



# **CONFIRMED MINUTES**

## **Ordinary Council Meeting Tuesday, 26 July 2022**

**Date: Tuesday, 26 July 2022**

**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, 26 JULY 2022 AT 5.00PM**

**1 OPENING**

1.1 Declaration of Opening

*Cr Denese Smythe, Shire President, declared the meeting open at 5.01pm.*

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.*

*Due to a technical issue this meeting is not being recorded. However, 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 Garratt - SY067-07/22 Multiyear Funding Acquittal - York Community Resource Centre*

1.7 Disclosure of Interests that May Affect Impartiality

*Cr Heaton - SY067-07/22 Multiyear Funding Acquittal - York Community Resource Centre*

**2 ATTENDANCE**

2.1 Members

*Cr Denese Smythe, Shire President; Cr Denis Warnick, Deputy Shire President*

*Cr Ashley Garratt; Cr Pam Heaton; Cr Stephen Muhleisen; Cr Kevin Trent; Cr Peter Wright*

2.2 Staff

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

2.3 Apologies

*Nil*

2.4 Leave of Absence Previously Approved

*Nil*

2.5 Number of People in the Gallery at Commencement of Meeting

*There were seven (7) people in the Gallery at the commencement of the meeting.*

**3 QUESTIONS FROM PREVIOUS MEETINGS**

3.1 Response to Previous Public Questions Taken on Notice

*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

*Nil*

#### 4.2 Public Question Time

##### **4.2.1 Ms Karen Thomas on behalf of the York Business Association (YBA)**

*The YBA are working with the York Garden Club to promote and enhance their Open Garden Event in October and intend to promote it as “Spring into York”.*

*We are planning to have Garden Themed events on the Saturday to encourage visitors to spend the weekend in York rather than just coming for the day.*

*We have already made approaches to the CWA, the Wildflower Group, the Mitre 10 Garden Centre and several other groups as well as making efforts to secure a visit from a local gardening expert. The project has been greeted with enthusiasm.*

*This is another event that could turn into an annual celebration of Spring in the Wheatbelt and be built on in the future.*

##### **Question 1**

*Would the Council consider the purchase of some large pots to be planted out to enhance the appearance of Avon Terrace for this event bearing in mind this really needs to be done now to enable the plants to be at their best mid-October? If small trees were also planted they could be utilised later when the CBD revitalisation plans are put in place or simply left to mature.*

##### **Response provided by the Shire President**

*This question would be taken on notice.*

##### **Question 2**

*Would the Council also consider installing the garlands that were used for the Christmas decorations last year for this event to add to the garden effect?*

##### **Response provided by the Shire President**

*This question would be taken on notice.*

#### **4.2.2 Ms Monique Hutchinson**

##### **Question 1**

*Could Council please share an update of replies to Premier and Ministers in regards to letter sent re SEM April 2022 and if any proposed course of action to those not replied?*

##### **Response provided by the Shire President**

*Of the five (5) letters sent to the Premier and relevant Ministers, the Shire has received three (3) responses to date. Officers have followed up with those who are yet to provide responses.*

*It had been intended that all responses would be provided at the same time. However, in the interests of timeliness, the responses received to date will be made available to the public via the Shire's website, noticeboards and copies would be available from the Administration Office on request. We will also provide responses direct to those known to be interested.*

*The responses yet to be received will also be made available in the same way once received.*

#### **4.2.3 Ms Jane Ferro**

##### **Question 1**

*RE: SY048-05/22 Consideration of Questions Asked and Decisions from the Special Electors Meeting Held On Tuesday 12 April 2022*

*Council's resolution at the 24 May 2022 OCM requested the Chief Executive Officer to write to the Premier and other relevant State Government Ministers.*

*As asked at the 28 June 2022 OCM: When will the letter be available to the public to read?*

*Since I haven't received any information to-date, could the letter with all the responses received thus far be provided to myself and to the community as there is no way of knowing how long - if ever - responses will be received from those State Gov't Ministers who have not yet responded?*

##### **Response provided by the Shire President**

*Of the five (5) letters sent to the Premier and relevant Ministers, the Shire has received three (3) responses to date. Officers have followed up with those who are yet to provide responses.*

*It had been intended that all responses would be provided at the same time. However, in the interests of timeliness, the responses received to date will be made available to the public via the Shire's website, noticeboards and copies would be available from the Administration Office on request. We will also provide responses direct to those known to be interested.*

*The responses yet to be received will also be made available in the same way once received.*

#### **Mr Mark Stapleton**

*As the following questions from Mr Stapleton were not provided in writing they have been summarised.*

**Question 1**

*Why did the Council not notify the heritage building owners in relation to the sale of the old school as required by policy?*

**Response provided by the Chief Executive Officer**

*This question would be taken on notice.*

**Question 2**

*Why did the Council proceed with the sale when a new registered valuation not less than 6 months old is required. I believe the last valuation was from some years ago?*

**Response provided by the Chief Executive Officer**

*A new valuation was received and presented to Council.*

**Question 3**

*Why has the Council not notified residents in Georgiana Street regarding the swimming pool proposal?*

**Response provided by the Chief Executive Officer**

*The current community engagement is in the very early stages, discussing options for the type of pool and potential location. That consultation has been open to all members of the public, not just surrounding residents of the pool. Once finer details of the proposal are ascertained further community consultation will be undertaken.*

**Question 4**

*Did the sale of the old school require a rezoning change?*

**Response provided by the Chief Executive Officer**

*It should be noted that the sale is still in negotiation. However, during those discussions the Shire has not received a request to amend the zoning from the prospective purchaser. Following the sale it may be possible for the owner to request a zoning change.*

**Mrs Coleen Pearson**

**Question 1**

*Why can I not get a five or six dog licence?*

**Response provided by the Chief Executive Officer**

*Your application is being considered by Council tonight and may or may not be approved, hence an answer on why you cannot get a licence cannot be given at this time. Following the Council decision an answer could be provided.*

*As there were no further questions Public Question Time concluded at 5.15pm.*

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

*Nil*

**6 PRESENTATIONS**

**6.1 Petitions**

*Nil*

## 6.2 Presentations

*Nil*

## 6.3 Deputations

*Nil*

## 6.4 Delegates' reports

*Nil***7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****RESOLUTION  
010722****Moved: Cr Kevin Trent****Seconded: Cr Pam Heaton****That the minutes of the Ordinary Council Meeting held on 28 June 2022 be confirmed as a correct record of proceedings.*****CARRIED: 7/0*****8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****8.1 Meetings and Events Attended**

*The Shire President advised she had attended the following meetings and events during June 2022:*

Day	Meeting/Event Description	Venue
01/06/2022	VFES	Maxwell Street
07/06/2022	CEO Meeting	Shire Administration
10/06/2022	COVID Recovery Meeting	Shire Administration
11/06/2022	Strategic Workshop	Faversham House
12/06/2022	Philippines Independence Day	Northam
14/06/2022	Bayly Road Residents	Shire Administration
14/06/2022	Audit & Risk Committee Meeting	Council Chambers
14/06/2022	Concept Forum	Council Chambers
21/06/2022	Citizenship Ceremony	Chambers Foyer
21/06/2022	CEO Meeting	Shire Administration
21/06/2022	Shire Agenda Briefing	Council Chambers
24/06/2022	WA Grants Commission Visit	Council Chambers
27/06/2022	Avon-Midland Country Zone Meeting	Zoom
28/06/2022	CEO Meeting	Shire Administration
28/06/2022	Ordinary Council Meeting	Council Chambers

## 9 OFFICER'S REPORTS

*An Addendum to this Item was released on Monday 25 July 2022 and tabled at the Meeting and is included as Attachment 1 available immediately after the Appendices to this Report.*

### SY064-07/22 APPLICATION FOR SIX (6) DOGS – 263 BAYLY ROAD, YORK

File Number:	4.3999
Author:	Irene Ryan, Ranger
Authoriser:	Sinead McGuire, Executive Manager Infrastructure & Development Services
Previously before Council:	Not Applicable
Appendices:	<ol style="list-style-type: none"><li>1. Inspection Report <a href="#">↓</a></li><li>2. Objection Letters <a href="#">↓</a></li></ol>
Attachment	<ol style="list-style-type: none"><li>1. Addendum released 25 July 2022</li></ol>

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

Legislative

### PURPOSE OF REPORT

This report presents an application to keep more than the prescribed number of dogs at a premises in accordance with Section 26(3) of the *Dog Act 1976* to Council for consideration.

### BACKGROUND

It is a requirement of the Shire of York's Dogs Local Law that the maximum number of dogs that can be kept on a premises within a townsite is two (2), unless an exemption is granted by Council under the provisions of Section 26(3) of the *Dog Act 1976*.

### COMMENTS AND DETAILS

On 9 September 2021, the resident submitted an application to have eight (8) dogs at their property, located at 263 Bayly Road, York. Letters were sent by Officers to adjoining and adjacent neighbours in relation to the application. One (1) objection was received. A site inspection was undertaken by Officers on 8 March 2022 where twenty-four (24) dogs were sighted at the property. The application was refused, as the Shire does not have delegated authority to approve more than six (6) dogs in accordance with the *Dog Act 1976*.

The applicant was advised to submit a new 3-6 Dog Application which was received on 6 June 2022. Following this the Shire issued letters to neighbouring properties in relation to the application. Eight (8) submissions were received. All submissions objected to the application.

An inspection of the property was undertaken on 12 July 2022, in which Officers confirmed that six (6) dogs were located at the property. The excessive dogs sighted on 6 June 2022 had been removed. The 3-6 Dog Application was assessed at this time, with a copy of the inspection report presented in Appendix 1.

### OPTIONS

Council has the following options:

**Option 1:** Council could choose to approve the application for six (6) dogs at 263 Bayly Road, York, subject to conditions.



**Option 2:** Council could choose not to approve the application for six (6) dogs at 263 Bayly Road, York.

Option 2 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

On 22 June 2022, correspondence was sent to neighbouring properties within a 300-metre radius, advising they could notify the Shire of their feedback within a period of twenty-one (21) days in relation to the application. Eight (8) objections were received and are presented in Appendix 2.

A summary of the objections is provided in the table below.

TABLE 1.

Summary of Objections	Officer Comment
Noise	Constant barking from six (6) dogs would create noise which would impact surrounding properties.
Smell	At the site inspection a smell was noted when entering the shed area where the dogs are housed.
Dog breeding	The number of dogs could increase if the applicant decides to breed the dogs.  At the inspection conducted on 8 March 2022, ten (10) puppies were sighted at the property.
Threats to livestock and children	The colourbond fence which surrounds the area where the dogs are housed was assessed as sufficient, hence the likelihood of the dogs escaping the property is low. It is therefore considered that the threat to livestock and children is low.

### Strategic

#### Strategic Community Plan 2020-2030

Goal 1: The Place to Be

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

Goal 4: Built for Lifestyle and Resilience

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

### Financial

In accordance with the Schedule of Fees and Charges, \$70 is charged for the application. Costs for conducting an annual property check is \$100 each year.

If Council rejects the 3-6 Dog Application and the dogs are not removed within a seven (7) day period, the Shire will be subject to provide sustenance and house the dogs at a cost of \$25 per dog per day until they can be suitably rehomed.

### Legal and Statutory

Section 26(3) of the *Dog Act 1976* is applicable and states:

#### **“26. Limitation as to numbers**

(1) A local government may, by a local law under this Act —

- (a) *limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district; or*
- (b) *limit the number of dogs of a breed specified in the local law that can be kept in or at premises in the local government's district.*
- (2) *A local law mentioned in subsection (1) —*
  - (a) *may limit the number of dogs that can be kept in or at premises to 2, 3, 4, 5 or 6 only; and*
  - (b) *cannot prevent the keeping in or at premises of one or 2 dogs that have reached 3 months of age and any pup of either of those dogs under that age; and*
  - (c) *cannot apply to dogs kept at premises that are licensed under section 27 as an approved kennel establishment; and*
  - (d) *cannot apply to dangerous dogs (declared) or dangerous dogs (restricted breed).*
- (3) *Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —*
  - (a) *may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and*
  - (b) *cannot authorise the keeping in or at those premises of —*
    - (i) *more than 6 dogs that have reached 3 months of age; or*
    - (ii) *a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption;*
  - and*
  - (c) *may be revoked or varied at any time.*
- (4) *A person must not keep in or at any premises, not being licensed under section 27 as an approved kennel establishment —*
  - (a) *in the case of dogs that have reached 3 months of age, other than dangerous dogs (declared) or dangerous dogs (restricted breed), more than the number of dogs than the limit imposed under —*
    - (i) *a local law mentioned in subsection (1); or*
    - (ii) *an exemption granted under subsection (3);*
  - or*
  - (b) *more than —*
    - (i) *2 dangerous dogs (declared); or*
    - (ii) *2 dangerous dogs (restricted breed); or*
    - (iii) *one of each of those kinds of dangerous dogs, that have reached 3 months of age; or*
  - (c) *any pup, of a dangerous dog (restricted breed), that is under 3 months of age.*

**Penalty:**

- (a) *for an offence relating to a dangerous dog —*
  - (i) *a fine of \$10 000, but the minimum penalty is a fine of \$500;*
  - (ii) *for each separate and further offence committed by the person under the Interpretation Act 1984 section 71, a fine of \$500;*

- (b) *for an offence relating to a dog other than a dangerous dog —*
  - (i) *a fine of \$5 000;*
  - (ii) *for each separate and further offence committed by the person under the Interpretation Act 1984 section 71, a fine of \$100.*
- (5) *Any person who is aggrieved —*
  - (a) *by the conditions imposed in relation to any exemption under subsection (3); or*
  - (b) *by the refusal of a local government to grant such an exemption, or by the revocation of an exemption,*

*may apply to the State Administrative Tribunal for a review of the decision.*
- (6) *An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.”*

### **Risk Related**

The keeping of six (6) dogs in this location may be assessed to be a nuisance impact due to noise and smell concerns which may be ongoing and continue to cause disruption to neighbouring properties.

The Shire of York Local Planning Scheme No. 3 (the Scheme) states that dog kennels are an excluded use within the Rural Residential Zone 1, where this property is located. If more than six (6) dogs are located on a property it is considered a breach of the Scheme.

### **Workforce**

Processing and assessment of the application can be managed with current resources.

At the site inspection conducted on 12 July 2022 the applicant advised of their intent to change the dogs listed within the application in the future through a new 3-6 Dog Application process. Multiple 3-6 Dog Applications for a single property may require additional resourcing support.

### **VOTING REQUIREMENTS**

**Absolute Majority: No**

#### **RESOLUTION 020722**

**Moved: Cr Kevin Trent**

**Seconded: Cr Denis Warnick**

**That, with regard to the Application for Six (6) Dogs - 263 Bayly Road, York, Council:**

- 1. Notes the eight (8) submissions received from adjoining neighbours in objection to the application.**
- 2. Resolves to refuse the application for six (6) dogs at 263 Bayly Road, York for the following reasons:**
  - a. The dogs would be considered a nuisance due to noise and smell, causing disturbance to neighbouring properties.**

**CARRIED 5/2**

### 3 - 6 Dog Ranger Inspection Report

Date of Inspection: 12/7/22  
 Name: [REDACTED]  
 Property Address: 263 Bayly Road, York  
 Ranger: Irene Ryan  
 Date of Application: 14/6/22



Property Area: 2. 0176 Hec

No. of Dogs	Dog Name	Breed	Colour	Age	Sex	Rego No.
1	Oreo	Greyhound	Black & White	3	M	WIAIQ
2	Coco	Greyhound	Brindle	3	M	WIAIS
3	Chase	Greyhound	Brindle	3	M	WIAIT
4	Brandy	Greyhound	Brindle	3	F	WIAIR
5	Lizzy	Greyhound	Blue Brindle	2.5	F	WJAIM
6	Chelsea	Greyhound	Brindle	2.5	F	WJAO

#### FENCING

**Suitable**

Materials used for fencing: The external fencing of the kennel area was made from Colourbond material. Each individual kennel outside run was made from square mesh fencing panels. Tin was used to separate each kennel inside the shed, with gates on the inside of each kennel.

Height of fencing: 2.5 m

Locking devices on gates: The outside exercise area was padlocked. The main roller door access to the shed was also locked from the outside.

#### HOUSING

**Suitable**

Means of housing: Each dog had separate kennels inside the shed area with a cut off in the wall to allow the dogs to enter the outside run area. They all had a bed off the ground.

Bedding: Each dog had a bed with carpet on top, no blankets were sighted.

Water supply: Each kennel had 2 bowls for water.

#### CONDITION OF EXISTING DOGS

**Suitable**







Details: All dogs were very happy when approached. Each dog was kennelled separately. Each dog had a coat that they wear every day and night when cold.

Ranger notes: When approaching the inside of the shed where the 6 dogs were housed, a concerning smell was noted from each kennel. The faeces had been cleaned up.









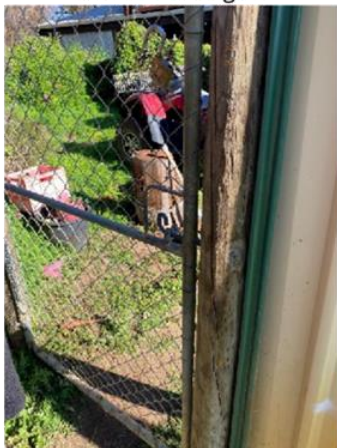
**OTHER NOTES**

Details: The applicant advised of their intent to submit future 3-6 Dog Applications, as they expect that they will want to change the dogs nominated within the existing application in the future.

Ranger notes: Advised that any changes to the dogs listed within the application will trigger another 3-6 Dog Application process.

<p>Dog 1: Oreo</p> 	<p>Dog 2: Coco</p> 	<p>Dog 3: Chase</p> 
<p>Dog 4: Brandy</p> 	<p>Dog 5: Lizzy</p> 	<p>Dog 6: Chelsea</p> 



<p>Outside run off kennel</p> 	<p>Outside run off kennel</p> 	<p>Exercise area</p> 
<p>Inside of shed</p> 	<p>Water Bowl inside each kennel</p> 	<p>Roller door access</p> 
<p>100m training lane</p> 	<p>Boundary fence line</p> 	<p>Exercise area gate</p> 

-----  
[REDACTED]  
Date: Sat Jul 09 02:53:00 PM AWST 2022

Attn: Ms Irene Ryan, Shire Ranger.

I refer to your letter of 22 June 2022 (ref: OUT22/1862C32E) & our telecom of 5 instant.

I mentioned that I was surprise that my [REDACTED] had not received a copy of same.

Unlike former ranger [REDACTED] letter dated 15 July 2020 [ (ref: O136382,RS.ANC.1) regarding 6 dogs to be held @ [REDACTED] .... essentially a puppy farm; immediately to the [REDACTED] of my property [REDACTED] proprietors being [REDACTED] you do not state the breed & other particulars.

[REDACTED] thought the current application relates to the breeding of greyhounds ie another stud farm in what years ago was characterised as a special rural estate in the town ward. I bought into the estate for its peace & quiet enjoyment.

I raised no objection when the late [REDACTED] [REDACTED] sought Shire permission to have a third working dog, nor the [REDACTED] application. As I understand it, these dogs have not caused a nuisance.

I am informed however the greyhounds yap from time to time. Having a dog myself, I understand they can be very protective of their patch (unfortunately thieves abound) and in that regard they can be worth their weight in gold.

If the bred has been correctly identified and they are to be domiciled for profit, can they not be located to the York racetrack a few klms away?

I also took the opportunity to raise another concern of mine, that is the state of the drainage ditches running along this estate. I thank Council in bringing scheme water to this historic setting. Could not the Shire occasionally burn along the roads to reduce the fuel load. I also enquired whether the Shire had any particular objection to me once again (after decades) asking the RFS to burn my lot now that [REDACTED]  
[REDACTED]

I await Council's considered advice on all of the above.

Regards,

[REDACTED]

Sent from [Mail](#) for Windows

-----  
From: [REDACTED]

Date: Mon Jul 04 05:10:04 PM AWST 2022

Re your letter regarding the application to keep 6 dogs at 263 bayly road

I would like to object to this on the following grounds

This is the 2nd letter about this and as to myself the property have just gone and put up to 26 dogs on will they again do the same after a period of time,disregarding the rules,also this is not a kennel area or light industrial, but residential rural small hobby farms

If you wish to talk to me further you can contact me on [REDACTED] during working hours

Regards

[REDACTED]



-----  
From: [REDACTED]  
Date: Mon Jul 11 09:31:04 PM AWST 2022

Shire of York  
PO Box 22  
York WA 6302

[REDACTED]  
11<sup>th</sup> July 2022

Email: records@york.wa.gov.au

RE: Application to keep 6 dogs at 263 Bayly Road, York  
Your Ref: OUT22/1862C32E  
Attention: Irene Ryan

We have received your correspondence and thank you for the opportunity to respond

We are not able to support the proposal to keep 6 dogs at 263 Bayly road.

