



# **CONFIRMED MINUTES**

## **Ordinary Council Meeting Tuesday, 25 June 2024**

**Date: Tuesday, 25 June 2024**

**Time: 5:00pm**

**Location: Council Chambers, York Town Hall, York**

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**MINUTES OF SHIRE OF YORK  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK  
ON TUESDAY, 25 JUNE 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.*

*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 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 Denis Warnick - 10.1 - Notice of Motion - Position Statement - Live Sheep Exports*

*Cr Peter Wright - SY059-06/24 - Early Termination - Management Contract for York Recreation & Convention Centre and Forrest Oval Precinct*

*Cr Kevin Trent - SY058-06/24 - Confidential - Review of Rates Exemption - A14230*

**1.7 Disclosure of Interests that May Affect Impartiality**

*Cr Kevin Trent - SY048-06/24 - Request for Use - Portion of Reserve 9203 - Community Garden*

## **2 ATTENDANCE**

### **2.1 Members**

*Cr Kevin Trent, Shire President; Cr Denis Warnick, Deputy Shire President  
Cr James Adamini; Cr Chris Gibbs; Cr Denese Smythe; Cr Peter Wright*

### **2.2 Staff**

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

### **2.3 Apologies**

*Cr Kevin Pyke*

### **2.4 Leave of Absence Previously Approved**

*Nil*

### **2.5 Number of People in the Gallery at Commencement of Meeting**

*There were eighteen (18) 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 5.03pm.*

#### 4.1 Written Questions – Current Agenda

**MR BRIAN OGDEN**

**ON BEHALF OF MS TRICIA WALTERS**

**REGARDING SY059-06/24 - EARLY TERMINATION - MANAGEMENT CONTRACT FOR YORK RECREATION & CONVENTION CENTRE AND FORREST OVAL PRECINCT**

##### **Question 1**

*As there are limited funds available in the 2024/25 budget for the provision of recreation services, should the Councillors waive their meeting fees to enable those funds to be provided to the Bowling Club?*

##### **Response provided by the Chief Executive Officer**

*The 2024/25 budget has not been finalised at this stage, nor adopted by Council so that question is unable to be answered at the moment. However, funds will be made available in the final 2024/25 budget pending Council's decision at this meeting relating to the Bowling Club's proposal.*

**MS TRICIA WALTERS**

**REGARDING SY049-06/24 - COMMUNITY FUNDING APPLICATIONS**

*Ms Walters made statements suggesting a lack of transparency related to the community funding applications assessment. Following a Point of Order raised by Cr Smythe, Ms Walters posed a question.*

**Question 1**

*Would Council like to advise why there is a lack of transparency in relation to community funding?*

**Response provided by the Chief Executive Officer**

*I strongly disagree with your suggestion there is a lack of transparency. The policies and guidelines detailing the community funding rounds is available on the Shire's website, the criteria applications are assessed on is detailed in the report, as are the position titles of the panel of Officers who completed the assessment. While the applications received and assessment evaluation are confidential documents, they are provided, and thus transparent, to Councillors to enable an informed decision.*

**Question 2**

*What is the ratio that makes you decide whether a grant is approved?*

**Response provided by the Chief Executive Officer**

*The policies, guidelines and criteria applicable to the community funding rounds are publicly available on the Shire's website as well as being mentioned in the report.*

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

*In view of the additional work the YBA is taking on with the production of the Business Directory would the Council look favourably on entering into discussions with us regarding both adjustments to our existing funding distribution for the last year of our 3yr funding agreement and also some additional use of facilities at the CRC to facilitate this project for at least the first year?*

*It is hoped that this transition of the production of the directory will eventually be profitable for the YBA and go towards making us mainly self-sufficient.*

*The majority of medium to large Chambers of Commerce who produce Business Directories have full time paid staff plus office facilities which is a far cry from the current amenities of the YBA.*

*Thank you for your time.*

**Response provided by the Shire President**

*Further to Item SY050-06/24 – Request to vary Multi-Year Funding Agreement – York Business Association, discussions with Officers in relation to reallocating funding in 2024/25 of the multi-year agreement could be possible, with a report presented to Council for consideration if an agreement on the funding allocation can be achieved.*

*The CRC contains a hot desk space for organisations and members of the public to utilise as the need arises, subject to bookings and availability. However, as the CRC is a multi-use facility catering to a wide range of business and community purposes it does not have current capacity to enable the exclusive use of any existing space on an ongoing basis. YBA members may wish to identify a suitable space amongst their own businesses to enable production of the Business Directory, alternatively there may be other options for the hire/use of space from various community groups within town that the YBA could investigate if it were looking for exclusive use on an ongoing basis.*

*As there were no further questions Public Question Time concluded at 5.12pm.*

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

*Nil*

**6 PRESENTATIONS****6.1 Petitions**

*Nil*

**6.2 Presentations**

*Nil*

**6.3 Deputations****6.3.1 Ms Monique Hutchinson**

*Ms Hutchinson made a deputation to Council regarding Item SY048-06/24 - Request for Use - Portion of Reserve 9203 - Community Garden. A copy of the deputation is presented in Appendix 6.3.1A, available at the end of these Minutes.*

**6.3.2 Ms Linda Wills****On behalf of the York Friendship Club (Medieval Fayre)**

*Ms Wills made a deputation to Council regarding Item SY049-06/24 – Community Funding Applications. A copy of the deputation is presented in Appendix 6.3.2A, available at the end of these Minutes.*

**6.3.3 Mr Peter Boyle & Mr Tony Seabrook**

*Mr Boyle and Mr Seabrook made a deputation to Council regarding Item 10.1 - Notice of Motion - Position Statement - Live Sheep Exports. A written copy of the deputation was not provided.*

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

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

DAY	MEETING/EVENT DESCRIPTION	VENUE
14/05/2024	Concept Forum	Council Chambers
17/05/2024	Senior's Day	Town Hall
21/05/2024	Agenda Briefing	Council Chambers
21/05/2024	Annual Electors Meeting	Lesser Hall
22/05/2024	Volunteers Morning Tea	CRC
28/05/2024	Ordinary Council Meeting	Council Chambers
29/05/2024	Reconciliation Week Function	CRC
31/05/2024	WALGA Diploma Training	WALGA Perth

## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### RESOLUTION 010624

Moved: Cr Denese Smythe

Seconded: Cr Denis Warnick

That the minutes of the Ordinary Council Meeting held on 28 May 2024 be confirmed as a correct record of proceedings, subject to the apology submitted by Cr Adamini being noted.

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

**Against:** Nil

**CARRIED 6/0**

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.1 Meetings and Events Attended

*The Shire President advised he had attended the following meetings and events during May 2024:*

DAY	MEETING/EVENT DESCRIPTION	VENUE
09/05/2024	CEO Meeting	Shire Administration
13/05/2024	Avon Regional Organisation of Council's Meeting	Shire of Toodyay
14/05/2024	Meeting with CEO	Shire Administration
28/05/2024	Meeting with Acting CEO	Shire Administration
28/05/2024	Ordinary Council Meeting	Council Chambers
29/05/2024	Meeting with Minister for Local Government	ORV Track
29/05/2024	Reconciliation Week Afternoon Tea	CRC
30/05/2024	WALGA Waste & Environment Summit	Northam
31/05/2024	WALGA Waste & Environment Summit	Northam

## 9 OFFICER'S REPORTS

### Disclosure of Interest – Cr Trent – Impartial – Request for Use - Portion of Reserve 9203 - Community Garden

*Cr Trent read the Impartiality Declaration - ... With regard to Request for Use - Portion of Reserve 9203 - Community Garden, the matter in Item SY048-06/24, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am secretary of the York Men's Shed and prepared the letter of support. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.*

### SY048-06/24 REQUEST FOR USE - PORTION OF RESERVE 9203 - COMMUNITY GARDEN

<b>File Number:</b>	<b>4.0474</b>
<b>Author:</b>	<b>Anneke Birleson, Administration &amp; Governance Coordinator</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Community Garden Proposal - Confidential</b> <b>2. Letter of Support - York Men's Shed <a href="#">↓</a></b>

### NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

### PURPOSE OF REPORT

This report presents a proposal to establish a community garden on a portion of Reserve 9203, part Lot 85 (26) Ninth Road, to Council for consideration.

### BACKGROUND

Although located across two (2) different locations within the townsite, Reserve 9203 is comprised of Lot 12 Dinsdale Street and Lot 85 (26) Ninth Road on Plan 223250.

Lot 12 is currently leased to the York Pony Club Inc.

Part of Lot 85 is currently leased to the York Men's Shed. The remaining part was originally leased to the Men's Shed but was surrendered in May 2020, via a Deed of Surrender.

The Reserve is vested via a Management Order to the Shire of York for the purpose of 'Municipal Purposes'. The Management Order includes the Power to Lease in line with the designated purpose for a period not exceeding twenty-one (21) years, subject to the consent of the Minister for Lands.

In April 2024 a request was received from Healthy Self Wellness York Inc (HSWY) to utilise the remaining portion of Lot 85 (approximately 1.6 Hectares) to establish a community garden.





## COMMENTS AND DETAILS

The letter of proposal is presented in confidential Appendix 1. The main focus of the proposal is to improve the mental health and wellness of the York community. Specific outcomes include:

1. Opportunity for community members to learn new life skills
2. Opportunity for community groups to collaborate towards common goals
3. Educational programs for the York community and visitors
4. Providing an additional food source for those in need

The proposal consists of the establishment of a food forest. This involves a method of planting that resembles a natural ecosystem to maximise the amount of crops that can be harvested.

The main use of the land will be for the food forest. There are proposed ancillary uses including community workshops and the opportunity for external providers to casually hire the grounds to provide workshops.

The adjoining lessee, the York Men's Shed, has provided a letter of support for the venture which is presented in Appendix 2.

Officers see merit in the proposal, and as the York Men's Shed has no objections at this stage, recommend to Council that negotiations commence to develop a lease to enable HSWY to utilise the portion of Reserve 9203.

If a lease agreement can be negotiated, Officers will then advertise the intended disposal of property in accordance with Section 3.58 of the *Local Government Act 1995* and seek approval from the Minister for Lands. Following the advertising period, the draft lease will be presented back to Council along with any submissions on the proposal for consideration and determination.

## OPTIONS

Council has the following options:

**Option 1:** Council could choose not to support the proposal to lease to HSWY.

**Option 2:** Council could choose to provide in principle support to the proposal to lease to HSWY and direct the Chief Executive Officer to commence formal negotiations.

Option 2 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

Healthy Self Wellness York Inc

York Men's Shed Inc

### 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 2: Driving the York Economy Forward

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

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

G13 Community Engagement and Consultation

### Financial

There are minor costs associated with the statutory requirements of entering into a lease.

### Legal and Statutory

Section 3.58 of the *Local Government Act 1995* 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 (Parts 1 & 2)**

- (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 —*
  - (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.”*

**Risk Related**

There is a moderate risk to Council if it does not have a lease in place.

The Shire does not have a plan for the use of Reserve 9203 into the future. The risks associated with entering into a lease or licence is that without a plan, any future uses cannot be considered.

**Workforce**

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

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION  
020624**

**Moved: Cr Peter Wright**

**Seconded: Cr Denese Smythe**

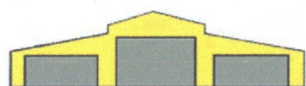
**That, with regard to the Request for Use - Portion of Reserve 9203 - Community Garden, Council:**

- 1. Resolves to provide in principle support for Healthy Self Wellness York Inc to utilise a portion of Reserve 9203 via a lease agreement in consultation with the York Men's Shed and surrounding property owners.**
- 2. Authorises the Chief Executive Officer to commence negotiations with Healthy Self Wellness York Inc to develop a lease agreement for the use of a portion of Reserve 9203.**
- 3. Requests the Chief Executive Officer to advertise the proposal to dispose of a portion of Reserve 9203, for the purpose of a community garden, for public submissions in accordance with Section 3.58 of the Local Government Act 1995.**
- 4. Authorises the Chief Executive Officer to request approval from the Minister for Lands to enter into a lease agreement with Healthy Self Wellness York Inc for the use of a portion of Reserve 9203, should a lease agreement be negotiated.**
- 5. Notes that the negotiated lease, and any public submissions received, will be presented to Council for consideration and determination.**

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

**Against: Nil**

***CARRIED 6/0***

**YORK MEN'S SHED****YORK MEN'S SHED Inc.**

ABN 99 067 900 917

Correspondence: - PO. Box.6, York W.A. 6302.

email: [yorkshed@gmail.com](mailto:yorkshed@gmail.com)

TO PROMOTE MEN'S HEALTH AND WELL BEING.



26 Ninth Rd, York

*It is said that every Australian Man needs a shed.*

CEO  
Shire of York  
3 Joaquina St  
YORK WA 6302

**Letter of Support for HSWY Inc Application for "Next Generation Food Forest"**

The York Men's Shed, situated at 26 Ninth Road write to express our support for the proposed "Next Generation Food Forest" being considered for the vacant land adjacent to the land on which the Men's Shed is located.

The members of the Men's Shed can see tremendous benefit for the York community if the land is cultivated to produce vegetables to benefit those who access the HSWY project.

Yours sincerely

Kevin Trent  
Secretary  
Pp  
Ross Ainsworth  
President

5 June 2024

**SY049-06/24 COMMUNITY FUNDING APPLICATIONS**

<b>File Number:</b>	<b>4.0468</b>
<b>Author:</b>	<b>Sam Good, Manager Community &amp; Place</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Funding Applications - Confidential 2. Grant Evaluation Summary - Confidential</b>

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Executive

**PURPOSE OF REPORT**

Council is requested to consider applications received in the recent round of Community Funding for support of community events and activities occurring before 30 June 2024.

**BACKGROUND**

Council's Policies C3 - Community Funding: Grants and Sponsorship and C4 - Sponsorship of Tourism Events set out the parameters for Council support of one-off community activities and projects. Funding rounds are open for application twice yearly for a minimum four (4) week period. All eligible applications are presented to Council at the next available Ordinary Council Meeting.

This report presents the applications received in the April 2024 Community Funding round for events and activities occurring up until 30 June 2024 and the existing Community Funding budgets available.

**COMMENTS AND DETAILS**

The Community Funding Grants & Sponsorship round opened 1 April 2024 for a period of four (4) weeks. The funding round was advertised utilising the following methods:

1. Shire's website
2. Media release
3. Email direct distribution
4. Shire's social media channels
5. Four (4) allocated days for applicant appointments
6. Face to face communications with potential applicants

At the closing date, the Shire received eight (8) eligible applications that were considered by the assessment panel. Of the eight (8) applications, three (3) did not meet the minimum criteria in accordance with Council's Grant & Sponsorship guidelines. Funding was not available to cover all the requests and a ranking system was applied with the top five (5) selected for Council's consideration totalling \$28,100. Feedback will be given to all unsuccessful applicants. Copies of the applications is presented in confidential Appendix 1.

Eligible applications are assessed against the following criteria:

1. Compliance with guideline and policy
2. Value for investment
3. Community, social and sporting benefit
4. Alignment to the Strategic Community Plan and Corporate Business Plan aspirations and outcomes
5. Level of dedication and proven commitment demonstrated by the applicant (previous funding acquittals, matched funding contributions, project's reach and participation levels)

Whilst the applications submitted remain confidential, a summary of the selected requests received is included below.

TABLE 1.

APPLICANT	PURPOSE OF FUNDING	REQUEST
WestCycle 2024 Canola Classic	A mass-participation recreational sporting (cycling) event through York inclusive to all ages and abilities	\$9,000
John's Vision Inc	Homeless eye-care service providing free testing, eyecare and affordable prescription glasses to those in the community experiencing financial hardship and/or accessibility or transport obstacles	\$10,000
Wildflower Society of York	Purchase of a flail mower to maintain their seed orchard. NOTE: Subject to successful Lotterywest funding to construct a shed on-site to store the mower	\$3,000
York & Districts Archery Club	Purchase of a box trailer to securely store and transport the Club's archery equipment to outreach events, education and festivals; to promote the sport of archery as a new experience available in York and encourage new members	\$2,000
Perth Gospel Choir of Curate Arts	Karaoke Choir Show with Perth Gospel Choir at the Anglican Parish of York.	\$4,100
<b>Total Funding Requested</b>		<b>\$28,100</b>

An assessment panel consisting of the Manager Community & Place, Tourism & Economic Development Coordinator and Finance Manager provided assessment ratings to inform the schedule of requests and recommendations as presented in confidential Appendix 2.

The schedule summarises the ratings provided by the Panel and merits of considering each request in accordance with Policy C3 - Community Funding Grants & Sponsorship and its associated guidelines.

Assessment was undertaken against the below scoring criteria.

TABLE 2.

CRITERIA	SCORING INSTRUCTIONS	ASSIGNED SCORE				
Event Classification	Local/community, Emerging, Major, or Significant event (as described below)					
	<b>Application</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Economic Impact	1 (nil/minor) to 5 (high/significant impact)					
Social Benefit	1 (no/minor benefit) to 5 (high/major benefit)					

Environmental Impact	1 (high negative environmental impact) to 5 (low negative environmental impact)					
Strategic Benefit	1 (nil/minor benefit) to 5 (high/major benefit)					
Promotional Benefit (Benefit to the Shire)	1 (no/minor benefit) to 5 (high/major benefit)					
<b>Total</b>						

## OPTIONS

Council has the following options:

**Option 1:** Council could choose to support the Officers' recommendations as presented.

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

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

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

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

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

Six (6) organisations attended appointments (in-person or by telephone) with the Shire's Project Officer (now Manager Community & Place), including the five (5) detailed in this report that proceeded to submit applications. The sixth organisation withdrew its application in preference of pursuing a multi-year funding agreement. Further consultation with each proponent will take place following Council's resolution.

### 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 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

C3 Community Funding; Grants & Sponsorship

C4 Sponsorship of Tourism Events



## Financial

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

- 100% of the total project costs can be considered for applications up to \$2,000
- A maximum allocation of 60% of total project cost for applications from \$2,000 - \$10,000

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

TABLE 3.

BUDGET ALLOCATION	GL ACCOUNT	AVAILABLE FUNDING
Youth	109158	\$11,000
Sporting & Recreation	113167	\$4,500
Area Promotion	132145	\$20,000
Festivals Assistance	132150	\$14,000
Education & Welfare	69101	\$3,000
<b>Total Funding Pool Available</b>		<b>\$52,500</b>

The 2023/24 community funding pool includes the above budget allocations to a total value of \$52,500.

The total eligible community funding requests received is \$28,100. However, the evaluation panel is recommending support to the value of \$27,120, with a proposed reduction to the funding requested from Perth Gospel Choir of Curate Arts.

It is anticipated the unsuccessful applicants may provide the additional information suggested by the panel to enable re-application for funding in October 2024, therefore the recommendation is to retain a similar level of funding for the 2024/25 budget, subject to Council approval.

## Legal and Statutory

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

## Risk Related

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

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

## Workforce

The scope of this report can be managed in-house utilising existing resources.

## VOTING REQUIREMENTS

**Absolute Majority: No**

**MOTION**

Moved: Cr Chris Gibbs

Seconded: Cr Denese Smythe

That, with regard to Community Funding Applications, Council:

1. Approves the following community funding requests, as presented in confidential Appendix 2, totalling \$27,120 to be funded from budget allocations:

	APPLICANT	APPROVED AMOUNT
a.	WestCycle 2024 Canola Classic	\$9,000
b.	John's Vision Inc	\$10,000
c.	Wildflower Society of York	\$3,000
d.	York & Districts Archery Club	\$2,000
e.	Perth Gospel Choir of Curate Arts	\$3,120

2. Requests the Chief Executive Officer to consider the amounts recommended as part of the 2024/25 financial year budgeting process.

*Cr Smythe moved an amendment to the Recommendation and a Procedural Motion requesting the meeting be closed to the public in accordance with Section 11.1(g) of the Shire of York Local Government (Council Meetings) Local Law 2016, as the amendment related to information contained in the confidential appendices.*

**PROCEDURAL RESOLUTION****030624**

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That the meeting be closed to be public.

**In Favour:** Crs Kevin Trent, Denis Warnick, Chris Gibbs and Denese Smythe**Against:** Crs James Adamini and Peter Wright**CARRIED 4/2**

*The Gallery left the meeting and the doors were closed at 5.41pm. The doors were opened and the Gallery returned to the meeting at 5.46pm.*

**RESOLUTION****040624**

Moved: Cr Denese Smythe

Seconded: Cr Chris Gibbs

That item 1b be removed from the recommendation:

b.	John's Vision Inc	\$10,000
----	-------------------	----------

**CARRIED: 6/0**

*The amendment became the substantive Recommendation:*

*That, with regard to Community Funding Applications, Council:*

1. *Approves the following community funding requests, as presented in confidential Appendix 2, totalling \$17,120 to be funded from budget allocations:*

	APPLICANT	APPROVED AMOUNT
a.	WestCycle 2024 Canola Classic	\$9,000
c.	Wildflower Society of York	\$3,000
d.	York & Districts Archery Club	\$2,000
e.	Perth Gospel Choir of Curate Arts	\$3,120

2. *Requests the Chief Executive Officer to consider the amounts recommended as part of the 2024/25 financial year budgeting process.*

## **RESOLUTION**

**050624**

**Moved: Cr Chris Gibbs**

**Seconded: Cr Denese Smythe**

**That, with regard to Community Funding Applications, Council:**

1. **Approves the following community funding requests, as presented in confidential Appendix 2, totalling \$17,120 to be funded from budget allocations:**

	APPLICANT	APPROVED AMOUNT
a.	WestCycle 2024 Canola Classic	\$9,000
c.	Wildflower Society of York	\$3,000
d.	York & Districts Archery Club	\$2,000
e.	Perth Gospel Choir of Curate Arts	\$3,120

2. **Requests the Chief Executive Officer to consider the amounts recommended as part of the 2024/25 financial year budgeting process.**

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

**Against:** Nil

**CARRIED 6/0**

**SY050-06/24 REQUEST TO VARY MULTI-YEAR FUNDING AGREEMENT - YORK BUSINESS ASSOCIATION****Disclosure of Interest – Cr Gibbs – Financial – Request to vary Multi-Year Funding Agreement - York Business Association**

*Cr Gibbs read the Financial Declaration - ... With regard to the Request to vary Multi-Year Funding Agreement - York Business Association, the matter in Item SY050-06/24, I disclose that I have an association with the applicant (or person seeking a decision). The association is my wife may be engaged to work on the York Business Directory. As a consequence, I will leave the meeting.*

*At 5:50pm, Cr Chris Gibbs left the meeting.*

<b>File Number:</b>	<b>4.0468</b>
<b>Author:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>20 December 2022 (121222)</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. York Business Association Multiyear Funding Agreement <a href="#">↓</a></b> <b>2. York Business Association Request <a href="#">↓</a></b>

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Executive

**PURPOSE OF REPORT**

This report seeks Council's consideration to carry over 2023/24 funds from the York Business Association's (YBA) Multi-Year Funding Agreement (MYA) to 2024/25.

The report outlines the existing terms of the agreement between both parties and the proposed allocations to consider the variation request.

**BACKGROUND**

The YBA was formed in 2017 and the objectives of the association are "*to promote York businesses and to act as a representative voice for them.*"

*"The goal for the YBA is to encourage and support all local businesses to be the best they can and become sustainable, more profitable, and thus able to offer better all-round service and more job opportunities for the community. The YBA will facilitate this by offering continuing promotional opportunities, information, training, and marketing much of which will be aimed at lifting the profile of York and enticing more visitors to York.*

*The YBA will also act as a conduit and a lobby group in all dealings with the Shire and the Council to the benefit of all our members. We will also work with the Shire to ensure that all our activities implement the ideals outlined in the Strategic Community Plan "Imagine York".*

Council considered a request from the YBA to enter into a MYA at its December 2022 Ordinary Meeting and resolved (121222):

***“That, with regard to the Request for Multiyear Funding Agreement - York Business Association Inc, Council:***

- 1. Receives the request for a multiyear funding agreement from York Business Association Inc, as presented in Appendix 1.***
- 2. Authorises the Chief Executive Officer to finalise the negotiation of a multiyear funding agreement (Appendix 3) with York Business Association Inc subject to the following:***
  - a. The multiyear funding agreement commences in the 2022/23 financial year and expires on 30 June 2025.***
  - b. Key Performance Indicators aligned to both York Business Association Inc’s core operations and the Shire of York’s Strategic Community Plan are finalised and agreed between both parties.***
  - c. The amount of sponsorship is provided as milestone payments in accordance with the following table:***

<b><i>Financial Year</i></b>	<b><i>Per Annum</i></b>	<b><i>Milestone Payments</i></b>
<b><i>2022/23</i></b>	<b><i>\$5,175</i></b>	<b><i>80% January 2023 &amp; 20% April 2023 or on receipt of acquittal</i></b>
<b><i>2023/24</i></b>	<b><i>\$8,675</i></b>	<b><i>80% July 2023 &amp; 20% April 2024 or on receipt of acquittal</i></b>
<b><i>2024/25</i></b>	<b><i>\$8,675</i></b>	<b><i>80% July 2024 &amp; 20% April 2025 or on receipt of acquittal</i></b>

- 3. Approves the payment of \$5,175 from the Multiyear Funding Agreement line item to support the 2022/23 financial year of funding.***
- 4. Requests the Chief Executive Officer to include the amounts detailed in the table above in the 2023/24 and 2024/25 budgeting process.***
- 5. Authorises the Shire President and Chief Executive Officer to engross the final multiyear funding agreement.***
- 6. Authorises the Chief Executive Officer to make any minor typographical and formatting changes to the multiyear funding agreement prior to signing.”***

Schedule 1 of the resultant Multiyear Funding Agreement (presented in Appendix 1) capped the funding for Business Forums at \$4,000 per financial year, and \$4,674 per financial year for the agreed Events.

## **COMMENTS AND DETAILS**

By seeking partnerships, and in-kind support, the YBA completed the 2022/23 financial year with a minor surplus which was returned to the Shire. The YBA have completed their agreed events and business forums successfully for the 2023/24 financial year, but again due to similar efficiencies have ended the year with surplus funds.

On 8 February 2024 following a meeting with the Chief Executive Officer and Executive Manager Corporate and Community Services (EMCCS), the YBA wrote to the Shire to consider alternate uses of the surplus funds. A copy of the request is presented in Appendix 2.

On 31 May 2024 the YBA President met with the EMCCS and the Tourism and Economic Development Coordinator to discuss the carryover of unused funds from the 2023/24 MYA amount.

The YBA is now requesting a variation to the existing agreement to carry surplus funds, to a maximum of \$3,000, across to the 2024/25 financial year. The YBA propose to use this funding towards the costs of producing the York Business Directory (YBD) filling the gap left by the former

York Community Resource Centre Inc went into voluntary administration. The production of the YBD has a strong alignment to the goals and objectives of the YBA specifically:

- To promote York businesses
- To act as a representative voice for them and to support all local businesses to become sustainable, more profitable
- Offering continuing promotional opportunities

After the initial start up year, the revenue generated from local businesses advertising in the YBD will assist the YBA in progressing towards financial sustainability reducing the requirement for Shire assistance into the future.

Should there be any excess funding after the production of the YBD this would be directed towards the new program of business workshops which are planned to have a focus on local hospitality and agricultural businesses.

Supporting documentation will be supplied by the YBA after its AGM to be held 24 June 2024.

In accordance with Clause 12 of the funding agreement which states "*Variation: This agreement may be varied only by deed executed by the parties*" both the Shire and YAS must agree to the request received. Officers now seek Council's permission to vary the terms of the Multiyear Funding Agreement.

## OPTIONS

Council has the following options:

- Option 1:** Council could choose not to support the request from the YBA to carryover unused funds from 2023/24 to 2024/25.
- Option 2:** Council could choose to support the request from the YBA to carryover unused funds from 2023/24 to 2024/25 and request the Chief Executive Officer to negotiate a MYA variation commencing on 1 July 2024 and expiring 30 June 2025 in line with the requested amounts.

Option 2 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

YBA

### Strategic

#### Strategic Community Plan 2020-2030

Goal 2: Driving the York Economy Forward

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

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

C3 Community Funding Grants Sponsorship

### Financial

Acquittal reporting is a mandatory requirement of all multiyear funding agreements.

Financial acquittals are required each year of the MYA detailing how the monies were spent in accordance with Policy C3 - Community Funding Grants Sponsorship.

**Legal and Statutory**

Nil

**Risk Related**

There is a low reputational risk should Council decide not to approve the carryover of funds.

Financial risks are mitigated by the acquittal process which includes withholding the final payment until proof of expenditure is received and KPIs are met.

**Workforce**

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

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION****060624****Moved: Cr Peter Wright****Seconded: Cr Denis Warnick**

**That, with regard to the Request to vary Multi-Year Funding Agreement - York Business Association, Council:**

- 1. Receives the request from the York Business Association to carryover unused multi-year funding agreement funds from 2023/24 to 2024/25.**
- 2. Authorises the Chief Executive Officer to finalise a variation to the York Business Association's Multi-Year Funding Agreement commencing on 1 July 2024 and expiring 30 June 2025 in line with the requested amounts, noting the multiyear funding agreement commenced in the 2022/23 financial year and expires on 30 June 2025.**
- 3. Authorises the Shire President and Chief Executive Officer to engross the amended multiyear funding agreement.**
- 4. Authorises the Chief Executive Officer to make any minor typographical and formatting changes to the multiyear funding agreement prior to signing.**

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

**Against: Nil**

**CARRIED 5/0**

*At 5:51pm, Cr Chris Gibbs returned to the meeting.*

Your Ref:  
Our Ref:  
Contact: Esmeralda Harmer



18 January 2023

Karen Thomas  
President  
York Business Association  
Via Email: [karen@innovationwa.com](mailto:karen@innovationwa.com)

1 Joaquina Street, York WA 6302  
PO Box 22, York WA 6302  
T: (08) 9641 0500  
E: [records@york.wa.gov.au](mailto:records@york.wa.gov.au)  
W: [york.wa.gov.au](http://york.wa.gov.au)

Dear Karen

#### **MULTIYEAR FUNDING AGREEMENT 2022/23 – 2024/25**

Council considered the York Business Association's (YBA) request for multiyear funding at its December 2022 Ordinary Meeting and resolved:

*"That, with regard to the Request for Multiyear Funding Agreement - York Business Association Inc, Council:*

1. *Receives the request for a multiyear funding agreement from York Business Association Inc, as presented in Appendix 1.*
2. *Authorises the Chief Executive Officer to finalise the negotiation of a multiyear funding agreement (Appendix 3) with York Business Association Inc subject to the following:*
  - a. *The multiyear funding agreement commences in the 2022/23 financial year and expires on 30 June 2025.*
  - b. *Key Performance Indicators aligned to both York Business Association Inc's core operations and the Shire of York's Strategic Community Plan are finalised and agreed between both parties.*
  - c. *The amount of sponsorship is provided as milestone payments in accordance with the following table:*

Financial Year	Per Annum	Milestone Payments
2022/23	\$5,175	80% January 2023 & 20% April 2023 or on receipt of acquittal
2023/24	\$8,675	80% July 2023 & 20% April 2024 or on receipt of acquittal
2024/25	\$8,675	80% July 2024 & 20% April 2025 or on receipt of acquittal

3. *Approves the payment of \$5,175 from the Multiyear Funding Agreement line item to support the 2022/23 financial year of funding.*
4. *Requests the Chief Executive Officer to include the amounts detailed in the table above in the 2023/24 and 2024/25 budgeting process.*
5. *Authorises the Shire President and Chief Executive Officer to engross the final multiyear funding agreement.*
6. *Authorises the Chief Executive Officer to make any minor typographical and formatting changes to the multiyear funding agreement prior to signing."*

The draft multi-year funding agreement is attached for your consideration. To assist the Shire to meet its Strategic Community Plan and Corporate Business Plan objectives, Key Performance Indicators (KPIs) have been set for the YBA. These are as follows:





Run a minimum of two (2) business forums prior to 30 June 2023 and a minimum of four (4) business related workshops or forums in the 2023/24 and 2024/25 financial years (FY). These forums are to be identified by YBA members and could include:

- Business mental health
- Working with the Shire, Council processes, time frames, permits
- Motivational or informational speakers

Funding capped at \$2,000 for the 2022/23 FY and \$4,000 in both 2023/24 and 2024/25.

#### Events

Events contribution capped at one (1) event prior to 30 June 2023 and two (2) business supporting events in the 2023/24 and 2024/25 financial years. These could include the:

- Annual Heritage Weekend
- Spring Festival

Funding capped at \$3,175 for the 2022/23 FY and \$4,675 in both 2023/24 and 2024/25. These amounts include venue hire and booking of the community bus. No further waivers of funding to support these events will be provided.

Funding will be released in two stages. The initial 80% to be released in January 2023, and in July the following years on receipt of an invoice from the YBA. The remaining 20% is to be invoiced following the provision and acceptance of acquittal documentation to the Shire at agreed times. The Shire will raise a Purchase Order (PO) each year for this funding. The PO number must be shown on all invoices.

Esmeralda Harmer, Tourism & Economic Development Coordinator (9641 0500 or [esmeralda.harmer@york.wa.gov.au](mailto:esmeralda.harmer@york.wa.gov.au)) will be your contact at the Shire of York regarding any operational matters relating to the delivery of your Multiyear Funding Agreement.

Yours sincerely



Chris Linnell

**CHIEF EXECUTIVE OFFICER**



**SHIRE OF YORK**

and

**YORK BUSINESS ASSOCIATION, INC.**

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**MULTIYEAR FUNDING AGREEMENT**

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**Shire of York**

1 Joaquina Street

PO Box 22

York, WA 6302

Phone:(08) 9641 2233

This FUNDING AGREEMENT is made on 18 January, 2023

**BETWEEN**

SHIRE OF YORK (the Shire)

of PO Box 22,

York, WA 6302

**AND**

YORK BUSINESS ASSOCIATION, INC. (YBA)

*KS* of ~~18~~ Doncon Street

York, WESTERN AUSTRALIA, 6302

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**RECITALS:**

- A. York Business Association, Inc. is a community organisation that promotes York businesses and acts as a representative voice for them.
- B. The Shire of York is located within the Wheatbelt region of Western Australia and has provided ad-hoc financial support to The York Business Association since 2017.
- C. The parties have agreed to enter into a cooperative arrangement to promote and acknowledge the Shire's contribution to York Business Association activities.

**OPERATIVE PART:**

The Parties AGREE:

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**PURPOSE**

The purpose of this Agreement is for the Shire and YBA to work together and independently to ensure the economic success of all York businesses and create positive outcomes for both parties.

The intention of this Agreement is to see both parties act in ways that honour the spirit of the partnership and continue to foster a positive, collaborative working relationship.

**1. OBJECTIVES**

The parties AGREE that their objectives are to:

- (a) promote economic development, business capacity building and business collaboration;
- (b) utilise the York Business Association activities to assist the Shire in meeting its community, corporate and business goals;
- (c) raise awareness of the Shire's contribution to the business community; and
- (d) encourage businesses to participate in York Business Association developmental activities.

**2. TERM**

This Agreement commences on 1 Jan 2023 and expires on 30 June 2025.

**3. RENEWAL**

The parties agree that there is no obligation on either party to renew this Agreement but that any request by YBA to renew this Agreement must be made not later than four months prior to the expiry of this Agreement.

**4. YBA RESPONSIBILITIES**

YBA agrees to:

- (a) recognise the Shire as a major sponsor of the activities listed in this agreement;
  - (i) in all roadside and street banners, posters and flyers
  - (ii) on the YBA social platforms,
  - (iii) include a link to the Shire of York website,
- (b) verbally acknowledge the Shire as a sponsor during formal speeches;
- (c) acknowledge the Shire in radio or television advertisements/ communications where appropriate;
- (d) provide content for the Shire's social media publicity;
- (e) invite the Shire President, Councillors, and Chief Executive Officer to welcoming/opening events;
- (f) submit to the Shire;
  - a proposal that includes activity and location details at least four months before the commencement of the program each year
  - where practicable, a photographic or other recording of events/activities
  - event forms and licenses required for approval

- a detailed acquittal including expenditure, activities undertaken and performance against objectives for each year of the funding agreement within three months of the event;
- (g) include reference to the Shire in media releases sent to media outlets within Australia, where appropriate;
- (h) use the funds provided to it by the Shire in accordance with the terms and conditions contained in this Agreement.

## 6. SHIRE'S RESPONSIBILITIES

The Shire agrees to provide the amounts detailed in the table below (ex GST) per annum over the term of this Agreement. This agreement is a fixed term for three years and any consideration to increase funds outside this agreement will need to be made separately in accordance with Clause 14 of this agreement.

In consideration of its responsibilities, the Shire AGREES to:

- (a) provide sponsorship funding on the following dates

FINANCIAL YEAR	ACTIVITY	SPONSOR-SHIP	FIRST PROGRESS PAYMENT (80%)	FINAL PAYMENT ON AQUITTAL (20%)
2022/23	See Schedule 1	\$5,175 ex GST	15 January 2023	1 April 2023
2023/24	See Schedule 1	\$8,675 ex GST	1 July 2023	1 April 2024
2024/25	See Schedule 1	\$8,675 ex GST	1 July 2024	1 April 2025

- (b) maintain a recurrent budget allocation as part of each yearly budget process to honour the financial commitment included in this agreement;
- (c) promote the York Business Association in the Shire's Community page;
- (d) provide a website link on the Shire's website to the York Business Association;
- (e) promote the York Business Association via Shire's social media channels.
- (f) provide reasonable administrative support and advocacy to assist York Business Association, Inc. through the events approvals process

## 7. JOINT OBLIGATIONS

The Shire and YBA will jointly consult in relation to and invite a distinguished guest speaker for any welcoming/opening ceremonies;

## **8. KEY PERFORMANCE INDICATORS**

The YBA will use its best endeavours to meet the following key performance indicators and to collect the data required to measure them:

### **Quantitative measures**

- Pre-activity registrations
- Attendance records
- Advertising conducted

### **Qualitative measures**

- Surveys (which could include feedback forms, in-person interviews & video testimonials).

The Shire acknowledges that YBA may apply for funding from other sources to support the YBA program and events and the full range of foreshadowed events for each year will only be able to be mounted if funding/sponsorship has been obtained for those events. The Shire will annually agree with the YBA which activities/events are a priority and are to be measured against the performance indicators.

## **9. ADDITIONAL SUPPORT AND SERVICES FROM THE SHIRE**

Any request for in kind support, hire and waiver of fees will be treated and charged by the Shire in accordance with the current fees and charges applicable or by the agreement of the Chief Executive Officer.

## **10. RIGHT TO TERMINATE ON NOTICE**

Notwithstanding any other provision of this Agreement, the parties AGREE that either party may terminate this Agreement for any reason upon six (6) months written notice to the other party.

## **11. CONFIDENTIALITY AND DISCLOSURE**

- (a) Each party undertakes and agrees to, not make any public announcement, or statement or publish or release any information in relation to this Agreement or proposed collaboration, without prior communication to the other party.
- (b) Each party undertakes and agrees, to keep confidential any information that it receives from the other party which is marked confidential or which a party notifies the other party is confidential.

**12. DISPUTE RESOLUTION**

- a) In the event of a dispute between the Shire and YBA concerning this Agreement, the affected party may give the other a written notice setting out the material particulars of the dispute.
- b) Each party shall appoint a senior officer with authority to negotiate and reach settlement, and the parties' representatives shall personally meet within ten business days of the date of the receipt of the notice outlined in clause 9.
- c) The parties' representatives in good faith, and using their best endeavours at all times, shall attempt to resolve the dispute.

**13. RELATIONSHIP BETWEEN PARTIES**

Nothing contained or implied in this Agreement constitutes any party the partner, agent or representative of any other party or creates any partnership, agency or trust and no party has the authority to bind any other party in any way.

**14. VARIATION**

This Agreement may be varied only by deed executed by the Parties. Any such agreed variations must be attached to the original agreement.

**15. COSTS**

Each party shall bear its own legal and other costs and expenses relating directly or indirectly to the preparation of, and performance of its obligations arising out of this Agreement.

**16. GOVERNING LAW**

This Agreement is governed by and is to be interpreted in accordance with the laws of Western Australia and, where applicable, the laws of the Commonwealth of Australia.

**17. NO FETTER**

Notwithstanding anything contained within this Agreement, the parties ACKNOWLEDGE that the Shire is a local government established by the *Local Government Act 1995* (WA), and in that capacity, the Shire will be obliged to comply with statutory obligations imposed by law and the Shire will not be taken to be in default under this Agreement by performing its statutory obligations or exercising its statutory discretions, nor shall any provision of this Agreement fetter each party in performing its statutory obligations or exercising any discretion under any law.

York Business Association, Inc. agrees to the terms of this Agreement.



OFFICER HOLDER SIGN

Office Held: PRESIDENT Y.B.A.

Full Name: KAREN ELIZABETH THOMAS

Address: 18 DONCON STREET  
YORK 6302.



OFFICE HOLDER SIGN

Office Held: VICE PRESIDENT

Full Name: NOVA BWISS YBA

Address: 145 AION TEE  
YORK 6302.

The Shire of York agrees to provide funds in accordance with the terms and conditions contained in this Agreement.



SHIRE PRESIDENT

Cr Denese Smythe

DATE: 18-01-2023



CHIEF EXECUTIVE OFFICER

Chris Linnell

DATE: 18-01-2023



**SCHEDULE 1: YORK BUSINESS ASSOCIATION (YBA) AGREED ACTIVITIES****Business Forums**

Run a minimum of two (2) business forums prior to 30 June 2023 and a minimum of four (4) business related workshops or forums in the 2023/24 and 2024/25 financial years (FY). These forums are to be identified by YBA members and could include:

- Business mental health
- Working with the Shire, Council processes, time frames, permits
- Motivational or informational speakers

Funding capped at \$2,000 for the 2022/23 FY and \$4,000 in both 2023/24 and 2024/25

**Events**

Events contribution capped at one (1) event prior to 30 June 2023 and two (2) business supporting events in the 2023/24 and 2024/25 financial years. These could include the:

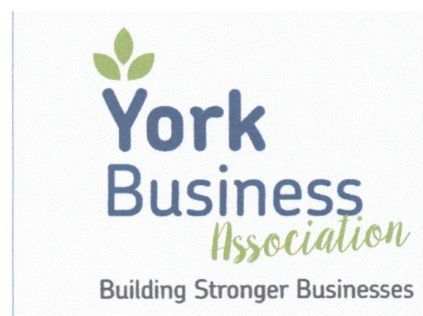
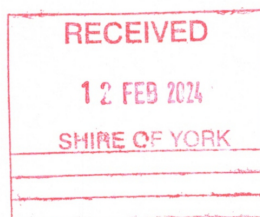
- Annual Heritage Weekend
- Spring Festival

Funding capped at \$3,175 for the 2022/23 FY and \$4,675 in both 2023/24 and 2024/25. These amounts include venue hire and booking of the community bus. No further waivers of funding to support these events will be provided.

**Business Engagement Support**

The YBA agrees to support the Tourism and Economic Development Coordinator in engagement activities coordinated by the Shire which may include canvassing around:

- Exploring the barriers and benefits associated with businesses opening times
- Gap analysis – work with accommodation providers to survey what clients come for, and what they feel is missing in York
- Source ideas for activation outside of main tourist times
- Information bay, assist in informing the development of a brief for the upgrades at the bay. What needs to be there to make it a stop in/Instagram moment



8<sup>th</sup> February 2024

Chris Linnell  
CEO York Shire

Dear Chris,

Further to our discussions regarding the Shire Funding to the York Business Association we would like to make the following request.

We request that the total amount of the funding be treated as one amount and not allocated to specific activities. The main reason for this is that our Forums have all been held well within the agreed budget whereas our other activities have the potential to be better presented with a small amount of additional funds instead of refunding monies to the Shire, we emphasize we are not requesting any additional funds!

We have been fortunate to secure top class speakers at little or no cost to the association mainly due to contacts and using government or RCCI staff.

In addition to this we now have the use of the conference room at the CRC which has negated the costs previously incurred for the hire of premises.

We estimate the maximum we need to present Forums under this new arrangement would be no more than \$1500 each for the required four Forums each year as per our agreement and we can probably increase that to 5 or 6 with some careful and diligent planning.

We would appreciate it if the Shire would view this request favorably as soon as possible.

  
**President York Business Association**

yorkbusassoc@gmail.com  
ABN 27 577 247 154

**SY051-06/24 REVIEW OF THE DELEGATIONS REGISTER**

<b>File Number:</b>	<b>4.4175</b>
<b>Author:</b>	<b>Anneke Birleson, Administration &amp; Governance Coordinator</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>22 December 2020 (091220) 21 December 2021 (051221) 27 June 2023 (140623)</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Updated Delegations Register - Tracked Changes <a href="#">↓</a></b>

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Legislative

**PURPOSE OF REPORT**

This report presents the 2023/24 review of the Delegations Register to Council for consideration.

**BACKGROUND**

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

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

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

Sections 5.18 and 5.46 of the Act require that a Delegations Register be maintained and reviewed at least once each financial year. The Delegations Register was last reviewed by Council at its June 2023 meeting (140623) for the 2022/23 financial year.

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

**COMMENTS AND DETAILS**

The register of delegations consists of:

- Delegations by Council to the Chief Executive Officer under the Act;
- Sub-delegations by the Chief Executive Officer to employees under the Act;

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

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

The 2023 review of the Shire's Delegated Authority Register was extensive, with many new delegations added, as well as a substantial re-formatting of the document. The 2023 review addressed inconsistencies and gaps in the Register and demonstrated the Shire's commitment to continuous improvement and governance maturity.

As a result, this review has been relatively minor with only a small number of amendments proposed. A copy of the reviewed Register of Delegated Authority with tracked changes is presented in Appendix 1.

A quick reference table of the proposed changes is below:

**EMIDS:** Executive Manager Infrastructure and Development Services

**DSC:** Development Services Coordinator

**TABLE 1.**

DELEGATION	TITLE	PROPOSED CHANGE
1.1.3	Declare Vehicle is Abandoned Vehicle Wreck	Additional subdelegate: DSC (Currently EMIDS and Ranger)
1.1.5	Disposal of Sick of Injured Animals	Additional subdelegate: DSC (Currently EMIDS and Ranger)
1.1.17	Payments from the Municipal or Trust Funds	Change to Conditions to specify limit on donations.
2.1.1	Grant a Building Permit	Additional subdelegate: EMIDS (Currently DSC)
2.1.2	Demolition Permits	Additional subdelegate: EMIDS (Currently DSC)
2.1.3	Occupancy Permits or Building Approval Certificates	Additional subdelegate: EMIDS (Currently DSC)
2.1.5	Building Orders	Additional subdelegate: EMIDS (Currently DSC)
2.1.7	Referrals and Issuing Certificates	Additional subdelegate: EMIDS (Currently DSC)
2.18	Private Pool Barrier – Alternative and Performance Solutions	Additional subdelegate: EMIDS (Currently DSC)
2.1.9	Smoke Alarms – Alternative Solutions	Additional subdelegate: EMIDS (Currently DSC)
3.1.2	Prohibited Burning Times – Vary	Change Delegates from Shire President and Chief Bush Fire Control Officer (jointly) to Chief Executive Officer and Chief Bush Fire Control Officer (Jointly)

4.1.4	Recovery of Costs – Destruction of Cats	Additional subdelegate: DSC (Currently EMIDS)
5.1.8	Approval to Keep More than Two Dogs	Additional subdelegate: DSC (Currently EMIDS and Ranger)

Other changes include minor typographical errors, corrections to references and clarity in record keeping.

## OPTIONS

Council has the following options:

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

**Option 2:** Council could choose to limit the delegations to the Chief Executive Officer. However, the proposed delegations are recommended to ensure the effectiveness and efficiency of the Shire's operations whilst remaining accountable to Council.

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

Option 3 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

Executive Leadership Team and Designated Officers

WALGA Governance Team

### Strategic

Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

### Policy Related

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

### Financial

Nil

### Legal and Statutory

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

#### ***“5.18. Register of delegations to committees***

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

#### ***5.42. Delegation of some powers and duties to CEO***

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

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

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

*\* Absolute majority required.*

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

**5.43. Limits on delegations to CEO**

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

- (a) *any power or duty that requires a decision of an absolute majority of the council;*
- (b) *accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) *appointing an auditor;*
- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) *the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) *any power or duty that requires the approval of the Minister or the Governor;*
- (i) *such other powers or duties as may be prescribed.*

**5.44. CEO may delegate powers and duties to other employees**

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —*
  - (a) *the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and*
  - (b) *the exercise of that power or the discharge of that duty by the CEO's delegate,**are subject to any conditions imposed by the local government on its delegation to the CEO.*
- (4) *Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.*
- (5) *In subsections (3) and (4) —*  
**conditions** *includes qualifications, limitations or exceptions.*

**5.45. Other matters relevant to delegations under this Division**

- (1) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —*
  - (a) *a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and*
  - (b) *any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.*
- (2) *Nothing in this Division is to be read as preventing —*
  - (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*

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

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

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

**9.10. Appointment of authorised persons**

- (1) In this section —

**law** means any of the following —

- (a) this Act;
- (b) the Caravan Parks and Camping Grounds Act 1995;
- (c) the Cat Act 2011;
- (d) the Cemeteries Act 1986;
- (e) the Control of Vehicles (Off-road Areas) Act 1978;
- (f) the Dog Act 1976;
- (g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);
- (h) a written law prescribed for the purposes of this section;

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

- (2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.
- (3) An appointment under subsection (2) is subject to any specified conditions or limitations.
- (4) The CEO must give to each person appointed under subsection (2) an identity card that —
  - (a) on the front of the card, sets out —
    - (i) the name and official insignia of the local government; and
    - (ii) the name of the person; and
    - (iii) a recent photograph of the person;and
  - (b) on the back of the card, specifies each law to which the person's appointment relates.
- (5) A person appointed under subsection (2) (the **authorised person**) must —
  - (a) carry their identity card at all times when performing functions under a specified law; and
  - (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.
- (6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence."

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

**“5.74. Terms used**

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

**address** means —

- (a) *in relation to a person other than a corporation, the last residential or business address of the person known to the person disclosing the address in a return; or*
- (b) *in relation to a corporation, the address of the registered office or principal place of business of the corporation in the State or, where there is no such office or place, the address of the principal office or place of business of the corporation in the place in which it is incorporated or taken to be registered; or*
- (c) *in relation to any real property, the postal address of the property or the particulars of title of the property;*

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

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

- (a) *a body corporate that is incorporated within Australia or an external Territory and is a public authority or an instrumentality or agency of the Crown; or*
- (b) *a corporation sole; or*
- [(c), (d) *deleted*]
- (e) *an association, society, institution or body incorporated, or taken to be incorporated, under the Associations Incorporation Act 2015;*

**designated employee** means —

- (a) *a CEO; and*
- (b) *an employee, other than the CEO, to whom any power or duty has been delegated under Division 4; and*
- (c) *an employee who is a member of a committee comprising council members and employees; and*
- (d) *an employee nominated by the local government to be a designated employee;*

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

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

- (a) *a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;*
- (b) *the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),*

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

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

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



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

- (a) if the last return lodged by the relevant person was a primary return, the period commencing on the day after the start day for the primary return and ending on 30 June in that year; or
- (b) if the last return lodged by the relevant person was an annual return, the period of 12 months ending on 30 June in that year;

**start day** means —

- (a) in the case of a council member, the day on which he or she made the declaration referred to in section 2.29; or
  - (b) in the case of a designated employee, the day on which the person became a designated employee.
- (2) A reference in this Subdivision to a disclosure concerning any income, corporation or any other thing (not being real property), includes a reference to a disclosure concerning any income derived, corporation incorporated (or taken to be registered), or other thing arising or received, outside this State.
- (3) For the purposes of this Subdivision, loans made, or goods or services supplied, to a relevant person by 2 or more related bodies corporate (as defined in the Corporations Act 2001 of the Commonwealth) are taken to have been made or supplied by a single corporation.

