,537,273

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	31,500	5,250	0	(5,250)
Buildings - specialised	237,500	39,582	262	(39,320)
Furniture and equipment	152,000	25,332	0	(25,332)
Plant and equipment	1,429,000	238,164	6,156	(232,008)
Acquisition of property, plant and equipment	1,850,000	308,328	6,418	(301,910)
Infrastructure - Roads	3,139,740	605,150	55,059	(550,091)
Infrastructure - Other	440,000	0	0	0
Infrastructure - Drainage	51,200	0	0	0
Acquisition of infrastructure	3,630,940	605,150	55,059	(550,091)
Total of PPE and Infrastructure.	5,480,940	913,478	61,477	(852,001)
Total capital acquisitions	5,480,940	913,478	61,477	(852,001)
Capital Acquisitions Funded By:				
Capital grants and contributions	3,329,753	554,954	0	(554,954)
Other (disposals & C/Fwd)	879,000	0	0	0
Reserve accounts				
Recreation Reserve	75,000		0	0
Contribution - operations	1,197,187	358,524	61,477	(297,047)
Capital funding total	5,480,940	913,478	61,477	(852,001)

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.

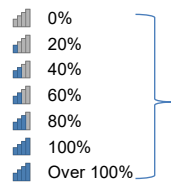
Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators



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

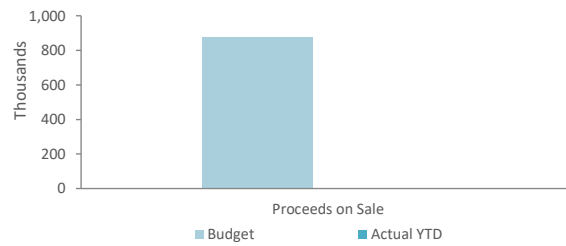
		Adopted		YTD Actual	Variance (Under)/Over
	Account Description	Budget	YTD Budget		
					0
	068302 PML BUILDING CAPITAL	22,500	1,875	0	1,875
	112302 SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	200,000	16,666	619	16,047
	113029 TOWN HALL BUILDING	0	0	262	(262)
	113329 FORREST OVAL REC CENTRE BUILDINGS	15,000	1,250	0	1,250
	109383 CEMETRY INFRASTRUCTURE	0	0	17,030	(17,030)
	113346 MOTOCROSS TRACK INFRASTRUCTURE	0	0	134	(134)
	042339 ADMINISTRATION VEHICLES	52,000	4,333	0	4,333
	051339 RANGER VEHICLE FIRE CONTROL	52,000	4,333	6,156	(1,823)
	127304 PLANT PURCHASES CAPITAL	1,221,000	101,750	0	101,750
	133319 PLANT & EQUIP - VEHICLE (Y000)	52,000	4,333	0	4,333
	143301 DEPOT PLANT CAPITAL PURCHASE	52,000	4,333	0	4,333

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024**

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	396,248	879,000	487,397	(4,645)	0	0	0	0
		396,248	879,000	487,397	(4,645)	0	0	0	0

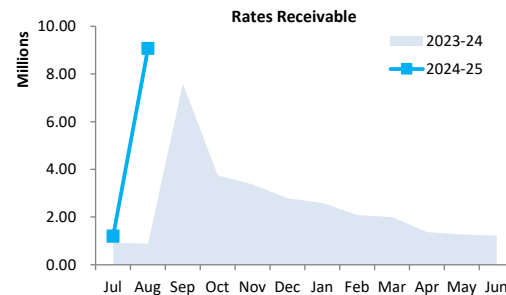


**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 Jun 2024	31 Aug 2024
	\$	\$
Opening arrears previous year	1,057,710	1,227,493
Levied this year	8,100,167	8,085,578
Less - collections to date	(7,408,945)	283,205
Gross rates collectable	1,748,932	9,596,276
Allowance for impairment of rates receivable	(521,439)	(518,457)
Net rates collectable	1,227,493	9,077,819
% Collected	80.9%	(3.0%)



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,649)	235,275	256,974	164,836	20,351	671,787
Percentage	(0.8%)	35.0%	38.3%	24.5%	3.0%	
Balance per trial balance						
Trade receivables						671,787
Other receivables						117,736
GST receivable						240,909
Receivables for employee related provisions						37,410
Allowance for credit losses of trade receivables						(2,982)
Total receivables general outstanding						1,064,860

Amounts shown above include GST (where applicable)

KEY INFORMATION

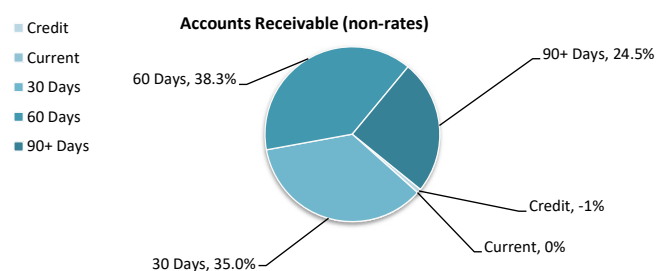
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 AUGUST 2024**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 August 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	52,481	9,293	(9,689)	52,085
Total other current assets	52,481	9,293	(9,689)	52,085

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 AUGUST 2024**

OPERATING ACTIVITIES

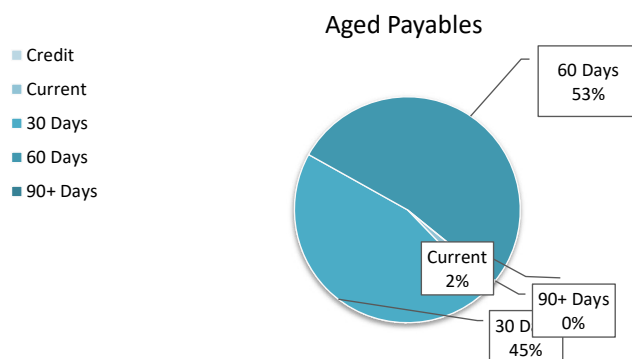
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,738	40,046	46,597	0	88,381
Percentage	0.0%	2.0%	45.3%	52.7%	0.0%	
Balance per trial balance						
Sundry creditors						87,114
ATO liabilities						331,179
Other payables						77,219
Bonds & Deposits						716,420
Total payables general outstanding						1,211,932

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 AUGUST 2024

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2024	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Forrest Oval Stage 1	62	659,307	0	0	0	(77,596)	659,307	581,711	0	(40,333)
Forrest Oval Stage 2	63	78,390	0	0		(27,237)	78,390	51,153	(1,010)	(3,517)
Forrest Oval Stage 3	64	122,278	0	0		(42,487)	122,278	79,791	(1,574)	(5,485)
Total		859,975	0	0	0	(147,320)	859,975	712,655	(2,584)	(49,335)
Current borrowings		147,320					147,320			
Non-current borrowings		712,655					712,655			
		859,975					859,975			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 August 2024 \$
Other current liabilities						
Other liabilities						
Contract liabilities		267,734	0	0	0	267,734
Total other liabilities		267,734	0	0	0	267,734
Employee Related Provisions						
Provision for annual leave		461,128	0	0	0	461,128
Provision for long service leave		219,775	0	0	0	219,775
Other employee leave provisions		51,125	0	0	0	51,125
Total Provisions		732,028	0	0	0	732,028
Total other current liabilities		999,762	0	0	0	999,762

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 AUGUST 2024

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2024	Current Liability 31 Aug 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GRANT FUNDS (UNTIED)	0	0	0	0	0	182,210	30,368	0
GRANT LOCAL ROAD (UNTIED)	0	0	0	0	0	131,459	21,908	0
AUSTRALIA DAY COUNCIL	0	0	0	0	0	15,000	2,500	0
LGGS GRANTS	0	0	0	0	0	46,990	7,830	0
OTHER GRANTS	0	0	0	0	0	8,500	1,416	0
GRANT RRG - DIRECT	0	0	0	0	0	237,537	39,588	0
	0	0	0	0	0	621,696	103,610	0
Contributions								
Contributions to Rural Numbers				0		500		
	0	0	0	0	0	500	0	0
TOTALS	0	0	0	0	0	622,196	103,610	0

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD Revenue
	1 July 2024	(As revenue)		31 Aug 2024	31 Aug 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
CEMETERY GRANT INCOME	0	0	0	0	0	9,000	1,500	0
RECREATION GRANTS - TAXABLE	0	0	0	0	0	135,000	22,500	0
ROAD TO RECOVERY GRANTS	0	0	0	0	0	701,427	116,904	0
GRANT - RRG - ROADS	224,431	0	0	224,431	34,801	1,883,783	313,962	142,200
GRANT GOVT-BLACK SPOT FUNDING	0	0	0	0	0	437,240	72,872	303,167
GRANT - RRSP - ROADS	34,801	0	0	34,801	34,801	34,801	5,800	329,727
GRANTS - LRCIP	8,502	0	0	8,502	8,502	128,502	21,416	0
	267,734	0	0	267,734	78,104	3,329,753	554,954	775,094

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2024**

14 TRUST FUND

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 August 2024
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	58,422	0	0	58,422

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 1

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32435	01/08/2024 ALL PLANT MECHANICAL	COMPLETE 500HR SERVICE ON THE HAKO CITY MASTER SWEEPER - 26/07/2024	1		1,058.73
INV INV-0834	26/07/2024 ALL PLANT MECHANICAL	COMPLETE 500HR SERVICE ON THE HAKO CITY MASTER SWEEPER - 26/07/2024	1	1,058.73	
EFT32436	01/08/2024 AMaGA National Conference	AMAGA NATIONAL CONFERENCE - MUSEUM CURATOR ANNIE MEDLEY	1		52.20
INV 290	18/07/2024 AMaGA National Conference	AMAGA NATIONAL CONFERENCE - MUSEUM CURATOR ANNIE MEDLEY	1	52.20	
EFT32437	01/08/2024 ANGELA PLICHOTA	STAFF REIMBURSEMENT FOR CATTERY SUPPLIES - 24/07/2024	1		30.00
INV 24072024	24/07/2024 ANGELA PLICHOTA	STAFF REIMBURSEMENT FOR CATTERY SUPPLIES - 24/07/2024	1	30.00	
EFT32438	01/08/2024 AUSTRALIA DAY COUNCIL (AUSPIRE)	AUSTRALIA DAY COUNCIL (AUSPIRE)	1		762.00
INV INV-2152	30/05/2024 AUSTRALIA DAY COUNCIL (AUSPIRE)	AUSTRALIA DAY COUNCIL (AUSPIRE)	1	762.00	
EFT32439	01/08/2024 AVON ARC TEST & TAG	SUPPLY & INSTALL FIRE EXTINGUISHERS AS PER PO 15610 - 08/07/2024	1		2,426.50
INV 3659	08/07/2024 AVON ARC TEST & TAG	SUPPLY & INSTALL FIRE EXTINGUISHERS AS PER PO 15610 - 08/07/2024	1	2,426.50	
EFT32440	01/08/2024 CONPLANT PTY LTD	MULTI-ROLLER HIRE - 05/06/2024-30/06/2024	1		4,435.20
INV 442136	30/06/2024 CONPLANT PTY LTD	MULTI-ROLLER HIRE - 05/06/2024-30/06/2024	1	4,435.20	
EFT32441	01/08/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS (RFQ11-2324)	1		26,015.00
INV 10005349	03/07/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS (RFQ11-2324)	1	26,015.00	
EFT32442	01/08/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES - 04/07/2024	1		148.50
INV 17256	04/07/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES - 04/07/2024	1	148.50	
EFT32443	01/08/2024 CUTTING EDGES PTY LTD	SUPPLY OF TOOTH SCARIFIER FOR 6Y5230L	1		2,956.80
INV 3371152	04/07/2024 CUTTING EDGES PTY LTD	SUPPLY OF TOOTH SCARIFIER FOR 6Y5230L	1	2,956.80	
EFT32444	01/08/2024 DARU SALAM	DIDGERIDOO PLAYING FOR NAIDOC EVENTS - 27/06/2024	1		200.00
INV 27062024	27/06/2024 DARU SALAM	DIDGERIDOO PLAYING FOR NAIDOC EVENTS - 27/06/2024	1	200.00	
EFT32445	01/08/2024 ETHAN DANIEL GORS - EG SERVICING (GORS MECHANICAL)	COMPLETE URGENT HYDRAULIC REPAIRS ON THE VOLVO GRADER - VARIATION INCLUDED - 26/07/2024	1		5,816.43