Our concerns in summary are:

1. Noise created by barking dogs.
2. Inaction by dog owners to barking dogs.
3. The number of dogs cannot be limited unless they are neutered.
4. Once the animals are there it is very difficult to have them removed.
5. Requests from neighbours for the shire to act on noise complaints will be complicated take a considerable time and be difficult to enforce by shire staff.
6. Planning scheme Zoning is Special Rural, not Kennels.
7. Shire of York has limited resources that can be put to better use.

The details of these concerns are:

1. Noise

Currently there are dogs on neighbouring and nearby properties. For most of the day they are silent but on occasions a dog down the valley along Attfield road will commence barking and some other dogs in Attfield and Bayly roads will join in to a lesser or greater extent resulting in about 6 dogs barking. Fortunately this does not happen often but when it continues for an hour or more gets very annoying. How does the shire intend to prevent excessive barking by the dogs?

2. Owner control

When our immediate neighbours' dogs bark excessively the neighbours will go outside and investigate the reason why the animals are barking. This has happened several times to us and has resulted in the dogs being quietened and a pleasant conversation often ensues with the neighbour. The dogs further down the street are not neighbours and some of the people we have not met. Dogs typically bark when their owners are not there so the owners' reply is typically that their dogs do not bark. How does the shire intend to make owners' physically control their dogs excessive and continuous barking?

3. Dog numbers

Unless the animals are certificated as neutered they will breed. In some months the number of dogs will not be limited to 6 but will exceed 6 with the first litter of puppies. How will the shire limit the number of puppies delivered by fertile dogs?

#### 4. Dog removal

We are not sure of the legalities of removing animals from people's properties. We suspect it is not straight forward and possibly an administrative nightmare involving the police and RSPCA.

#### 5. Dog complaints

Unfortunately our daughter has had experience with a local authority about a neighbour's dog continuously barking. I have been at her house for 3 hours and the dog yapped the whole time. She spoke to the owner, kept records for the "shire", asked neighbours to report the dog. The outcome was that after 3 years they moved house as the "shire" would not act because of administrative processes were too complicated. What simple processes have the Shire of York in place to protect the neighbours and not the dog owners?

#### 6. Zoning

We would not support a rezoning of the property from its Special Residential zoning to Kennels. Kennels are typically found some kilometres from residential housing because of the noise issues. The number of 6 dogs suggests that the property is being used as kennels and possible breeding. We realise that this matter is not a rezoning.

#### 7. Ratepayer cost

The Shire of York has limited resources. Better time could be spent in checking on the health and wellbeing of larger animals in its jurisdiction.

We are believers that animals like dogs are better given jobs to do and have seen many a working dog carrying out its job of rounding up sheep and cattle. They are happy and pleased when their master praises their work well done. These dogs very rarely bark and it is generally for a good reason. If only all dog owners were as responsible for their animals.

Yours Sincerely



The attachment is this correspondence.

-----  
From: [REDACTED]  
Date: Sat Jul 02 12:00:50 PM AWST 2022

Hi Irene,

I strongly object to the above. It's been a nuisance for us.

Cheers,

[REDACTED]

Sent from my Galaxy

-----  
From: [REDACTED]  
Date: Sun Jul 10 03:54:41 PM AWST 2022

10/7/2022  
Irene Ryan,  
Shire Ranger.

Dear Ms Ryan

APPLICATION TO KEEP 6 DOGS AT 263 BAYLY ROAD, YORK.

We advise that we strongly object to the above application.

In September last year we received notice from the then Shire Ranger, that an application to keep 8 Dogs at 263 Bayly Road had been lodged.

We replied raising several concerns, including that the applicants appeared to have constructed housing in a shed for these dogs, prior to any approvals being granted.

No reply was received, and dogs began arriving next door. The number increased, two other sheds were modified and another Shire Ranger subsequently advised verbally there were 25 dogs on the property.

These dogs are noisy for around one hour each morning, with constant barking. The same occurs each evening, often for much longer until around 10pm.

On many days the dogs are trained/exercised, by way of a noisy, apparently un-muffled, 4 wheel motorbike being run alongside the fenced runway erected across the paddock.

This is accompanied by much barking.

When walking on the front corner of our block, the smell coming from the dog sheds is quite unpleasant.

We feel it is important to note that:-

- These are not domestic pets, but part of a commercial enterprise where dogs are contained in sheds.
- The applicants have shown no indication they will comply with any conditions attached to an approval of their application.
- Training and/or breeding Greyhounds in large numbers is not a suitable activity within the York Townsite, and current zoning precludes the establishment of Kennels.
- The amenity and potentially the property value, of adjacent neighbours is damaged by such activities.

We therefore request that the Shire of York decline the application to keep 6 dogs at 263 Bayly Road.

[REDACTED]

This email has been scanned by BullGuard antivirus protection.  
For more info visit [www.bullguard.com](http://www.bullguard.com)

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From: [REDACTED]  
Date: Tue Jul 12 03:15:19 PM AWST 2022

Attention: Irene Ryan, Shire Ranger

This is to acknowledge our receipt of your letter dated 22.6.22, your reference OUT22/1862C32E 'Application to keep 6 dogs at 263 Bayly Road, York'.

Please make note of our objection to this application. Our concerns include noise issues which have previously been evident coming from the area of the property in question and possible threats to livestock and the safety of children either living or visiting properties in the surrounds should the number of dogs in question escape the existing property and adopt a 'pack' mentality.

We trust you will bear in mind the seriousness of our concerns and acknowledge our stance on this matter when considering this application.

We request that you please acknowledge receipt of this email via 'reply all'.

Thank you.

[REDACTED]  
Sent from my iPad

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**From:** [REDACTED]  
**Sent:** Monday, 4 July 2022 9:54 AM  
**To:** Irene Ryan [REDACTED]  
**Subject:** 263 Bayly Road

To: The Shire of York  
Subject: Application for permission to keep six dogs at 263 Bayly Road

To whom it may concern,

I am writing to object to the above application, due to the frequent and excessive barking that comes from the direction of the applicant's property.

Although I live several properties away from Bayly Road I can still hear the barking, even when inside my home with windows and doors closed.

I feel the approval of six dogs at the Bayly property is not in the best interest of the surrounding residents, most of whom likely reside in York to enjoy a peaceful, rural lifestyle.

I thank the Shire of York for its consideration in this matter.

Yours sincerely,

[REDACTED]

The Shire Ranger

12<sup>th</sup> July, 2022

Shire of York

YORK WA YORK 6302

Thank you Irene for getting back to me regarding the noise of barking dogs at 263 Bayly Road.

We do not support the application for the keeping of (6) dogs at 263 Bayly Road.

What we would like to know is why these neighbours have been allowed to erect the facilities for the obvious breeding of Greyhounds without any objection from the shire.

We are not against any person having a couple of dogs as pets as most people will keep their animals under control and it is easy to keep the property clean. We are concerned about the health aspect as in summer it will be a breeding ground for flies.

Our concerns are how many of these 6 dogs will be females as this means that when they have pups there can potentially be 20 – 30 dogs. In fact there have been up to 24 dogs on this property in the past.

If this application is allowed to go ahead, you will be setting a precedent for others in the shire to do as they like. The proper procedure would have been to apply for a license and receive it before setting up the facility.

We hope that the Shire when looking at this application will consider the implications on the neighbouring properties.

We look forward to hearing outcome.

Thank You

**SY065-07/22 2022 YORK FESTIVAL CAMPING**

<b>File Number:</b>	<b>4.0462; 4.0463</b>
<b>Author:</b>	<b>Esmeralda Harmer, Events &amp; Economic Development Officer</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>22 February 2022 (070222)</b>
<b>Appendices:</b>	<b>1. 2022 York Festival Camping Proposal <a href="#">↓</a></b> <b>2. Revised Camping Proposal <a href="#">↓</a></b>

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

Executive

**PURPOSE OF REPORT**

This report presents the work undertaken by Wheatbelt Arts & Events (WaE) since February's resolution for Council's consideration.

**BACKGROUND**

At its February 2022 Ordinary Meeting, Council considered item SY021-02/22 - 2021 York Festival Acquittal and 2022 Request for Camping, and resolved (070222):

***"That, with regard to the 2021 York Festival Acquittal and 2022 Request for Camping, Council:***

- 1. Accepts Wheatbelt Arts and Events (WaE) 2021 York Festival acquittal report as presented in Appendix 1.***
- 2. Provides in principle support for camping at the York Recreation and Convention Centre as part of the 2022 York Festival program subject to the following:***
  - a. No camping is permitted on Forrest Oval.***
  - b. Camping would only be permitted during the 2022 York Festival.***
  - c. Fees and charges for use of the camping area will be payable in accordance with the Shire of York's Schedule of Fees and Charges.***
  - d. WaE are to provide a camping management and security plan to the Shire of York as part of the event approvals process.***
  - e. WaE are to provide a waste management and amenity cleaning plan to the Shire of York as part of the event approvals process.***
  - f. Considerations for the Light Industrial Area project.***
- 3. Requests WaE to consider the following with a report to be presented back to the Shire of York by no later than 06 May 2022:***
  - a. Specifications and site plan of the glamping infrastructure.***
  - b. Documented consideration of Belgravia Leisure and users (sporting clubs, Voice of the Avon, Playgroup) of the Forrest Oval Precinct inclusive of, but not limited to, the following:***
    - i. Toilets and changerooms***
    - ii. Lighting and security***
    - iii. Sporting fixtures and events***



**iv. Access and egress from the site (vehicle and pedestrian)****v. Behaviour management**

- c. Documented consultation with the York Business Association and local tourism operators advising of WaE intent to provide camping as part of the 2022 York Festival is undertaken.**
- d. The number of non-glamping tents being subject to further consultation with other accommodation providers.”**

**COMMENTS AND DETAILS**

WaE have undertaken the following actions:

1. Sought assistance from York Business Association (YBA) to circulate their 2022 York Festival Camping Proposal via YBA's email database:
  - a. The proposal was circulated to thirty-two (32) local businesses
  - b. A seven (7) day submission period was opened, inviting comments, feedback, support and objections
  - c. The proposal received one (1) objection
  - d. The proposal received four (4) favourable responses

At the time of the agenda's release, copies of the above five (5) responses had not been received from the YBA.

A copy of the 2022 York Festival Camping Proposal circulated is presented in Appendix 1 for Council's information. The camping proposal details the York Festival's intention to increase accommodation capacities throughout the Festival period as reported in their 2021 acquittal report accepted at Council's February meeting. Circulating the proposal in partnership with YBA was a strategy to communicate with as many local tourism businesses as possible.

Following the consultation process undertaken by WaE, Officers met with WaE to clarify the following:

- a. No caravans or camper trailers will be allowed to be utilised during the length of the York Festival at the York Recreation and Convention Centre (YRCC) precinct
- b. Relocation of the site proposed for rooftop tents (to replace the glamping tents), citing flooding concerns in the previously proposed area
- c. Request WaE to direct caravan or camper trailer enquiries to York's existing Caravan Parks

A revised site plan detailing these amendments was communicated to WaE and is presented in Appendix 2 for Council's information. Since this time, WaE have reviewed and accepted the revised site plan.

2. WaE met with Belgravia Leisure to determine the following key points in accordance with Council's February 2022 resolution:
  - a. Confirm the availability of the area for the duration of the York Festival. Belgravia Leisure could not commit to all dates and camping for the following dates inclusive were agreed:
    - i. 23-26 September
    - ii. 30 September to 2 October
    - iii. 7-9 October
  - b. Confirmed glamping infrastructure was not achievable due to the shorter availability of the YRCC and logistical requirements to remove and reinstall the glamping infrastructure between hire periods. The glamping is being switched out for rooftop tents.

- c. Confirmed campsite proposal (as included in the York Festival Camping Proposal presented in Appendix 1, not including the site plan) indicating the following infrastructure requirements:
  - i. Site fencing delineating camping from public access areas
  - ii. 1 x marquee for site manager
  - iii. 1 x marquee for mobile phone and portable device recharging
  - iv. An option to add a 3x3 marquee as a 'camp kitchen'
  - v. Confirmed all electrified/cooking areas will have appropriate fire extinguishers and fire blankets to meet requirements
  - vi. Confirmed site approval will be submitted under a Form 1 and electrical installations signed off under a Form 5 as part of the event approvals process
- d. Camp site (3x3m) fees would be charged in accordance with the Shire's Schedule of Fees and Charges, payable directly to the Shire
- e. WaE have indicated there will be an onsite camp manager for the listed dates. This role will check attendance, manage entry and exit, waste management and oversee security of the site
- f. WaE confirmed Avon Waste will provide additional bins and waste collection specifically for campers
- g. Confirmed facility cleaning will be shared between Belgravia Leisure and WaE, with a cleaning schedule to be finalised between the two parties and documented as part of the event approvals process
- h. Belgravia Leisure confirmed interest to increase food and beverage services and offer night time entertainment during the camping dates listed. Costs associated will be the responsibility of Belgravia Leisure

Officers are satisfied the actions implemented by WaE meet points 2(a) – 2(f) and points 3(a) – 3(b) of Council's February resolution and commend the extensive consultation work undertaken by WaE to date. Officers also note the revised camping plan (site plan) as presented in Appendix 2 has been circulated to Belgravia Leisure for their consideration, although no comments were received for inclusion in this report at the time of writing.

Officers see merit in WaE providing camping options during the Festival, specifically to:

1. Encourage the extension and improvement of the Festival experience for visitors
2. Offer visitors overnight accommodation in close proximity to the town centre
3. Maximise economic opportunity and reduce the likelihood of visitors staying elsewhere in the area
4. Increase the conversion of daytrip visitors to overnight stays

WaE event application, which would include the camping component, is yet to be received and will be managed in accordance with Policy C5 – Public Events in York.

## OPTIONS

Council has the following options:

- Option 1:** Council could choose to accept the camping proposal as presented in Appendix 1 and the site plan as presented in Appendix 2
- Option 2:** Council could choose to reject the revised camping plan
- Option 3:** Council could choose to request further details or requirements from WaE prior to the approval. This option is not recommended as it does not consider the extensive work already undertaken by WaE

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

WaE

Belgravia Leisure

YBA

Local businesses listed on YBA's email database

Internal events team assessment

LGIS

### 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

C5 Public Events in York

H3 Temporary Accommodation

Policy H3 Temporary Accommodation states:

*"Living in a caravan or camping for a period of time greater than 3 days in any 28-day period on land that you own or a legally entitled to occupy is not permitted without written approval from Council. Council may grant permission for a period not exceeding 3 months however, upon request for an extension of time, up to 12 months may be conditionally granted."*

### Financial

A site fee (3mx3m) in accordance with the Shire's Schedule of Fees and Charges is payable directly to the Shire for each site sold by WaE. Costs associated with the camping infrastructure and its inclusions as detailed in this report are the responsibility of WaE.

Event application fees and charges for the 2022 York Festival in its entirety are still applicable in addition to the site fees and camping infrastructure as detailed in this report.

### Legal and Statutory

Regulation 11(2) of the *Caravan Parks and Camping Grounds Regulations 1997* is applicable and states:

#### **11. Camping other than at caravan park or camping ground**

(1) A person may camp —

- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval; or
- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area; or

- (c) *for up to 24 consecutive hours in a caravan or other vehicle on a road reserve in an emergency, unless to do so would cause a hazard to other road users or contravene any other written law with respect to the use of the road reserve; or*
  - (d) *on any land which is —*
    - (i) *held by a State instrumentality in freehold or leasehold; or*
    - (ii) *dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality,*  
*in accordance with the permission of that instrumentality; or*
  - (e) *on any unallocated Crown land or unmanaged reserve, in accordance with the permission of the Minister within the meaning of the Land Administration Act 1997, or a person authorised by the Minister to give permission under this paragraph.*
- (2) *Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights —*
- (a) *by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or*
  - (b) *by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or*
  - (c) *despite paragraph (b), by the local government of the district where the land is situated —*
    - (i) *if such approval will not result in the land being camped on for longer than 12 consecutive months; and*
    - (ii) *if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.*

Regulations 51 and 54 of the Caravan Parks and Camping Grounds Regulations 1997 are also applicable and state:

**“51. Calculation of camping sites**

*The maximum number of camping sites endorsed by a local government on a licence for use at a facility is not to exceed —*

- (a) *for a nature based park, one site for each 50 m<sup>2</sup> of camping ground available at the facility; and*
- (b) *for any other facility, one site for each 25 m<sup>2</sup> of camping ground available at the facility.*

**54. Temporary licence**

- (1) *A local government may, on payment of the fee set out in item 3 of Schedule 3, grant a temporary licence for a facility which is to remain in force for such period of less than one year, as is provided in the licence.*
- (2) *A local government is to endorse on a temporary licence for a facility as conditions of the licence —*
  - (a) *the maximum number of sites that may be used at the facility; and*
  - (b) *the maximum number of sites of particular types that may be used at the facility; and*
  - (c) *the services and facilities that are to be provided.”*

**Risk Related**

## Reputational:

1. Low/medium in relation to the camping requested and perceived loss of business to local accommodation operators. Officers have suggested acceptable treatment controls within this report to help manage this risk such as early engagement with tourism operators and the feedback process undertaken.
2. Medium/high in relation to approving caravan and camper trailer camping as proposed by WaE in their initial proposal. Removing these options has eliminated this risk to acceptable levels. However, this may trigger reputational risks if WaE decide to move the camping area to another Shire or alternate location that does not require Council approval.

**Workforce**

Can be managed in house utilising existing resources.

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION****030722****Moved: Cr Kevin Trent****Seconded: Cr Pam Heaton****That, with regard to the 2022 York Festival Camping, Council:****1. Notes:**

- a. The seven (7) day consultation period undertaken by Wheatbelt Arts and Events (WaE), in conjunction with the York Business Association, seeking comment on its 2022 York Festival camping proposal, as presented as Appendix 1.
  - b. One (1) written objection was received during the consultation period.
  - c. Four (4) positive comments were received during the consultation period.
  - d. The camping site plan distributed through the consultation process has since been amended to prohibit caravan and camper trailer camping.
- 2. Approves WaE's camping proposal at the York Recreation and Convention Centre as part of the 2022 York Festival, as presented as Appendix 1 (excluding the site plan), subject to:**
- a. Camping on the following 2022 York Festival dates inclusive:
    - i. 23-26 September, 30 September-2 October and 7-9 October
  - b. The revised camping site plan including maximum numbers allowed, as presented in Appendix 2.
  - c. All previous conditions of approval as listed in Council's resolution 070222 being met prior to the 2022 York Festival occurring and in accordance with the event approval process.

**CARRIED: 7/0**



**The York Festival  
Campground Proposal at  
York Convention and Recreation Centre**

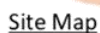
The York Festival blossoms and blooms over two weeks during Western Australia's spectacular wildflower season. It takes place in the historic town of York, which is nestled in the heart of the beautiful Avon Valley region on Ballardong Noongar land, just 100kms east of Perth. Featuring music, dance, theatre, walking tours, exhibitions, literature, Ballardong Noongar storytelling, family and children's activities and much more. The York Festival showcases the vibrant history and culture of WA's first inland town and its community.

In 2021, there was an observed lack of short stay accommodation for visitors to the Town of York and York Festival Events. The aim of this proposal is to increase accommodation capacity throughout the Festival period to encourage multi-night stays. The key focus is to ensure no opportunities are being taken from established York accommodation providers and that the addition of this campsite is not a profiteering exercise, simply a response to lack of capacity of accommodation across the York Festival period.

Dates

Camping will only be permitted during York Festival. Following a conversation with Belgravia Leisure, York Festival will utilise camping during the weekends of York Festival. Some site infrastructure may be left on site between the weekends which will not impede any normal activities of the oval or facilities.

Weekend 1	23-26 <sup>th</sup> September
Weekend 2	30 <sup>th</sup> September to 2 <sup>nd</sup> October
Weekend 3	7 <sup>th</sup> -9 <sup>th</sup> October



### Fees and Charges

## Site Management

## Waste Management and Cleaning

York Festival has a working relationship with Avon Waste. Additional bins will be provided for the campground including general waste and recycling facilities. Bins will be emptied at the conclusion of each weekend. Loose rubbish collection and any camping materials left behind at the conclusion



of the event will be disposed of appropriately. Facilities cleaning will be negotiated with Belgravia Leisure.

#### Infrastructure

The following infrastructure will be installed on site:

- Site fencing to denote camping areas
- 1 x marquee for site manager
- 1 x marquee for mobile phone and portable device charging
- 1 x marquee 'Camp Kitchen' with BBQ, sink and cooking utensils (funding permitting)

All electrified / cooking areas will have appropriate fire extinguishers and fire blankets. Site approval will be submitted under a Form 1 and electrical installations signed off under a Form 5

#### Activities

While all York Festival programmed activities happen in the centre of York, discussion have started with Belgravia Leisure around additional activities available for campers. This includes meal services from the commercial kitchen within the Belgravia Leisure building and the programming of live music for some evenings across the festival.

#### Sign Off

Please email Elliot Chambers – York Festival Producer at [producer@yorkfestival.com.au](mailto:producer@yorkfestival.com.au) indicating whether you **Support** or **Do not support** this proposal. Please also feel free to reach out to this address with any further questions you may have.