#### **5.75. Primary returns**

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who —
  - (a) has lodged a return within the previous year; or
  - (b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: \$10 000 or imprisonment for 2 years.

#### **5.76. Annual returns**

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

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

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

#### **“18G. Delegations to CEOs, limits on (Act s. 5.43)**

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

- (a) section 7.12A(2), (3)(a) or (4); and
- (b) regulations 18C and 18D.

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

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

- (a) how the person exercised the power or discharged the duty; and*
- (b) when the person exercised the power or discharged the duty; and*
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.”*

**Risk Related**

A local government is required to review its register of delegations at least once every financial year. The last review was undertaken in June 2023. Council is therefore required to adopt the reviewed delegations prior to 30 June 2024 to ensure compliance. This report mitigates that risk.

An appropriate framework of delegations:

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

**Workforce**

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

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

**VOTING REQUIREMENTS**

**Absolute Majority: Yes**

**RESOLUTION  
070624**

**Moved: Cr Denis Warnick**

**Seconded: Cr Denese Smythe**

**That, with regard to the Review of the Delegations Register, Council:**

- 1. Notes the last review of its Delegations Register, in accordance with Section 5.46(2) of the *Local Government Act 1995*, was conducted in June 2023 for the 2022/23 financial year.**
- 2. Adopts the amended Delegations Register, as presented in Appendix 1.**
- 3. Authorises the Chief Executive Officer to amend the Delegations Register to reflect the changes in role titles identified in the Workforce Plan 2024-2028 from 1 July 2024.**
- 4. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the Delegations Register prior to publication.**

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

**Against: Nil**

<b><i>CARRIED 6/0 BY ABSOLUTE MAJORITY</i></b>
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## Shire of York Delegations Register

As at June 2024

**Deleted:** September 2023

## REVIEW

Reviewed by	Date approved	References
Council	27 Nov 2017	Reviewed
Council	17 Dec 2018	Reviewed
Council	25 Nov 2019	Reviewed
Council	22 Dec 2020	Reviewed
Council	21 Dec 2021	Reviewed
Council	27 Jun 2023	Reviewed - Resolution# 140623
Council	25 Jun 2024	Reviewed - Resolution# TBD

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## INTRODUCTION

### Introduction

Delegations and the appointment of authorised persons are used to perform the functions prescribed in legislation.

The application of these powers permits the efficient, effective and timely delivery of services in accordance with legislation that is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

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

Local government exercises many of its functions through a combination of delegated powers and authorisations. This includes functions under the *Local Government Act 1995* (the Act) and Regulations but also legislation related to planning, dogs, cats, health, building, bush fire prevention and management and food safety.

### Definitions

The terms used throughout this register are defined below:

**"Authorisations"**: the written form that conveys an authorisation to an Authorised person.

**"Conditions"**: a description of when the delegation/ authorisation can / cannot be used or the time frame for which the delegation/ authorisation is valid.

**"Delegate"**: the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

**"Delegation"**: the process, prescribed in legislation, for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the Delegate).

**"Delegator"**: the person (named by position title or office) or entity in which the written law vests an Express Power or Duty whom delegates that Express Power or Duty.

**"Express Power or Duty"**: a power or duty written (expressly) in legislation.

**"Express Power to Delegate"**: a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

**"Head of Power"**: the legislation, which contains an express power to delegate and/or an express power or duty.

**"Instrument of Delegation"**: the written form of a delegation. Legislation requires delegation be provided in writing. The instrument of delegation communicates the delegation from the Delegator to the Delegate.

**"Sub-delegate"**: the person (named by position or title or office) or entity to which a Delegate has sub-delegated a power or duty, which has been delegated to that Delegate by the Delegator.

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### Foundation for Delegation

Section 59 of the *Interpretation Act 1984* prescribes the framework for how delegated authority must be structured in Western Australian law:

1. The written law (Head of Power) must include an Express Power to Delegate, which specifically enables a person (the Delegator) to make a delegation.
2. In that same written law, there must be an Express Power or Duty conferred or imposed on the Delegator and it must be capable of being delegated. This means that the power or duty proposed for delegation must be written in the same law as the Express Power to Delegate; and that written law must not prohibit the power or Duty from being delegated or contain limitations or conditions, which the proposed delegation exceeds.
3. The power to delegate cannot be delegated.
4. Delegations must be in writing (the instrument of delegation).
5. Delegations must be advised to the Delegate in writing.

The requirements for delegation prescribed in the *Interpretation Act 1984*, apply to all delegations under Western Australian Law, including the Act and all other Acts under which local government has duties and powers.

### Review of Delegations

Section 5.46 of the Act requires that a review of the delegations made under the Act occurs at least once every financial year. In line with good governance principles, it is important that delegations are reviewed regularly to ensure currency. The Shire reviews this register in accordance with those requirements.

### Standard Conditions on Delegations

In accordance with Section 5.71 of the Act and the Shire of York's Code of Conduct, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest, that employee must not exercise the power or discharge the duty and must, in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The Act contains severe penalties for failure to comply.

Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of York local laws, policies and resolutions of Council.

### Record of Actions and Decisions

If a person is exercising a power or duty that has been delegated under the Act, Section 5.46(3) of the Act requires that records be kept whenever the delegated authority is utilised. Regulation 19 of the *Local Government (Administration) Regulations 1996* prescribes the information required to be recorded, being:

1. How the person exercised the power or discharged the duty;
2. When the person exercised the power or discharged the duty; and
3. The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

The register details the recording and record keeping requirements associated with each delegation, and is reported to Council at the Concept Forum. It is important that the details of the person who exercised the delegation are recorded in the register. Only officers who are delegated authority can make discretionary decisions under delegation.

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### Primary and Annual Returns

In accordance with Sections 5.75 and 5.76 of the Act, the delegation of a power or duty to an employee under the Act or Section 214 of the *Planning and Development Act 2005* triggers the requirement to make disclosures in primary and annual returns. An employee to whom a duty or power is delegated under the Act is considered a 'designated employee' under Section 5.74(1) of the Act.

The Act contains severe penalties (a fine of \$10,000 or two years imprisonment) for failure to comply with this requirement. It is the responsibility of each individual employee to ensure compliance.

The Shire of York utilises the Attain compliance platform to manage its Return process and in accordance with Section 5.96A of the Act and Regulation 29C of the *Local Government (Administration) Regulations 1996*, produces and publishes on its website a report annually detailing the Returns made in the last financial year.

### Matters which cannot be Delegated

Under Section 5.43 of the Act the following powers cannot be delegated by Council to the CEO:

1. Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
2. Accepting a tender which exceeds an amount determined by the local government;
3. Appointing an auditor;
4. Acquiring or disposing of any property value at an amount determined by the local government;
5. Any of the local government's powers under Section 5.98, 5.98A, 5.99, 5.99A and 5.100 of the Act;
6. Borrowing money on behalf of the local government;
7. Hearing or determining an objection of a kind referred to in Section 9.5;
8. The power under Section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
9. Any power or duty that requires the approval of the Minister or Governor; or
10. Such other duties or powers that may be prescribed by the Act.

Furthermore, the following Regulations prescribe powers and duties which cannot be delegated to the CEO:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under Sections 7.12A2, 7.12A(3)(a) and 7.12A(4) of the Act (relating to meetings with auditors) and Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance).
2. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

### Delegation by the Chief Executive Officer to an Employee

Section 5.44(1) of the Act allows for the CEO to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per Section 5.44(2). The Act also allows for the CEO to place conditions on any delegations under Section 5.44(4).

There is no power for a person other than the CEO to delegate a power as stated in Section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

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### Acting Through another person

The Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. Section 5.45(2) of the Act states:

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

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

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

The key difference between a delegation and "acting through" is that a delegate exercises the decision-making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to "act through" another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

### Using Delegations to make decisions

Before using a delegated authority, a delegate must familiarise themselves with the legislative framework that informs the decisions they will make under the Delegation. Care should be taken to understand the legislative process, conditions and limitations relevant to the statutory power or duty. The delegate must also consider and apply policy, procedures or standards that are relevant to the decisions they are empowered to make and also ensure that they comprehensively understand the legal framework that informs their decision making.

### Conflicts of Interest

A conflict of interest arises where a personal interest is in conflict with the public interest. In accordance with Sections 5.70 and 5.71 of the Act, delegates must disclose any conflict of interest relating to advice or reports, or interests relating to delegated functions. An interest may require them to be removed from the decision-making process.

A Delegate may refer the decision making back to the Delegator, where they consider there is a risk or sensitivity, which makes it more appropriate for the Delegator to make that decision.

The Shire's Code of Conduct sets out the requirement for employees to immediately disclose interests that could be in conflict, or could be perceived to be in conflict with the performance of their public duties.

The Act contains severe penalties (a fine of \$10,000 or two years imprisonment) for failure to comply with this requirement. It is the responsibility of each individual employee to ensure compliance.

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## DELEGATIONS

## 01 Local Government Act 1995 Delegations

Local Government Act 1995

## 01.1 Council to CEO

<b>Delegation</b>	<b>1.1.1 Compensation - Damage Incurred when Performing Executive Functions</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
<b>Function</b>	<ol style="list-style-type: none"> <li>In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)].</li> <li>Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Delegation is limited to settlements which do not exceed a material value of \$5,000. Settlements over that value are to be presented to Council.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>1.1.2 Powers of Entry</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Ranger
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	<a href="#">Local Government Act 1995:</a> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry. s.3.34(2) Entry in an emergency
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <del>Register of Exercised Delegations</del> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.
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<b>Adoption references</b>	Resolution# 140623

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<b>Delegation</b>	<b>1.1.3 Declare Vehicle is Abandoned Vehicle Wreck</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
<b>Function</b>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority <del>1.1.4</del> Confiscated or Uncollected Goods or alternatively, referred for Council decision.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services <del>Development Services Coordinator</del> Ranger
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> , Part 3, Division 3, Subdivision 3.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>1.1.4 Confiscated or Uncollected Goods</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46].</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> <li>4. The period after which goods may be sold or otherwise disposed of under subsection (2b) is: <ol style="list-style-type: none"> <li>a. For perishable goods – 3 days.</li> <li>b. For animals – 7 days.</li> <li>c. For prescribed non-perishable goods – one month.</li> <li>d. For other non-perishable goods – 2 months.</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with r.30 of the <i>Local Government (Functions and General) Regulations 1996</i>, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.</li> <li>b. The Delegation can only be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed.</li> <li>c. If the market value is less than \$500, then the uncollected goods/abandoned vehicles can be disposed of via a Private Treaty.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.

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<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> is reported to Council in conjunction with the Concept Forum.
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27 Jun 2023	Amended delegation	Amended – Replaces DE1.11, DE1.12 and DE1.13	Resolution # 140623

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<b>Delegation</b>	<b>1.1.5 Disposal of Sick or Injured Animals</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Authority to recover expenses incurred for removing, impounding, and disposing of</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Delegation only to be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services <a href="#">Development Services Coordinator</a> Ranger
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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27 Jun 2023	Amended delegation	Amended – Replaces DE1.14	Resolution # 140623

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<b>Delegation</b>	<b>1.1.6 Close Thoroughfares to Vehicles</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ol style="list-style-type: none"> <li>a. Give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>b. Consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ol> </li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Before doing anything to which s.3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].</li> <li>b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only).</li> <li>c. Where the closure is required for the conduct of an event, the requirement of the Road Traffic (Events on Roads) Regulations 1991 will be applied.</li> <li>d. Reasons where the Chief Executive Officer would determine an application for the temporary closure of a thoroughfare, include but are not limited to the following: <ol style="list-style-type: none"> <li>i. In cases of emergency.</li> <li>ii. Where in the opinion of the Chief Executive Officer that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally.</li> <li>iii. For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991.</li> <li>iv. Where the Council is undertaking repair and maintenance works to a thoroughfare.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services

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<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> : Part 3, Division 3, Subdivision 3 <a href="#">Road Traffic (Events on Roads) Regulations 1991</a> <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> <a href="#">Thoroughfares Local Law</a> <a href="#">Local Government Property Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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Amendments			
Date	Type	Amendment	References
24 Oct 2016	Amended delegation	Reviewed – 24 October 2016 – Replaced DE24 in part	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
21 Dec 2021	New delegation	New – 21 December 2021 - replaces DE1.1, DE1.2, DE1.3 and DE1.4	---

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<b>Delegation</b>	<b>1.1.7 Obstruction of Footpaths and Thoroughfares</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> <li>Prevent damage to the footpath; or</li> <li>Prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>Provided evidence of sufficient Public Liability Insurance.</li> <li>Provided pedestrian and traffic management plans which are sufficient for</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services



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<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
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<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> Penalties under the <i>Uniform Local Provisions Regulations</i> are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a> <a href="#">Road Traffic (Events on Roads) Regulations 1991</a> <a href="#">Thoroughfares Local Law</a> <a href="#">Local Government Property Local Law</a>
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<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Date adopted</b>	27 June 2023
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<b>Adoption references</b>	Resolution# 140623
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<b>Last reviewed</b>	<a href="#">25 June 2024</a>
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<b>Delegation</b>	<b>1.1.8 Gates Across Public Thoroughfares</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Each approval provided must be recorded in the Shire of York's statutory Register of Gates in accordance with ULP r.8.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
<b>Policy</b>	<a href="#">Policy G28 – Gates Across Road Reserves</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.

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<b>Delegation</b>	<b>1.1.9 Public Thoroughfare – Dangerous Excavations</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures.</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>

<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>1.1.10 Crossing – Construction, Repair and Removal</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)].</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the local government [ULP r.12(1)(a)].</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a> <a href="#">Thoroughfares Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Last reviewed</b>	<del>25 June 2024</del>

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Amendments			
Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - replaces DE4-2	Resolution # 140623

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<b>Delegation</b>	<b>1.1.11 Private Works on, over or under Public Places</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Adoption references</b>	Resolution# 140623
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Amendments			
Date	Type	Amendment	References
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
17 Dec 2017	Amended delegation	Amended 17 December 2018	---
27 Jun 2023	Amended delegation	Amended - Replaces DE4-1	Resolution # 140623

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<b>Delegation</b>	<b>1.1.12 Expressions of Interest for Goods and Services</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r.24 Person expressing interest to be notified of outcome
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23 &amp; r.24].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. A determination to call for Expressions of Interest may only occur where the procurement or disposal is identified in Annual Budget allocations.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees.
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures.
<b>Policy</b>	<a href="#">Policy F2 - Procurement</a> <a href="#">Policy F9 - Panels of Pre-Qualified Suppliers</a> <a href="#">WALGA Procurement Toolkit</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.  Documentation to be recorded in the relevant EOI File.
<b>Date adopted</b>	27 June 2023

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<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<del>25 June 2024</del>

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Amendments			
Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE5-4	Resolution # 140623

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<b>Delegation</b>	<b>1.1.13 Tenders for Goods and Services – Call Tenders</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract R21A Varying a contract for the supply of goods or services
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14 (5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: <ol style="list-style-type: none"> <li>i. The proposed goods or services are required to fulfil a routine contract related to the day to day operations of the local government; or</li> <li>ii. A current supply contract expiry is imminent; and</li> <li>iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and</li> <li>iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.</li> <li>b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ol>

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<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures
<b>Policy</b>	<a href="#">WALGA Subscription Service – Procurement Toolkit Policy F2 Procurement</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.  Entry into the Tender Register in accordance with r.17 <i>Local Government (Functions and General) Regulations 1996</i> . Documentation is to be recorded in the relevant Tender File.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<del>25 June 2024</del>

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Amendments			
Date	Type	Amendment	References
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE5-5	Resolution # 140623

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<b>Delegation</b>	<b>1.1.14 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&amp;G r.18(2)].</li> <li>Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> <li>The extent to which each tender satisfies the criteria for deciding which tender to accept; and</li> <li>To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&amp;G r.18(4)].</li> </ol> </li> <li>Authority to decline to accept any tender [F&amp;G r.18(5)].</li> <li>Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&amp;G r.18(6) &amp; (7)].</li> <li>Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&amp;G r.20(2)].</li> <li>Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$100,000 whichever is the lesser value [F&amp;G r.21A(a)].</li> <li>Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</li> </ol>
<b>Delegates</b>	CEO

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<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. Exercise of authority under F&amp;G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised –consider process contract implications.</li> <li>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: <ul style="list-style-type: none"> <li>i. The total consideration under the resulting contract is \$250,000 or less;</li> <li>ii. The expense is included in the adopted Annual Budget; and</li> <li>iii. The tenderer has complied with requirements under F&amp;G r.18(2) and (4).</li> </ul> </li> <li>c. A decision to vary a tendered contract before entry into the contract [F&amp;G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</li> <li>d. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</li> </ul>
<b>Express power to subdelegate</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.</li> <li>b. Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation.</li> <li>c. The performance of sub-delegation under Function 8 only applies to lump sum contracts and is to align with the authorised limits contained in financial delegations.</li> </ul>
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures
<b>Policy</b>	<a href="#">WALGA Subscription Service – Procurement Toolkit</a> <a href="#">F2 Procurement Policy</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<del>25 June 2024</del>

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Amendments			
Date	Type	Amendment	References
28 Mar 2023	New delegation	Adopted – 28 March 2023	Resolution 420323



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<b>Delegation</b>	<b>1.1.15 Panels of Pre-Qualified Suppliers for Goods and Services</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&amp;G r.24AC(1)(b)].</li> <li>2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&amp;G r.24AD(3)].</li> <li>3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&amp;G r.24AD(6)].</li> <li>4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&amp;G r.24AH(2)].</li> <li>5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&amp;G r.24AH(3)].</li> <li>6. Authority to request clarification of information provided in a submission by an applicant [F&amp;G r.24AH(4)].</li> <li>7. Authority to decline to accept any application [F&amp;G r.24AH(5)].</li> <li>8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$250,000 or less and the expense is included in the adopted Annual Budget.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities.</li> <li>b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ol>

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<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures
<b>Policy</b>	<a href="#">WALGA Subscription Service – Procurement Toolkit</a> <a href="#">Policy F2 - Procurement</a> <a href="#">Policy F9 – Panels of Pre-Qualified Suppliers</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
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<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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<b>Delegation</b>	<b>1.1.16 Disposing of Property</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>a. The highest bidder at public auction [s.3.58(2)(a)].</li> <li>b. The person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)].</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</li> <li>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$50,000 or less.</li> <li>c. When determining the method of disposal: <ol style="list-style-type: none"> <li>i. Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>• Reserve price has been set by independent valuation.</li> <li>• Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</li> <li>iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> <li>• Negotiate the sale of the property up to a -10% variance on the valuation; and</li> <li>• Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded.</li> </ul> </li> </ol> </li> <li>d. Where the market value of the property is determined as being less than \$20,000 (F&amp;G r.30(3) excluded disposal) may be undertaken: <ol style="list-style-type: none"> <li>i. Without reference to Council for resolution; and</li> <li>ii. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then,</li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>b. Sub-delegation is capped to a value of \$5,000 per individual item being disposed of.</li> </ul>
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> – s.3.58 Disposal of Property <a href="#">Local Government (Functions and General) Regulations 1995</a> – r.30 Dispositions of property excluded from Act s. 3.58
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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Amendments			
Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Replaces DE1.15 and DE1.16	Resolution # 140623

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<b>Delegation</b>	<b>1.1.17 Payments from the Municipal or Trust Funds</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Function</b>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Authority to make payments is subject to annual budget limitations. b. <del>Authority to make a donation of cash or services to a maximum value of \$1,000 per entity per financial year. The entity must be an incorporated body or a registered charity.</del> c. Access to electronic funds transfer software, passwords and encryption information is to be restricted to the CEO, Executive Manager Corporate & Community Services, Executive Manager Infrastructure & Development Services and the Finance Manager.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Finance Manager
<b>Subdelegate conditions</b>	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5, and Policy F5 – Authority to Make Payments from the Trust and Municipal Funds. c. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or an Executive Manager.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> <a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. <a href="#">Local Government (Audit) Regulations 1996</a>
<b>Policy</b>	Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a> Department of Local Government, Sport and Cultural Industries <a href="#">Accounting Manual Policy F2 - Procurement</a> <a href="#">Policy F5 – Authority to Make Payments from the Trust and Municipal Funds</a> <a href="#">Policy F6 – Corporate Credit Card Policy</a>

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<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a>) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.</p> <p>Each payment from the municipal or trust funds is to be noted on a list compiled for each month which is to be presented to the next Ordinary Meeting of Council.</p>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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Amendments			
Date	Type	Amendment	References
18 Apr 2016	New delegation	Adopted 18 April 2016 to replace DE1	---
24 Oct 2016	Amended delegation	Amended – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-1	Resolution # 140623

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<b>Delegation</b>	<b>1.1.18 Defer, Grant Discounts, Waive or Write Off Debts</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of York [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of York [s.6.12(1)(b)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed \$1,000 per debtor.</li> <li>b. A debt relating to interest accrued on a rate or service charge may only be written off where the dollar value does not exceed \$400 (suspension and/or write off) per property per annum.</li> <li>c. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of York, or where the value of the debt makes recovery attempts uneconomical.</li> <li>d. Write off of debts greater than these values must be referred to Council for a decision.</li> <li>e. An application for fee waiver or concession may only be granted where the applicant completes a Request for Fee Waiver Application Form, and the amount is less than \$1,000. This includes, but is not limited to such things as: venue hire, bus hire, chair hire etc. Applications of \$1,000 or more must go to Council for approval.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: <ul style="list-style-type: none"> <li>• 1.1.21 Agreement as to Payment of Rates and Service Charges</li> <li>• 1.1.23 Recovery of Rates and Service Charges</li> <li>• 1.1.24 Recovery of Rates Debts – Require Lessee to Pay Rent</li> </ul>
<b>Policy</b>	<a href="#">Policy F10 – Financial Hardship – Rates &amp; Charges</a>



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<b>Record keeping</b>	<p>Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p> <p>In accordance with r.42 of the <i>Local Government (Financial Management) Regulations 1996</i>, the total amount of money written off is to be reported in the Annual Report.</p> <p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.</p>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
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Amendments			
Date	Type	Amendment	References
21 Dec 2012	New delegation	NEW 21 December 2021 Replaces DE3.4, DE3.7 & DE3.12	---

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<b>Delegation</b>	<b>1.1.19 Power to Invest and Manage Investments</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management r.19C and Policy F4 - Investment.</li> <li>b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be presented to the next Ordinary Meeting of Council.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>b. A decision to invest must be jointly confirmed by two Delegates, one of whom is the Chief Executive Officer.</li> </ol>
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Financial Management) Regulations 1996</a> – refer r.19C Investment of money, restrictions on (Acts.6.14(2)a))
<b>Policy</b>	<a href="#">Policy F4 - Investment</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023

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<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<del>25 June 2024</del>

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Amendments			
Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Replaces DE3-2	Resolution # 140623

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<b>Delegation</b>	<b>1.1.20 Rate Record Amendment</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
<b>Function</b>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Delegates must comply with the requirements of s.6.40 of the Act.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Decisions under this delegation may be referred for review by the State Administration
<b>Policy</b>	<a href="#">Policy F8 – Rates Exemptions for Charitable Purposes.</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>1.1.21 Agreement as to Payment of Rates and Service Charges</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
<b>Function</b>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Decisions under this delegation must comply with Policy F10 – Financial Hardship – Rates and Charges. b. Agreements must be in writing and, subject to the Policy F10 – Financial Hardship – Rates and Charges, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<a href="#">Policy F1 – Revenue Collection</a> <a href="#">Policy F10 – Financial Hardship – Rates and Charges</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.  Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<del>25 June 2024</del>

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Amendments			
Date	Type	Amendment	References
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-3	Resolution # 140623

Shire of York

<b>Delegation</b>	<b>1.1.22 Determine Due Date for Rates or Service Charges</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
<b>Function</b>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of York [s.6.50].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<del>25 June 2024</del>

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<b>Delegation</b>	<b>1.1.23 Recovery of Rates or Service Charges</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Decisions under this delegation must comply with Policies F1 – Revenue Collection and F10 – Financial Hardship – Rates and Charges.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Rates &amp; Charges (Rebates &amp; Deferments) Act 1992</a> <a href="#">Valuation of Land Act 1978</a> <a href="#">Fire &amp; Emergency Services Act 1998</a>
<b>Policy</b>	<a href="#">Policy F1 – Revenue Collection</a> <a href="#">Policy F10 – Financial Hardship – Rates &amp; Charges</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergyssoft and the hard copy file in the Compactus.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<del>25 June 2024</del>

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Amendments			
Date	Type	Amendment	References
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-8	Resolution # 140623

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<b>Delegation</b>	<b>1.1.24 Recovery of Rates Debts – Require Lessee to Pay Rent</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of York [s.6.60(2)].</li> <li>Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Decisions under this delegation must comply with Policy F10 – Financial Hardship – Rates and Charges.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>The sub-delegation does not include Function 2, this Function must be determined by the Chief Executive Officer.</li> </ol>
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government Act 1995</a> – refer s.6.61 and s.6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. <a href="#">Rates &amp; Charges (Rebates &amp; Deferments) Act 1992</a> <a href="#">Valuation of Land Act 1978</a> <a href="#">Fire &amp; Emergency Services Act 1998</a>
<b>Policy</b>	<a href="#">Policy F10 – Financial Hardship – Rates and Charges</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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Amendments			
Date	Type	Amendment	References
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-9	Resolution # 140623

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<b>Delegation</b>	<b>1.1.25 Rate Record – Objections</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)].</li> <li>Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	a. An extension is not to be granted for a period exceeding six weeks.
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Decisions under this delegation may be referred for review by the State Administration
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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Amendments			
Date	Type	Amendment	References
24 Oct 2016	New delegation	DE3-5 Adopted 18 April 2016; DE3-6 New 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-5 and DE3-6	Resolution # 140623

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<b>Delegation</b>	<b>1.1.26 Appoint persons to receive and withdrawal of complaints</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Local Government (Model Code of Conduct) Regulations 2021:</i> r.11(3) Complaint about alleged breach
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to appoint one (1) or more persons for the purpose of receiving and withdrawals of complaints in accordance with the <i>Local Government (Model Code of Conduct) Regulations 2021</i> [r.11(3)].</li> <li>Authority to approve the complaint form and any future amendments to the form [r.11 (2)(a)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Policy</b>	<a href="#">Policy E1 Code of Conduct: Council Members, Committee Members &amp; Candidates</a> <a href="#">Policy E11 Council Code of Conduct Division 3 Complaint Handling Policy</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	22 August 2023
<b>Adoption references</b>	Resolution # 060823
<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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Amendments			
Date	Type	Amendment	References
23 Aug 2022	New delegation	NEW	Resolution # 150822
22 Aug 2023	Amended delegation	Aligned with WALGA template, missed in initial adoption of reviewed Delegations Register hence re-presented to Council for adoption	Resolution # 060823

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## 01.2 Local Law Delegations to the CEO

<b>Delegation</b>	<b>1.2.1 Issuing of Licences, Approvals &amp; Permits – Local Laws</b>
<b>Head of power</b>	01 Local Government Act 1995 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Shire of York Local Laws</i>
<b>Function</b>	The authority to determine applications for the issue and/or renewal of licenses and permits that are provided for in Council's Local Laws.
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with r.11 and r.17 of the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> . Crossing permits are approved under r.12 and r.13 of the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> . <a href="#">Council's Local Laws</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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## 02 Building Act 2011 Delegations

Building Act 2011 Delegations

## 02.1 Council to CEO

<b>Delegation</b>	<b>2.1.1 Grant a Building Permit</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)].</li> <li>Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> <li>Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<a href="#">Executive Manager Infrastructure and Development Services</a> Development Services Coordinator ▼
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

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<b>Statutory framework</b>	<a href="#">Building Act 2011</a> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor <a href="#">Building Regulations 2012</a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT <a href="#">Building Services (Registration Act) 2011</a> – Section 7 <a href="#">Home Building Contracts Act 1991</a> – Part 3A, Division 2 – Part 7, Division 2 <a href="#">Building and Construction Industry Training Levy Act 1990</a> <a href="#">Heritage Act 2018</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.  Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
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Amendments			
Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623

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<b>Delegation</b>	<b>2.1.2 Demolition Permits</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> <li>a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)].</li> <li>b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<a href="#">Executive Manager Infrastructure and Development Services</a> Development Services Coordinator
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <a href="#">Building Services (Complaint Resolution and Administration) Act 2011</a> Part 7, Division 2 <a href="#">Building and Construction Industry Training Levy Act 1990</a> <a href="#">Heritage Act 2018</a>

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<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.  Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	<a href="#">25 June 2024</a>

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Amendments			
Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623

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<b>Delegation</b>	<b>2.1.3 Occupancy Permits or Building Approval Certificates</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration <i>Building Regulations 2012:</i> r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<a href="#">Executive Manager Infrastructure and Development Services</a> Development Services Coordinator
<b>Subdelegate conditions</b>	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> s.59 Time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT <a href="#">Building Services (Complaint Resolution and Administration) Act 2011</a> – Part 7, Division 2 <a href="#">Building and Construction Industry Training Levy Act 1990</a> <a href="#">Heritage Act 2018</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.  Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.

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<b>Adoption references</b>	Resolution# 140623
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Amendments			
Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623

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<b>Delegation</b>	<b>2.1.4 Designate Employees as Authorised Persons</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol> <p>NOTE: An <i>authorised person</i> for the purposes of s.96(3) and s.99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of r.70 of the <i>Building Regulations 2012</i>.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	<i>Building Act 2011:</i> s.97 Each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Adoption references</b>	Resolution# 140623
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27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623



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<b>Delegation</b>	<b>2.1.5 Building Orders</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.88 Finishes of walls close to boundaries s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to make Building Orders in relation to: <ol style="list-style-type: none"> <li>Building work</li> <li>Demolition work</li> <li>An existing building or incidental structure [s.110(1)].</li> </ol> </li> <li>Authority to give notice of a proposed Building Order and consider submissions received in response and determine actions [s.111(1)(c)].</li> <li>Authority to revoke a Building Order [s.117].</li> <li>If there is non-compliance with a Building Order, authority to cause an authorised person to: <ol style="list-style-type: none"> <li>Take any action specified in the order; or</li> <li>Commence or complete any work specified in the order; or</li> <li>Of any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)].</li> </ol> </li> <li>Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)].</li> <li>Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to s.110 of the Building Act 2011.</li> <li>Authority to, for the purpose of imposing a condition under s.27 or making a building order, specify the way in which an outward facing side of a particular close wall must be finished if — <ol style="list-style-type: none"> <li>there are no regulations as mentioned in subsection (2) that apply to the wall; and</li> <li>the finish for the outward facing side of the wall is not set out in the plans and specifications that were specified in the applicable certificate of design</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<a href="#">Executive Manager Infrastructure and Development Services</a> Development Services Coordinator

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<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>b. The sub-delegation does not include performing Functions 5 and 6. These can only be undertaken by authority of the Chief Executive Officer.</li> </ul>
<b>Statutory framework</b>	<p><i>Building Act 2011:</i></p> <p>s.88 Finishes of walls close to boundaries</p> <p>s.111 Notice of proposed building order other than building order (emergency)</p> <p>s.112 Content of building order</p> <p>s.113 Limitation on effect of building order</p> <p>s.114 Service of building order</p> <p>Part 9 Review - s.122 Building orders – application for review by SAT</p>
<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.</p> <p>Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p>
<b>Date adopted</b>	27 June 2023
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<b>Delegation</b>	<b>2.1.6 Inspection and Copies of Building Records</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
<b>Function</b>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Development Services Coordinator Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. This delegation can only be exercised where the landowner has signed the application form (excluding requests from State agencies).
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> - s.146 Confidentiality <a href="#">Freedom of Information Act 1992</a> <a href="#">State Records Act 2000</a>
<b>Policy</b>	<a href="#">Policy 08 – Employee Code of Conduct</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.  Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
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<b>Delegation</b>	<b>2.1.7 Referrals and Issuing Certificates</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Act 2011:</i> s.145A Local Government functions
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of York's District [s.145A(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<a href="#">Executive Manager Infrastructure and Development Services</a> Development Services Coordinator
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ol>
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> <a href="#">Building Regulations 2012</a>
<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.</p> <p>Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p>
<b>Date adopted</b>	27 June 2023
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<b>Delegation</b>	<b>2.1.8 Private Pool Barrier – Alternative and Performance Solutions</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]</li> <li>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<a href="#">Executive Manager Infrastructure and Development Services</a> Development Services Coordinator
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>b. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file.</li> </ol>
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> <a href="#">Building Regulations 2012</a> Swimming Pool provisions – AS1926.1 Standards (as amended)
<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.</p> <p>Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p>
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<b>Delegation</b>	<b>2.1.9 Smoke Alarms – Alternative Solutions</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	<a href="#">Executive Manager Infrastructure and Development Services</a> Development Services Coordinator
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file.</li> <li>b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ol>
<b>Statutory framework</b>	<a href="#">Building Act 2011</a> <a href="#">Building Regulations 2012</a>
<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a>) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.</p> <p>Relevant notes are to be kept on the property file within Synergyssoft and the hard copy file in the Compactus.</p>
<b>Date adopted</b>	27 June 2023
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<b>Delegation</b>	<b>2.1.10 Appointment of Approved Officers and Authorised Officers</b>
<b>Head of power</b>	02 Building Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express power or duty delegated</b>	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with r. 70(1) and (1A) of the Building Regulations 2012. <i>NOTE: Only employees delegated under s.5.44(1) of the Local Government Act 1995 with power under s.9.19 or s.9.20 may be appointed as "approved officers".</i></li> <li>Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with r.70(2) of the Building Regulations 2012. <i>NOTE: Only employees appointed under s.9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s.9.16 of that Act may be appointed as "authorised officers" for the purposes of r70(2) of the Building Regulations 2012.</i></li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
<b>Express power to subdelegate</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	<a href="#">Building Regulations 2012:</a> r.70(3) Each authorised officer must be issued a certificate of appointment.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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## 03 Bush Fires Act 1954 Delegations

Bush Fires Act 1954 Delegations

## 03.1 Council to CEO, President and Bush Fire Control Officer

<b>Delegation</b>	<b>3.1.1 Make Request to FES Commissioner - Control of Fire</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Function</b>	1. Authority to request on behalf of the Shire of York that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13 (4)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This Register is reported to Council in conjunction with the Concept Forum.</del>
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<b>Delegation</b>	<b>3.1.2 Prohibited Burning Times - Vary</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to President and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8)).
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17 (7)].
<b>Delegates</b>	<del>Chief Executive Officer and</del> Chief Bush Fire Control Officer <del>(jointly)</del>
<b>Express power to subdelegate</b>	a. Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
<b>Subdelegate conditions</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a> <a href="#">Conservation and Land Management Act 1984</a> <a href="#">Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.  Documentation confirming the procedural requirements of s.17(7B) and (8) have been complied with are to be recorded within the Shire's records management system.
<b>Date adopted</b>	27 June 2023
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<b>Delegation</b>	<b>3.1.3 Prohibited Burning Times – Control Activities</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fire Regulations 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>3.1.4 Restricted Burning Times – Vary and Control Activities</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> <li>Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> <li>Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> <li>Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Delegates</b>	CEO

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<b>Conditions</b>	a. The delegation of power granted under Function 4 is only to be exercised where the Chief Bush Fire Control Officer is unable or unwilling to make a determination in this regard OR the decision to refuse a permit to burn has been made by the Chief Bush Fire Control Officer.
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fire Regulations 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>3.1.5 Control of Operations Likely to Create Bush Fire Danger</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> <li>A person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>A person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>A person using explosives [r.39D(2)].</li> <li>A person using fireworks [r.39E(3)].</li> </ol> </li> <li>Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a</i></li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fire Regulations 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>3.1.6 Burning Garden Refuse/Open Air Fires</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. <ol style="list-style-type: none"> <li>Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> <li>Camping or cooking [s.25(1)(a)].</li> <li>Conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> <li>Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Function 1 is only to be exercised where the Chief Executive Officer can be satisfied that approval is not likely to create a fire hazard.</li> </ol>
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fire Regulations 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.

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<b>Delegation</b>	<b>3.1.7 Firebreaks</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear firebreaks
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of York: <ol style="list-style-type: none"> <li>Clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>Act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>As a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	The Bush Fire Brigades are to be consulted where the notice is intended to be amended.
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> <li>Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and</li> <li>Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of York [s.38(5A)]</li> <li>Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17), [s.38(8) and (9)].</li> <li>Authority to appoint deputy Fire Weather Officer/s as considered necessary and where</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>3.1.9 Control and Extinguishment of Bush Fires</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].</li> <li>2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a> <a href="#">Bush Fires Regulations 1954</a> <a href="#">Conservation and Land Management Act 1984</a> <a href="#">Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>3.1.10 Recovery of Expenses Incurred through Contraventions of this Act</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
<b>Function</b>	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of York or those on behalf of the Shire of York to do [s.58].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>3.1.11 Prosecution of Offences</b>
<b>Head of power</b>	03 Bush Fires Act 1954 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express power or duty delegated</b>	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].</li> <li>Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Sub-delegation is prohibited by s.48(3)
<b>Statutory framework</b>	<a href="#">Bush Fires Act 1954:</a> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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## 04 Cat Act 2011 Delegations

Cat Act 2011 Delegations

## 04.1 Council to CEO

<b>Delegation</b>	<b>4.1.1 Cat Registrations</b>
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of York's District [Regs. Sch. 3 cl.1(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Development Services Coordinator Executive Manager Infrastructure and Development Services Ranger
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>b. Function 5 can only be exercised by the Chief Executive Officer.</li> </ol>

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<b>Statutory framework</b>	<a href="#">Cat Regulations 2012</a> : r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <a href="#">Cat Act 2011</a> <a href="#">Cat Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>4.1.2 Cat Control Notices</b>
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
<b>Function</b>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of York's District [s.26].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Development Services Coordinator Executive Manager Infrastructure and Development Services Ranger
<b>Subdelegate conditions</b>	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	<a href="#">Cat Regulations 2012</a> : r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. <a href="#">Cat Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>4.1.3 Recovery of Costs – Destruction of Cats</b>
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
<b>Function</b>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services <del>Development Services Coordinator</del>
<b>Subdelegate conditions</b>	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	<a href="#">Cat Act 2011</a> <a href="#">Cat Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>4.1.4 Applications to Keep Additional Cats</b>
<b>Head of power</b>	04 Cat Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express power or duty delegated</b>	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to require any document or additional information required to determine an application [r.8(3)]</li> <li>2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>.</li> <li>b. The limit of delegation is up to four (4) cats.</li> <li>c. The Ranger is to inspect the premises to ensure compliance with the factors relevant to a determination as contained in the Shire of York <i>Cat Local Law</i>.</li> <li>d. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for</li> </ol>
<b>Express power to subdelegate</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
<b>Subdelegates</b>	Development Services Coordinator Executive Manager Infrastructure and Development Services Ranger
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ol>
<b>Statutory framework</b>	<a href="#">Cat Act 2011</a> <a href="#">Cat Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <del>This</del> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623

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#### Amendments

Date	Type	Amendment	References
25 Nov 2019	New delegation	New – 25 November 2019	---
22 Dec 2022	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaced DE6-19	Resolution # 140623

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## 05 Dog Act 1974 Delegations

Dog Act 1974 Delegations

## 05.1 Council to CEO

<b>Delegation</b>	<b>5.1.1 Refuse or Cancel Registration</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].</li> <li>Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>The applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of two or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>The dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>The delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept.</li> <li>The dog is required to be microchipped but is not microchipped; or</li> <li>The dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of York's District [s15(4A)].</li> <li>Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant/owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> <li>Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had been found in contravention of s.31, s.32 or s.33A and had not been claimed [s.17(6)].</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> </ol>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties. (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ol>

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<b>Statutory framework</b>	<a href="#">Dog Act 1976</a> ; s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6). <a href="#">Dogs Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <b>Register of Exercised Delegations</b> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <b>This</b> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>5.1.2 Recovery of Moneys Due Under this Act</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
<b>Function</b>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	<a href="#">Dog Act 1976</a> <a href="#">Dog Regulations 2013</a> Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) <a href="#">Dogs Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>5.1.3 Dispose of or Sell Dogs Liable to be Destroyed</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
<b>Function</b>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Development Services Coordinator Executive Manager Infrastructure and Development Services Ranger
<b>Subdelegate conditions</b>	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The Development Services Coordinator and Ranger are to jointly agree, with evidence retained on file, before use of the delegated authority is exercised.
<b>Statutory framework</b>	<a href="#">Dog Act 1976</a> <a href="#">Dogs Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>5.1.4 Declare Dangerous Dog</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
<b>Function</b>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Dog Act 1976</a> <a href="#">Dogs Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>5.1.5 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> <li>a. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> </ol>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub-delegation).
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ol>
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Dog Act 1976</a> <a href="#">Dogs Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>5.1.6 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
<b>Function</b>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub-delegation)
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Dog Act 1976</a> <a href="#">Dogs Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>5.1.7 Determine Recoverable Expenses for Dangerous Dog Declaration</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
<b>Function</b>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Dog Act 1976</a> <a href="#">Dogs Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>5.1.8 Approval to Keep More than Two Dogs</b>
<b>Head of power</b>	05 Dog Act 1974 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express power or duty delegated</b>	<i>Dog Act 1976:</i> s.26 Limitation as to numbers
<b>Function</b>	1. Authority to provide an exemption as to the number of dogs able to be kept at a particular premises, allowing the keeping of more dogs than is permitted under the Shire's Dogs Local Law [s.26(3)].
<b>Delegates</b>	CEO
<b>Conditions</b>	<ul style="list-style-type: none"> <li>a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. Delegates are to adhere to the requirements prescribed in the Shire's Dogs Local Law and Policy C7 – Keeping of Three to Six Dogs.</li> <li>c. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for determination.</li> <li>d. The Ranger must inspect the premises to ensure means exist to effectively confine the</li> </ul>
<b>Express power to subdelegate</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties. (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services <u>Development Services Coordinator</u> Ranger
<b>Subdelegate conditions</b>	<ul style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> </ul>
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal. <a href="#">Dog Act 1976</a>
<b>Policy</b>	<a href="#">Policy C7 – Keeping of Three to Six Dogs</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <u>Register of Exercised Delegations</u> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <u>This</u> Register is reported to Council in conjunction with the Concept Forum.
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Amendments			
Date	Type	Amendment	References
24 Oct 2016	New delegation	NEW – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
22 Dec 2020	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaces DE6-13	Resolution # 140623



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## 06 Food Act 2008 Delegations

Food Act 2008 Delegations

## 06.1 Council to CEO

<b>Delegation</b>	<b>6.1.1 Prohibition Orders</b>
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Delegates</b>	CEO Environmental Health Officer Executive Manager Infrastructure and Development Services
<b>Conditions</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express power to subdelegate</b>	Nil – <i>Food Regulations 2009</i> do not provide for sub-delegation
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal.
<b>Policy</b>	<a href="#">Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This Register</a> is reported to Council in conjunction with the Concept Forum.
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Amendments			
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27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623

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<b>Delegation</b>	<b>6.1.2 Food Business Registrations</b>
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Function</b>	<ol style="list-style-type: none"> <li>Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)].</li> <li>Authority to vary the conditions or cancel the registration of a food business [s.112].</li> </ol>
<b>Delegates</b>	CEO Environmental Health Officer Executive Manager Infrastructure and Development Services
<b>Conditions</b>	<ol style="list-style-type: none"> <li>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ol style="list-style-type: none"> <li><a href="#">Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</a></li> <li><a href="#">Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No. 1</a></li> <li><a href="#">WA Priority Classification System</a></li> <li><a href="#">Verification of Food Safety Program Guideline</a></li> </ol> </li> </ol>
<b>Express power to subdelegate</b>	Nil – <i>Food Regulations 2009</i> do not provide for sub-delegation
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal <a href="#">Food Act 2008</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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Amendments			
Date	Type	Amendment	References
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623

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<b>Delegation</b>	<b>6.1.3 Appoint Authorised Officers and Designated Officers</b>
<b>Head of power</b>	06 Food Act 2008 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express power or duty delegated</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ol style="list-style-type: none"> <li>i. <a href="#">Appointment of Authorised Officers as Meat Inspectors</a></li> <li>ii. <a href="#">Appointment of Authorised Officers</a></li> <li>iii. <a href="#">Appointment of Authorised Officers – Designated Officers only</a></li> <li>iv. <a href="#">Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</a></li> </ol>
<b>Express power to subdelegate</b>	Nil – <i>Food Regulations 2009</i> do not provide for sub-delegation
<b>Statutory framework</b>	<a href="#">Food Act 2008:</a> s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
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Amendments			
Date	Type	Amendment	References
18 Apr 2016	New delegation	Reviewed & Adopted – 18 April 2016 – Replaces DE-17	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-6	Resolution # 140623

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## 07 Graffiti Vandalism Act 2016 Delegations

Graffiti Vandalism Act 2016 Delegations

## 07.1 Council to CEO

<b>Delegation</b>	<b>7.1.1 Give Notice Requiring Obliteration of Graffiti</b>
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>b. Function 2 can only be exercised by the Chief Executive Officer.</li> </ol>
<b>Statutory framework</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. <a href="#">Graffiti Vandalism Act 2016</a>
<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.</p> <p>Details of how the Shire gave effect to the notice, including photographs of graffiti removed is to be recorded and registered in Altus Records and linked to the property file.</p>
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<b>Adoption references</b>	Resolution# 140623

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<b>Delegation</b>	<b>7.1.2 Notices – Deal with Objections and Give Effect to Notices</b>
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to deal with an objection to a notice [s.22(3)].</li> <li>2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> <li>a. Determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and</li> <li>b. To give notice to the affected person, before taking the necessary actions [s.24 (3)].</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	Decisions under this delegation may be referred for review by the State Administration Tribunal.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>7.1.3 Obliterate Graffiti on Private Property</b>
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
<b>Function</b>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Subject to exercising Powers of Entry as specified in Division 4 of the <i>Graffiti Vandalism Act 2016</i>
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
<b>Subdelegate conditions</b>	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
<b>Statutory framework</b>	<a href="#">Graffiti Vandalism Act 2016</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>7.1.4 Powers of Entry</b>
<b>Head of power</b>	07 Graffiti Vandalism Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express power or duty delegated</b>	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
<b>Subdelegates</b>	Nil
<b>Subdelegate conditions</b>	Not applicable
<b>Statutory framework</b>	<a href="#">Graffiti Vandalism Act 2016</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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## 08 Health (Miscellaneous Provisions) Act 1911 Delegations

Health (Miscellaneous Provisions) Act 1911 Delegations

## 08.1 Council to CEO

<b>Delegation</b>	<b>8.1.1 Powers of Local Government – Appointment of Deputy</b>
<b>Head of power</b>	08 Health (Miscellaneous Provisions) Act 1911 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Health (Miscellaneous Provisions) Act 1911:</i> s.26 Powers of local government
<b>Express power or duty delegated</b>	As listed in 'Function'.
<b>Function</b>	<p>Authority to appoint and authorise any person to be the Shire of York's deputy and in that capacity to exercise and discharge all or any of the powers and functions of the local government, including:</p> <ol style="list-style-type: none"> <li>1. <i>Part IV – Division 4 (Sanitary Convenience)</i></li> <li>2. <i>Part IV – Division 7 (Pollution of Water)</i></li> <li>3. <i>Part V – Division 1 (House unfit for occupation)</i></li> <li>4. <i>Part VI – Public Buildings Part VII – Division 1 (Nuisances)</i></li> <li>5. <i>Health (Air Handling &amp; Water Systems) Regulations 1994</i></li> <li>6. <i>Health (Aquatic Facilities) Regulations 2007</i></li> <li>7. <i>Health (Cloth Materials) Regulations 1985</i></li> <li>8. <i>Construction Camps Regulations 1988</i></li> <li>9. <i>Health (Construction Work) Regulations 1973</i></li> <li>10. <i>Health (Garden Soil) Regulations 1998</i></li> <li>11. <i>Health (Offensive Trade Fees) Regulations 1976</i></li> <li>12. <i>Health (Pesticides) Regulations 2011</i></li> <li>13. <i>Health (Prescribed Insect Pests) Regulations 1991</i></li> <li>14. <i>Health (Public Buildings) Regulations 1992</i></li> <li>15. <i>Health (Skin Penetration) Procedure Regulations 1998</i></li> <li>16. <i>Health (Temporary Sanitary Conveniences) Regulations 1997</i></li> <li>17. <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i></li> <li>18. <i>Health Act (Laundries and Bathrooms) Regulations</i></li> <li>19. <i>Health Act (Sewerage Drainage and Underground Water Supply) Regulations 1974</i></li> <li>20. <i>Health Act (Underground Water Supply) Regulation 1959</i></li> <li>21. <i>Fly Eradication Regulations</i></li> <li>22. <i>Piggeries Regulations 1979</i></li> <li>23. <i>Shire of York Health Local Law 1999</i></li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil
<b>Subdelegates</b>	Nil

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<b>Subdelegate conditions</b>	Not Applicable
<b>Statutory framework</b>	<a href="#">Health (Miscellaneous Provisions) Act 1911</a> <a href="#">Health Local Law</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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Amendments			
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24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-14	Resolution # 140623

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## 09 Public Health Act 2016 Delegations

Public Health Act 2016 Delegations

## 09.1 Council to CEO

<b>Delegation</b>	<b>9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)</b>
<b>Head of power</b>	09 Public Health Act 2016 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
<b>Express power or duty delegated</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
<b>Function</b>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
<b>Delegates</b>	CEO
<b>Conditions</b>	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].
<b>Express power to subdelegate</b>	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate
<b>Statutory framework</b>	<a href="#">Criminal Procedure Act 2004</a> – Part 2
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>9.1.2 Enforcement Agency Reports to the Chief Health Officer</b>
<b>Head of power</b>	09 Public Health Act 2016 Delegations
<b>Delegator</b>	Enforcement Agency (which means the Local Government vide s.4 definition)
<b>Express power to delegate</b>	Public Health Act 2016: s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	<i>Public Health Act 2016:</i> s.22 Reports by and about enforcement agencies
<b>Function</b>	<ol style="list-style-type: none"> <li>1. Authority to prepare and provide to the Chief Health Officer, the local government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of York [s.22(1)].</li> <li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li> </ol>
<b>Delegates</b>	CEO Environmental Health Officer
<b>Conditions</b>	Nil
<b>Express power to subdelegate</b>	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>Statutory framework</b>	<i>Public Health Act 2016:</i> s.20 Conditions on performance of functions by enforcement agencies.
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> (available in Attain via the following link <a href="#">Attain</a> ) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
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<b>Delegation</b>	<b>9.1.3 Designate Authorised Officers</b>
<b>Head of power</b>	09 Public Health Act 2016 Delegations
<b>Delegator</b>	Enforcement Agency (which means the Local Government vide s.4 definition)
<b>Express power to delegate</b>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express power or duty delegated</b>	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
<b>Function</b>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>The <i>Public Health Act 2016</i> or other specified Act</li> <li>Specified provisions of the <i>Public Health Act 2016</i> or other specified Act</li> <li>Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act.</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>An environmental health officer or environmental health officers as a class; OR</li> <li>A person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>A mixture of the two. [s.24(1) and (3)].</li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	<ol style="list-style-type: none"> <li>Subject to each person so appointed being: <ol style="list-style-type: none"> <li>Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ol> </li> <li>A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> </ol>
<b>Express power to subdelegate</b>	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
<b>Statutory framework</b>	<p><a href="#">Public Health Act 2016:</a></p> <p>s.20 Conditions on performance of functions by enforcement agencies.</p> <p>s.25 Certain authorised officers required to have qualifications and experience.</p> <p>s.26 Further provisions relating to designations</p> <p>s.27 Lists of authorised officers to be maintained</p> <p>s.28 When designation as authorised officer ceases</p> <p>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</p> <p>s.30 Certificates of authority</p> <p>s.31 Issuing and production of certificate of authority for purposes of other written laws</p> <p>s.32 Certificate of authority to be returned.</p> <p>s.136 Authorised officer to produce evidence of authority</p> <p><a href="#">Criminal Investigation Act 2006</a>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><a href="#">The Criminal Code, Chapter XXVI</a> – refer s.252 of the <i>Public Health Act 2016</i></p>
<b>Record keeping</b>	<p>Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a>, available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>. <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.</p>

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## 10 Planning and Development Act 2011 Delegations

Planning and Development Act 2011 Delegations

## 10.1 Council to CEO

<b>Delegation</b>	<b>10.1.1 Town Planning Matters</b>
<b>Head of power</b>	10 Planning and Development Act 2011 Delegations
<b>Delegator</b>	Local Government
<b>Express power to delegate</b>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express power or duty delegated</b>	<i>Planning and Development Act 2005 (various sections)</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
<b>Function</b>	<p><b>1.1.1 Development Application Delegations</b></p> <ul style="list-style-type: none"> <li>a. Determination of applications for development approval, including applications involving: <ul style="list-style-type: none"> <li>i. The variation of Local Planning Scheme provisions or provisions of the Residential Design Codes; or</li> <li>ii. The exercise of discretion under the Local Planning Scheme, a Local Planning Policy or the Residential Design Codes;</li> </ul> </li> <li>b. Refusal of all development applications where the proposed use is not permitted by the Local Planning Scheme or where the development does not comply with a mandatory requirement of the Local Planning Scheme, or with the non-discretionary provisions of the Residential Design Codes;</li> <li>c. Determine requests to amend or cancel a development approval or to extend development approval for up to two (2) years;</li> <li>d. Deletion or modification of conditions of approval, whether imposed under delegated authority or not subject to compliance of Council's Planning objectives;</li> <li>e. Determination of applications for the relocation of building envelopes.</li> </ul> <p><b>1.1.2 Subdivision Application Delegations</b> Making recommendations to the Western Australian Planning Commission on:</p> <ul style="list-style-type: none"> <li>a. applications for subdivision or amalgamation of land;</li> <li>b. minor variations to approved subdivisions;</li> <li>c. clearance of conditions of subdivision approval.</li> </ul> <p><b>1.1.3 Enforcement, Appeals and Legal Proceedings Delegations</b></p> <ul style="list-style-type: none"> <li>a. Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and Western Australian Planning Commission requests for reconsideration;</li> <li>b. Taking action against owners or occupiers of properties to cease illegal uses or comply with conditions of Development Approval, including the issuance of a written direction pursuant to Section 214 of the Planning and Development Act 2005;</li> <li>c. Obtaining legal advice where necessary to assist in the performance of these delegations.</li> </ul>

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	<p><b>1.1.4 Structure Plan Delegations</b></p> <ul style="list-style-type: none"> <li>a. Formation of the opinion that a Structure Plan or amendment to a Structure Plan contains sufficient information for the purposes of advertising;</li> <li>b. Making recommendations to the Western Australian Planning Commission on amendments to Structure Plans after being advertised for public comment.</li> </ul> <p><b>1.1.5 Local Development Plan Delegations</b></p> <ul style="list-style-type: none"> <li>a. Determine that a Local Development Plan is required and to seek the approval of the Western Australian Planning Commission for the preparation of a Local Development Plan.</li> <li>b. Formulate the opinion that a Local Development Plan or amendment to a Local Development Plan is suitable for the purposes of advertising.</li> <li>c. Determine that a Local Development Plan or amendment to a Local Development Plan is not required to be advertised for public comment where they are of: <ul style="list-style-type: none"> <li>i. a minor nature;</li> <li>ii. Consistent with the intent of the zone and the objectives of the Local Planning Scheme; and</li> <li>iii. Unlikely to have a material detrimental effect on the amenity of the locality or any owner or occupier or land in the locality.</li> </ul> </li> <li>d. Determine a Local Development Plan or an amendment to a Local Development Plan after advertising.</li> <li>e. Endorse and arrange for the publication of Local Development Plans, pursuant to the deemed provisions.</li> </ul> <p><b>1.1.6 Miscellaneous</b></p> <ul style="list-style-type: none"> <li>a. Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Local Planning Scheme, including, but not limited to, sufficient information required for the processing of proposals (including development applications, structure plans, local development plans), referral and advertising of such proposals, and interpretation of Local Planning Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.</li> <li>b. The execution of any documents or instruments required to fulfill a condition(s) of subdivision or development approval</li> </ul>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p><b>Limits to Development Application Delegations</b></p> <p>With the exception of delegated power 2.1.1(b), all applications will be submitted to a meeting of Council for determination in the following circumstances:</p> <ul style="list-style-type: none"> <li>a. Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;</li> <li>b. Where written objection is received to the proposal from any statutory agency;</li> <li>c. Where the proposal is inconsistent with the general objectives and/or intent of a Local Planning Policy, approved Structure Plan or the discretionary provisions of the Local Planning Scheme;</li> <li>d. Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Local Planning Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer: <ul style="list-style-type: none"> <li>i. the proposal is for exercise of discretion under the R-Codes and is consistent with the objectives and/or intent of the Local Planning Scheme, Residential Design Codes and any relevant Local Planning Policy; and</li> <li>ii. the objections can be overcome by imposing a condition(s) on the</li> </ul> </li> </ul>

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1.
  1. approval, or modifying the design of the development; or
  2. the objection does not relate to valid planning and development issues associated with the proposal.
2. Where, in the opinion of the Chief Executive Officer:
  - i. any of the requirements of this delegation are not satisfied; or
  - ii. there is insufficient certainty as to whether the application complies with the intent of the Local Planning Scheme, Residential Design Codes or any relevant Local Planning Policy; or
  - iii. it would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or
  - iv. the decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
  - v. a condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of York.