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 2

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-0063	26/07/2024 ETHAN DANIEL GORS - EG SERVICING (GORS MECHANICAL)	COMPLETE URGENT HYDRAULIC REPAIRS ON THE VOLVO GRADER - VARIATION INCLUDED - 26/07/2024	1	5,816.43	
EFT32446	01/08/2024 FOCUS NETWORKS	COMPLETION OF INTERIM AUDIT QUESTIONS (6 PAGES) BRAD & DOUG - 17/07/2024	1		1,188.11
INV INV-10798G	17/07/2024 FOCUS NETWORKS	COMPLETION OF INTERIM AUDIT QUESTIONS (6 PAGES) BRAD & DOUG - 17/07/2024	1	610.50	
INV 14132	22/07/2024 FOCUS NETWORKS	FOCUS NETWORK - MONTHLY MPS SUPPORT FOR MONTH OF JUNE 2024	1	236.61	
INV INV-10767G	25/07/2024 FOCUS NETWORKS	FOCUS NETWORK SUPPORT - WEBCAM MEETING ROOM & USB TRIPOD MOUNT	1	341.00	
EFT32447	01/08/2024 FUEL DISTRIBUTORS	SUPPLY & DELIVER ECOBLUE 10L CONTAINER - 10/07/2024	1		349.80
INV 00570590	10/07/2024 FUEL DISTRIBUTORS	SUPPLY & DELIVER ECOBLUE 10L CONTAINER - 10/07/2024	1	349.80	
EFT32448	01/08/2024 HYDROJET	GRAFFITI REMOVAL - AVON PARK	1		4,950.00
INV 8854	23/07/2024 HYDROJET	GRAFFITI REMOVAL - AVON PARK	1	4,950.00	
EFT32449	01/08/2024 IRIS CONSULTING GROUP PTY LTD	STAFF TRAINING ERM B COURSE ONLINE, EKWC, DISPOSAL OF ARCHIVING - AMI HANNINGTON 11/07/2024	1		682.00
INV 00002307	11/07/2024 IRIS CONSULTING GROUP PTY LTD	STAFF TRAINING ERM B COURSE ONLINE, EKWC, DISPOSAL OF ARCHIVING - AMI HANNINGTON 11/07/2024	1	682.00	
EFT32450	01/08/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		337.48
INV 00097287	24/07/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	337.48	
EFT32451	01/08/2024 LANDMARK PRODUCTS PTY LTD	SUPPLY & DELIVER 2 X STEEL SLATTED 2.0M SEAT WITH INGROUND LEGS	1		7,095.00
INV 140183	27/06/2024 LANDMARK PRODUCTS PTY LTD	SUPPLY AND DELIVERY OF 2.0M STEEL SLATTED SEAT - 27/06/2024	1	2,387.00	
INV 140531	18/07/2024 LANDMARK PRODUCTS PTY LTD	SUPPLY & DELIVER 2 X STEEL SLATTED 2.0M SEAT WITH INGROUND LEGS	1	4,708.00	
EFT32452	01/08/2024 LG BEST PRACTICES PTY LTD	DEBTOR & RATES SERVICES - JULY 05/06/2024-06/06/2024	1		924.00
INV 22508	30/06/2024 LG BEST PRACTICES PTY LTD	DEBTOR & RATES SERVICES - JULY 05/06/2024-06/06/2024	1	924.00	
EFT32453	01/08/2024 LGIS WA	LGIS INSURANCE WORKERS COMPENSATION - ENDORSEMENT PERIOD 30/06/2023 TO 30/06/2024. ESTIMATED WAGES: \$4,107,564.00 ACTUAL WAGES: \$4,919,175.42 ADJUSTMENT: \$811,611.42 ADJUSTMENT CONTRIBUTION: \$13,797.39 + GST	1		15,177.13

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 3

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 100159160	26/07/2024 LGIS WA	LGIS INSURANCE WORKERS COMPENSATION - ENDORSEMENT PERIOD 30/06/2023 TO 30/06/2024. ESTIMATED WAGES: \$4,107,564.00 ACTUAL WAGES: \$4,919,175.42 ADJUSTMENT: \$811,611.42 ADJUSTMENT CONTRIBUTION: \$13,797.39 + GST	1	15,177.13	
EFT32454	01/08/2024 LOUISE WELLS	IOTA24 TEXTILE ARTIST IN RESIDENCE - LOUISE WELLS ARTIST - ARTIST FEE INCLUDING SITE VISITS - 2ND PAYMENT - 15/07/2024	1		2,860.00
INV 15072024	15/07/2024 LOUISE WELLS	IOTA24 TEXTILE ARTIST IN RESIDENCE - LOUISE WELLS ARTIST - ARTIST FEE INCLUDING SITE VISITS - 2ND PAYMENT - 15/07/2024	1	2,860.00	
EFT32455	01/08/2024 MAL AUTOMOTIVES	COMPLETE A 70,000KM ON THE 2022 FORD RANGER DUAL CAB - 1HHY308 - 25.07.2024	1		630.10
INV 30915	25/07/2024 MAL AUTOMOTIVES	COMPLETE A 70,000KM ON THE 2022 FORD RANGER DUAL CAB - 1HHY308 - 25.07.2024	1	630.10	
EFT32456	01/08/2024 NORTHERN GARAGE DOORS WA	SUPPLY NEW REMOTES FOR GARAGE DOORS - 75 OSNABURG RD	1		190.00
INV 2623	08/07/2024 NORTHERN GARAGE DOORS WA	SUPPLY NEW REMOTES FOR GARAGE DOORS - 75 OSNABURG RD	1	190.00	
EFT32457	01/08/2024 YORK GENERAL PRACTICE	MEDICAL	1		148.50
INV 5229	17/07/2024 YORK GENERAL PRACTICE	MEDICAL	1	148.50	
EFT32458	01/08/2024 IT VISION	2024/2025 SYNERGYSOFT & ALTUS ANNUAL LICENSE FEES	1		75,563.88
INV INITV41130	26/05/2024 IT VISION	2024/2025 SYNERGYSOFT & ALTUS ANNUAL LICENSE FEES	1	75,563.88	
EFT32459	01/08/2024 LANDGATE	GROSS RENTAL VALUATIONS 08/06/2024-21/06/2024 & 22/06/202-05/07/2024	1		150.94
INV 395851	26/07/2024 LANDGATE	GROSS RENTAL VALUATIONS 08/06/2024-21/06/2024 & 22/06/202-05/07/2024	1	150.94	
EFT32460	01/08/2024 OXTER SERVICES	PROVIDE REPAIRS TO THE SIDE OF PLOT 49 UNITING B GRAVE AS PER QUOTE PROVIDED	1		1,188.00
INV 28708	18/04/2024 OXTER SERVICES	PROVIDE REPAIRS TO THE SIDE OF PLOT 49 UNITING B GRAVE AS PER QUOTE PROVIDED	1	1,188.00	
EFT32461	01/08/2024 ROYAL LIFE SAVING	POOL LIFEGUARD LICENCE RENEWAL TRAINING COURSES - GEOFFREY HEATON	1		175.00
INV AX5529	25/07/2024 ROYAL LIFE SAVING	POOL LIFEGUARD LICENCE RENEWAL TRAINING COURSES - GEOFFREY HEATON	1	175.00	
EFT32462	01/08/2024 RUSSELL PUTRINO	CAR PARKING FOR TRAINING COURSE 24-28TH JUNE 2024 & CAR PHONE MOUNT	1		205.95
INV 01072024	01/07/2024 RUSSELL PUTRINO	CAR PARKING FOR TRAINING COURSE 24-28TH JUNE 2024 & CAR PHONE MOUNT	1	205.95	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 4

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32463	01/08/2024 SPACETOCO PTY LTD	WHS INDUCTION PHASE 1 - PLANNING PHASE 2 - IMPLEMENTATION PHASE 3 - TRANSITION PHASE 4 - COMPLETION (GO-LIVE)	1		6,974.00
INV INV0718	04/07/2024 SPACETOCO PTY LTD	WHS INDUCTION PHASE 1 - PLANNING PHASE 2 - IMPLEMENTATION PHASE 3 - TRANSITION PHASE 4 - COMPLETION (GO-LIVE)	1	6,974.00	
EFT32464	01/08/2024 T-QUIP	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - X2 TOP133-8183-03 BLADE 21 RECYCLER - 1X TOP11029-0049 ASSY AIR FILTER - 1X TOPKW10761 FILTER ENGINE OIL SPIN-ON 1X TOP49019-0027 FILTER-FUEL INLINE KAWASAKI - AS PER QUOTE 26464	1		70.12
INV 130988#32	23/07/2024 T-QUIP	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - X2 TOP133-8183-03 BLADE 21 RECYCLER - 1X TOP11029-0049 ASSY AIR FILTER - 1X TOPKW10761 FILTER ENGINE OIL SPIN-ON 1X TOP49019-0027 FILTER-FUEL INLINE KAWASAKI - AS PER QUOTE 26464	1	70.12	
EFT32465	01/08/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY FOR COLLECTION - 6X DRY POWER 12SB7-2.0-PF2 FOR SHIRE OF YORK BBQS VARIOUS- AS PER QUOTE 176	1		329.01
INV INV2906	23/07/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY FOR COLLECTION - 6X DRY POWER 12SB7-2.0-PF2 FOR SHIRE OF YORK BBQS VARIOUS- AS PER QUOTE 176	1	329.01	
EFT32466	01/08/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 24/25 - FREIGHT CHARGES	1		384.10
INV 0555S337610	21/07/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 24/25 - FREIGHT CHARGES	1	384.10	
EFT32467	01/08/2024 TECHSTONE PTY LTD	CREATE 2X REPLICA CEMENT BOLLARDS WITH DECORATIVE TOPS FOR THE YORK CEMETERY, AS SPECIFIED BY SHIRE OF YORK.	1		1,500.00
INV 1235	01/07/2024 TECHSTONE PTY LTD	CREATE 2X REPLICA CEMENT BOLLARDS WITH DECORATIVE TOPS FOR THE YORK CEMETERY, AS SPECIFIED BY SHIRE OF YORK.	1	1,500.00	
EFT32468	01/08/2024 TIMBER INSIGHT PTY LTD	PREVENTATIVE MAINTENANCE WORKS ON 8 BRIDGES IN ACCORDACNE WIOTH RESPONSE TO RFQ10-2324	1		58,628.16