**SY066-07/22 REQUEST FOR FUNDING - WESTCYCLE**

<b>File Number:</b>	<b>4.0462; 4.0463</b>
<b>Author:</b>	<b>Esmeralda Harmer, Events &amp; Economic Development Officer</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>22 June 2021 (120621)</b>
<b>Appendices:</b>	<b>1. 2022 Letter of Request <a href="#">↓</a></b> <b>2. Rider Village Site Proposal - Draft <a href="#">↓</a></b>

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

Executive

**PURPOSE OF REPORT**

This report presents WestCycle's letter of request for the 2022 Canola Classic and details the shared use arrangements proposed at the York Recreation and Convention Centre (YRCC) for this event to occur.

**BACKGROUND**

WestCycle is an incorporated not-for-profit organisation and peak body for bike riding throughout Western Australia. The organisation is operated by an independent board of directors and strives to develop, promote and enact positive change state-wide. WestCycle has partnered with the Shire to deliver York centric cycling events since 2018.

Through this partnership, the Shire has attracted and retained several cycling events over the past five (5) years to include cyclocross, downhill, endurance, criterium and road racing. These events support Council's aspirations to develop a trail network throughout the York area, strengthening York as a cycle friendly destination and providing economic benefits to the town.

At its June 2021 Ordinary Meeting Council resolved funding of \$5,000 to support the 2021 Canola Classic (120621):

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

- 1. Approves the following community funding requests totalling \$10,250 as cash sponsorships from the community funding budget allocations as presented in Confidential Appendix 1:***

<b><i>Curate Arts Incorporated</i></b>	<b><i>\$4,250</i></b>
<b><i>Westcycle</i></b>	<b><i>\$5,000</i></b>
<b><i>Wheatbelt Endurance Riders</i></b>	<b><i>\$1,000</i></b>
- 2. Requests the Chief Executive Officer to include the above amounts in the 2021/22 financial year budgeting process.***
- 3. Notes the events and activities will be delivered after 30 June 2021 following adoption of the 2021/22 financial budget."***

Following delivery of the event, Council accepted the acquittal report (SY141-11/21 *Sponsorship Acquittals*) from WestCycle as presented to its November 2021 Ordinary Meeting (281121). The acquittal indicated WestCycle's intent to continue the event in 2022 and sought assistance from the Shire for the event's delivery.

Preliminary conversations with WestCycle began in late 2021 to assist in determining dates for York's 2022 annual events calendar and to assess if there were any overlapping events. At this time, management of the YRCC was in the process of transitioning to Belgravia Leisure. The Shire committed to communicating WestCycle's preferred dates with Belgravia Leisure as part of the handover process, predominantly to ensure that the rider village venue used for previous Canola Classic's could be secured.

In June 2022, WestCycle reached out to Belgravia Leisure to confirm its logistical requirements and were advised the site was unavailable for use due to the York Football Club (YFC) regional semi-finals on the same day. WestCycle met with the Shire, concerned the event could not proceed in York without a suitable rider village location.

Officers met with Belgravia Leisure to determine if a co-share arrangement could be achieved. Further to this work, Officers facilitated a walk-through site visit, including Belgravia Leisure and WestCycle to assess co-shared suitability in real time.

Whilst the purpose of this report is to seek Council's sponsorship approval, the rider village constraints and requirements to assist the event to occur at the site make up a portion of the funding now requested by WestCycle.

The key points taken from these meetings and subsequent communications are captured below for Council's consideration.

## **COMMENTS AND DETAILS**

### Site Selection

Historically WestCycle have utilised the main recreation building including the:

1. Changeroom toilets and showers
2. Outdoor picnic seating for competitor and rider briefings
3. Indoor seated areas for registrations and officials
4. Bar area to purchase food and beverages

Parking is generally provided in the bays adjacent to the building and adjacent to the Barker Street entry. Approximately 200 cars are parked in this area and directed by traffic marshals, generally between 5am - 7am on event day. The event generally includes between 300 – 450 competitors and officials.

To host the regional semi-finals, the YFC would require exclusive use of the recreation building changerooms, immediate parking areas and the access to the main entry off Barker Street for patron ticketing. In consideration of these factors, WestCycle agreed the basketball stadium and adjoining hardstand areas to the front, rear and adjacent sides of the stadium could meet the needs of a rider village.

### Site Constraints and Opportunities

The basketball stadium and its adjacent areas meet the size, some of the parking and some of the amenity requirements sought for a rider village. However, the following constraints were noted:

1. The need for additional portable toilets to meet anticipated numbers
2. Lack of food and beverage options
3. Lack of available outdoor seating options
4. The need to increase the number of traffic marshals required to redirect traffic off Barker Street into designated competitor parking areas to the north side of the facility
5. The need for visual messaging boards or similar on Gt Southern Highway to encourage traffic to utilise Trews Road or to consider alternate access to competitor parking
6. The timeframe available to deliver early communications to competitors regarding the changes proposed

7. The need for additional resourcing to improve the site constraints detailed

Resourcing

Whilst WestCycle and Belgravia Leisure are positive both events can co-share the YRCC, the resources required to make the site suitable will become the responsibility of WestCycle.

Historically, WestCycle has sought sponsorship of \$5,000 from Council to deliver the event and the Shire have made recurrent budget allocations through its budgeting process for this amount. However, the request received, as presented in Appendix 1, requests a cash contribution of \$7,500 to assist WestCycle meet the unexpected site preparation costs detailed.

Sponsorship funds are proposed to support:

1. Alterations to WestCycle's event traffic management planning (marshals, amending existing plans and, if costs permit, the hire of visual messaging board/s)
2. Hire and outsourcing of portable toilets
3. Hire and outsourcing of outdoor furniture for the rider village

WestCycle also propose to coordinate a number of food and beverage trucks for the rider village to address the lack of food availability. However, it is noted that funding support is not required for this to occur.

Presented in Appendix 1 is the letter of request received for Council's consideration. A draft of the proposed rider village site plan is presented in Appendix 2.

It should be noted that the rider village site plan is indicative of the site plan proposed based on communications between Belgravia Leisure, WestCycle and the Shire. It will still require further assessment to ensure it meets event approval requirements should Council approve the funding requested.

Engagement and Communications

Early engagement is critical to managing expectations of the community and event organisers. This requires a long-term approach to navigate the balance between existing and emerging needs of each organisation.

Whilst attempts have been made to determine the site constraints and potential opportunities to meet the needs of all parties, it is noted that at the time of writing this report, Belgravia Leisure had limited opportunity to seek comment from YFC on the co-use intended. Belgravia Leisure have committed to following up with the YFC on the proposal before the event.

Whilst the Shire can support and facilitate engagement between all parties utilising the site, it is an expectation that Belgravia Leisure will manage the site-specific actions as detailed in this report between YFC and WestCycle.

WestCycle are proposing the following communication strategies as part of its 2022 event application:

1. Distributing rider village site plans to competitors through the registration process
2. Issuing parking permits prior to the event to its competitors. This approach will help traffic marshals fill the preferred parking sites prior to overflow parking locations
3. Bumping the rider village in Saturday afternoon to assist early entries to find the location
4. Disseminating copies of its entry, parking and rider village site plans to YFC and its regional football clubs. These communications will include onsite event contact details
5. Engaging additional traffic management methods to manage vehicle and cyclists flow, increase marshals and directional wayfinding markers. Note this includes alterations to the traffic management plan and starting 'convoy' point
6. Circulating a schedule of social media communications to the York community and event competitors for general awareness of the rider village at the north end of the facility

7. Addition of wayfinding markers and feather banners to assist with visual location of the rider village

### Event Details

The event itself remains unchanged from previous years. A recap for Council's information is detailed below including Officer comments where relevant:

1. The Canola Classic is one (1) "recreational" road racing event titled the "Canola Classic" commencing from Knotts Road, travelling through Talbot Road, Talbot West Road and Qualen West Road. There are two (2) competition options for riders being a 52km and 93km route.
2. The event includes a State Masters and Open Road Championship category on the same day and race route as the Canola Classic. The road championships bring the best riders from across the State to compete against each other for State selection as opposed to the recreational Canola Classic.
3. In previous years, the Canola Classic has proved popular with recreational riders and attracted 350 competitors in 2020. Although the State Masters is not likely to attract high competitor numbers (estimated at 50-70), it does profile York as a cycle sport destination for the elite cyclist's market. With metropolitan roads becoming increasingly busy, York is positioned well to continue to attract elite cyclists to train and compete for state, national and international events within proximity to Perth and its metropolitan area.

### **OPTIONS**

Council has the following options:

- Option 1:** Council could choose not to support the funding requested. Officers are not recommending this option as it does not equally consider the built relationship between WestCycle and the Shire.
- Option 2:** Council could choose to reduce the funding amount. Officers are not recommending this option as it could impact the events ability to be delivered in York in consideration of the site constraints detailed in this report.
- Option 3:** Council could choose to support the funding requested.

Option 3 is the recommended option.

### **IMPLICATIONS TO CONSIDER**

#### **Consultative**

WestCycle

Belgravia Leisure

Advanced Traffic Management

YFC

Should Council approve the funding request, further consultation with the community as detailed in this report is expected from WestCycle with regard to the rider village space, parking and the event itself. Whilst no roads will be closed for the event to occur, in accordance with Policy C5 - Public Events in York, notifications regarding the roads intended for competition use is a requirement.

#### **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.

**Policy Related**

C5 Public Events in York

C3 Community Funding Grants Sponsorship

**Financial**

A recurrent budget allocation through the budgeting process of \$5,000 is available in GL132150 Festivals Assistance. The remaining amount of \$2,500 could also be considered from GL132150 Festivals Assistance which has available funds to consider this request.

Whilst the funding requested is higher than previous budget allocations made for this event, Officers note there are minimal impacts to the funding pool should the additional \$2,500 be approved.

Acquittal documentation in accordance with Policy C3 - Community Funding Grants Sponsorship is a requirement for all Council funded sponsorship.

**Legal and Statutory**

The event will be assessed against any statutory policies and legislations as part of the approvals process.

**Risk Related**

WestCycle have submitted a risk management plan as part of the event application and approvals process. Officers are requesting the plan be re-scoped to detail risk controls to be implemented by WestCycle to minimise disruption to the YFC event occurring on the same day. These controls are proposed to include:

1. Safety briefings with competitors, marshals and volunteers prior to the event commencing to indicate where and how competitors will travel to the start point location safely
2. Early consultation with event organisers and provision of race routes for their information and dissemination to their attending visitors
3. An event notification for the general public's information about the event and the race routes proposed. It is anticipated this could be shared via the Shire's social media and through its email networks for residential and visitor awareness of the multi-events occurring
4. Request Belgravia Leisure provides a pre-start site visit with YFC to determine any critical points for consideration throughout event day

A review of these additions is anticipated as part of the final event approval process.

**Workforce**

Can be managed in-house utilising existing resources.

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION  
040722****Moved: Cr Kevin Trent****Seconded: Cr Denis Warnick****That, with regard to the Request for Funding - WestCycle, Council:**

- 1. Notes the co-shared use intended between Belgravia Leisure, WestCycle and the York Football Club at the York Recreation and Convention Centre on 28 August 2022 and the WestCycle rider village proposal, as presented in Appendix 2.**
- 2. Approves cash sponsorship of \$7,500 from GL132150 Festivals Assistance for the delivery of two (2) cycle events, being the Canola Classic and the State Masters and Open Road Championships, Sunday 28 August 2022 subject to the following:**
  - a. Funds are utilised to support the event and the additional requirements detailed for the rider village at the York Recreation and Convention Centre.**

***CARRIED: 7/0***



Chris Linnell  
Chief Executive Officer  
Shire of York  
1 Joaquina Street  
YORK WA 6302

Monday 4 July 2022

Dear Chris

I am writing to seek funding sponsorship of \$7,500 to support the delivery of the 2022 West Cycle Canola Classic held in the Shire of York, Sunday 28 August. The Canola Classic is a challenging recreational road cycle race open to all rider categories. The course travels through the Talbot area, with a rider village at the York Recreation Centre. Interest in the event has grown significantly and we estimate 400 competitors to register for the 2022 event.

WestCycle has developed a strong working relationship with the Shire over the last four years, hosting the York Festival of Cycling in 2018, 2019, 2020 and 2021 with great success. We acknowledge Council's intention to support cycling and cycle trails in the York region, with events such as the Canola Classic reinforcing the Shire as a cycle friendly Council and destination.

Westcycle acknowledge the York Recreation Centre is being utilised for a sporting event on the same day as the 2022 Canola Classic and appreciate the shared use arrangements confirmed by Belgravia and the Shire. However this has resulted in additional considerations and costs to enable the site to meet the numbers anticipated.

Westcycle are seeking funding support from the Shire to meet the following costs:

- ◆ Traffic Management - \$5,000 as in previous years
- ◆ Hire furniture for rider village - \$1,000
- ◆ Hire of portable toilets for rider village - \$1,500

As such, we would like to request a contribution from the Shire to a total of \$7,500 an increase of \$2,500 from previous years funding requested for this event. Funds will enable us to deliver a high-quality event, meet competitor expectation and continue to build on the success of the Canola Classic.

I am more than happy to make a presentation to Council or discuss the event with you further. We look forward to hearing from you soon.

Kind regards

Glenn Te Raki  
Chief Operations Officer  
WestCycle

WESTCYCLE | 105 Cambridge Street, West Leederville, WA 6007 | ABN 36 563 134 343  
T (08) 6336 9688 | E [info@westcycle.org.au](mailto:info@westcycle.org.au) | W [www.westcycle.org.au](http://www.westcycle.org.au)





**Disclosure of Interest – Cr Garratt – Financial – Multiyear Funding Acquittal - York Community Resource Centre**

Cr Garratt read the Financial Declaration - *With regard to Multiyear Funding Acquittal – York Community Resource Centre the matter in Item SY067-07/22 I disclose that I have an association with the applicant (or person seeking a decision). The association is my wife is the YCRC Coordinator. In accordance with Section 5.67 of the Local Government Act 1995, I will leave the meeting.*

At 5.28pm, Cr Ashley Garratt left the meeting.

**Disclosure of Interest – Cr Heaton – Impartial – Multiyear Funding Acquittal - York Community Resource Centre**

Cr Heaton read the Impartiality Declaration - *With regard to Multiyear Funding Acquittal - York Community Resource Centre the matter in Item SY067-07/22 I disclose that I have an association with the applicant (or person seeking a decision). The association is I am the Secretary on the Management Committee of the CRC. 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.*

**SY067-07/22 MULTIYEAR FUNDING ACQUITTAL - YORK COMMUNITY RESOURCE CENTRE**

<b>File Number:</b>	<b>4.0463</b>
<b>Author:</b>	<b>Esmeralda Harmer, Events and Economic Development Officer</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>24 August 2021 (050821)</b>
<b>Appendices:</b>	<b>1. YCRC 2021/22 Multiyear Acquittal Report <a href="#">↓</a></b> <b>2. YCRC 2022/23 Multiyear Activity Proposal <a href="#">↓</a></b>

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

Executive

**PURPOSE OF REPORT**

For Council to consider the 2021/22 financial year acquittal report received from the York Community Resource Centre (YCRC) in accordance with their multiyear obligations. This report also presents the YCRC's 2022/23 activity schedule for Council's information.

**BACKGROUND**

At its August 2021 Ordinary Meeting, Council resolved (050821):

***“That, with regard to the Multiyear Funding Acquittal – York Community Resource Centre, Council:***

- 1. Accepts the acquittal reports received from the York Community Resource Centre as presented in Appendix 1.***
- 2. Notes 2021/22 funding will be released upon receipt and acceptance of the following in accordance with the agreement:***
  - a. Scope of activities for the 2021/22 funding specific to:***
    - i. Youth programs (4)***
    - ii. Business Capacity Building.***

### ***iii. Vulnerable Groups***

Since this time, the Shire and YCRC met and agreed to the following scope for delivery:

1. Four (4) youth school holiday activities
2. One (1) business capacity building activity
3. One (1) vulnerable groups' activity

This report evaluates the outcomes reported against these activities as detailed in the acquittal documents received and introduces the activity schedule proposed for 2022/23 for Council's review.

### **COMMENTS AND DETAILS**

At a minimum, multiyear funding acquittal reports must include:

1. An overview of the funded program/s
2. Lessons learned
3. Estimated numbers engaged for each funded event/activity
4. Expenditure report including any external funding received
5. How the Shire was acknowledged
6. Marketing plan and reach
7. Benefits to the York community (economic or other)
8. Forward planning

#### 2021/22 Delivery Outcomes

Outcomes reported in the YCRC acquittal documents indicate the following:

1. Four (4) youth activities delivered between October 2021 – April 2022
2. Two (2) activities targeting vulnerable groups (seniors) were delivered
3. Two (2) business capacity building programs were held during the financial year
4. The activities combined reached 547 community members
5. Sixty-eight (68) local businesses either registered or participated in the programs
6. An increase in attendance numbers across all delivered activities

Officers recognise the activities support Council's Strategic Community Plan (SCP) aspiration to support community led development. In addition to the delivery outcomes detailed, the following were undertaken across the financial year between both organisations:

1. Quarterly catchups to assist identify variations to agreed activities
2. Development of mutually agreeable marketing methods
3. Regular cross team communications between both organisations

The implemented strategies have increased communications between both parties and enabled emerging needs and adjustments to be considered across the financial year, maximising reach, opportunity and accessibility. Officers recommend these communication strategies continue between both organisations into the coming financial year.

#### Financial Evaluation

Council provided funding of \$24,000, paid in milestone payments across the financial year. This is one of the largest amounts of recurrent funding Council provides to any organisation, resulting in a high level of financial risk and rigour regarding expected delivery outcomes and expenditure reporting. The acquittals received indicate expenditure of \$24,000.

No documented receipts were included with the acquittal to verify this funding expenditure. However, it is not a requirement for multiyear funded organisations to supply these within the acquittal report.

The acquittal report including a breakdown of expenditure for the 2021/22 financial year is presented in Appendix 1.

### 2022/23 Deliverables

This financial year's deliverables align with the multiyear funding agreement which align with Council's SCP aspirations, specific to youth activity, with some consideration for other sectors of the community as in previous years.

YCRC have provided the activity schedule for 2022/23 as presented in Appendix 2.

The activity schedule proposes the following:

1. Seven (7) activities across four (4) school holiday programs
2. Activities are aimed at youth aged 6 – 12 years
3. Youth activity is focused on outdoor recreation spaces, parks and the environment
4. An estimated budget of \$5,500 to support the seven (7) activities is detailed
5. Four (4) vulnerable group programs
6. Three (3) Access and Inclusion activities
7. Two (2) Business Capacity Building programs

All activities proposed meet existing multiyear funding agreement obligations.

Officers are proposing communicating the points as detailed below at its monthly catch ups between the Shire and YCRC. This approach would further explore the potential opportunities to determine if targeted delivery outcomes focused around Council's key priorities can be achieved with minimal impact to the YCRC's activity schedule:

1. Potential variations to youth activities to attract and/or engage older at-risk age groups
2. Access and inclusion activities earmarked by the YCRC can be adjusted to consider the Shire's Age Friendly Community Plan (AFCP) and Access and Inclusion Plan (AIP) recommendations
3. To determine if community engagement sessions planned overlap or can be collaborated (i.e. the Shire's Have Your Say Day and YCRC's Imagine York consultation work) to inform the best outcomes for the community

Officers acknowledge the YCRC already provides older at-risk youth and some senior programs which are not supported through Council funding. Communicating these potential opportunities with the YCRC could be an opportunity to adjust, include or broaden the activities funded by the Shire to meet both parties' expectations. This could come with increased costs or simply be a variation to the existing YCRC activity schedule proposed.

### **OPTIONS**

Council has the following options:

- Option 1:** Council could choose to request further acquittal documentation. Officers are not recommending this option as it does not give equal consideration to the information detailed in this report
- Option 2:** Council could choose to accept the acquittal report and note the activity schedule for 2022/23 as presented.

Option 2 is the recommended option.

### **IMPLICATIONS TO CONSIDER**

#### **Consultative**

YCRC

York Business Association

Shire of York AIP

Shire of York AFCP

Local businesses

LGIS

WALGA

## **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

## **Financial**

In previous years, the full budget allocation held in GL109158 Youth has supported this agreement, exhausting this budget and the Shire's ability to consider youth related applications received through its Community Funding Program.

As part of the 2022/23 budgeting process currently pending Council adoption, funding of \$24,000 in municipal funds has been allocated to GL132144 Multiyear Agreement to honour year three (3) of this agreement and a budget increase of \$5,000 is proposed for GL109158 Youth to enable one off requests and applications made through the community funding program to be considered.

## **Legal and Statutory**

Nil in relation to the receipt of the acquittal.

## **Risk Related**

No documented receipts or audited financial statements were included with the acquittal to verify the funding expenditure detailed. However, it is not a current requirement for multiyear funded organisations to supply these as part of the acquittal reporting process.