**Limits to Subdivision Application Delegations**

Applications are required to be submitted to Council for consideration where the proposed subdivision will result in the creation of 20 lots or more and/or the application is inconsistent with an approved Structure Plan.

**Limits to Enforcement, Appeals and Legal Proceeding Delegations**

The following matters are required to be referred to Council for determination:

1. Whether to commence prosecution action through the Council's solicitors;
2. Whether to apply for an injunction to the Supreme Court under Section 216 of the *Planning and Development Act 2005*;
3. The obtainment of urgent legal advice where that advice would exceed \$5,000 and there are no specific funds allocated within the budget or funds allocated by a resolution of Council;
4. The determination of a position with respect to any mediation process resulting from an appeal against a decision on a proposal that was previously referred to Council.

**Limits to Structure Plan Delegations**

The exercise of this delegation is conditional on the following:

- a. Prior to the commencement of the advertising of any new Structure Plan, or amendment thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal;
- b. All new Structure Plans are to be referred to Council after being advertised for public comment;
- c. Any recommendation of a Structure Plan Amendment pursuant to Clause 20(2) of the deemed provisions may be determined by the Chief Executive Officer, after being advertised for public comment provided that:
  - i. Any objection received does not, in the opinion of the Chief Executive Officer, raise relevant planning considerations;
  - ii. Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions;
  - iii. Elected members are provided with five working days in which to request that the proposal be referred to Council for determination; and
  - iv. The recommendation does not include any modifications to the advertised Structure Plan Amendment.

**Limits to Local Development Plan Delegations**

The exercise of this delegation is conditional on the following:

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	<p>a. Prior to the commencement of the advertising of any new Local Development Plan, or amendment thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal;</p> <p>b. A Local Development Plan or amendment thereto may be determined by the Chief Executive Officer, after being advertised for public comment provided that:</p> <ol style="list-style-type: none"> <li>Any objection received does not, in the opinion of the Chief Executive Officer, raise relevant planning considerations;</li> <li>Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions;</li> <li>Elected members are provided with five working days in which to request that the proposal be referred to Council for determination.</li> <li>The determination will not result in a refusal of or require modifications to a Local Development Plan or amendment to a Local Development Plan after advertising.</li> </ol> <p><b>Limits to Miscellaneous Delegations</b> This exercise of delegated authority is conditional upon:</p> <ol style="list-style-type: none"> <li>Prior to the commencement of advertising of any proposal, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each Elected Member provided with copies of relevant plans and information relating to the proposal.</li> <li>Any application is to be referred to Council for determination if one or more elected members requests such referral by written request to the Chief Executive Officer within ten working days of the commencement of advertising.</li> <li>A report being forwarded to Council every month detailing the number of proposals determined under delegated authority within that period, the type of proposal and the decision made on each proposal.</li> </ol>
<b>Express power to subdelegate</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Subdelegates</b>	Executive Manager Infrastructure and Development Services Planner
<b>Subdelegate conditions</b>	<ol style="list-style-type: none"> <li>Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.</li> <li>The Planner is only delegated authority for Sections 1.1.4, 1.1.5 and 1.1.6. All other Sections are to be exercised by a different Delegate.</li> </ol>
<b>Statutory framework</b>	<a href="#">Planning and Development Act 2005</a>
<b>Policy</b>	<a href="#">Town Planning Policies</a>
<b>Record keeping</b>	Each instance of this delegation being exercised is to be recorded in the <a href="#">Register of Exercised Delegations</a> , available in Attain via the following link <a href="#">Attain</a> in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . <a href="#">This</a> Register is reported to Council in conjunction with the Concept Forum.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623

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Last reviewed

25 June 2024

Deleted: 27 June 2023

#### Amendments

Date	Type	Amendment	References
22 Apr 2003	New delegation	22 April 2003	---
1 May 2004	Amended delegation	Endorsed Reviewed - May 2004	---
1 Jul 2004	Amended delegation	Reviewed & Amended - July 2005	---
19 Jul 2004	Amended delegation	Endorsed - 19 July 2004	---
18 Jul 2005	Amended delegation	Endorsed - 18 July 2005	---
23 Jan 2006	Amended delegation	Amended & Endorsed - 23 January 2006	---
18 Jun 2007	Amended delegation	Endorsed - 18 June 2007	---
24 Oct 2016	Amended delegation	Reviewed – 24 October 2016 (replaces DE5)	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---

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## 11 Statutory Authorisations and Delegations to Local Government from State Entities

## STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES

## 11.1 Environmental Protection Act 1986

<b>Delegation</b>	<b>11.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Environmental Protection Authority
<b>Express power to delegate</b>	Section 20 of the <i>Environmental Protection Act 1986</i>
<b>Express power or duty delegated</b>	<p><a href="#"><i>Instrument of delegation</i></a> — Government Gazette No. 47, pg. 919 - 19 March 2004</p> <p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p>
<b>Function</b>	<p>All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.</p> <p>Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the <i>Local Government Act 1995</i>.</p>
<b>Delegates</b>	CEO
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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<b>Delegation</b>	<b>11.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Environmental Protection Authority
<b>Express power to delegate</b>	Section 20 <i>Environmental Protection Act 1986</i>
<b>Express power or duty delegated</b>	<p><a href="#">Instrument of delegation</a> - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013</p> <p>Pursuant to section 20 of the Act, delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation.</p>
<b>Function</b>	<p>Any person for the time being holding or acting in the office of a Chief Executive Officer under the <i>Local Government Act 1995</i>, powers and duties under the <i>Environmental Protection (Noise) Regulations 1997</i>, other than this power of delegation, in relation to—</p> <ol style="list-style-type: none"> <li>waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B;</li> <li>bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);</li> <li>community activities—noise control notices in respect of community noise under regulation 16;</li> <li>motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3;</li> <li>shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4;</li> <li>calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;</li> <li>sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— <ol style="list-style-type: none"> <li>Subregulation 18(13)(b) is not delegated.</li> </ol> </li> </ol>
<b>Delegates</b>	CEO
<b>Conditions</b>	Subregulation 18(13)(b) is not delegated.
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023



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<b>Delegation</b>	<b>11.1.3 Noise Management Plans – Construction Sites</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Environmental Protection Authority
<b>Express power to delegate</b>	Section 20 <i>Environmental Protection Act 1986</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of delegation</a> Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548  Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of—  a. Chief Executive Officer under the <i>Local Government Act 1995</i> ; and b. to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
<b>Function</b>	Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of—  a. Chief Executive Officer under the <i>Local Government Act 1995</i> ; and b. to any employee of the local government under the <i>Local Government Act 1995</i> who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the <i>Environmental Protection (Noise) Regulations 1997</i> , other than this power of delegation.
<b>Delegates</b>	CEO
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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## 11.2 Planning and Development Act 2005

<b>Delegation</b>	<b>11.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Minister for Lands
<b>Express power to delegate</b>	Section 267A <i>Planning and Development Act 2005</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of delegation</a>  By section 7(1) of the <i>Land Administration Act 1997</i> authorise, in respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
<b>Function</b>	In respect of each local government established under the <i>Local Government Act 1995</i> and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
<b>Delegates</b>	CEO
<b>Conditions</b>	See Column 3 of the <a href="#">Schedule</a>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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<b>Delegation</b>	<b>11.2.2 Development Control Powers – Powers of Local Governments and DOT - Metropolitan Region Scheme (DEL.2017/02)</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power to delegate</b>	Section 16 <i>Planning and Development Act 2005</i>
<b>Express power or duty delegated</b>	<p><a href="#">Instrument of delegation</a> - Government Gazette, 30 May 2017 (pg. 2738)</p> <p>A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;</p> <p>C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2011/02 Powers of local governments (MRS)" published in the <a href="#">Government Gazette on 10 June 2014</a>, (Pg. 1811) to give effect to this delegation.</p>
<b>Function</b>	<p>A. To delegate to local governments, and to members and officers of those local governments, its functions in respect of the determination, in accordance with Part IV of the Metropolitan Region Scheme, of applications for approval to commence and carry out development specified in clauses 1 and 2 of Section A, within their respective districts, subject to the conditions set out in clauses 1 to 4 of Section B;</p> <p>C. To revoke its delegation of powers and functions to local governments as detailed in the notice entitled "DEL 2011/02 Powers of local governments (MRS)" published in the Government Gazette on 10 June 2014, (Pg. 1811) to give effect to this delegation.</p>
<b>Delegates</b>	CEO
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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<b>Delegation</b>	<b>11.2.3 Development Control Powers – Powers of Local Governments - Greater Bunbury Region Scheme (DEL.2014/01)</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power to delegate</b>	Section 16 <i>Planning and Development Act 2005</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of Delegation</a> - Government Gazette 9 May 2014 (Pg. 1420)  The WAPC may delegate any function to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.
<b>Function</b>	<p>A. To delegate to local governments, and to members and officers of those local governments, Western Australian Planning Commission's functions in respect of the determination, in accordance with Parts 7 and 8 of the Greater Bunbury Region Scheme, of applications for approval to commence and carry out development as specified in schedules 1 and 2, within their respective districts, subject to the terms set out in schedule 3;</p> <p>B. To revoke its delegation of powers and functions to local governments as detailed in a notice published in the Government Gazette of 20 April 2012 (pages 1717—1722).</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p><a href="#">AMENDMENT TO DELEGATION 2014/01</a> GOVERNMENT GAZETTE, Tuesday, 22 August 2017, No.165 (Pg. 4511)</p> <p>On 24 May 2017, pursuant to section 16 of the Act, the WAPC Resolved—</p> <p>A. To amend its delegation of powers and functions to local governments in the Instrument of Delegation DEL 2014/01 Powers of local governments (GBRS) published in the Government Gazette on 9 May 2014 (pages 1420-1425) by replacing all references to "Strategic Agricultural Resource Policy" with "Priority Agricultural Land Policy".</p> <p>NOTE:</p>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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<b>Delegation</b>	<b>11.2.4 Development Control – Powers of Local Governments - Peel Region Scheme (DEL2008/12)</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power to delegate</b>	Section 16 <i>Planning and Development Act 2005</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of Delegation</a> - Del 2008/12 Government Gazette 19 December 2008 (Pg. 5449)  The WAPC may delegate any function to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.
<b>Function</b>	<p>A. To delegate to local governments, and to members and officers of those local governments, its powers and functions in respect of the determination, in accordance with Parts 7 and 8 of the Peel Region Scheme, of applications for approval to commence and carry out development specified in Schedules 1 and 2, within their respective districts, subject to the terms set out in schedule 3;</p> <p>B. To revoke its delegation of powers and functions to local governments as detailed in a notice published in the <a href="#">Government Gazette</a> of 28 March 2003 (pages 993-994).</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>GUIDANCE NOTE: This delegation must be read in conjunction with amendments Gazetted on <a href="#">30 June 2009</a> (Pg. 2643) and <a href="#">3 November 2017</a> – (Pg.5503) please see amendment text inserted below.</p> <p>On 23 June 2009, pursuant to section 16 of the Act, the WAPC Resolved—</p> <p>A. To amend its delegation of powers and functions to local governments in the Instrument of Delegation DEL 2008/12 Powers of local governments (PRS) published in the Government Gazette on 19 December 2008 (pages 5449—5451) by replacing all references to “Department for Planning and Infrastructure” with “Department of Planning”.</p> <p>On 24 May 2017, pursuant to section 16 of the Act, the WAPC Resolved—</p> <p>A. To delegate to local governments, and to members and officers of those local governments, its powers and functions in respect of the determination, in accordance with Parts 7 and 8 of the Peel Region Scheme, of applications for approval to commence and carry out development specified in Schedule A, within their respective districts, subject to the terms set out in Schedule B;</p> <p>B. To amend the Instrument of Delegation DEL2008/12 Powers of Local Governments (PRS) made by the WAPC on 16 December 2008 and published in the Government Gazette on 19 December 2008 at pages 5449-5451 (and as amended) (DEL 2008/12), as set out in Schedule C below, to give effect to this resolution.</p>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623

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<b>Delegation</b>	<b>11.2.5 Development Control – Powers of Local Government – Ningaloo Coast Regional Interim Development Order 2007 (DEL208/14)</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power to delegate</b>	Section 16 <i>Planning and Development Act 2005</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of delegation</a> - Government Gazette 19 December 2008 DEL 2008/14 (Pg. 5456) The Western Australian Planning Commission may delegate any function to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.
<b>Function</b>	<p>A. To delegate its functions under the Ningaloo Coast Regional Interim Development Order 2007 (the Order) as specified in column 1 of the schedule to local governments and to members and officers of those local governments specified in column 2 of the schedule, in respect of land described in column 3 of the schedule;</p> <p>B. To revoke its delegation of powers and functions to local governments as detailed in a notice published in the Government Gazette of 12 October 2007 (pages 5532-5533).</p>
<b>Delegates</b>	CEO
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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<b>Delegation</b>	<b>11.2.6 Development Control – Powers of Local Governments – Hope Valley-Wattleup Redevelopment Act 2000 and Master Plan (DEL.2011/01)</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power to delegate</b>	Section 16 of the <i>Planning and Development Act 2005</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of Delegation</a> Government Gazette 4 February 2011 DEL 2011/01 (Pg.406)  The Western Australian Planning Commission (the WAPC) may delegate any function to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.
<b>Function</b>	A. To delegate to certain local governments, to officers of those local governments, to the Statutory Planning Committee and the Chairman of the WAPC, and to officers of the Department of Planning (DoP) from time to time holding or acting in those offices, as set out in column 2 of the attached Schedule, its powers and functions under the <i>Hope Valley Wattleup Redevelopment Act 2000</i> and in respect of the Hope Valley-Wattleup Master Plan as specified in column 1 of the attached Schedule, within their respective districts as specified in column 3 of the attached Schedule.
<b>Delegates</b>	CEO
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023



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<b>Delegation</b>	<b>11.2.7 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Western Australian Planning Commission
<b>Express power to delegate</b>	Section 16 <i>Planning and Development Act 2005</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of Delegation</a> - Government Gazette 29 January 2021 DEL 2020/01 (Pg. 449).  The Western Australian Planning Commission (the WAPC) may delegate any function to a local government, a committee established under the <i>Local Government Act 1995</i> or an employee of a local government.
<b>Function</b>	<ul style="list-style-type: none"> <li>A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the <i>Strata Titles Act 1985</i> as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</li> <li>B. To delegate to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the <i>Strata Titles Act 1985</i> as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;</li> <li>C. To amend "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.</li> </ul>
<b>Delegates</b>	CEO
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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## 11.3 Main Roads Act 1930

<b>Delegation</b>	<b>11.3.1 Traffic Management - Events on Roads</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Commissioner of Main Roads
<b>Express power to delegate</b>	Regulation 297(2) <i>Road Traffic Code 2000</i>
<b>Express power or duty delegated</b>	<a href="#">Instrument of Delegation</a> - Traffic Management for Events - CODE OF PRACTICE (Pg. 41)
<b>Function</b>	<p>Local Government ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:</p> <ol style="list-style-type: none"> <li>"event" subject to an order from the Commissioner of Police pursuant to Part VA of the <i>Road Traffic Act 1974</i>;</li> <li>race meeting or speed test for which the Minister referred to in section 83 of the <i>Road Traffic Act 1974</i> has, under that provision, temporarily suspended the operation of any provisions of the <i>Road Traffic Act 1974</i> or regulations made under that Act; or</li> <li>public meeting or procession the subject of a permit granted by the Commissioner of Police under the <i>Public Order in Streets Act 1984</i>;</li> </ol> <p>or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction.</p>
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>SUBJECT ALWAYS to the following terms and conditions:</p> <ol style="list-style-type: none"> <li>the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</li> <li>the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and</li> <li>the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.</li> </ol>
<b>Statutory framework</b>	<a href="#">Traffic Management for Events CODE OF PRACTICE</a>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623

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<b>Delegation</b>	<b>11.3.2 Traffic Management – Road Works</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Commissioner of Main Roads
<b>Express power to delegate</b>	Regulation 297(2) of the <i>Road Traffic Code 2000</i>
<b>Express power or duty delegated</b>	<p><a href="#">Instrument of Delegation</a> - <i>Traffic Management for Works on Roads</i> - CODE OF PRACTICE (Pg. 77)</p> <p>Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.</p>
<b>Function</b>	Erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
<b>Delegates</b>	CEO
<b>Conditions</b>	<p>SUBJECT ALWAYS to the following terms and conditions:</p> <ul style="list-style-type: none"> <li>a. the Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from <a href="http://www.mainroads.wa.gov.au">www.mainroads.wa.gov.au</a> or by contacting Main Roads by phone;</li> <li>b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and</li> <li>c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.</li> </ul>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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## 11.4 Road Traffic (Vehicles) Act 2012

<b>Delegation</b>	<b>11.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles</b>
<b>Head of power</b>	11 Statutory Authorisations and Delegations to Local Government from State Entities
<b>Delegator</b>	Department of Transport
<b>Express power to delegate</b>	Pursuant to the <i>Road Traffic (Vehicles) Regulations 2014</i>
<b>Express power or duty delegated</b>	<p>Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:</p> <ul style="list-style-type: none"> <li>a. the <i>Local Government Act 1995</i>;</li> <li>b. regulations made under the <i>Local Government Act 1995</i>;</li> <li>c. a local law;</li> <li>d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1 976</i>); or</li> <li>e. any combination of the above paragraphs (a) to (d);</li> </ul>
<b>Function</b>	<p>To perform functions on its behalf under:</p> <ul style="list-style-type: none"> <li>a. the <i>Local Government Act 1995</i>;</li> <li>b. regulations made under the <i>Local Government Act 1995</i>;</li> <li>c. a local law;</li> <li>d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the <i>Dog Act 1 976</i>); or</li> <li>e. any combination of the above paragraphs (a) to (d);</li> </ul> <p>As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations.</p>
<b>Delegates</b>	CEO

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<b>Conditions</b>	<ol style="list-style-type: none"><li>1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.</li><li>2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.</li><li>3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.</li><li>4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.</li><li>5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.</li><li>6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.</li><li>7. Any vehicle fitted with flashing lights for the purposes of this approval must:<ol style="list-style-type: none"><li>a. have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and</li><li>b. where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.</li></ol></li></ol> <p>This condition 7 is not intended to prevent the use of additional words on the vehicle.</p>
<b>Date adopted</b>	27 June 2023
<b>Adoption references</b>	Resolution# 140623
<b>Last reviewed</b>	27 June 2023

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## AMENDMENTS

Delegation	Date	Type	Amendment	References
1.1.2 Powers of Entry	27 Jun 2023	Amended delegation	Amended – Replaces DE1.18	Resolution # 140623
1.1.3 Declare Vehicle is Abandoned Vehicle Wreck	27 Jun 2023	Amended delegation	Replaces DE1.10	Resolution # 140623
1.1.4 Confiscated or Uncollected Goods	27 Jun 2023	Amended delegation	Amended – Replaces DE1.11, DE1.12 and DE1.13	Resolution # 140623
1.1.5 Disposal of Sick or Injured Animals	27 Jun 2023	Amended delegation	Amended – Replaces DE1.14	Resolution # 140623
1.1.6 Close Thoroughfares to Vehicles	24 Oct 2016	Amended delegation	Reviewed – 24 October 2016 – Replaced DE24 in part	Nil
1.1.6 Close Thoroughfares to Vehicles	27 Nov 2017	Amended delegation	Amended – 27 November 2017	Nil
1.1.6 Close Thoroughfares to Vehicles	21 Dec 2021	New delegation	New – 21 December 2021 - replaces DE1.1, DE1.2, DE1.3 and DE1.4	Nil
1.1.10 Crossing – Construction, Repair and Removal	27 Jun 2023	Amended delegation	Amended - replaces DE4-2	Resolution # 140623
1.1.11 Private Works on, over or under Public Places	18 Apr 2016	New delegation	Adopted – 18 April 2016	Nil
1.1.11 Private Works on, over or under Public Places	27 Nov 2017	Amended delegation	Amended – 27 November 2017	Nil
1.1.11 Private Works on, over or under Public Places	17 Dec 2017	Amended delegation	Amended 17 December 2018	Nil
1.1.11 Private Works on, over or under Public Places	27 Jun 2023	Amended delegation	Amended - Replaces DE4-1	Resolution # 140623
1.1.12 Expressions of Interest for Goods and Services	27 Jun 2023	Amended delegation	Amended - Replaces DE5-4	Resolution # 140623

**SY052-06/24 PROPOSED POLICY - FINANCIAL RESERVES**

<b>File Number:</b>	<b>4.0473; 4.0474</b>
<b>Author:</b>	<b>Vanessa Green, Council &amp; Executive Support Officer</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Draft Financial Reserves Policy <a href="#">↓</a></b>

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Legislative

**PURPOSE OF REPORT**

This report presents a proposed policy relating to Financial Reserves to Council for consideration.

**BACKGROUND**

The Shire currently does not have a Financial Reserves policy. The development of a Financial Reserves policy was a KPI set for the Chief Executive Officer for 2024/25 hence a new policy has been developed, with a copy presented in Appendix 1.

**COMMENTS AND DETAILS**

The policy is designed to provide a strategic framework for the establishment and utilisation of financial (cash-backed) reserves as well as provide the community with additional transparency and confidence in how Shire funds are managed.

The policy specifies the establishment of Reserves for known or predicted liabilities, or where it is prudent to set aside funds for specific purposes in future years. Reserves help meet future needs and mitigate financial pressures during challenging economic times, as well as facilitate planning for major works. Reserves are typically created as long-term savings plans for future major expenditure which cannot be managed in a single budgetary year.

The use of Reserves is restricted by the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*, and each Reserve is required to be established with a clearly defined purpose.

**OPTIONS**

Council has the following options:

**Option 1:** Council could choose to adopt the proposed policy.

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

**Option 3:** Council could choose not to adopt the proposed policy.

Option 1 is the recommended option.



## IMPLICATIONS TO CONSIDER

### Consultative

The proposed policy has been benchmarked against other local governments policies.

Council Concept Forum 14 May 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

If approved, the new Policy will be published on the Shire's website and communicated to staff.

### Financial

Nil in relation to the adoption of a policy.

Establishment of the Financial Reserves policy will help improve overall financial management of the Shire and provide the community with greater insight into how Shire funds are managed, particularly for the long term. The policy will also provide staff with improved clarity in the operation of Shire Reserves.

Utilising Reserve funds properly and in accordance with the proposed policy will ensure they provide support to relevant projects as part of the annual budget process.

### Legal and Statutory

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable to Council's role in relation to policies and states:

#### ***"2.7. Role of council***

- (1) *The council —*
  - (a) *governs the local government's affairs; and*
  - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
  - (a) *oversee the allocation of the local government's finances and resources; and*
  - (b) *determine the local government's policies."*

Sections 6.24(4)(e), 6.11 and 6.38 of the *Local Government Act 1995* are applicable and state:

#### ***"6.2. Local government to prepare annual budget***

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

*\* Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
  - (a) *the expenditure by the local government; and*

- (b) *the revenue and income, independent of general rates, of the local government; and*
- (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
  - (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
  - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
    - (i) *the amount it is estimated will be yielded by the general rate; and*
    - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
  - and*
  - (c) *the fees and charges proposed to be imposed by the local government; and*
  - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
  - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
  - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
  - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
  - (a) *the form of the annual budget; and*
  - (b) *the contents of the annual budget; and*
  - (c) *the information to be contained in or to accompany the annual budget.*

#### **6.11. Reserve accounts**

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
  - (a) *changes\* the purpose of a reserve account; or*
  - (b) *uses\* the money in a reserve account for another purpose,**it must give one month's local public notice of the proposed change of purpose or proposed use.*

*\* Absolute majority required.*

- (3) *A local government is not required to give local public notice under subsection (2) —*
  - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) *in such other circumstances as are prescribed.*
- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*

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

**6.38. Service charges**

- (1) *A local government may impose on —*

- (a) *owners; or*
- (b) *occupiers,*

*of land within the district or a defined part of the district a service charge for a financial year to meet the cost to the local government in the provision of a prescribed work, service or facility in relation to the land.*

- (2) *A local government is required to —*

- (a) *use the money from a service charge in the financial year in which the charge is imposed; or*
- (b) *to place it in a reserve account established under section 6.11 for the purpose of that work, service or facility.*

- (3) *Where money has been placed in a reserve account under subsection (2)(b), the local government is not to —*

- (a) *change the purpose of the reserve account; or*
- (b) *use the money in the reserve account for a purpose other than the work, service or facility for which the charge was imposed,*

*and subsections (2), (3) and (4) of section 6.11 do not apply to such a reserve account.*

- (4) *A local government may only use the money raised from a service charge —*

- (a) *to meet the cost of providing the specific service for which the work, service or facility charge was imposed; or*
- (b) *to repay money borrowed for anything referred to in paragraph (a) and interest on that money.*

- (5) *If a local government receives more money than it requires from the service charge imposed under subsection (1)(a) it —*

- (a) *may, and if so requested by the owner of the land, is required to, make a refund to the owner of the land which is proportionate to the contributions received by the local government; or*
- (b) *is required to allow a credit of an amount proportionate to the contribution received by the local government in relation to any land on which the service charge was imposed against future liabilities for rates or service charges in respect of that land.*

- (6) *If a local government receives more money than it requires from the service charge imposed under subsection (1)(b) it is required to make a refund to the person who paid the service charge which is proportionate to the contributions received by the local government.*

- (7) *This section applies in respect of a prescribed work, service or facility even if the work, service or facility is not provided, or not wholly provided, by a local government if the local government has facilitated or participated in the provision of the work, service or facility.*

- (8) *Where —*

- (a) *before the coming into operation of the Local Government Amendment Act 2012 Part 2 Division 5, a service charge was imposed, or purportedly imposed, under this section by a local government for the purpose of the provision of underground electricity; and*

- (b) *the underground electricity was not, or will not, be provided, or not wholly provided, by the local government,*

*the charge is, and is taken always to have been, as validly imposed under this section as it would have been if, at the time of the imposition of the charge, the amendments effected by Local Government Amendment Act 2012 Part 2 Division 5 had been in effect and the provision of underground electricity had been a prescribed work.”*

Regulations 17, 18, 27(g) and 38 of the *Local Government (Financial Management) Regulations 1996* are applicable to the naming of Reserve accounts and state:

**“17. Title of reserve accounts**

- (1) *A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.*
- (2) *In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —*
- (a) *in the information required by regulations 27(g) and (ga) and 38, by its full title; and*
- (b) *otherwise, by its full title or by an abbreviation of that title.*

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

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

- (a) *where the money is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c); or*
- (b) *where the total amount to be so used does not exceed \$5 000 in a financial year; or*
- (c) *where each of the following conditions is satisfied —*
- (i) *a decision to change the use of the money is made while there is in force a state of emergency declaration applying to the district, or part of the district, of the local government;*
- (ii) *the local government considers that the change of use is required to address a need arising from the hazard, or from the impact or consequences of the hazard, to which the state of emergency declaration relates;*
- (iii) *the decision and the reasons for it are recorded in the minutes of the meeting at which the decision is made;*
- or*
- (d) *where each of the following conditions is satisfied —*
- (i) *a decision to change the use of the money is made while there is in force a COVID-19 declaration under the Emergency Management Act 2005 Part 6A applying to the district, or part of the district, of the local government;*
- (ii) *the local government considers that the change of use is required to address a need arising from the occurrence of COVID-19, or from the impact or consequences of the occurrence of COVID-19, in the area to which the COVID-19 declaration applies;*
- (iii) *the decision and the reasons for it are recorded in the minutes of the meeting at which the decision is made.*

**27. Notes to annual budget**

*The annual budget for a financial year must include or be accompanied by notes detailing —*

- (a) if the local government is to charge interest for the late payment of a rate or service charge —
  - (i) the rate of interest; and*
  - (ii) an estimate of the total amount of revenue from the imposition of the interest;*and*
- (b) if the local government is to charge interest under section 6.13 for the late payment of any amount of money —
  - (i) the rate of interest; and*
  - (ii) an estimate of the total amount of revenue from the imposition of the interest;*and*
- (c) the instalment options of the local government under section 6.45 including —
  - (i) the due dates of each instalment under each option;*and, where applicable —
  - (ii) the rate of interest; and*
  - (iii) the additional charge; and*
  - (iv) an estimate of the total amount of revenue from the imposition of the interest and additional charge;*and*
- (d) in relation to the disposal of a class of assets —
  - (i) the net book value of that class of assets; and*
  - (ii) an estimate of the sale price of the class of assets; and*
  - (iii) an estimate of the profit or loss on the sale of that class of assets;*and*
- [(e) deleted]*
- (f) in relation to the borrowings of the local government, the information set out in regulation 29; and*
- (g) in relation to each reserve account, an estimate of —
  - (i) the opening balance brought forward on 1 July; and*
  - (ii) the amount to be set aside during the financial year; and*
  - (iii) the amount to be used during the financial year; and*
  - (iv) the closing balance at 30 June;*and*
- (ga) in relation to each reserve account, the purpose of the account and whether the purpose is —
  - (i) related to a government policy or direction, a written law or an agreement; or*
  - (ii) any other purpose;*and*

- (gb) *in relation to all of the reserve accounts with a purpose referred to in paragraph (ga)(i), a combined total of each of the amounts referred to in paragraph (g); and*
- (gc) *in relation to all of the reserve accounts with a purpose referred to in paragraph (ga)(ii), a combined total of each of the amounts referred to in paragraph (g); and*
- (h) *if all or part of the money in a reserve account is to be used or set aside for a purpose other than the purpose for which the account was established —*
  - (i) *the proposed purpose; and*
  - (ii) *an estimate of the amount to be used or set aside; and*
  - (iii) *the objects of, and reasons for, the change of use or purpose;**and*
- (i) *separately, in relation to each trading undertaking —*
  - (i) *in the form of an income statement, projected revenue and expenditure; and*
  - (ii) *such other information as is necessary to provide full and complete information on the undertaking;**and*
- (j) *in relation to each major trading undertaking, all other estimated revenue and expenditure which is not included in the income statement referred to in paragraph (i)(i) but which has been used in the pricing structure for goods or services to be provided by the undertaking; and*
- (k) *separately, in relation to each major land transaction (according to nature classification) —*
  - (i) *an estimate of revenue and expenditure for the financial year; and*
  - (ii) *where the transaction was initially entered into in a previous financial year, the estimated assets and liabilities at 1 July of the year for which the annual budget is prepared; and*
  - (iii) *such other information as is necessary to provide full and complete information on the transaction;**and*
- (l) *in relation to fees, expenses or allowances proposed to be paid to council members, the mayor or the president, for each person —*
  - (i) *the nature of the fee, expense or allowance; and*
  - (ii) *an estimate of the total amount or value of each class of fee, expense or allowance;**and*
- (m) *in relation to each program, the type of activities within the program; and*
- (n) *in relation to depreciation on non-current assets, an estimate of the depreciation for the financial year included in the operating expenditure for each program in the income statement.*

**38. Information about reserve accounts in annual financial report**

- (1) *In relation to each reserve account, the annual financial report for a financial year must include details of —*
  - (a) *the purpose for which the money in the account is set aside; and*
  - (b) *the amount set aside during the financial year; and*

- (c) *the amount used during the financial year; and*
- (d) *the opening balance brought forward on 1 July; and*
- (e) *the closing balance at 30 June; and*
- (f) *whether the purpose referred to in paragraph (a) is —*
  - (i) *related to a government policy or direction, a written law or an agreement; or*
  - (ii) *any other purpose.”*

**Risk Related**

Providing Council properly assesses the establishment and utilisation of Reserve funds in line with the proposed policy then any risks will be significantly mitigated.

**Workforce**

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

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION****080624****Moved: Cr Denese Smythe****Seconded: Cr James Adamini****That, with regard to the Proposed Policy - Financial Reserves, Council:**

- 1. Resolves to adopt a new policy for Financial Reserves, as presented in Appendix 1.**
- 2. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.**

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

**Against: Nil**

**CARRIED 6/0**

## FINANCE POLICIES

### Financial Reserves



Policy Number:

Relevant Delegation: Not Applicable

Adoption Details:

Last Review Details:

#### PURPOSE:

The purpose of this policy is to:

- Provide a structured framework for the establishment and utilisation of Financial (Cash-Backed) Reserves within the Shire of York. These reserves are intended to serve as a safeguard against future financial uncertainties and to facilitate strategic planning for major expenditures.
- Ensure the prudent management and utilisation of reserves to safeguard the financial stability and meet the future needs of the Shire of York and its community.

#### POLICY SCOPE:

This policy applies to all cash-backed reserves within the Shire of York.

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

#### POLICY STATEMENT:

1. Reserves will be established to address known or anticipated liabilities, or where it is deemed prudent to set aside funds for specific purposes in future years.
2. Council will support the establishment of reserves in the following categories:
  - Compliance with legal or contractual obligations.
  - Mitigation of the financial impact of major asset purchases or significant non-recurrent expenditures.
  - Risk mitigation and strategic opportunities to minimise operational disruptions and capitalise on emerging opportunities aligned with strategic objectives.
  - Provision for known or predicted liabilities listed in the Long-Term Financial Plan (LTFP) or beyond its scope, including future debt repayment.
3. Management of reserves will include:
  - Aggregation of interest earned into the specific reserve to maximise growth.
  - Consideration of reallocating residual funds from completed reserve purposes towards other budgetary needs.
  - Transparency through reflection of all transfers to and from reserves in the Annual Budget and LTFP.

#### EVALUATION & REVIEW:



- 
- Annual re-evaluation of the policy's impact during the Budget process.
  - Documentation and adoption of new reserves and review of existing ones.
  - Effectiveness measured by the provision of adequate reserves to meet future capital needs.
  - Prompt review and consideration of any significant changes in relevant legislation or guidelines.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

**Act** means the *Local Government Act 1995*

**Regulations** means the *Local Government (Financial Management) Regulations 1996*

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Responsible Officer:	Executive Manager Corporate & Community Services
Contact Officer:	Finance Manager
Relevant Legislation:	<i>Local Government Act 1995</i> Sections 6.2(4)(e); 6.11; 6.38 <i>Local Government (Financial Management) Regulations 1996</i> Regulations 17; 18; 27(g); 38
Relevant Documents:	Strategic Community Plan Annual Budget

Review History:

Date Review Adopted:	Resolution Number

**SY053-06/24 DIPLOMA OF LOCAL GOVERNMENT - STATUS REPORT - CR DENESE SMYTHE**

<b>File Number:</b>	<b>4.4175</b>
<b>Author:</b>	<b>Vanessa Green, Council &amp; Executive Support Officer</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Cr Smythe's Report <a href="#">↓</a></b>

**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 is 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 Councillor Denese Smythe on the successful UoC completion is presented in Appendix 1.

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 2023/24 budget includes an allocation for Councillor training and professional development at GL: 041102. Costs of \$5,085 to enrol in the Diploma were attributed to this GL. An allocation of the same amount (\$5,085) will need to be included in the 2024/24 budget as the cost to complete the Diploma is split over two (2) financial years in accordance with Policy E2.

### 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**

**090624**

**Moved: Cr Peter Wright**

**Seconded: Cr James Adamini**

**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 for the Diploma of Local Government – Elected Member (Course Code LGA50220), provided in accordance with Policy E2 – Councillors: Training and Continual Professional Development.**

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

**Against: Nil**

**CARRIED 6/0**

**Cr Denese Smythe report on Diploma training**

I wish to report that I have successfully completed and passed two units - BSBPEF502 Unit "Develop and use emotional intelligence" and PSPGEN032 unit "Dealing with Conflict" the 5th and 6th units of the Diploma of Local Government.

*The knowledge needed to be demonstrated in Unit BSBPEF502 included:*

- Application of emotional intelligence attributes including
  - Self-awareness
  - Self-management
  - Social awareness
  - Relationship management
- Emotional intelligence principle and strategies
- Strategies for communicating with a diverse workforce that has varying expressions of emotion
- Methods to develop emotional intelligence in others
- Emotional intelligence in the context of building workplace relationships

*The key learning outcomes needed in the unit PSPGEN032 Dealing with Conflict incurred:*

- Identify situations of potential conflict
- Implement strategies to resolve conflict
- Deal with conflict as required by the Local Government Act 1995 (WA)
- Handle complaints appropriately
- Identify risks associated with conflict
- Communicate effectively
- Identify ways to avoid conflict
- Understand when assistance is required to resolve conflict
- Prepare and develop their emotional intelligence
- Help others to develop their emotional intelligence
- Evaluate responses and outcome to conflict.

Denese Smythe

11th April 2024

**SY054-06/24 DELEGATES TO THE 2024 WA LOCAL GOVERNMENT ASSOCIATION CONVENTION**

**File Number:** 4.4175

**Author:** Vanessa Green, Council & Executive Support Officer

**Authoriser:** Chris Linnell, Chief Executive Officer

**Previously before Council:** 27 July 2021 (170721)  
28 June 2022 (060622)  
23 August 2022 (160822)  
27 June 2023 (130623)

**Disclosure of Interest:** Nil

**Appendices:** Nil

**NATURE OF COUNCIL'S ROLE IN THE MATTER**

Executive

**PURPOSE OF REPORT**

This report presents Council with information regarding the 2024 WA Local Government Convention for determination of attendees and the appointment of voting delegates for the WALGA Annual General Meeting (AGM).

**BACKGROUND**

The WA Local Government Convention will be held from Tuesday 8 October to Thursday 10 October 2024 at the Perth Convention & Exhibition Centre. Themed *Innovation Ecosystem*, this year's Convention speaks to the ability of WALGA and the sector to foster dynamic change within the fabric of WA through collaboration, promotion and daring to think big. It will evoke new ideas, heightened passion for communities and facilitate connections for ongoing skills and ideas sharing within the Local Government sector. A copy of the Convention Program and more information on the Convention is available via the following link:

<https://walga.eventsair.com/walga-lgc-2024>

The Annual General Meeting (AGM) is held during the Convention and is free to attend. All member Councils are entitled to be represented by two (2) voting delegates at the AGM. Voting delegates must be registered prior and only registered or proxy registered delegates are entitled to exercise voting entitlements on behalf of member Councils.

**COMMENTS AND DETAILS**

The 2023 Convention was attended by Councillors Smythe and Wright.

Discussion at Council's June 2024 Concept Forum indicated that Councillors Trent, Smythe and Wright would like to attend to Convention. In addition, senior staff will be attending the Convention.

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

**OPTIONS**

Council has the following options:

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

**Option 2:** Council could choose to approve attendance at the Convention, specifying what costs will be paid for, and what costs will not be paid for, by the Shire.

Option 2 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

Council Concept Forum 11 June 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**

E1 Code of Conduct – Council Members, Committee Members and Candidates

E2 Councillors: Training and Continuing Professional Development

E3 Councillors: Travel - Accommodation

### **Financial**

The Convention Registration for a full delegate is \$1,295 and for WALGA Life Members (Cr Kevin Trent) it is complimentary. Further costs will be incurred for attendance at the Australian Local Government Women's Association (WA) AGM and Breakfast, Convention Breakfast and Gala Dinner. Accommodation costs are estimated at \$250 per night per room. Reimbursement of travel expenses to Perth and return to attend the Convention is also payable by the Shire.

The following expenses will not be covered by the Shire:

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

An allocation will be made in the 2024/25 budget at GL: 041102 – Conference and Training Expenses to cover the costs of attendance.

### **Legal and Statutory**

Nil

### **Risk Related**

There are no risks associated with attending the Convention. If it is not represented at the AGM and Convention Council risks not being fully informed on important issues affecting local government in Western Australia.

### **Workforce**

Senior staff will also be attending the Convention.

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

**VOTING REQUIREMENTS****Absolute Majority: No****RESOLUTION****100624****Moved: Cr James Adamini****Seconded: Cr Chris Gibbs****That, with regard to the Delegates to the 2024 WA Local Government Association Convention, Council:**

- 1. Authorises Councillors Kevin Trent, Denese Smythe and Peter Wright to attend the 2024 WALGA Local Government Convention as Full Delegates, noting Councillor Trent is a WALGA Life Member.**
- 2. Agrees to cover the following costs for each attendee:**
  - a. Full Delegate registration fee (where applicable)**
  - b. Gala Function**
  - c. Australian Local Government Women's Association (WA) Breakfast (female Councillors only)**
  - d. Convention Breakfast**
  - e. Accommodation including breakfast at the hotel (where applicable)**
  - f. Travel expenses to Perth and return to attend the Convention**
- 3. Will not pay for the following:**
  - a. Alcohol and mini bar expenses**
  - b. Evening meals (not associated with the Convention Program)**
  - c. Partner Activities**
- 4. Appoints Councillor Kevin Trent and Councillor Denese Smythe as voting delegates for the Shire of York, with Councillor Peter Wright listed as the proxy voting delegate, at the WALGA Annual General Meeting to be held during the Convention.**

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

**Against: Nil**

***CARRIED 6/0***



**SY055-06/24 MINUTES AND RECOMMENDATIONS OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 11 JUNE 2024**

**File Number:** 4.4175

**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 - 11 June 2024 [↓](#)

**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 Committee) Ordinary Meeting held on Tuesday 11 June 2024 to Council for consideration of the Committee's Recommendations.

**BACKGROUND**

At its Ordinary Meeting held on Tuesday 11 June 2023, the Committee was presented with information relating to:

1. Update on Findings identified during the 2022/23 Audit

The Unconfirmed Minutes of the Committee's Meeting are presented in Appendix 1.

**COMMENTS AND DETAILS**

Further details and implications of the report is identified within the Committee's Minutes hence is not duplicated here. However, for ease of reference the Committee's recommendations were:

**TABLE 1.**

ITEM	RECOMMENDATION
Update on the Findings Identified During the 2022/23 Audit	<p>That, with regard to the Update on the Findings Identified During the 2022/23 Audit, the Audit and Risk Committee recommends to Council that it:</p> <ol style="list-style-type: none"><li>1. Accepts the actions taken and residual risk for the following twelve (12) Findings:<ol style="list-style-type: none"><li>a. Lack of segregation of duties with purchasing</li><li>b. Untimely reparation of accounts payable reconciliations</li><li>c. Conflict of interest declarations not completed timely</li><li>d. Network user access and Altus user privileges</li><li>e. Fortnightly payroll reconciliations</li><li>f. Management oversight of capital projects</li><li>g. Fair value of other infrastructure – frequency of valuations</li></ol></li></ol>

	<ul style="list-style-type: none"> <li>h. Transfer between reserves</li> <li>i. Untimely approval of purchase orders</li> <li>j. Leave balances excluded from provisions</li> <li>k. Untimely credit card termination/destruction</li> <li>l. Guidelines for general journals</li> </ul> <p>2. Requests the Chief Executive Officer to report back on progress against the remaining ten (10) Findings:</p> <ul style="list-style-type: none"> <li>a. Untimely preparation and review of bank reconciliations</li> <li>b. Depreciation of assets</li> <li>c. Audit readiness and quality of financial and supporting documentation</li> <li>d. Untimely preparation and review of the property, plant and equipment reconciliation</li> <li>e. Asset revaluations</li> <li>f. Monitoring of grants income and expenses</li> <li>g. Plant recovery cost base rate and indirect/overhead cost allocation rate</li> <li>h. Works in progress for capital projects</li> <li>i. No asset addition forms</li> <li>j. Assets with no depreciation</li> </ul> <p>at the next Audit and Risk meeting.</p>
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## OPTIONS

Council has the following options:

**Option 1:** Council could choose to accept the Committee's recommendations.

**Option 2:** Council could choose to reject the Committee's recommendations.

**Option 3:** Council could choose to resolve differently to the Committee's recommendations.

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

Audit and Risk Committee Meeting Ordinary Meeting 11 June 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 Committee is detailed within the meeting minutes and the individual appendices to each report.

**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 Committee 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  
110624**

**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 11 June 2024, Council:**

- 1. Receives the Unconfirmed Minutes of the Audit and Risk Committee (the Committee) Meeting held on 11 June 2024, as presented in Appendix 1, and by adopting the following recommendations of the Committee, Council:**
  - a. Accepts the actions taken and residual risk for the following twelve (12) Findings:**
    - i. Lack of segregation of duties with purchasing**
    - ii. Untimely reparation of accounts payable reconciliations**
    - iii. Conflict of interest declarations not completed timely**
    - iv. Network user access and Altus user privileges**
    - v. Fortnightly payroll reconciliations**

- vi. **Management oversight of capital projects**
  - vii. **Fair value of other infrastructure – frequency of valuations**
  - viii. **Transfer between reserves**
  - ix. **Untimely approval of purchase orders**
  - x. **Leave balances excluded from provisions**
  - xi. **Untimely credit card termination/destruction**
  - xii. **Guidelines for general journals**
- b. Requests the Chief Executive Officer to report back on progress against the remaining ten (10) Findings:**
- i. **Untimely preparation and review of bank reconciliations**
  - ii. **Depreciation of assets**
  - iii. **Audit readiness and quality of financial and supporting documentation**
  - iv. **Untimely preparation and review of the property, plant and equipment reconciliation**
  - v. **Asset revaluations**
  - vi. **Monitoring of grants income and expenses**
  - vii. **Plant recovery cost base rate and indirect/overhead cost allocation rate**
  - viii. **Works in progress for capital projects**
  - ix. **No asset addition forms**
  - x. **Assets with no depreciation**
- at the next Audit and Risk meeting.**

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

**Against:** Nil

***CARRIED 6/0***



# **UNCONFIRMED MINUTES**

## **Audit and Risk Committee Meeting Tuesday, 11 June 2024**

**Date: Tuesday, 11 June 2024**

**Time: 3:00pm**

**Location: Council Chambers, York Town Hall, York**

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**MINUTES OF SHIRE OF YORK  
AUDIT AND RISK COMMITTEE MEETING  
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK  
ON TUESDAY, 11 JUNE 2024 AT 3:00PM**

**1 OPENING**

**1.1 Declaration of Opening**

*Cr Kevin Trent, Presiding Member, declared the meeting open at 3.05pm.*

**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

11 June 2024

**2 ATTENDANCE****2.1 Members**

*Cr Kevin Trent, Presiding Member; Cr Peter Wright; Ms Shona Zulsdorf*

**2.2 Staff**

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

**2.3 Apologies**

*Cr Denis Warnick, Deputy Shire President; Mr Justin Lee*

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

## Audit and Risk Committee Meeting Minutes

11 June 2024

- (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 3.08pm.*

4.1 Written Questions – Current Agenda

*Nil*

4.2 Public Question Time

*As there were no questions asked Public Question Time concluded at 3.08pm.*

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

*Nil*

**6 PRESENTATIONS**

*Nil*

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**COMMITTEE RECOMMENDATION**

**Moved: Ms Shona Zulsdorf**

**Seconded: Cr Kevin Trent**

**That the minutes of the Audit and Risk Committee Meeting held on 21 March 2024 be confirmed as a correct record of proceedings.**

**In Favour: Cr Kevin Trent, Cr Peter Wright, Shona Zulsdorf**

**Against: Nil**

***CARRIED 3/0***

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

*Nil*

## 9 OFFICER'S REPORTS

### 9.1 UPDATE ON THE FINDINGS IDENTIFIED DURING THE 2022/23 AUDIT

<b>File Number:</b>	4.0463, 4.4175
<b>Author:</b>	Anneke Birleson, Acting Executive Manager Corporate & Community Services
<b>Authoriser:</b>	Lindon Mellor, Acting Chief Executive Officer
<b>Previously before Council:</b>	26 March 2024 (100324)
<b>Disclosure of Interest:</b>	Nil
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Audit Findings Report - 2022/23 Final Audit <a href="#">↓</a></li> <li>2. Audits Plan - Audit Findings 2022/23 <a href="#">↓</a></li> </ol>

### NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

### PURPOSE OF REPORT

This report presents an update on the Findings identified in the 2022/23 Audit to the Audit and Risk Committee (ARC) for consideration and, if satisfactory, recommendation to Council for noting and acceptance.