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 5

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 00004621	08/07/2024 TIMBER INSIGHT PTY LTD	PREVENTATIVE MAINTENANCE WORKS ON 8 BRIDGES IN ACCORDACNE WIOTH RESPONSE TO RFQ10-2324	1	58,628.16	
EFT32469	01/08/2024 TOTALLY WORK WEAR	PESONAL PROTECTION EQUIPMENT FOR FIONA JACKSON (EAR PLUGS YELLOW RAIN SUIT STINGA GLOVES EARMUFFS HYDROGURAD GUMBOOTS)	1		175.11
INV MD140159	18/07/2024 TOTALLY WORK WEAR	PESONAL PROTECTION EQUIPMENT FOR FIONA JACKSON (EAR PLUGS YELLOW RAIN SUIT STINGA GLOVES EARMUFFS HYDROGURAD GUMBOOTS)	1	175.11	
EFT32470	01/08/2024 WESTGROW FARM TREES	UPPLY 4 TRAYS OF 'BEES AND BIRDS' MIXED SPECIES	1		440.00
INV INV0357	20/07/2024 WESTGROW FARM TREES	UPPLY 4 TRAYS OF 'BEES AND BIRDS' MIXED SPECIES	1	440.00	
EFT32471	01/08/2024 WESTWIDE WINDSCREENS	SUPPLY AND FIT AT THE SHIRE OF YORK WORKS DEPOT - THURSDAY 04.07.2024 2PM A NW WINDSCREEN FOR A 2021 DUAL CAB FORD RANGER AS PER QUOTE 10156	1		1,080.31
INV 24352	22/07/2024 WESTWIDE WINDSCREENS	SUPPLY AND FIT AT THE SHIRE OF YORK WORKS DEPOT - THURSDAY 04.07.2024 2PM A NW WINDSCREEN FOR A 2021 DUAL CAB FORD RANGER AS PER QUOTE 10156	1	1,080.31	
EFT32472	01/08/2024 WHEATBELT ARTS & EVENTS	WHEAT BELT ARTS AND EVENTS MULTIYEAR FUNDING: TO BE PROCESSED AS MILESTONE PAYMENTS IN ACCORDANCE WITH THE AGREED COUNCIL RESOLUTION (101523) - 80% OF \$28,500 PAID IN JULY 2023 -20% OF \$28,500 PAID IN OCTOBER 2023 OR ON RECEIPT OF ACQUITTAL REPORT (WHICHEVER OCCURS FIRST)	1		6,270.00
INV 00000094	16/04/2024 WHEATBELT ARTS & EVENTS	WHEAT BELT ARTS AND EVENTS MULTIYEAR FUNDING: TO BE PROCESSED AS MILESTONE PAYMENTS IN ACCORDANCE WITH THE AGREED COUNCIL RESOLUTION (101523) - 80% OF \$28,500 PAID IN JULY 2023 -20% OF \$28,500 PAID IN OCTOBER 2023 OR ON RECEIPT OF ACQUITTAL REPORT (WHICHEVER OCCURS FIRST)	1	6,270.00	
EFT32473	01/08/2024 WORK CLOBBER	PESONAL PROTECTION EQUIPMENT FOR FIONA JACKSON (CLEAR GOGGLE- CHEMICAL)	1		37.80
INV MD780992	18/07/2024 WORK CLOBBER	PESONAL PROTECTION EQUIPMENT FOR FIONA JACKSON (CLEAR GOGGLE- CHEMICAL)	1	37.80	
EFT32474	02/08/2024 LGIS WA	LGIS INSURANCE 2024/2025 FIRST INSTALMENT	1		203,780.59
INV 100-158542-0:	05/07/2024 LGIS WA	LGIS INSURANCE 2024/2025 FIRST INSTALMENT	1	203,780.59	
EFT32475	08/08/2024 BRAUSCH CONSTRUCTION GROUP	REFUND OF KERB BOND LOT 70 (8) FOREMAN RD, YORK - RECEIPT 269510 PAID 22/02/2024	2		1,500.00
INV T4	31/07/2024 BRAUSCH CONSTRUCTION GROUP	REFUND OF KERB BOND LOT 70 (8) FOREMAN RD, YORK - RECEIPT 269510 PAID 22/02/2024	2	1,500.00	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 6

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32476	08/08/2024 BUILDING AND ENERGY	BSL COLLECTION FOR JUNE 2024	2		2,402.62
INV T6	05/07/2024 BUILDING AND ENERGY	BSL COLLECTION FOR JUNE 2024	2	1,852.93	
INV T6	05/08/2024 BUILDING AND ENERGY	BSL COLLECTION FOR JULY 2024	2	549.69	
EFT32477	08/08/2024 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR JUNE 2024	2		2,386.08
INV T9	05/07/2024 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR JUNE 2024	2	2,260.58	
INV T9	05/08/2024 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR JULY 2024	2	125.50	
EFT32478	08/08/2024 COUNTRY WOMEN'S ASSOCIATION (CWA YORK BRANCH)	CWA REFUND TH REFUND BOND #270044	2		160.00
INV T83	19/07/2024 COUNTRY WOMEN'S ASSOCIATION (CWA YORK BRANCH)	CWA REFUND TH REFUND BOND #270044	2	160.00	
EFT32479	08/08/2024 JOHN LESTER OLIVER	JOHN OLIVER REFUND CAT TRAP BOND #271046	2		100.00
INV T1	19/07/2024 JOHN LESTER OLIVER	JOHN OLIVER REFUND CAT TRAP BOND #271046	2	100.00	
EFT32480	08/08/2024 ROSS ANDREW AINSWORTH	ROSS AINSWORTH REFUND CAT TRAP BOND # 271432	2		100.00
INV T1	19/07/2024 ROSS ANDREW AINSWORTH	ROSS AINSWORTH REFUND CAT TRAP BOND # 271432	2	100.00	
EFT32481	08/08/2024 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR JUNE 2024	2		127.75
INV T6	05/07/2024 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR JUNE 2024	2	50.00	
INV T9	05/07/2024 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR JUNE 2024	2	41.25	
INV T6	05/08/2024 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR JULY 2024	2	20.00	
INV T9	05/08/2024 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR JULY 2024	2	16.50	
EFT32482	08/08/2024 YORK BUSINESS ASSOCIATION INC	YBA REFUND TH BOND # 268048	2		582.00
INV T33	19/07/2024 YORK BUSINESS ASSOCIATION INC	YBA REFUND REFUND BUS BOND # 270349	2	53.00	
INV T83	19/07/2024 YORK BUSINESS ASSOCIATION INC	YBA REFUND TH BOND # 268048	2	529.00	
EFT32483	08/08/2024 YORK HOSPITALITY PTY	YORK HOSPITALITY REFUND BUS BOND # 271571	2		212.00
INV T33	08/08/2024 YORK HOSPITALITY PTY	YORK HOSPITALITY REFUND BUS BOND # 271571	2	212.00	
EFT32484	08/08/2024 ACCENT RUBBER STAMPS	BLACK SELF INKING NAME STAMP - CODEY REDMOND (FINANCE MANAGER)	1		64.46
INV 00074053	01/07/2024 ACCENT RUBBER STAMPS	BLACK SELF INKING NAME STAMP - CODEY REDMOND (FINANCE MANAGER)	1	64.46	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 7

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32485	08/08/2024 ALL-WAYS KEB PTY LTD	INSTALL 6.5M MOUNTABLE KERBING AND SPOON DRAIN BEHIND THE MEMORIAL ROCK, IN THE UNITING B SECTION OF THE YORK CEMETERY AND REPAIR KERBING TO THE FRONT ENTRY OF THE YORK CEMETERY.	1		2,675.20
INV INV-AK1544	31/07/2024 ALL-WAYS KEB PTY LTD	INSTALL 6.5M MOUNTABLE KERBING AND SPOON DRAIN BEHIND THE MEMORIAL ROCK, IN THE UNITING B SECTION OF THE YORK CEMETERY AND REPAIR KERBING TO THE FRONT ENTRY OF THE YORK CEMETERY.	1	2,675.20	
EFT32486	08/08/2024 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	NAME BADGES FOR STAFF X 7 - ANNEKE BIRLESON MANAGER GOVERNANCE & PEOPLE, JACK NUNN MANAGER DEVELOPMENT SERVICES, REBECCA ATKINSON MANAGER TOURISM & ECONOMIC DEVELOPMENT, TAMARA HOOPER HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT OFFICER, SETHEN SHEEHAN-LEE VISITOR CENTRE INFORMATION OFFICER, REBECCA PALUMBO MANAGER PROJECTS & ASSETS PAULA ARMSTRONG EXECUTIVE SUPPORT & SAFETY OFFICER	1		133.10
INV INV-2873	10/07/2024 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	NAME BADGES FOR STAFF X 7 - ANNEKE BIRLESON MANAGER GOVERNANCE & PEOPLE, JACK NUNN MANAGER DEVELOPMENT SERVICES, REBECCA ATKINSON MANAGER TOURISM & ECONOMIC DEVELOPMENT, TAMARA HOOPER HUMAN RESOURCES & ORGANISATIONAL DEVELOPMENT OFFICER, SETHEN SHEEHAN-LEE VISITOR CENTRE INFORMATION OFFICER, REBECCA PALUMBO MANAGER PROJECTS & ASSETS PAULA ARMSTRONG EXECUTIVE SUPPORT & SAFETY OFFICER	1	133.10	
EFT32487	08/08/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL 24/25 - DEPOT	1		40.78
INV 5006430658	29/07/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL 24/25 - DEPOT	1	40.78	
EFT32488	08/08/2024 BUNNINGS WAREHOUSE	BUNNINGS - PAINT FOR RANGERS UTE	1		445.67
INV 2440/0125160	11/07/2024 BUNNINGS WAREHOUSE	SWIMMING POOL - CAULKING GUN X1, STENCIL KIT X1, SELF TAPPING SCREWS X2 & POLYURETHANE ADHESIVE X3 - SWIMMING POOL	1	164.61	
INV 2182/0038829	31/07/2024 BUNNINGS WAREHOUSE	BUNNINGS - PAINT FOR RANGERS UTE	1	171.87	
INV 2182/0038837	31/07/2024 BUNNINGS WAREHOUSE	BUNNINGS NORTHAM - STANDING ORDER FOR THE PURCHASE OF ASSORTED GARDEN PLANTS, LANDSCAPING AND MAINTENANCE ITEMS FOR YORK RESIDENCY MUSEUM FOR AUGUST 2024 (2024/25 FINANCIAL YEAR)	1	109.19	
EFT32489	08/08/2024 CHADSON ENGINEERING	PURCHASE OF 2 X BOXES OF EMERKIT (2 PART POXY) FOR USE AT YORK SWIMMING POOL	1		121.00
INV A0107988	12/07/2024 CHADSON ENGINEERING	PURCHASE OF 2 X BOXES OF EMERKIT (2 PART POXY) FOR USE AT YORK SWIMMING POOL	1	121.00	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 8

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32490	08/08/2024 CORSIGN WA	SUPPLY AND DELIVER - 1X SNP-200DCP BIDIRECTIONAL ST NAME PLATE LTS X150MM GREEN ON WHITE CL400 REFL S/SD CUT TO POINT NO LOGO <PICCADILLY RD> - 2X TD1-M10X25 TD1 BRACKET C/W M10X25 CONETIP BOLT AND M10 FLAT WASHER - 4X T1-3-1 ROAD PLANT AHEAD 900X600 B/Y CL400WZ REFL B/E - 4X BIPOD-18 PAIR OF BIPOD LEGS 18MM	1		750.86
INV 00086894	11/07/2024 CORSIGN WA	SUPPLY AND DELIVER - 1X SNP-200DCP BIDIRECTIONAL ST NAME PLATE LTS X150MM GREEN ON WHITE CL400 REFL S/SD CUT TO POINT NO LOGO <PICCADILLY RD> - 2X TD1-M10X25 TD1 BRACKET C/W M10X25 CONETIP BOLT AND M10 FLAT WASHER - 4X T1-3-1 ROAD PLANT AHEAD 900X600 B/Y CL400WZ REFL B/E - 4X BIPOD-18 PAIR OF BIPOD LEGS 18MM	1	423.06	
INV 00086825	15/07/2024 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORKS TOLL ACCOUNT 3X WARNING SCHOOL BUS STOP 600X600MM DIAMOND BLK/ORG CL1100 REFL ALUM - 3X R5-40 NO PARKING <-> 225X300 R/B/W NON-REFL ALUM	1	273.90	
INV 00086829	15/07/2024 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORKS TOLL ACCOUNT - X SNP-150 ST NAME PLATE 150EXT GREEN ON WHITE CL400 REF D/SD - KENNEDY RD - (NO LOGO)	1	53.90	
EFT32491	08/08/2024 CTI XPRESS	PICKUP AND DELIVER, 3 BUCKETS OF GRAVEL SAMPLE FROM SHIRE OF YORK DEPOT AT 15 MAXWELL STREET TO 16 PRODUCTION ROAD, CANNING VALE, WA 6155. THE SIZE OF EACH BUCKET IS 30CM X 25CM X 30 CM	1		68.57
INV 02082024	02/08/2024 CTI XPRESS	PICKUP AND DELIVER, 3 BUCKETS OF GRAVEL SAMPLE FROM SHIRE OF YORK DEPOT AT 15 MAXWELL STREET TO 16 PRODUCTION ROAD, CANNING VALE, WA 6155. THE SIZE OF EACH BUCKET IS 30CM X 25CM X 30 CM	1	68.57	
EFT32492	08/08/2024 CUTTING EDGES PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORKS TOLL ACCOUNT 200X 6Y5230L TOOTH SCARIFIER	1		2,791.80
INV 3371637	15/07/2024 CUTTING EDGES PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORKS TOLL ACCOUNT 200X 6Y5230L TOOTH SCARIFIER	1	2,791.80	
EFT32493	08/08/2024 D & A PLUMBING & GAS SERVICES	SUCK OUT RV DUMP POINT	1		330.00
INV 6659	15/07/2024 D & A PLUMBING & GAS SERVICES	SUCK OUT RV DUMP POINT	1	330.00	
EFT32494	08/08/2024 ELESIA NICOLE ASTLE	STAFF REIMBURSEMENTS - LISA ASTLE ACCOMODATION & PARKING - 23-25/07/2024	1		588.82
INV 02082024	02/08/2024 ELESIA NICOLE ASTLE	STAFF REIMBURSEMENTS - LISA ASTLE ACCOMODATION & PARKING - 23-25/07/2024	1	588.82	
EFT32495	08/08/2024 ELIZABETH NEDELA-CAMPBELL	PAPER DELI DESIGN 10 JULY SCHOOL HOLIDAY WORKSHOP	1		125.00
INV 170626	10/07/2024 ELIZABETH NEDELA-CAMPBELL	PAPER DELI DESIGN 10 JULY SCHOOL HOLIDAY WORKSHOP	1	125.00	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 9