## **Workforce**

Nil

## **VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION  
050722****Moved: Cr Kevin Trent****Seconded: Cr Peter Wright****That, with regard to the Multiyear Funding Acquittal - York Community Resource Centre, Council:**

- 1. Accepts the 2021/22 acquittal report received from the York Community Resource Centre, as presented in Appendix 1.**
- 2. Notes 2022/23 funding will be released upon receipt and acceptance of the following in accordance with the multiyear funding agreement:**
  - a. Scope of activities for the 2022/23 funding specific to:**
    - i. Youth programs (4).**
    - ii. Business Capacity Building.**
    - iii. Vulnerable Groups.**

***CARRIED: 6/0***

At 5.30pm, Cr Ashley Garratt returned to the meeting.



COMMUNITY FUNDING; GRANTS & SPONSORSHIP  
ACQUITTAL FORM

*Please complete this form no later than 90 days following the conclusion of your sponsored event / project and return to the Shire. Please attach an expenditure budget should you need more space than provided below and ensure it is signed by a duly authorised officer of your organisation (i.e. Treasurer, Accountant or Executive Office bearer)*

*Expenditure receipts are not required however Council can request copies of this expenditure at anytime.*

**Type of Project Funded(Sporting, Tourism Festival, Community based event/workshop):**

Multiple Projects

**Organisation Name (name of group funded):**

York Community Resource Centre Inc

**Date funding was granted:**

1/7/2021

**Date project was delivered:**

Multiple Dates

**Describe the key outcomes of your project:** \_\_\_\_\_

**See attached report**

**What were the key lessons your organisation learned while delivering the project?**

**See attached report**

**How many people benefited from your project?**

Attendance numbers

Club / Group membership increases (if applicable)

Community engagement undertaken (school incursions, pre or post event workshops, drop in sessions)

Other

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## MULTI-YEAR FUNDING ACQUITTAL

**Project Title:** Multi-Year Funding 2021/2022 Year 2

**Organisation Name:** York Community Resource Centre Inc.

**Round of Funding:** Multi-Year Funding Year 2

**Was the project implemented as per your application? (if not what changes were made, why?)**

The programs outlined in this years agreement fulfilled obligations to the community where needs were identified in various areas that aligned with the York CRC objectives.

We faced certain challenges with programming due to covid restrictions and/or cancellations, however we were able to deliver all projects within the financial year, with great outcomes for the community as a whole.

**Please describe the key outcomes of your project:**

**SENIORS:**

**OVER 50's Technology Classes**

As with previous years, we delivered 2 seniors technology classes per month from July 2021 through to June 2022 for over 50's. These classes were FREE thanks to our collaboration with The Good Things Foundation and The Be Connected Network as well as Shire of York assistance.

We show the over 50's how to use online platforms, emails and computers/tablets to engage both socially and for their personal data (mygov, typing letters, filling out online forms etc)

This year we have also incorporated further training for the more advanced on, word, excel (spreadsheets and data entry) downloading and utilising apps that can assist them in their daily lives, loaning our digital devices out to people to "try before they buy" which enables them to figure out whether technology is going to benefit them or not without outlaying any money. This has been a well received program, and the over 50's are grateful to have the service available to them.

A point of difference in this financial year, has been to set challenges for the seniors, where essentially they are given 'homework' tasks within the Be Connected online platform, and when they attend their next class, they are encouraged to share with the group how they accessed the information, and whether they were able to achieve the tasks on their own, or if they required further assistance. Whilst this encouraged them to be independent, and to try new things, it also assisted us in determining their skill levels, to adapt new programs to suit their needs.

**Outcomes achieved from this program include:**

- Confidence & Capacity Building
- Networking and Social interaction
- Troubleshooting and Support
- Independence & Strength



**Have a Go Day**

Our Have a Go Day event saw 40 Seniors attend the official "Have A Go Day" at Burswood Park, taking part in activities such as:

- Walking Soccer
- Rock Climbing
- Tai Chi
- Cycling Without Age – Trishaw Trike Rides
- Sight & Hearing Assessments
- Pickleball

Amongst other things, they also had access to cooking demonstrations, information about free services they can apply for, entertainment from the WA Police Brass Band.

The seniors participated in the event for 4 hours, after which we took them to Empire Bar for a specially created Seniors Lunch where they got to debrief on the activities and share stories about information they discovered, what they participated in etc.

The overall feedback from the day was that it was insightful, brilliant, and an eye opening experience. All attendees were extremely appreciative and found the day a memorable experience.

**SCHOOL HOLIDAY PROGRAMS**

- **Acting Workshop & Know a Numbat (July SHP)**
- **Commando Course & Boomerangs/Paper Planes (October SHP)**
- **Water Splash Day (January SHP)**
- **Circus Workshop & 2 Deadly Food & Fitness (April SHP)**

The community funding to enhance our School Holiday Programs is having a significant impact on the community as a whole, with families who previously may not have been able to attend due to financial hardship, now embracing activities and having the opportunity to attend the events free of charge. We have also been able to offer more meaningful activities that encourage community groups to be involved, to showcase their wonderful work as well as educating our youth in a fun and safe environment.

The feedback received from both parents and participants has been excellent, with participants commenting that our activities are fun, interesting and that they want more.

Our April SHP acting workshop promoted coordination, team work, confidence building and 'being yourself' and ultimately having fun. This activity was attended by 35 children. The children worked together to help each other apply special fx makeup to become zombies, they then worked together to write a script, and acted out their script in front of a filming crew. Each child was given the opportunity to be part of the production to their own comfort level. This was a great interactive day for all involved.

Know a Numbat in April was fully booked with 40 children learning about the endangered Numbat,

and the importance of preservation for these animals. We have run similar activities previously, and we were excited to see a new batch of faces at this presentation, as well as some who have attended previous ones we hosted last year. This shows us the need for us to continue to grow this program in future years as the content is relevant to our community. Working together with the River Conservation Society means we can be in touch with the most informative presenters to work with younger crowds, and the activities they assist with are fun, engaging and educational.

The Commando Course and Paper Plane/Boomerang workshops in October were a hit amongst the 10-16yr olds, with comments on the Commando course being a more advanced version of the Radical Run we have previously presented. Both of these activities promote healthy lifestyles, fitness, being outdoors and trying new things.

Our aim with our programs is to always encourage fitness, health and embracing the country air we are so fortunate to breathe everyday. Feedback from the parents is quite consistent in the fact they're appreciative we aren't running activities that are gaming or device related.

January's Water Splash Day is quite easily our biggest event of the year. Whilst most of the community depart York for the Summer Holidays, we host this event in the week prior to school returning, and have had to increase infrastructure over the years due to the popularity and attendance. We saw 98 children and 23 adults at this event, giving the opportunity for the first time to book either the first 1.5hrs, the second 1.5hrs or the whole event. We were finding that some of the attendees preferred to only come along for a short amount of time, however given restrictions on numbers allowed due to working with children checks and supervisors for attendees, we could only book a certain amount of people in. By giving the three booking options, we were able to service more of the community, and have a consistent flow of attendees.

Given the popularity of both the Radical Run and Commando Course, we offered an obstacle course with water, a huge water slide, and the ever popular dunk tank. All were in constant use for the entire 3hr event, with all attendees being courteous and patient. It was especially rewarding to see the teenagers helping the smaller attendees if needed.

April School Holiday Program faced covid-19 challenges which had us changing our originally planned activities for a Circus Workshop, and our 2 Deadly Food & Fitness workshop.

Both activities were well received, our Circus workshop had 47 children and 3 adults in attendance, the facilitators put on a circus show at the start, then participants are encouraged to join in all learning how to complete various tricks with the assistance and guidance of the facilitators. They then put on a show for the adults near the end of the activity to show what they'd learned. This activity was attended by both community members and tourists, with rave reviews.

The 2 deadly food and fitness class saw smaller numbers (only 16 in attendance) however the feedback was that Les was an amazing facilitator and all participants had a wonderful experience. During this session participants learned how to bake traditional food, the importance of 'yarning with elders' and participants learned how to play cultural games which are non-contact and encourage working together to solve problems.

The outcomes from these activities are:

- Social Outreach for ages 6-18 where they can interact in a safe environment and create lasting friendships
- Healthy Eating & Fitness, we provide fruit and water at these events to promote healthy eating, and we ensure activities are provided outdoors to promote fresh air and being active.
- Confidence Building & Connection to Community
- Provide Leadership and Life Skills
- Local elders were communicated with and asked permission for our facilitator to "Come on Country" to facilitate this event. We were thanked for taking the time to acknowledge the elders, and request permission in writing to facilitate this event building stronger bonds for future activities in this space.

#### **ACCESS & INCLUSION**

**Movies in the park** as always were very well attended, with families enjoying 3 movies over the summer period. Average attendance numbers were 245 of varying ages and demographics. Feedback on these events is consistent with families loving the fact they can share a movie with each other under the stars in an idyllic setting, their dinner is provided, as are lawn games to entertain the kids until the movie starts. This approach to family nights out really encourages togetherness and builds a foundation for lasting memories.

**Shows on the go** – Whilst we had to cancel our Shows on the Go in March of 2022 due to performers having covid, and a change in the programming (moving from Regional Arts WA to Circuitwest) meant that we were unable to book another until after August, this was a trying time for our staff.

After discussions with both our committee and the Shire of York, we agreed to host two smaller shows in conjunction with the Yorkids Weekend activities. This in itself had both rewards and hurdles with last minute changes having to be made 2 weeks prior as one show cancelled and we had to find another to take its place.

We got there in the end, and the shows were both well received. We had 60 people in attendance for Show #1 (Magnus D Magnus Science Show) and 118 in attendance for Show #2 (The Little Hoo Haa)

Both of these shows have won awards at fringe festivals in previous years, and were engaging, interactive and fun for all ages.

Unfortunately given the timing, we were unable to offer a workshop with either of these shows, which is something that helps boost numbers and value add to our event.

Feedback given from parents was that a lot of families were out of town due to it being a long weekend, but those who did attend enjoyed the shows.

#### **BUSINESS CAPACITY BUILDING.**

**Shop Local Competition**

With local businesses all being impacted by Covid in some way, and us taking a year off from presenting the Shop Local Competition, we were pleased to be able to sign up 36 businesses to this activity. Over the 5 week period, participants tracked \$768,543 being spent locally in the lead up to Christmas. This is great to show the community just how much we support each other financially. This feel good competition brings our business community together, with each business encourage to promote the other businesses involved by displaying a poster showing ALL participating businesses, they are also encouraged to share the promotion via their social media page (if they have one)

We had some great feedback on the activity including: "Great to see this activity back again", "I love the shop local competition"

The winner of the Business Incentive (\$500 advertising with Triple M Avon Valley) was The York Newsagency.

**Community Team Building – IMAGINE YORK**

This activity was our most rewarding activity for the year, a project we felt needed to happen to encourage harmony and togetherness within our Business Community.

Our staff went door to door to explain the concept behind these sessions, and to encourage participation. There was immense hesitation and push-back from some businesses, with some flat out refusing to attend, and some we were able to persuade.

**Session1 – The night time session – 13 Businesses Represented**

This session had our biggest hesitation participants, however by the end of the night, they were all very glad they attended, and felt like they had been heard.

Our attendees were mostly main-street businesses, with long standing links to the community, and their businesses being here for 10+ years, we also had representation from local musicians/entertainers & sporting/dance groups.

There was a big emphasis on community events, with York Show and the Motor Show being praised for their inclusive nature and embracing businesses.

There was also a huge discussion around negativity within the community, especially on social media 'community' pages, and the negative impact bad press can put on a business, which businesses are often left unable to respond to due to it making them look argumentative, so they are left feeling like they can't defend themselves.

**Session2 – The day time session – 19 Businesses Represented**

This session had a varied participant base, with a mix of new business, old business, not for profit, retail, agriculture and hospitality sectors all covered.

There was more emphasis on tourism, local knowledge and heritage in this group, which made for some very interesting conversations.

Again the topic of negativity amongst the community came up, with the suggestion of speaking with the regulators of local pages to see if there could be some rules imposed somehow around

negativity, however that calls to question freedom of speech and may in turn promote more negativity.

Take-Aways from both sessions were:

- Businesses are hesitant to be involved or give feedback on their struggles due to the mentality that this has all been done before, and that nothing has happened consistently to improve their situation or involvement. Our solution to this would be to offer additional sessions with our facilitator to work through problems, and find tangible solutions everyone can work towards together.
- Communication is lacking, between businesses in some cases, however the majority of the feedback noted that communication from the Shire is where they feel at a loss most. More work will need to happen around this as to HOW they want communication, however a suggestion from our facilitator was to compile a communication booklet for business owners that depicts what are their responsibilities, what happens when an event is scheduled in town, how to contact major event hosts (for events that happen every year) so they can be involved with the event to value add to their business, and what the shire can and can't help them with, what the CRC can and can't help them with, and what the YBA can and can't help them with. This booklet would be handed to business owners face to face, as well as being available from the Shire of York, York CRC and York Business Association so we are including everyone, however they choose to be involved.
- There was an overall disappointment that whilst we had requested Shire representation to one or both sessions, none was present. Participants noted that the Shire should have had someone there to listen to the discussions.
- Community Spirit and Community Heart were actively present, and businesses as well as sole community members banded together in a crisis, but how do we harness that mentality to flow through to everyday life.
- Would Shire Councillors & Local Police respond favourably to a monthly catch-up session where community members can sit and discuss topics one on one? (we have put this question to the local police force, and hope you are able to provide feedback from councillors) The CRC are happy to host these catch-up sessions if favourable
- Is there a Shire Support Person for businesses, and if so, who is that person? When asked "what support" they were specifically requested, answers were varied, however key topics that were mentioned more than once were: signage, funding options and development.
- There is a considerable downturn in sign-up numbers for sporting and fitness related activities, which will have lasting effects on young lives. Is there any improvement to be made in promotion of sporting clubs & sign-ups. (We were able to let these representatives know about our "Sports Mini Field Days" initiative, with the hopes to tackle exactly that issue, and that whilst not really business related, we were happy to have their input and feedback on the topic)

- CCTV came up in discussions, with requested information on the Shire's plan to address ongoing issues faced by businesses after hours.
- Mainstreet Revitalisation came up, and whether more trees could be introduced, as well as a discussion around closing or making the section between Sth Street and Macartney Street a "Town Square" or "One Way Street" were possible, with some in favour and some saying this would have drastic negative effects to the accessibility of their businesses.

There were considerable amounts of notes taken by both our staff, and the facilitator to work on future sessions coming from these workshops, however with time, planning and communication, we feel that more sessions will ultimately start to break down the hesitations and barriers between businesses and their perceived issues with the Shire (which quite possibly aren't even Shire issues) and we are happy to be the go-between to gather this information and provide feedback both ways to build a stronger relationship, and the ability for everyone to work together to grow York as a whole, into the future.

#### **How many people benefited from your project and in what way?**

Our projects were designed around feedback from previous sessions, community consultation across varying age groups, and requests from the community via email, social media and in person.

Our specific numbers and outcomes can be found under each heading above, giving you a greater understanding of how the community benefits as a whole by what the York CRC achieve.

#### **How was the Shire of York acknowledged throughout this project?**

The Shire of York was acknowledged on all advertising material, and in all of our social media posts. We also thanked the Shire of York in both online and printed articles about our programs and will continue to do so.

- ***Income and expenditure relating to projects:***

INCOME		AMOUNT (\$)
ITEM/PROGRAM/PROJECT COSTS		
Shire of York		\$24000.00
AMOUNT OF FUNDING GRANTED BY THE SHIRE OF YORK		\$24000.00
TOTAL INCOME		\$24000.00
EXPENDITURE		AMOUNT (\$)
ITEM/PROGRAM/PROJECT COSTS		
Youth Programs		\$8100.00
Seniors Programs		\$5000.00
Access & Inclusion Programs		\$7450.00
Business Capacity Building Programs		\$3450.00
TOTAL EXPENDITURE		\$24000.00

**Signed as a true and correct record of expenditure by:**

Robyn Garratt      Position: Coordinator

Robert Lear      Position: Treasurer

As requested, invoices are not attached this year, however this expenditure has been endorsed as a true and correct record depicting where funds were allocated.  
Any shortfall in funding for events, vs actual costs of events has been covered by the York CRC.

Date: 13/5/2022

Multi Year Funding York CRC & Shire of York 2022/2023 \$24,000 - Breakdown of Costs:

**YOUTH - \$5500**

CWA Craft & Collaboration \$200 – July SHP

Creatures & Critters Workshop – Parks & Wildlife \$900 – July SHP

Commando Course or Radical Run - \$1000 – October SHP

Bags, Bubbles & Boardgames - \$200 – October SHP

Water Splash Day - \$1200 – January SHP

Bindi Bindi Trail & Teach - \$1000 – April SHP

Special FX Makeup Day - \$1000 – April SHP

**SENIORS / VULNERABLE COMMUNITY MEMBERS - \$8000**

Over 50's Technology Classes Ongoing - \$1000

Have A Go Day Outing November 10<sup>th</sup> - \$1000

Domestic Violence – Returning to Life Program (July 2022 – December 2022) - \$4000

Mental Health – Social Outreach Free Kick Project (adult version) - \$2000

**WHOLE COMMUNITY ACCESS & INCLUSION - \$7000**

Shows on the Go – DEADSET (Yuck Circus) March/April 2023 \$5500

Workshop for age appropriate community members included in both show prices

Movies in the Park \$1500

**BUSINESS CAPACITY BUILDING - \$ 3500**

Shop Local Christmas Competition - \$500

IMAGINE YORK - Community Team Building Sessions x3 (20ppl per session) - \$3000



**Full Description of Activities:****YOUTH:****CWA Craft & Collaboration:**

This activity will consist of various craft activities for children (recycled art creations including paper flowers & bottlecap animals, colouring in, seed bombs for gardens, cookie creations & more. The idea behind all of these activities is to work together to build trust from collaboration between older and younger generations.

**Creatures & Critters Workshop:**

An all inclusive workshop based around animal identification & handling of animals. The Creatures and Critters workshop brings children into contact with local fauna species that they can identify, and safely handle with professional, trained animal handlers. This is a great way for our youth to learn what is safe to interact with in the wild, and what to look out for when on bushwalks and playing outdoors in the Wheatbelt.

**Commando Course or Radical Run:**

An activity for all ages building strength, and promoting outdoor play, having fun, and overcoming obstacles whilst also igniting passion in youth for exercise and healthy living. With so much focus on devices and gaming these days, it's a great opportunity to re-engage with being outdoors and creating a fun environment for kids to be themselves, and interact with other children of all ages. This activity has proven popular for ages 6-16 in previous years, and the team at Active Games ensure different equipment is programmed each time they visit to keep our youth wanting more.

**Bags, Beads, Bubbles & Boardgames:**

Promoting collaboration to bridge the divide between seniors and youth, this program includes a number of activities that all ages can participate in:

- Sack Races in Peace Park
- Hula Hoop Competitions
- Bead Bracelet Creations
- Bubble Mania
- Various Boardgames & card games setup in the function room for older vs younger community members to challenge each other
- Create your own 'keep bag' for the artists in our community
- Colouring in Competition for the run up to Remembrance Day, these will be showcased in the CRC front windows as a remembrance display.

**Water Splash Day:**

Our most popular event of the year, this event attracts huge numbers of youth and adults alike to have fun on the water slides and dunk tanks. We have requested the water obstacle course again as this was extremely popular in 2022.

- 1 x water slide or slippery slide
- 1 x obstacle course with water
- 1 x dunk tank

**Bindi Bindi Trail & Teach:**

Bindi Bindi will lead community members through a trail hike, whilst encouraging participants to pick various "bush edibles" giving advice and mentoring on what edibles are available in our native environment here in York. This holistic approach to 'teach and learn' will involve an hour of

identification, cultural significance of our land and local knowledge to encourage promotion of our walk trails and cultural heritage connection.

Participants will then return to the York CRC and bake cupcakes with their very own bush edibles collected on the hike, which they will get to take home.

#### Special FX Hands on Day - \$1100 – April SHP

Participants will be encouraged to come dressed as their favourite Avengers or DC character. They will then have hands on guidance through transforming their faces using special fx makeup from a qualified technician.

Those waiting for one on one sessions will be kept entertained by playing Avengers themed games and lead through an avengers themed set creation activity, which will be utilised at the end for photo opportunities.

#### SENIORS / VULNERABLE COMMUNITY MEMBERS:

##### Over 50's Technology Classes Ongoing:

We offer our over 50's community various classes monthly, these cover topics such as:

- Scams & online security
- Digital technology one on one (how to use your device)
- Word & Excel training – beginner, intermediate & advanced
- Indigenous Language preservation (ongoing collaboration with Curtin Uni)

##### Have A Go Day Outing:

This event showcases all available services for the over 50 community members, it is hosted at Burswood Park and attracts thousands of seniors every year. We have had considerable interest in previous outings to this event and would like the opportunity to again take people along.

Pricing is for bus hire through buswest and enables 40 participants, as well as a lunch stop after the event.

##### Domestic Violence – Returning to Life Program (July 2022 – December 2022):

We have secured \$15,000 toward this program already with thanks to Lotterywest.