### BACKGROUND

The ARC considered the Findings from the 2022/23 Audit at its March 2024 meeting, with Council considering the ARC's recommendations at its March 2024 Ordinary Meeting where it resolved (in part) (100324):

***"That, with regard to the Minutes and Recommendations of the Audit and Risk Committee Meeting held on 21 March 2024, Council:***

1. ***Receives the Unconfirmed Minutes of the Audit and Risk Committee (the Committee) Meeting held on 21 March 2024, as presented in Appendix 1, and by adopting the following recommendations of the Committee, Council:***

***[a-i]***

- j. Receives the Auditor's Audit Management Report from the Office of the Auditor General for the 2022/23 financial year.***
- k. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Audit Management Report.***
- l. Requests the Chief Executive Officer to submit a copy of the Significant Findings Report stating what action the Shire of York has taken or intends to take with respect to the Significant Findings to the Minister for Local Government prior to 25 June 2024.***
- m. Requests the Chief Executive Officer to publish a copy of the Significant Findings Report stating what action the Shire of York has taken or intends to take with respect to the Significant Findings on the Shire's website within fourteen (14) days of the report being provided to the Minister for Local Government.***

***n. Requests the Chief Executive Officer to report back on the Significant Findings at the next Audit and Risk Meeting, with a risk assessment against each finding."***

In accordance with part n of the above resolution, this report provides a risk assessment of each finding, controls that have been put into place and identifies whether further treatment of the risk is required or if officers are recommending the action taken and residual risk is acceptable.

**COMMENTS AND DETAILS**

The Auditor's Findings Report is presented in Appendix 1. The Findings are rated by the Auditors as Significant, Moderate or Minor (defined below).

<b>Significant</b>	Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
<b>Moderate</b>	Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
<b>Minor</b>	Those findings that are not of primary concern but still warrant action being taken.

Officers have applied the Risk Management Procedures, as outlined in the Shire's Risk Management Framework, to assess the risks to the organisation for each of the Findings:

1. Each Finding has been risk assessed based on the existing controls being in place and given an overall Risk Rating.
2. Based on the additional controls put in place, as recommended by the Auditors or identified by Shire Officers, the effectiveness of these controls has been identified and a Residual Risk Rating provided.
3. Based on the Residual Risk Rating an assessment of the acceptance level of the residual risk has been made. Where the residual risk is considered unacceptable, further treatment is recommended.

The audit findings and risk assessment have been uploaded into the Shire's strategic planning and reporting software, Cascade. This allows individual actions to be allocated to Officers and progress tracked and reported on.

The Audit Plan is presented in Appendix 2.

Officers are seeking recommendation from the ARC to Council, to Accept the residual risk for the following twelve (12) of the twenty-two (22) Findings:

1. Lack of segregation of duties with purchasing
2. Untimely reparation of accounts payable reconciliations
3. Conflict of interest declarations not completed timely
4. Network user access and Altus user privileges
5. Fortnightly payroll reconciliations
6. Management oversight of capital projects
7. Fair value of other infrastructure – frequency of valuations
8. Transfer between reserves
9. Untimely approval of purchase orders
10. Leave balances excluded from provisions
11. Untimely credit card termination/destruction
12. Guidelines for general journals

## Audit and Risk Committee Meeting Minutes

11 June 2024

Seven (7) of the above were classed as Significant Findings and three (3) were identified in the 2021/22 Final Audit.

**OPTIONS**

The ARC has the following options:

**Option 1:** The ARC could choose to recommend to Council that it accepts the controls put in place and Residual Risk for twelve (12) of the Findings and notes further treatment is required for the remaining ten (10).

**Option 2:** The ARC could choose to recommend to Council that further treatment is required for all or a selection of the Findings.

Option 1 is the recommended option, with the acknowledgement that ongoing assessment and identification of opportunities for improvement will occur for those considered at an Acceptable risk level.

**IMPLICATIONS TO CONSIDER****Consultative**

Executive Leadership Team

Moore Australia

**Strategic**

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**

G17 Integrated Planning and Reporting - Planning

G19 Risk Assessment and Management

**Financial**

There are no direct financial implications relating to the risk assessment of the Audit Findings.

**Legal and Statutory**

Section 7.12A of the *Local Government Act 1995* is applicable and states:

***“7.12A. Duties of local government with respect to audits***

- (1) *A local government is to do everything in its power to —*
  - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor’s other duties under this Act in respect of the local government; and*
  - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
  - (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*

## Audit and Risk Committee Meeting Minutes

11 June 2024

- (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: Ms Shona Zulsdorf**

**Seconded: Cr Peter Wright**

**That, with regard to the Update on the Findings Identified During the 2022/23 Audit, the Audit and Risk Committee recommends to Council that it:**

- 1. Accepts the actions taken and residual risk for the following twelve (12) Findings:**
  - a. Lack of segregation of duties with purchasing**
  - b. Untimely reparation of accounts payable reconciliations**
  - c. Conflict of interest declarations not completed timely**
  - d. Network user access and Altus user privileges**
  - e. Fortnightly payroll reconciliations**
  - f. Management oversight of capital projects**
  - g. Fair value of other infrastructure – frequency of valuations**
  - h. Transfer between reserves**
  - i. Untimely approval of purchase orders**
  - j. Leave balances excluded from provisions**
  - k. Untimely credit card termination/destruction**
  - l. Guidelines for general journals**
- 2. Requests the Chief Executive Officer to report back on progress against the remaining ten (10) Findings:**
  - a. Untimely preparation and review of bank reconciliations**
  - b. Depreciation of assets**

## Audit and Risk Committee Meeting Minutes

11 June 2024

- c. Audit readiness and quality of financial and supporting documentation
  - d. Untimely preparation and review of the property, plant and equipment reconciliation
  - e. Asset revaluations
  - f. Monitoring of grants income and expenses
  - g. Plant recovery cost base rate and indirect/overhead cost allocation rate
  - h. Works in progress for capital projects
  - i. No asset addition forms
  - j. Assets with no depreciation
- at the next Audit and Risk meeting.

**In Favour:** Cr Kevin Trent, Cr Peter Wright and Shona Zulsdorf

**Against:** Nil

***CARRIED 3/0***

ATTACHMENT

SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Untimely preparation and review of bank reconciliations	Yes	✓			✓
2. Lack of segregation of duties with purchasing	Yes	✓			✓
3. Untimely preparation of accounts payable reconciliation	Yes	✓			
4. Depreciation of assets	Yes	✓			
5. Conflict of interest declarations not completed timely	No	✓			
6. Audit readiness and quality of financials and supporting documentation	No	✓			
7. Network user access and Altus user privileges	No	✓			✓
8. Fortnightly payroll reconciliations	Yes	✓			
9. Untimely preparation and review of the property, plant and equipment reconciliation	Yes	✓			✓
10. Management oversight of capital projects	No	✓			
11. Asset revaluations	Yes	✓			
12. Monitoring of grants income and expenses	No	✓			✓
13. Fair value of other infrastructure – frequency of valuations	Yes	✓			
14. Transfer between reserves	No		✓		

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## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

15. Untimely approval of purchase orders	No		✓		✓
16. Plant recovery cost base rate and indirect/overhead cost allocation rate	No		✓		✓
17. Leave balances excluded from provisions	No		✓		
18. Works in Progress for capital projects	No		✓		
19. No asset addition forms	No			✓	
20. Assets with no depreciation	No		✓		✓
21. Untimely credit card termination/destruction	No			✓	
22. Guidelines for general journals	No			✓	
<b>Business improvement opportunities</b>					
23. Asset Management Plan and Long Term Financial Plan					

**Key to ratings**

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 1. Untimely preparation and review of bank reconciliations

## Finding

Bank reconciliations are an essential control in managing the accuracy and completeness of the Shire's accounting records and financial statements. Bank reconciliations are also a key aspect of internal controls over cash resources. During the final audit visit, we found the June 2023 Municipal Bank, Reserve Bank and Trust Bank reconciliations were not prepared and reviewed in a timely manner. From our review we noted the below findings:

## Trust Account

- Trust bank reconciliations for the period July 2022 – April 2023 were not prepared and reviewed until June 2023. June 2023 reconciliation was prepared and reviewed in August 2023.

## Reserve Account

- Reserve bank reconciliations for the period July 2022 – June 2023 were only prepared and reviewed between June – August 2023.

## Municipal Account

- Municipal bank reconciliations from July 2022 – April 2023 were not prepared and reviewed until June 2023 and June 2023 were not prepared and reviewed until August 2023.
- We noted that the municipal fund reconciled balance did not agree to the general ledger. Management was unable to provide adequate explanation on the differences totalling \$1,084.
- We noted two differences totalling \$1,165 between the bank statements and municipal bank balances per the bank reconciliation. This was due to management incorrectly including interest for future periods within the bank balance at year end.
- In the municipal bank reconciliation as at 30 June 2023, we observed over 120 reconciling items in the form of unmatched receipts and outstanding deposits dating back to June 2021. Upon investigation, we found that a substantial number of these reconciling items were in fact addressed before 30 June 2023, with only a portion of the unreconciled amount remaining. This raises concerns about the accuracy and legitimacy of the reconciliation items and the reconciliation process.

The supporting documentation for the bank reconciliations was not readily available and only provided later upon request.

**Rating:** Significant

## Implication

The timely preparation and independent review of monthly bank reconciliations is a key control for ensuring financial transactions are valid, complete and accurately reflected in the financial records and bank accounts. This absence of this key financial control may increase the risk of fraudulent transactions, errors or omission going undetected, resulting in misstatements within the Shire's financial statements.

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

**Recommendation**

We recommend that the Shire review its bank reconciliation processes to ensure the monthly bank reconciliations are appropriately prepared and reviewed in a timely manner. The bank reconciliation process should include ensuring supporting documentation to the reconciliation is readily available to allow the Shire to perform an effective review. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported and evidence of independent review is maintained.

**Management comment**

*Agreed bank reconciliations were not conducted in a timely fashion in the 2022/23 Financial Year due to lack of staff. The financial services contract established with Moore Australia in 2023/24 has allowed for the review of the bank reconciliation process and training of finance team members. This has now been completed, and Trust accounts are up to date. The remainder of Municipal reconciliations will be completed in March 2024. This process will now be undertaken weekly for Municipal reconciliations and monthly for Trust due to the lower activity. This can be tested in the 2023/24 Interim Audit.*

**Responsible person:** Finance Manager  
**Completion date:** Complete

## ATTACHMENT

**SHIRE OF YORK****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****2. Lack of segregation of duties with purchasing****Finding**

We tested a sample of 35 transactions and found insufficient segregation of duties between the ordering of goods and or services to invoice processing and payment. Our testing identified the following:

- seven out of 35 samples where the Chief Executive Officer (CEO) approved the purchase order and the invoice for payment.
- five out of 35 samples where the Executive Manager of Corporate and Community Services (EMCCS) approved the purchase order and the invoice for payment.
- one out of 35 samples where the Executive Manager of Infrastructure & Development Services (EMIDS) approved the purchase order and the invoice for payment.
- one out of 35 samples where IT & Payroll Officer at the time had performed the PO requisition, the incurring, and receipting of goods.

We understand that the limited segregation of duties noted is exacerbated as a result of the delegated financial authority gap between the CEO and the Executive Managers (EM), being \$250,000 and \$50,000, respectively, as established in the Shire of York's Policy Manual. At present the only Officer that has delegated financial authority for transactions between \$50,000 and \$250,000 is the CEO.

This finding was first raised in 2021/22.

**Rating:** Significant

**Implication**

In the absence of sufficient and appropriate segregation of duties there is an increased risk of erroneous or fraudulent payments. Further there is a heightened risk of the Shire ordering and committing to unauthorised goods or services.

Where purchases are centralised to the individual business units, this may hamper the effectiveness of the delegated financial authority control mechanism as well as the efficiency of business operations.

**Recommendation**

The Shire should review its underlying policies, procedures, systems and controls around ordering, receipting and approving payment of goods and services. Policies and procedures implemented should ensure sufficient and appropriate segregation of duties is achieved and these should be communicated to all staff.

The Shire should also review its delegated financial authority to ensure it remains appropriate to meet the Shire's risk assessment and procurement requirements.

As part of ensuring segregation of duties, where purchases are initiated in business units that are not their own, relevant managers should undertake checks and make enquiries as necessary to verify and authorise each transaction.

## ATTACHMENT

## SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

**Management comment**

*The Audit Regulation 17 and FM Regulation 5 consultant Armada Audit considered the concerns of the OAG and made recommendation to the Shire of York on how to adapt this process to achieve further separation. These recommendations and the Armada Audit results were provided to the OAG in 2023. Policy F2 Procurement was updated accordingly and was considered by the Audit and Risk Committee on the 12 December 2023 and adopted by Council at its 19 December 2023 OCM Resolution 121233. The policy changes were communicated to all staff in January and the new receipting process implemented from the 15 January 2024. The procurement changes were implemented in Altus procurement 14 February 2024. This can be tested in the 2023/24 Interim Audit.*

**Responsible person:** EMCCS/Finance Manager  
**Completion date:** Complete

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 3. Untimely preparation of accounts payable reconciliation

**Finding**

From our review of the June 2023 accounts payable reconciliation, we noted this was not completed in a timely manner. This reconciliation is signed as prepared on 3 September 2023 and reviewed on 30 October 2023. This delay in completing the reconciliation approximately two months after year end and the review approximately two months after preparation is not considered timely.

**Rating:** Significant

**Implication**

Untimely reconciliation could result in inaccurate financial records, which have the potential of materially misstating the financial statements.

**Recommendation**

Reconciliations are prepared and reviewed in a timely manner.

**Management comment**

*Creditors Ledger for 22.23FY was not closed off until 25 July 2023 due to many 22.23 invoices not received until this date. Aged Creditors Trial Balance report was processed 3 August 2023 however there was an unknown imbalance from the aged creditors to general ledger of -\$8.33. A support request was submitted 1 September 2023 to IT Vision to review and the issue was not resolved until 20 September 2023. The final general ledger report which balanced to the aged creditors and was submitted to EMCCS for final review and signature on 30 October 2023 once all year end processed were finalised.*

*Generally, as part of the EOM process, this report will be completed on the first day of the new month for the previous month by the Accounts Payable Officer. It is then reviewed by the Finance Manager with final review and authorised by the Executive.*

**Responsible person:** Finance Manager  
**Completion date:** Complete

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 4. Depreciation of assets

**Finding**

During our testing of depreciation, we noted that the depreciation rates being applied do not appear to be related to the useful lives determined upon revaluation of assets. This has caused differences in the depreciation expense for the year ended 30 June 2023. While we understand road infrastructure assets caused a significant portion of the difference in depreciation due to the above, has now been adjusted for, this exercise has not been extended to other asset classes.

**Rating:** Significant

**Implication**

Where assets are not depreciating in line with their useful lives, there is a risk that the depreciation expense and value of Property, Plant and Equipment and Infrastructure may be materially misstated. Further where depreciation applied does not reflect an assets use, this can cause difficulties in asset management planning.

**Recommendation**

The Shire review the depreciation rates applied to all assets to ensure that they are the correct rates in-line with revaluation reports or where appropriate, updated useful life estimations.

**Management comment**

*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.*

**Responsible person:** Finance Manager  
**Completion date:** Complete

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 5. Conflict of interest declarations not completed timely

**Finding**

During our testing of a tender process, we noted that the conflict of interest declaration completed by a panel member was completed 14 days after their review of the tenders.

**Rating:** Significant

**Implication**

Where tenders are assessed prior to completion of conflict of interest declarations there is a risk that conflicts are not known or considered prior to assessment of tenders. This disrupts the transparent and independent nature the tender process tries to achieve. Further, if the tender process has been compromised the Shire may be required to recommence a tender process impacting resources.

**Recommendation**

Checks are performed prior to tender evaluations being completed to ensure that all required conflict of interest declarations have been completed.

**Management comment**

*This was one instance and therefore the Shire disputes this finding as significant. Education and training of all staff involved in the tender and quoting process is ongoing and does not have a completion date.*

**Responsible person:** EMIDS  
**Completion date:** Ongoing

**Auditors' response**

Risk attached to this finding has been rated as high. Sample selected involved a conflict of interest declaration that was not completed timely by a key member of management who can override controls. The risk is exacerbated with rotations of persons in key positions.



**ATTACHMENT****SHIRE OF YORK****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****6. Audit readiness and quality of financials and supporting documentation****Finding**

We encountered numerous difficulties during the year end audit process. These resulted in significant adjustments to the original signed financial statements provided to the auditors on 13 October 2023. This has impacted the Shire's ability to meet their reporting requirements and be audit ready. To assist in meeting the Shire's reporting obligations, the Shire has engaged a contractor to assist in the preparation of the financial statements, key reconciliations and provide support to the Shire's finance manager.

This also resulted in significant delays in the provision of audit information. The first version of the financial statements that agreed to the underlying trial balance was only provided on 30 November 2023.

Further, there were several documents which were not received with sufficient time to facilitate audit processes. Audit instilled a deadline of 29 November for outstanding items, where these queries were unable to be resolved an assessment was made on the ability to conclude on whether sufficient audit evidence was available and where appropriate, adjustments to the financial statements have been considered.

**Rating:** Significant

**Implication**

As a result of the matters highlighted above, the financial statements approved to release by the Shire to the auditors were incorrect and did not agree to the underlying financial records. Significant additional time and effort has been committed by the audit team to try and progress this audit to a point.

Further, without timely consideration of the Shire's ability to fulfill its reporting responsibilities these may not be met.

Additionally, a delay in receiving appropriate documents and evidence can create inefficiencies and productivity of the audit. In the absence of sufficient appropriate audit evidence, we may not be able to comfortably conclude on such transactions and balances.

**Recommendation**

We recommend the Shire review its key accounting function set up to ensure that it is fit for purpose and able to meet the required deliverables. The Shire must ensure all information to support the preparation of the financial report are complete, accurate and available for the audit team to inspect.

Further, to ensure that the Shire is suitably audit ready at the commence of each phase of the audit it is preferable that the Shire utilise the varying Better Practice Guides the OAG has developed and ensure all requested information is available.

## ATTACHMENT

## SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

**Management comment**

*The Shire can demonstrate that it commenced collecting the information requested in the PBS in April of 2023. Prior to onsite testing the majority of the PBS requirements 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 of York staff, this will be thoroughly discussed at the Exit Interview.*

**Responsible person:** EMCCS  
**Completion date:** Completed

**Auditors' response**

We acknowledge there were few instances of duplicated requests which were experienced due to Mimecast downloads not being originally received. Additional pressure and delays have been experienced by Shire staff and the audit team with not all PBC items being provided by due dates or at the commencement of the final audit. Additionally, where the financial statements are not complete and supported there is increased enquiries to validate the Shire's financial statements. We encourage the Shire to follow "Audit Readiness – Better Practice Guide" and implement quality assurance procedures as part of preparing for next year's financial statement audit. We note that the Shire engaged their contractor to address the Shire's own resource constraints.

**ATTACHMENT****SHIRE OF YORK****PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE FINAL AUDIT****7. Network user access and Altus user privileges****Finding  
2023**

We found the Shire's network access management process is not fully effective. Testing identified four employees who were terminated prior to 30 June 2023 whose user accounts were not made inactive by 30 June 2023. Termination dates ranged from 16/08/2022 to 7/06/2023. For one of these accounts the last login date was after their termination date, this account does not appear to have access to Synergy or Altus Procurement. Further we found three accounts on the enabled users listing that did not appear to be employees or were not clearly identified as IT or Accounting service provider accounts, it is unclear if these accounts are appropriate.

From our review of the Altus Procurement user access and privileges listing we found that user privileges are not being appropriately restricted and controlled. Specifically, our testing identified four employees from diverse business areas that have been assigned super user privileges. From these accounts, it is possible to create, add and modify individual supplier accounts.

We were unable to perform a review of the Altus Payroll user access as the user listings for Altus Payroll were not provided to us in a timely manner allowing us to audit them.

**2022**

We found the Shire's network access management process is not fully effective. Testing identified one employee whose employment ceased on the 15 March 2022, however their network account remained active until 29 September 2022. We acknowledge that the Shire had lodged a ticket with Focus Network (IT service and management provider) to have the employee's account deactivated, however the ticket had not been processed by the service provider.

Additional audit testing confirmed the employee did not access the network from the date of their termination until the date their account was deactivated.

**Altus Payroll and Procurement User Privileges:**

From our review of the Altus Payroll and Procurement user access and privileges listing we found that user privileges are not being appropriately restricted and controlled. Specifically, our testing identified:

- Four employees from diverse business areas that have been assigned significant payroll privileges. From these accounts, it is possible to:
  - o add employees, view and edit employee details (including names, date of birth, contact details, super and tax details),
  - o edit employee entitlements and
  - o manage pay runs, among other privileges.
- Three employees from diverse business areas that can override the required number of quotes imposed by the system and prescribed by the Shire's Procurement Policy.
- Four employees from diverse business areas that have been assigned super user privileges. From these accounts, it is possible to create, add and modify individual supplier accounts.

In addition, the Shire does not perform regular reviews of user access and privileges to validate the appropriateness of these.

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

**Rating:** Significant

**Implication**

Without an effective user access management process in place, there is an increased risk that these accounts could be used to gain unauthorised access to the network or systems. Such access could involve access to or making copies of confidential documents or amendment or deletion of Shire records.

Where user privileges are assigned inappropriately, or they are no longer required to meet business requirements, there is an increased risk of unauthorised access and inappropriate changes being made within systems that may go undetected. This can result in deviations from internal policies and management directives as well as the occurrence of errors and/or fraudulent activities. This risk is increased where regular review of the appropriateness and validity of user access and privileges is not performed.

**Recommendation**

The Shire should implement a user access and privileges monitoring process to ensure only current and valid users are able to access the Shire's network and systems. This process should be extended to include validation of all privileges assigned to each user that are consistent with the positions' roles and responsibilities. Where user accounts and/or privileges are no longer required, they should be immediately removed or updated.

**Management comment**

*The Shire remains comfortable with the level of access provided. Regular audits are now conducted and the exit process updated to ensure removal of users from all systems.*

*The fortnightly payroll audit shows additions and subtractions of staff within the Definitiv system. This system generated report is reviewed by Finance Officer – Creditors, Finance Manager and EMCCS.*

*A policy position that assigns user access by position remains to be developed.*

**Responsible person:** EMCCS  
**Completion date:** December 2024

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 8. Fortnightly payroll reconciliations

**Finding**

As part of our testing of design and implementation of payroll controls we were unable to be provided any fortnightly payroll reconciliations completed during the 2023 financial year. The Shire informed us that they were completed for the first half of the financial year however were unable to be located due to staff changes and reconciliations were not performed for the second half of the financial year due to new staff.

**Rating:** Significant

**Implication**

Where payroll reconciliations are not completed, there is a risk the General Ledger is inaccurate and not a complete representation of payroll related payments. Inadequate independent review of the payroll reconciliations increases the risk of errors, omissions or fraud going undetected.

**Recommendation**

The Shire should ensure that fortnightly payroll reconciliations are adequately performed, and evidence of independent review is retained. Further the Shire should ensure that documentation is stored in locations that are known and accessible to relevant staff.

**Management comment**

*This process is now in place and with regular reconciliations being conducted. These are prepared by the Finance Officer – Payroll and reviewed by the Finance Manager. A further review is conducted by the EMCCS. This can be tested in the 2023/24 Interim Audit.*

**Responsible person:** Finance Manager  
**Completion date:** Complete

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 9. Untimely preparation and review of the property, plant and equipment reconciliation

**Finding**

During the audit visit, we noted that Property, Plant and Equipment (PPE) was only reconciled as at 30 June 2023. This reconciliation was completed and reviewed in October 2023, almost four months after the end of the financial year

This finding was first raised in 2021/22.

**Rating:** Significant

**Implication**

PPE account reconciliations not prepared and reviewed in a timely manner increase the risk of unreconciled items and errors being undetected and/or not promptly corrected.

**Recommendation**

We recommend the Shire prepare and review its PPE account reconciliations in a timely manner.

**Management comment**

*Persistent delays in finalising the Annual Financial Report have once more hindered the timely completion of procedures for the 22/23 Financial Year. This ongoing delay prevents the initiation of new fiscal year asset transactions and disposals until the previous year's financials have been officially adopted.*

**Responsible person:** Finance Manager  
**Completion date:** June 2024

**Auditor's response**

This comment should not be tied to the audit. If the amendments to the FAR or GL are required as a result of the audit, then these are performed at the times as required. The 2021-22 audit opinion issued on 6 April 2023 - not relevant to the FY2022-2023.

## ATTACHMENT

## SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 10. Management oversight of capital projects

**Finding**

Prior to this financial year, the Audit and Risk Committee (ARC) were provided a mid-year budget review which contained a detailed project-level breakdown of all capital projects, showing the budgeted expenditure, actual expenditure and variances. The ARC are no longer provided this detailed breakdown, they are only given financial statement-level breakdowns. Without the regular and detailed review of these projects, there is a lack of management oversight of capital projects.

**Rating:** Significant**Implication**

Without oversight of capital projects, there is an increased risk that projects are not managed effectively which can lead to project failure and financial loss.

**Recommendation**

The Shire should ensure there is regular oversight of capital projects by the ARC or other members of management.

**Management comment**

*Formerly the Shire adopted its budget at GL level and Council were presented with all material movements by GL at mid-year review. The Shire has adapted its reporting to Council in accordance with the Regulation's requirement of Nature mid-year reporting also reflects this change. Progress against capital project expenditure continues to be provided to Council via monthly financial reporting. The Shire has recently implemented the Government Frameworks Integrated Planning and Reporting System - Cascade which will provide reporting against all capital and CBP projects for Council.*

**Responsible person:** EMCCS/EMIDS**Completion date:** Complete

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 11. Asset revaluations

## Finding

Management undertook a revaluation of land, buildings, and infrastructure – other structures assets as at 30 June 2023. Infrastructure assets are revalued at least every five years in accordance with the Local Government (Financial Management) Regulations 1996. The last revaluation was performed in 2018.

During our review of the revaluation and reconciliations undertaken by the Shire, the following matters were noted:

- The revaluation journals included commentary mentioning that five assets which had a total written down value of \$476,853 as at 30 June 2023 have been transferred from Buildings to Infrastructure – other structures and three assets which had a total written down value of \$122,838 as at 30 June 2023 from Infrastructure – other structures to Infrastructure – drainage. No amounts have been disclosed in the financials as 'Transfers' for these asset categories.
- Assets with a purchase price of greater than \$5,000 but as the written down value is less than \$5,000 management has revalued them down to \$0. This is incorrect application of *Local Government (Financial Management) Regulations 1996 section 17A (5.)* We noted this as part of our review of the revaluation journal, we are unsure how widespread its application to all fixed assets is.
- Executive Management have conducted their own valuation of some of the infrastructure assets. No information to demonstrate the process conducted, inputs applied or conditions assessed has been provided. The reported 2022-23 carrying value of these assets is \$1,357,051. As such we are unable to conclude on these assets. For the category of these assets, being Infrastructure – Parks & Reserves based on the sector generally we have seen an average increase of 19.2%.
- For assets transferred between categories, rather than showing them as transfers in the financial statements, the assets have been revalued to nil in their previous category and revalued upwards from nil to their new value in the new asset category. This has misrepresented the gains and losses for categories of assets which have asset transfers.
- There is a difference in the split and combination of assets between the revaluation and the fixed asset register. As there has been no reconciliation between these two reports showing which assets are split and combined amongst the reports, we are unable to conclude on the completeness and accuracy of the asset valuations and we are unable to conclude if items have been missed.

Further, a complete and accurate reconciliation from the asset register to the general ledger and financial statements has not been provided. It should include additions, disposals, transfers, revaluations and depreciation. The latest version of the reconciliation report had numerous unexplained inconsistencies. We noted the following anomalies with it:

- We were advised through our inquiries of the revaluation journal that assets had been transferred between infrastructure categories and property plant and equipment – there is no disclosure of these.
- Whilst the total written down value balances agree to the financials, it is unclear why as the revaluation, depreciation and transfer details are in many instances different or not available. A reconciliation needs to clearly explain the reason for variances and include an appropriate level of detail to enable verification of notes 8a and 9a in the financial report.



## ATTACHMENT

## SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

**Rating:** Significant**Implication**

Without appropriate checks and reconciliations to demonstrate and verify the completeness of the revaluation process and the asset register, there is an increased risk of material misstatement in financial reports. Further, where clear documentation is unable to be provided to support movements between balances or amounts are unreconciled there is a risk that assets may be duplicated or mistakenly removed from the asset register.

Incorrect application of legislative and accounting standard requirements increases the risk of a material misstatement within the financial report.

**Recommendation**

Management should ensure robust procedures are in place to ensure the accuracy and completeness of the fixed assets reported in the financial statements and captured through the revaluation process. Further, management should ensure documentation relating to these reconciliations is readily available.

Management should thoroughly review and analyse the balances above, errors should be corrected.

**Management comment**

*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 with regard to the capturing of asset information, naming and classification. Guidance will be sought, and staff trained on the capitalisation of assets to ensure that sufficient data is captured in the finance system to ensure assets are able to be revalued.*

**Responsible person:** EMIDS/Finance Manager  
**Completion date:** June 2025

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 12. Monitoring of grants income and expenses

## Finding

We noted that the Shire has not implemented a standard process to monitor grant income and expenses in the 2022-23 financial year. There is no ongoing review to track grant income and expenditure other than the mid-year Budget Review and quarterly Finance and Costing review.

This issue was raised in the 2019-20 financial year and was subsequently resolved the following year in 2020-21. The grant register was then appropriately being maintained by the Finance Department with follow up from responsible officers on progress sought on a monthly basis.

However, since 2021-22 financial year, the grant register was not maintained, and we were unable to verify that regular updates were being made.

**Rating:** Significant

## Implication

Without regular monitoring of a grant register, the Shire is exposed to an increased risk of non-compliance with agreements, unrecorded transactions in the general ledger, and undisclosed commitments in the financial statements.

In addition current practice may result in non-compliance with AASB 15 or 1058 as no assessment has been made to determine the appropriate recognition of revenue of each grant, being either on receipt or over time. Incorrect revenue recognition may cause inaccuracies in the annual financial statements and the Shire's monthly financial information meaning financial decision making may be ill-informed.

## Recommendation

The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above.

The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2023-24 financial year.

## Management comment

*Historically an excel workbook has been used for the Grants Register where every Responsible Officer is required to add any new grants and update any other relevant information. Senior Finance Officer would update income and expenditure monthly and email register to all staff each month for review and update.*

*This register has been superseded by the Government Frameworks IPR software which will be implemented in 2024. Progress can be tested during Interim and Final Audits for 2023/24.*

**Responsible person:** Finance Manager  
**Completion date:** December 2024

## Auditor's response

Given the completion date is December 2024, the Shire should consider putting processes in place to ensure their grant revenue at 30 June 2024 is correctly stated. We encourage to revisit interim measures to ensure they comply with the accounting standards.

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 13. Fair value of other infrastructure – Frequency of valuations

**Finding**

From the asset category Infrastructure – Parks and Reserves reported in Note 9(a), we noted a number of assets with a carrying value of \$1,357,051, as at 30 June 2023, have not been revalued with sufficient regularity, as required by Regulation 17A(4A)(b) of the Local Government (Financial Management) Regulations 1996, since 2017-18.

Further, on review of the asset category of Infrastructure – Other Structures reported in Note 9(a) of the financial report at the carrying value of \$4,845,335, it is unclear if all the assets have been appropriately revalued and recorded in the asset register. On review of management comments we noted the following:

- Some assets noted as recategorised, on review of the asset details and revaluations we were unable to verify that these assets have been recategorised.
- Management comments for several assets include comments to the effect that no valuation was provided due to incorrect asset class or further investigation required with clarity required for what infrastructure exists in this asset and assets details unknown, new detailed asset added to register.

**Rating:** Significant

**Implication**

Without a robust assessment of fair value of the Shire's Other infrastructure assets, there is a risk that the carrying value of these assets is not reflected at fair in compliance with *AASB 13 Fair Value Measurement*, as well as Regulation 17(A) of the Regulations.

Further, where it is unclear if the asset listings are complete or correct, we are unable to form an opinion as to the value of these balances.

**Recommendation**

The Shire should perform a review of their asset register to ensure it is complete and sufficiently detailed to enable assets to be readily identified. Further, where items have not been revalued in the previous five years, a valuation of these other infrastructure assets is performed in accordance with *AASB 13 Fair Value Measurements* and assumptions and methodologies applied meet the expectations of the Shire. Fair Value movements should be understood and be able to be explained in accordance with the Shire's understanding of its operations. The Shire needs to ensure valuations are conducted every five years in accordance with Regulation 17(A) of the Regulations.

**Management comment**

*This has been resolved.*

**Responsible person:** EMCCS/Finance Manager

**Completion date:** Complete

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 14. Transfer between reserves

**Finding**

We noted that the trial balance indicates that there was a \$100,000 transfer from Recreation Reserve to Swimming Pool Reserve. This transfer was budgeted to take place in 2022 however this was completed in 2023, it is missing from the financial statements.

**Rating:** Moderate

**Implication**

Inconsistency between the trial balance and financial statements is misstatement of the financial statements and can lead to the financial statements being materially misstated.

**Recommendation**

Financial statements should be adjusted to reflect the transfer.

**Management comment**

*Advice was sought on the treatment of this item from DGLSC. Their advice is as follows:*

*With the Swimming Pool Reserve, as the \$100,000 transfer was not undertaken in 2021-22 and there is no council resolution in 2022-23 to authorise a \$100,000 transfer from the Recreation Reserve, I don't believe there is any authority to make the transfer. Note: (1) As the 2022-23 Budget showed the Swimming Pool as having an opening balance of \$100,000, there was no authority in the budget document to transfer \$100,000 from the Recreation Reserve. (2) To rectify this, I would suggest putting an item in the Budget Review that is due to Council by 31 March 2024, to transfer \$100,000 from the Recreation Reserve to the Swimming Pool Reserve as previously flagged by Council, and then do a local public notice. The alternative is to wait for the 2024-25 Budget.*

*The Shire proposes to seek approval for the transfer in the 2023/24 FY via mid-year review and to undertake the required public notice.*

**Responsible person:** Finance Manager

**Completion date:** March 2024

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 15. Untimely approval of purchase orders

**Finding**

Our testing identified four instances where the purchase orders were raised and approved after the receipt of invoices.

This finding was first raised in 2021-22.

**Rating:** Moderate

**Implication**

Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected. Further it is more difficult for the Shire to track whether expenditure incurred is in line with budgets or expectations and is dependent on the receipt of a tax invoice.

**Recommendation**

Purchase orders are an important control in the procurement process as they ensure purchases are appropriate, necessary and comply with procurement policies prior to the receipt of goods or services.

The Shire should ensure that purchase orders are raised and approved prior to the ordering of goods and or services.

**Management comment**

*As noted in previous responses, management resolves this via education and training at induction and its annual procurement refresher. Non-compliance is tracked by the Finance team and provided to supervisors to action via the appropriate HR processes.*

**Responsible person:** All supervisors  
**Completion date:** Ongoing

## ATTACHMENT

## SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 16. Plant recovery cost base rate and indirect/overhead cost allocation rate

## Finding

From our testing we noted the following rates used by the Shire to capitalise costs to infrastructure projects have not been reviewed in recent years. We understand the last review was performed in 2006.

- Plant recovery cost base rates used for capitalising plant costs to projects.
- The rate used for indirect and overhead cost allocation to projects by the Shire which has been determined as 140%.

From our testing we deemed the impact to be immaterial.

This is the fourth year we are raising this finding.

**Rating:** Moderate

## Implication

The use of outdated base rate for plant recovery cost and the application of indirect/overhead cost recovery rate increases the risk of the project/fixed assets costs being misstated.

## Recommendation

The Shire should review the base rate for plant recovery costs and the indirect/overhead cost recovery rate to determine their currency and accuracy.

## Management comment

*This work has not been completed but assistance in ensuring a robust process has been sought via the contract with Moore Australia.*

**Responsible person:** Finance Manager  
**Completion date:** December 2024

## Auditor's response

This finding has been raised for four years, the rate was last reviewed in 2006. We note the completion date is after the conclusion of the 30 June 2024 financial year. There is greater risk that these rates are no longer fit for purpose.

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 17. Leave balances excluded from provisions

## Finding

During our testing of leave balances, we noted the following discrepancies:

- Four employees which were terminated after 30 June 2023 had their leave balances excluded from the provision calculations for annual and long service leave
- We noted there were many casual employees with no long service leave balance
- We noted one employee who transferred to the Shire in October 2022 which has not had their transferred leave balances recognised at 30 June 2023 or to date based on enquiry with shire staff
- One casual employee had been incorrectly set up in the system and was accruing annual leave which they were not entitled to.

**Rating:** Moderate

## Implication

Where leave balances are being excluded or not recording correctly, there is a risk that provisions balances are misstated.

## Recommendation

Leave provisions are reviewed against employee listings to ensure all employees accruing leave, should be and any employee with nil leave balances are appropriate.

## Management comment

*Delays in processing this information occurred due to lack of information/training from the Shire's payroll system support provider. This information was received in late November 2023 and will be processed prior to end June 2024. The incorrectly accruing leave has been corrected.*

*The Shire is unable to find any casual employees without long service leave policies in place and thus disputes this element of the finding. The Shire believes there is no requirement to consider casual staff LSL in leave provisions as the likelihood of a casual staff member meeting the minimum employment timeframes for LSL eligibility is zero.*

**Responsible person:** Finance Manager  
**Completion date:** June 2024

## Auditor's response

The listing of casual employees which were not included as part of Long Service Leave (LSL) calculations had been provided to the Shire on 20 November 2023. We were provided a response that some of the employees were not considered to be entitled to LSL due to their type of work and 'period between service is greater than two weeks', this is not an indicator of a break in service under the LSL act. Without considering long service leave entitlements due to casual employees the shire may not be meeting their legal obligations.

**ATTACHMENT**

**SHIRE OF YORK**

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023**

**FINDINGS IDENTIFIED DURING THE FINAL AUDIT**

**18. Works in Progress for capital projects**

**Finding**

We noted that the Shire does not maintain a Works in Progress (WIP) balance for capital projects. Capital invoices are capitalised to their corresponding assets as they are incurred, irrespective of the asset's readiness or availability for use.

In addition, the Shire was unable to provide clear evidence of reconciliation of the movements during the year on an individual project basis.

**Rating:** Moderate

**Implication**

Incorrect capitalisation could result in asset, depreciation and expense accounts being misstated.

**Recommendation**

The Shire should ensure that only valid items are capitalised and develop a policy and procedure providing guidance on the accounting treatment for costs relating to capital projects.

**Management comment**

*Noted. The Shire will review this requirement to see whether it is applicable.*

**Responsible person:** Finance Manager/EMIDS  
**Completion date:** December 2024



**ATTACHMENT**

**SHIRE OF YORK**

**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023**

**FINDINGS IDENTIFIED DURING THE FINAL AUDIT**

**19. No asset addition forms**

**Finding**

We noted that the Shire do not use asset addition forms when assets are acquired and added to the asset register.

**Rating:** Minor

**Implication**

Use of asset addition forms allows the asset team to clearly communicate specific information such as useful lives and date assets were received to the finance team for input into the accounting records.

**Recommendation**

The Shire should implement the use of asset addition forms.

**Management comment**

*This recommendation is noted, we will look to implement this in 2024.*

**Responsible person:** EMIDS/Finance Manager

**Completion date:** December 2024

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 20. Assets with no depreciation

## Finding

From our review of the financial asset register, we identified the following:

- Six assets on the assets register for which there was no depreciation for the year. The expected depreciation at 30 June 2023 is \$43,853. The Shire has not adjusted for this error.

This finding was first raised in 2021/22.

**Rating:** Moderate

## Implication

When assets are not assigned a depreciation rate, or when assets are not being depreciated this can lead to an understatement in depreciation expense and an overstatement in the net book value of assets being reported in the financial statements. This can also result in assets not reflecting their accurate future service potential.

## Recommendation

The Shire should ensure that depreciation rates are assigned for asset additions on acquisition and that depreciation charge is consistently and accurately generated by the asset module. Furthermore, the Shire should review the depreciation rate of all assets to ensure they are aligned with the remaining economic benefits and future service potential of these assets.

## Management comment

*Please see comments at Finding 11.*

**Responsible person:** EMIDS/Finance Manager  
**Completion date:** June 2025

## ATTACHMENT

## SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 21. Untimely credit card termination/destruction

**Finding**

During our testing of purchasing cards, we noted one instance where on termination of an employee, the card was not cancelled timely. The employee was terminated on 12 May 2023 however the card was not destroyed until the 30 August 2023.

**Rating:** Minor**Implication**

Untimely cancellation of purchasing cards poses a risk that terminated staff can inappropriately use shire purchasing cards for unapproved purchases.

**Recommendation**

The Shire should ensure that credit cards are cancelled in a timely manner to mitigate the potential credit card fraud.

**Management comment**

*Although the card should have been destroyed, it was securely stored in the Shire safe and remained unused during the transition period between the departure of the outgoing EMIDS and the eventual destruction of the card. While an acting EMIDS was appointed the Shire operated only with the EMCCS card. It's important to note that a completely new and independent card was obtained for the incoming EMIDS after appointment in the new FY, ensuring no overlap or misuse of resources.*

**Responsible person:** Finance Manager  
**Completion date:** Completed

## ATTACHMENT

## SHIRE OF YORK

## PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## 22. Guidelines for general journals

**Finding**

We noted that current Management Guidelines General Journals procedure is still not updated. The document came into force in June 2016, and it has not been reviewed since then. It references to positions that no longer exist within the Shire and may no longer reflect processes implemented by the Shire.

**Rating:** Minor

**Implication**

Where journal procedures are not regularly updated, there is a risk that they are no longer effective and do not reflect current requirements, internal practice or expectations.

**Recommendation**

The Shire should ensure that the Management Guidelines General Journals procedure is updated.

**Management comment**

*Noted.*

**Responsible person:** Finance Manager/EMCCS

**Completion date:** December 2024

**Auditor's response**

Given the issues that the Shire faced with journals in the FY 21-22 year, Shire should be comfortable to not have up to date guidelines for journals until December 2024. This again means the issue won't be addressed for FY 23-24, effectively taking two years to ensure appropriate guidelines are in place. Controls around journals are key (fraud risk) and one way to ensure these are understood and followed is by having up to date guidelines clearly outlining the Shire's expectations.

## ATTACHMENT

## SHIRE OF YORK

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2023

## FINDINGS IDENTIFIED DURING THE FINAL AUDIT

## Business improvement opportunities

## 23. Asset Management Plan and Long-Term Financial Plan

## Finding

The Shire's current Asset Management Plan (AMP) was prepared in 2019. As a result, the Long-Term Financial Plan (LTFP) is also not sufficiently updated.

This finding was first raised in 2020/21

Long term financial decisions made by the council may not be based on updated financial information.

## Management comment

*This assertion is inaccurate. The Shire finalised the update of its transport asset management plans in 2023, which played a pivotal role in shaping the 2022/23 Annual Financial Statement. It's crucial to note that the majority of the Shire's asset value is encompassed within these plans. Presently, efforts are underway to finalise the minor asset classes, including Land, Building, and Infrastructure Other.*

*Additionally, Moore Australia is currently in the process of updating the Long-Term Financial Plan. This update will incorporate insights from the Workforce Plan and the ongoing development of Asset Management Plans.*

**Responsible person:** MCCA/EMIDS

**Completion date:** May 2024

## Auditor's response

We acknowledge the Shire's work towards updating its AMP and LTFP. Land, buildings and infrastructure - other represents 26% of the Shire's Property, plant, equipment and Infrastructure.