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32496	08/08/2024 HERSEYS SAFETY PTY LTD	SUPPLY FOR DELIVERY - AS PER THE DELIVERY 49374 - SEVERAL SAFETY AND DEPOT ITEMS	1		1,117.00
INV S49374	24/07/2024 HERSEYS SAFETY PTY LTD	SUPPLY FOR DELIVERY - AS PER THE DELIVERY 49374 - SEVERAL SAFETY AND DEPOT ITEMS	1	1,117.00	
EFT32497	08/08/2024 ILONKA Gerdina Christina Roediger	STAFF REIMBURSEMENT NATIONAL POLICE CLEARANCE - ILONKA ROEDIGER	1		50.47
INV 01082024	01/08/2024 ILONKA Gerdina Christina Roediger	STAFF REIMBURSEMENT NATIONAL POLICE CLEARANCE - ILONKA ROEDIGER	1	50.47	
EFT32498	08/08/2024 INFOCOUNCIL PTY LTD	INFOCOUNCIL ANNUAL LICENSE FEE 2024/25	1		13,991.34
INV INFO-203789	19/06/2024 INFOCOUNCIL PTY LTD	INFOCOUNCIL ANNUAL LICENSE FEE 2024/25	1	13,991.34	
EFT32499	08/08/2024 JASON SIGNMAKERS	SUPPLY AND DELIVER VIA THE SHIRE OF YORK'S TOLL ACCOUNT - 1X W8-2D 70KM/H 1200X800MM - 3X W1-3AL-AGF W1-3AL CURVE LEFT 600X600MM - 1X W8-2D 95KM/H WA-2D 95KM/H 1200X800MM - 1X W4-3A-AGF WA-3A-AGF ROAD NARROWNS 600X600MM	1		371.74
INV 39605	17/07/2024 JASON SIGNMAKERS	SUPPLY AND DELIVER VIA THE SHIRE OF YORK'S TOLL ACCOUNT - 1X W8-2D 70KM/H 1200X800MM - 3X W1-3AL-AGF W1-3AL CURVE LEFT 600X600MM - 1X W8-2D 95KM/H WA-2D 95KM/H 1200X800MM - 1X W4-3A-AGF WA-3A-AGF ROAD NARROWNS 600X600MM	1	371.74	
EFT32500	08/08/2024 JTAGZ PTY LTD	SUPPLY OF WRISTBANDS FOR SWIMMING POOL 24/25 SEASON	1		208.45
INV 00031577	18/07/2024 JTAGZ PTY LTD	SUPPLY OF WRISTBANDS FOR SWIMMING POOL 24/25 SEASON	1	208.45	
EFT32502	08/08/2024 KEVIN RICHARD TRENT	REIMBURSEMENT OF BREAKFAST & TAXI CHARGES - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S 2024 GENERAL ASSEMBLY	1		784.33
INV 16072024	16/07/2024 KEVIN RICHARD TRENT	REIMBURSEMENT OF BREAKFAST & TAXI CHARGES - AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION'S 2024 GENERAL ASSEMBLY	1	594.83	
INV 23072024	23/07/2024 KEVIN RICHARD TRENT	COUNCILLOR EXPENSE - KEVIN TRENT - TRAVEL & ACCOMODATION ALGA CONFERENCE & AROC MEETING - 1ST, 5TH, 6TH, 22ND JULY 2024	1	189.50	
EFT32503	08/08/2024 MAL AUTOMOTIVES	SUPPLY AND FIT TYRES FOR DSC VEHICLE - 1HMZ024	1		1,558.60
INV 30892	17/07/2024 MAL AUTOMOTIVES	SUPPLY AND FIT TYRES FOR DSC VEHICLE - 1HMZ024	1	1,558.60	
EFT32504	08/08/2024 MICHELLE KICKETT	TO RUN NAIDOC WEEK ART WORKSHOP ON SATURDAY 13 JULY FROM 11AM TO 3PM AT YORK CRC	1		250.00

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 10

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 48	17/07/2024 MICHELLE KICKETT	TO RUN NAIDOC WEEK ART WORKSHOP ON SATURDAY 13 JULY FROM 11AM TO 3PM AT YORK CRC	1	250.00	
EFT32505	08/08/2024 MING ZHUO	STAFF REIMBURSEMENT POLICE CLEARANCE & MEDICAL - MING ZHUO	1		283.80
INV 01082024	01/08/2024 MING ZHUO	STAFF REIMBURSEMENT POLICE CLEARANCE & MEDICAL - MING ZHUO	1	283.80	
EFT32506	08/08/2024 MINUTEMAN PRESS MIDLAND	BUSINESS CARDS FOR CODY REDMOND, JUAN PROPATO, CAROL LITTLEFAIR	1		357.50
INV 25001	06/05/2024 MINUTEMAN PRESS MIDLAND	BUSINESS CARDS FOR CODY REDMOND, JUAN PROPATO, CAROL LITTLEFAIR	1	357.50	
EFT32507	08/08/2024 MOORE AUSTRALIA	MANAGEMENT REPORTING WORKSHOP - 10/6/24 CODEY REDMOND	1		1,320.00
INV 4265	17/04/2024 MOORE AUSTRALIA	MANAGEMENT REPORTING WORKSHOP - 10/6/24 CODEY REDMOND	1	1,320.00	
EFT32508	08/08/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION 6X LIBERATE 20L - 5X UNFOAMER 946ML -	1		1,679.96
INV 911168528	23/07/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION 1X SPRAY REGULATOR FOR THE PUMP ON THE SPRAY UTE - P136 - Y770	1	297.00	
INV 911209694	30/07/2024 NUTRIEN AG SOLUTIONS	MONTHLY MAINTENANCE SUPPLIES CHARGES 24/25 - DEPOT	1	17.00	
INV 911218265	31/07/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION 1X DRIFT GUARD SPRAY - 6X IDK AIR INDUCTION NOZZLES IDK120015 - 1X QJ39685 SINGLE LEFT HOLDER 1X QJ39685 SINGLE RIGHT HOLDER - 1X QJ39685 DOUBLE HOLDER	1	155.96	
INV 911218266	31/07/2024 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION 6X LIBERATE 20L - 5X UNFOAMER 946ML -	1	1,210.00	
EFT32509	08/08/2024 OFFICEWORKS	SUPPLY AND DELIVER TO THE SHIRE OF YORK WORKS DEPOT: 1X GBC200EBM , 1X FE5331102, 1X FE5332302, 1X JBINDCCR , 1X FE5371301, 1X JBKBWRIST , 1X JBHD2PUNCH , 5X ES56570 , 2X KE2HBSHRP , 1X ST13060N2 , 1X AC8005804 1X AC8005801, 1X HP650WLCMB AND 3X ES5606700 - MUST BE DELIVERED TO THE WORKS DEPOT 15 MAXWELL ST YORK	1		1,507.94
INV 615656233	29/07/2024 OFFICEWORKS	SUPPLY AND DELIVER TO THE SHIRE OF YORK WORKS DEPOT: 1X GBC200EBM , 1X FE5331102, 1X FE5332302, 1X JBINDCCR , 1X FE5371301, 1X JBKBWRIST , 1X JBHD2PUNCH , 5X ES56570 , 2X KE2HBSHRP , 1X ST13060N2 , 1X AC8005804 1X AC8005801, 1X HP650WLCMB AND 3X ES5606700 - MUST BE DELIVERED TO THE WORKS DEPOT 15 MAXWELL ST YORK	1	1,507.94	
EFT32510	08/08/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENTS - REBECCA ATKINSON - PARKING COSTS & MEALS	1		126.97
INV 04082024	04/08/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENTS - REBECCA ATKINSON - PARKING COSTS & MEALS	1	126.97	
EFT32511	08/08/2024 ROUS ELECTRICAL	INSTALL NEW LIGHTS TO OUTSIDE STAIRS	1		1,442.10

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 11

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 00003962	22/07/2024 ROUS ELECTRICAL	REPLACE SENSOR ON TOWN HALL	1	165.00	
INV 00003961	22/07/2024 ROUS ELECTRICAL		1	462.00	
INV 00003963	23/07/2024 ROUS ELECTRICAL	REPAIR LIGHTS CRC	1	386.10	
INV 00003965	24/07/2024 ROUS ELECTRICAL	REPAIR GYM LIGHTS	1	286.00	
INV 00003966	24/07/2024 ROUS ELECTRICAL	REPAIR FAULTY RCD	1	143.00	
EFT32512	08/08/2024 SHONA ZULSDORF	AUDIT & RISK COMMITTE ATTENDANCE FEE - SHONA ZULSDORF -MEETING DATE 18/07/2024	1		172.00
INV 22072024	22/07/2024 SHONA ZULSDORF	AUDIT & RISK COMMITTE ATTENDANCE FEE - SHONA ZULSDORF -MEETING DATE 18/07/2024	1	172.00	
EFT32513	08/08/2024 SMITHS SHELL SERVICE	MONTHLY MAINTENANCE SUPPLIES 24/25 - DEPOT	1		184.60
INV 18271601	17/07/2024 SMITHS SHELL SERVICE	MONTHLY MAINTENANCE SUPPLIES 24/25 - DEPOT	1	184.60	
EFT32514	08/08/2024 STRATEGIC LEADERSHIP CONSULTING	FACILITATION OF 2023/24 CEO ANNUAL PERFORMANCE REVIEW - RFQ28-2324	1		6,887.65
INV 0126	11/07/2024 STRATEGIC LEADERSHIP CONSULTING	FACILITATION OF 2023/24 CEO ANNUAL PERFORMANCE REVIEW - RFQ28-2324	1	6,887.65	
EFT32515	08/08/2024 SYNERGY	ELECTRICITY	1		8,738.01
INV 430153700	18/07/2024 SYNERGY	ELECTRICITY	1	114.38	
INV 785488350	31/07/2024 SYNERGY	ELECTRICITY	1	1,195.40	
INV 467568350	01/08/2024 SYNERGY	ELECTRICITY	1	7,428.23	
EFT32516	08/08/2024 T-QUIP	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - X2 TOP133-8183-03 BLADE 21 RECYCLER - 1X TOP11029-0049 ASSY AIR FILTER - 1X TOPKW10761 FILTER ENGINE OIL SPIN-ON 1X TOP49019-0027 FILTER-FUEL INLINE KAWASAKI	1		86.13
INV 130852#32	16/07/2024 T-QUIP	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - X2 TOP133-8183-03 BLADE 21 RECYCLER - 1X TOP11029-0049 ASSY AIR FILTER - 1X TOPKW10761 FILTER ENGINE OIL SPIN-ON 1X TOP49019-0027 FILTER-FUEL INLINE KAWASAKI	1	86.13	
EFT32517	08/08/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND INSTALL REVERSE CAMERA SUITING ANTENNA, REVERSE ALARM, AND COMPLETE GPS SYSTEM IN KUBOTA Y8784	1		2,062.36
INV INV-2873	15/07/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND INSTALL REVERSE CAMERA SUITING ANTENNA, REVERSE ALARM, AND COMPLETE GPS SYSTEM IN KUBOTA Y8784	1	2,062.36	
EFT32518	08/08/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 24/25 - FREIGHT CHARGES	1		196.90