This program will run for 6mths with monthly engagements for participants To provide tangible life skills and support to women in domestic violence situations

- Currently in a situation they want to work through (with a willing partner) showing them how to access support services & gain skills and confidence to become more independent
- Currently in a situation they want to be removed from, but are unsure how. Helping them access support services that can assist, and giving them skills and confidence to become financially independent and start over
- Already removed from the situation but unsure where to go next. Helping them gain access to financial service assistance, and gain skills and confidence to be independent and enter or re-enter the workforce

The program will cover the following:

##### Workshop 1

Daily Habits – Starting the conversation

##### Workshop 2

Saving Money and Eliminating Waste (menu planning & budgeting)

##### Workshop 3

Gut Health – Working on yourself internally to boost immunity and be prepared for whatever the new situation will be.

#### Workshop 4

Low Tox Living – Removing toxins from yourself and your home to give you a fresh start

#### Workshop 5

Emotional Health & Support – Life coaching, Mentoring etc

#### Workshop 6

Perfume Workshop – Returning or entering the workforce, how to dress, how to answer questions and building confidence to either enter the workforce for the first time, or re-enter the workforce confidently

In addition to the 6 workshops, there will be a Welcome Luncheon and a Thankyou Luncheon upon completion

We are collaborating with the following agencies to run this program.

- Share & Care Financial Counselling
- Holyoake Drug & Alcohol Counselling
- Salvation Army
- CWA
- DV Assist
- Wheatbelt Business Network
- RSM Business Local
- Ngarie Humphreys – NJ Humphreys Essentials
- WA Police

We have also applied for separate funding to enhance this program and be able to provide 10 x paid traineeships to enable some of the participants to be able to go straight into positions with employers we know are going to assist them on their journey safely.

#### Mental Health – Social Outreach Free Kick Project (adult version) -

We have secured funding through Perth Football Club, Hungry Jacks and Fugro Mining to run the junior version of this pilot program, which is being trialled here in York before being run throughout WA.

The adult version will be an additional collaboration with Perth FC and the Fremantle Dockers, it will consist of an 8 week social football round to promote mental health, the benefits of social inclusion and team work, as well as the need to keep active both mentally and physically. This program will be aimed at 25-55yr olds, with a strong focus toward our farming community who spend long hours on end in paddocks alone, isolated and out of touch with their community. With statistics showing an increase in mental health issues and suicides throughout the Wheatbelt, arising from these very unique conditions, they need to start being addressed.

#### WHOLE COMMUNITY ACCESS & INCLUSION:

##### Shows on the Go – DEADSET (Yuck Circus) March/April 2023:

What does AC/DC and YUCK Circus have in common? An all-Aussie, Rock and Roll, power house show. What's better is that the cast of YUCK are an absolute pack of galahs, and are taking what they've got and running with it, thrilling audiences and sinking a few red cans on the way. Tradies, choc milk, vegemite, and tinnies; this show is an ode to all things Kath and Kim, Bondi Rescue, and the Aussie larrikin Identity.

WINNERS of FRINGE WORLD top-tier Martin Sims Award, Best Circus at both Melbourne and Sydney Fringe, and the Best Emerging Artist at Adelaide Fringe, get ready to witness a powerhouse of female circus performers kick art in the face.

#### WHY IT'S GREAT FOR OUR COMMUNITY

- A crowd-pleasing, rock and roll night out, full of bangers and belly laughs
- Showcases incredible WA female talent – phenomenally talented performers who are bloody hilarious
- A team from the regions that loves touring: loads of experience and loads to offer!
- A community engagement menu that includes a range of workshops, Q&As, panel discussions and mixers focusing on smashing stereotypes and breaking barriers, plus 1-on-1 mentoring/coaching opportunities
- An adaptable show that can go into different spaces

Workshop for age appropriate community members included in show price

#### Movies in the Park:

Our movies in the park over the summer months attract both community and tourists alike. They are well attended and a community staple. We outsource funding for the movie nights & licensing, our request is that the shire again assist with marketing costs.

#### BUSINESS CAPACITY BUILDING:

##### Shop Local Christmas Competition -

We have secured sponsorship again from Triple M to giveaway \$500 to a local business in the form of advertising.

We request \$500 from the shire to sponsor the weekly prize giveaways for this event.

##### IMAGINE YORK - Community Team Building Sessions x3 (20ppl per session)

We ran two sessions for Imagine York in 2022, with some very good feedback and attendance from our business community.

It was apparent from these sessions that there is a lot more work to be done in this space, and we feel like we can make some very big changes. The main points that were raised as needing to be worked on were:

- **Social Media Negativity** – We have taken steps to work with admins of local pages in the hopes of not approving intentional negativity toward businesses  
**A lot of businesses felt targeted by social media, but also felt that if they tried to “set the record straight” it would cause more conflict, however their business name was tarnished due to social media and hurtful comments when the truth was very different.**
- **Community Harmony** – if there is a community event, is there someone that can go door to door to help build relationships between the event representatives and the local businesses to value add, or see what businesses can offer that compliment outside entertainment, food vans, etc rather than offering double up services at times. Whilst businesses understand the need for assistance in capacity to provide during these times, there is little consultation between event providers and the business community.  
**A lot of comments that we are a tourist town, however our businesses are often closed in popular tourist times.** Is there a way we can promote tourist bus arrival times/days to enhance the services we provide to tourist traffic across all business services?
- **Communication Both Ways** – a what can the Shire help with and what can't the shire help with guide. There seems to be some misconceptions from businesses that the Shire are accountable for everything, and we'd like to change that mentality.  
**A lot of talk around positivity, and the need for seeing Shire representatives or councillors attending events, not just endorsing events.** Is there some work we can do around this?

- **Youth** – We have organised Imagine York sessions with the York Youth to enable them to have their input in community team building. Giving them a chance to speak upon issues that they have, ideas they have for future planning and development, and genuine feedback on what they envision a future in York to look like as they become young adults.
- **Maintenance** – Maintenance came up a lot, around the swimming pool and other Shire buildings, where we were able to offer comments on upcoming information that was out in the public arena (Shire minutes etc) as to what maintenance or upgrades etc were proposed, and encouraged more attendance to council meetings.

It took a lot of effort and door to door consultation with the business community to encourage participation in these workshops, however we feel extensive input to the Shire of York Strategic Plan could be beneficial in coming years with specific goals to work towards.



**SY068-07/22 REPORT ON TRAINING UNDERTAKEN BY COUNCILLORS IN THE FINANCIAL YEAR 1 JULY 2021 - 30 JUNE 2022**

<b>File Number:</b>	<b>4.0464</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>25 August 2020 (100820) 24 August 2021 (070821)</b>
<b>Appendices:</b>	<b>1. Report on Councillor Training 2021/22 <a href="#">↓</a></b>

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

Review

Legislative

**PURPOSE OF REPORT**

This report presents the training and professional development undertaken by Councillors during the financial year 1 July 2021 to 30 June 2022.

**BACKGROUND**

With the introduction of provisions contained within the *Local Government Legislation Amendment Act 2019*, from July 2019 newly elected Councillors are required to complete five (5) mandatory modules of training within the first twelve (12) months of being elected to office and all local governments are to prepare a report for each financial year on the training completed by Councillors in that financial year, publishing a copy of the report on its website.

The three (3) Councillors elected at the October 2021 election were:

1. Cr Denis Warnick (term ends 18 October 2025)
2. Cr Kevin Trent (term ends 18 October 2025)
3. Cr Peter Wright (term ends 18 October 2025)

**COMMENTS AND DETAILS**

Councillors Warnick and Wright are required to complete the mandatory training by 15 September 2022. Councillor Trent is exempt from the requirement to complete the mandatory training as he received his Diploma of Local Government – Elected Member certificate at the WALGA Local Government Convention in September 2021.

Presented in Appendix 1 is the report on Councillor training and professional development completed within the financial year 1 July 2021 to 30 June 2022. The Chief Executive Officer is required to publish the report on the Shire's website within one month after the end of the financial year to which the report relates.

In addition to the five (5) mandatory modules, several other professional development opportunities were undertaken by Councillors throughout the financial year. These included attendance at Mayors and Presidents Forums, the WALGA Local Government Convention, various webinars and a strategic workshop.

**OPTIONS**

Council has the following options:

**Option 1:** Council can choose to reject the report.

**Option 2:** Council can choose to accept the report.

Option 2 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

Executive Leadership Team

### Strategic

#### Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

### Policy Related

E2 Councillors - Training and Continuing Professional Development

### Financial

In accordance with Policy E2 Councillors - Training and Continuing Professional Development and as part of the annual budget process, an allocation will be made for professional development during the financial year. In the event training costs exceed the budget, these costs will be borne by the individual Councillor.

### Legal and Statutory

Sections 5.126 and 5.127 of the *Local Government Act 1995* (the Act) are applicable and state:

#### **“5.126. Training for council members**

- (1) *Each council member must complete training in accordance with regulations.*
- (2) *Regulations may —*
  - (a) *prescribe a course of training; and*
  - (b) *prescribe the period within which training must be completed; and*
  - (c) *prescribe circumstances in which a council member is exempt from the requirement in subsection (1); and*
  - (d) *provide that contravention of subsection (1) is an offence and prescribe a fine not exceeding \$5,000 for the offence.*

#### **5.127. Report on training**

- (1) *A local government must prepare a report for each financial year on the training completed by council members in the financial year.*
- (2) *The CEO must publish the report on the local government’s official website within 1 month after the end of the financial year to which the report relates.”*

Regulations 35 and 36 of the *Local Government (Administration) Regulations 1996* (the Regulations) are applicable and state:

#### **“35. Training for council members (Act s. 5.126(1))**

- (1) *A council member completes training for the purposes of section 5.126(1) if the council member passes the course of training specified in subregulation (2) within the period specified in subregulation (3).*
- (2) *The course of training is the course titled Council Member Essentials that —*

- (a) *consists of the following modules —*
    - (i) *Understanding Local Government;*
    - (ii) *Serving on Council;*
    - (iii) *Meeting Procedures;*
    - (iv) *Conflicts of Interest;*
    - (v) *Understanding Financial Reports and Budgets;**and*
  - (b) *is provided by any of the following bodies —*
    - (i) *North Metropolitan TAFE;*
    - (ii) *South Metropolitan TAFE;*
    - (iii) *WALGA.*
- (3) *The period within which the course of training must be passed is the period of 12 months beginning on the day on which the council member is elected.*
- 36. Exemption from Act s. 5.126(1) requirement**
- (1) *A council member is exempt from the requirement in section 5.126(1) if —*
- (a) *the council member passed either of the following courses within the period of 5 years ending immediately before the day on which the council member is elected —*
    - (i) *the course of training specified in regulation 35(2);*
    - (ii) *the course titled 52756WA — Diploma of Local Government (Elected Member);**or*
  - (b) *the council member passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within the period of 5 years ending immediately before the day on which the council member is elected.*
- (2) *A person who is a council member on the day on which the Local Government Regulations Amendment (Induction and Training) Regulations 2019 regulation 8 comes into operation is exempt from the requirement in section 5.126(1) until the end of their term of office.”*

### **Risk Related**

Council would be non-compliant with the Act and the Regulations if the training and professional development of Councillors was not undertaken and reported upon. This report mitigates that risk.

### **Workforce**

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

### **VOTING REQUIREMENTS**

**Absolute Majority: No**



**RESOLUTION****060722****Moved: Cr Kevin Trent****Seconded: Cr Pam Heaton**

**That, with regard to the Report on Training Undertaken by Councillors in the Financial Year 1 July 2021 - 30 June 2022, Council:**

- 1. Notes the report prepared on the training and professional development completed by Councillors in the financial year, as presented in Appendix 1.**
- 2. Requests the Chief Executive Officer to publish the report on the local government's website prior to 31 July 2022, which is within one (1) month after the end of the financial year to which the report relates.**

***CARRIED: 7/0***

## REPORT ON COUNCILLOR TRAINING – 2021/22



In accordance with Section 5.127 – Report on Training of the *Local Government Act 1995*, the following training has been undertaken by the Shire of York Councillors during the last financial year.

2021/22							
Council Member Essentials	Cr Smythe	Cr Warnick	Cr Garratt	Cr Heaton	Cr Muhleisen	Cr Trent*	Cr Wright
Elected to Council:	2019	2021	2019	2019	2019	2021	2021
Cost:	Online Subscription \$5,000 per annum for unlimited users (Band 3)						
Understanding Local Government Provider: WALGA via e-learning	N/A	Participating but studies not finished (no evidence)	N/A	N/A	N/A	N/A	Completed 16/05/2022
Serving on Council Provider: WALGA via e-learning	N/A	Participating but studies not finished (with evidence)	N/A	N/A	N/A	N/A	Completed 24/05/2022
Meeting Procedures Provider: WALGA via e-learning	N/A	Participating but studies not finished (with evidence)	N/A	N/A	N/A	N/A	Completed 19/05/2022
Conflicts of Interest Provider: WALGA via e-learning	N/A	Completed 11/05/2022	N/A	N/A	N/A	N/A	Completed 17/05/2022
Understanding Financial Reports & Budgets Provider: WALGA via e-learning	N/A	Participating but studies not finished (no evidence)	N/A	N/A	N/A	N/A	Completed 24/05/2022

In accordance with Section 5.126(1) of the *Local Government Act 1995* and Regulation 10 of the *Local Government (Administration) Regulations 1996*, newly elected or re-elected Councillors must complete the above five courses within twelve months of their election. Councillors who have completed any of the above courses within the period of five years ending immediately before the day on which they were elected/re-elected are exempt from the training course and need only to complete the online assessment.

\*Cr Trent successfully completed and was awarded the Diploma of Local Government at the WALGA Annual Conference in 2021.

## REPORT ON COUNCILLOR TRAINING – 2021/22



2021/22							
Other Professional Development	Cr Smythe	Cr Warnick	Cr Garratt	Cr Heaton	Cr Muhleisen	Cr Trent	Cr Wright
WALGA Annual Conference (19-21 September 2021)	✓	N/A	N/A	N/A	N/A	✓	N/A
The Role of Mayors & Presidents (24 November 2021)	✓	N/A	N/A	N/A	N/A	N/A	N/A
Councillor Induction (in-house, various sessions)	✓	✓	✓	✓	✓	✓	✓
WALGA Webinar – Communications (11 March 2022)	N/A	N/A	✓	N/A	N/A	N/A	N/A
WALGA Webinar – Code of Conduct (24 March 2022)	N/A	N/A	✓	N/A	N/A	N/A	N/A
Strategic Workshop (11 June 2022) (in-house)	✓	✓	✓	✓	✓	✓	✓

**SY069-07/22 FINANCIAL REPORT - JUNE 2022**

<b>File Number:</b>	<b>4.0453</b>
<b>Author:</b>	<b>Kristy Livingstone, Acting 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>Appendices:</b>	<b>1. Monthly Financial Statements - June 2022 <a href="#">↓</a></b> <b>2. Creditors' Payments Listing - June 2022 <a href="#">↓</a></b> <b>3. Credit Card Transaction Summary - May 2022 <a href="#">↓</a></b>

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

Legislative  
Review

**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 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.

It should be noted that the figures reflected in the following reports are an estimate of the end of year position only for 2021/22 as officers are still completing the end of financial year processes but are correct for 2020/21 as stated in the audited Annual Financial Statements.

**COMMENTS AND DETAILS**

This report is presented for Council's consideration and provides information for the period ended 30 June 2022 and includes the following:

1. Monthly Statements
2. List of Creditor Payments
3. Business Card Statement and Transaction Summary

The following information provides balances for key financial areas for the Shire of York's financial position as at 30 June 2022.

Outstanding Rates and Services

The total outstanding rates balance at the end of June 2022 was \$1,136,459.45 compared to \$1,091,094.90 at the end of June 2021.

Current Year	Properties	30/06/2022	%		Properties	30/06/2021	%
3 years and over	76	\$ 505,091	44%		74	\$ 413,713	38%
2 years and over	84	\$ 164,777	14%		80	\$ 163,604	15%
1 year and over	116	\$ 188,347	17%		122	\$ 238,970	22%
<b>Total Aged</b>		<b>\$858,216</b>	<b>76%</b>			<b>\$816,288</b>	<b>75%</b>
Current Rates	745	\$278,242	24%		712	\$274,806	25%
<b>Total Rates Outstanding</b>		<b>\$1,136,459</b>				<b>\$1,091,094</b>	

Officers continue to work with the Shire's debt collection agency, CS Legal, to resolve some long outstanding debts in the two (2) 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.

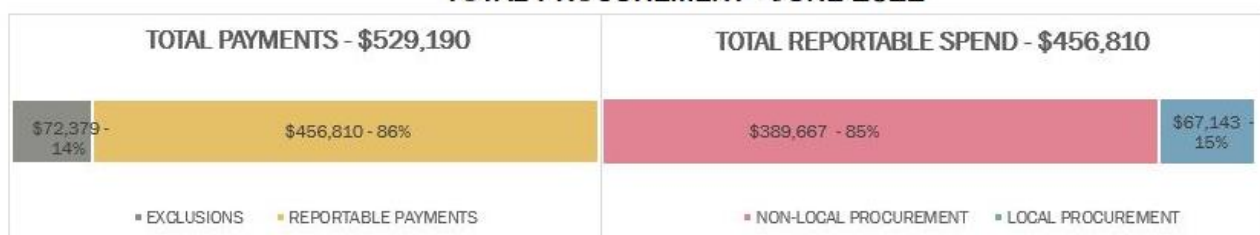
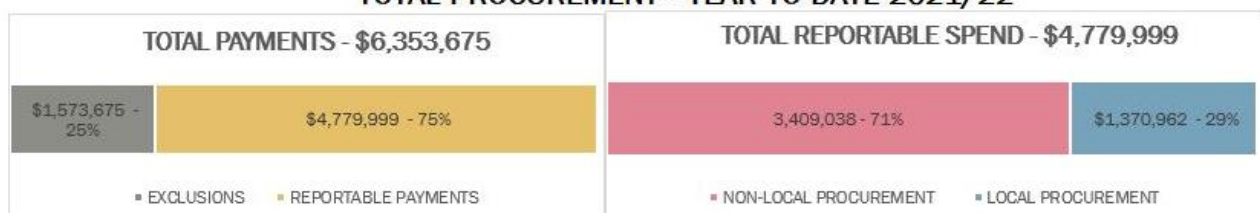
Outstanding Sundry Debtors

The figure for total outstanding sundry debtors as at 30 June 2022 was \$313,312 compared to \$131,435 as at 30 June 2021.

Current Year	30/06/2022	%		30/06/2021	%
90 days and over	\$23,800	7%		\$11,359	9%
60 days and over	\$5,349	2%		\$8,400	6%
30 days and over	\$3,131	1%		\$29,681	23%
Current	\$282,393	90%		\$81,993	62%
<b>Total Debtors Outstanding</b>	<b>\$313,312</b>			<b>\$131,435</b>	

Local procurement

In addition to the 'York Dollar\$ Shop Local' scheme and to further support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of June, Officers report the following in relation to local procurement, noting that 14% of payments were made to local businesses during the month. Officers further report the overall average of reportable local spend for the 2021/22 financial year to date was 25% at the end of June.

**TOTAL PROCUREMENT - JUNE 2022****TOTAL PROCUREMENT - YEAR TO DATE 2021/22**

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 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  
Delegation DE3.1 Authority to make Payments from Trust and Municipal 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 2020/21 annual financial report.

### **Legal and Statutory**

#### **Local Government Act 1995**

*"6.10. Financial Management 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.*

#### **Local Government (Financial Management) Regulations 1996**

13. *Payments from municipal fund or trust fund by CEO (Act s. 6.10)*

- (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.*

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 that 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 month to which the statement relates; and*
- (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; 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 month to which the statement relates.*

- (2) *Each statement of financial activity is to be accompanied by documents containing —*

- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
- (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 may be shown —*

- (a) according to nature and type classification; or*
- (b) by program; or*
- (c) by business unit.*

- (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 month to which the statement relates; 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."*

**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**

Not applicable

**VOTING REQUIREMENTS**

**Absolute Majority:    No**



**RESOLUTION  
070722****Moved: Cr Kevin Trent****Seconded: Cr Ashley Garratt****That, with regards to the Financial Report - June 2022, Council:**

- 1. Receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 30 June 2022 as summarised below:**

**June 2022**

<b>MUNICIPAL FUND</b>	<b>AMOUNT (\$)</b>
Cheque Payments	9,209.50
Payroll Debits	297,517.07
Electronic Funds Payments	934,305.38
Payroll Debits - Superannuation	68,625.72
Bank Fees	870.26
Corporate Cards	9,004.98
Exetel NBN Fees	298.00
Fuji Xerox Equipment Rental	0.00
Fire Messaging Service	82.50
	<hr/>
	1,319,913.4
Sub total - Municipal	1
 <b>TRUST FUND</b>	
Electronic Funds Payments	3,258.08
Cheque Payments	0.00
Direct Debits Licensing	92,901.65
	<hr/>
Sub total - Trust	96,159.73
 <b>TOTAL DISBURSEMENTS</b>	 1,416,073.14

**CARRIED: 7/0**



**SHIRE OF YORK  
MONTHLY STATEMENTS  
FOR THE PERIOD ENDED 30 JUNE 2022**

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3	INCOME AND EXPENDITURE STATEMENT BY PROGRAMME
4	STATEMENT OF CURRENT ASSETS AND LIABILITIES
5	STATEMENT OF FINANCIAL POSITION
6-10	STATEMENT OF FINANCIAL ACTIVITY WITH VARIANCE REPORT
11	OPERATING STATEMENT - YRCC

**Report Purpose**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34.

**Statement of Financial Activity by reporting program**

is presented at page 5 and shows a balance as at 30 June 2022

\$ 4,026,326

Note: The statements and accompanying notes are prepared on all transactions recorded at the time of preparation and may vary following any subsequent adjustments.