Audit and Risk Committee Meeting Minutes

11 June 2024



AUDITS PLAN

AUDIT FINDINGS 2022/23

Goal	Audit Rating	Prior Year Finding	Implication	Consequence	Likelihood	Risk Rating	Audit Recommendations	Management Comment	Rating of Additional Controls in Place	Residual Consequence	Residual Likelihood	Residual Risk Rating	Risk Treatment	Comment	Current Completion
<b>Untimely preparation and review of bank reconciliations</b>	Significant	Yes	The timely preparation and independent review of monthly bank reconciliations is a key control for ensuring financial transactions are valid, complete and accurately reflected in the financial records and bank accounts. This absence of this key financial control may increase the risk of fraudulent transactions, errors or omission going undetected, resulting in misstatements within the Shire's financial statements	Moderate	Almost Certain	High	We recommend that the Shire review its bank reconciliation processes to ensure the monthly bank reconciliations are appropriately prepared and reviewed in a timely manner. The bank reconciliation process should include ensuring supporting documentation to the reconciliation is readily available to allow the Shire to perform an effective review. The Shire should ensure an adequate level of training is provided to staff performing the reconciliation. The reviewer should also ensure that reconciling items are accurate and supported and evidence of independent review is maintained.	Agreed bank reconciliations were not conducted in a timely fashion in the 2022/23 Financial Year due to lack of staff. The financial services contract established with Moore Australia in 2023/24 has allowed for the review of the bank reconciliation process and training of finance team members. This has now been completed, and Trust accounts are up to date. The remainder of Municipal reconciliations will be completed in March 2024. This process will now be undertaken weekly for Municipal reconciliations and monthly for Trust due to the lower activity. This can be tested in the 2023/24 Interim Audit.	Adequate	Moderate	Likely	High	Treat	Continue to work towards weekly Municipal reconciliations and monthly Trust reconciliations. Ongoing staff training.	30% 30 / 100
<b>Lack of segregation of duties with purchasing</b>	Significant	Yes	In the absence of sufficient and appropriate segregation of duties there is an increased risk of erroneous or fraudulent payments. Further there is a heightened risk of the Shire ordering and committing to unauthorised goods or services. Where purchases are centralised to the individual business units, this may hamper the effectiveness of the delegated financial authority control mechanism as well as the efficiency of business operations	Moderate	Almost Certain	High	The Shire should review its underlying policies, procedures, systems and controls around ordering, receipting and approving payment of goods and services. Policies and procedures implemented should ensure sufficient and appropriate segregation of duties is achieved and these should be communicated to all staff. The Shire should also review its delegated financial authority to ensure it remains appropriate to meet the Shire's risk assessment and procurement requirements. As part of ensuring segregation of duties, where purchases are initiated in business units that are not their own, relevant managers should undertake checks and make enquiries as necessary to verify and authorise each transaction.	The Audit Regulation 17 and FM Regulation 5 consultant Armada Audit considered the concerns of the OAG and made recommendation to the Shire of York on how to adapt this process to achieve further separation. These recommendations and the Armada Audit results were provided to the OAG in 2023. Policy F2 Procurement was updated accordingly and was considered by the Audit and Risk Committee on the 12 December 2023 and adopted by Council at its 19 December 2023 OCM Resolution 121233. The policy changes were communicated to all staff in January and the new receipting process implemented from the 15 January 2024. The procurement changes were implemented in Altus procurement 14 February 2024. This can be tested in the 2023/24 Interim Audit.	Effective	Minor	Likely	Moderate	Accept	There are still occurrences where complete segregation of duties is not possible. For example, legal matters or highly sensitive matters where only the CEO and one other is party to the dealings.	100% 100 / 100

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Untimely preparation of accounts payable reconciliations	Significant	No	Untimely reconciliation could result in inaccurate financial records, which have the potential of materially misstating the financial statements.	Moderate	Likely	High	Reconciliations are prepared and reviewed in a timely manner.	Creditors Ledger for 22.23FY was not closed off until 25 July 2023 due to many 22.23 invoices not received until this date. Aged Creditors Trial Balance report was processed 3 August 2023 however there was an unknown imbalance from the aged creditors to general ledger of -\$8.33. A support request was submitted 1 September 2023 to IT Vision to review and the issue was not resolved until 20 September 2023. The final general ledger report which balanced to the aged creditors and was submitted to EMCCS for final review and signature on 30 October 2023 once all year end processed were finalised. Generally, as part of the EOM process, this report will be completed on the first day of the new month for the previous month by the Accounts Payable Officer. It is then reviewed by the Finance Manager with final review and authorised by the Executive.	Effective	Minor	Likely	Moderate	Accept	Review procedure in place, ongoing monitoring of enactment.	100% 100 / 100
Depreciation of assets	Significant	No	Where assets are not depreciating in line with their useful lives, there is a risk that the depreciation expense and value of Property, Plant and Equipment and Infrastructure may be materially misstated. Further where depreciation applied does not reflect an assets use, this can cause difficulties in asset management planning.	Extreme	Almost Certain	Extreme	The Shire review the depreciation rates applied to all assets to ensure that they are the correct rates in-line with revaluation reports or where appropriate, updated useful life estimations.	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.	Adequate	Major	Likely	High	Treat	Ongoing review of depreciation rates following adoption and reviews of asset management plans	10% 10 / 100
Conflict of interest declarations not completed timely	Significant	No	Where tenders are assessed prior to completion of conflict of interest declarations there is a risk that conflicts are not known or considered prior to assessment of tenders. This disrupts the transparent and independent nature the tender process tries to achieve. Further, if the tender process has been compromised the Shire may be required to recommence a tender process impacting resources.	Major	Possible	High	Checks are performed prior to tender evaluations being completed to ensure that all required conflict of interest declarations have been completed.	This was one instance and therefore the Shire disputes this finding as significant. Education and training of all staff involved in the tender and quoting process is ongoing and does not have a completion date.	Effective	Major	Possible	High	Accept	The risk is still there, but is acceptable due to level of internal controls and management of tender process. For example, the tender review documentation ensures conflicts of interest are identified prior to the evaluation commencing.	100% 100 / 100

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<b>Audit readiness and quality of financials and supporting documentation</b>	Significant	No	As a result of the matters highlighted above, the financial statements approved to release by the Shire to the auditors were incorrect and did not agree to the underlying financial records. Significant additional time and effort has been committed by the audit team to try and progress this audit to a point. Further, without timely consideration of the Shire's ability to fulfill its reporting responsibilities these may not be met. Additionally, a delay in receiving appropriate documents and evidence can create inefficiencies and productivity of the audit. In the absence of sufficient appropriate audit evidence, we may not be able to comfortably conclude on such transactions and balances.	Major	Likely	High	We recommend the Shire review its key accounting function set up to ensure that it is fit for purpose and able to meet the required deliverables. The Shire must ensure all information to support the preparation of the financial report are complete, accurate and available for the audit team to inspect. Further, to ensure that the Shire is suitably audit ready at the commencement of each phase of the audit it is preferable that the Shire utilise the varying Better Practice Guides the OAG has developed and ensure all requested information is available	The Shire can demonstrate that it commenced collecting the information requested in the PBS in April of 2023. Prior to onsite testing the majority of the PBS requirements 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 of York staff, this will be thoroughly discussed at the Exit Interview.	Adequate	Major	Possible	High	Treat	Despite disputing this finding the Shire recognises that key staff FM and EMCCS have competing priorities at audit times and cannot fully service ongoing OAG requests. As part of the Workforce Plan recommendations a further primary audit contact has been established to ensure continuity of service to the auditors. This position has already been filled, and contact made with the 2023/24 Audit team.	60% 60 / 100
<b>Network user access and Altus user privileges</b>	Significant	Yes	Without an effective user access management process in place, there is an increased risk that these accounts could be used to gain unauthorised access to the network or systems. Such access could involve access to or making copies of confidential documents or amendment or deletion of Shire records. Where user privileges are assigned inappropriately, or they are no longer required to meet business requirements, there is an increased risk of unauthorised access and inappropriate changes being made within systems that may go undetected. This can result in deviations from internal policies and management directives as well as the occurrence of errors and/or fraudulent activities. This risk is increased where regular review of the appropriateness and validity of user access and privileges is not performed.	Major	Possible	High	The Shire should implement a user access and privileges monitoring process to ensure only current and valid users are able to access the Shire's network and systems. This process should be extended to include validation of all privileges assigned to each user that are consistent with the positions' roles and responsibilities. Where user accounts and/or privileges are no longer required, they should be immediately removed or updated.	The Shire remains comfortable with the level of access provided. Regular audits are now conducted and the exit process updated to ensure removal of users from all systems. The fortnightly payroll audit shows additions and subtractions of staff within the Definitiv system. This system generated report is reviewed by Finance Officer – Creditors, Finance Manager and EMCCS. A policy position that assigns user access by position remains to be developed.	Effective	Major	Unlikely	Moderate	Accept	System Access review undertaken in line with new Workforce Plan, Procedures for regular audit of system access in place along with procedure for exiting staff	100% 100 / 100



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<u>Fortnightly payroll reconciliations</u>	Significant	No	Where payroll reconciliations are not completed, there is a risk the General Ledger is inaccurate and not a complete representation of payroll related payments. Inadequate independent review of the payroll reconciliations increases the risk of errors, omissions or fraud going undetected.	Major	Almost Certain	<b>Extreme</b>	The Shire should ensure that fortnightly payroll reconciliations are adequately performed, and evidence of independent review is retained. Further the Shire should ensure that documentation is stored in locations that are known and accessible to relevant staff.	This process is now in place and with regular reconciliations being conducted. These are prepared by the Finance Officer – Payroll and reviewed by the Finance Manager. A further review is conducted by the EMCS. This can be tested in the 2023/24 Interim Audit.	Effective	Major	Unlikely	<b>Moderate</b>	<b>Accept</b>	Controls in place, Reconciliations completed regularly	100% 100 / 100
<u>Untimely preparation and review of the property, plant and equipment reconciliation</u>	Significant	Yes	PPE account reconciliations not prepared and reviewed in a timely manner increase the risk of unreconciled items and errors being undetected and/or not promptly corrected.	Major	Almost Certain	<b>Extreme</b>	We recommend the Shire prepare and review its Property, Plant & Equipment account reconciliations in a timely manner.	Persistent delays in finalising the Annual Financial Report have once more hindered the timely completion of procedures for the 22/23 Financial Year. This ongoing delay prevents the initiation of new fiscal year asset transactions and disposals until the previous year's financials have been officially adopted.	Adequate	Major	Likely	<b>High</b>	Treat	As part of the Workforce Plan recommendations an additional resource has been established. This position has been filled with assets being a key focus area.	0% 0 / 100
<u>Management oversight of capital projects</u>	Significant	No	Without oversight of capital projects, there is an increased risk that projects are not managed effectively which can lead to project failure and financial loss.	Major	Possible	<b>High</b>	The Shire should ensure there is regular oversight of capital projects by the [Audit & Risk Committee] ARC or other members of management.	Formerly the Shire adopted its budget at GL level and Council were presented with all material movements by GL at mid-year review. The Shire has adapted its reporting to Council in accordance with the Regulation's requirement of Nature mid-year reporting also reflects this change. Progress against capital project expenditure continues to be provided to Council via monthly financial reporting. The Shire has recently implemented the Government Frameworks Integrated Planning and Reporting System - Cascade which will provide reporting against all capital and CBP projects for Council.	Effective	Major	Unlikely	<b>Moderate</b>	<b>Accept</b>	The Terms of Reference for the Audit and Risk Committee state no such requirement, nor does Regulation 16 of the Local Government (Audit) Regulations 1996 which defines the functions of an audit committee.	100% 100 / 100
<u>Asset revaluations</u>	Significant	No	Without appropriate checks and reconciliations to demonstrate and verify the completeness of the revaluation process and the asset register, there is an increased risk of material misstatement in financial reports. Further, where clear documentation is unable to be provided to support movements between balances or amounts are unreconciled there is a risk that assets may be duplicated or mistakenly removed from the asset register. Incorrect application of legislative and accounting standard requirements increases the risk of a material misstatement within the financial report.	Major	Almost Certain	<b>Extreme</b>	Management should ensure robust procedures are in place to ensure the accuracy and completeness of the fixed assets reported in the financial statements and captured through the revaluation process. Further, management should ensure documentation relating to these reconciliations is readily available. Management should thoroughly review and analyse the balances above, errors should be corrected.	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 with regard to the capturing of asset information, naming and classification. Guidance will be sought, and staff trained on the capitalisation of assets to ensure that sufficient data is captured in the finance system to ensure assets are able to be revalued.	Inadequate	Major	Likely	<b>High</b>	Treat	Identified need for review of all asset classes and asset management procedures including capture in asset registers	10% 10 / 100

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Monitoring of grants income and expenses	Significant	Yes	Without regular monitoring of a grant register, the Shire is exposed to an increased risk of non-compliance with agreements, unrecorded transactions in the general ledger, and undisclosed commitments in the financial statements. In addition current practice may result in non-compliance with AASB 15 or 1058 as no assessment has been made to determine the appropriate recognition of revenue of each grant, being either on receipt or over time. Incorrect revenue recognition may cause inaccuracies in the annual financial statements and the Shire's monthly financial information meaning financial decision making may be ill-informed.	Major	Likely	High	The Shire should review its current practice and implement a standard process to ensure its grant register is appropriately maintained to address the risks noted above. The Shire should retrospectively complete a detailed revenue recognition assessment of its grant revenue streams. This is to conclude if a particular grant revenue stream or transaction arises from an enforceable contract with a customer and has sufficiently specific performance obligations. The assessment will trigger the revenue recognition requirements under AASB 15, or if it falls outside this scope, under AASB 1058, so that revenue is not misstated for the 2023-24 financial year.	Historically an excel workbook has been used for the Grants Register where every Responsible Officer is required to add any new grants and update any other relevant information. Senior Finance Officer would update income and expenditure monthly and email register to all staff each month for review and update. This register has been superseded by the Government Frameworks JPR software which will be implemented in 2024. Progress can be tested during Interim and Final Audits for 2023/24.	Inadequate	Major	Likely	High	Treat	Grant monitoring through Cascade still in development, procedures to be defined	10% 10 / 100
Fair value of other infrastructure – frequency of valuations	Significant	No	Without a robust assessment of fair value of the Shire's Other infrastructure assets, there is a risk that the carrying value of these assets is not reflected at fair in compliance with AASB 13 Fair Value Measurement, as well as Regulation 17(A) of the Regulations. Further, where it is unclear if the asset listings are complete or correct, we are unable to form an opinion as to the value of these balances.	Major	Likely	High	The Shire should perform a review of their asset register to ensure it is complete and sufficiently detailed to enable assets to be readily identified. Further, where items have not been revalued in the previous 5 years, a valuation of these other infrastructure assets is performed in accordance with AASB 13 Fair Value Measurements and assumptions and methodologies applied meet the expectations of the Shire. Fair Value movements should be understood and be able to be explained in accordance with the Shire's understanding of its operations. The Shire needs to ensure valuations are conducted every 5 years in accordance with Regulation 17(A) of the Regulations.	This has been resolved.	Effective	Major	Unlikely	Moderate	Accept	Regular revaluations in place as part of asset management plan reviews. A Fair Value assessment for Land and Buildings was completed in the 2023/24 financial year.	100% 100 / 100

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<u>Transfer between reserves</u>	Moderate	No	Inconsistency between the trial balance and financial statements is misstatement of the financial statements and can lead to the financial statements being materially misstated.	Moderate	Likely	High	Financial statements should be adjusted to reflect the transfer.	Advice was sought on the treatment of this item from DGLSC. Their advice is as follows: With the Swimming Pool Reserve, as the \$100,000 transfer was not undertaken in 2021-22 and there is no council resolution in 2022-23 to authorise a \$100,000 transfer from the Recreation Reserve, I don't believe there is any authority to make the transfer. Note: (1) As the 2022-23 Budget showed the Swimming Pool as having an opening balance of \$100,000, there was no authority in the budget document to transfer \$100,000 from the Recreation Reserve. (2) To rectify this, I would suggest putting an item in the Budget Review that is due to Council by 31 March 2024, to transfer \$100,000 from the Recreation Reserve to the Swimming Pool Reserve as previously flagged by Council, and then do a local public notice. The alternative is to wait for the 2024-25 Budget. The Shire proposes to seek approval for the transfer in the 2023/24 FY via mid-year review and to undertake the required public notice.	Effective	Moderate	Unlikely	Moderate	Accept	Completed. The transfer was approved by Council at its Ordinary Meeting in March 2024 (Resolution 100324)	100% 100 / 100
<u>Untimely approval of purchase orders</u>	Moderate	Yes	Purchases made without authorised purchase orders may increase the risk of unauthorised expenditure occurring and going undetected. Further it is more difficult for the Shire to track whether expenditure incurred is in line with budgets or expectations and is dependent on the receipt of a tax invoice.	Moderate	Almost Certain	High	Purchase orders are an important control in the procurement process as they ensure purchases are appropriate, necessary and comply with procurement policies prior to the receipt of goods or services. The Shire should ensure that purchase orders are raised and approved prior to the ordering of goods and or services.	As noted in previous responses, management resolves this via education and training at induction and its annual procurement refresher. Non-compliance is tracked by the Finance team and provided to supervisors to action via the appropriate HR processes.	Adequate	Moderate	Likely	High	Accept	Ongoing training and monitoring of process	100% 100 / 100
<u>Plant recovery cost base rate and indirect/overhead cost allocation rate</u>	Moderate	Yes	The use of outdated base rate for plant recovery cost and the application of indirect/overhead cost recovery rate increases the risk of the project/fixed assets costs being misstated.	Moderate	Likely	High	The Shire should review the base rate for plant recovery costs and the indirect/overhead cost recovery rate to determine their currency and accuracy.	This work has not been completed but assistance in ensuring a robust process has been sought via the contract with Moore Australia.	Inadequate	Moderate	Likely	High	Treat	In progress	20% 20 / 100
<u>Leave balances excluded from provisions</u>	Moderate	No	Where leave balances are being excluded or not recording correctly, there is a risk that provisions balances are misstated.	Moderate	Likely	High	Leave provisions are reviewed against employee listings to ensure all employees accruing leave, should be and any employee with nil leave balances are appropriate.	Delays in processing this information occurred due to lack of information/training from the Shire's payroll system support provider. This information was received in late November 2023 and will be processed prior to end June 2024. The incorrectly accruing leave has been corrected. The Shire is unable to find any casual employees without long service leave policies in place and thus disputes this element of the finding. The Shire believes there is no requirement to consider casual staff LSL in leave provisions as the likelihood of a casual staff member meeting the minimum employment timeframes for LSL eligibility is zero.	Effective	Moderate	Possible	Moderate	Accept	Corrections to leave accruals almost complete. Ongoing monitoring of leave accruals by Payroll Officer	100% 100 / 100

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<u>Works in progress for capital projects</u>	Moderate	No	Incorrect capitalisation could result in asset, depreciation and expense accounts being misstated.	Moderate	Likely	High	The Shire should ensure that only valid items are capitalised and develop a policy and procedure providing guidance on the accounting treatment for costs relating to capital projects.	Noted. The Shire will review this requirement to see whether it is applicable.	Inadequate	Moderate	Likely	High	Treat	In progress	20% 20 / 100
<u>No asset addition forms</u>	Minor	No	Use of asset addition forms allows the asset team to clearly communicate specific information such as useful lives and date assets were received to the finance team for input into the accounting records.	Minor	Almost Certain	High	The Shire should implement the use of asset addition forms.	This recommendation is noted, we will look to implement this in 2024.	Inadequate	Minor	Almost Certain	High	Treat	The form has been created. We need to work on its implementation.	80% 80 / 100
<u>Assets with no depreciation</u>	Moderate	Yes	When assets are not assigned a depreciation rate, or when assets are not being depreciated this can lead to an understatement in depreciation expense and an overstatement in the net book value of assets being reported in the financial statements. This can also result in assets not reflecting their accurate future service potential.	Minor	Almost Certain	High	The Shire should ensure that depreciation rates are assigned for asset additions on acquisition and that depreciation charge is consistently and accurately generated by the asset module. Furthermore, the Shire should review the depreciation rate of all assets to ensure they are aligned with the remaining economic benefits and future service potential of these assets.	Please see comments at Finding 11. 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 with regard to the capturing of asset information, naming and classification. Guidance will be sought, and staff trained on the capitalisation of assets to ensure that sufficient data is captured in the finance system to ensure assets are able to be revalued.	Inadequate	Minor	Almost Certain	High	Treat	Identified need for review of all asset classes and asset management procedures including capture in asset registers	0% 0 / 100
<u>Untimely credit card termination / destruction</u>	Minor	No	Untimely cancellation of purchasing cards poses a risk that terminated staff can inappropriately use shire purchasing cards for unapproved purchases.	Minor	Unlikely	Low	The Shire should ensure that credit cards are cancelled in a timely manner to mitigate the potential credit card fraud.	Although the card should have been destroyed, it was securely stored in the Shire safe and remained unused during the transition period between the departure of the outgoing EMIDS and the eventual destruction of the card. While an acting EMIDS was appointed the Shire operated only with the EMCCS card. It's important to note that a completely new and independent card was obtained for the incoming EMIDS after appointment in the new FY, ensuring no overlap or misuse of resources.	Effective	Minor	Rare	Low	Accept	Controls in place	100% 100 / 100
<u>Guidelines for general journals</u>	Minor	No	Where journal procedures are not regularly updated, there is a risk that they are no longer effective and do not reflect current requirements, internal practice or expectations.	Minor	Unlikely	Low	The Shire should ensure that the Management Guidelines General Journals procedure is updated.	Noted.	Effective	Minor	Unlikely	Low	Accept	Low risk but procedure to be updated by new Finance Manager	100% 100 / 100

**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

*Nil*

**11 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

*Nil*

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

*Nil*

**13 CLOSURE**

*The Presiding Member thanked everyone for their attendance and closed the meeting at 3.33pm.*

**SY056-06/24 FINANCIAL REPORT - MAY 2024**

<b>File Number:</b>	<b>4.0473</b>
<b>Author:</b>	<b>Codey Redmond, Finance Manager</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<ol style="list-style-type: none"><li>1. <b>Monthly Financial Report - May 2024</b> <a href="#">↓</a></li><li>2. <b>Creditors Payment Listing - May 2024</b> <a href="#">↓</a></li><li>3. <b>Credit Card Report - April 2024</b> <a href="#">↓</a></li><li>4. <b>Fuel Card Transaction Summary - April 2024</b> <a href="#">↓</a></li></ol>

**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 ended 30 April 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 inclusion of Purchasing Card Transactions is a new requirement following the latest tranche of Local Government Act reform requirements. This includes fuel cards, store cards or similar.

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 May 2024.

List of Payments for May 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 April 2024 is presented to Council for noting.

Outstanding Rates and Services

The total outstanding rates balance at the end of May 2024 was \$1,874,934 compared to \$1,521,451 at the end of May 2023. Due to an earlier billing process in the 2022/23 financial year, the overall balance at the end of April 2024 as well as the total aged debt are tracking slightly higher compared to the previous financial year. Percentages remain relatively similar.

**TABLE 1.**

<b>Current Year</b>	<b>Properties</b>	<b>30/04/2024</b>	<b>%</b>		<b>Properties</b>	<b>30/04/2023</b>	<b>%</b>
3 years and over	83	\$ 731,743	39%		81	\$ 635,683	40%
2 years and over	106	\$ 204,747	11%		90	\$ 145,231	9%
1 year and over	169	\$ 319,927	17%		145	\$ 253,951	16%
<b>Total Aged</b>		<b>\$1,256,417</b>	<b>67%</b>			<b>\$1,034,865</b>	<b>68%</b>
Current Rates	911	\$618,517	33%		887	\$486,586	32%
<b>Total Rates Outstanding</b>		<b>\$1,874,934</b>				<b>\$1,521,451</b>	

Officers continue to work with the Shire's debt collection agency, CS Legal, to resolve some long outstanding debts in the three (3) years and over categories. 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

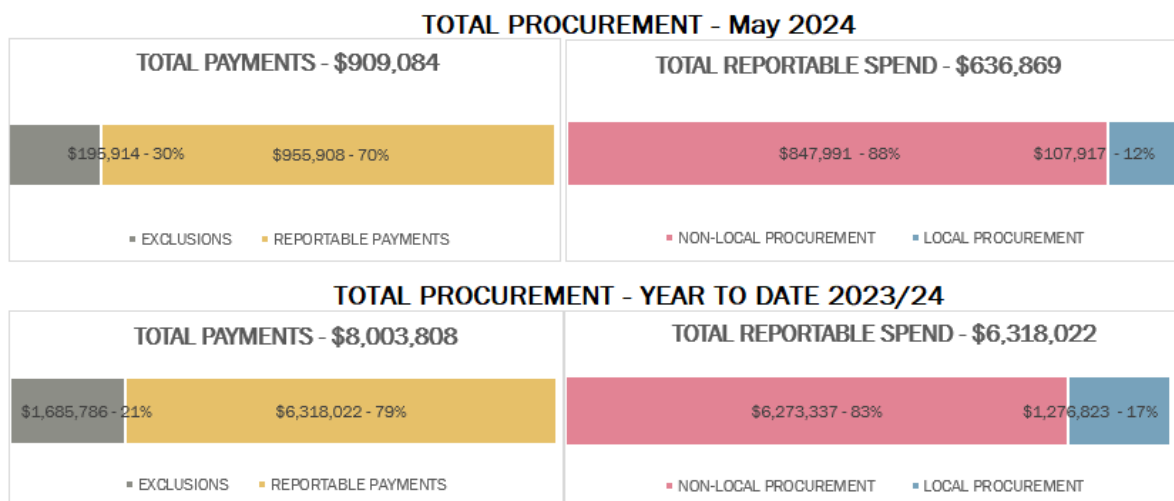
The figure for total outstanding sundry debtors as at 30 April 2024 was \$15,397.61 compared to \$26,911 as at 31 May 2023. The aged debt (90 days and over) is tracking higher than in the previous financial year due to various outstanding debtors.

**TABLE 2.**

<b>Current Year</b>	<b>31/05/2024</b>	<b>%</b>		<b>31/05/2023</b>	<b>%</b>
90 days and over	\$5,287.52	34%		\$1,736.95	6%
60 days and over	\$3,201.87	21%		\$1,599.74	6%
30 days and over	\$3,707.72	24%		\$20,735.70	77%
Current	\$3,200.5	21%		\$2,839.00	11%
<b>Total Debtors Outstanding</b>	<b>\$15,397.61</b>	<b>100%</b>		<b>\$26,911</b>	<b>100%</b>
<b>Credits</b>	<b>-\$26.02</b>				
<b>Total Including Credits</b>	<b>\$15,371.59</b>				

Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of May 2024, Officers report the following in relation to local procurement, noting that 11% of payments were made to local businesses during the month. Officers further report the overall average of reportable local spend for the 2023/24 financial year to date was 17% at the end of May 2023.



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.*

*[Regulation 13 inserted: Gazette 20 Jun 1997 p. 2838-9; amended: Gazette 31 Mar 2005 p. 1048.]*

**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**

**120624**

**Moved: Cr Denese Smythe**

**Seconded: Cr Denis Warnick**

**That, with regards to the Financial Report - May 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 May 2024 as summarised below:**

#### **May 2024**

<b>MUNICIPAL FUND</b>	<b>AMOUNT (\$)</b>
<b>Cheque Payments</b>	<b>12,588.65</b>
<b>Payroll Debits</b>	<b>394,780.07</b>
<b>Electronic Funds Payments</b>	<b>1,040,712.63</b>
<b>Payroll Debits - Superannuation</b>	<b>96,854.60</b>
<b>Bank Fees</b>	<b>125.26</b>
<b>Corporate Cards</b>	<b>2657.26</b>
<b>Gym Equipment Lease Fees</b>	<b>1342.02</b>

<b>Exetel NBN Fees</b>	<b>198</b>
<b>Fuji Xerox Equipment Rental</b>	<b>0</b>
<b>Fire Messaging Service</b>	<b>82.50</b>
<b>Subtotal - Municipal</b>	<b>1,549,340.99</b>
 <b>TRUST FUND</b>	
<b>Electronic Funds Payments</b>	<b>10,221.61</b>
<b>Cheque Payments</b>	<b>0</b>
<b>Direct Debits Licensing</b>	<b>113,238.20</b>
<b>Subtotal - Trust</b>	<b>123,459.81</b>
 <b>TOTAL DISBURSEMENTS</b>	<b>1,672,800.80</b>
 <b><u>In Favour:</u></b>	<b>Crs Kevin Trent, Denis Warnick, James Adamini, Chris Gibbs, Denese Smythe and Peter Wright</b>
<b><u>Against:</u></b>	<b>Nil</b>
	<b><i>CARRIED 6/0</i></b>

**SHIRE OF YORK**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 31 May 2024**

*LOCAL GOVERNMENT ACT 1995*  
*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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Please refer to the compilation report

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**SHIRE OF YORK**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	6,662,569	6,660,819	<b>6,642,543</b>	(18,276)	(0.27%)	▼
Rates excluding general rates	978,293	978,293	<b>973,473</b>	(4,820)	(0.49%)	
Grants, subsidies and contributions	384,270	333,335	<b>337,815</b>	4,480	1.34%	
Fees and charges	1,287,238	1,179,651	<b>1,338,629</b>	158,978	13.48%	▲
Interest revenue	225,034	206,250	<b>255,346</b>	49,096	23.80%	▲
Other revenue	416,327	409,291	<b>416,297</b>	7,006	1.71%	
Profit on asset disposals	16,900	15,488	<b>10,500</b>	(4,988)	(32.21%)	▼
	<b>9,970,631</b>	<b>9,783,127</b>	<b>9,974,603</b>	191,476	1.96%	
<b>Expenditure from operating activities</b>						
Employee costs	(6,025,569)	(5,522,913)	<b>(5,128,661)</b>	394,252	7.14%	▲
Materials and contracts	(4,641,663)	(4,253,436)	<b>(3,098,307)</b>	1,155,129	27.16%	▲
Utility charges	(370,935)	(339,779)	<b>(388,187)</b>	(48,408)	(14.25%)	▼
Depreciation	(7,259,298)	(6,654,263)	<b>(4,010,144)</b>	2,644,119	39.74%	▲
Finance costs	(62,706)	(57,475)	<b>(56,817)</b>	658	1.14%	
Insurance	(277,447)	(277,420)	<b>(335,938)</b>	(58,518)	(21.09%)	▼
Other expenditure	(972,807)	(881,817)	<b>(720,130)</b>	161,687	18.34%	▲
Loss on asset disposals	(298,898)	(273,977)	<b>(1,784)</b>	272,193	99.35%	▲
	<b>(19,909,323)</b>	<b>(18,261,080)</b>	<b>(13,739,968)</b>	4,521,112	24.76%	
Non-cash amounts excluded from operating activities	2(b) 7,541,296	6,912,752	<b>4,001,428</b>	(2,911,324)	(42.12%)	▼
<b>Amount attributable to operating activities</b>	<b>(2,397,396)</b>	<b>(1,565,201)</b>	<b>236,063</b>	1,801,264	115.08%	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	4,023,944	3,688,584	<b>669,843</b>	(3,018,741)	(81.84%)	▼
Proceeds from disposal of assets	425,454	375,545	<b>97,273</b>	(278,272)	(74.10%)	▼
	<b>4,449,398</b>	<b>4,064,129</b>	<b>767,116</b>	(3,297,013)	(81.12%)	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(1,026,304)	(940,750)	<b>(1,005,477)</b>	(64,727)	(6.88%)	▼
Payments for construction of infrastructure	(4,773,739)	(4,375,864)	<b>(1,518,274)</b>	2,857,590	65.30%	▲
	<b>(5,800,043)</b>	<b>(5,316,614)</b>	<b>(2,523,751)</b>	2,792,863	52.53%	
<b>Amount attributable to investing activities</b>	<b>(1,350,645)</b>	<b>(1,252,485)</b>	<b>(1,756,635)</b>	(504,150)	(40.25%)	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	88,000	0	<b>0</b>	0	0.00%	
	<b>88,000</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(207,802)	(311,155)	<b>(311,155)</b>	0	0.00%	
Transfer to reserves	(40,000)	0	<b>0</b>	0	0.00%	
	<b>(247,802)</b>	<b>(311,155)</b>	<b>(311,155)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>	<b>(159,802)</b>	<b>(311,155)</b>	<b>(311,155)</b>	0	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	4,207,426	4,207,426	<b>4,207,426</b>	0	0.00%	
Amount attributable to operating activities	(2,397,396)	(1,565,201)	<b>236,063</b>	1,801,264	115.08%	▲
Amount attributable to investing activities	(1,350,645)	(1,252,485)	<b>(1,756,635)</b>	(504,150)	(40.25%)	▼
Amount attributable to financing activities	(159,802)	(311,155)	<b>(311,155)</b>	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	<b>299,583</b>	<b>1,078,585</b>	<b>2,375,699</b>	1,297,114	120.26%	▲

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

Please refer to the compilation report

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**SHIRE OF YORK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 MAY 2024**

	<b>Actual 30 June 2024</b>	<b>Actual as at 31 May 2024</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	7,390,886	5,159,269
Trade and other receivables	1,261,349	1,647,902
Inventories	46,329	52,406
Other assets	272,727	0
<b>TOTAL CURRENT ASSETS</b>	<b>8,971,291</b>	<b>6,859,577</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	160,928	160,928
Other financial assets	81,490	81,490
Property, plant and equipment	47,953,673	48,066,652
Infrastructure	141,223,631	139,535,702
Right-of-use assets	1,003,382	1,003,382
<b>TOTAL NON-CURRENT ASSETS</b>	<b>190,423,104</b>	<b>188,848,154</b>
<b>TOTAL ASSETS</b>	<b>199,394,395</b>	<b>195,707,731</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,081,457	801,470
Other liabilities	858,734	858,734
Borrowings	207,802	3,879
Employee related provisions	745,328	745,328
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,893,321</b>	<b>2,409,411</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	967,206	859,974
Employee related provisions	146,813	146,813
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,114,019</b>	<b>1,006,787</b>
<b>TOTAL LIABILITIES</b>	<b>4,007,340</b>	<b>3,416,198</b>
<b>NET ASSETS</b>	<b>195,387,055</b>	<b>192,291,533</b>
<b>EQUITY</b>		
Retained surplus	29,060,753	25,965,231
Reserve accounts	2,585,273	2,585,273
Revaluation surplus	163,741,029	163,741,029
<b>TOTAL EQUITY</b>	<b>195,387,055</b>	<b>192,291,533</b>

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

**SHIRE OF YORK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**1 BASIS OF PREPARATION AND SIGNIFICANT 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. Supporting 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.

**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. A separate statement for those monies appear at Note 15 of the supplementary information.

**Judgements and estimates**

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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings and infrastructure
- estimated fair value of provisions

**SIGNIFICANT ACCOUNTING POLICIES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 12 June 2024

Please refer to the compilation report

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**SHIRE OF YORK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

		Amended Budget Opening 1 July 2023	Actual as at 30 June 2023	Actual as at 31 May 2024
(a) Net current assets used in the Statement of Financial Activity	Note			
<b>Current assets</b>		\$	\$	\$
Cash and cash equivalents		3,538,743	7,390,886	5,159,269
Trade and other receivables		1,406,168	1,261,349	1,647,902
Inventories		46,329	46,329	52,406
Other assets		0	272,727	0
		4,991,240	8,971,291	6,859,577
<b>Less: current liabilities</b>				
Trade and other payables		(1,145,489)	(1,081,457)	(801,470)
Other liabilities		0	(858,734)	(858,734)
Borrowings		(218,223)	(207,802)	(3,879)
Employee related provisions		(780,260)	(745,328)	(745,328)
Other provisions		(43,605)	0	0
		(2,187,577)	(2,893,321)	(2,409,411)
<b>Net current assets</b>		<b>2,803,663</b>	<b>6,077,970</b>	<b>4,450,166</b>
<b>Less: Total adjustments to net current assets</b>	2(c)	(2,170,080)	(1,870,544)	(2,074,467)
<b>Closing funding surplus / (deficit)</b>		<b>633,583</b>	<b>4,207,426</b>	<b>2,375,699</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Amended Budget Estimates 30 June 2024	YTD Budget Estimates 31 May 2024	YTD Actual 31 May 2024
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(16,900)	(15,488)	(10,500)
Add: Loss on asset disposals	298,898	273,977	1,784
Add: Depreciation	7,259,298	6,654,263	4,010,144
<b>Total non-cash amounts excluded from operating activities</b>	<b>7,541,296</b>	<b>6,912,752</b>	<b>4,001,428</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
	\$	\$	\$
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(2,895,230)	(2,585,273)	(2,585,273)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	218,223	207,802	3,879
- Current portion of employee benefit provisions held in reserve	506,927	506,927	506,927
<b>Total adjustments to net current assets</b>	<b>(2,170,080)</b>	<b>(1,870,544)</b>	<b>(2,074,467)</b>

**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 Council's operational cycle.

Please refer to the compilation report

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**SHIRE OF YORK**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2024**

**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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>General rates</b>			
Interim rate revenue is below YTD Budget	(18,276)	(0.27%)	▼
<b>Fees and charges</b>			
Waste fees and charges processed in rates billing in September 2023	158,978	13.48%	▲
Sale of Water higher than annual budget.			
<b>Interest revenue</b>			
Rates penalty interest and timing of interest on rates instalments.	49,096	23.80%	▲
Interest earned on term deposits higher than annual budget			
<b>Profit on asset disposals</b>			
Disposal of plant and fleet vehicles not completed in asset register	(4,988)	(32.21%)	▼
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>			
Under budget in Admin salaries due to timing of employment engagement	394,252	7.14%	▲
<b>Materials and contracts</b>			
Under budget in maintenance expenditure and consultant fees.	1,155,129	27.16%	▲
<b>Utility charges</b>			
Water charges are higher than YTD budget	(48,408)	(14.25%)	▼
<b>Depreciation</b>			
Depreciation not processed from January 2024.	2,644,119	39.74%	▲
<b>Insurance</b>			
Insurance premiums higher than annual budget.	(58,518)	(21.09%)	▼
<b>Other expenditure</b>			
Under budget in Community Resource Centre contribution and Rates Write Offs	161,687	18.34%	▲
<b>Loss on asset disposals</b>			
Disposal of plant and fleet vehicles not completed in asset register	272,193	99.35%	▲
<b>Non-cash amounts excluded from operating activities</b>			
Due to variances described above in relation depreciation and loss on asset disposal	(2,911,324)	(42.12%)	▼
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>			
LRCIP and Roads funding not received.	(3,018,741)	(81.84%)	▼
<b>Proceeds from disposal of assets</b>			
Proceeds recognised as other revenue pending disposals in asset register	(278,272)	(74.10%)	▼
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>			
Procurement of plant and fleet vehicles not completed	(64,727)	(6.88%)	▼
<b>Payments for construction of infrastructure</b>			
Timing of capital roads projects.	2,857,590	65.30%	▲
<b>Surplus or deficit after imposition of general rates</b>			
Due to variances described above	1,297,114	120.26%	▲

Please refer to the compilation report

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**SHIRE OF YORK**  
**SUPPLEMENTARY INFORMATION**  
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**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**1 KEY INFORMATION**

**Funding Surplus or Deficit Components**

<b>Funding surplus / (deficit)</b>				
	<b>Amended Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>Opening</b>	<b>\$4.21 M</b>	<b>\$4.21 M</b>	<b>\$4.21 M</b>	<b>\$0.00 M</b>
<b>Closing</b>	<b>\$0.30 M</b>	<b>\$1.08 M</b>	<b>\$2.38 M</b>	<b>\$1.30 M</b>

Refer to Statement of Financial Activity

<b>Cash and cash equivalents</b>		
	<b>\$5.16 M</b>	<b>% of total</b>
<b>Unrestricted Cash</b>	<b>\$2.57 M</b>	<b>49.9%</b>
<b>Restricted Cash</b>	<b>\$2.59 M</b>	<b>50.1%</b>

Refer to 3 - Cash and Financial Assets

<b>Payables</b>		
	<b>\$0.80 M</b>	<b>% Outstanding</b>
<b>Trade Payables</b>	<b>(\$0.00 M)</b>	
<b>0 to 30 Days</b>		<b>116.8%</b>
<b>Over 30 Days</b>		<b>(16.8%)</b>
<b>Over 90 Days</b>		<b>0.0%</b>

Refer to 9 - Payables

<b>Receivables</b>		
	<b>\$0.38 M</b>	<b>% Collected</b>
<b>Rates Receivable</b>	<b>\$1.27 M</b>	<b>79.1%</b>
<b>Trade Receivable</b>	<b>\$0.38 M</b>	<b>% Outstanding</b>
<b>Over 30 Days</b>		<b>85.4%</b>
<b>Over 90 Days</b>		<b>11.9%</b>

Refer to 7 - Receivables

**Key Operating Activities**

<b>Amount attributable to operating activities</b>			
<b>Amended Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$2.40 M)</b>	<b>(\$1.57 M)</b>	<b>\$0.24 M</b>	<b>\$1.80 M</b>

Refer to Statement of Financial Activity

<b>Rates Revenue</b>		
<b>YTD Actual</b>	<b>\$7.62 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$7.64 M</b>	<b>(0.3%)</b>

Refer to 10 - Rate Revenue

<b>Grants and Contributions</b>		
<b>YTD Actual</b>	<b>\$0.34 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$0.33 M</b>	<b>1.3%</b>

Refer to 13 - Grants and Contributions

<b>Fees and Charges</b>		
<b>YTD Actual</b>	<b>\$1.34 M</b>	<b>% Variance</b>
<b>YTD Budget</b>	<b>\$1.18 M</b>	<b>13.5%</b>

Refer to Statement of Financial Activity

**Key Investing Activities**

<b>Amount attributable to investing activities</b>			
<b>Amended Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$1.35 M)</b>	<b>(\$1.25 M)</b>	<b>(\$1.76 M)</b>	<b>(\$0.50 M)</b>

Refer to Statement of Financial Activity

<b>Proceeds on sale</b>		
<b>YTD Actual</b>	<b>\$0.10 M</b>	<b>%</b>
<b>Amended Budget</b>	<b>\$0.43 M</b>	<b>(77.1%)</b>

Refer to 6 - Disposal of Assets

<b>Asset Acquisition</b>		
<b>YTD Actual</b>	<b>\$1.52 M</b>	<b>% Spent</b>
<b>Amended Budget</b>	<b>\$4.77 M</b>	<b>(68.2%)</b>

Refer to 5 - Capital Acquisitions

<b>Capital Grants</b>		
<b>YTD Actual</b>	<b>\$0.67 M</b>	<b>% Received</b>
<b>Amended Budget</b>	<b>\$4.02 M</b>	<b>(83.4%)</b>

Refer to 5 - Capital Acquisitions

**Key Financing Activities**

<b>Amount attributable to financing activities</b>			
<b>Amended Budget</b>	<b>YTD Budget (a)</b>	<b>YTD Actual (b)</b>	<b>Var. \$ (b)-(a)</b>
<b>(\$0.16 M)</b>	<b>(\$0.31 M)</b>	<b>(\$0.31 M)</b>	<b>\$0.00 M</b>

Refer to Statement of Financial Activity

<b>Borrowings</b>		
<b>Principal repayments</b>	<b>(\$0.31 M)</b>	
<b>Interest expense</b>	<b>(\$0.07 M)</b>	<b>0.0%</b>
<b>Principal due</b>	<b>\$0.86 M</b>	

Refer to 11 - Borrowings

<b>Reserves</b>	
<b>Reserves balance</b>	<b>\$2.59 M</b>
<b>Interest earned</b>	<b>\$0.00 M</b>

Refer to 4 - Cash Reserves

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

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 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 MAY 2024**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank	Cash and cash equivalents	1,198,782	0	1,198,782	0	n/a	Variable	n/a
Cash on Hand	Cash and cash equivalents	1,330	0	1,330	0	n/a	n/a	n/a
Westpac Flexi	Cash and cash equivalents	5,402	0	5,402	0	Westpac	Variable	n/a
AMP at call	Cash and cash equivalents	28,796	0	28,796	0	AMP	Variable	n/a
AMP	Cash and cash equivalents	301,890	0	301,890	0	AMP	Variable	n/a
Municipal Term Deposit	Financial assets at amortised cost	500,000	0	500,000	0	AMP	5.25%	Jun-24
Municipal Term Deposit	Financial assets at amortised cost	500,312	0	500,312	0	AMP	5.40%	Aug-24
Reserve Bank	Cash and cash equivalents	37,484	501,230	538,714	0	NAB	Variable	n/a
Reserve Term Deposit	Financial assets at amortised cost	0	1,003,685	1,003,685	0	NAB	5.40%	Dec-24
Reserve Term Deposit	Financial assets at amortised cost	0	509,574	509,574	0	Bendigo	5.00%	Feb-25
Reserve Term Deposit	Financial assets at amortised cost	0	570,784	570,784	0	AMP	5.15%	Oct-24
Trust Fund	Cash and cash equivalents	0	0	0	58,422	n/a	n/a	n/a
<b>Total</b>		<b>2,573,996</b>	<b>2,585,273</b>	<b>5,159,269</b>	<b>58,422</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,573,684	501,230	2,074,914	58,422			
Financial assets at amortised cost		1,000,312	2,084,043	3,084,355	0			
		<b>2,573,996</b>	<b>2,585,273</b>	<b>5,159,269</b>	<b>58,422</b>			

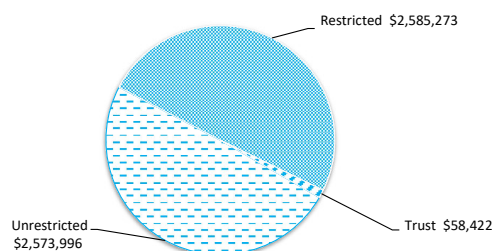
**KEY INFORMATION**

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 4 - Other assets.



**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**4 RESERVE ACCOUNTS**

Reserve name	Budget Opening Balance	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Actual Opening Balance	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>								
Leave Reserve	506,927	0	0	506,927	506,927	0	0	506,927
Plant Reserve	476,688	40,000	0	516,688	476,688	0	0	476,688
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	78,533	0	(78,000)	533	78,533	0	0	78,533
Carparking Reserve	18,623	0	0	18,623	18,623	0	0	18,623
Building Reserve	75,380	0	0	75,380	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	20,445	0	0	20,445	20,444	0	0	20,444
Tennis Synthetic Surface Reserve	3,155	0	0	3,155	3,155	0	0	3,155
Recreation Reserve	500,597	0	0	500,597	600,598	0	0	600,598
Swimming Pool Reserve	100,000	0	(10,000)	90,000	0	0	0	0
	<b>2,585,273</b>	<b>40,000</b>	<b>(88,000)</b>	<b>2,537,273</b>	<b>2,585,273</b>	<b>0</b>	<b>0</b>	<b>2,585,273</b>

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

	<b>Amended Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Actual Variance</b>
	\$	\$	\$	\$
<b>Capital acquisitions</b>				
Land	31,500	28,875	0	(28,875)
Buildings	381,619	349,801	303,942	(45,859)
Furniture & Equipment	78,685	72,127	12,097	(60,030)
Plant & Equipment	534,500	489,947	689,438	199,491
<b>Acquisition of property, plant and equipment</b>	<b>1,026,304</b>	<b>940,750</b>	<b>1,005,477</b>	<b>64,727</b>
Infrastructure	4,773,739	4,375,864	1,518,274	(2,857,590)
<b>Acquisition of infrastructure</b>	<b>4,773,739</b>	<b>4,375,864</b>	<b>1,518,274</b>	<b>(2,857,590)</b>
<b>Total capital acquisitions</b>	<b>5,800,043</b>	<b>5,316,614</b>	<b>2,523,751</b>	<b>(2,792,863)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	4,023,944	3,688,584	669,843	(3,018,741)
Other (disposals & C/Fwd)	425,454	375,545	97,273	(278,272)
Reserve accounts				
Pioneer Memorial Lodge Reserve	78,000	0	0	0
Swimming Pool Reserve	10,000	0	0	0
Contribution - operations	1,272,645	1,252,485	1,756,635	504,150
<b>Capital funding total</b>	<b>5,810,043</b>	<b>5,316,614</b>	<b>2,523,751</b>	<b>(2,792,863)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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 *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.

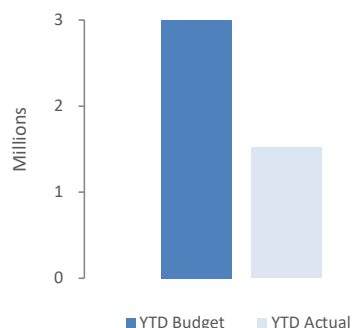
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of 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.

**Payments for Capital Acquisitions**





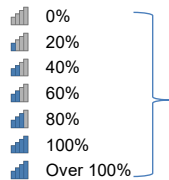
SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - 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.

Level of completion indicator, please see table at the end of this note for further detail.

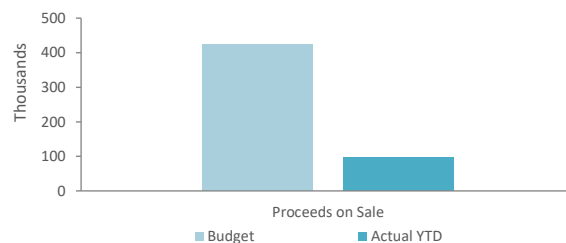
			Amended	Year to Date	Year to Date	Variance
			Current	Budget	Actual	(Under)/Over
Account Description			Budget	Budget	Actual	(Under)/Over
<b>Capital Expenditure</b>						
Land						
	146303	LAND PURCHASE AND DEVELOPMENT	31,500	28,875	0	(28,875)
	<b>Land Total</b>		<b>31,500</b>	<b>28,875</b>	<b>0</b>	<b>(28,875)</b>
Buildings						
	043141	ADMIN OFFICE CAPITAL - BUILDINGS	10,000	9,167	0	(9,167)
	067304	CENTENNIAL UNITS - BUILDING	5,500	5,038	7,997	2,959
	068302	PML BUILDING CAPITAL	229,509	210,383	150,055	(60,328)
	112302	SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	75,000	68,750	80,786	12,036
	112303	BUILDING POOL	5,500	5,038	4,845	(193)
	113029	TOWN HALL BUILDING	24,000	22,000	26,489	4,489
	118300	BUILDING CAPITAL	32,110	29,425	33,770	4,345
	<b>Buildings Total</b>		<b>381,619</b>	<b>349,801</b>	<b>303,942</b>	<b>(45,860)</b>
Furniture & Equipment						
	043142	FURNITURE & EQUIPMENT ADMIN	78,685	72,127	12,097	(60,030)
	<b>Furniture &amp; Equipment Total</b>		<b>78,685</b>	<b>72,127</b>	<b>12,097</b>	<b>(60,030)</b>
Plant & Equipment						
	042339	ADMINISTRATION VEHICLES	133,500	122,375	46,984	(75,391)
	053035	RANGER VEHICLE PURCHASE CAPITAL	46,000	42,163	0	(42,163)
	123804	EV CHARGING STATION	20,000	18,333	0	(18,333)
	127304	PLANT PURCHASES CAPITAL	335,000	307,076	636,783	329,707
	139303	PLANT & EQUIPMENT CAPITAL - STANDPIPES	0	0	5,671	5,671
	<b>Plant &amp; Equipment Total</b>		<b>534,500</b>	<b>489,947</b>	<b>689,438</b>	<b>199,491</b>
Infrastructure						
	043145	ADMINISTRATION CARPARK INFRASTRUCTURE	37,000	33,913	5,609	(28,304)
	109383	CEMETERY INFRASTRUCTURE	144,830	132,759	69,937	(62,822)
	109389	CBD UPGRADE	100,000	91,663	25,802	(65,861)
	113331	FORREST OVAL INFRASTRUCTURE	32,846	30,107	32,846	2,739
	113335	HERITAGE TRAILS INFRASTRUCTURE	21,277	19,503	21,277	1,774
	113346	MOTOCROSS TRACK INFRASTRUCTURE	137,000	125,576	134,624	9,048
	122400	ROADS TO RECOVERY PROJECTS	704,926	646,182	93,730	(552,453)
	122401	REGIONAL ROAD GROUP PROJECTS	1,366,361	1,252,493	113,033	(1,139,460)
	122402	MUNICIPAL ROAD CONSTRUCTION PROJECTS	62,000	56,826	150	(56,676)
	122404	MUNICIPAL BRIDGE CONSTRUCTION PROJECTS	864,526	792,473	656,490	(135,982)
	122407	BLACKSPOT PROJECTS	295,650	271,007	49,525	(221,482)
	122409	LRCIP PROJECTS	499,877	458,216	76,431	(381,785)
	122411	DRAINAGE CONSTRUCTION PROJECTS	225,403	206,613	224,371	17,758
	122414	MUNICIPAL ROAD CONSTRUCTION RRSP PROJECTS	212,043	194,370	222	(194,148)
	112308	INFRASTRUCTURE OTHER - SWIMMING POOL	0	0	12,285	12,285
	122415	MAINTENANCE OF BRIDGES	70,000	64,163	1,538	(62,625)
	122300	ROAD INFRASTRUCTURE PROJECTS	0	0	404	404
	<b>Infrastructure Total</b>		<b>4,773,739</b>	<b>4,375,864</b>	<b>1,518,274</b>	<b>(2,857,590)</b>
	<b>Grand Total</b>		<b>5,800,043</b>	<b>5,316,614</b>	<b>2,523,751</b>	<b>(2,792,863)</b>

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land and Buildings</b>								
	Land 25-27 South St	491,227	245,454	0	(245,773)	0	0	0	0
	<b>Plant and equipment</b>								
12239	2022 Ford Everest	45,600	52,000	6,400	0	0	0	0	0
12237	2021 Mazda CX8	32,200	27,000	0	(5,200)	0	0	0	0
12224	2021 Mazda 3	23,900	23,000	0	(900)	0	0	0	0
12200	2018 Isuzu Dmax SX	21,200	18,000	0	(3,200)	0	0	0	0
11820	2010 Hino Truck	82,825	39,000	0	(43,825)	0	0	0	0
	John Deere loader (22/23)	10,500	21,000	10,500	0	69,500	80,000	10,500	0
11921	Mitsubishi Canter Truck			0	0	19,057	17,273	0	(1,784)
		<b>707,452</b>	<b>425,454</b>	<b>16,900</b>	<b>(298,898)</b>	<b>88,557</b>	<b>97,273</b>	<b>10,500</b>	<b>(1,784)</b>

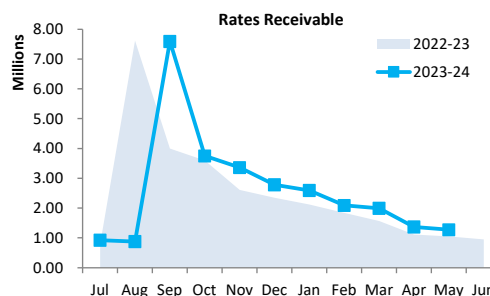


**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

Rates receivable	30 June 2023	31 May 2024
	\$	\$
Opening arrears previous years	690,542	934,701
Levied this year	7,003,151	7,616,016
Less - collections to date	(6,361,500)	(6,759,395)
Gross rates collectable	<b>1,332,193</b>	<b>1,791,322</b>
Allowance for impairment of rates receivable	(397,492)	(518,457)
<b>Net rates collectable</b>	<b>934,701</b>	<b>1,272,865</b>
% Collected	82.7%	79.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,515)	8,998	37,673	0	6,125	51,281
Percentage	(3.0%)	17.5%	73.5%	0.0%	11.9%	
<b>Balance per trial balance</b>						
Sundry debtors						51,281
Other receivables						217,937
GST receivable						71,391
Receivables for employee related provisions						37,410
Allowance for credit losses of trade receivables						(2,982)
<b>Total receivables general outstanding</b>						<b>375,037</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

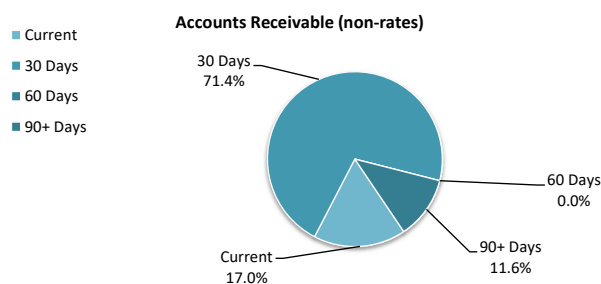
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 May 2024
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Fuel	46,329	130,812	(124,735)	52,406
<b>Other assets</b>				
Non-current assets held for sale	272,727	0	(272,727)	0
<b>Total other current assets</b>	<b>319,056</b>	<b>130,812</b>	<b>(397,462)</b>	<b>52,406</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Inventory**

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

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

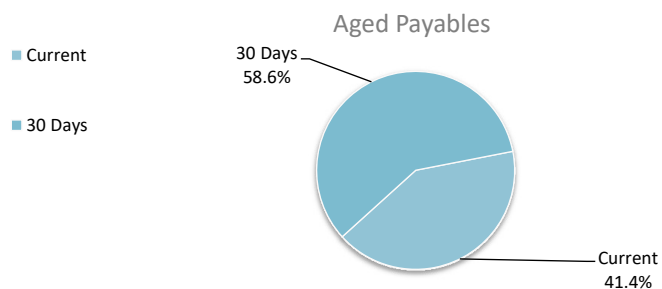
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	(1,457)	134	190	0	0	(1,133)
Percentage	128.6%	-11.8%	-16.8%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						(1,133)
ATO liabilities						122,441
Prepaid rates						144,513
Bonds and deposits						535,649
<b>Total payables general outstanding</b>						<b>801,470</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Budget Interim Rate Revenue \$	Total Revenue \$	Rate Revenue \$	YTD Actual Interim Rate Revenue \$	Total Revenue \$
<b>Gross rental value</b>									
GRV General Rate	0.134045	1,493	25,485,881	3,416,255	21,000	3,437,255	3,416,255	3,687	3,419,942
<b>Unimproved value</b>									
UV General Rate	0.008859	407	364,072,031	3,225,314	0	3,225,314	3,225,314	(2,713)	3,222,601
<b>Sub-Total</b>		<b>1,900</b>	<b>389,557,912</b>	<b>6,641,569</b>	<b>21,000</b>	<b>6,662,569</b>	<b>6,641,569</b>	<b>974</b>	<b>6,642,543</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
GRV General Rate	1,320	477	1,577,413	629,640	0	629,640	629,640	0	629,640
<b>Unimproved value</b>									
UV General Rate	1,320	292	28,348,622	385,440	0	385,440	385,440	0	385,440
<b>Sub-total</b>		<b>769</b>	<b>29,926,035</b>	<b>1,015,080</b>	<b>0</b>	<b>1,015,080</b>	<b>1,015,080</b>	<b>0</b>	<b>1,015,080</b>
Discount						(58,190)			(63,010)
<b>Amount from general rates</b>						<b>7,619,459</b>			<b>7,594,613</b>
Ex-gratia rates						21,403			21,403
<b>Total general rates</b>						<b>7,640,862</b>			<b>7,616,016</b>