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 12

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 0554-S337610	14/07/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 24/25 - FREIGHT CHARGES	1	71.58	
INV 0556-S337610	28/07/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 24/25 - FREIGHT CHARGES	1	125.32	
EFT32519	08/08/2024 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) 2024/25 MEMBERSHIP SUBSCRIPTION INCLUDING ASSOCIATION MEMBERSHIP	1		44,597.10
INV SI-011008	17/07/2024 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) 2024/25 MEMBERSHIP SUBSCRIPTION INCLUDING ASSOCIATION MEMBERSHIP	1	44,597.10	
EFT32520	08/08/2024 WESTERN POWER CORPORATION	ANNUAL MAST RENTAL FEES 24/25 TELECOMMUNICATIONS FEES SITE SHARING MOUNT BAKEWELL	1		482.68
INV CORPB073134	12/07/2024 WESTERN POWER CORPORATION	ANNUAL MAST RENTAL FEES 24/25 TELECOMMUNICATIONS FEES SITE SHARING MOUNT BAKEWELL	1	482.68	
EFT32521	08/08/2024 YORK GOLF CLUB	COMMUNITY FUNDING GRANT 23/24 - 10% OF \$2000 PAYMENT TO IMPROVE APPEARANCE OF CLUBHOUSE AMMENITIES - GOLF CLUB - 11/04/2024	1		200.00
INV 2480	11/04/2024 YORK GOLF CLUB	COMMUNITY FUNDING GRANT 23/24 - 10% OF \$2000 PAYMENT TO IMPROVE APPEARANCE OF CLUBHOUSE AMMENITIES - GOLF CLUB - 11/04/2024	1	200.00	
EFT32522	08/08/2024 YORK LAUNDROMAT	LAUNDERING SERVICES FOR LINEN AT YORK COMMUNITY RESOURCE CENTRE	1		107.47
INV 24-07-11	10/07/2024 YORK LAUNDROMAT	LAUNDERING SERVICES FOR LINEN AT YORK COMMUNITY RESOURCE CENTRE	1	107.47	
EFT32523	08/08/2024 YORK WELDING & FABRICATION PTY LTD	FABRICATION AND SUPPLY OF ANIMAL CONTROL SYSTEM TO FIT EXISTING RANGER UTILITY	1		8,085.00
INV INV-0048	17/07/2024 YORK WELDING & FABRICATION PTY LTD	FABRICATION AND SUPPLY OF ANIMAL CONTROL SYSTEM TO FIT EXISTING RANGER UTILITY	1	6,600.00	
INV INV-0051	28/07/2024 YORK WELDING & FABRICATION PTY LTD	CARRY TRAY FOR ANIMAL IMPLEMENTS ON RANGER UTE	1	1,485.00	
EFT32524	19/08/2024 AVON VALLEY AG	1X PAIR OF STEEL BLUE ARGYLE ZIP SIDED SAFETY BOOT STYLE 152 - 02/08/2024	1		211.20
INV YI35311	02/08/2024 AVON VALLEY AG	1X PAIR OF STEEL BLUE ARGYLE ZIP SIDED SAFETY BOOT STYLE 152 - 02/08/2024	1	211.20	
EFT32525	19/08/2024 BAKERS CREEK PTY LTD	INSTALL 2X SIGN FRAMES AT THE ENTRANCE OF THE YORK CEMETERY.	1		1,321.00
INV 473	30/07/2024 BAKERS CREEK PTY LTD	INSTALL 2X SIGN FRAMES AT THE ENTRANCE OF THE YORK CEMETERY.	1	1,321.00	
EFT32526	19/08/2024 BLUE FORCE PTY LTD	ATTEND YORK MUSEUM TO RESOLVE ALARM ISSUE 02/08/2024	1		459.96

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 13

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 207796	01/07/2024 BLUE FORCE PTY LTD	24 HOUR EMERGENCY HELP MONITORING OF SYSTEM FOR YORK VISITORS CENTRE - 1/7/2024	1	22.71	
INV 211020	05/08/2024 BLUE FORCE PTY LTD	ATTEND YORK MUSEUM TO RESOLVE ALARM ISSUE 02/08/2024	1	437.25	
EFT32527	19/08/2024 BUSH CONTRACTING	SUPPLY THE SHIRE OF YORK WET HIRE - WATER CART 08/07/2024, 16/07/24 & 17/7/2024	1		5,247.00
INV INV-0377	07/08/2024 BUSH CONTRACTING	SUPPLY THE SHIRE OF YORK WET HIRE - WATER CART 08/07/2024, 16/07/24 & 17/7/2024	1	4,455.00	
INV INV-0378	07/08/2024 BUSH CONTRACTING	FLOAT THE BOMAG ROLLER FROM STATION RD TO DOONANNING RD - 7/8/2024	1	396.00	
INV INV-0379	07/08/2024 BUSH CONTRACTING	FLOAT HIRE ROLLER FROM CORNER OF CAMERON AND GOLDFIELDS TO KARABINE RD - 7/8/2024	1	396.00	
EFT32528	19/08/2024 CATHERINE ANNE CLARKE	REIMBURSEMENT OF POLICE CLEARANCE - 12/8/2024	1		63.80
INV 12/8/2024	12/08/2024 CATHERINE ANNE CLARKE	REIMBURSEMENT OF POLICE CLEARANCE - 12/8/2024	1	63.80	
EFT32529	19/08/2024 CHRIS GIBBS	CR GIBBS - COUNCILLOR PAYMENTS - JULY 2024	1		1,329.91
INV JULY 2024	14/08/2024 CHRIS GIBBS	CR GIBBS - COUNCILLOR PAYMENTS - JULY 2024	1	1,329.91	
EFT32530	19/08/2024 CITY ELECTRIC SUPPLY	SUPPLY AND DELIVER 2X SML-10CBA 10W SOLAR/LED SENSOR SECURITY LIGHTS. 24-6-2024	1		394.22
INV MID/090643	24/06/2024 CITY ELECTRIC SUPPLY	SUPPLY AND DELIVER 2X SML-10CBA 10W SOLAR/LED SENSOR SECURITY LIGHTS. 24-6-2024	1	394.22	
EFT32531	19/08/2024 CORE BUSINESS AUSTRALIA PTY LTD	DELIVERY OF ASSET MANAGEMENT PLANNING SERVICES (RFQ 03-2023/24) CLAIM 5 FINAL	1		7,888.39
INV INV-1499 J117	23/07/2024 CORE BUSINESS AUSTRALIA PTY LTD	DELIVERY OF ASSET MANAGEMENT PLANNING SERVICES (RFQ 03-2023/24) CLAIM 5 FINAL	1	7,888.39	
EFT32532	19/08/2024 CREDIT MANAGEMENT AUSTRALIA POST	SUPPLY AND FEES FOR JUNE AND JULY 2024 - 3/8/2024	1		1,103.21
INV 1013409540	03/08/2024 CREDIT MANAGEMENT AUSTRALIA POST	SUPPLY AND FEES FOR JUNE 2024 - 3/8/2024	1	432.90	
INV 1013409540	03/08/2024 CREDIT MANAGEMENT AUSTRALIA POST	SUPPLY AND FEES FOR JUNE AND JULY 2024 - 3/8/2024	1	526.01	
INV 1013409540	03/08/2024 CREDIT MANAGEMENT AUSTRALIA POST	SUPPLY AND FEES FOR JUNE 2024 - 3/8/2024	1	144.30	
EFT32533	19/08/2024 DARRYS PLUMBING AND GAS	SUPPLY 4 X LOADS OF SAND FOR THE CEMETERY	1		1,232.00
INV IV01793	31/07/2024 DARRYS PLUMBING AND GAS	SUPPLY 4 X LOADS OF SAND FOR THE CEMETERY	1	1,232.00	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 14

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32534	19/08/2024 DENESE EILEEN SMYTHE	CR SMYTHE - COUNCILLOR PAYMENTS JULY 2024	1		1,329.91
INV JULY 2024	14/08/2024 DENESE EILEEN SMYTHE	CR SMYTHE - COUNCILLOR PAYMENTS JULY 2024	1	1,329.91	
EFT32535	19/08/2024 DENIS CHARLES WARNICK	CR WARNICK - COUNCILLOR PAYMENTS - JULY 2024	1		1,829.76
INV JULY 2024	14/08/2024 DENIS CHARLES WARNICK	CR WARNICK - COUNCILLOR PAYMENTS - JULY 2024	1	1,829.76	
EFT32536	19/08/2024 DENNIS FREDERICK KICKETT	HONORARIUM FOR WELCOME TO COUNTRY TO OPEN NAIDOC WEEK EVENTS - 01/08/2024	1		250.00
INV 100528706	01/08/2024 DENNIS FREDERICK KICKETT	HONORARIUM FOR WELCOME TO COUNTRY TO OPEN NAIDOC WEEK EVENTS - 01/08/2024	1	250.00	
EFT32537	19/08/2024 DEPARTMENT OF CLIMATE CHANGE, ENERGY, THE ENVIRONMENT AND WATER	EPBC ACT COST RECOVERY FEES - YORK TAMMIN ROAD WIDENING. EPBC NO 2023/09446 - 13-8-2024	1		3,569.00
INV 18054298	13/08/2024 DEPARTMENT OF CLIMATE CHANGE, ENERGY, THE ENVIRONMENT AND WATER	EPBC ACT COST RECOVERY FEES - YORK TAMMIN ROAD WIDENING. EPBC NO 2023/09446 - 13-8-2024	1	3,569.00	
EFT32538	19/08/2024 DESTINATION PERTH	TIER 1 - PARTNERSHIP ALLIANCE - 2024/25 - DESTINATION PERTH TOURISM 13/08/2024	1		1,320.00
INV INV-10597	13/08/2024 DESTINATION PERTH	TIER 1 - PARTNERSHIP ALLIANCE - 2024/25 - DESTINATION PERTH TOURISM 13/08/2024	1	1,320.00	
EFT32539	19/08/2024 INTEGRITY MANAGEMENT SOLUTION PTY LTD	ATTAIN COMPLIANCE SOFTWARE 2024/25 SUBSCRIPTION LICENSE - 02/07/2024	1		9,350.00
INV INV-0293	02/07/2024 INTEGRITY MANAGEMENT SOLUTION PTY LTD	ATTAIN COMPLIANCE SOFTWARE 2024/25 SUBSCRIPTION LICENSE - 02/07/2024	1	9,350.00	
EFT32540	19/08/2024 JLT RISK SOLUTIONS PTY LTD	MARINE CARGO INSURANCE - 2024/2025	1		1,213.52
INV 062216248	27/06/2024 JLT RISK SOLUTIONS PTY LTD	MARINE CARGO INSURANCE - 2024/2025	1	1,213.52	
EFT32541	19/08/2024 KEVIN PYKE	CR PIKE - COUNCILLOR PAYMENTS - JULY 2024	1		1,329.91
INV JULY 2024	14/08/2024 KEVIN PYKE	CR PIKE - COUNCILLOR PAYMENTS - JULY 2024	1	1,329.91	
EFT32542	19/08/2024 KEVIN RICHARD TRENT	CR TRENT - COUNCILLOR PAYMENTS - JULY 2024	1		3,976.97
INV JULY 2024	14/08/2024 KEVIN RICHARD TRENT	CR TRENT - COUNCILLOR PAYMENTS - JULY 2024	1	3,976.97	
EFT32543	19/08/2024 LAURA APPLETON	STAFF REIMBURSEMENTS - UNIFORM - 12/08/2024	1		382.85
INV 12082024	12/08/2024 LAURA APPLETON	STAFF REIMBURSEMENTS - LAURA APPLETON - OFFICE SUPPLIES JULY 2024	1	137.88	
INV 12082024	12/08/2024 LAURA APPLETON	STAFF REIMBURSEMENTS - UNIFORM - 12/08/2024	1	244.97	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 15