Prepared by: Rhona Hawkins  
Consultant Financial Services - LG Best Practices Pty Ltd

Reviewed by: Alina Behan  
Executive Manager Corporate and Community Services

Date prepared: Wednesday, 6 July 2022



**SHIRE OF YORK**  
**INCOME AND EXPENDITURE STATEMENT BY NATURE OR TYPE**

	2021/22 ADOPTED BUDGET	2021/22 CURRENT BUDGET	YTD CURRENT BUDGET	2021/22 YTD ACTUAL
<b>REVENUE</b>				
General Rates	6,323,098	6,323,098	6,323,098	6,325,773
Operating Grants,Subsidies and Contributions	1,047,688	1,047,688	1,047,688	2,340,977
Fees and Charges	1,185,255	1,302,875	1,302,875	1,359,925
Interest Earnings	89,200	89,200	89,200	113,613
Other Revenue	211,616	211,316	211,316	277,796
	<b>8,856,857</b>	<b>8,974,177</b>	<b>8,974,177</b>	<b>10,418,085</b>
<b>EXPENDITURE</b>				
Employee Costs	(4,391,976)	(4,303,149)	(4,303,149)	(4,260,619)
Materials and Contracts	(3,041,331)	(3,442,484)	(3,442,484)	(2,491,833)
Utility Charges	(393,383)	(393,383)	(393,383)	(360,391)
Depreciation	(2,585,950)	(2,518,950)	(2,518,950)	(2,700,538)
Interest Expense	(83,383)	(83,383)	(83,383)	(69,278)
Insurance	(240,340)	(230,340)	(230,340)	(289,868)
Other Expenditure	(454,308)	(407,808)	(407,808)	(363,195)
	<b>(11,190,671)</b>	<b>(11,379,496)</b>	<b>(11,379,496)</b>	<b>(10,535,722)</b>
<u>Increase/(Decrease)</u>	<b>(2,333,813)</b>	<b>(2,405,319)</b>	<b>(2,405,319)</b>	<b>(117,637)</b>
Non-operating Grants and Subsidies	1,585,953	1,267,264	1,267,264	724,120
Profit on Asset Disposal	-	-	-	11,260
Loss on Asset Disposal	(248,950)	(248,950)	(248,950)	(74,538)
	<b>1,337,003</b>	<b>1,018,314</b>	<b>1,018,314</b>	<b>660,841</b>
<b>NET RESULT</b>	<b>(996,810)</b>	<b>(1,387,005)</b>	<b>(1,387,005)</b>	<b>543,204</b>



**SHIRE OF YORK**  
**INCOME AND EXPENDITURE STATEMENT BY PROGRAMME**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	2020/21 ANNUAL BUDGET	2021/22 YTD ACTUAL
<b>REVENUE</b>		
General Purpose Funding	7,175,443	8,485,098
Governance	2,720	43,708
Law, Order, Public Safety	122,367	79,050
Health	22,800	27,329
Education and Welfare	58,624	55,942
Community Amenities	783,957	856,872
Recreation and Culture	291,067	364,811
Transport	1,683,527	916,266
Economic Services	268,204	284,260
Other Property & Services	34,100	40,128
	<u>10,442,810</u>	<u>11,153,464</u>
<b>EXPENDITURE</b>		
General Purpose Funding	(757,496)	(360,260)
Governance	(954,074)	(682,874)
Law, Order, Public Safety	(498,588)	(446,872)
Health	(202,490)	(231,724)
Education and Welfare	(168,968)	(112,331)
Community Amenities	(1,298,764)	(1,073,499)
Recreation and Culture	(3,297,258)	(3,164,598)
Transport	(2,681,574)	(3,185,826)
Economic Services	(1,397,341)	(968,571)
Other Property and Services	(183,066)	(383,703)
	<u>(11,439,620)</u>	<u>(10,610,260)</u>
<i>Change in net assets resulting from operations</i>		
<i>Gain/(Reduction)</i>	<u><b>(996,810)</b></u>	<u><b>543,204</b></u>



**SHIRE OF YORK**  
**STATEMENT OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

<b>CURRENT ASSETS</b>	<b>YTD AUDITED ACTUAL 30/06/2021</b>	<b>YTD ACTUAL 30/06/2022</b>
Cash and cash equivalents	4,359,858	4,578,592
- Investments Reserves	2,658,820	3,070,273
Sundry Debtors	912,201	1,181,406
Sundry Debtors General	31,053	71,219
Stock on Hand	34,902	81,716
<b>SUB-TOTAL</b>	<b>7,996,833</b>	<b>8,983,206</b>
<b>LESS CURRENT LIABILITIES</b>		
Sundry Creditors	(1,705,643)	(538,687)
Less Contract Liabilities	(556,588)	(996,572)
Loan Liability	(251,899)	533
Leave Provisions	(916,209)	(908,275)
	<b>(3,430,340)</b>	<b>(2,443,001)</b>
<b>Net Current Assets</b>	<b>4,566,494</b>	<b>6,540,205</b>
Add back Cash Backed Reserves	(2,658,820)	(3,070,273)
Add Back Current Loan Liability	251,899	(533)
Add Back Leave Reserve Balance	554,521	556,927
<b>SUB-TOTAL</b>	<b>(1,852,400)</b>	<b>(2,513,879)</b>
<b>NET CURRENT ASSETS - SURPLUS/(DEFICIT)</b>	<b>2,714,094</b>	<b>4,026,326</b>



**SHIRE OF YORK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

This statement analyses the movements in assets, liabilities and equity between financial years.

	Audited Actual 30/06/2021 \$	Actual 30/06/2022 \$
<b>Current assets</b>		
Cash and cash equivalents	4,359,858	4,578,592
Cash Backed Reserves	2,658,820	3,070,273
Rates and Sundry Debtors Outstanding	912,201	1,181,406
Other Debtors	31,053	71,219
Inventories/Stock	34,902	81,716
<b>Total current assets</b>	<b>7,996,833</b>	<b>8,983,206</b>
<b>Non-current assets</b>		
Trade and other receivables	124,589	124,589
Investment in LG House Trust	73,807	73,807
Property, plant and equipment	33,264,885	33,187,849
Infrastructure	104,247,781	102,894,310
<b>Total non-current assets</b>	<b>137,711,061</b>	<b>136,280,554</b>
<b>Total assets</b>	<b>145,707,895</b>	<b>145,263,761</b>
<b>Current liabilities</b>		
Trade and other payables	1,705,643	538,687
Provisions	916,209	908,275
Contract Liabilities (Unspent Tied funds)	556,588	996,572
Interest-bearing loans and borrowings	251,899	-533
<b>Total current liabilities</b>	<b>3,430,340</b>	<b>2,443,001</b>
<b>Non-current liabilities</b>		
Interest-bearing loans and borrowings	1,372,916	1,372,916
Provisions	118,062	118,062
<b>Total non-current liabilities</b>	<b>1,490,977</b>	<b>1,490,977</b>
<b>Total liabilities</b>	<b>4,921,317</b>	<b>3,933,979</b>
<b>Net assets</b>	<b>140,786,578</b>	<b>141,329,782</b>
<b>Equity</b>		
Accumulated surplus	33,881,563	33,203,914
Change in net assets resulting from operations	(266,196)	543,204
Asset revaluation reserve	104,512,391	104,512,391
Other reserves	2,658,820	3,070,273
<b>Total equity</b>	<b>140,786,578</b>	<b>141,329,782</b>



**SHIRE OF YORK**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2022**

	2021/22 ANNUAL BUDGET	2021/22 CURRENT BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 30/06/2022	VAR TO YTD BUDGET \$	VAR TO BUDGET %
<b>OPERATING REVENUE</b>						
General Purpose Funding	7,175,443	7,175,443	7,175,443	8,485,098	1,309,655	18%
Governance	2,720	2,720	2,720	43,708	40,988	1507%
Law, Order Public Safety	122,367	122,367	122,367	79,050	(43,317)	-35%
Health	22,800	22,800	22,800	27,329	4,529	20%
Education and Welfare	58,624	58,624	58,624	55,942	(2,683)	-5%
Community Amenities	783,957	787,957	787,957	856,872	68,914	9%
Recreation and Culture	291,067	402,387	402,387	364,811	(37,576)	-9%
Transport	1,683,527	1,364,838	1,364,838	916,266	(448,572)	-33%
Economic Services	268,204	270,204	270,204	284,260	14,056	5%
Other Property and Services	34,100	34,100	34,100	40,128	6,028	18%
	<b>10,442,811</b>	<b>10,241,441</b>	<b>10,241,441</b>	<b>11,153,464</b>	<b>912,023</b>	<b>7%</b>
<b>LESS OPERATING EXPENDITURE</b>						
General Purpose Funding	(757,496)	(610,996)	(610,996)	(360,260)	250,736	-41%
Governance	(954,074)	(1,086,837)	(1,086,837)	(682,874)	403,963	-37%
Law, Order, Public Safety	(498,588)	(499,589)	(499,589)	(446,872)	52,716	-11%
Health	(202,490)	(248,490)	(248,490)	(231,724)	16,766	-7%
Education and Welfare	(168,968)	(178,968)	(178,968)	(112,331)	66,637	-37%
Community Amenities	(1,298,764)	(1,319,764)	(1,319,764)	(1,073,499)	246,265	-19%
Recreation and Culture	(3,297,258)	(3,566,820)	(3,566,820)	(3,164,598)	402,221	-11%
Transport	(2,681,574)	(2,751,574)	(2,751,574)	(3,185,826)	(434,253)	16%
Economic Services	(1,397,341)	(1,357,342)	(1,357,342)	(968,571)	388,770	-29%
Other Property & Services	(183,066)	(8,067)	(8,067)	(383,703)	(375,636)	4657%
	<b>(11,439,620)</b>	<b>(11,628,446)</b>	<b>(11,628,446)</b>	<b>(10,610,260)</b>	<b>1,018,186</b>	<b>-7%</b>
<b>Increase/(Decrease)</b>	<b>(996,810)</b>	<b>(1,387,005)</b>	<b>(1,387,005)</b>	<b>543,204</b>	<b>1,930,209</b>	<b>-154%</b>



## SHIRE OF YORK

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 JUNE 2022

	2021/22 ANNUAL BUDGET	2021/22 CURRENT BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 30/06/2022	VAR TO YTD BUDGET \$	VAR TO BUDGET %
<b>ADD</b>						
Principal Repayment Received - Loans	-	-	-	-	-	0%
(Profit)/Loss on sale of assets	248,950	248,950	248,950	63,279	(185,671)	0%
Movement in Contract Liabilities	-	-	-	-	-	0%
Net Change in LSL Reserve	-	-	-	2,406	-	0%
Accrued NC Leave Provisions	-	-	-	-	-	0%
Depreciation Written Back	2,585,950	2,518,950	2,518,950	2,700,538	181,589	0%
Rounding	3	4			-	0%
<b>Total Non- Cash Items</b>	<b>2,834,903</b>	<b>2,767,904</b>	<b>2,767,900</b>	<b>2,766,223</b>	<b>(4,083)</b>	<b>-2%</b>
<b>Sub Total Operating</b>	<b>1,838,094</b>	<b>1,380,899</b>	<b>2,177,067</b>	<b>3,309,427</b>	<b>1,926,126</b>	<b>80%</b>
<b>LESS CAPITAL PROGRAMME</b>						
Purchase Land & Buildings	(679,300)	(677,500)	(646,000)	(211,490)	434,510	-67%
Infrastructure Assets	(2,951,659)	(2,687,941)	(2,687,941)	(502,734)	2,185,207	-81%
Purchase Plant and Equipment	(1,106,000)	(1,086,250)	(1,086,250)	(698,669)	387,581	-36%
Purchase Furniture and Equipment	(121,710)	(152,785)	(152,785)	(124,044)	28,741	-19%
Repayment of Debt - Loan Principal	(251,899)	(251,899)	(251,899)	(252,432)	(533)	0%
Transfer to Reserves	(408,000)	(408,000)	(408,000)	(411,453)	(3,453)	0%
	<b>(5,518,568)</b>	<b>(5,264,375)</b>	<b>(5,232,875)</b>	<b>(2,200,823)</b>	<b>3,032,052</b>	<b>-58%</b>
<b>LESS FUNDING FROM</b>						
Reserves	535,000	535,000	-	-	-	-100%
Loans Raised	-	-	-	-	-	0%
Proceeds from Asset Sale	612,000	603,200	-	203,627	203,627	-67%
Opening Funds	2,433,474	2,714,094	2,433,474	2,714,094	280,620	12%
	<b>3,580,474</b>	<b>3,852,294</b>	<b>2,433,474</b>	<b>2,917,722</b>	<b>484,248</b>	<b>-19%</b>
<b>ESTIMATED SURPLUS/(DEFICIT)</b>	<b>(100,000)</b>	<b>(31,182)</b>	<b>(622,334)</b>	<b>4,026,326</b>	<b>5,442,426</b>	



**SHIRE OF YORK  
VARIANCE REPORT  
FOR THE PERIOD ENDED 30 JUNE 2022**

Local Government (Financial Management) Regulations 1996 Financial reports — s. 6.4

34. Financial activity statement required each month (Act s. 6.4)

(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 that 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 month to which the statement relates; and

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; 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 month to which the statement relates.

The Shire has adopted a variance threshold of 10% or \$5,000 whichever is higher

OPERATING REVENUE	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET \$	VAR TO YTD BUDGET %
<b>General Purpose Funding</b>	\$7,175,443	\$8,485,098	\$1,309,655	18%
Financial Assistance grants received in advance for 22/23				
<b>Governance</b>	\$2,720	\$43,708	\$40,988	1507%
National Australia Day grant \$24k received not budgeted, Contribution Taxable Supplies \$4.9k higher than budgeted.				
<b>Law, Order Public Safety</b>	\$122,367	\$79,050	-\$43,317	-35%
Bushfire Risk Mitigation projected but not happened yet. ESL grant received \$4.3k short will balance by end of year and dog registration charges received \$1.4k higher.				
<b>Health</b>	\$22,800	\$27,329	\$4,529	20%
Trading Public Place charges were \$2.8k more and Septic Tank fee charge was more by \$1.3k				
<b>Education and Welfare</b>	\$58,624	\$55,942	-\$2,683	-5%
Within Variance threshold				
<b>Community Amenities</b>	\$787,957	\$856,872	\$68,914	9%
Within Variance threshold				
<b>Recreation and Culture</b>	\$402,387	\$364,811	-\$37,576	-9%
Within Variance threshold				
<b>Transport</b>	\$1,364,838	\$916,266	-\$448,572	-33%
Roads to recovery grant \$274k, LRCL grant \$591k, Footpath grant \$105k programs to happen yet. Timing issues with other grants. Commission Licensing Revenue was \$8k more.				
<b>Economic Services</b>	\$270,204	\$284,260	\$14,056	5%
Within Variance threshold.				
<b>Other Property and Services</b>	\$34,100	\$40,128	\$6,028	18%
Housing Rent income, ATO Reimbursements received more than expected.				
	<b>\$10,241,441</b>	<b>\$11,153,464</b>	<b>\$912,023</b>	<b>9%</b>

**SHIRE OF YORK  
VARIANCE REPORT  
FOR THE PERIOD ENDED 30 JUNE 2022**

OPERATING EXPENDITURE	YTD BUDGET	YTD ACTUALS	VAR TO BUDGET	VAR TO BUDGET
<b>General Purpose Funding</b>	-\$610,996	-\$360,260	\$250,736	-41%
Rate Incentive, Valuation expenses are lower than ytd budget. Admin overhead allocations to fall within place over the year. Rates write off \$41k less and Rate debt recovery \$76k less.				
<b>Governance</b>	-\$1,086,837	-\$682,874	\$403,963	-37%
Public Relation \$18k, Election expenses \$4.7k, Conference and training expenses are \$10k less, Admin overheads \$194k are lower than budget. Fringe benefits expenses will fall in place by end of year. Few of the expenses may even out over the year and major had been reviewed at mid budget review.				
<b>Law, Order, Public Safety</b>	-\$499,589	-\$446,872	\$52,716	-11%
Fire control salaries are \$10.8k less, Fire control and fire break expenses less by \$11.9k and Community emergency services are \$10k less. Emergency storm \$4.3 more not projected and Bushfire risk mitigation project expenditure projected but not happened yet.				
<b>Health</b>	-\$248,490	-\$231,724	\$16,766	-7%
Within Variance threshold. EHO Vehicle trade not happened yet and health control expenses \$3k less.				
<b>Education and Welfare</b>	-\$178,968	-\$112,331	\$66,637	-37%
Early Childhood Hub expenses less by \$10.6k, garden maintenance \$6k less, Pioneer memorial \$4.5 less and education expenses short by \$3.1k. Admin overheads \$22k may even out over the year.				
<b>Community Amenities</b>	-\$1,319,764	-\$1,073,499	\$246,265	-19%
Planning salaries \$18k less, Recycling services \$25k less, Community plans \$6.6k less, other Community maintenance expenses are \$10.6k less. Waste collection and Bulk Rubbish Verge Collection invoices to even out.				
<b>Recreation and Culture</b>	-\$3,566,820	-\$3,164,598	\$402,221	-11%
Within Variance threshold.				
<b>Transport</b>	-\$2,751,574	-\$3,185,826	-\$434,253	16%
Road maintenance general \$336k is more which is the main variance in this program. Depreciation Expense will even out end of the year.				
<b>Economic Services</b>	-\$1,357,342	-\$968,571	\$388,770	-29%
Earthquake mitigation project and the economic development strategy are the main variance. Tourism and area promotion expenses will even out in coming months. Area promotion was \$53.4k less, Standpipes was \$41.6k less, Dial Implementation was \$23.4k less than budgeted.				
<b>Other Property &amp; Services</b>	-\$8,067	-\$383,703	-\$375,636	4657%
PHO Vehicle sale, Public Works Overhead and Plant operations, sundry expenditure and housing maintenance expenses to fall within place in coming months.				
	-\$11,628,446	-\$10,610,260	\$1,018,186	-9%

**SHIRE OF YORK  
VARIANCE REPORT  
FOR THE PERIOD ENDED 30 JUNE 2022**

<b>CAPITAL PROGRAMME</b>	<b>YTD BUDGET</b>	<b>YTD ACTUALS</b>	<b>VAR TO BUDGET</b>	<b>VAR TO BUDGET</b>
<b>Purchase Land &amp; Buildings</b>	-\$646,000	-\$211,490	\$434,510	-67%
Swimming pool renewals not happened yet, Administration front counter not completed to date.				
<b>Infrastructure Assets</b>	-\$2,687,941	-\$502,734	\$2,185,207	-81%
Timing variance of the budgets with Road to recovery projects, Regional road group projects and LRCl projects.				
<b>Purchase Plant and Equipment</b>	-\$1,086,250	-\$698,669	\$387,581	-36%
Plant purchases reviewed at mid budget review and will fall in place in coming months.				
<b>Purchase Furniture and Equipment</b>	-\$152,785	-\$124,044	\$28,741	-19%
Altus payroll and records timing issue with the invoices.				
<b>Repayment of Debt - Loan Principal</b>	-\$251,899	-\$252,432	-\$533	0%
Within Variance threshold and timing issues which will fall in place in coming months.				
<b>Transfer to Reserves</b>	-\$408,000	-\$411,453	-\$3,453	1%
Trails Project transferred to Recreation Reserve.				
	<b>-\$5,232,875</b>	<b>-\$2,200,823</b>	<b>\$3,032,052</b>	<b>-58%</b>
<b>LESS FUNDING FROM</b>				
<b>Reserves</b>	0.00	0.00	\$0	0%
Within Variance threshold				
<b>Loans Raised</b>	0.00	0.00	\$0	0%
Within Variance threshold				
<b>Proceeds from Asset Sale</b>	0.00	203627.27	\$203,627	0%
Within Variance threshold				
<b>Opening Funds</b>	\$2,433,474	\$2,714,094	\$280,620	12%
Opening Funding balance finalised				
	<b>\$2,433,474</b>	<b>\$2,917,722</b>	<b>\$484,248</b>	<b>20%</b>