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Forrest Oval Stage 1	62	732,236	0	0	(72,929)	(72,929)	659,307	659,307	(45,000)	(45,000)
Forrest Oval Stage 2	63	104,269	0	0	(25,879)	(25,879)	78,390	78,390	(4,875)	(4,875)
Forrest Oval Stage 3	64	162,645	0	0	(40,367)	(40,368)	122,278	122,277	(7,606)	(7,605)
Old Convent School	67	175,858	0	0	(171,980)	(68,626)	3,878	107,232	(8,773)	(5,226)
<b>Total</b>		<b>1,175,008</b>	<b>0</b>	<b>0</b>	<b>(311,155)</b>	<b>(207,802)</b>	<b>863,853</b>	<b>967,206</b>	<b>(66,254)</b>	<b>(62,706)</b>
Current borrowings		207,802					3,879			
Non-current borrowings		967,206					859,974			
		<b>1,175,008</b>					<b>863,853</b>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		858,734	0	0	0	858,734
<b>Total other liabilities</b>		858,734	0	0	0	858,734
<b>Employee Related Provisions</b>						
Provision for annual leave		461,128	0	0	0	461,128
Provision for long service leave		233,075	0	0	0	233,075
Provision for sick leave		51,125	0	0	0	51,125
<b>Total Provisions</b>		745,328	0	0	0	745,328
<b>Total other current liabilities</b>		<b>1,604,062</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,604,062</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**Capital grant/contribution liabilities**

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



SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2023	Liability	Liability	31 May 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	Revenue	\$	Actual
<b>Grants and subsidies</b>								
Australia Day Council	0	0	0	0	0	15,000	13,750	15,000
Grant Funds (Untied)	0	0	0	0	0	44,745	41,008	33,559
Grant Local Road (Untied)	0	0	0	0	0	39,160	35,893	29,370
LGGS Grants	0	0	0	0	0	56,990	52,239	56,990
Library Grants	4,556	0	0	4,556	4,556	4,556	4,169	0
OTHER GRANTS	0	0	0	0	0	0	0	8,978
Grant RRG - Direct	0	0	0	0	0	191,441	175,483	191,440
GRANTS - TOURISM & AREA PROMOTION	0	0	0	0	0	0	0	2,478
	<b>4,556</b>	<b>0</b>	<b>0</b>	<b>4,556</b>	<b>4,556</b>	<b>351,892</b>	<b>322,542</b>	<b>337,815</b>
<b>Contributions</b>								
Members - Contributions	0	0	0	0	0	200	67	0
Admin - Contributions	0	0	0	0	0	114	38	0
Contributions to Rural Numbers	0	0	0	0	0	342	114	0
Other Recreation - Contributions, Reimbursements	0	0	0	0	0	31,500	10,500	0
Tourism - Contributions & Donations	0	0	0	0	0	222	74	0
<b>Contributions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,378</b>	<b>10,793</b>	<b>0</b>
<b>TOTALS</b>	<b>4,556</b>	<b>0</b>	<b>0</b>	<b>4,556</b>	<b>4,556</b>	<b>384,270</b>	<b>333,335</b>	<b>337,815</b>

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD	YTD Revenue
	1 July 2023	(As revenue)		31 May 2024	31 May 2024	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Cemetery Grant Income	0	0	0	0	0	9,000	8,250	9,900
Recreation Grants - Taxable	0	0	0	0	0	135,000	123,750	0
Grant Income Museum	6,359	0	0	6,359	6,359	15,899	14,564	0
DLGSC Grant - ORV Facility	40,000	0	0	40,000	40,000	0	0	0
Grants Income	0	0	0	0	0	0	0	2,000
Road to Recovery Grants	0	0	0	0	0	704,926	646,182	0
Grant - RRG - Roads	409,357	0	0	409,357	409,357	1,366,360	1,252,493	229,437
Grant Govt-Black Spot Funding	0	0	0	0	0	322,830	295,922	18,200
Grants - LRCIP	363,540	0	0	363,540	363,540	1,257,885	1,153,053	410,306
Grant - RRSP - Roads	0	0	0	0	0	212,044	194,370	0
Grants - Main Roads Safety Program	34,922	0	0	34,922	34,922	0	0	0
	<b>854,178</b>	<b>0</b>	<b>0</b>	<b>854,178</b>	<b>854,178</b>	<b>4,023,944</b>	<b>3,688,584</b>	<b>669,843</b>

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024**

**15 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:

<b>Description</b>	<b>Opening Balance 1 July 2023</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 31 May 2024</b>
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	<b>58,422</b>	<b>0</b>	<b>0</b>	<b>58,422</b>

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 MAY 2024

16 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			\$	\$	\$	\$
<b>Budget adoption</b>						30,000
Cemetery Infrastructure	OCM 26/09/23 Res. 060923	Capital expenses	0	0	(116,830)	(86,830)
Grants LRCI	OCM 26/09/23 Res. 060923	Capital revenue	0	36,237	0	(50,593)
Grants LRCI	OCM 26/09/23 Res. 060923	Capital revenue	0	80,593	0	30,000
Forrest Oval lighting and drainage	OCM 26/09/23 Res. 060923	Capital expenses	0	0	(10,000)	20,000
Bridge Construction Project	OCM 26/09/23 Res. 060923	Capital expenses	0	10,000	0	30,000
York CRC charges other taxable supply	OCM 26/09/23 Res. 150923	Operating revenue	0	171,155	0	201,155
York CRC expenses	OCM 26/09/23 Res. 150923	Operating expenses	0	0	(182,196)	18,959
York CRC Garden/Carpark maintenance	OCM 26/09/23 Res. 150923	Operating expenses	0	0	(2,950)	16,009
Wheatbelt Regional University	OCM 26/09/23 Res. 150923	Operating expenses	0	10,000	0	26,009
Multiyear funding agreements	OCM 26/09/23 Res. 150923	Operating expenses	0	25,000	0	51,009
Contribution to York CRC	OCM 28/11/23 Res. 121123	Operating expenses	0	0	(347,957)	(296,948)
Transfer to reserve - Bridges	OCM 28/11/23 Res. 121123	Capital expenses	0	347,957	0	51,009
Maintenance of Bridges	OCM 27/02/24 Res. 040224	Capital expenses	0	0	(70,000)	(18,991)
Roads to Recovery Project	OCM 27/02/24 Res. 040224	Capital expenses	0	70,000	0	51,009
Opening surplus	OCM 26/03/24 Res. 100324	Opening surplus(deficit)	0	384,258	0	435,267
Grants, subsidies and contributions	OCM 26/03/24 Res. 100324	Operating revenue	0	0	(2,118)	433,149
Fees and charges	OCM 26/03/24 Res. 100324	Operating revenue	0	15,389	0	448,538
Other revenue	OCM 26/03/24 Res. 100324	Operating revenue	0	9,235	0	457,773
Profit on asset disposals	OCM 26/03/24 Res. 100324	Non cash item	10,500	0	0	457,773
Employee costs	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(63,767)	394,006
Materials and contracts	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(91,129)	302,877
Utility charges	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(60,000)	242,877
Insurance	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(10,000)	232,877
Other expenditure	OCM 26/03/24 Res. 100324	Operating expenses	0	181,252	0	414,129
Loss on asset disposal	OCM 26/03/24 Res. 100324	Non cash item	(43,000)	0	0	414,129
Purchase and construction of infrastructure-other	OCM 26/03/24 Res. 100324	Capital expenses	0	219,454	0	633,583
Transfer from Reserve - Swimming Pool	OCM 23/04/24 Res. 090424	Capital revenue	0	10,000	0	643,583
Roads to Recovery Muni	OCM 28/05/24 Res. 130524	Capital expenses	0	0	(371,609)	271,974
Roads to Recovery	OCM 28/05/24 Res. 130524	Capital revenue	0	27,609	0	299,583
			<b>1,598,139</b>	<b>(1,328,556)</b>		<b>299,583</b>

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1	02/05/2024 JAMES ADAMINI	COUNCILLOR ALLOWANCES	1		2,588.65
INV CRS PMT	27/03/2024 JAMES ADAMINI	COUNCILLOR ALLOWANCES - MARCH 2024	1	1,315.85	
INV CRS PMT	26/04/2024 JAMES ADAMINI	COUNCILLOR ALLOWANCES - APRIL 2024	1	1,272.80	
EFT31864	02/05/2024 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT OF CATERING FOR EXHIBITION AT RESIDENCY MUSEUM - 27/04/24	1		141.45
INV 23042024	23/04/2024 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT OF CATERING FOR EXHIBITION AT RESIDENCY MUSEUM - 27/04/24	1	141.45	
EFT31865	02/05/2024 BUSH CONTRACTING	CONTRACTING WORKS FOR DEPOT	1		891.00
INV INV-0343	21/04/2024 BUSH CONTRACTING	DRY HIRE OF MINI DIGGER FOR 09/04/2024 FOR THE YORK CEMETERY DRAINAGE	1	495.00	
INV 0342	21/04/2024 BUSH CONTRACTING	TRANSPORT FOR Y830 BOMAG ROLLER FROM GWAMBYGINE EAST RD TO SHIRE OF YORK WORKS DEPOT - 21/04/24	1	396.00	
EFT31866	02/05/2024 CHRIS GIBBS	COUNCILLOR ALLOWANCES - APRIL 2024	1		1,272.80
INV CRS PMT	30/04/2024 CHRIS GIBBS	COUNCILLOR ALLOWANCES - APRIL 2024	1	1,272.80	
EFT31867	02/05/2024 CORSIGN WA	SUPPLY AND DELIVER 2X GREEN ON WHITE STREET SIGN - PICCADILLY RD & SPENCERS BROOK RD - 19/04/24	1		107.80
INV 00084593	19/04/2024 CORSIGN WA	SUPPLY AND DELIVER 2X GREEN ON WHITE STREET SIGN - PICCADILLY RD & SPENCERS BROOK RD - 19/04/24	1	107.80	
EFT31868	02/05/2024 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - APRIL 2024	1		1,272.80
INV CRS PMT	30/04/2024 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - APRIL 2024	1	1,272.80	
EFT31869	02/05/2024 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - APRIL 2024	1		1,623.85
INV CRS PMT	30/04/2024 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - APRIL 2024	1	1,623.85	
EFT31870	02/05/2024 FIREFLY GRAPHICS	GRAPHIC DESIGN FOR 2022/23 ANNUAL REPORT - 12/04/24	1		1,072.50
INV SOY-003	12/04/2024 FIREFLY GRAPHICS	GRAPHIC DESIGN FOR 2022/23 ANNUAL REPORT - 12/04/24	1	1,072.50	
EFT31871	02/05/2024 KEVIN PYKE	COUNCILLOR ALLOWANCES - APRIL 2024	1		1,272.80
INV CRS PMT	30/04/2024 KEVIN PYKE	COUNCILLOR ALLOWANCES - APRIL 2024	1	1,272.80	
EFT31872	02/05/2024 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - APRIL 2024	1		3,293.35

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INV CRS PMT	30/04/2024 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - APRIL 2024	1	3,293.35	
EFT31873	02/05/2024 OMNICOM MEDIA GROUP AUSTRALIA (OMGA)	NOTICE OF ELECTION IN WEST AUSTRALIAN LOCAL GOVERNMENT NOTICES - WEDNESDAY 10 APRIL 2024	1		461.81
INV 1725172	22/04/2024 OMNICOM MEDIA GROUP AUSTRALIA (OMGA)	NOTICE OF ELECTION IN WEST AUSTRALIAN LOCAL GOVERNMENT NOTICES - WEDNESDAY 10 APRIL 2024	1	461.81	
EFT31874	02/05/2024 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - APRIL 2024	1		1,272.80
INV CRS PMT	30/04/2024 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - APRIL 2024	1	1,272.80	
EFT31875	02/05/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENT FOR PARKING AT TOURISM ROAD SHOW 2024 - 18/04/24	1		18.50
INV 23042024	23/04/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENT FOR PARKING AT TOURISM ROAD SHOW 2024 - 18/04/24	1	18.50	
EFT31876	02/05/2024 ROUS ELECTRICAL	BUILDING MAINTENANCE WORKS	1		1,377.20
INV 00003876	22/04/2024 ROUS ELECTRICAL	CARRY OUT REPAIRS TO TOWN HALL LIGHTS	1	739.20	
INV 00003875	22/04/2024 ROUS ELECTRICAL	REPLACE GPO IN ADMIN OFFICE	1	176.00	
INV 00003880	29/04/2024 ROUS ELECTRICAL	REPAIRS TO HOT WATER SYSTEM AT FORD ST - 29/04/24	1	462.00	
EFT31877	02/05/2024 STATEWIDE TRAFFIC SERVICES	TRAFFIC MANAGEMENT & TRAFFIC CONTROL SERVICES FOR GREENHILLS SOUTH ROAD - 09/04/24	1		1,870.58
INV 00000597	23/04/2024 STATEWIDE TRAFFIC SERVICES	TRAFFIC MANAGEMENT & TRAFFIC CONTROL SERVICES FOR GREENHILLS SOUTH ROAD - 09/04/24	1	1,870.58	
EFT31878	02/05/2024 SYNERGY	ELECTRICITY CHARGES	1		184.38
INV 114094980	23/04/2024 SYNERGY	ELECTRICITY	1	184.38	
EFT31879	02/05/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR LIBRARY - 11/04/24	1		59.92
INV	21/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR LIBRARY - 11/04/24	1	59.92	
EFT31880	02/05/2024 VOLUNTARY ANIMAL CONSERVATION & CONTROL AGENTS (V.A.C.C.A)	CORELLA CULLING IN SHIRE OF YORK - 20/4/24	1		860.00
INV 0084	24/04/2024 VOLUNTARY ANIMAL CONSERVATION & CONTROL AGENTS (V.A.C.C.A)	CORELLA CULLING IN SHIRE OF YORK - 20/4/24	1	860.00	
EFT31881	02/05/2024 YORK & DISTRICTS COMMUNITY MATTERS	COMMUNITY MATTERS - ADVERTISING	1		1,956.80
INV 3557	28/04/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	382.80	

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INV 3557	28/04/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	1,574.00	
EFT31882	03/05/2024 AILEEN STELLA DAURAT	REFUND TOWN HALL BOND # 270151	2		1,058.00
INV T83	26/04/2024 AILEEN STELLA DAURAT	REFUND TOWN HALL BOND # 270151	2	1,058.00	
EFT31883	03/05/2024 CENTRE FOR ACCESSIBILITY AUSTRALIA LTD	REFUND TOWN HALL BOND # 269155	2		100.00
INV T83	02/05/2024 CENTRE FOR ACCESSIBILITY AUSTRALIA LTD	REFUND TOWN HALL BOND # 269155	2	100.00	
EFT31884	03/05/2024 LEAH COX	REFUND TOWN HALL BOND # 269642	2		160.00
INV T83	26/04/2024 LEAH COX	REFUND TOWN HALL BOND # 269642	2	160.00	
EFT31885	03/05/2024 LIFESPAN DANCE	REFUND TOWN HALL BOND # 270153	2		529.00
INV T83	02/05/2024 LIFESPAN DANCE	REFUND TOWN HALL BOND # 270153	2	529.00	
EFT31886	03/05/2024 ROSS ANDREW AINSWORTH	CAT TRAP BOND REFUND # 270183	2		100.00
INV T1	24/06/2024 ROSS ANDREW AINSWORTH	CAT TRAP BOND REFUND # 270183	2	100.00	
EFT31887	03/05/2024 SHARLENE HOGBEN T/A RASH PROPERTIES PTY LTD	REFUND OF KERB BOND - RECEIPT 257804 PAID 17/06/2022	2		500.00
INV T4	26/04/2024 SHARLENE HOGBEN T/A RASH PROPERTIES PTY LTD	REFUND OF KERB BOND - RECEIPT 257804 PAID 17/06/2022	2	500.00	
EFT31888	03/05/2024 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR MARCH 2024	2		33.00
INV T9	24/04/2024 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR MARCH 2024	2	33.00	
EFT31889	03/05/2024 WA COUNTRY HEALTH SERVICE - WHEATBELT	REFUND CRC ROOM HIRE BOND # 270335	2		100.00
INV T83	26/04/2024 WA COUNTRY HEALTH SERVICE - WHEATBELT	REFUND CRC ROOM HIRE BOND # 270335	2	100.00	
EFT31890	03/05/2024 WA WOMEN MOTORCYCLE RIDERS INC (WAWMR)	REFUND CRC ROOM HIRE BOND # 270088	2		135.00
INV T83	26/04/2026 WA WOMEN MOTORCYCLE RIDERS INC (WAWMR)	REFUND CRC ROOM HIRE BOND # 270088	2	135.00	
EFT31891	10/05/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	PURCHASE OF 1X JOHN DEERE S36ZS 4T CABBED EXCAVATOR & 1X - NEW PTE 6T SINGLE AXLE PLANT TRAILER - 09/04/24	1		89,100.00

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INV 2831709	09/04/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	PURCHASE OF 1X JOHN DEERE S36ZS 4T CABBED EXCAVATOR & 1X - NEW PTE 6T SINGLE AXLE PLANT TRAILER - 09/04/24	1	89,100.00	
EFT31892	10/05/2024 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	SUPPLY OF NAME BADGES	1		80.30
INV INV-2306	10/04/2024 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	SUPPLY OF NAME BADGE FOR CR CHRIS GIBBS - 10/04/24	1	22.55	
INV INV-2406	26/04/2024 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	SUPPLY 3X STAFF NAME BADGES - 26/04/24	1	57.75	
EFT31893	10/05/2024 ASMITA PATHAK	REIMBURSEMENT FOR STAFF UNIFORMS - 29/04/24	1		209.53
INV 29042024	29/04/2024 ASMITA PATHAK	REIMBURSEMENT FOR STAFF UNIFORMS - 29/04/24	1	209.53	
EFT31894	10/05/2024 AUSCO MODULAR PTY LTD	23.24 MONTHLY MULTIPURPOSE TRANSPORTABLE HIRE (LIA) - 01/05/24-31/05/24	1		889.37
INV 7436409	01/05/2024 AUSCO MODULAR PTY LTD	23.24 MONTHLY MULTIPURPOSE TRANSPORTABLE HIRE (LIA) - 01/05/24-31/05/24	1	889.37	
EFT31895	10/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES	1		157.00
INV 84	02/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 84	02/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 84	02/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 84	02/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 84	02/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 84	02/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
EFT31896	10/05/2024 AVON WASTE	WASTE/RECYCLING CHARGES	1		27,043.79
INV 00062245	17/04/2024 AVON WASTE	YORK MOTORCYCLE FESTIVAL - ADDITIONAL SERVICE OF STREET AND PARK BINS ON SUNDAY 07/04/2024	1	470.00	
INV 00062267	19/04/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 19/04/24	1	26,573.79	
EFT31897	10/05/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL - 29/03/24-27/04/24	1		39.46
INV	28/04/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL - 29/03/24-27/04/24	1	39.46	
EFT31898	10/05/2024 BUILT ENVIRONMENT COLLECTIVE PTY LTD	REVIEW OF YORK SWIMMING POOL CONDITION REPORTS - 18/04/24	1		7,700.00
INV I04916	18/04/2024 BUILT ENVIRONMENT COLLECTIVE PTY LTD	REVIEW OF YORK SWIMMING POOL CONDITION REPORTS - 18/04/24	1	7,700.00	



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EFT31899	10/05/2024 BUNNINGS WAREHOUSE	PURCHASE OF MATERIALS FOR RESIDENCY MUSEUM	1		219.34
INV	15/04/2024 BUNNINGS WAREHOUSE	PURCHASE OF MATERIALS FOR RESIDENCY MUSEUM - 15/04/24	1	193.95	
INV	24/04/2024 BUNNINGS WAREHOUSE	PURCHASE OF MATERIALS FOR RESIDENCY MUSEUM - 24/04/24	1	25.39	
EFT31900	10/05/2024 CALTEX AUSTRALIA PTY LTD	FUEL CARDS - APRIL 2024	1		2,114.18
INV 115	30/04/2024 CALTEX AUSTRALIA PTY LTD	FUEL CARDS - APRIL 2024	1	2,114.18	
EFT31901	10/05/2024 CLINIPATH PATHOLOGY	CONDUCT DRUG & ALCOHOL TESTING ONSITE FOR STAFF - 24/04/24	1		95.00
INV 112819	30/04/2024 CLINIPATH PATHOLOGY	CONDUCT DRUG & ALCOHOL TESTING ONSITE FOR STAFF - 24/04/24	1	95.00	
EFT31902	10/05/2024 CODEY REDMOND	STAFF REIMBURSEMENT FOR FUEL SHIRE VEHICLE 1HIF924 - FINANCE MANAGER STARCARD ISSUES - 22/04/24	1		77.07
INV 29042024	29/04/2024 CODEY REDMOND	STAFF REIMBURSEMENT FOR FUEL SHIRE VEHICLE 1HIF924 - FINANCE MANAGER STARCARD ISSUES - 22/04/24	1	77.07	
EFT31903	10/05/2024 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES - APRIL 2024	1		923.35
INV	03/05/2024 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES - APRIL 2024	1	923.35	
EFT31904	10/05/2024 D & A PLUMBING & GAS SERVICES	PLUMBING SERVICES	1		715.00
INV 362	29/04/2024 D & A PLUMBING & GAS SERVICES	BLOCKAGE AT AVON PARK TOILETS INCLUDED THE USE OF PIPE CAMERA AND INDUSTRIAL VACUUM - 29/04/24	1	715.00	
EFT31905	10/05/2024 DARRYS PLUMBING AND GAS	PLUMBING SERVICES	1		726.00
INV IV01576	30/04/2024 DARRYS PLUMBING AND GAS	EXCAVATION OF GRAVE SITE AT YORK CEMETERY CHURCH OR CHRIST SECTION - 30/04/24 - VARIATION APPROVED	1	726.00	
EFT31906	10/05/2024 DAVID GEORGE WARR	REIMBURSEMENT FOR EMPLOYEE CLINIPATH PATHOLOGY TEST 24/04/24	1		56.50
INV 29042024	29/04/2024 DAVID GEORGE WARR	REIMBURSEMENT FOR EMPLOYEE CLINIPATH PATHOLOGY TEST 24/04/24	1	56.50	
EFT31907	10/05/2024 DEPARTMENT OF WATER & ENVIRONMENT REGULATION	ANNUAL LICENCE RENEWAL L7307/1998/10 - YORK WASTE TREATMENT FACILITY	1		1,303.50
INV	15/04/2024 DEPARTMENT OF WATER & ENVIRONMENT REGULATION	ANNUAL LICENCE RENEWAL L7307/1998/10 - YORK WASTE TREATMENT FACILITY	1	1,303.50	
EFT31908	10/05/2024 E-QUAL DISABILITY CONSULTANTS	DISABILITY ACCESS AND INCLUSION PLAN 2023-2028 - 24/04/24	1		2,552.00
INV INV-008245	24/04/2024 E-QUAL DISABILITY CONSULTANTS	DISABILITY ACCESS AND INCLUSION PLAN 2023-2028 - 24/04/24	1	2,552.00	

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EFT31909	10/05/2024 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES FOR 2023/2024 - 04/05/24	1		1,194.95
INV URP-4506	04/05/2024 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES FOR 2023/2024 - 04/05/24	1	1,194.95	
EFT31910	10/05/2024 FOCUS NETWORKS	FOCUS NETWORKS IT SUPPORT	1		1,897.50
INV	22/04/2024 FOCUS NETWORKS	FOCUS NETWORKS - LOCKDOWN WEBSITE ACCESS ON LIBRARY PC - 22/04/24	1	396.00	
INV 13935	29/04/2024 FOCUS NETWORKS	FOCUS NETWORKS - MONTHLY MPS SUPPORT - 29/04/24	1	1,501.50	
EFT31911	10/05/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER TO THE SHIRE OF YORK DEPOT 6,000 LITRES OF DIESEL - 03/05/24	1		11,169.72
INV 53104165	03/05/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER TO THE SHIRE OF YORK DEPOT 6,000 LITRES OF DIESEL - 03/05/24	1	11,169.72	
EFT31912	10/05/2024 FUNNY FARM FLOWERS	WREATHS FOR ANZAC DAY 2024	1		209.00
INV 49	25/04/2024 FUNNY FARM FLOWERS	WREATH FOR ANZAC DAY 2024	1	104.50	
INV 56	25/04/2024 FUNNY FARM FLOWERS	WREATH FOR SHIRE PRESIDENT TO LAY AT YORK DISTRICT HIGH SCHOOL ANZAC DAY SERVICE - 25/04/24	1	104.50	
EFT31913	10/05/2024 GEORGE JOHNSON	REIMBURESMENT FOR STAFF UNIFORMS - 30/04/24	1		321.98
INV 30042024	30/04/2024 GEORGE JOHNSON	REIMBURESMENT FOR STAFF UNIFORMS - 30/04/24	1	321.98	
EFT31914	10/05/2024 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER SAFETY GEAR FOR DEPOT	1		1,724.78
INV 50549	24/04/2024 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER SAFETY GEAR FOR DEPOT - 24/04/24	1	105.60	
INV INV-2968	24/04/2024 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER SAFETY GEAR FOR DEPOT - 24/04/24	1	1,619.18	
EFT31915	10/05/2024 JASON SIGNMAKERS	SUPPLY AND DESIGN SIGN BOARD FOR ORV MOTOCROSS TRACK - 02/05/24	1		2,472.40
INV 37671	02/05/2024 JASON SIGNMAKERS	SUPPLY AND DESIGN SIGN BOARD FOR ORV MOTOCROSS TRACK - 02/05/24	1	2,472.40	
EFT31916	10/05/2024 JBS & G AUSTRALIA PTY LTD	ATTENDANCE AT APPEALS CONVENOR PANEL MEETING RE GREAT SOUTHERN LANDFILL (ALLAWUNA) - 30/04/24	1		4,400.00
INV 107406	30/04/2024 JBS & G AUSTRALIA PTY LTD	ATTENDANCE AT APPEALS CONVENOR PANEL MEETING RE GREAT SOUTHERN LANDFILL (ALLAWUNA) - 30/04/24	1	4,400.00	
EFT31917	10/05/2024 JOANNE LISA MOORE	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE - MUSEUM CASUAL POOL - 02/05/24	1		58.70

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INV 02052024	02/05/2024 JOANNE LISA MOORE	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE - MUSEUM CASUAL POOL - 02/05/24	1	58.70	
EFT31918	10/05/2024 KARINA MICHELE MCROBERTS	PURCHASE OF BOOK BY LOCAL AUTHOR FOR LIBRARY - 01/05/24	1		20.00
INV 01052024	01/05/2024 KARINA MICHELE MCROBERTS	PURCHASE OF BOOK BY LOCAL AUTHOR FOR LIBRARY - 01/05/24	1	20.00	
EFT31919	10/05/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,290.03
INV 00094140	01/05/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,290.03	
EFT31920	10/05/2024 LANDGATE	CERTIFICATE OF TITLE - DEVELOPMENT APPLICATION P1547 - 01/05/24	1		30.50
INV 1377448	01/05/2024 LANDGATE	CERTIFICATE OF TITLE - DEVELOPMENT APPLICATION P1547 - 01/05/24	1	30.50	
EFT31921	10/05/2024 LG BEST PRACTICES PTY LTD	PROVIDE RATES SERVICES	1		11,660.00
INV 22453	30/04/2024 LG BEST PRACTICES PTY LTD	PROVIDE RATES SERVICES 02/4/24-30/04/24	1	6,820.00	
INV 22452	30/04/2024 LG BEST PRACTICES PTY LTD	PROVIDE RATES SERVICES 03/4/24-30/04/24	1	4,840.00	
EFT31922	10/05/2024 MAL AUTOMOTIVES	45000KM SERVICE OF 1HSZ-886 HYUNDAI VENUE - EHO VEHICLE - 06/05/24	1		397.53
INV 30643	06/05/2024 MAL AUTOMOTIVES	45000KM SERVICE OF 1HSZ-886 HYUNDAI VENUE - EHO VEHICLE - 06/05/24	1	397.53	
EFT31923	10/05/2024 MB TRAFFIC PLANNING & MANAGEMENT PTY LTD	SUPPLY 2X COPIES OF EACH TMP AND TGS'S BOUND AND LAMINATED SUPPLYING ADDITIONAL ELECTRONIC COPIES - HIGH SPEED AND MULTI LANE FOR ROADWORKS AND LOW SPEED AND RESIDENTIAL ROADS FOR ROADWORKS - 30/04/24	1		660.00
INV 0001234	30/04/2024 MB TRAFFIC PLANNING & MANAGEMENT PTY LTD	SUPPLY 2X COPIES OF EACH TMP AND TGS'S BOUND AND LAMINATED SUPPLYING ADDITIONAL ELECTRONIC COPIES - HIGH SPEED AND MULTI LANE FOR ROADWORKS AND LOW SPEED AND RESIDENTIAL ROADS FOR ROADWORKS - 30/04/24	1	660.00	
EFT31924	10/05/2024 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	1		4,830.10
INV 135019	28/03/2024 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	1	3,597.00	
INV 135228	24/04/2024 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	1	1,233.10	
EFT31925	10/05/2024 MOORE AUSTRALIA	FINANCIAL CONSULTANCY SERVICES	1		10,917.50
INV 435339	30/04/2024 MOORE AUSTRALIA	FINANCIAL SERVICES FOR BUDGET REVIEW 2023/24 - 30/04/24	1	5,225.00	
INV 435340	30/04/2024 MOORE AUSTRALIA	COMPILATION OF THAT STATEMENT OF FINANCIAL ACTIVITY - PERIOD ENDING 31 MARCH 2024	1	2,612.50	
INV 435341	30/04/2024 MOORE AUSTRALIA	MENTORING & GUIDANCE FOR PERIOD ENDING APRIL 2024 - 02/04/24-29/04/24	1	3,080.00	

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EFT31926	10/05/2024 NEO CIVIL PTY LTD	CONSTRUCTION OF MACKIE SIDING CULVERTS - PROGRESS CLAIM 3 - 15/04/24 - VARIATIONS APPROVED	1		178,245.91
INV	15/04/2024 NEO CIVIL PTY LTD	CONSTRUCTION OF MACKIE SIDING CULVERTS - PROGRESS CLAIM 3 - 15/04/24 - VARIATIONS APPROVED	1	178,245.91	
EFT31927	10/05/2024 NICOLE PARKER	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE & MEDICAL - YVC CASUAL POOL - 01/05/24	1		190.70
INV 01052024	01/05/2024 NICOLE PARKER	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE & MEDICAL - YVC CASUAL POOL - 01/05/24	1	190.70	
EFT31928	10/05/2024 OFFICEWORKS	SUPPLY OF DESKTOP DRAWERS FOR CRC BUILDING - 12/02/24	1		47.34
INV 612788068	12/02/2024 OFFICEWORKS	SUPPLY OF DESKTOP DRAWERS FOR CRC BUILDING - 12/02/24	1	47.34	
EFT31929	10/05/2024 PHILIPPA GALBRAITH	REIMBURSEMENT FOR EMPLOYEE CLINIPATH PATHOLOGY TEST 24/04/24	1		93.50
INV 02052024	02/05/2024 PHILIPPA GALBRAITH	REIMBURSEMENT FOR EMPLOYEE CLINIPATH PATHOLOGY TEST 24/04/24	1	93.50	
EFT31930	10/05/2024 PRABIN POUDEL	REIMBURESMENT FOR STAFF UNIFORMS - 29/04/24	1		354.40
INV 29042024	29/04/2024 PRABIN POUDEL	REIMBURESMENT FOR STAFF UNIFORMS - 29/04/24	1	354.40	
EFT31931	10/05/2024 REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR STAFF UNIFORM - 06/05/24	1		197.51
INV 06052024	06/05/2024 REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR STAFF UNIFORM - 06/05/24	1	197.51	
EFT31932	10/05/2024 REBECCA MAY REID	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL - YVC CASUAL STAFF - 06/05/24	1		148.50
INV 06052024	06/05/2024 REBECCA MAY REID	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL - YVC CASUAL STAFF - 06/05/24	1	148.50	
EFT31933	10/05/2024 RK MEDIA T/A LEONARDS ADVERTISING	SUPPLY PUBLICATION FOR THE WEST AUSTRALIAN ON WEDNESDAY 24.04.2024 AND SATURDAY 27.04.2024 FOR RFT 05-2324 PRUNING OF SHIRE OF YORK TREES	1		1,380.26
INV 70763	30/04/2024 RK MEDIA T/A LEONARDS ADVERTISING	SUPPLY PUBLICATION FOR THE WEST AUSTRALIAN ON WEDNESDAY 24.04.2024 AND SATURDAY 27.04.2024 FOR RFT 05-2324 PRUNING OF SHIRE OF YORK TREES	1	1,380.26	
EFT31934	10/05/2024 ROCK SUPPLIES OF WA	SUPPLY AND DELIVER ROCK TO THE YORK CEMETERY - 22/4/24	1		1,342.00
INV 18	22/04/2024 ROCK SUPPLIES OF WA	SUPPLY AND DELIVER ROCK TO THE YORK CEMETERY - 22/4/24	1	1,342.00	
EFT31935	10/05/2024 ROUS ELECTRICAL	BUILDING MAINTENANCE WORKS	1		1,408.00
INV 00003882	29/04/2024 ROUS ELECTRICAL	SUPPLY AND FIT NEW REITC CONTROLLER FOR THE WAR MEMORIAL PARK - 29/04/24	1	1,408.00	

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EFT31936	10/05/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY	1		387.91
INV 108414	24/03/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 24/03/24	1	125.98	
INV 108429	24/03/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 24/03/24	1	72.97	
INV	11/04/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 11/04/24	1	158.97	
INV	26/04/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 26/04/24	1	29.99	
EFT31937	10/05/2024 SANOKIL	MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR VARIOUS SITES - APRIL 2024	1		277.20
INV 20153337	01/05/2024 SANOKIL	MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR VARIOUS SITES - APRIL 2024	1	277.20	
EFT31938	10/05/2024 SCINTEX PTY LTD	SUPPLY AND DELIVER 1X SPWHR20MH - HOT WATER HOSE ON REEL FOR DEPOT - 06/03/24	1		548.90
INV INV-130552	06/03/2024 SCINTEX PTY LTD	SUPPLY AND DELIVER 1X SPWHR20MH - HOT WATER HOSE ON REEL FOR DEPOT - 06/03/24	1	548.90	
EFT31939	10/05/2024 SHELLEY HALL	REIMBURSEMENT FOR STAFF UNIFORM - 06/05/24	1		279.90
INV 06052024	06/05/2024 SHELLEY HALL	REIMBURSEMENT FOR STAFF UNIFORM - 06/05/24	1	279.90	
EFT31940	10/05/2024 SHIRE OF BEVERLEY	ANNUAL REIMBURSEMENT CESM RECOUP 23/24 - 01/01/24-31/03/24	1		5,768.30
INV 10100	22/04/2024 SHIRE OF BEVERLEY	ANNUAL REIMBURSEMENT CESM RECOUP 23/24 - 01/01/24-31/03/24	1	5,768.30	
EFT31941	10/05/2024 SHIRE OF NORTHAM	OLD QUARRY RD TIPPING FEES - APRIL 2024	1		22,028.06
INV 30200	02/05/2024 SHIRE OF NORTHAM	OLD QUARRY RD TIPPING FEES - APRIL 2024	1	22,028.06	
EFT31942	10/05/2024 SMITHS SHELL SERVICE	MAINTENANCE SUPPLIES FOR DEPOT	1		223.40
INV 18262906	26/02/2024 SMITHS SHELL SERVICE	SUPPLY OF OIL AND ASSORTED FILES - 26/02/24	1	65.50	
INV 18264607	26/03/2024 SMITHS SHELL SERVICE	SUPPLY OF OIL AND FUNNEL - 26/03/24	1	157.90	
EFT31943	10/05/2024 SYNERGY	ELECTRICITY CHARGES	1		5,212.15
INV 254322430	19/04/2024 SYNERGY	ELECTRICITY	1	1,245.10	
INV 102393870	24/04/2024 SYNERGY	ELECTRICITY	1	122.50	
INV 421646290	24/04/2024 SYNERGY	ELECTRICITY	1	82.74	
INV 981500720	24/04/2024 SYNERGY	ELECTRICITY	1	87.36	

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INV 333626240	26/04/2024 SYNERGY	ELECTRICITY	1	74.72	
INV 640233070	26/04/2024 SYNERGY	ELECTRICITY	1	100.62	
INV 369981610	26/04/2024 SYNERGY	ELECTRICITY	1	225.24	
INV 468663930	26/04/2024 SYNERGY	ELECTRICITY	1	266.69	
INV 512901920	26/04/2024 SYNERGY	ELECTRICITY	1	116.35	
INV 749237470	26/04/2024 SYNERGY	ELECTRICITY	1	143.01	
INV 522515390	30/04/2024 SYNERGY	ELECTRICITY	1	307.49	
INV 584238150	30/04/2024 SYNERGY	ELECTRICITY	1	126.45	
INV 696999050	30/04/2024 SYNERGY	ELECTRICITY	1	475.71	
INV 785488350	30/04/2024 SYNERGY	ELECTRICITY	1	1,081.25	
INV 421646290	30/04/2024 SYNERGY	ELECTRICITY	1	12.74	
INV 314003710	01/05/2024 SYNERGY	ELECTRICITY	1	124.77	
INV 573203950	01/05/2024 SYNERGY	ELECTRICITY	1	487.29	
INV 430153700	02/05/2024 SYNERGY	ELECTRICITY	1	132.12	
EFT31944	10/05/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	COMPLETE REPAIRS AND REPLACE SAFETY BEACON ON ISUZU TRUCK - Y641 - 03/05/24	1		743.05
INV INV-2566	03/05/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	COMPLETE REPAIRS AND REPLACE SAFETY BEACON ON ISUZU TRUCK - Y641 - 03/05/24	1	476.30	
INV INV-2559	03/05/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	COMPLETE REPAIRS FOR REVERSE LIGHT FAULT ON HINO TRUCK Y711 - 03/05/24	1	266.75	
EFT31945	10/05/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 28/04/24	1		89.60
INV	28/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 28/04/24	1	89.60	
EFT31946	10/05/2024 THE GELO COMPANY PTY LTD	FAMOUS SHARON TO MC THE SENIORS EXPO AND FORUM 17 MAY 2024 - 50% DEPOSIT	1		2,035.00
INV INV-7755	12/03/2024 THE GELO COMPANY PTY LTD	FAMOUS SHARON TO MC THE SENIORS EXPO AND FORUM 17 MAY 2024 - 50% DEPOSIT	1	2,035.00	
EFT31947	10/05/2024 WINC.	STATIONARY SUPPLIES FOR ADMIN BUILDING - 29/04/24	1		629.82
INV	29/04/2024 WINC.	STATIONARY SUPPLIES FOR ADMIN BUILDING - 29/04/24	1	629.82	

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EFT31948	10/05/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 26/04/24	1		52.00
INV	26/04/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 26/04/24	1	118.00	
INV	26/04/2024 WOOLWORTHS GROUP LIMITED	CREDIT NOTE - PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 26/04/24	1	-66.00	
EFT31949	10/05/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS - APRIL 2024	1		603.13
INV 641205928	30/04/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR ADMIN BUILDING - APRIL 2024	1	325.19	
INV 641207332	30/04/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR CRC BUILDING - APRIL 2024	1	122.50	
INV 641207214	30/04/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR RESIDENCY MUSEUM - APRIL 2024	1	155.44	
EFT31950	10/05/2024 YORK LANDSCAPE SUPPLIES	SUPPLY FOR DELIVERY OF SAND FOR DEPOT - 19/04/24	1		84.00
INV 00009332	19/04/2024 YORK LANDSCAPE SUPPLIES	SUPPLY FOR DELIVERY OF SAND FOR DEPOT - 19/04/24	1	84.00	
EFT31951	10/05/2024 YORK NEWSAGENCY	STATIONARY & OFFICE SUPPLIES - APRIL 2024	1		161.00
INV 67639	30/04/2024 YORK NEWSAGENCY	STATIONARY & OFFICE SUPPLIES - APRIL 2024	1	130.10	
INV 67614	30/04/2024 YORK NEWSAGENCY	STATIONARY & OFFICE SUPPLIES - APRIL 2024	1	30.90	
EFT31952	10/05/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	1		78,646.24
INV 62	09/05/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS		58,964.58	
INV 63	09/05/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS		7,688.57	
INV 64	09/05/2024 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS		11,993.09	
EFT31953	17/05/2024 ACCENT RUBBER STAMPS	PURCHASE OF 2X BLACK SELF INKING FOR YVC - 23/04/24 - VARIATION APPROVED	1		99.66
INV 00073576	18/04/2024 ACCENT RUBBER STAMPS	PURCHASE OF 2X BLACK SELF INKING FOR YVC - 23/04/24 - VARIATION APPROVED	1	99.66	
EFT31954	17/05/2024 AL MIDLAND PTY LTD	PURCHASE OF MY23 MGZS CVT 1.5 CORE - FINANCE MANAGER POOL VEHICLE - 10/05/24	1		5,500.00
INV 6063517	10/05/2024 AL MIDLAND PTY LTD	PURCHASE OF MY23 MGZS CVT 1.5 CORE - FINANCE MANAGER POOL VEHICLE - 10/05/24	1	5,500.00	
EFT31955	17/05/2024 ARCHIVAL SURVIVAL	SUPPLY OF ARCHIVAL MATERIALS FOR RESIDENCY MUSEUM - 08/05/24	1		2,232.81

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INV 00071739	08/05/2024 ARCHIVAL SURVIVAL	SUPPLY OF ARCHIVAL MATERIALS FOR RESIDENCY MUSEUM - 08/05/24	1	2,232.81	
EFT31956	17/05/2024 BELLISSIMO YORK	CATERING SERVICES	1		100.00
INV 00000208	09/05/2024 BELLISSIMO YORK	SUPPLY CATERING FOR EMPLOYEE'S FAREWELL MORNING TEA - FRIDAY 19/04/24	1	100.00	
EFT31957	17/05/2024 BLUE FORCE PTY LTD	ALARM MONITORING SERVICES - 01/05/24-31/07/24	1		146.42
INV 203346	01/05/2024 BLUE FORCE PTY LTD	ALARM MONITORING SERVICE FOR RESIDENCY MUSEUM - 01/05/24-31/07/24	1	123.71	
INV 203450	01/05/2024 BLUE FORCE PTY LTD	ALARM MOINTORING SERVICE FOR YORK VISITORS CENTRE - 01/05/24-31/05/24	1	22.71	
EFT31958	17/05/2024 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT - APRIL 2024	1		990.00
INV INV-0228	10/05/2024 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT - APRIL 2024	1	990.00	
EFT31959	17/05/2024 BUSH CONTRACTING	SUPPLY FOR COLLECTION MANTOU TRACTOR FROM MONDAY 08.04.2024 - MONDAY 06.05.2024 - VARIATION APPROVED	1		8,415.00
INV INV-0347	03/05/2024 BUSH CONTRACTING	SUPPLY FOR COLLECTION MANTOU TRACTOR FROM MONDAY 08.04.2024 - MONDAY 06.05.2024 - VARIATION APPROVED	1	8,415.00	
EFT31960	17/05/2024 CIRCUITWEST	YORKIDS EVENT 2024 - THE MAGICAL WEEDY SEADRAGON - SATURDAY 01/06/2024 - 50% PAYMENT UP FRONT	1		1,650.00
INV INV-1085	15/05/2024 CIRCUITWEST	YORKIDS EVENT 2024 - THE MAGICAL WEEDY SEADRAGON - SATURDAY 01/06/2024 - 50% PAYMENT UP FRONT	1	1,650.00	
EFT31961	17/05/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS RFG 11-2324 - 01/04/24-30/04/24	1		1,064.25
INV 10005262	10/05/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS RFG 11-2324 - 01/04/24-30/04/24	1	1,064.25	
EFT31962	17/05/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES	1		697.42
INV 220505	07/05/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 05/02/24-07/05/24 - RESIDENCY MUSEUM	1	97.26	
INV 220538	07/05/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 02/04/24-07/05/24 - CRC	1	267.37	
INV 220504	07/05/2024 COUNTRY COPIERS	PHOTOCOPIER CAHRGES 02/04/24-07/05/24 - YVC	1	228.77	
INV 220503	07/05/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 02/04/24-07/05/24 - DEPOT - VARIATION APPROVED	1	104.02	
EFT31963	17/05/2024 DENNIS FREDERICK KICKETT	ELDERS CONSULTATION FOR CULTURAL BURNING GROUP PLANNG DAY 13 MAY 2024	1		309.00



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INV 100528711	14/05/2024 DENNIS FREDERICK KICKETT	ELDERS CONSULTATION FOR CULTURAL BURNING GROUP PLANNING DAY 13 MAY 2024	1	309.00	
EFT31964	17/05/2024 ELLENBY PTY LTD T/A ELLENBY TREE FARM	SUPPLY 50X TREES FOR VERGE TREE PROGRAM - 25/01/24	1		5,170.00
INV 43464	25/01/2024 ELLENBY PTY LTD T/A ELLENBY TREE FARM	SUPPLY 50X TREES FOR VERGE TREE PROGRAM - 25/01/24	1	5,170.00	
EFT31965	17/05/2024 ETHAN DANIEL GORS - EG SERVICING (GORS MECHANICAL)	COMPLETE A SERVICE FOR THE 2013 VOLVO GRADER Y205 - 07/05/24	1		1,620.70
INV INV-0003	07/05/2024 ETHAN DANIEL GORS - EG SERVICING (GORS MECHANICAL)	COMPLETE A SERVICE FOR THE 2013 VOLVO GRADER Y205 - 07/05/24	1	1,620.70	
EFT31966	17/05/2024 FIREFLY GRAPHICS	GRAPHIC DESIGN FOR 2022/23 ANNUAL REPORT - 12/04/24 - FINAL 50% PAYMENT	1		1,072.50
INV SOY-003	12/04/2024 FIREFLY GRAPHICS	GRAPHIC DESIGN FOR 2022/23 ANNUAL REPORT - 12/04/24 - FINAL 50% PAYMENT	1	1,072.50	
EFT31967	17/05/2024 FOCUS NETWORKS	FOCUS NETWORKS IT SUPPORT	1		13,446.74
INV	06/05/2024 FOCUS NETWORKS	FOCUS NETWORKS SUPPORT - MONTHLY SAAS - MAY 2024	1	7,226.24	
INV	06/05/2024 FOCUS NETWORKS	FOCUS NETWORKS - MONTHLY MPS SUPPORT - 06/05/24	1	6,220.50	
EFT31968	17/05/2024 FUJIFILM BUSINESS INNOVATIONS AUSTRALIA PTY TLD	ANNUAL LICENSE FEE SCAN TO PC SOFTWARE 2024-25 - ADMIN	1		264.00
INV CW168542	26/04/2024 FUJIFILM BUSINESS INNOVATIONS AUSTRALIA PTY TLD	ANNUAL LICENSE FEE SCAN TO PC SOFTWARE 2024-25 - ADMIN	1	264.00	
EFT31969	17/05/2024 ISOBEL ELLEN CAMERON	STAFF REIMBURSEMENT FOR STAFF UNIFORMS AND YVC STOCK - 12/05/24	1		146.20
INV 12052024	12/05/2024 ISOBEL ELLEN CAMERON	STAFF REIMBURSEMENT FOR STAFF UNIFORMS AND YVC STOCK - 12/05/24	1	146.20	
EFT31970	17/05/2024 JASON SIGNMAKERS	SUPPLY AND DELIVER 1X STREET BLADE DOUBLE SIDED GREEN ON WHITE - WILBERFORCE RD - 07/05/24	1		71.13
INV 37734	07/05/2024 JASON SIGNMAKERS	SUPPLY AND DELIVER 1X STREET BLADE DOUBLE SIDED GREEN ON WHITE - WILBERFORCE RD - 07/05/24	1	71.13	
EFT31971	17/05/2024 JOANNE LISA MOORE	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL - MUSEUM CASUAL - 09/5/24	1		140.00
INV 09052024	09/05/2024 JOANNE LISA MOORE	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL - MUSEUM CASUAL - 09/5/24	1	140.00	
EFT31972	17/05/2024 LALIDA UDOMSAK	STAFF REIMBURSEMENT FOR WORK SHOES - 15/05/24	1		107.99
INV 15052024	15/05/2024 LALIDA UDOMSAK	STAFF REIMBURSEMENT FOR WORK SHOES - 15/05/24	1	107.99	

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EFT31973	17/05/2024 LASER CORPS	YORKIDS EVENT - MOBILE LASER COMBAT ADVENTURE ON 01/06/2024 AND 02/06/2024	1		3,360.00
INV 240612	15/05/2024 LASER CORPS	YORKIDS EVENT - MOBILE LASER COMBAT ADVENTURE ON 01/06/2024 AND 02/06/2024	1	3,360.00	
EFT31974	17/05/2024 LAURA APPLETON	STAFF REIMBURSEMENTS	1		114.36
INV 14052024	14/05/2024 LAURA APPLETON	REIMBURSEMENT FOR STAFF UNIFORMS - 14/05/24	1	63.96	
INV 14052024	14/05/2024 LAURA APPLETON	REIMBURSEMENT FOR SHELIVING AT YVC - 14/05/24	1	50.40	
EFT31975	17/05/2024 LEANNE PATRICIA LEE	REIMBURSEMENT FOR STAFF UNIFORMS - 06/05/24	1		109.75
INV 06052024	06/05/2024 LEANNE PATRICIA LEE	REIMBURSEMENT FOR STAFF UNIFORMS - 06/05/24	1	109.75	
EFT31976	17/05/2024 LUCAS CHARLES NARKLE	ELDERS CONSULTATION FOR CULTURAL BURNING GROUP PLANNNG DAY 13 MAY 2024	1		309.00
INV 100528712	14/05/2024 LUCAS CHARLES NARKLE	ELDERS CONSULTATION FOR CULTURAL BURNING GROUP PLANNNG DAY 13 MAY 2024	1	309.00	
EFT31977	17/05/2024 MAL AUTOMOTIVES	SUPPLY PARTS AND REPAIR THE RAMPS ON THE SINGLE CAB BEAVER TAIL - Y1660 - 06/05/24	1		553.15
INV 30642	06/05/2024 MAL AUTOMOTIVES	SUPPLY PARTS AND REPAIR THE RAMPS ON THE SINGLE CAB BEAVER TAIL - Y1660 - 06/05/24	1	553.15	
EFT31978	17/05/2024 MCDOWALL AFFLECK PTY LTD	MACKIE SIDING ROAD RIVER CROSSING PROJECT - TECHNICAL SUPPORT AND TENDER PROCESS - 26/03/24-30/04/24 - VARIATION APPROVED	1		2,546.50
INV 614063	30/04/2024 MCDOWALL AFFLECK PTY LTD	MACKIE SIDING ROAD RIVER CROSSING PROJECT - TECHNICAL SUPPORT AND TENDER PROCESS - 26/03/24-30/04/24 - VARIATION APPROVED	1	2,546.50	
EFT31979	17/05/2024 MELODY MAY PAMPLING	REIMBURSEMENT FOR STAFF UNIFORMS - YVC STAFF - 14/05/24	1		78.95
INV 14052024	14/05/2024 MELODY MAY PAMPLING	REIMBURSEMENT FOR STAFF UNIFORMS - YVC STAFF - 14/05/24	1	78.95	
EFT31980	17/05/2024 NODE1 INTERNET	NBN BUSINESS FIBRE - SERVICE CHARGE - JUNE 2024	1		1,547.70
INV N621290	13/05/2024 NODE1 INTERNET	NBN BUSINESS FIBRE - SERVICE CHARGE - JUNE 2024	1	1,547.70	
EFT31981	17/05/2024 PETER BAILEY BUILDING SERVICES	BUILDING MAINTENANCE WORKS	1		1,800.00
INV 10052024	10/05/2024 PETER BAILEY BUILDING SERVICES	REPLACE VANITY IN BATHROOM FOLLOWING BURST PIPE - INCLUDING PLUMBING, TAPWARE, TILING & LABOUR - 2 DINSDALE RD, YORK - 10/05/24	1	1,800.00	