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32544	19/08/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REGISTRATION FOR ESP NETWORK EVENT - AUGUST 2024	1		155.00
INV 40916	08/08/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REGISTRATION FOR ESP NETWORK EVENT - AUGUST 2024	1	155.00	
EFT32545	19/08/2024 MAL AUTOMOTIVES	SERVICE OF DSC FORD RANGER UTE 1HMZ204 P167 - 30/07/2024	1		1,000.35
INV 30931	30/07/2024 MAL AUTOMOTIVES	SERVICE OF DSC FORD RANGER UTE 1HMZ204 P167 - 30/07/2024	1	679.67	
INV 30948	05/08/2024 MAL AUTOMOTIVES	COMPLETE A 15,000KM SERVICE OF A 2023 SUBARU FORRESTER - 11BY541 - 05.08.2024	1	320.68	
EFT32546	19/08/2024 PETER ALLAN WRIGHT	CR WRIGHT - COUNCILLOR PAYMENTS - JULY 2024	1		1,329.91
INV JULY 2024	14/08/2024 PETER ALLAN WRIGHT	CR WRIGHT - COUNCILLOR PAYMENTS - JULY 2024	1	1,329.91	
EFT32547	19/08/2024 PHILIP GARLICK	REFUND OF GYM TOGGLE BOND RETURNED 21/6/2024	1		50.00
INV GYM TOGGLE	23/07/2024 PHILIP GARLICK	REFUND OF GYM TOGGLE BOND RETURNED 21/6/2024	1	50.00	
EFT32548	19/08/2024 PHILIPPA GALBRAITH	STAFF REIMBURSEMENTS - YRCC - 12/08/2024	1		35.25
INV 12/08/2024	12/08/2024 PHILIPPA GALBRAITH	STAFF REIMBURSEMENTS - YRCC - 12/08/2024	1	35.25	
EFT32549	19/08/2024 PROTON PROMOTIONAL ADVERTISING PTY LTD	50% DEPOSIT 250X 2.00MM THICKER METAL KEY RING - FULL COLOUR WITH EPOXY RESIN TWO SIDES - 'REPORT IT' QR CODE	1		1,214.13
INV ZK08019	15/08/2024 PROTON PROMOTIONAL ADVERTISING PTY LTD	50% DEPOSIT 250X 2.00MM THICKER METAL KEY RING - FULL COLOUR WITH EPOXY RESIN TWO SIDES - 'REPORT IT' QR CODE	1	1,214.13	
EFT32550	19/08/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENTS - REBECCA ATKINSON - CIRCUIT WEST 05/08-09/08/24	1		254.36
INV 12082024	12/08/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENTS - REBECCA ATKINSON - CIRCUIT WEST 05/08-09/08/24	1	254.36	
EFT32551	19/08/2024 RK MEDIA T/A LEONARDS ADVERTISING	PUBLICATION OF RFT FOR ROAD UPGRADES IN WEST AUSTRALIAN NEWSPAPER FOR 14 AND 17 AUGUST 2024	1		777.70
INV 70986	15/08/2024 RK MEDIA T/A LEONARDS ADVERTISING	PUBLICATION OF RFT FOR ROAD UPGRADES IN WEST AUSTRALIAN NEWSPAPER FOR 14 AND 17 AUGUST 2024	1	777.70	
EFT32552	19/08/2024 SAMANTHA MARY GOOD	STAFF REIMBURSEMENTS - SAMANTHA GOOD - 25/07-26/07/24 - CRC CONFERENCE	1		584.89
INV 08082024	08/08/2024 SAMANTHA MARY GOOD	STAFF REIMBURSEMENTS - SAMANTHA GOOD - 25/07-26/07/24 - CRC CONFERENCE	1	584.89	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 16

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32553	19/08/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND FIT A NEW BEACON SYSTEM INCLUDING WIRING AND LABOUR FOR THE ISUZU 7T TIP TRUCK Y641 P161	1		807.91
INV INV-2951	05/08/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY AND FIT A NEW BEACON SYSTEM INCLUDING WIRING AND LABOUR FOR THE ISUZU 7T TIP TRUCK Y641 P161	1	807.91	
EFT32554	19/08/2024 TEAM GLOBAL EXPRESS PTY LTD	ANNUAL STANDING ORDER 24/25 - FREIGHT CHARGES	1		255.89
INV 0557-S337610	04/08/2024 TEAM GLOBAL EXPRESS PTY LTD		1	255.89	
EFT32555	19/08/2024 THE FLOUR MILL CAFE YORK	CATERING FOR ORGANISATIONAL MANAGEMENT GROUP WORKSHOP - 1 AUGUST 2024	1		289.00
INV 15251	26/07/2024 THE FLOUR MILL CAFE YORK	CATERING FOR ORGANISATIONAL MANAGEMENT GROUP WORKSHOP - 1 AUGUST 2024	1	289.00	
EFT32556	19/08/2024 VISIMAX SAFETY PRODUCTS	INFRINGEMENT NOTICE BOOKS FOR DOG ACT AND BUSH FIRES ACT + FREIGHT AND VARIATION - 25/7/2024	1		217.76
INV INV-1256	25/07/2024 VISIMAX SAFETY PRODUCTS	INFRINGEMENT NOTICE BOOKS FOR DOG ACT AND BUSH FIRES ACT + FREIGHT AND VARIATION - 25/7/2024	1	217.76	
EFT32557	19/08/2024 VOCUS PTY LTD	VOCUS PTY LTD - MONTHLY LANDLINE PHONE SERVICE - JULY AND AUGUST 2024 - 23/08/2024	1		1,535.07
INV P1172549	01/07/2024 VOCUS PTY LTD	VOCUS PTY LTD - EQUIPMENT AND UC ACCESS - JULY 2024 - 1/7/2024	1	385.00	
INV 81021-020824	23/08/2024 VOCUS PTY LTD	VOCUS PTY LTD - MONTHLY LANDLINE PHONE SERVICE - JULY AND AUGUST 2024 - 23/08/2024	1	1,150.07	
EFT32558	19/08/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	1		3,500.80
INV GFEE JUN24	30/06/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	1	3,500.80	
EFT32559	19/08/2024 YORK QUALITY BUTCHERS	SAFETY BONUS AS PER EBA 2022 FOR OUTSIDE STAFF - 06/08/2024	1		200.00
INV INV-3736	06/08/2024 YORK QUALITY BUTCHERS	SAFETY BONUS AS PER EBA 2022 FOR OUTSIDE STAFF - 06/08/2024	1	200.00	
EFT32561	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES	1		471.00
INV 89	27/06/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 89	27/06/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 89	27/06/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 17

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 89	27/06/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 89	27/06/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 89	27/06/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
INV 91	11/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 91	11/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 91	11/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 91	11/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 91	11/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 91	11/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
INV 97	25/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 97	25/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 97	25/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 97	25/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 97	25/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 97	25/07/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
EFT32562	22/08/2024 AVON WASTE	2002 GENERAL WASTE SERVICES PER WEEK - 26/7/2024	1		40,584.04
INV 63927	12/07/2024 AVON WASTE	2002 - GENERAL WASTE SERVICES PER WEEK - 12/7/2024	1	13,769.40	
INV 00063971	26/07/2024 AVON WASTE	2002 GENERAL WASTE SERVICES PER WEEK - 26/7/2024	1	26,814.64	
EFT32563	22/08/2024 BLUE FORCE PTY LTD	ANNUAL ALARM MONITORING SERVICES - YORK RESIDENCY MUSEUM - FOR 2024/2025 FINANCIAL YEAR - 1/8/2024	1		123.71
INV 210058	01/08/2024 BLUE FORCE PTY LTD	ANNUAL ALARM MONITORING SERVICES - YORK RESIDENCY MUSEUM - FOR 2024/2025 FINANCIAL YEAR - 1/8/2024	1	123.71	
EFT32564	22/08/2024 CONPLANT PTY LTD	SUPPLY A 18T MULTI TYRE ROLLER TO THE SHIRE OF YORK - 1/7/24 TO 31/7/2024 - 31/7/2024	1		6,098.40
INV 443748	31/07/2024 CONPLANT PTY LTD	SUPPLY A 18T MULTI TYRE ROLLER TO THE SHIRE OF YORK - 1/7/24 TO 31/7/2024 - 31/7/2024	1	6,098.40	
EFT32565	22/08/2024 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - 1X SNP-150 ST NAME PLATE 150EXT GREEN ON WHITE CL400 REF D/SD ALLEN RD (NO LOGO) - 23/7/2024	1		53.90

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 18

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 00087337	23/07/2024 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - 1X SNP-150 ST NAME PLATE 150EXT GREEN ON WHITE CL400 REF D/SD ALLEN RD (NO LOGO) - 23/7/2024	1	53.90	
EFT32566	22/08/2024 AUSCO MODULAR PTY LTD	ANNUAL HIRE OF OFFICE. CONTRACT 0060006565 1/8/2024	1		889.37
INV 7449163	01/08/2024 AUSCO MODULAR PTY LTD	ANNUAL HIRE OF OFFICE. CONTRACT 0060006565 1/8/2024	1	889.37	
EFT32567	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES	1		157.00
INV 98	08/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 98	08/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 98	08/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 98	08/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 98	08/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 98	08/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
EFT32568	22/08/2024 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - AS PER QUOTE 87664 - 6X COR4002BM NO SMOKING 300X450 AND 100X CUSTOM STICKER NO SMOKING SYMBOL 50MMX50MM - 31/7/2024	1		586.30
INV 00087480	30/07/2024 CORSIGN WA	SUPPLY AND DELIVER TO THE SHIRE OF YORK VIA THE TOLL ACCOUNT - 1X W2-1B **MOD** CROSS ROAD 750X750 B/Y CL400 REFL ALUM NO ARROW HEAD AS PER QUOTE 87480 - 30/7/2024	1	86.90	
INV 00087781	31/07/2024 CORSIGN WA	SUPPLY AND DELIVER AS PER QUOTE 87781 - 20X TD1-M10X25 INCLUDING BRACKET, BOLT AND WASHER - 20X TD-M10X21 INCLUDING BRACKET, BOLT AND WASHER AND 20X L-CLAMP WITH BOLT SET UPS	1	233.20	
INV 00087664	31/07/2024 CORSIGN WA	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT - AS PER QUOTE 87664 - 6X COR4002BM NO SMOKING 300X450 AND 100X CUSTOM STICKER NO SMOKING SYMBOL 50MMX50MM - 31/7/2024	1	266.20	
EFT32569	22/08/2024 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE COSTS - RATES MAIL OUT AND SUBSEQUENT INTERIM RATES NOTICES	1		3,406.47
INV 00/23823	13/08/2024 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE COSTS - RATES MAIL OUT AND SUBSEQUENT INTERIM RATES NOTICES	1	3,406.47	
EFT32570	22/08/2024 D & A PLUMBING & GAS SERVICES	REPAIR OVEN AT REC CENTRE 15/8/2024	1		137.50
INV 6761	15/08/2024 D & A PLUMBING & GAS SERVICES	REPAIR OVEN AT REC CENTRE 15/8/2024	1	137.50	
EFT32571	22/08/2024 DRACO AIR	ADMINISTRATION BUILDING - 3 X DUCTED, 11 X CASSETTE, 2 X SPLIT SYSTEMS - 31/7/2024	1		6,763.51