**YORK RECREATION AND CONVENTION CENTRE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30 JUNE 2022**

	2021/22 ADOPTED BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 30/06/2022	% OF TOTAL BUDGET	MOVEMENT JUL-JUN	2021/22 YTD ACTUAL 30/05/2022
<b>REVENUES</b>						
FORREST OVAL LIGHTS INCOME	0	730	730	0%	0	730
YRCC INCOME - HIRE	0	1,380	1,376	0%	0	1,376
YRCC INCOME - GYM	0	7,650	7,823	0%	182	7,641
YRCC INCOME - CONFERENCES	8,000	14,300	14,168	177%	0	14,168
YRCC INCOME - BAR	35,000	90,000	89,829	257%	0	89,829
YRCC INCOME - CAFE/RESTAURANT	38,000	70,000	69,918	184%	0	69,918
YRCC INCOME - CANTEEN	5,000	10,000	9,996	200%	0	9,996
YRCC INCOME - GREEN FEES - BOWLS	0	0	74	0%	0	74
YRCC INCOME - GREEN FEES - TENNIS	0	0	487	0%	0	487
	<b>86,000</b>	<b>194,060</b>	<b>194,401</b>	<b>226%</b>	<b>182</b>	<b>194,219</b>
<b>COST OF SALES</b>						
YRCC EXPENDITURE - GYM	(5,000)	(26,000)	(8,504)	170%	0	(8,504)
YRCC EXPENDITURE - CONFERENCES	(7,898)	(26,898)	(19,996)	253%	0	(19,996)
YRCC EXPENDITURE - BAR	(35,415)	(57,415)	(56,153)	159%	0	(56,153)
YRCC EXPENDITURE - CAFE/RESTAURANT	(38,704)	(108,704)	(108,057)	279%	0	(108,057)
YRCC EXPENDITURE - CANTEEN	(5,000)	(15,000)	(14,118)	282%	0	(14,118)
YRCC EXPENDITURE - BOWLS	(9,880)	(9,880)	(7,844)	79%	0	(7,844)
YRCC EXPENDITURE - TENNIS	(9,880)	(9,880)	(7,124)	72%	(870)	(6,254)
	<b>(111,777)</b>	<b>(253,777)</b>	<b>(221,796)</b>	<b>198%</b>	<b>(870)</b>	<b>(220,927)</b>
<b>GROSS PROFIT</b>	<b>11,832</b>	<b>11,832</b>	<b>416,197</b>	<b>3517%</b>	<b>1,051</b>	<b>415,146</b>
<b>CENTRE COSTS</b>						
FORREST OVAL CONVENTION CENTRE	(64,900)	(52,483)	(51,578)	79%	(528)	(51,050)
YRCC MARKETING & PROMOTIONS	(1,500)	(3,480)	(3,480)	232%	0	(3,480)
RECREATION - SALARIES	(183,490)	(118,490)	(113,273)	62%	0	(113,273)
RECREATION - SUPERANNUATION	(26,606)	(14,606)	(14,246)	54%	(341)	(13,905)
YRCC OPERATIONAL & MARKETING PLAN	(321,000)	(271,000)	(239,882)	75%	(27,221)	(212,662)
	<b>(597,496)</b>	<b>(460,059)</b>	<b>(422,459)</b>	<b>71%</b>	<b>(28,089)</b>	<b>(394,370)</b>
<b>PROFIT/(LOSS)</b>	<b>(585,664)</b>	<b>(448,227)</b>	<b>(6,262)</b>	<b>1%</b>	<b>29,140</b>	<b>20,776</b>

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EFT27922	03/06/2022 BUSH CONTRACTING	FLOAT MULTI TYRE ROLLER 26/5/22 FROM THE CORNER OF MERCER AND TALBOT RD TO TOP BEVERLEY RD RTR PROJECT	1		792.00
INV 6354	26/05/2022 BUSH CONTRACTING	FLOAT MULTI TYRE ROLLER 26/5/22 FROM THE CORNER OF MERCER AND TALBOT RD TO TOP BEVERLEY RD RTR PROJECT	1	792.00	
EFT27923	03/06/2022 FUEL DISTRIBUTORS	SUPPLY AND DELIVER 4800L OF DISTILLATE FOR THE DEPOT	1		9,884.70
INV 38103349	02/06/2022 FUEL DISTRIBUTORS	SUPPLY AND DELIVER 4800L OF DISTILLATE FOR THE DEPOT	1	9,884.70	
EFT27924	03/06/2022 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	(2) DAY REPORT WRITING FOR LOCAL GOVERNMENT WORKSHOP 16/5/22 - JACK NUNN	1		860.00
INV 32456	14/04/2022 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	(2) DAY REPORT WRITING FOR LOCAL GOVERNMENT WORKSHOP 16/5/22 - JACK NUNN	1	860.00	
EFT27925	03/06/2022 MCLEODS BARRISTERS AND SOLICITORS	SHIRE LEGAL ADVICE - MATTER 47276	1		6,047.85
INV 123406	09/03/2022 MCLEODS BARRISTERS AND SOLICITORS	SHIRE LEGAL ADVICE - MATTER 47276	1	6,047.85	
EFT27926	03/06/2022 RURAL RANGER SERVICES	CONTRACT RANGER SERVICES 1/4/22-12/4/22	1		2,120.80
INV 2220	15/04/2022 RURAL RANGER SERVICES	CONTRACT RANGER SERVICES 1/4/22-12/4/22	1	2,120.80	
EFT27927	03/06/2022 SHIRE OF NORTHAM	TIPPING FEES - APRIL 2022	1		10,850.02
INV 26746	18/05/2022 SHIRE OF NORTHAM	TIPPING FEES - APRIL 2022	1	10,850.02	
EFT27928	03/06/2022 STEPHEN AGETT	REIMBURSEMENT FOR RELOCATION EXPENSES - WORKS MAINTENANCE SUPERVISOR STEPHEN AGETT	1		4,000.00
INV	01/06/2022 STEPHEN AGETT	REIMBURSEMENT FOR RELOCATION EXPENSES - WORKS MAINTENANCE SUPERVISOR STEPHEN AGETT	1	4,000.00	
EFT27929	03/06/2022 SYNERGY	ELECTRICITY CHARGES	1		1,550.65
INV 333626240	22/04/2022 SYNERGY	ELECTRICITY CHARGES 22/2/22-22/4/22 - 17FORBES ST (CEO)	1	133.41	
INV 749237470	22/04/2022 SYNERGY	ELECTRICITY CHARGES 22/2/22-22/4/22 - MT BAKEWELL REPEATER STATION	1	142.32	
INV 335462800	11/05/2022 SYNERGY	ELECTRICITY CHARGES 13/4/22-11/5/22 - ADMIN, TOWN HALL, YVC	1	1,001.89	
INV 108761310	23/05/2022 SYNERGY	ELECTRICITY CHARGES 26/4/22-23/5/22 - SWIMMING POOL	1	273.03	

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EFT27930	03/06/2022 TOLL IPEC PTY LTD	FREIGHT	1		783.40
INV	20/02/2022 TOLL IPEC PTY LTD	FREIGHT - 16/2/22	1	12.25	
INV	27/03/2022 TOLL IPEC PTY LTD	FREIGHT - 23/3/22	1	194.81	
INV	17/04/2022 TOLL IPEC PTY LTD	FREIGHT - 5/4/22-13/4/22	1	290.99	
INV	08/05/2022 TOLL IPEC PTY LTD	FREIGHT - 26/4/22 & 3/5/22	1	32.82	
INV	15/05/2022 TOLL IPEC PTY LTD	FREIGHT - 5/5/22	1	11.01	
INV	29/05/2022 TOLL IPEC PTY LTD	FREIGHT - 29/5/22	1	241.52	
EFT27931	03/06/2022 TOTALLY WORK WEAR	RESTOCK FEE FOR RETURN OF STAFF UNIFORMS	1		20.00
INV	28/05/2022 TOTALLY WORK WEAR	RESTOCK FEE FOR RETURN OF STAFF UNIFORMS	1	20.00	
EFT27932	03/06/2022 WORK CLOBBER	WORK UNIFORM / PPE / BOOTS - MAINTENANCE OFFICER	1		745.60
INV MD560217	29/03/2022 WORK CLOBBER	WORK UNIFORM / PPE / BOOTS - MAINTENANCE OFFICER	1	745.60	
EFT27933	14/06/2022 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR MAY 2022	2		2,463.08
INV T6	13/06/2022 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR MAY 2022	2	2,463.08	
EFT27934	14/06/2022 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MAY 2022	2		163.50
INV T9	13/06/2022 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MAY 2022	2	163.50	
EFT27935	14/06/2022 SHIRE OF YORK	BSL & CTF COLLECTION - AGENCY FEE FOR MAY 2022	2		131.50
INV T6	13/06/2022 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR MAY 2022	2	115.00	
INV T9	13/06/2022 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR MAY 2022	2	16.50	
EFT27936	14/06/2022 STALLION HOMES	REFUND KERB BOND - LOT 116 (80) RED SWAMP PL, YORK, PD ON 01/02/021, REC #248326	2		500.00
INV T4	13/06/2022 STALLION HOMES	REFUND KERB BOND - LOT 116 (80) RED SWAMP PL, YORK, PD ON 01/02/021, REC #248326	2	500.00	
EFT27937	16/06/2022 AFGRI EQUIPMENT AUSTRALIA PTY LTD	SUPPLY AND DELIVER SENSOR - Y600	1		170.60
INV 2587920	19/05/2022 AFGRI EQUIPMENT AUSTRALIA PTY LTD	SUPPLY AND DELIVER SENSOR - Y600	1	170.60	
EFT27938	16/06/2022 ARTEIL WA PTY LTD	YORK VISITOR CENTRE OFFICE CHAIRS NO ARMS CHELSEA FABRIC X 3	1		732.60
INV 00081931	06/04/2022 ARTEIL WA PTY LTD	YORK VISITOR CENTRE OFFICE CHAIRS NO ARMS CHELSEA FABRIC X 3	1	732.60	

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EFT27939	16/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES	1		259.00
INV 11	02/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 11	02/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 11	02/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 11	02/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 11	02/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 12	16/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 12	16/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 12	16/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 12	16/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 12	16/06/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
EFT27940	16/06/2022 AVON VALLEY TYRE SERVICE	REPAIR GRADER TYRE PUNCTURE	1		121.00
INV	26/05/2022 AVON VALLEY TYRE SERVICE	REPAIR GRADER TYRE PUNCTURE	1	121.00	
EFT27941	16/06/2022 AVON WASTE	RUBBISH/RECYCLING COLLECTION - 20/5/2022	1		20,563.55
INV 00050142	20/05/2022 AVON WASTE	RUBBISH/RECYCLING COLLECTION - 20/5/2022	1	20,563.55	
EFT27942	16/06/2022 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC MANAGEMENT FEES - JUNE 2022	1		29,942.64
INV B034272	04/06/2022 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC MANAGEMENT FEES - JUNE 2022	1	29,942.64	
EFT27943	16/06/2022 BELLISSIMO YORK	CATERING FOR MAIN ROADS WA TRAINING 3 JUNE 2022	1		125.00
INV 00000080	11/06/2022 BELLISSIMO YORK	CATERING FOR MAIN ROADS WA TRAINING 3 JUNE 2022	1	125.00	
EFT27944	16/06/2022 BEYOND SKATE	YORKIDS 2022 FACILITATION FEE - 4-5 JUNE - SKATEBOARDING WORKSHOPS & DEMONSTRATIONS - INCLUDING EQUIPMENT, COMPETITION GIVEAWAYS, FACILITATORS AND TRAVEL	1		3,300.00
INV 0069	05/06/2022 BEYOND SKATE	YORKIDS 2022 FACILITATION FEE - 4-5 JUNE - SKATEBOARDING WORKSHOPS & DEMONSTRATIONS - INCLUDING EQUIPMENT, COMPETITION GIVEAWAYS, FACILITATORS AND TRAVEL	1	3,300.00	
EFT27945	16/06/2022 CAMEL WEST	YORKIDS 2022 FACILITATOR ENGAGEMENT FEE - 4-5 JUNE 2022 CAMEL RIDES - INCLUDES 3 CAMELS, EQUIPMENT, OPERATORS AND MOUNTING INFRASTRUCTURE	1		3,500.00



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INV CW17	29/05/2022 CAMEL WEST	YORKIDS 2022 FACILITATOR ENGAGEMENT FEE - 4-5 JUNE 2022 CAMEL RIDES - INCLUDES 3 CAMELS, EQUIPMENT, OPERATORS AND MOUNTING INFRASTRUCTURE	1	3,500.00	
EFT27946	16/06/2022 CONTAINIT PTY LTD T/AS CONTAINIT SOLUTIONS	SUPPLY AND DELIVER X1 CSC100 -100LITRE FLAMMABLE DANGEROUS GOODS STORAGE CABINET AS PER QUOTE 51727-2	1		1,889.80
INV 20049	10/06/2022 CONTAINIT PTY LTD T/AS CONTAINIT SOLUTIONS	SUPPLY AND DELIVER X1 CSC100 -100LITRE FLAMMABLE DANGEROUS GOODS STORAGE CABINET AS PER QUOTE 51727-2	1	1,889.80	
EFT27947	16/06/2022 DARRYS PLUMBING AND GAS	REPLACE BROKEN CISTERN (DUE TO VANDALISM) - YORK CEMETERY	1		528.00
INV 8793	19/05/2022 DARRYS PLUMBING AND GAS	REPLACE BROKEN CISTERN (DUE TO VANDALISM) - YORK CEMETERY	1	528.00	
EFT27948	16/06/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT	1		608.06
INV 11	02/06/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		304.03	
INV 12	16/06/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		304.03	
EFT27949	16/06/2022 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANCY SERVICES - MAY 2022	1		1,080.17
INV URP-4196	04/06/2022 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANCY SERVICES - MAY 2022	1	1,080.17	
EFT27950	16/06/2022 FINISHING WA	BINDING OF COUNCIL MINUTES - JULY 2020 TO FEBRUARY 2022 INCLUDING POSTAGE	1		1,973.95
INV 16280	11/05/2022 FINISHING WA	BINDING OF COUNCIL MINUTES - JULY 2020 TO FEBRUARY 2022 INCLUDING POSTAGE	1	1,973.95	
EFT27951	16/06/2022 FIONA GAVINO	YORKIDS 2022 FACILITATOR FEE 4-5 JUNE 2022 CUBBY BUILDING AT AVON PARK - INCLUDES MATERIALS, INSTALL AND TRAVEL	1		1,158.98
INV 0113	01/06/2022 FIONA GAVINO	YORKIDS 2022 FACILITATOR FEE 4-5 JUNE 2022 CUBBY BUILDING AT AVON PARK - INCLUDES MATERIALS, INSTALL AND TRAVEL	1	1,158.98	
EFT27952	16/06/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - MANAGED PROACTIVE PC & SERVER SERVICES MAY 2022	1		5,174.40
INV 12524	30/05/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - MANAGED PROACTIVE PC & SERVER SERVICES MAY 2022	1	397.10	
INV	01/06/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - MANAGED PROACTIVE PC & SERVER SERVICES MAY 2022	1	4,777.30	



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EFT27953	16/06/2022 FUEL DISTRIBUTORS	SUPPLY AND DELIVER X 1 208LTR DRUM OF AUTO OIL	1		1,015.56
INV	15/06/2022 FUEL DISTRIBUTORS	SUPPLY AND DELIVER X 1 208LTR DRUM OF AUTO OIL	1	1,015.56	
EFT27954	16/06/2022 GATHER YORK	YORKIDS 2022 4-5 JUNE 2022 ACTIVITY ENGAGEMENT (PACK YOUR OWN PICNIC) - SUBSIDISED 100 PICNIC PACKS CATERING FOR (10) PERFORMERS EACH DAY	1		1,496.00
INV 0163	06/06/2022 GATHER YORK	YORKIDS 2022 4-5 JUNE 2022 ACTIVITY ENGAGEMENT (PACK YOUR OWN PICNIC) - SUBSIDISED 100 PICNIC PACKS CATERING FOR (10) PERFORMERS EACH DAY	1	1,496.00	
EFT27955	16/06/2022 HAWKE VIEW KENNELS	IMPOUNDING OF DOGS - MAY 2022	1		525.00
INV 2930	17/05/2022 HAWKE VIEW KENNELS	IMPOUNDING OF DOGS - MAY 2022	1	225.00	
INV 2931	17/05/2022 HAWKE VIEW KENNELS	IMPOUNDING OF DOGS - MAY 2022	1	300.00	
EFT27956	16/06/2022 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER VARIOUS PPE ITEMS	1		1,083.46
INV 0687	22/03/2022 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER VARIOUS PPE ITEMS	1	1,083.46	
EFT27957	16/06/2022 INCREDIBLE CREATURES MOBILE FARM	YORKIDS 2022 FACILITATOR FEE 4-5 JUNE 2022	1		1,900.00
INV YORKIDS	05/06/2022 INCREDIBLE CREATURES MOBILE FARM	YORKIDS 2022 FACILITATOR FEE 4-5 JUNE 2022	1	1,900.00	
EFT27958	16/06/2022 KEITH WILLIAM MOORFIELD	JOHN DEERE LOADER -Y600 BUCKET REPAIR	1		121.00
INV 00004980	31/05/2022 KEITH WILLIAM MOORFIELD	JOHN DEERE LOADER -Y600 BUCKET REPAIR	1	121.00	
EFT27959	16/06/2022 KITE KINETICS	YORKIDS 2022 FACILITATOR FEE - KITE DISPLAYS 4-5 JUNE 2022 INCLUDES, DISPLAYS, TRAVEL PERTH	1		1,460.00
INV 85	06/06/2022 KITE KINETICS	YORKIDS 2022 FACILITATOR FEE - KITE DISPLAYS 4-5 JUNE 2022 INCLUDES, DISPLAYS, TRAVEL PERTH	1	1,460.00	
EFT27960	16/06/2022 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		2,252.25
INV 00068053	28/04/2022 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	572.11	
INV 00068750	11/05/2022 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,394.14	
INV 00068804	12/05/2022 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	286.00	
EFT27961	16/06/2022 LADYBIRD ENTERTAINMENT	YORKIDS 2022 FACILITATOR FEES FOR ACTIVITIES - 4-5 JUNE FACEPAINTERS & ROVING FAIRY	1		3,805.12

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INV 0977	25/05/2022 LADYBIRD ENTERTAINMENT	YORKIDS 2022 FACILITATOR FEES FOR ACTIVITIES - 4-5 JUNE FACEPAINTERS & ROVING FAIRY	1	3,805.12	
EFT27962	16/06/2022 LAWN DOCTOR	SUPPLY OF IRONMAN PRODUCTS FOR VARIOUS SHIRE PARKS AND OVALS	1		2,669.04
INV 00721014	14/06/2022 LAWN DOCTOR	SUPPLY OF IRONMAN PRODUCTS FOR VARIOUS SHIRE PARKS AND OVALS	1	2,669.04	
EFT27963	16/06/2022 LINDSAY SLATER	CONSULTANCY FOR SEVERAL ROADS IN SHIRE OF YORK - 8 HOURS AND TRAVEL FOR TWO DAYS	1		660.00
INV 60	02/06/2022 LINDSAY SLATER	CONSULTANCY FOR SEVERAL ROADS IN SHIRE OF YORK - 8 HOURS AND TRAVEL FOR TWO DAYS	1	660.00	
EFT27964	16/06/2022 LIVE MUSIC EVENTS	ASSISTANCE WITH SOUND SYSTEM - MAY 2022 ORDINARY COUNCIL MEETING	1		82.50
INV 2642	25/05/2022 LIVE MUSIC EVENTS	ASSISTANCE WITH SOUND SYSTEM - MAY 2022 ORDINARY COUNCIL MEETING	1	82.50	
EFT27965	16/06/2022 MAL AUTOMOTIVES	VEHICLE SERVICING & REPAIRS	1		977.00
INV 28035	23/05/2022 MAL AUTOMOTIVES	2014 TOYOTA HILUX WORKMATE GRADER UTE - Y482 REPAIRS TO STARTER MOTOR	1	420.35	
INV 28089	09/06/2022 MAL AUTOMOTIVES	2018 FORD RANGER Y-96 - SERVICE	1	556.65	
EFT27966	16/06/2022 MARION BATEMAN	ACCESS, INCLUSION & DIVERSITY FEE - START UP ATTENDANCE MEETING 16/5/22 AND 2 X ENGAGEMENT WORKSHOPS 26/5/22 & 27/5/22, INCLUDING DRAFT SURVEY AND INDEMNITY INSURANCE	1		1,544.00
INV SHIRE YORK	09/06/2022 MARION BATEMAN	ACCESS, INCLUSION & DIVERSITY FEE - START UP ATTENDANCE MEETING 16/5/22 AND 2 X ENGAGEMENT WORKSHOPS 26/5/22 & 27/5/22, INCLUDING DRAFT SURVEY AND INDEMNITY INSURANCE	1	1,544.00	
EFT27967	16/06/2022 MARION LE CRAYON	YORKIDS 2022 FACILITATOR FEES - 4-5 JUNE 2022 50% DEPOSIT TO BE PAID ON ENGAGEMENT	1		810.00
INV 326	19/05/2022 MARION LE CRAYON	YORKIDS 2022 FACILITATOR FEES - 4-5 JUNE 2022 50% DEPOSIT TO BE PAID ON ENGAGEMENT	1	810.00	
EFT27968	16/06/2022 NINE NETWORK PTY LTD	GETAWAY FILMING IN THE AVON VALLEY 9-10 APRIL 2022 IN CONJUNCTION WITH DESTINATION PERTH, SHIRE OF NORTHAM AND SHIRE OF TOODYAY	1		13,750.00
INV	14/06/2022 NINE NETWORK PTY LTD	GETAWAY FILMING IN THE AVON VALLEY 9-10 APRIL 2022 IN CONJUNCTION WITH DESTINATION PERTH, SHIRE OF NORTHAM AND SHIRE OF TOODYAY	1	13,750.00	
EFT27969	16/06/2022 NORTHAM CARPET COURT	SUPPLY & INSTALLATION OF CARPETS - 2 DINSDALE ST, YORK	1		4,616.00