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EFT31982	17/05/2024 RAECO	PURCHASE OF BOOK COVERING MATERIALS FOR LIBRARY - 03/05/24	1		600.82
INV 596079	03/05/2024 RAECO	PURCHASE OF BOOK COVERING MATERIALS FOR LIBRARY - 03/05/24	1	600.82	
EFT31983	17/05/2024 SEEK LIMITED	SEEK ADVERTISEMENTS	1		660.00
INV 700482865	04/04/2024 SEEK LIMITED	SEEK ADVERT - FINANCE OFFICER RATES & DEBTORS - 04/04/24	1	302.50	
INV 700482865	04/04/2024 SEEK LIMITED	SEEK ADVERT - SENIOR FINANCE OFFICER - 04/04/24	1	357.50	
EFT31984	17/05/2024 ST JOHN AMBULANCE ASSOCIATION - YORK	VENUE HIRE FOR STAFF WORKSHOP - THURSDAY 9 MAY 2024	1		110.00
INV	09/05/2024 ST JOHN AMBULANCE ASSOCIATION - YORK	VENUE HIRE FOR STAFF WORKSHOP - THURSDAY 9 MAY 2024	1	110.00	
EFT31985	17/05/2024 SUNNY SIGNS COMPANY PTY LTD	SUPPLY OF RURAL ADDRESSING PLATES - 17/04/24	1		173.25
INV 514319	17/04/2024 SUNNY SIGNS COMPANY PTY LTD	SUPPLY OF RURAL ADDRESSING PLATES - 17/04/24	1	173.25	
EFT31986	17/05/2024 SYNERGY	ELECTRICITY CHARGES	1		1,199.63
INV 335462800	08/05/2024 SYNERGY	ELECTRICITY	1	1,199.63	
EFT31987	17/05/2024 TALIS CONSULTANTS	CONSULTANCY SERVICES - APRIL 2024 - YORK QUELLINGTON RAD PROJECT	1		26,711.85
INV 31416	30/04/2024 TALIS CONSULTANTS	CONSULTANCY SERVICES APRIL 2024 - YORK ACCESS & INCLUSIONS UPGRADES	1	203.50	
INV 31395	30/04/2024 TALIS CONSULTANTS	CONSULTANCY SERVICES - APRIL 2024 - YORK QUELLINGTON RAD PROJECT	1	26,508.35	
EFT31988	17/05/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY PARTS AND REPAIR ISSUES WITH THE SPRAY SECTION OF ISUZU UTE - P136 - Y770	1		885.35
INV INV-2607	10/05/2024 TARRAN NELSON PTY LTD T/A YORK AUTO ELECTRICS	SUPPLY PARTS AND REPAIR ISSUES WITH THE SPRAY SECTION OF ISUZU UTE - P136 - Y770	1	885.35	
EFT31989	17/05/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1		344.83
INV	05/05/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 10/04/24	1	69.19	
INV	05/05/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR LIBRARY - 24/04/24	1	57.00	
INV	12/05/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 03/05/24-07/05/24	1	218.64	
EFT31990	17/05/2024 THE FLOUR MILL CAFE YORK	CATERING SERVICES	1		1,096.00
INV 15107	01/04/2024 THE FLOUR MILL CAFE YORK	CATERING SERVICES FOR ORDINARY COUNCIL MEETING - MARCH 2024	1	240.00	
INV 15224	06/05/2024 THE FLOUR MILL CAFE YORK	CATERING FOR DISABILITY ACCESS AND INCLUSION PLAN COMMUNITY WORKSHOPS - 09-10/05/24	1	856.00	

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EFT31991	17/05/2024 TOURISM COUNCIL WESTERN AUSTRALIA	INSTALLATION OF PEOPLE COUNTER AT YVC - 07/05/24	1		1,078.00
INV I-00010889	07/05/2024 TOURISM COUNCIL WESTERN AUSTRALIA	INSTALLATION OF PEOPLE COUNTER AT YVC - 07/05/24	1	1,078.00	
EFT31992	17/05/2024 VOCUS COMMUNICATIONS	MONTHLY INTERNET CHARGES - MAY 2024	1		385.00
INV P1147439	01/05/2024 VOCUS COMMUNICATIONS	MONTHLY INTERNET CHARGES - MAY 2024	1	385.00	
EFT31993	17/05/2024 VOCUS PTY LTD	VOCUS - MONTHLY LANDLINE SERVICES - MAY 2024	1		566.91
INV	03/05/2024 VOCUS PTY LTD	VOCUS - MONTHLY LANDLINE SERVICES - MAY 2024	1	566.91	
EFT31994	17/05/2024 WESTGROW FARM TREES	4 X TRAYS OF TREE SEEDLINGS FOR YORK CEMETERY PROJECT - 11/05/24	1		300.00
INV INV-0313	11/05/2024 WESTGROW FARM TREES	4 X TRAYS OF TREE SEEDLINGS FOR YORK CEMETERY PROJECT - 11/05/24	1	300.00	
EFT31995	17/05/2024 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	1		836.71
INV 220404	06/05/2024 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 03/04/24-06/05/24 - ADMIN	1	836.71	
EFT31996	17/05/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR DEPOT - APRIL 2024	1		180.70
INV 641207347	30/04/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR DEPOT - APRIL 2024	1	180.70	
EFT31997	23/05/2024 XTREME BOUNCE PARTY HIRE	YORKIDS EVENT 2024 - INFLATABLES, GAME TRAILER AND OTHER GAMES - 1 & 2 JUNE 2024	1		5,000.00
INV XT10474	23/05/2024 XTREME BOUNCE PARTY HIRE	YORKIDS EVENT 2024 - INFLATABLES, GAME TRAILER AND OTHER GAMES - 1 & 2 JUNE 2024	1	5,000.00	
EFT31998	29/05/2024 A LADY AND HER BRUSH FACE PAINTING	YORKIDS EVENT 2024 - A LADY AND HER BRUSH FACE PAINTING SERVICES - 1 & 2 JUNE 2024 - 50% FIRST PAYMENT	1		500.00
INV 92	21/05/2024 A LADY AND HER BRUSH FACE PAINTING	YORKIDS EVENT 2024 - A LADY AND HER BRUSH FACE PAINTING SERVICES - 1 & 2 JUNE 2024 - 50% FIRST PAYMENT	1	500.00	
EFT31999	29/05/2024 ADAM STEEL	CROSSOVER SUBSIDY - 17/05/24	1		575.00
INV 17052024	17/05/2024 ADAM STEEL	CROSSOVER SUBSIDY - 17/05/24	1	575.00	
EFT32000	29/05/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	PURCHASE OF 1X JOHN DEERE 2023 5083E CAB TRACTOR - 20/05/24	1		86,350.00
INV 251779	20/05/2024 AFGRI EQUIPMENT AUSTRALIA PTY LTD	PURCHASE OF 1X JOHN DEERE 2023 5083E CAB TRACTOR - 20/05/24	1	86,350.00	
EFT32001	29/05/2024 ASMITA PATHAK	REIMBURSEMENT FOR STAFF UNIFORM - 08/05/24	1		85.00
INV 08052024	08/05/2024 ASMITA PATHAK	REIMBURSEMENT FOR STAFF UNIFORM - 08/05/24	1	85.00	

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EFT32002	29/05/2024 ASV SALES & SERVICE	SUPPLY AND FIT NEW TRACKS TO THE SKIDSTEER 1GJZ237 - 06/05/24 - VARIATION APPROVED	1		9,089.14
INV 338042	06/05/2024 ASV SALES & SERVICE	SUPPLY AND FIT NEW TRACKS TO THE SKIDSTEER 1GJZ237 - 06/05/24 - VARIATION APPROVED	1	9,089.14	
EFT32003	29/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES	1		157.00
INV 85	16/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 85	16/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 85	16/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 85	16/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 85	16/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 85	16/05/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
EFT32004	29/05/2024 AUSTRALIAN TAXATION OFFICE	BAS - APRIL 2024	1		24,684.00
INV BAS - APRIL	17/05/2024 AUSTRALIAN TAXATION OFFICE	BAS - APRIL 2024	1	24,684.00	
EFT32005	29/05/2024 AVON VALLEY AG	SUPPLY FOR COLLECTION 2X 20L SELCET XTRA - 14/05/24	1		913.00
INV Y133244	14/05/2024 AVON VALLEY AG	SUPPLY FOR COLLECTION 2X 20L SELCET XTRA - 14/05/24	1	517.00	
INV Y133329	16/05/2024 AVON VALLEY AG	SUPPLY FOR COLLECTION 1X HUNTER NODE BATTERY POWERED IRRIGATION CONTROLLER - 16/05/24	1	396.00	
EFT32006	29/05/2024 AVON VALLEY TYRE SERVICE	SUPPLY BATTERY FOR THE GRAFITTI TRAILER - 22/05/24	1		154.00
INV	22/05/2024 AVON VALLEY TYRE SERVICE	SUPPLY BATTERY FOR THE GRAFITTI TRAILER - 22/05/24	1	154.00	
EFT32007	29/05/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 03/05/24	1		13,295.44
INV 00062765	03/05/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 03/05/24	1	13,295.44	
EFT32008	29/05/2024 BELLISSIMO YORK	CATERING SERVICES	1		3,077.00
INV 00000209	09/05/2024 BELLISSIMO YORK	SUPPLY LUNCH FOR YORK SENIORS EXPO AND FORUM - 17 MAY 2024	1	3,000.00	
INV 00000216	21/05/2024 BELLISSIMO YORK	WELFARE MEALS FOR VOLUNTEER FIREFIGHTERS X 5 AT RAILWAY RD FIRE - 20/05/24	1	77.00	
EFT32009	29/05/2024 BETTA ROADS PTY LTD	SUPPLY AND ASSIST IN INSTALLING 336 KG POLYCOM FOR CAMERON ROAD - 21/05/24	1		118,272.00

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INV 00000559	21/05/2024 BETTA ROADS PTY LTD	SUPPLY AND ASSIST IN INSTALLING 336 KG POLYCOM FOR CAMERON ROAD - 21/05/24	1	118,272.00	
EFT32010	29/05/2024 BLING DESIGN	YORKIDS EVENT 2024 - GRAPHIC DESIGN FEES - 20/05/24	1		50.00
INV 1992	20/05/2024 BLING DESIGN	YORKIDS EVENT 2024 - GRAPHIC DESIGN FEES - 20/05/24	1	50.00	
EFT32011	29/05/2024 BLUE FORCE PTY LTD	ALARM MONITORING SERVICES - 01/03/24-31/03/24	1		22.71
INV 198537	01/03/2024 BLUE FORCE PTY LTD	ALARM MONITORING SERVICE FOR YORK VISITORS CENTRE - 01/03/24-31/03/24	1	22.71	
EFT32012	29/05/2024 BUNNINGS WAREHOUSE	PURCHASE OF STORAGE CONTAINER FOR RESIDENCY MUSEUM - 13/05/24	1		63.56
INV	13/05/2024 BUNNINGS WAREHOUSE	PURCHASE OF STORAGE CONTAINER FOR RESIDENCY MUSEUM - 13/05/24	1	63.56	
EFT32013	29/05/2024 CATHERINE NICOLA MINCHERTON (THE GOOD LIFE STORE)	YORKIDS EVENT 2024 - LIGHTNING CAT 01/06/24 - 50% FIRST PAYMENT	1		150.00
INV INV-1029	16/05/2024 CATHERINE NICOLA MINCHERTON (THE GOOD LIFE STORE)	YORKIDS EVENT 2024 - LIGHTNING CAT 01/06/24 - 50% FIRST PAYMENT	1	150.00	
EFT32014	29/05/2024 CLINIPATH PATHOLOGY	CONDUCT DRUG & ALCOHOL TESTING ONSITE FOR STAFF - 24/04/24	1		880.28
INV IN003851	21/05/2024 CLINIPATH PATHOLOGY	CONDUCT DRUG & ALCOHOL TESTING ONSITE FOR STAFF - 24/04/24	1	880.28	
EFT32015	29/05/2024 CORPORATE TRAINING SERVICES T/A QUESTAMON TRAINING	REMAINING BALANCE OF IN HOUSE TRAINING - UNDERSTANDING BUILDING & CONSTRUCTION CONTRACTS & TENDERS - 31 OCT & 1 NOV 2023	1		8,389.00
INV 00001864	15/02/2024 CORPORATE TRAINING SERVICES T/A QUESTAMON TRAINING	REMAINING BALANCE OF IN HOUSE TRAINING - UNDERSTANDING BUILDING & CONSTRUCTION CONTRACTS & TENDERS - 31 OCT & 1 NOV 2023	1	8,389.00	
EFT32016	29/05/2024 DARRYS PLUMBING AND GAS	PLUMBING SERVICES	1		264.00
INV IV01597	17/05/2024 DARRYS PLUMBING AND GAS	REPAIR AND REPLACE TAPWEAR IN THE MENS TOILET AT THE SHIRE OF YORK DEPOT - 17/05/24	1	264.00	
EFT32017	29/05/2024 FOCUS NETWORKS	FOCUS NETWORKS IT SUPPORT	1		495.00
INV 13994	16/05/2024 FOCUS NETWORKS	FOCUS NETWORKS - MONTHLY MPS SUPPORT - 16/05/24	1	495.00	
EFT32018	29/05/2024 FUEL DISTRIBUTORS	SUPPLY 12X 425GM ULTRA DUTY GREASE, 1X 16KG ULTRA DUTY GREASE, 1X 18LR RANDO HDZ68 AND 1X 20 LTR FINASOL WR DEGREASER - 22/05/24	1		491.99
INV	22/05/2024 FUEL DISTRIBUTORS	SUPPLY 12X 425GM ULTRA DUTY GREASE, 1X 16KG ULTRA DUTY GREASE, 1X 18LR RANDO HDZ68 AND 1X 20 LTR FINASOL WR DEGREASER - 22/05/24	1	491.99	

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EFT32019	29/05/2024 GERALD MCMAHON	PIGEON CULLING IN YORK TOWNSHIP - 21/05/24	1		500.00
INV 3	22/05/2024 GERALD MCMAHON	PIGEON CULLING IN YORK TOWNSHIP - 21/05/24	1	500.00	
EFT32020	29/05/2024 GONE POTTY	PURCHASE OF STOCK - VARIOUS POTTERY ITEMS FOR RESALE AT YORK VISITOR CENTRE - 17/05/24	1		246.00
INV 01	17/05/2024 GONE POTTY	PURCHASE OF STOCK - VARIOUS POTTERY ITEMS FOR RESALE AT YORK VISITOR CENTRE - 17/05/24	1	246.00	
EFT32021	29/05/2024 HAIRITAGE HAIR BY LISA	PURCHASE OF SAFETY BONUS VOUCHER FOR DEPOT STAFF - 10/05/24	1		100.00
INV 15	10/05/2024 HAIRITAGE HAIR BY LISA	PURCHASE OF SAFETY BONUS VOUCHER FOR DEPOT STAFF - 10/05/24	1	100.00	
EFT32022	29/05/2024 INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER	YORKIDS EVENT 2024 - INCREDIBLE CREATURES MOBILE FARM - 1 & 2 JUNE 2024 - 50% FIRST PAYMENT	1		850.00
INV 230	21/05/2024 INCREDIBLE CREATURES MOBILE FARM - NIGEL SPENCER	YORKIDS EVENT 2024 - INCREDIBLE CREATURES MOBILE FARM - 1 & 2 JUNE 2024 - 50% FIRST PAYMENT	1	850.00	
EFT32023	29/05/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,062.54
INV 00094783	15/05/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	56.48	
INV 00094708	15/05/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,006.06	
EFT32024	29/05/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE LEADERSHIP PROGRAM TRAINING FOR 1X STAFF - 29/07/24	1		3,190.00
INV 38648	14/05/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	IGNITE LEADERSHIP PROGRAM TRAINING FOR 1X STAFF - 29/07/24	1	3,190.00	
EFT32025	29/05/2024 NETLINK GROUP PTY LTD	MITEL ENGINEER SUPPORT TO DETERMINE ISSUES WITH SHIRE PHONE RECORDING SYSTEM - 17/05/24 - VARIATION APPROVED	1		277.05
INV 65640	17/05/2024 NETLINK GROUP PTY LTD	MITEL ENGINEER SUPPORT TO DETERMINE ISSUES WITH SHIRE PHONE RECORDING SYSTEM - 17/05/24 - VARIATION APPROVED	1	277.05	
EFT32026	29/05/2024 PATCHWORK ON AVON	YORKIDS EVENT 2024 - MACRAME ACTIVITY AT PATCHWORK ON AVON PREMISES - 1 & 2 JUNE 2024 - 50% FIRST PAYMENT	1		396.00
INV #POA001	17/05/2024 PATCHWORK ON AVON	YORKIDS EVENT 2024 - MACRAME ACTIVITY AT PATCHWORK ON AVON PREMISES - 1 & 2 JUNE 2024 - 50% FIRST PAYMENT	1	396.00	
EFT32027	29/05/2024 PRABIN POUDEL	REIMBURSEMENT FOR STAFF UNIFORM - 08/05/24	1		89.80

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INV 08052024	08/05/2024 PRABIN POUDEL	REIMBURSEMENT FOR STAFF UNIFORM - 08/05/24	1	89.80	
EFT32028	29/05/2024 REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR STAFF WORKING WITH CHILDRENS CLEARANCE & PARKING FOR ATTENDANCE TO ACCESSIBLE TOURISM WORKSHOP - 17/05/24	1		112.31
INV 17052024	17/05/2024 REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR STAFF WORKING WITH CHILDRENS CLEARANCE & PARKING FOR ATTENDANCE TO ACCESSIBLE TOURISM WORKSHOP - 17/05/24	1	112.31	
EFT32029	29/05/2024 ROUS ELECTRICAL	CONTRACTING WORKS	1		2,640.00
INV 00003900	19/05/2024 ROUS ELECTRICAL	SUPPLY PARTS AS REQUIRED AND REPAIR LIGHTING AT AVON PARK - 19/05/24	1	2,640.00	
EFT32030	29/05/2024 RYLAN PTY LTD ATF THE MOORCROFT FAMILY TRUST	SUPPLY AND LAY 320M OF BARRIER KERB AT THE YORK CEMETERY - 26/04/24	1		7,812.20
INV 2569	26/04/2024 RYLAN PTY LTD ATF THE MOORCROFT FAMILY TRUST	SUPPLY AND LAY 320M OF BARRIER KERB AT THE YORK CEMETERY - 26/04/24	1	7,812.20	
EFT32031	29/05/2024 SASHA DELPHINE TOMLIN	REIMBURSEMENT FOR STAFF UNIFORMS - 17/05/24	1		341.95
INV 17052024	17/05/2024 SASHA DELPHINE TOMLIN	REIMBURSEMENT FOR STAFF UNIFORMS - 17/05/24	1	341.95	
EFT32032	29/05/2024 SCIENCE ALIVE TRAVELLING SHOW	YORKIDS EVENT 2024 - SCIENCE ALIVE - 2 X SHOWS ON SUNDAY 02/06/2024	1		880.00
INV 63	15/05/2024 SCIENCE ALIVE TRAVELLING SHOW	YORKIDS EVENT 2024 - SCIENCE ALIVE - 2 X SHOWS ON SUNDAY 02/06/2024	1	880.00	
EFT32033	29/05/2024 SCOTT PRINTERS PTY LTD	YORKIDS EVENT 2024 - SUPPLY OF YORK PROGRAM FLYERS - 21/05/24	1		262.90
INV 181222	21/05/2024 SCOTT PRINTERS PTY LTD	YORKIDS EVENT 2024 - SUPPLY OF YORK PROGRAM FLYERS - 21/05/24	1	262.90	
EFT32034	29/05/2024 SHIRE OF NORTHAM	AROC CONTRIBUTION FOR CORELLA MANAGEMENT - 15/12/24	1		5,500.00
INV 056	15/12/2024 SHIRE OF NORTHAM	AROC CONTRIBUTION FOR CORELLA MANAGEMENT - 15/12/24	1	5,500.00	
EFT32035	29/05/2024 T-QUIP	COMPLETE A 250 HOUR SERVICE ON MOWER RIDE ON JOHN DEERE Y7320 - MONDAY 13.05.2024	1		788.10
INV 129331	15/05/2024 T-QUIP	COMPLETE A 250 HOUR SERVICE ON MOWER RIDE ON JOHN DEERE Y7320 - MONDAY 13.05.2024	1	788.10	
EFT32036	29/05/2024 THE FLOUR MILL CAFE YORK	CATERING FOR THE VOLUNTEER WEEK MORNING TEA 2024	1		671.00
INV 15232	22/05/2024 THE FLOUR MILL CAFE YORK	CATERING FOR THE VOLUNTEER WEEK MORNING TEA 2024	1	671.00	
EFT32037	29/05/2024 THE GELO COMPANY PTY LTD	FAMOUS SHARON TO MC THE SENIORS EXPO AND FORUM 17 MAY 2024 - 50% FINAL PAYMENT	1		2,035.00



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INV INV-7768	29/04/2024 THE GELO COMPANY PTY LTD	FAMOUS SHARON TO MC THE SENIORS EXPO AND FORUM 17 MAY 2024 - 50% FINAL PAYMENT	1	2,035.00	
EFT32038	29/05/2024 THE GOOD LIFE STORE	DOOR PRIZE FOR THE YORK LIVING WELL SENIORS EXPO AND FORUM - 17 MAY 2024	1		52.98
INV INV-1028	15/05/2024 THE GOOD LIFE STORE	DOOR PRIZE FOR THE YORK LIVING WELL SENIORS EXPO AND FORUM - 17 MAY 2024	1	52.98	
EFT32039	29/05/2024 THE YORK CULTURAL CENTRE	YORKIDS EVENT 2024 - THE YORK CULTURAL CENTRE- GHOST TOURS AT THE OLD COURTHOUSE - 01/06/2024	1		200.00
INV 10	21/05/2024 THE YORK CULTURAL CENTRE	YORKIDS EVENT 2024 - THE YORK CULTURAL CENTRE- GHOST TOURS AT THE OLD COURTHOUSE - 01/06/2024	1	200.00	
EFT32040	29/05/2024 TOURISM COUNCIL WESTERN AUSTRALIA	PURCHASE OF 3X TICKETS FOR WA TOURISM CONFERENCE 2024 - 10/05/24	1		1,785.00
INV I-00010955	10/05/2024 TOURISM COUNCIL WESTERN AUSTRALIA	PURCHASE OF 3X TICKETS FOR WA TOURISM CONFERENCE 2024 - 10/05/24	1	1,785.00	
EFT32041	29/05/2024 WA BRICK SOCIETY INC	YORKIDS EVENT 2024 - WA BRICK SOCIETY 1 & 2 JUNE 2024 - FULL PAYMENT	1		1,600.00
INV	14/05/2024 WA BRICK SOCIETY INC	YORKIDS EVENT 2024 - WA BRICK SOCIETY 1 & 2 JUNE 2024 - FULL PAYMENT	1	1,600.00	
EFT32042	29/05/2024 WHEATBELT FACE PAINTING COMPANY	YORKIDS EVENT 2024 - FACE PAINTING SERVICES SATURDAY 01/06/2024 - 50% FIRST PAYMENT	1		990.00
INV 17052024	17/05/2024 WHEATBELT FACE PAINTING COMPANY	YORKIDS EVENT 2024 - FACE PAINTING SERVICES SATURDAY 01/06/2024 - 50% FIRST PAYMENT	1	990.00	
EFT32043	29/05/2024 WINC.	STATIONARY SUPPLIES FOR ADMIN BUILDING	1		1,945.40
INV	14/05/2024 WINC.	STATIONARY SUPPLIES FOR ADMIN BUILDING - 14/05/24	1	1,362.01	
INV	15/05/2024 WINC.	STATIONARY SUPPLIES FOR ADMIN BUILDING - 15/05/24	1	8.62	
INV	17/05/2024 WINC.	STATIONARY SUPPLIES FOR ADMIN BUILDING - 17/05/24	1	574.77	
EFT32044	29/05/2024 YORK BRANCH WILDFLOWER SOCIETY OF WA - AUDREY SOLE	YORKIDS EVENT 2024 - PLANTING NATIVE SPECIES IN BUSHLAND GARDEN AND TREASURE HUNT - SUNDAY 02/06/2024	1		100.00
INV 18052924	18/05/2024 YORK BRANCH WILDFLOWER SOCIETY OF WA - AUDREY SOLE	YORKIDS EVENT 2024 - PLANTING NATIVE SPECIES IN BUSHLAND GARDEN AND TREASURE HUNT - SUNDAY 02/06/2024	1	100.00	
EFT32045	29/05/2024 YORK CROQUET CLUB	YORKIDS EVENT 2024 - YORK CROCKET CLUB INC - 01/06/24	1		100.00
INV 2024-3	16/05/2024 YORK CROQUET CLUB	YORKIDS EVENT 2024 - YORK CROCKET CLUB INC - 01/06/24	1	100.00	
EFT32046	29/05/2024 YORK LAUNDROMAT	LAUDRY SERVICES FOR CRC TABLECLOTHS - 23/01/24	1		158.84

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INV 24-01-22	23/01/2024 YORK LAUNDROMAT	LAUDRY SERVICES FOR CRC TABLECLOTHS - 23/01/24	1	158.84	
EFT32047	29/05/2024 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES	1		415.50
INV YSHIRE	30/04/2024 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES FOR DEPOT - APRIL 2024	1	360.50	
INV YSHIRE	30/04/2024 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES FOR MUSEUM - APRIL 2024	1	55.00	
EFT32048	29/05/2024 YORK QUALITY BUTCHERS	PURCHASE OF SAFETY BONUS VOUCHERS FOR DEPOT STAFF - 14/05/24	1		500.00
INV INV-3637	14/05/2024 YORK QUALITY BUTCHERS	PURCHASE OF SAFETY BONUS VOUCHERS FOR DEPOT STAFF - 14/05/24	1	500.00	
EFT32049	29/05/2024 YORK SENIORS MOBILITY GROUP	SPONSORSHIP/DONATION TO BIG MORNING TEA - 17/05/24	1		200.00
INV 024	17/05/2024 YORK SENIORS MOBILITY GROUP	SPONSORSHIP/DONATION TO BIG MORNING TEA - 17/05/24	1	200.00	
EFT32050	29/05/2024 ADAM STEEL	REFUND OF KERB BOND - RECEIPT 266267 PAID ON 03/10/2023	2		1,500.00
INV T4	21/05/2024 ADAM STEEL	REFUND OF KERB BOND - RECEIPT 266267 PAID ON 03/10/2023	2	1,500.00	
EFT32051	29/05/2024 BUILDING AND ENERGY	BSL COLLECTION FOR APRIL 2024	2		1,941.44
INV T6	08/05/2024 BUILDING AND ENERGY	BSL COLLECTION FOR APRIL 2024	2	1,941.44	
EFT32052	29/05/2024 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR APRIL 2024	2		803.67
INV T9	08/05/2024 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR APRIL 2024	2	803.67	
EFT32053	29/05/2024 JENNIFER LOUISE WOODBRIDGE	REFUND CAT TRAP BOND # 270089	2		100.00
INV T1	14/05/2024 JENNIFER LOUISE WOODBRIDGE	REFUND CAT TRAP BOND # 270089	2	100.00	
EFT32054	29/05/2024 MCLENNAN TRANSPORTABELS	REFUND OF KERB BOND - RECEIPT 269459 PAID 22/02/2024	2		1,500.00
INV T4	22/05/2024 MCLENNAN TRANSPORTABELS	REFUND OF KERB BOND - RECEIPT 269459 PAID 22/02/2024	2	1,500.00	
EFT32055	29/05/2024 RONALD WILLIAM STARK	REFUND CAT TRAP BOND # 270640	2		100.00
INV T1	14/05/2024 RONALD WILLIAM STARK	REFUND CAT TRAP BOND # 270640	2	100.00	
EFT32056	29/05/2024 SHIRE OF YORK	BSL & CTF COLLECTION - AGENCY FEE FOR APRIL 2024	2		61.50
INV T6	08/05/2024 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR APRIL 2024	2	45.00	
INV T9	08/05/2024 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR APRIL 2024	2	16.50	
EFT32057	29/05/2024 WOLFGANG JENKE	REFUND OF KERB BOND - RECEIPT 261333 PAID 29/11/2022	2		1,500.00

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INV T4	22/05/2024 WOLFGANG JENKE	REFUND OF KERB BOND - RECEIPT 261333 PAID 29/11/2022	2	1,500.00	
EFT32058	31/05/2024 AUDREY NETTLE	WELCOME TO COUNTRY CEREMONY FOR OPENING 2024 YORK SENIORS EXPO - 20/05/24	1		250.00
INV 12	20/05/2024 AUDREY NETTLE	WELCOME TO COUNTRY CEREMONY FOR OPENING 2024 YORK SENIORS EXPO - 20/05/24	1	250.00	
EFT32059	31/05/2024 AVON VALLEY TYRE SERVICE	SUPPLY AND INSTALL 2X 265/65R17 TOYO FOR UTILITY 2022 4X4 DMAX Y96 - 22/05/24	1		810.00
INV	22/05/2024 AVON VALLEY TYRE SERVICE	SUPPLY AND INSTALL 2X 265/65R17 TOYO FOR UTILITY 2022 4X4 DMAX Y96 - 22/05/24	1	810.00	
EFT32060	31/05/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 17/05/24	1		13,327.42
INV 00062798	17/05/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 17/05/24	1	13,327.42	
EFT32061	31/05/2024 BOEKEMAN MACHINERY	COMPLETE INSPECTION X3 HOURS ON GRAFITTI TRAILER - 24/05/24	1		536.25
INV 393737	24/05/2024 BOEKEMAN MACHINERY	COMPLETE INSPECTION X3 HOURS ON GRAFITTI TRAILER - 24/05/24	1	536.25	
EFT32062	31/05/2024 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	INVESTIGATE AND REPAIR LEAK IN AIRCONDITIONER UNIT - WHEATBELT WOMENS HUB - 24/05/24	1		270.00
INV 00020131	24/05/2024 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	INVESTIGATE AND REPAIR LEAK IN AIRCONDITIONER UNIT - WHEATBELT WOMENS HUB - 24/05/24	1	270.00	
EFT32063	31/05/2024 DARRYS PLUMBING AND GAS	PLUMBING SERVICES	1		737.21
INV IV01625	23/05/2024 DARRYS PLUMBING AND GAS	REPLACE WASHERS IN ADMIN KITCHEN HOT & COLD TAPS - 23/05/24	1	140.56	
INV IV01656	27/05/2024 DARRYS PLUMBING AND GAS	REPAIRS TO COURTHOUSE TOILETS - REPLACE PLUNGER IN DISABLED TOILET, REPLACE SEAL RING IN MENS TOILET - 27/05/24	1	244.65	
INV IV01657	27/05/2024 DARRYS PLUMBING AND GAS	REPAIR LEAKING WASH BASIN AT AVON PARK TOILETS - 27/05/24	1	352.00	
EFT32064	31/05/2024 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	23/24 ESL QUARTER 4 IN ACCORDANCE WITH FIRE & EMERGENCY SERVICES ACT 1998 - SECTION 36ZJ	1		27,680.24
INV 157462	23/05/2024 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	23/24 ESL QUARTER 4 IN ACCORDANCE WITH FIRE & EMERGENCY SERVICES ACT 1998 - SECTION 36ZJ	1	27,680.24	
EFT32065	31/05/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER X1 200LITRE DRUM KEROSENE - 24/05/24	1		898.92
INV	24/05/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER X1 200LITRE DRUM KEROSENE - 24/05/24	1	898.92	

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EFT32066	31/05/2024 GEORGE JOHNSON	REIMBURSEMENT FOR STAFF CAR PARKING AT CONFERENCE 22/05/24-24/05/24	1		66.70
INV 28052024	28/05/2024 GEORGE JOHNSON	REIMBURSEMENT FOR STAFF CAR PARKING AT CONFERENCE 22/05/24-24/05/24	1	66.70	
EFT32067	31/05/2024 GREAT EASTERN FREIGHTLINES	COURIER SERVICE - RETURN OF PACKAGE TO YORK - 17/05/24	1		51.15
INV 00022625	23/05/2024 GREAT EASTERN FREIGHTLINES	COURIER SERVICE - RETURN OF PACKAGE TO YORK - 17/05/24	1	51.15	
EFT32068	31/05/2024 HEARTLANDS VET HOSPITAL	VET SERVICES - 2X CAT EUTHANISIA WITH AFTERCARE - 06/05/24 & 21/05/24	1		234.00
INV 1603298	22/05/2024 HEARTLANDS VET HOSPITAL	VET SERVICES - 2X CAT EUTHANISIA WITH AFTERCARE - 06/05/24 & 21/05/24	1	234.00	
EFT32069	31/05/2024 IONA SHEEHAN-LEE	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE & MEDICAL - SENIOR FINANCE OFFICER - 22/05/24	1		214.55
INV 22052024	22/05/2024 IONA SHEEHAN-LEE	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE & MEDICAL - SENIOR FINANCE OFFICER - 22/05/24	1	214.55	
EFT32070	31/05/2024 JUDD STEAD	3 X DAYS CULTURAL MENTOR SERVICES FOR SHIRE OF YORK CULTURAL BURNING GROUP - 13, 21 & 22 MAY 2024	1		1,200.00
INV 11052024	11/05/2024 JUDD STEAD	1X DAYS CULTURAL MENTOR SERVICES FOR SHIRE OF YORK CULTURAL BURNING GROUP - 13 MAY 2024	1	400.00	
INV 27052024	27/05/2024 JUDD STEAD	2 X DAYS CULTURAL MENTOR SERVICES FOR SHIRE OF YORK CULTURAL BURNING GROUP - 21 & 22 MAY 2024	1	800.00	
EFT32071	31/05/2024 LANDGATE	GROSS RENTAL VALUATIONS	1		171.81
INV 391592	23/02/2024 LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE - SCHEDULE: G2024/01 - 09/12/23-19/01/24	1	97.66	
INV 392045	25/03/2024 LANDGATE	GROSS RENTAL VALUATIONS CHARGEABLE - SCHEDULE: G2024/02 - 20/01/24-01/03/24	1	74.15	
EFT32072	31/05/2024 LINDON MELLOR	REIMBURSEMENT FOR EMIDS - IPWEA CONFERENCE COSTS	1		2,517.40
INV 20042024	20/04/2024 LINDON MELLOR	REIMBURSEMENT FOR EMIDS - IPWEA CONFERENCE ATTENDANCE COSTS 50% - 2024	1	2,313.90	
INV 20042024	20/04/2024 LINDON MELLOR	REIMBURSEMENT FOR EMIDS - IPWEA MEMBERSHIP RENEWAL COSTS 2024	1	203.50	
EFT32073	31/05/2024 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	1		10,514.35
INV 135708	23/05/2024 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	1	10,514.35	

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EFT32074	31/05/2024 NICOLA GORS	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE & MEDICAL - RATES & DEBTORS OFFICER - 22/05/24	1		249.00
INV 22052024	22/05/2024 NICOLA GORS	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE & MEDICAL - RATES & DEBTORS OFFICER - 22/05/24	1	249.00	
EFT32075	31/05/2024 NORTHAM BEARINGS SALES - APPLIED INDUSTRIAL TECHNOLOGIES PTY LTD	SUPPLY FOR COLLECTION 2X 30SF-NITTO -1X 40SF-NITTO - 1X 30PM-NITTO - 1X 30PF-NITTO - 1X 502525 - 2X 1B243-8-8 AND 1X HOSY-ASSY FEE - 16/05/24	1		302.68
INV 7344916	16/05/2024 NORTHAM BEARINGS SALES - APPLIED INDUSTRIAL TECHNOLOGIES PTY LTD	SUPPLY FOR COLLECTION 2X 30SF-NITTO -1X 40SF-NITTO - 1X 30PM-NITTO - 1X 30PF-NITTO - 1X 502525 - 2X 1B243-8-8 AND 1X HOSY-ASSY FEE - 16/05/24	1	302.68	
EFT32076	31/05/2024 ROCK SUPPLIES OF WA	SUPPLY AND DELIVER 9 TONNE OF LOCAL ROCK TO DEPOT - 17/05/24	1		1,188.00
INV 19	17/05/2024 ROCK SUPPLIES OF WA	SUPPLY AND DELIVER 9 TONNE OF LOCAL ROCK TO DEPOT - 17/05/24	1	1,188.00	
EFT32077	31/05/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 12/05/24	1		21.99
INV 108730	12/05/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 12/05/24	1	21.99	
EFT32078	31/05/2024 SECURE ACCESS SOLUTIONS	SUPPLY AND INSTALL 1X NEW D10 MOTOR TO REPLACE EXISTING MOTOR - TO INCLUDE 2X NEW BATTERIES ALL GATE REMOTES TO BE RE CODED ALONG WITH THE INSTALL - 24/05/24	1		3,401.20
INV INV-0218	24/05/2024 SECURE ACCESS SOLUTIONS	SUPPLY AND INSTALL 1X NEW D10 MOTOR TO REPLACE EXISTING MOTOR - TO INCLUDE 2X NEW BATTERIES ALL GATE REMOTES TO BE RE CODED ALONG WITH THE INSTALL - 24/05/24	1	3,401.20	
EFT32079	31/05/2024 SMITHS SHELL SERVICE	MAINTENANCE SUPPLIES FOR DEPOT	1		244.65
INV 18265574	10/04/2024 SMITHS SHELL SERVICE	2X KEY CUTS FOR DEPOT - 10/04/24	1	16.00	
INV 18265575	10/04/2024 SMITHS SHELL SERVICE	SUPPLY 1X 4STROKE SAE30 4LITRE 1X FUNNEL 1X TELLUS HYDRAULIC OIL 20LITRE FOR Y205 - 10/04/24	1	199.95	
INV 18267627	15/05/2024 SMITHS SHELL SERVICE	PURCHASE ASSORTED FILES FOR DEPOT - 15/05/24	1	12.00	
INV 18267626	15/05/2024 SMITHS SHELL SERVICE	PURCHASE OFFUEL FILTERS FOR DEPOT - 15/05/24	1	16.70	
EFT32080	31/05/2024 SPACETOCO PTY LTD	WHS INDUCTION PHASE 1 - PLANNING PHASE 2 - IMPLEMENTATION PHASE 3 - TRANSITION PHASE 4 - COMPLETION (GO-LIVE)	1		4,994.00

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV INV-0715	15/05/2024 SPACETOCO PTY LTD	WHS INDUCTION PHASE 1 - PLANNING PHASE 2 - IMPLEMENTATION PHASE 3 - TRANSITION PHASE 4 - COMPLETION (GO-LIVE)	1	4,994.00	
EFT32081	31/05/2024 SYNERGY	ELECTRICITY CHARGES	1		8,095.29
INV 467568350	16/05/2024 SYNERGY	ELECTRICITY	1	7,435.42	
INV 108761310	16/05/2024 SYNERGY	ELECTRICITY	1	453.43	
INV 108761310	20/05/2024 SYNERGY	ELECTRICITY	1	206.44	
EFT32082	31/05/2024 T-QUIP	SUPPLY FOR COLLECTION 4X PIN SHAFT LOCK FOR JOHN DEERE Y7320 - 27/05/24	1		81.88
INV 129625	27/05/2024 T-QUIP	SUPPLY FOR COLLECTION 4X PIN SHAFT LOCK FOR JOHN DEERE Y7320 - 27/05/24	1	81.88	
EFT32083	31/05/2024 THE PLASTIC DISPLAY PEOPLE	PURCHASE OF LOCKABLE BALLOT BOX FOR USE AT THE YORK VISITOR CENTRE FOR REUSING BROCHURES - 22/05/24	1		182.60
INV 65660	22/05/2024 THE PLASTIC DISPLAY PEOPLE	PURCHASE OF LOCKABLE BALLOT BOX FOR USE AT THE YORK VISITOR CENTRE FOR REUSING BROCHURES - 22/05/24	1	182.60	
EFT32084	31/05/2024 THE YORK SOCIETY (INC)	PURCHASE OF LOCAL HISTORY BOOK FOR LIBRARY - 23/05/24	1		84.00
INV ARCH10047	23/05/2024 THE YORK SOCIETY (INC)	PURCHASE OF LOCAL HISTORY BOOK FOR LIBRARY - 23/05/24	1	84.00	
EFT32085	31/05/2024 TOTAL EDEN MIDLAND	SUPPLY AND DELIVER SPRINKLER GEARDRIVE FOR FOREST OVAL - 24/05/24	1		14,636.16
INV 413178899	24/05/2024 TOTAL EDEN MIDLAND	SUPPLY AND DELIVER SPRINKLER GEARDRIVE FOR FOREST OVAL - 24/05/24	1	14,636.16	
EFT32086	31/05/2024 TREE TECH AUSTRALIA	REMOVAL AND DISPOSAL OF GREEN WASTE FROM YORK CEMETERY - 25/05/24	1		3,272.50
INV INV-0170	25/05/2024 TREE TECH AUSTRALIA	REMOVAL AND DISPOSAL OF GREEN WASTE FROM YORK CEMETERY - 25/05/24	1	3,272.50	
EFT32087	31/05/2024 TUDOR HOUSE (WA) PTY LTD	PURCHASE OF WOODEN TRIPLE FLAGPOLE BASE, ABORIGINAL FLAG AND POLE FOR COUNCIL CHAMBER/CIVIC FUNCTIONS - 27/05/24	1		737.00
INV 8702	27/05/2024 TUDOR HOUSE (WA) PTY LTD	PURCHASE OF WOODEN TRIPLE FLAGPOLE BASE, ABORIGINAL FLAG AND POLE FOR COUNCIL CHAMBER/CIVIC FUNCTIONS - 27/05/24	1	737.00	
EFT32088	31/05/2024 UNITED SCANNING SERVICES PTY LTD	TENTH ROAD DRAINAGE IMPROVEMENT LRCI-SERVICE LOCATING - 06/05/24 - VARIATION APPROVED	1		1,718.75
INV 240506_2	06/05/2024 UNITED SCANNING SERVICES PTY LTD	TENTH ROAD DRAINAGE IMPROVEMENT LRCI-SERVICE LOCATING - 06/05/24 - VARIATION APPROVED	1	1,718.75	

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT32089	31/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1		41,409.76
INV	15/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	1,968.17	
INV	22/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	217.89	
INV	22/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	22,149.81	
INV	22/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	8.60	
INV	22/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	80.28	
INV	22/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	48.74	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	312.50	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	690.95	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	278.10	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	11,648.62	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	1,622.72	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	50.48	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	717.45	
INV	23/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	478.79	
INV	24/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	94.20	
INV	24/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	56.21	
INV	24/05/2024 WATER CORPORATION OF WA	WATER CHARGES	1	986.25	
EFT32090	31/05/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 26/05/24	1		221.00
INV	26/05/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 26/05/24	1	221.00	
EFT32091	31/05/2024 YORK VOLUNTEER EMERGENCY SERVICES	FACILITATE CONTROLLED BURN OF GREEN WASTE - YORK WASTE TRANSFER STATION - MAY 2024	1		400.00
INV 26241	27/05/2024 YORK VOLUNTEER EMERGENCY SERVICES	FACILITATE CONTROLLED BURN OF GREEN WASTE - YORK WASTE TRANSFER STATION - MAY 2024	1	400.00	
DD17138.1	02/05/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAROLL	1		28,423.09
INV	02/05/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAROLL 30 APRIL 2024	1	28,423.09	

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
DD17165.1	16/05/2024	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	1		28,325.11
INV	16/05/2024	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	1	28,325.11	
DD17176.1	11/05/2024	TELSTRA	1		1,193.47
INV	11/05/2024	TELSTRA	1	1,193.47	
DD17177.1	02/05/2024	TELSTRA	1		284.11
INV	02/05/2024	TELSTRA	1	284.11	
DD17185.1	30/05/2024	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	1		29,788.41
INV	30/05/2024	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	1	29,788.41	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	1,136,320.47
2	TRUST FUND BANK	10,221.61
TOTAL		1,146,542.08





## SHIRE OF YORK

## BUSINESS CARD SUMMARY

May 2024

*BUSINESS CARD 1 (M202) – EXECUTIVE MANAGER INFRASTRUCTURE AND DEVELOPMENT SERVICES*

Total purchases April 2024 \$ 1,829.65

10.04.24	WOTIF.com - Accommodation for training (foundations for HR) x2 rooms - 26 June
11.04.24	Volunteering Australia, Canberra - Purchase of SS Volunteer WA lapel pins for Volunteer Morning Tea
18.04.24	Vehicle licence registration for 12 months on trailer Y830 - P179
20.04.24	Swoop Sydney - NBN monthly internet charges for Community Resource Centre
29.04.24	Card Fee

*BUSINESS CARD 2 (M203) – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES*

Total balance April 2024 \$ 835.61

18.04.24	JB Hi-Fi Group Pty Ltd – Purchase of drone and memory card for Media & Engagement
29.04.24	Card Fee

## Business Credit Card



009670  
SHIRE OF YORK  
PO BOX 22  
YORK WA 6302

### Your details at a glance

BSB number	XXX-XXX
Account number	XXXXXXXXXX
Customer number	13074174/M202
Account title	SHIRE OF YORK

### Account summary

Statement period	1 Apr 2024 - 30 Apr 2024
Statement number	206
Opening balance on 1 Apr 2024	\$1,422.06
Payments & credits	\$1,422.06
Withdrawals & debits	\$831.61
Interest charges & fees	\$400
<b>Closing Balance on 30 Apr 2024</b>	<b>\$835.61</b>

### Account details

Credit limit	\$5,000.00
Available credit	\$4,164.39
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

### Payment details

Minimum payment required	\$25.06
<b>Payment due</b>	<b>14 May 2024</b>

### Any questions?

Contact Robin Milner at 114 Avon Tce, York 6302 on **08 9641 2609**, or call **1300 BENDIGO** (1300 236 344).

Keeping your details accurate is essential for secure banking.



## Business Credit Card

**Minimum Payment Warning.** If you make only the minimum payment each month, you will pay more interest and it will take you longer to pay off your balance.

If you make no additional charges using this card and each month you pay the minimum payment	You will pay off the Closing Balance shown on this statement in about <b>7 years and 9 months</b>	And you will pay an estimated total of interest charges of <b>\$410.58</b>
If you make no additional charges using this card and each month you pay <b>\$40.11</b>	You will pay off the Closing Balance shown on this statement in about <b>2 years</b>	And you will pay an estimated total of interest charges of <b>\$127.03, a saving of \$283.55</b>

### Having trouble making payments?

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1800 652 146.



Account number XXXXXXXXX  
Statement period 01/04/2024 to 30/04/2024  
Statement number 206 (page 2 of 4)

**Business Credit Card**

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$1,422.06</b>
10 Apr 24	WOTIF, WOTIF.COM AUS RETAIL PURCHASE 09/04 CARD NUMBER 552638XXXXXX786 1	459.36		1,881.42
11 Apr 24	Volunteering Austral i,Canberra AUS RETAIL PURCHASE 09/04 CARD NUMBER 552638XXXXXX786 1	199.00		2,080.42
14 Apr 24	PERIODIC TFR 00130741741201 00000000000		1,422.06	658.36
18 Apr 24	SHIRE OF YORK TRUST, YORK AUS RETAIL PURCHASE 16/04 CARD NUMBER 552638XXXXXX786 1	84.25		742.61
20 Apr 24	SWOOP, SYDNEY AUS RETAIL PURCHASE 19/04 CARD NUMBER 552638XXXXXX786 1	89.00		831.61
29 Apr 24	CARD FEE 1 @ \$4.00	4.00		835.61
<b>Transaction totals / Closing balance</b>		<b>\$835.61</b>	<b>\$1,422.06</b>	<b>\$835.61</b>

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED  
FOR YOUR ACCOUNT.

Date Paid \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount \$ \_\_\_\_\_

**Business Credit Card - Payment options**

**Pay in person:** Visit any **Bendigo Bank** branch to make your payment.



**Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.  
[www.bendigobank.com.au](http://www.bendigobank.com.au)



Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.



**Pay by post:** Mail this slip with your cheque to -  
**PO Box 480  
Bendigo VIC 3552.**  
If paying by cheque please complete the details below.



**Bill code:** 342949  
**Ref:** 690774575

**Bank@Post™** Pay at any Post Office by  
Agency Banking **Bank@Post^** using your credit card.

**Business Credit Card**

**BSB number** XXX-XXX  
**Account number** XXXXXXXXX  
**Customer name** SHIRE OF YORK  
**Minimum payment required** \$25.06  
**Closing Balance on 30 Apr 2024** \$835.61  
**Payment due** 14 May 2024

**Date**  **Payment amount**

Drawer	Chq No	BSB	Account No	\$	¢
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

^Fees will apply for payments made using Bank@Post. Refer to Bendigo Bank Schedule of Fees & Charges and Transaction Account Rebates.

Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL/Australian Credit Licence 237879 | [bendigobank.com.au](http://bendigobank.com.au)

Continued overleaf...



Account number	XXXXXXXXXX
Statement period	01/04/2024 to 30/04/2024
Statement number	206 (page 3 of 4)

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see

<https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit [bendigobank.com.au/mycard](https://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. Additional charges may apply for cash transactions.

#### Card Security

For information on how to securely use your card and account please visit [bendigobank.com.au/mycard](https://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

#### Resolving Complaints

If you have a complaint, please contact us on 1300 361 911 to speak to a member of our staff. If the matter has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. You can contact AFCA at:

Website: [www.afca.org.au](https://www.afca.org.au)

Telephone: 1800 931 678 (free call)

Email: [info@afca.org.au](mailto:info@afca.org.au)

In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

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Update your details in branch or inside e-banking.  
[bendigobank.com.au/locate-us](https://bendigobank.com.au/locate-us)





009670  
  
SHIRE OF YORK  
PO BOX 22  
YORK WA 6302

Card summary

Account number XXXXXXXXX  
Card number 552638XXXXXX786  
Customer number XXXXXXXX/M202  
Statement period 01/04/2024 to 30/04/2024  
Statement number 206 (page 4 of 4)

Any questions?

Contact Robin Milner at 114 Avon Tce, York 6302  
on **08 9641 2609**, or call **1300 BENDIGO** (1300 236 344).

Business Credit Card (continued).

Date	Transaction	Withdrawals	Payments
10 Apr 24	WOTIF, WOTIF.COM AUS	459.36	
11 Apr 24	Volunteering Austral i,Canberra AUS	199.00	
18 Apr 24	SHIRE OF YORK TRUST, YORK AUS	84.25	
20 Apr 24	SWOOP, SYDNEY AUS	89.00	
TOTALS		\$831.61	\$0.00

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- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit [bendigobank.com.au/mycard](https://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](https://bendigobank.com.au/mybusinesscard).

## Business Credit Card



009670  
SHIRE OF YORK  
PO BOX 22  
YORK WA 6302

## Your details at a glance

BSB number	XXX-XXX
Account number	XXXXXXXXXX
Customer number	XXXXXXXX/M203
Account title	SHIRE OF YORK SHIRE OF YORK

## Account summary

Statement period	1 Apr 2024 - 30 Apr 2024
Statement number	191
Opening balance on 1 Apr 2024	\$14126
Payments & credits	\$14126
Withdrawals & debits	\$1,825.65
Interest charges & fees	\$400
<b>Closing Balance on 30 Apr 2024</b>	<b>\$1,829.65</b>

## Account details

Credit limit	\$5,000.00
Available credit	\$3,170.35
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

## Payment details

Minimum payment required	\$54.88
<b>Payment due</b>	<b>14 May 2024</b>

## Any questions?

Contact Robin Milner at 114 Avon Tce, York 6302  
on **08 9641 2609**, or call **1300 BENDIGO** (1300 236 344).

Keeping your details  
accurate is essential for  
secure banking.



## Business Credit Card

**Minimum Payment Warning.** If you make only the minimum payment each month, you will pay more interest and it will take you longer to pay off your balance.