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 19

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 17153	31/07/2024 DRACO AIR	ADMINISTRATION BUILDING - 3 X DUCTED, 11 X CASSETTE, 2 X SPLIT SYSTEMS - 31/7/2024	1	3,506.50	
INV 17179	07/08/2024 DRACO AIR	REPAIR COOL ROOM	1	3,257.01	
EFT32572	22/08/2024 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIASIA - WA (IPWEA WA)	REGISTRATION PROFESSIONAL CERTIFICATE ASSET MANAGEMENT - REBECCA PALUMBO	1		3,410.00
INV R56474	14/08/2024 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIASIA - WA (IPWEA WA)	REGISTRATION PROFESSIONAL CERTIFICATE ASSET MANAGEMENT - REBECCA PALUMBO	1	3,410.00	
EFT32573	22/08/2024 YORK & DISTRICT CO-OPERATIVE LTD	THE SHIRE OF YORK - WORKS DEPOT PURCHASES ON 24/7/2024	1		187.00
INV 024862/O0037	08/07/2024 YORK & DISTRICT CO-OPERATIVE LTD	THE SHIRE OF YORK - WORKS DEPOT PURCHASES - 8/7/2024	1	15.90	
INV 045348/O0011	11/07/2024 YORK & DISTRICT CO-OPERATIVE LTD	THE SHIRE OF YORK - WORKS DEPOT PURCHASES - 11/7/2024	1	62.45	
INV 023644/O0006	24/07/2024 YORK & DISTRICT CO-OPERATIVE LTD	THE SHIRE OF YORK - WORKS DEPOT PURCHASES ON 24/7/2024	1	108.65	
EFT32576	29/08/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	1		19,681.66
INV 63	28/08/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS		7,688.57	
INV 64	28/08/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS		11,993.09	
EFT32577	30/08/2024 ANDREA FLINT	IOTA24 TEXTILE ARTIST IN RESIDENCE - LOUISE WELLS ARTIST - GALLERY HIRE - 2 X WEEKS - PAYMENT DUE 31/03/2024	1		600.00
INV 022024	02/08/2024 ANDREA FLINT	IOTA24 TEXTILE ARTIST IN RESIDENCE - LOUISE WELLS ARTIST - GALLERY HIRE - 2 X WEEKS - PAYMENT DUE 31/03/2024	1	600.00	
EFT32578	30/08/2024 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT - HARRIS SCARFE - VARIOUS MUGS FOR MUSEUM GIFT SHOP - ANNIE Q MEDLEY	1		182.84
INV 09082024	08/08/2024 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT - HARRIS SCARFE - VARIOUS MUGS FOR MUSEUM GIFT SHOP - ANNIE Q MEDLEY	1	182.84	
EFT32579	30/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES	1		183.50
INV 99	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 99	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 99	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 20

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 99	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 99	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 99	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
INV 99	22/08/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
EFT32580	30/08/2024 CSSTECH	CSSTECH - CLOUD SMS TOP-UP X 5000 CREDITS - CESM/DFES ALERTS	1		440.00
INV I0003688	09/08/2024 CSSTECH	CSSTECH - CLOUD SMS TOP-UP X 5000 CREDITS - CESM/DFES ALERTS	1	440.00	
EFT32581	30/08/2024 EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	SUPPLY FOR COLLECTION 6X CHAIN STP3613 000 0044 12C/LOOP PICCO C 63PMC AND 2X 12G01G STP 3005 000 7405	1		374.05
INV 52293 #4	08/08/2024 EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	SUPPLY FOR COLLECTION 6X CHAIN STP3613 000 0044 12C/LOOP PICCO C 63PMC AND 2X 12G01G STP 3005 000 7405	1	374.05	
EFT32582	30/08/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER 5500 LITRES OF DISTILLATE TO THE SHIRE OF YORK WORKS OF DEPOT - VARIATION SIGNED	1		9,961.99
INV 63103716	02/08/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER 5500 LITRES OF DISTILLATE TO THE SHIRE OF YORK WORKS OF DEPOT - VARIATION SIGNED	1	9,961.99	
EFT32583	30/08/2024 ILONKA Gerdina Christina Roediger	STAFF REIMBURSEMENT - GREY STREET MEDICAL - PRE-EMPLOYMENT MEDICAL - ILONKA ROEDIGGER	1		165.00
INV 15082024	08/08/2024 ILONKA Gerdina Christina Roediger	STAFF REIMBURSEMENT - GREY STREET MEDICAL - PRE-EMPLOYMENT MEDICAL - ILONKA ROEDIGGER	1	165.00	
EFT32584	30/08/2024 KAREN THOMAS	SUPPLY AND INSTALL CUSTOM MADE FIRE RETARDANT CURTAINS TO TWO WINDOWS IN THE LESSER HALL FACILITY AT THE TOWN HALL	1		2,975.00
INV 00005496	19/06/2024 KAREN THOMAS	SUPPLY AND INSTALL CUSTOM MADE FIRE RETARDANT CURTAINS TO TWO WINDOWS IN THE LESSER HALL FACILITY AT THE TOWN HALL	1	2,975.00	
EFT32585	30/08/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,107.76
INV 00097890	07/08/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	84.81	
INV 00097865	07/08/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,022.95	
EFT32586	30/08/2024 LINDON MELLOR	STAFF REIMBURSEMENT - NNT - UNIFORMS - LINDON MELLOR	1		500.00
INV 20082024	02/08/2024 LINDON MELLOR	STAFF REIMBURSEMENT - NNT - UNIFORMS - LINDON MELLOR	1	500.00	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 21

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32587	30/08/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS 2024/25 CORPORATE SILVER MEMBERSHIP	1		2,760.00
INV 33527	01/07/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS 2024/25 CORPORATE SILVER MEMBERSHIP	1	2,200.00	
INV 33803	01/07/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS CEO MEMBERSHIP FOR 2024/25 AS PER EMPLOYMENT CONTRACT	1	560.00	
EFT32588	30/08/2024 LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	ANALYTICAL SERVICES 2024/25 - ENVIRONMENTAL HEALTH	1		847.10
INV MA2024 137	22/07/2024 LOCAL HEALTH AUTHORITIES ANALYTICAL COMM	ANALYTICAL SERVICES 2024/25 - ENVIRONMENTAL HEALTH	1	847.10	
EFT32589	30/08/2024 MAL AUTOMOTIVES	SUPPLY INSTALL BALANCE AND ALIGN 4 NEW TYRES ON THE 2022 CX5 MAZDA - 1HSA 231 ON THURSDAY 08.08.2024MAZDA - 1HSA 231 ON THURSDAY 08.08.2024	1		1,526.37
INV 30936	31/07/2024 MAL AUTOMOTIVES	COMPLETE A SERVICE ON THE 2022 MAZDA CX5 - 40,000KM - WEDNESDAY 31.07.2024 - SIGNED VARIATION	1	487.37	
INV 30977	13/08/2024 MAL AUTOMOTIVES	SUPPLY INSTALL BALANCE AND ALIGN 4 NEW TYRES ON THE 2022 CX5 MAZDA - 1HSA 231 ON THURSDAY 08.08.2024MAZDA - 1HSA 231 ON THURSDAY 08.08.2024	1	1,039.00	
EFT32590	30/08/2024 NETLINK GROUP PTY LTD	NETLINK - MITEL IPTEL ENGINEER AND CO-ORDINATION 1) PROGRAMMING AND SETTING UP OF PHONE AT YRCC (PREVIOUSLY PO#14908, BUT AS THERE WERE COMPLICATIONS WITH THE CONNECTION, THE WORK ENDED UP GOING INTO 24/25 FINANCIAL YEAR)	1		1,401.40
INV 67005	29/07/2024 NETLINK GROUP PTY LTD	NETLINK - MITEL IPTEL ENGINEER AND CO-ORDINATION 1) PROGRAMMING AND SETTING UP OF PHONE AT YRCC (PREVIOUSLY PO#14908, BUT AS THERE WERE COMPLICATIONS WITH THE CONNECTION, THE WORK ENDED UP GOING INTO 24/25 FINANCIAL YEAR)	1	1,401.40	
EFT32591	30/08/2024 NOVEL TEES	SOCK WEEK BRANDED REUSABLE COFFE CUPS FOR SOCK WEEK PROMOTION AS PER GRANT REQUIREMENTS	1		727.65
INV 00015591	23/05/2024 NOVEL TEES	SOCK WEEK BRANDED REUSABLE COFFE CUPS FOR SOCK WEEK PROMOTION AS PER GRANT REQUIREMENTS	1	727.65	
EFT32592	30/08/2024 PETTY CASH	PETTY CASH RECOUP	1		148.83
INV 08082024	08/08/2024 PETTY CASH	PETTY CASH RECOUP	1	148.83	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 22

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32593	30/08/2024 REBECCA LOUISE PALUMBO	STAFF REIMBURSEMENT - AUSTRALIA POST GIFT VOUCHERS - ASTMITA AND PRABIN LEAVING GIFT	1		150.00
INV 26082024	23/08/2024 REBECCA LOUISE PALUMBO	STAFF REIMBURSEMENT - AUSTRALIA POST GIFT VOUCHERS - ASTMITA AND PRABIN LEAVING GIFT	1	150.00	
EFT32594	30/08/2024 ROUS ELECTRICAL	REPAIR LIGHTS IN TOWN HALL	1		776.00
INV 00003988	16/08/2024 ROUS ELECTRICAL	REPAIR LIGHTS IN TOWN HALL	1	776.00	
EFT32595	30/08/2024 SAMANTHA MARY GOOD	STAFF REIMBURSEMENT - OFFICE WORKS - STATIONARY - SAMANTHA GOOD	1		418.74
INV 19082024	25/07/2024 SAMANTHA MARY GOOD	STAFF REIMBURSEMENT - OFFICE WORKS - STATIONARY - SAMANTHA GOOD	1	279.75	
INV 21082024	16/08/2024 SAMANTHA MARY GOOD	STAFF REIMBURSEMENT - MITRE 10 CABLE TIES AND TAPE - CANOLA CLASSIC - SAMANTHA GOOD	1	45.64	
INV 21082024	18/08/2024 SAMANTHA MARY GOOD	STAFF REIMBURSEMENT - IGA TEA AND COFFEE - CANOLA CLASSIC - SAMANTHA GOOD	1	93.35	
EFT32596	30/08/2024 SCAVENGER SUPPLIES AND FIRE SAFETY	LIME WILDLAND T969 INHERENT FABRIC - TROUSER M X 2 L X 3 AND SCAVENGER GLOVES EXTRA LARGE	1		1,168.75
INV INV-20217	26/06/2024 SCAVENGER SUPPLIES AND FIRE SAFETY	LIME WILDLAND T969 INHERENT FABRIC - TROUSER M X 2 L X 3 AND SCAVENGER GLOVES EXTRA LARGE	1	1,168.75	
EFT32597	30/08/2024 SHIRE OF YORK	2024/25 SHIRE RATES A14270 YORK RACING INC. AS PER AGREEMENT	1		35,979.35
INV A50058	28/08/2024 SHIRE OF YORK	2024/25 SHIRE RATES A50058 - 44 FORREST STREET YORK - FORREST OVAL	1	3,903.28	
INV A14270	28/08/2024 SHIRE OF YORK	2024/25 SHIRE RATES A14270 YORK RACING INC. AS PER AGREEMENT	1	18,985.61	
INV A60082	28/08/2024 SHIRE OF YORK	2024/25 SHIRE RATES A60082 MACARTNEY STREET - CENTENNIAL UNITS	1	13,090.46	
EFT32598	30/08/2024 TREE TECH AUSTRALIA	ABORIST SERVICES TO INSTALL 30 COCKY TUBES - DAY RATE WITH ALLOWANCE FOR THREE DAYS	1		10,098.00
INV INV-0203	21/08/2024 TREE TECH AUSTRALIA	ABORIST SERVICES TO INSTALL 30 COCKY TUBES - DAY RATE WITH ALLOWANCE FOR THREE DAYS	1	10,098.00	
EFT32599	30/08/2024 VANESSA JAYDE GREEN	STAFF REIMBURSEMENT - THE SHOCK FACTORY UNIFORMS - VANESSA GREEN	1		500.00
INV 22082024	21/08/2024 VANESSA JAYDE GREEN	STAFF REIMBURSEMENT - THE SHOCK FACTORY UNIFORMS - VANESSA GREEN	1	500.00	
EFT32600	30/08/2024 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES 2024/25 - ADMIN OFFICE	1		490.64
INV 9045813330	24/07/2024 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES 2024/25 - ADMIN OFFICE	1	490.64	

Date: 03/09/2024
Time: 4:53:35PM

Shire of York

USER: Susan Krousecky
PAGE: 23

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
DD17332.1	08/08/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 06 AUGUST 2024	1		33,391.21
INV SUPERANNUA	08/08/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 06 AUGUST 2024	1	33,391.21	
DD17347.1	22/08/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 200824	1		34,379.84
INV SUPERANNUA	22/08/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 200824	1	34,379.84	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	820,186.32
2	TRUST FUND BANK	7,570.45
TOTAL		827,756.77



SHIRE OF YORK
BUSINESS CREDIT CARD SUMMARY
August 2024

BUSINESS CARD 1 (M202) – EXECUTIVE MANAGER INFRASTRUCTURE AND DEVELOPMENT SERVICES

Total purchases July 2024 \$513.85

10.07.24	Shire of York Trust, York Aus Retail Purchase 08/07	\$455.00
12.07.24	Shire of York Trust, York Aus Retail Purchase 10/07	\$31.10
24.07.24	Shire of York Trust, York Aus Retail Purchase 22/07	\$23.75
30.07.24	Card Fee	\$4.00