If you make no additional charges using this card and each month you pay the minimum payment

You will pay off the Closing Balance shown on this statement in about  
**11 years and 3 months**

And you will pay an estimated total of interest charges of  
**\$1,042.49**

If you make no additional charges using this card and each month you pay **\$87.83**

You will pay off the Closing Balance shown on this statement in about  
**2 years**

And you will pay an estimated total of interest charges of  
**\$278.27, a saving of \$764.22**

## Having trouble making payments?

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1800 652 146.



Account number XXXXXXXXX  
Statement period 01/04/2024 to 30/04/2024  
Statement number 191 (page 2 of 4)

**Business Credit Card**

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$141.26</b>
14 Apr 24	PERIODIC TFR 00130741741201 00000000000		141.26	0.00
18 Apr 24	JB Hi-Fi Group Pty L ,Southbank AUS RETAIL PURCHASE 17/04 CARD NUMBER 552638XXXXXX214 1	1,825.65		1,825.65
29 Apr 24	CARD FEE 1 @ \$4.00	4.00		1,829.65
<b>Transaction totals / Closing balance</b>		<b>\$1,829.65</b>	<b>\$141.26</b>	<b>\$1,829.65</b>

**AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED  
FOR YOUR ACCOUNT.**

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- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

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730291103 / E-U / S-1000 / I-11000 / 001307417412010000

Date Paid \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Amount \$ \_\_\_\_\_

**Business Credit Card - Payment options**

**Pay in person:** Visit any **Bendigo Bank** branch to make your payment.



**Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.  
[www.bendigobank.com.au](https://www.bendigobank.com.au)



Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.



**Pay by post:** Mail this slip with your cheque to -  
**PO Box 480  
Bendigo VIC 3552.**  
If paying by cheque please complete the details below.



**Bill code:** 342949  
**Ref:** 691046619

**Bank@Post™** Pay at any Post Office by  
Agency Banking **Bank@Post™** using your credit card.

**Business Credit Card**

**BSB number** XXX-XXX  
**Account number** XXXXXXXXX  
**Customer name** SHIRE OF YORK  
**Minimum payment required** \$54.88  
**Closing Balance on 30 Apr 2024** \$1,829.65  
**Payment due** 14 May 2024

**Date**  **Payment amount**

Drawer	Chq No	BSB	Account No	\$	¢
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<sup>^</sup>Fees will apply for payments made using Bank@Post. Refer to Bendigo Bank Schedule of Fees & Charges and Transaction Account Rebates.

Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL/Australian Credit Licence 237879 | [bendigobank.com.au](https://bendigobank.com.au)

Continued overleaf...



Account number	XXXXXXXXXX
Statement period	01/04/2024 to 30/04/2024
Statement number	191 (page 3 of 4)

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. Additional charges may apply for cash transactions.

#### Card Security

For information on how to securely use your card and account please visit [bendigobank.com.au/mycard](https://bendigobank.com.au/mycard) for all card related information. Business customers visit [/mybusinesscard](https://bendigobank.com.au/mybusinesscard).

#### Resolving Complaints

If you have a complaint, please contact us on 1300 361 911 to speak to a member of our staff. If the matter has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. You can contact AFCA at:

Website: [www.afca.org.au](https://www.afca.org.au)

Telephone: 1800 931 678 (free call)

Email: [info@afca.org.au](mailto:info@afca.org.au)

In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

/3UBP1103 / E-U / S-1002 / I-1 003 / 00130 / 41 / 4001 000

Update your details in branch or inside e-banking.  
[bendigobank.com.au/locate-us](https://bendigobank.com.au/locate-us)







009670  
SHIRE OF YORK  
PO BOX 22  
YORK WA 6302

**Card summary**

Account numberXXXXXXX

Card number552638XXXXXXXX214

Customer numberXXXXXX/M203

Statement period01/04/2024 to 30/04/2024

Statement number191 (page 4 of 4)

**Any questions?**  
Contact Robin Milner at 114 Avon Tce, York 6302  
on **08 9641 2609**, or call **1300 BENDIGO** (1300 236 344).

Business Credit Card (continued).			
Date	Transaction	Withdrawals	Payments
18 Apr 24	JB Hi-Fi Group Pty L ,Southbank AUS	1,825.65	
TOTALS		\$1,825.65	\$0.00

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit [bendigobank.com.au/mycard](https://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](https://mybusinesscard).

73UBPH1037 E-U / S-16/U / I-16/U / 00136/41/4001030



**MONTHLY LIST OF FUEL CARD TRANSACTIONS**  
**30 April 2024**

TRANSACTION DATE	SUPPLIER	REGISTRATION	MODEL	TOTAL AMOUNT
28-Mar	CALTEX SAWYERS VALLEY	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 106.28
30-Mar	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 0.50
30-Mar	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 110.40
2-Apr	CALTEX SAWYERS VALLEY	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS)	\$ 61.98
2-Apr	CALTEX WOOROLOO	1HSZ886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HSZ886 (EHO)	\$ 71.07
3-Apr	CALTEX MUNDARING	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 138.48
6-Apr	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 0.50
6-Apr	BP THE LAKES 1903	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 104.09
8-Apr	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 0.50
8-Apr	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 100.00
8-Apr	WEX AUSTRALIA	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 0.50
8-Apr	COLES EXPRESS WEST PERTH	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 102.44
9-Apr	PUMA ENERGY YORK ROADHOUSE	1HSZ886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HSZ886 (EHO)	\$ 79.48
12-Apr	CALTEX GLEN FOREST	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 112.72
13-Apr	CALTEX MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 114.02
16-Apr	CALTEX BURSWOOD	1HSZ886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HSZ886 (EHO)	\$ 75.72
17-Apr	PUMA ENERGY YORK ROADHOUSE	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS)	\$ 80.62
17-Apr	PUMA ENERGY YORK ROADHOUSE	1HVF884	SUV 2023 MAZDA CX5 MAXX SPORT AUTO AWD WAGON WHITE 1HVF884 (LIA)	\$ 81.14
17-Apr	CALTEX GLEN FOREST	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 118.40
19-Apr	CALTEX MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 100.01
20-Apr	WEX AUSTRALIA	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 0.50
20-Apr	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CEO)	\$ 104.35

**SY057-06/24 INVESTMENTS - MAY 2024**

<b>File Number:</b>	<b>4.0473</b>
<b>Author:</b>	<b>Codey Redmond, Finance Manager</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Investment Register May <a href="#">↓</a></b>

**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

2023/24 Year to Date (YTD) Municipal and Trust interest totalling \$58,930.93 as well as Reserve interest totalling \$70,039.54 has been received and receipted as at 31 May 2024.

There was one (1) Maturing Term deposit in May which was renewed for another nine (9) 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 130624**

**Moved: Cr Denese Smythe**

**Seconded: Cr Chris Gibbs**

**That, with regard to Investments - May 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, Denese Smythe and Peter Wright**

**Against: Nil**

**CARRIED 6/0**



## SHIRE OF YORK INVESTMENT PORTFOLIO

31 May 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
<b>MUNICIPAL - Interest Bearing NCDs/TDs</b>										
	AMP Banking	BBB	Thursday, 14 December 2023	Friday, 14 June 2024	183	500,000.00	7%	5.25%	513,160.96	13,160.96
	AMP Banking	BBB	Wednesday, 16 August 2023	Friday, 16 August 2024	366	500,311.65	7%	5.40%	520,574.27	27,090.85
<b>MUNICIPAL - Interest Bearing NCDs/TDs</b>						<b>1,000,311.65</b>	<b>14%</b>	<b>5.33%</b>	<b>1,033,735.23</b>	<b>40,251.81</b>
<b>MUNICIPAL - Other funds</b>										
	Municipal Account 118630623	BBB+				2,465,849.43	36%		2,465,849.43	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	4%		301,889.89	0.00
<b>MUNICIPAL - Other</b>						<b>2,801,937.31</b>	<b>41%</b>		<b>2,801,937.31</b>	<b>0.00</b>
<b>RESERVE - Interest Bearing NCDs/TDs</b>										
	AMP Banking	BBB	Tuesday, 12 December 2023	Thursday, 12 December 2024	366	1,003,684.94	15%	5.40%	1,058,032.49	54,347.55
	AMP Banking	BBB	Wednesday, 25 October 2023	Friday, 25 October 2024	366	570,783.67	8%	5.15%	600,259.56	29,475.89
	Bendigo Reserve TD		Friday, 17 May 2024	Monday, 17 February 2025	276	509,573.65	7%	4.00%	524,986.51	15,412.86
<b>RESERVE - Interest Bearing NCDs/TDs</b>						<b>2,084,042.26</b>	<b>30%</b>	<b>5.28%</b>	<b>2,183,278.56</b>	<b>99,236.30</b>
<b>RESERVE - Other funds</b>										
	Reserve Acct 119521748	BBB+				555,759.48	8%		555,759.48	0.00
<b>RESERVE - Other</b>						<b>555,759.48</b>	<b>8%</b>		<b>555,759.48</b>	<b>0.00</b>
<b>TRUST - Interest Bearing NCDs/TDs</b>										
T2/SUBDIVISIONS	Bendigo Bank	BBB+	Monday, 29 January 2024	Wednesday, 29 January 2025	366	36,000.36	0.52%	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	0.49%	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	0.94%	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						340,347.84	5%		340,347.84	0.00
TRUST - Other						340,347.84	5%		340,347.84	0.00
TOTALS						6,917,150	100%	5.12%	7,056,228	145,906

Reconciliation		
by rating	Value of Investments/Bank accounts	
AA-	5,402.13	0%
BBB+	3,496,707.87	55%
BBB	2,905,466.01	45%
TOTAL	6,407,576.01	100%

Summary of Amounts				
TD's by bank			Bank Accounts - Bendigo Bank	
Bendigo Bank	134,751.12	5%	Municipal	2,465,849.43
AMP Banking	2,574,780.26	95%	Reserve	555,759.48
National Australia Banl	0.00	0%	Trust	340,347.84
Westpac Bank	0.00	0%	AMP At call	28,795.86
			AMP Notice	301,889.89
			Wespac Flex-i	5,402.13
	2,709,531.38	100%	31-May-24	\$ 3,698,044.63

Total Cash 6,407,576.01

Interest Earnings			Total Cash by Fund	
Fund	Adopted Budget	Year to Date Actual	Fund	
Municipal	\$ 70,000.00	\$ 58,930.93	Municipal	3,802,248.96
Reserve	\$ 47,000.00	\$ 70,039.54	Reserve	2,639,801.74
Trust	\$ -	\$ -	Trust	475,099.0
Total	\$ 117,000.00	\$ 128,970.47	Total	\$ 6,917,149.66

## 10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

### Disclosure of Interest – Cr Warnick – Financial – Notice of Motion - Position Statement - Live Sheep Exports

*Cr Warnick read the Financial Declaration - ... With regard to the Notice of Motion - Position Statement - Live Sheep Exports, the matter in Item 10.1, I disclose that I have an association with the applicant (or person seeking a decision). The association is I work for a company who contracts to sheep live export companies. As a consequence, I will leave the meeting.*

*At 5:58pm, Cr Denis Warnick left the meeting.*

### 10.1 NOTICE OF MOTION - POSITION STATEMENT - LIVE SHEEP EXPORTS

**File Number:** 4.0474 & 4.6670

**Previously before Council:** Nil

**Disclosure of Interest:** Nil

**Appendices:** Nil

I, Councillor Kevin Trent, give notice that at the next Ordinary Meeting of Council to be held on 25 June 2024, I intend to move the following motion:

*"That the Shire of York supports Western Australian farmers with their campaign to continue the export of live sheep."*

#### RATIONALE

I commend this Notice of Motion to Council.

#### OFFICER'S COMMENT

The following information is taken from the Parliament of Australia's website available:

[https://www.aph.gov.au/Parliamentary\\_Business/Bills\\_Legislation/bd/bd2324a/24bd077#:~:text=The%20Export%20Control%20Amendment%20\(Ending,live%20exports%20and%20frozen%20products.](https://www.aph.gov.au/Parliamentary_Business/Bills_Legislation/bd/bd2324a/24bd077#:~:text=The%20Export%20Control%20Amendment%20(Ending,live%20exports%20and%20frozen%20products.)

The [Export Control Amendment \(Ending Live Sheep Exports by Sea\) Bill 2024](#) (the Bill) proposes to ban the export of live sheep by sea from Australia from 1 May 2028.

Australia is one of the world's largest exporters of sheep meat, encompassing both live exports and frozen products. In 2022–23, [the estimated value of Australia's sheep meat exports was \\$4.5 billion](#). Live sheep exports by sea made up less than 2% of this trade, [at around \\$77 million](#). The demand for Australia's live sheep exports is mostly driven by Middle Eastern customers who prefer freshly slaughtered meat that adheres to specific cultural practices.

Prior to the 2022 federal election, the [Australian Labor Party said](#) it was committed to phase out live sheep exports if elected. In March 2023, Agriculture Minister [Murray Watt appointed an independent panel](#) to provide advice on how and when a phase out could be implemented.

On 11 May 2024, Minister Watt [announced the Albanese Government's decision](#) to end live sheep exports by sea from 1 May 2028. The Government also allocated [a \\$107 million transition support package](#) for the affected industry. The Bill gives legislative effect to the measures.

Opinions about the Bill are divided. On the one hand, animal welfare activists and the [Australian Greens argue](#) that live sheep export trade should be phased out sooner. On the other hand, livestock



farmers and the [Coalition push for the trade to continue](#), arguing that the ban will have 'enormous consequences' for local jobs and the Australian economy.

Animal welfare organisations welcome the Government's announcement to end live sheep exports by sea from 1 May 2028. Proponents of the ban argue it will:

- protect Australia's international reputation
- reflect community concern
- incentivise economically sustainable alternatives to live sheep exports.

Thousands of farmers have participated in a '[Keep the Sheep](#)' rally to protest the proposed ban on live sheep exports. Many farmers and business groups argue that the ban will:

- hurt rural communities and the Australian economy
- hurt animal welfare internationally because a ban in Australia merely shifts animal welfare responsibilities to other countries that do not uphold Australia's high animal welfare standards.

### Local Context

As discussed previously and presented to the Council at the June 2024 Concept Forum, our community will likely have polarised views on this subject. There are two sides to the debate, and York is no exception.

Some community members will support the Bill, while others will oppose it. To date, the Shire has not received any requests from farmers, businesses, or members of the public to provide support either for or against the Bill.

Therefore, formalising a position statement may cause division in the community. The Council has the option to wait for a formal request from the York community before making any decision on this subject, which would allow Council to consider all views within our community.

It should also be noted that individuals can make their own submission, for or against the *Export Control Amendment (Ending Live Sheep Exports by Sea) Bill*, as it is likely there will be a Senate inquiry into the legislation.

#### RESOLUTION

140624

Moved: Cr James Adamini

Seconded: Cr Chris Gibbs

That, with regards to the Notice of Motion - Position Statement - Live Sheep Exports, Council:

1. Supports Western Australian farmers with their campaign to continue the export of live sheep.

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

**Against:** Nil

**CARRIED 5/0**

At 5:59pm, Cr Denis Warnick returned to the meeting.

**11 QUESTIONS FROM MEMBERS WITHOUT NOTICE***Nil***12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING****MOTION****RESOLUTION****150624****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs**

**That Council agrees to accept and consider the Late Report SY059-06/24 - Early Termination - Management Contract for York Recreation & Convention Centre and Forrest Oval Precinct.**

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

**Against:** Nil

**CARRIED 6/0****Disclosure of Interest – Cr Wright – Financial – Early Termination - Management Contract for York Recreation & Convention Centre and Forrest Oval Precinct**

*Cr Wright read the Financial Declaration - ... With regard to Early Termination - Management Contract for York Recreation & Convention Centre and Forrest Oval Precinct, the matter in Item SY059-06/24, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am a member of the Bowling Club. As a consequence, I will leave the meeting.*

*At 6:02pm, Cr Peter Wright left the meeting.*

**SY059-06/24 EARLY TERMINATION - MANAGEMENT CONTRACT FOR YORK RECREATION & CONVENTION CENTRE AND FORREST OVAL PRECINCT****File Number: 4.6762****Author: Alina Behan, Executive Manager Corporate & Community Services****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)

**Disclosure of Interest:** Nil

- Appendices:**
1. Default Notice 6 June 2024 - Confidential
  2. Incident/Complaints Register 4 June 2024 - Confidential
  3. Deed of Acknowledgement & Release - Confidential
  4. All Clubs Consultation Minutes 20 March 2024 [↓](#)
  5. York Bowling Club Committee Minutes 29 May 2024 [↓](#)
  6. All Clubs Consultation Minutes 4 June 2024 [↓](#)
  7. York Bowling Club Proposal 11 June 2024 [↓](#)
  8. York Bowling Club Request for Support [↓](#)
  9. YRCC Licensed Area [↓](#)

## NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

## PURPOSE OF REPORT

This report presents Council with details of the follow up to actions taken since the request from Belgravia Leisure (BL) to seek an early withdrawal from the Management Contract for the management of the York Recreation & Convention Centre (YRCC) and Forrest Oval Precinct. Officers now present the York Bowling Club's (YBC) request for start-up funds for consideration.

## BACKGROUND

At its December 2023 Ordinary Meeting, Council resolved (081223):

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

1. ***Notes the request for early termination from Belgravia Leisure as presented in Appendix 2.***
2. ***Acknowledges the formal response from the Chief Executive Officer outlining the contractual requirements of Belgravia Leisure's default against the contract as presented in Addendum - Appendix 7.***
3. ***Directs the Chief Executive Officer to progress the Club Development Model as outlined within the body of the Council report (SY164-12/23).***
4. ***Directs the Chief Executive Officer to finalise a transition plan with Belgravia Leisure, acknowledging transitioning could take three (3) to six (6) months (March – June 2024).***
5. ***Directs the Chief Executive Officer to undertake consultation with clubs with an existing user licence within the Forrest Oval Precinct.***
6. ***Authorises the Chief Executive Officer to finalise the contract completion with Belgravia Leisure and undertake any necessary legal acceptance.***
7. ***Authorises the Chief Executive Officer to finalise the inventory of equipment at the point of handover.***
8. ***Directs the Chief Executive Officer to update Council on progress at the March 2024 Ordinary Meeting of Council."***

## COMMENTS AND DETAILS

The following actions have been undertaken since 10 March 2024:

### 1. Legal and Contractual

As reported at the March 2024 Ordinary Meeting Officers attempted to reach an agreement to allow the transition of the YRCC back to Shire management. Both BL and the Shire were unable to reach an agreement on the outstanding issues and as a result on 5 June 2024, the Shire issued a breach notice to BL outlining the underperformance against the contract and notifying

the intent to terminate the contract under Clause 27 of the Management Contract should the issues not be rectified within five (5) business days. The letter and accompanying complaints/incidents register are presented in confidential Appendix 1 and 2 respectively.

On 11 June 2024, BL's Chief Executive Officer met with the Shire's Chief Executive Officer and Executive Manager Corporate & Community Services to agree terms for a settlement. In accordance with Clause 27.3(3) the Shire withheld payment of BL Management Fees to offset monies that may have become owing to the Shire because of the transition. Should BL have been performing all the duties under the contract it would have been entitled a payment of \$155,242 for the period 1 January 2024 to 30 June 2024. Offsetting this sum against the reduction in the service levels at the YRCC and transition costs, but acknowledging that BL have incurred staff costs, a final payment to BL has been agreed at \$31,647.

The administration of the YRCC, including bookings and management of the gym, was returned to Shire management on 18 June 2024. BL have agreed to work with the Shire and YBC to transition the liquor licence. The signed Deed of Acknowledgement and Release is presented in confidential Appendix 3.

## **2. Club Consultation**

On 13 March 2024, Officers attended a start-up meeting with business consultants 150 Square and a plan was agreed for the consultation process. Following the initial meeting, review of associated documentation and discussion with the YBC, Clubs WA and Department of Local Government, Sport & Cultural Industries (DLGSC) several models were prepared for consideration.

On 20 March 2024, the Shire and 150 Square met with the YBC to finalise proposal details and then with the members of the YRCC sporting clubs to discuss potential management options. Representatives from the YBC, York Lawn Tennis Club (YLTC), York Football Club (YFC), York Junior Football Club (YJFB), York Imperials Cricket Club (YICC), and York Basketball Club (YBC2) were in attendance. A preferred option was chosen for further discussion and representation at a future workshop. This information is presented in Appendix 4. The consultant then worked with members of the YBC Committee to review financials and develop a workable business plan. 150 Square emailed meeting minutes to the above clubs and contacted them on 8 April 2024 seeking further feedback.

On 12 April 2024 150 Square provided a Progress Report to the Shire, outlining an overview of findings, and the preferred model for the YBC. Officers met to discuss the report with the Chairman and Vice-Chairman of the YBC on Thursday 2 May 2024. The YBC stated it is not able to take on management of the restaurant, but believe they are able to manage the bar facilities on behalf of all YRCC clubs.

The YBC sought confirmation from its Committee on 29 May 2024 of the willingness to commit to the proposal. The minutes of the meeting are presented in Appendix 5.

A further review of the proposal was conducted with all clubs on 4 June 2024 and copies of these minutes are presented in Appendix 6.

The final YBC Club Management Model was presented to Council at its June 2024 Concept Forum. A copy of the proposal is presented in Appendix 7. The formal request from the YBC for in-principal support for the Club Management Model is presented in Appendix 8.

In summary the YBC requests that the Shire of York:

1. Enters into a licence agreement with the YBC for management and operation of the bar at the YRCC.
2. Provides a 'start up' grant to the value of \$40,000 to the YBC to assist with establishment costs associated with managing the bar at the YRCC.
3. Provides a contribution of \$7,000 towards wages each month for the first twelve (12) months of operation, from the date of commencement.
4. Provide ongoing guidance to the YBC throughout the first twelve (12) months of operation.

5. Commences a review of the Club Management Model after the first six (6) months of YBC operations to ascertain ongoing needs for the 2025/26 financial year.

The plan is staged, based on the YBC being the lead entity for the first year of operation and opening at reduced hours during this twelve (12) month period (with minimum being cover for home games for bowls, tennis, cricket and football organised and fixtured district competitions). During this time the YBC will work towards the creation of a combined sports management committee, with representatives from all clubs, to take over management in subsequent years. The intent is that the combined sports management committee would be incorporated and include representatives from those clubs with an interest in maintaining an operational bar and the potential to earn funds for their clubs. A Shire of York representative would also be a requirement on the Committee. Officers propose to make an allocation of \$5,000 in the 2024/25 budget to facilitate any external support required for this transition.

The YBC have stated that without this support, it is not able to proceed.

### **Liquor Licence**

The YBC have indicated its intention to progress an application to transfer the tavern liquor licence immediately.

BL indicated in its correspondence to the CEO that it intends to transfer the license as a matter of urgency, setting a firm deadline of 30 June 2024.

A site plan of the licensed area is presented in Appendix 9.

The Shire of York will fund the application to transfer the liquor licence.

### **Bar and Kitchen**

The Shire will work with the YRCC users to ascertain their needs to provide as smooth a transition as possible from the 18 June 2024.

### **Cleaning, Maintenance and Repair**

The responsibility for keeping the Shire's equipment, buildings and surrounds in a clean, hygienic and tidy condition, which includes maintenance, repair and replacement of equipment, reverted to the Shire on 18 June 2024.

As with all user hire agreements for Shire facilities, clubs, users and event organisers will be responsible for returning shared spaces in a neat and tidy condition as per the hire of similar Shire facilities. A Conditions of Use Form has been developed in the manner of the Conditions of Hire for the York Town Hall.

The Shire continues to be responsible for general repairs and maintenance, including grounds maintenance of the playing portions of the Centre, reticulation and turf maintenance.

### **Bookings**

Management of the bookings for the YRCC transferred back to the Shire on 18 June 2024. Advertising has commenced to ensure the community are aware that bookings for the YRCC facilities can be made through the Shire Administration Office or the Club Development Officer (CDO) at the YRCC.

## **OPTIONS**

Council has the following options:

- Option 1:** Council could choose to support the YBC Club Management Model by agreeing to provide a 'start up' grant to the value of \$40,000 and wages support of \$7,000 per month for the first twelve (12) months of operation with an allowance of \$5,000 for external support.
- Option 2:** Council could choose not to provide financial support to the YBC, noting the YBC will not be able to progress taking over management of the bar facilities at the YRCC and an alternative would need to be put forward.

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. BL
4. McLeod's Barristers & Solicitors
5. DLGSC

### 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 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

A final figure of \$31,647 has been negotiated with BL to assist with staffing costs was accommodated with no budgetary implications.

Support for the YBC of \$124,000 for the first twelve (12) months of operation will be incorporated into the 2024/25 budget which will be presented to Council for adoption in July 2024.

### 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.
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### Workforce

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

A budget allocation for YRCC cleaning is already available in the 2023/24 budget to accommodate the 18 June 2024 commencement. An allowance has been made in the draft 2024/25 budget for this service.

### VOTING REQUIREMENTS

**Absolute Majority: No**

#### RESOLUTION 160624

**Moved: Cr Denese Smythe**

**Seconded: Cr Denis Warnick**

**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.

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

**Against:** Nil

**CARRIED 5/0**

*At 6:03pm, Cr Peter Wright returned to the meeting.*



## MEETING NOTES

### YORK SPORTS CLUBS

6pm – 7.30pm

WEDNESDAY 20<sup>th</sup> MARCH 2024

Committee Room, York Recreation Centre

**ATTENDEES:** York Cricket (Nick Bush), York Lawn Tennis Club (Peter Monger, Mia Monger, Aaron Marwick, Emma Draper (from 6.45pm)), York Football Club (Greg Jones, Meagan Walker), York Junior Football Club (Aaron Marwick), York Bowls Club (Peter Thord, Brian Ogden), York Basketball Club (Emma Draper (from 6.45pm)), Shire of York (Chris Linnell, Alina Behan, Samantha Good), 150Square (Caroline Robinson).

### OVERVIEW

150Square, the Shire of York and the York Bowls Club met prior to the combined clubs meeting to discuss options for the bar and restaurant, as the lead club in this process.

The purpose of the combined clubs meeting was to workshop two potential Recreation Centre Management Models (bar and restaurant) for the York Recreation Centre.

Clubs were provided with written summaries of two models as well as five case studies on Recreation Centre management models from Wheatbelt communities.

Clubs workshopped two models over the 1.5hrs and provided feedback on specific questions as well as comments during general discussion.

It was agreed in principle to progress with Option 1 with two financial models to be prepared: employees under a lead sports club and; a hybrid of employees and volunteers under a lead sports club. 150Square will prepare this information for the Shire of York and all clubs.

There was also potential to stage Option 1, which will also be explored.

The next stage will involve a formal presentation of the preferred model to all clubs for their consideration and a decision. There is a desire to continue to progress this work in a timely manner to ensure a smooth transition of the unrestricted tavern licence and to continue to provide access and a service to the bar and kitchen for the upcoming Winter sports season.



## YORK BOWLING CLUB

## COMMITTEE MEETING

Wednesday 29 May 2024

YCRC Meeting Room, 6pm – 7.30pm

**Attendees:** Peter Thorp, Brian Ogden, Jenny Jones, Christine Pert, John Pert, Rob Parker**Apologies:** Sue Collins, Max Nottle, Phil Jones, Dean Wickham**Meeting opened at 6pm.**

Caroline Robinson from 150Square came online and presented two management models for the YCRC bar and kitchen. The Committee was provided with a copy of the presentation prior to the meeting. The first year budget was also discussed.

Following her presentation, Caroline left the meeting.

The Committee resolved the following:

1. Proceed with the preferred management model however request the Shire increase funding to \$7,000pm so as we can achieve break even position so as we can present to York Bowling Club members as an achievable proposition.
2. We request Caroline Robinson to present the preferred management model to Football, Cricket & Tennis Club, Ag Society
3. We request Caroline Robinson to prepare: House Policy, Code of Conduct, Management Plan, Contract for Sales/Assignment to enable tavern liquor license transfer from Belgravia to the York Bowling Club
4. Request Caroline Robinson present to the Shire of York Councillors for their Vision of the YRCC space so as we can adjust our model as such. Including future use of Forrest Oval Precinct. Request Councillors to revisit Strategic Plan for Sport & Rec and ensure that our Councillors are representing the vision of the people of the Shire of York.
5. Request Caroline Robinson to prepare Year 2 budget under a combined sports model. Shire of York has supported YRCC for 14 years, and needs to continue to support Sporting Clubs with their transition (financial and no financial).
6. Bar & Kitchen to be maintained in its present condition, so as the facility can run complimentary to one another.
7. Quarterly review of the model to be conducted for the mutual benefit of all parties.

CARRIED

Peter Thorp will make contact with Caroline to discuss the Committee's decision.

**The meeting was closed at 7.30pm.**

**MEETING NOTES****4<sup>th</sup> June 2024****7pm – 7.30pm on TEAMS**

Attendance: Bernie (Ag Society), Greg (Football), Nick (Cricket), Emma (Tennis), Caroline (150Square)

Business:

Presentation of the preferred management model and alternative. Followed by open discussion.

York Football Club	Supports YBC to open, do not have capacity to run the bar/kitchen in their own right. Happy to support YBC during busy periods as they have volunteers with RSA. Seeking confirmation from the Shire of York they will support the YBC and clubs to progress towards club management and 2 <sup>nd</sup> year financial support (if required). Needs to stay open. Focus is to bring people back to the centre and build patronage.
York Ag Society	Supports YBC to open. Needs support from all clubs and the Shire of York. Show day is important for the Ag Society and potential earner for the YBC.
York Tennis Club	Tennis does not have the capacity to run the bar/kitchen but supports the YBC. Some volunteers have RSA's and can help. Everyone involved in multiple clubs, we are working together, cross over in members of Winter and Summer sports. Facility must be open.
Cricket	Supports YBC. Small membership, not a bit spectator sport. Would consider financial contribution to wages in the combined model.

Action:

- Caroline to provide this feedback to the YBC and Shire of York.
- 2<sup>nd</sup> year budget to be developed, moving into combined sports.

# York Recreation and Convention Centre

---

Management Model Update



# Meeting Purpose



1

The Shire of York is updated on the management model. Consideration towards the vision of the Precinct and forward plans (budget etc).



2

A timely transfer of the tavern liquor licence (currently held by Belgravia Leisure) can be made.



3

York Bowling Club can prepare for transition and open when the contract ceases between the Shire of York and Belgravia Leisure.

# Roles and Responsibilities

## ROLE

Develop a business plan for the York Bowling Club to guide them through the transition of the Forrest Bar and Café from Belgravia Leisure to themselves.

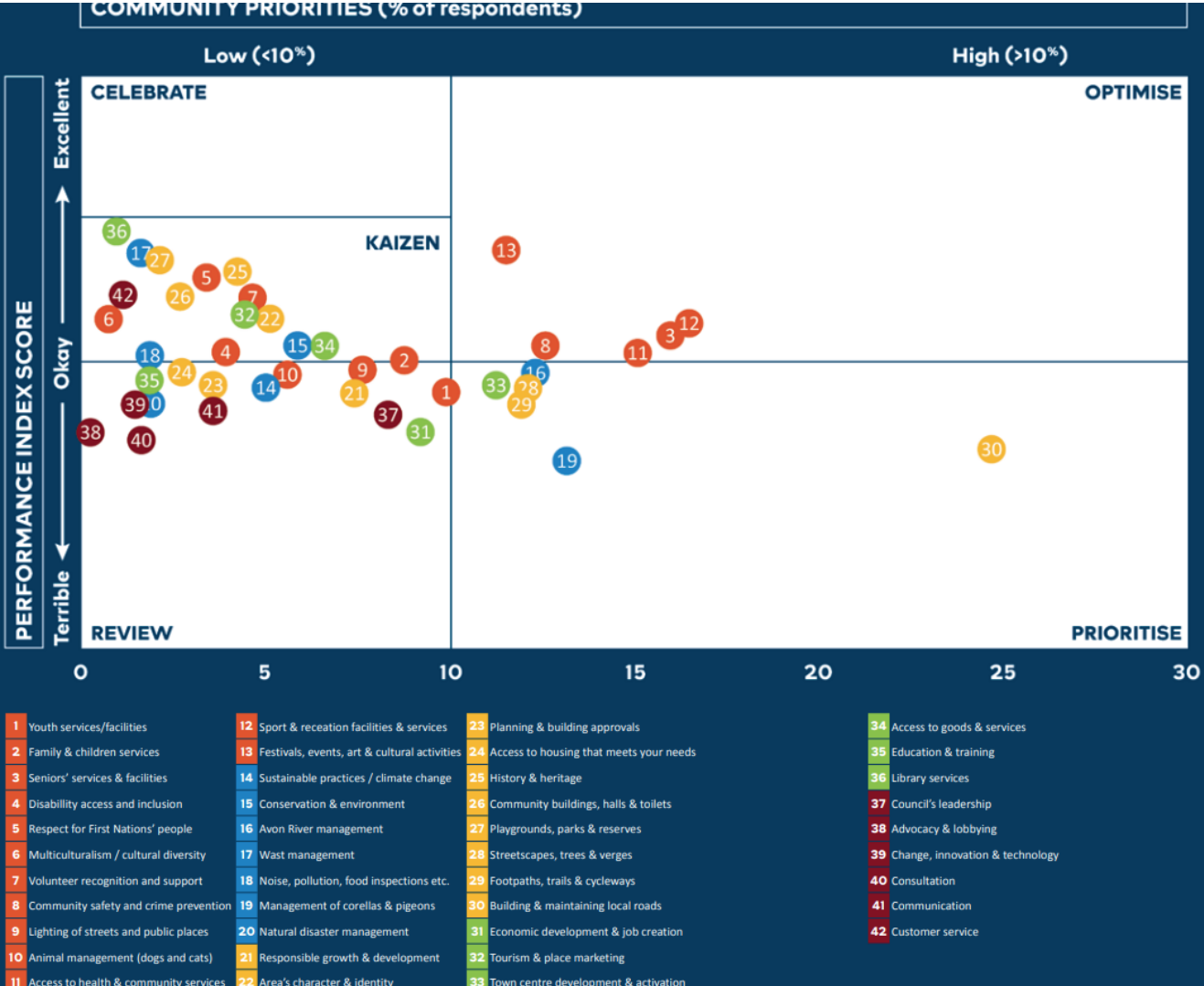
## RESPONSIBILITIES

*Long term approach for the Shire of York, clubs and community that delivers upon the Strategic Community Plan.*

*Sustainable and viable service delivery, confidence to clubs and the community.*

*Ensure the facility can be open and activated for social connection, physical activities and community events.*

*Contributes to the achievement of the Precinct vision.*



# Shire of York Strategic Plan 2020 - 2030

## GOAL 1

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

**1.5 Facilitate access to community facilities and services to enable wellbeing, diversity and inclusion**

*1.5.2 Optimise use of community assets and facilities, such as York Town Hall, for business, tourism, arts and culture attractions and programs*

### Why is this important to know?

The Shire of York's desired outcome for the Recreation Centre and surrounding amenities, is that it is a community hub for sport, recreation and leisure and that it contributes to creating a close knit, healthy and inclusive community.



## Progress to date

1. Met with Football Club, Junior Football Club, Tennis Club, Basketball Club and Cricket Club
2. Ongoing planning with the York Bowling Club and Shire of York.
3. Preferred management model and budget has been presented to the York Bowling Club Committee and agreed upon (York Bowling Club transfers tavern liquor licence, operates bar and transitions to combined club operation model).
4. Presentation to Ag Society, Football Club, Tennis Club and Cricket Club to proceed and gain their commitment towards a York Sports Association model to operate the bar and kitchen within next 12 - 18 months



# Agreed Management Model

Stage 1 (July – Q1 2025)

Stage 2 (planning concurrently and delivery in Q2/3 2025)

Bar (tavern liquor licence) held and operated by the York Bowling Club

Bar (tavern liquor licence) held and operated by a York Sports Association (collective of clubs)



## Critical success factors

- ✓ Articulated Council vision for the Precinct.
- ✓ User and cross club communication.
- ✓ Support for volunteers (mostly seniors) running a business, employing staff and operating a liquor licence. After 12 months, the York Bowling Club should not be worse off financially, retention of volunteers should not be impacted, club governance is of a high standard, they have a positive community and club image.
- ✓ Building patronage, social connection and a sense of place at the Centre is critical.
- ✓ Communication between York Bowling Club and Shire of York Administration.
- ✓ Formal review points throughout the process.

## Agreed Management Model

ITEM	DETAILS	NOTES
BAR AND DINING Opening Hours	<b>Summer</b> Wednesday 12pm – 7pm Saturday 12pm – 8pm Sunday 12pm – 8pm <b>Winter</b> Wednesday 12pm – 7pm Sunday 12pm – 8pm	<ul style="list-style-type: none"> <li>• Preference is for the bar to be open for use by other sports as well as the Bowling Club e.g. Sunday football, cricket, pennant tennis etc</li> <li>• Access to the Recreation Centre and surrounding amenities is through the Shire of York (toilets, gym, canteen, oval, access during emergencies etc).</li> <li>• York Bowling Club has responsibility for the bar area only (and dining when Bowls is operating the bar).</li> <li>• Access to the dining area for meetings outside of these opening times is under the responsibility of the Shire of York, and their booking system.</li> </ul>
Workforce	Bar Manager x 1 (or job share) Casual staff (1 or 2, 4 -6hr shifts each week) Additional volunteers for busy periods Responsible Service of Alcohol for each member of staff or volunteer behind the bar	<ul style="list-style-type: none"> <li>• York Bowling Club is responsible for bar and dining area cleaning (bar wipe down, restocking, vacuuming, furniture re-set etc) after each shift.</li> <li>• Shire of York could assist with deep clean as required.</li> <li>• York Bowling Club needs one Committee member to manage staff performance, rosters etc</li> </ul>
Governance	Tavern liquor licence to be held by the Bowling Club To be established: a subcommittee of the York Bowling Club to manage the service	<ul style="list-style-type: none"> <li>• Progress towards a combined York Sports Association within 12 -18 months.</li> </ul>
Marketing	York Bowling Club to work with all clubs Support from the Shire of York Club Development Officer	<ul style="list-style-type: none"> <li>• Increased patronage is a priority</li> </ul>

## Potential Combined Clubs Operation

1. New incorporated association (those clubs party to the model)
2. Governing Committee made up of club representatives (those party to the model) - volunteers
3. Potential for profit sharing
4. Minimum opening hours on organised competition days e.g. Sunday football, pennant tennis etc
5. Hybrid staffing model – employed Bar Manager, some casual staff and volunteers to support service during peak periods
6. Stock purchase considerations to establish (implications on club funds)
7. Transition of assets (point of sale, bar merchandise etc) to new entity from the York Bowling Club

# Shire of York Requested Support

1. Support in establishing the agreed management model (currently underway).
2. Club Development Officer commitment to assist with club communication, increasing use of the facility, cross club relationship building, governance support, marketing etc.
3. Start up financial support of \$40K plus GST for equipment, software etc needed to run the bar (exclusive of stock) to the York Bowling Club.
4. 12 months wages support of \$7K monthly (\$84K) to the York Bowling Club (break even is \$2,928 with this support)
5. Assistance with monthly deep cleans (cost).
6. Independent external review of the model prior to the York Sports Association transition.
7. 25/26 Budget for wages support when the York Sports Association transitions into place, subject to the formal review and forecast cash flow projections.
8. Commitment to work towards a Precinct vision (community, sport and recreation space).

RISK	LIKELIHOOD	CONSEQUENCE	IMPACT	MITIGATION
Tavern licence restrictions / compliance issues with Belgravia Leisure (unknown) and potentially may not be successfully transferred	Possible (3)	Major (4)	High (12)	Details from DLGSC to be provided before transfer of liquor licence is initiated
Liquor licence transfer needs a contract, policies and management plan which is not currently in place (timeliness)	Almost Certain (5)	Major (4)	Extreme (20)	Shire of York has agreed to fund transfer cost (\$960) Minimum supporting material may be able to be prepared by 150Square within current scope of work
Low patronage at the bar, previously poor service and management of patrons carries through into new management effecting profitability	Possible (3)	Major (4)	High (12)	Consensus on opening hours with existing clubs (users) Review opening hours after Spring 2024 Sub Committee sets budget, budget v actuals presented at each meeting, updates to the Shire of York Job descriptions, code of conduct etc implemented Club Development Officer support Monthly wage support (\$5K) to be provided and confirmed by the Shire of York before proceeding Training of all staff / volunteers with RSA
Volunteers managing paid employees, liquor licence compliance impacts volunteer wellbeing, attraction and retention at the York Bowling Club and the future of the management model	Likely (4)	Major (4)	Extreme (16)	Sub Committee of the York Bowling Club to be established Terms of Reference to be adopted Job descriptions, roles and responsibilities, policies required Club Development Officer support (potential inclusion in Sub Committee) Communication to other clubs to gain their support and acknowledge liquor licence requirements e.g. no alcohol in changerooms
Lack of volunteers to assist during busy periods / employee unavailability impacts the management model	Likely (4)	Major (4)	Extreme (16)	Monthly employee rosters to be developed (supported with available volunteers) RSA training for multiple volunteers at Bowls (and potentially other clubs) Contact details of all volunteers made available Volunteer appreciation activities
York Sports Association fails to be established within 12 months	Possible (3)	Major (4)	High (12)	York Bowling Club needs to consider this as a possibility from the beginning of the management model discussions Club Development Officer supports the establishment and operations of the York Sports Association All clubs (main users) of the bar and dining invited to participate Does not require all clubs to participate in the final model Profit sharing part of the planning

RISK	LIKELIHOOD	CONSEQUENCE	IMPACT	MITIGATION
Internal funds required to purchase start up stock, risk of return to the York Bowling Club and no member endorsement	Possible (3)	Major (4)	High (12)	Communication about the management model to Bowling Club members Budget to be prepared Pricing strategy to be adopted (including % mark up) Provide only bottled beer in first 3-4 months Consignment arrangement with local liquor store in first few months
Current Bar Manager hourly rate is higher than the Clubs Award, retention of the Bar Manager may not be achieved	Possible (3)	Moderate (3)	High (9)	Early conversations with current Bar Manager to manage expectations Advertise position if Bar Manager is not retained Volunteer roster if required
Review period at the end of 12 months has not been agreed to between the Shire of York and Bowling Club	Possible (3)	Major (4)	High (12)	Confirm review period at 12 months with the Shire of York prior to entering into management model (does not necessarily mean ongoing financial support by the Shire) Regular meetings with the Shire of York throughout the 12 months Shire of York agreement in place with the York Bowling Club regarding use of start up finances, wages support for 12 months, communication etc
The Shire of York ends financial support after 12 months and the model is not profitable for the Bowling Club or future York Sports Association.	Likely (4)	Major (4)	Extreme (16)	Budget v actuals presented at each Sub Committee meeting Forward cash flow projections required before model commences Educate Bar Manager about budget and financial targets Financial targets to be set with monthly review and communications York Bowling Club agrees to transfer start up equipment to new association New association may need to consider loan funds (from a club or elsewhere) for start up stock
Negative community sentiment if this management model does not succeed (impact on the York Bowling Club and Shire of York)	Very Likely (5)	Minor (2)	Medium (10)	Communication to community if and when the model commences Support from Clubs Development Officer to York Bowling Club Review after 6 months and 12 months, communication to all clubs



# York Bowling Club (Inc.)

ABN 44 330 013 052

Forrest Oval Recreation Reserve  
South Street  
YORK



Email: york.bowls@gmail.com

PO Box 122, YORK WA 6302

ATT: Mr Chris Linnell  
Chief Executive Officer  
Shire of York  
PO Box 22  
York WA 6302

13 June, 2024

Dear Mr Linnell,

On behalf of York Bowling Club, we are formally seeking in principle support from the Shire of York to take over the management of the York Recreation and Convention Centre Bar facilities as detailed in the proposal prepared and presented at Council Forum on June 11<sup>th</sup>, by consultant Caroline Robinson of 150<sup>2</sup>-Square.

Extensive consultation with the Shire, community and respective sporting groups, and our own Bowling Club Committee, indicates support of our proposition. We attach for your reference a copy of the proposal and our committee minutes.

We have scheduled an extraordinary meeting of all Bowling Club members for Saturday 22<sup>nd</sup> June to verify their support and will provide confirmation via. minutes.

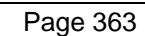
Shire support is integral to progressing this solution; we look forward to your positive confirmation of financial and ongoing operational support.

Yours sincerely

Peter Thorp  
President  
13/06/2024

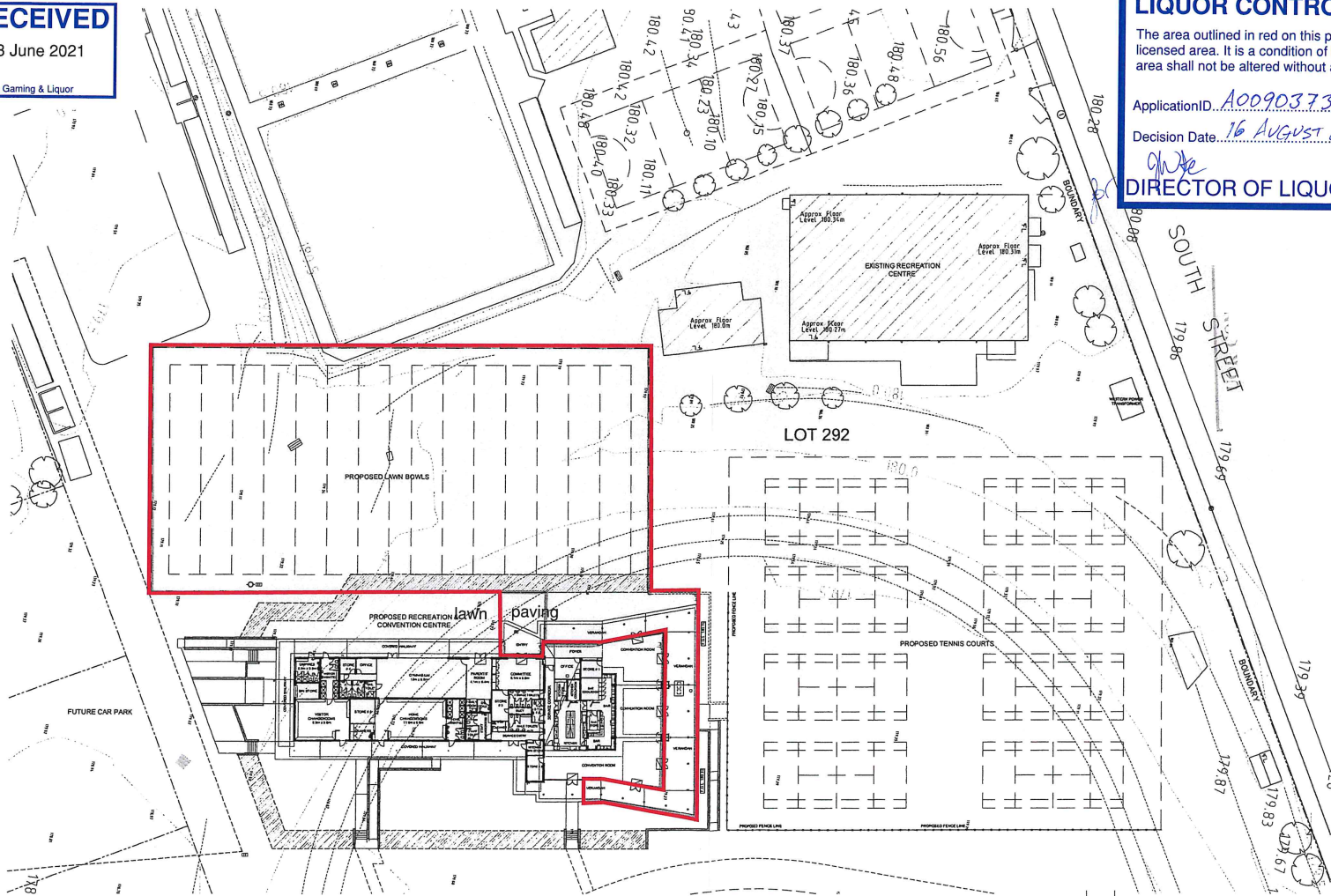
Brian Ogden  
Vice President  
13/06/2024





**RECEIVED**  
23 June 2021  
Racing Gaming & Liquor

**LIQUOR CONTROL ACT 1988**  
The area outlined in red on this plan is the defined licensed area. It is a condition of the licence that this area shall not be altered without approval.  
Application ID: A009037310  
Decision Date: 16 AUGUST 2021  
*ghoke*  
**DIRECTOR OF LIQUOR LICENSING**



PROPOSED SITE PLAN  
SCALE 1:300



LEGEND:  
[Red outline] PROPOSED LIQUOR LICENCE AREA

B		ISSUED FOR LIQUOR LICENCE APPROVAL - AREA REVISED	AC	NP	26.10.2011
A		ISSUED FOR LIQUOR LICENCE APPROVAL	AC	NP	28.09.2011
review/		description	drawn	checked	date
project		YORK RECREATION & CONVENTION CENTRE	drawn	NP	
location		FORREST OVAL, YORK	checked	NP	
HODGE + COLLARD ARCHITECTS		2001 River Rd, Kensington, South Australia, SA 5083 PO Box 111, York, South Australia, SA 5033 Ph: 080 882 5111 Fax: 080 882 5140 Email: admin@hodgecollard.com.au	scale	date	23.09.2011
			1:300		
			0 A1		
			project no	82.09	82.09
			sheet no	CAT5	CAT5
			of	8	8

**13 MEETING CLOSED TO THE PUBLIC****13.1 Matters for which the Meeting may be closed****RESOLUTION****170624****Moved: Cr Denese Smythe****Seconded: Cr Denis Warnick**

**That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the *Local Government Act 1995*:**

**SY058-06/24 - Confidential - Review of Rates Exemption - A14230**

**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, Denese Smythe and Peter Wright**

**Against: Nil**

**CARRIED 6/0**

*The Gallery left the meeting at 6.04pm and the doors were closed.*

**Disclosure of Interest – Cr Trent – Financial – Confidential - Review of Rates Exemption - A14230**

*Cr Trent read the Financial Declaration - ... With regard to Confidential - Review of Rates Exemption - A14230, the matter in Item SY058-06/24, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am the President of the York RSL Sub Branch. As a consequence, I will leave the meeting.*

*At 6:05pm, Cr Kevin Trent left the meeting.*

*Cr Denis Warnick, Deputy Shire President, assumed the Chair.*

**SY058-06/24 - CONFIDENTIAL - REVIEW OF RATES EXEMPTION - A14230**

**RESOLUTION****180624****Moved: Cr James Adamini****Seconded: Cr Peter Wright**

**That, with regard to Review of Rates Exemption - A14230, Council:**

1. **Grants a rates exemption for A14230, in accordance with Section 6.26(2)(g) of the Local Government Act 1995, with the exemption being applicable from 1 July 2024.**
2. **Notes that the Emergency Services Levy and rubbish bin services remain payable.**
3. **Requests the Chief Executive Officer to review the exemption every three (3) years, with the next review occurring prior to 1 July 2027.**

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

**Against:** Nil

**CARRIED 5/0**

*At 6:07pm, Cr Kevin Trent returned to the meeting and assumed the Chair.*

## **RESOLUTION**

**190624**

**Moved: Cr Peter Wright**

**Seconded: Cr Chris Gibbs**

**That Council opens the meeting to the public at 6.08pm.**

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

**Against:** Nil

**CARRIED 6/0**

### **13.2 Public Reading of resolutions to be made public**

*The Shire President read aloud the one (1) Resolution made Behind Closed Doors to the eleven (11) members of the public who returned to the Gallery*

## **14 CLOSURE**

*The Shire President thanked everyone for their attendance and closed the meeting at 6.10pm.*

*The minutes were confirmed by the Council as a true and accurate record at the Council Meeting held on 23 July 2024.*

**SHIRE PRESIDENT**  
Cr Kevin Trent