BUSINESS CARD 2 (M203) – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

Total balance July 2024 \$2,193.48

11.07.24	Buffer Plan, San Francisco – Social Media Content	\$42.07
11.07.24	International Transaction Fee	\$1.26
11.07.24	Buffer Plan, San Francisco – Social Media Content	\$42.06
11.07.24	International Transaction Fee	\$1.26
12.07.24	Officeworks Retail Purchase 10/7	\$1,356.95
19.07.24	Swoop, Sydney Monthly IT Subscription 18/7	\$47.60
23.07.24	Swoop, Sydney Monthly IT Subscription 22/7	\$69.00
24.07.24	Hotel Booking .com 23/7	\$629.28
30.07.24	Card Fee 30/7	\$4.00

www.bendigobank.com.au





**MONTHLY LIST OF FUEL CARD TRANSACTIONS
31 July 2024**

TRANSACTION DATE	SUPPLIER	REGISTRATION	MODEL	TOTAL AMOUNT
30/06/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 1.60
30/06/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 100.19
30/06/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140 - WEX AUSTRALIA	\$ 0.50
1/07/2024	PUMA ENERGY YORK ROADHOUSE	1HSV884	SUV 2023 MAZDA CX5 MAXX SPORT AUTO AWD WAGON WHITE 1HVF884 (LIA) - P178	\$ 82.97
5/07/2024	S24 GUILDFORD	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS) - P173	\$ 83.12
5/07/2024	PUMA ENERGY YORK ROADHOUSE	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 81.70
7/07/2024	BP THE LAKES	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 1.60
7/07/2024	BP THE LAKES	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 100.01
7/07/2024	BP THE LAKES	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165 - WEX AUSTRALIA	\$ 0.50
8/07/2024	CALTEX WOOROLOO	1HSZ886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HSZ886 (EHO) - P133	\$ 68.04
10/07/2024	PUMA ENERGY YORK ROADHOUSE	1HSV884	SUV 2023 MAZDA CX5 MAXX SPORT AUTO AWD WAGON WHITE 1HVF884 (LIA) - P178	\$ 75.60
11/07/2024	CALTEX MUNDARING	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS) -P173	\$ 77.07
11/07/2024	BETTER CHOICE STRATTON	1HSZ886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HSZ886 (EHO) - P133	\$ 68.60
11/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 1.69
11/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 106.23
11/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140 - WEX AUSTRALIA	\$ 0.50
15/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 1.46
15/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 91.83
15/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140 - WEX AUSTRALIA	\$ 0.50
14/07/2024	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 97.12
14/07/2024	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165 - WEX AUSTRALIA	\$ 0.50
17/07/2024	BETTER CHOICE STRATTON	1HSZ886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HSZ886 (EHO) - P133	\$ 80.16
17/07/2024	PUMA ENERGY YORK ROADHOUSE	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 83.32
20/07/2024	PUMA ENERGY YORK ROADHOUSE	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 107.64
22/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 1.45
22/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 90.78
22/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140 - WEX AUSTRALIA	\$ 0.50
23/07/2024	PUMA ENERGY YORK ROADHOUSE	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS) -P173	\$ 95.61
24/07/2024	PUMA ENERGY YORK ROADHOUSE	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 78.18
25/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 1.85
25/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 115.73
25/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140 - WEX AUSTRALIA	\$ 0.50
25/07/2024	CALTEX MUNDARING	1HSZ886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HSZ886 (EHO) - P133	\$ 83.60
26/07/2024	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165	\$ 99.05
26/07/2024	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS) - P165 - WEX AUSTRALIA	\$ 0.50
28/06/2024	PUMA ENERGY YORK ROADHOUSE	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 77.40
29/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 1.23
29/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140	\$ 77.49
29/07/2024	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A911BY541 (CEO) - P140 - WEX AUSTRALIA	\$ 0.50
30/07/2024	BP THE LAKES	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 1.27
30/07/2024	BP THE LAKES	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171	\$ 79.67
30/07/2024	BP THE LAKES	1HIF924	SEDAN 2021 MAZDA 3 TOURING G20 AUTO HATCH SONIC SILVER/ BLACK LEATHER 1HIF924 (ADMIN) - P171 - WEX AUSTR	\$ 0.50
31/07/2024		1HIM2024	REPLACEMENT CARD	\$ 8.00
TOTAL				\$ 2,126.26

SY101-09/24 INVESTMENTS - AUGUST 2024

File Number:	4.7714
Author:	Codey Redmond, Manager Finance
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Investment Register August 2024 ↓

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

2024/25 Year to Date (YTD) Municipal and Trust interest totalling \$27,090.85 has been received and receipted as at 31 August 2024.

There was one (1) Maturing Term deposit in August which was reinvested for a period of five (5) months.

Further details of the Shire's current term deposits and bank balances is presented in Appendix 1.

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER**Consultative**

Standard and Poor's Australia - Global ratings

Financial institutions

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.

The Shire's public finances are sustainable in the short and long-term.

Policy Related

F4 Investment

Delegation 1.1.19 - Power to Invest and Manage Investments

Financial

Revenue from investments is a funding source for the Shire and assists in maintaining the value of reserve funds. Policies and procedures are in place to ensure appropriate, responsible and accountable measures protect the Shire's funds.

Legal and Statutory

Section 6.14 of the *Local Government Act 1995* is applicable and states:

“6.14. Power to invest

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
 - (a) *make provision in respect of the investment of money referred to in subsection (1); and*
 - [(b) deleted]*
 - (c) *prescribe circumstances in which a local government is required to invest money held by it; and*
 - (d) *provide for the application of investment earnings; and*
 - (e) *generally provide for the management of those investments.”*

Regulations 19 and 19C of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

“19. Investments, control procedures for

- (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) *The control procedures are to enable the identification of —*
 - (a) *the nature and location of all investments; and*
 - (b) *the transactions related to each investment.*

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) *In this regulation —*

authorised institution means —

- (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

foreign currency means a currency except the currency of Australia.

- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*

- (a) *deposit with an institution except an authorised institution;*
- (b) *deposit for a fixed term of more than 3 years;*
- (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- (d) *invest in bonds with a term to maturity of more than 3 years;*
- (e) *invest in a foreign currency.”*

Risk Related

Funds are invested with various financial institutions in accordance with the global credit framework outlined in the Shire's investment policy to reduce risk.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION 160924

Moved: Cr Chris Gibbs

Seconded: Cr James Adamini

That, with regard to Investments - August 2024, Council:

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

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0



SHIRE OF YORK INVESTMENT PORTFOLIO

31 August 2024

Reference	Deposit Institution	S & P's	Investment Date	Maturity Date	Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity	
MUNICIPAL - Interest Bearing NCDs/TDs										
	AMP Banking	BBB	Wednesday, 16 August 2023	Friday, 16 August 2024	366	500,311.65	8%	5.40%	520,574.27	27,090.85
MUNICIPAL - Interest Bearing NCDs/TDs					500,311.65	8%	5.40%	520,574.27	27,090.85	
MUNICIPAL - Other funds										
	Municipal Account 118630623	BBB+			2,323,549.65	37%		2,323,549.65	0.00	
	Westpac Flex-i	AA-			5,402.13	0%		5,402.13	0.00	
	AMP Banking At call	BBB			28,795.86	0%		28,795.86	0.00	
	AMP Banking Notice	BBB			301,889.89	5%		301,889.89	0.00	
MUNICIPAL - Other					2,659,637.53	42%		2,659,637.53	0.00	
RESERVE - Interest Bearing NCDs/TDs										
	AMP Banking	BBB	Tuesday, 12 December 2023	Thursday, 12 December 2024	366	1,003,684.94	16%	5.40%	1,058,032.49	54,347.55
	AMP Banking	BBB	Wednesday, 25 October 2023	Friday, 25 October 2024	366	570,783.67	9%	5.15%	600,259.56	29,475.89
	Bendigo Reserve TD		Friday, 17 May 2024	Monday, 17 February 2025	276	509,573.65	8%	4.00%	524,986.51	15,412.86
RESERVE - Interest Bearing NCDs/TDs					2,084,042.26	33%	5.28%	2,183,278.56	99,236.30	
RESERVE - Other funds										
	Reserve Acct 119521748	BBB+			550,116.01	9%		550,116.01	0.00	
RESERVE - Other					550,116.01	9%		550,116.01	0.00	
TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	BBB+	Monday, 29 January 2024	Wednesday, 29 January 2025	366	36,000.36	0.58%	4.75%	37,715.06	1,714.70
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Monday, 29 January 2024	Wednesday, 29 January 2025	366	33,774.20	0.54%	4.75%	35,382.87	1,608.67
T77 C/OVERS 2514	Bendigo Bank	BBB+	Monday, 29 January 2024	Wednesday, 29 January 2025	366	64,976.56	1.04%	4.75%	68,071.40	3,094.84
TRUST - Interest Bearing NCDs/TDs					134,751.12	2%	4.75%	141,169.33	6,418.21	

TRUST - Other funds					
	Trust Acct 118630649	BBB+	330,332.43	5%	330,332.43 0.00
TRUST - Other			330,332.43	5%	330,332.43 0.00
TOTALS			6,259,191	100%	5.14% 6,385,108 132,745
Reconciliation					
by rating			Value of Investments/Bank accounts		
AA-	5,402.13	0%			
BBB+	3,338,749.21	58%			
BBB	2,405,466.01	42%			
TOTAL			5,749,617.35	100%	

Summary of Amounts					
TD's by bank			Bank Accounts - Bendigo Bank		
Bendigo Bank	134,751.12	6%	Municipal	2,597,181.77	
AMP Banking	2,074,780.26	94%	Reserve	550,116.01	
National Australia Ban	0.00	0%	Trust	330,332.43	
Westpac Bank	0.00	0%	AMP At call	28,795.86	
			AMP Notice	301,889.89	
			Wespac Flex-i	5,402.13	
2,209,531.38			31-Aug-24 \$ 3,813,718.09		
			Total Cash 6,023,249.47		

Interest Earnings			Total Cash by Fund	
Fund	Adopted Budget	Year to Date Actual	Fund	
Municipal	\$ 70,000.00	\$ -	Municipal	3,159,949.18
Reserve	\$ 47,000.00	\$ -	Reserve	2,634,158.27
Trust	\$ -	\$ -	Trust	465,083.6
Total	\$ 117,000.00	\$ -	Total	\$ 6,259,191.00

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN*Nil***11 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Cr Wright:	<i>As the Greenhills Hotel is no longer available, can the Hall be used for that purpose?</i>
Shire President's Response:	<i>That decision would be up to the Hall Committee.</i>

12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING*Nil***13 MEETING CLOSED TO THE PUBLIC****13.1 Matters for which the Meeting may be closed****RESOLUTION****170924****MOVED: CR DENESE SMYTHE****SECONDED: CR KEVIN PYKE**

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*:

SY102-09/24 - Confidential - Outstanding Rates and Charges - Payment Agreement

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.

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0

The Gallery left the meeting at 5:41pm and the doors were closed.

SY102-09/24 - CONFIDENTIAL - OUTSTANDING RATES AND CHARGES - PAYMENT AGREEMENT

RESOLUTION

180924

Moved: Cr Chris Gibbs

Seconded: Cr Peter Wright

That, with regard to the Outstanding Rates and Charges – Payment Agreements, Council:

- 1. Approves the application for a payment agreement, as presented in confidential Appendix 1.**
- 2. Notes that any default on the agreement may result in debt recovery action.**

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0

RESOLUTION

190924

Moved: Cr Denese Smythe

Seconded: Cr Peter Wright

That Council opens the meeting to the public at 5:43pm.

In Favour: Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Kevin Pyke, Denese Smythe and Peter Wright

Against: Nil

CARRIED 7/0

13.2 Public Reading of resolutions to be made public

As no members of the public returned to the Gallery, the one (1) resolution made Behind Closed Doors was not read aloud.

14 CLOSURE

The Shire President thanked everyone for their attendance and closed the meeting at 5:43pm.