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INV 147038	16/05/2022 NORTHAM CARPET COURT	SUPPLY & INSTALLATION OF CARPETS - 2 DINSDALE ST, YORK	1	4,616.00	
EFT27970	16/06/2022 OFFICEWORKS	SHREDDER FOR LIBRARY COUNTER	1		183.95
INV 600987772	26/05/2022 OFFICEWORKS	SHREDDER FOR LIBRARY COUNTER	1	183.95	
EFT27971	16/06/2022 OXTER SERVICES	YORK VISITOR CENTRE PACK OF 50 MILAN BROWN PAPER BAG PACKAGING WITH TWIST HANDLE	1		27.93
INV 25893	09/06/2022 OXTER SERVICES	YORK VISITOR CENTRE PACK OF 50 MILAN BROWN PAPER BAG PACKAGING WITH TWIST HANDLE	1	27.93	
EFT27972	16/06/2022 PAUL DARBY	REFUND BUILDING PLANS APPLICATION FEE REC 25667 120 HERBERT RD, YORK	1		128.00
INV REFUND	13/06/2022 PAUL DARBY	REFUND BUILDING PLANS APPLICATION FEE REC 25667 120 HERBERT RD, YORK	1	128.00	
EFT27973	16/06/2022 QUAIRADING EARTHMOVING CO	MOBILISE EXCAVATOR TO LUELF'S GRAVEL PIT SPEND 2 HOURS TESTING FOR GRAVEL AS PER QUOTE - TALBOT WEST RD RTR PROJECT	1		709.50
INV 00019072	31/05/2022 QUAIRADING EARTHMOVING CO	MOBILISE EXCAVATOR TO LUELF'S GRAVEL PIT SPEND 2 HOURS TESTING FOR GRAVEL AS PER QUOTE - TALBOT WEST RD RTR PROJECT	1	709.50	
EFT27974	16/06/2022 ROUS ELECTRICAL	CANDACE BATEMAN PARK TANKS REPAIR PUMPS	1		154.00
INV 00003306	01/06/2022 ROUS ELECTRICAL	CANDACE BATEMAN PARK TANKS REPAIR PUMPS	1	154.00	
EFT27975	16/06/2022 RPS AAP CONSULTING PTY LTD	COST BENEFIT ANALYSIS REPORT FOR BBRF ROUND 6 TRAILS APPLICATION	1		6,160.00
INV	21/02/2022 RPS AAP CONSULTING PTY LTD	COST BENEFIT ANALYSIS REPORT FOR BBRF ROUND 6 TRAILS APPLICATION	1	6,160.00	
EFT27976	16/06/2022 SAMBANISTAS INC	YORKIDS 2022 ROVING PERFORMANCE ENGAGEMENT 2X ROVING PERFORMANCES, 1X MOVING MUSIC WORKSHOP	1		650.00
INV 133_22	01/06/2022 SAMBANISTAS INC	YORKIDS 2022 ROVING PERFORMANCE ENGAGEMENT 2X ROVING PERFORMANCES, 1X MOVING MUSIC WORKSHOP	1	650.00	
EFT27977	16/06/2022 SANDRA MCKENDRICK	YORKIDS 2022 FACILITATOR FEE 4-5 JUNE 2022 CRAFTING WITH CANE - INCLUDES MATERIALS, INSTALL, TRAVEL	1		679.68
INV 1	30/05/2022 SANDRA MCKENDRICK	YORKIDS 2022 FACILITATOR FEE 4-5 JUNE 2022 CRAFTING WITH CANE - INCLUDES MATERIALS, INSTALL, TRAVEL	1	679.68	
EFT27978	16/06/2022 SCREAIGHS	COLLECT AND REPAIR SKIDSTEER LOADER BUCKET AS PER QUOTE - 1GJZ237	1		880.00
INV 00311596	02/06/2022 SCREAIGHS	COLLECT AND REPAIR SKIDSTEER LOADER BUCKET AS PER QUOTE - 1GJZ237	1	880.00	

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EFT27979	16/06/2022 SEEK LIMITED	SEEK ADVERTISEMENTS	1		962.50
INV 98432912	12/04/2022 SEEK LIMITED	SEEK ADVERTISEMENT 12/4/22 - FINANCE MANAGER	1	346.50	
INV 502312998	03/06/2022 SEEK LIMITED	SEEK ADVERTISEMENT 3/6/22 - DEVELOPMENT SERVICES & EXECUTIVE SUPPORT INFA, DEV & SAFETY OFFICERS	1	616.00	
EFT27980	16/06/2022 SHARLA SIMUNOV	REIMBURSEMENT 21/22 STAFF UNIFORM ALLOWANCE - SHARLA SIMUNOV	1		305.94
INV	19/05/2022 SHARLA SIMUNOV	REIMBURSEMENT 21/22 STAFF UNIFORM ALLOWANCE - SHARLA SIMUNOV	1	305.94	
EFT27981	16/06/2022 ST JOHN AMBULANCE ASSOCIATION - YORK	21/22 COMMUNITY FUNDING SPONSORSHIP COUNCIL RESOLUTION 271121 - ST JOHN AMBULANCE YORK	1		11,000.00
INV	16/06/2022 ST JOHN AMBULANCE ASSOCIATION - YORK	21/22 COMMUNITY FUNDING SPONSORSHIP COUNCIL RESOLUTION 271121 - ST JOHN AMBULANCE YORK	1	11,000.00	
EFT27982	16/06/2022 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (NORTHAM)	REPLACEMENT OF YORK TOWN HALL DEFIBRILLATOR PADS	1		121.00
INV	07/06/2022 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (NORTHAM)	REPLACEMENT OF YORK TOWN HALL DEFIBRILLATOR PADS	1	121.00	
EFT27983	16/06/2022 SUNNY SIGNS COMPANY PTY LTD	SUPPLY AND HAVE DELIVERED SIGNS - DRIVE SLOWLY, THANK YOU, END ROADWORK, SPEEDLIMIT	1		354.20
INV 479245	01/06/2022 SUNNY SIGNS COMPANY PTY LTD	SUPPLY AND HAVE DELIVERED SIGNS - DRIVE SLOWLY, THANK YOU, END ROADWORK, SPEEDLIMIT	1	354.20	
EFT27984	16/06/2022 TARA-LEE WILLIAM	TMP FOR THE WORKS ON TALBOT WEST RD AS PER QUOTE WITH FULL SCOPE OF WORKS SUPPLIED	1		800.00
INV AWTM 485	01/06/2022 TARA-LEE WILLIAM	TMP FOR THE WORKS ON TALBOT WEST RD AS PER QUOTE WITH FULL SCOPE OF WORKS SUPPLIED	1	800.00	
EFT27985	16/06/2022 THE FUNK FACTORY	YORKIDS 2022 ROVING MUSICAL PERFORMANCE- ROVING PERFORMANCES IN CBD, RECYCLED INSTRUMENT WORKSHOP	1		2,640.00
INV 0852	01/06/2022 THE FUNK FACTORY	YORKIDS 2022 ROVING MUSICAL PERFORMANCE- ROVING PERFORMANCES IN CBD, RECYCLED INSTRUMENT WORKSHOP	1	2,640.00	
EFT27986	16/06/2022 TOLL IPEC PTY LTD	FREIGHT	1		124.94
INV	22/05/2022 TOLL IPEC PTY LTD	FREIGHT - 16/5/22	1	86.70	
INV	12/06/2022 TOLL IPEC PTY LTD	FREIGHT - 2-8/6/22	1	38.24	

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EFT27987	16/06/2022 TOURISM COUNCIL WESTERN AUSTRALIA	2022 PERTH AIRPORT WA TOURISM CONFERENCE - EARLY MEMBER REGISTRATION-WA TOURISM CONFERENCE X 2 STAFF	1		990.00
INV I-00005686	11/05/2022 TOURISM COUNCIL WESTERN AUSTRALIA	2022 PERTH AIRPORT WA TOURISM CONFERENCE - EARLY MEMBER REGISTRATION-WA TOURISM CONFERENCE X 2 STAFF	1	990.00	
EFT27988	16/06/2022 VALERIE WYATT	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE	1		64.00
INV	07/06/2022 VALERIE WYATT	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE	1	64.00	
EFT27989	16/06/2022 WA BRICK SOCIETY INC	YORKIDS 2022 FACILITATION FEE 4-5 JUNE 2022 INTERACTIVE LEGO DISPLAYS AND WORKSHOP ENGAGEMENT INCLUDES TRAVEL. MATERIALS AND 2 X FACILITATORS	1		2,200.00
INV 020622	02/06/2022 WA BRICK SOCIETY INC	YORKIDS 2022 FACILITATION FEE 4-5 JUNE 2022 INTERACTIVE LEGO DISPLAYS AND WORKSHOP ENGAGEMENT INCLUDES TRAVEL. MATERIALS AND 2 X FACILITATORS	1	2,200.00	
EFT27990	16/06/2022 WATTLE & DAUB FLORISTRY	WREATH FOR ANZAC DAY SERVICE - 25 APRIL 2022	1		135.00
INV SHIRE YORK	28/04/2022 WATTLE & DAUB FLORISTRY	WREATH FOR ANZAC DAY SERVICE - 25 APRIL 2022	1	135.00	
EFT27991	16/06/2022 WESTWIDE WINDSCREENS	REPAIR WINDSCREEN CHIP - MAINTENANCE OFFICER VEHICLE	1		150.00
INV 2822	26/04/2022 WESTWIDE WINDSCREENS	REPAIR WINDSCREEN CHIP - MAINTENANCE OFFICER VEHICLE	1	150.00	
EFT27992	16/06/2022 WHEATBELT BUSINESS NETWORK	MEMBERSHIP TO WHEATBELT BUSINESS NETWORK 2022/23	1		360.00
INV 2579	24/05/2022 WHEATBELT BUSINESS NETWORK	MEMBERSHIP TO WHEATBELT BUSINESS NETWORK 2022/23	1	360.00	
EFT27993	16/06/2022 YORK COMMUNITY RESOURCE CENTRE INC	RECONCILIATION BREAKFAST - 27 MAY 2022 HIRE OF FUNCTION ROOM AND CATERING	1		405.00
INV 00006165	27/05/2022 YORK COMMUNITY RESOURCE CENTRE INC	RECONCILIATION BREAKFAST - 27 MAY 2022 HIRE OF FUNCTION ROOM AND CATERING	1	405.00	
EFT27994	24/06/2022 AFGRI EQUIPMENT AUSTRALIA PTY LTD	JOHN DEERE 620GO MOTOR GRADER 2021INCLUDING TRADE-IN OF ASSET 11920 2012 VOLVO G930 GRADER (Y130)	1		382,250.00
INV 2595293	09/06/2022 AFGRI EQUIPMENT AUSTRALIA PTY LTD	JOHN DEERE 620GO MOTOR GRADER 2021INCLUDING TRADE-IN OF ASSET 11920 2012 VOLVO G930 GRADER (Y130)	1	382,250.00	
EFT27995	24/06/2022 ARROW BRONZE	NICHE WALL PLAQUES, VASES	1		255.48
INV 722802	22/04/2022 ARROW BRONZE	NICHE WALL PLAQUES, VASES	1	255.48	
EFT27996	24/06/2022 ASB MARKETING	21/22 STAFF UNIFORMS INCLUDING FREIGHT	1		840.29

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INV 238448	15/06/2022 ASB MARKETING	21/22 STAFF UNIFORMS INCLUDING FREIGHT	1	840.29	
EFT27997	24/06/2022 BLUE FORCE PTY LTD	ALARM MONITORING 21/22 (1/6/2022 - 30/6/2022) - YVC	1		20.20
INV 149531	01/06/2022 BLUE FORCE PTY LTD	ALARM MONITORING 21/22 (1/6/2022 - 30/6/2022) - YVC	1	20.20	
EFT27998	24/06/2022 BRIAN DARCY DAVIS	RATES REFUND A3370 68 PENNY ST KAURING WA 6302	1		739.00
INV A3370	21/06/2022 BRIAN DARCY DAVIS	RATES REFUND A3370 68 PENNY ST KAURING WA 6302		739.00	
EFT27999	24/06/2022 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT 21/22 - EXPERIENCE YORK JUNE 2022	1		990.00
INV 0168	13/06/2022 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT 21/22 - EXPERIENCE YORK JUNE 2022	1	990.00	
EFT28000	24/06/2022 COUNTRY COPIERS NORTHAM	SERVICE COST - PHOTOCOPIER (MAY 2022) - YVC	1		458.57
INV S09862	27/05/2022 COUNTRY COPIERS NORTHAM	SERVICE COST - PHOTOCOPIER (MAY 2022) - YVC	1	458.57	
EFT28001	24/06/2022 CS LEGAL	DEBT RECOVERY SERVICES - AGED OF DEBT GREATER THAN TWO YEARS - LGA SALE A4470	1		290.00
INV 031071	31/05/2022 CS LEGAL	DEBT RECOVERY SERVICES - AGED OF DEBT GREATER THAN TWO YEARS - LGA SALE A4470	1	290.00	
EFT28002	24/06/2022 DARRYS PLUMBING AND GAS	EXCAVATE GRAVE - CATHOLIC B 275	1		284.63
INV 8829	09/06/2022 DARRYS PLUMBING AND GAS	EXCAVATE GRAVE - CATHOLIC B 275	1	284.63	
EFT28003	24/06/2022 ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC	SUBSCRIPTION - I'M ALERT FOOD SAFETY PROGRAM JULY 2022 - JUNE 2023	1		330.00
INV 4367	08/06/2022 ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INC	SUBSCRIPTION - I'M ALERT FOOD SAFETY PROGRAM JULY 2022 - JUNE 2023	1	330.00	
EFT28004	24/06/2022 FAVERSHAM HOUSE	PROVISION OF VENUE (CONFERENCE ROOM) AND CATERING FOR COUNCIL STRATEGIC DAY 30 APRIL 2022	1		915.00
INV 00005086	13/06/2022 FAVERSHAM HOUSE	PROVISION OF VENUE (CONFERENCE ROOM) AND CATERING FOR COUNCIL STRATEGIC DAY 30 APRIL 2022	1	915.00	
EFT28005	24/06/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT	1		4,461.17
INV 9626G	09/06/2022 FOCUS NETWORKS	MICROSOFT E3 LICENSING X 4 - LG BEST PRACTICES FINANCIAL MANAGEMNENT SUPPORT STAFF MAY 22	1	123.90	

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INV 9638G	09/06/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - HOSTED AND RECOVERY SERVICES - STAFF SETUP B ROUSE	1	22.70	
INV	09/06/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - HOSTED AND RECOVERY SERVICES (JUNE 2022)	1	4,283.59	
INV 9663G	14/06/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - HOSTED AND RECOVERY SERVICES - LICENSE ITVISION (MAY 2022)	1	30.98	
EFT28006	24/06/2022 INSPIRED DEVELOPMENT SOLUTIONS PTY LTD	FACILITATION OF COUNCIL INTRODUCTION TO CULTURE PRESENTATION - SATURDAY 30 APRIL 2022	1		1,824.24
INV 1682	13/06/2022 INSPIRED DEVELOPMENT SOLUTIONS PTY LTD	FACILITATION OF COUNCIL INTRODUCTION TO CULTURE PRESENTATION - SATURDAY 30 APRIL 2022	1	1,824.24	
EFT28007	24/06/2022 IT VISION	ALTUS PAYROLL IMPLEMENTATION TRAVEL COSTS (APRIL & MARCH 2022)	1		1,592.79
INV 36910	31/05/2022 IT VISION	ALTUS PAYROLL IMPLEMENTATION TRAVEL COSTS (MARCH 2022)	1	346.24	
INV 36909	31/05/2022 IT VISION	ALTUS PAYROLL IMPLEMENTATION TRAVEL COSTS (APRIL 2022)	1	1,246.55	
EFT28008	24/06/2022 LANDGATE	REVALUATIONS 2021/2022	1		456.40
INV 372725	22/02/2022 LANDGATE	RURAL UV INTERIM SCHEDULE R2022/1 & R2022/2	1	130.41	
INV 375430	02/06/2022 LANDGATE	COUNTRY URBAN UV REVAL 2021/2022	1	325.99	
EFT28009	24/06/2022 LEANNE PATRICIA LEE	REIMBURSEMENT FOR ACCOMMODATION EXPENSES TO ATTEND WA TOURISM CONFERENCE 21-22/6/22	1		370.00
INV	16/06/2022 LEANNE PATRICIA LEE	REIMBURSEMENT FOR ACCOMMODATION EXPENSES TO ATTEND WA TOURISM CONFERENCE 21-22/6/22	1	370.00	
EFT28010	24/06/2022 LYNDLE STOKES DESIGN	GRAPHIC DESIGN & PRINTING OF BROCHURE FOR ALGA CONFERENCE	1		1,122.00
INV SOY6101P	14/06/2022 LYNDLE STOKES DESIGN	PRINTING OF BROCHURE FOR ALGA CONFERENCE	1	264.00	
INV SY6102	14/06/2022 LYNDLE STOKES DESIGN	GRAPHIC DESIGN OF BROCHURE FOR ALGA CONFERENCE	1	858.00	
EFT28011	24/06/2022 MAL AUTOMOTIVES	MAZDA 3 - 1HIF924 SERVICE 20,000KM	1		299.45
INV 28074	02/06/2022 MAL AUTOMOTIVES	MAZDA 3 - 1HIF924 SERVICE 20,000KM	1	299.45	
EFT28012	24/06/2022 MARION LE CRAYON	YORKIDS 2022 FACILITATOR FEES - 4-5 JUNE 2022 -50% FINAL PAYMENT	1		810.00
INV 326	01/06/2022 MARION LE CRAYON	YORKIDS 2022 FACILITATOR FEES - 4-5 JUNE 2022 -50% FINAL PAYMENT	1	810.00	
EFT28013	24/06/2022 MARKETFORCE PTY LTD	ADVERTISEMENT 5/3/22 - WEST AUSTRALIAN - ROAD MAINTENANCE SUPERVISOR	1		1,389.73

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INV 43169	24/03/2022 MARKETFORCE PTY LTD	ADVERTISEMENT 5/3/22 - WEST AUSTRALIAN - ROAD MAINTENANCE SUPERVISOR	1	1,389.73	
EFT28014	24/06/2022 MINUTEMAN PRESS MIDLAND	SUPPLY 1750 X BUSINESS CARDS	1		490.60
INV 21507	09/06/2022 MINUTEMAN PRESS MIDLAND	SUPPLY 1750 X BUSINESS CARDS	1	490.60	
EFT28015	24/06/2022 NATIONAL ASSOCIATION FOR THE VISUAL ARTS	NAVA ORGANISATION ANNUAL MEMBERSHIP 22/23	1		345.00
INV 248887	31/05/2022 NATIONAL ASSOCIATION FOR THE VISUAL ARTS	NAVA ORGANISATION ANNUAL MEMBERSHIP 22/23	1	345.00	
EFT28016	24/06/2022 OFFICE OF THE AUDITOR GENERAL	AUDIT FEES - LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROJECTS - YEAR ENDED 30/06/2021	1		4,400.00
INV 0073	04/03/2022 OFFICE OF THE AUDITOR GENERAL	AUDIT FEES - LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROJECTS - YEAR ENDED 30/06/2021	1	2,200.00	
INV 0074	04/03/2022 OFFICE OF THE AUDITOR GENERAL	AUDIT FEES - ROADS TO RECOVERY FUNDING - FOR YEAR ENDED 30/06/2021	1	2,200.00	
EFT28017	24/06/2022 PERTH BUBBLE SOCCER	2 DAY (11-4PM) FACILITATION FEES FOR BUBBLE SOCCER - YORKIDS 2022 ACTIVATIONS BALANCE PAYMENT	1		1,250.00
INV 409	16/06/2022 PERTH BUBBLE SOCCER	2 DAY (11-4PM) FACILITATION FEES FOR BUBBLE SOCCER - YORKIDS 2022 ACTIVATIONS BALANCE PAYMENT	1	1,250.00	
EFT28018	24/06/2022 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - MAY 2022	1		1,814.77
INV	24/05/2022 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - MAY 2022	1	1,814.77	
EFT28019	24/06/2022 SAFE AVON VALLEY	IMPOUNDING OF CATS ON BEHALF OF SHIRE OF YORK 1/2/2022 - 30/4/2022	1		900.00
INV YORK2202	01/06/2022 SAFE AVON VALLEY	IMPOUNDING OF CATS ON BEHALF OF SHIRE OF YORK 1/2/2022 - 30/4/2022	1	900.00	
EFT28020	24/06/2022 SMITHS SHELL SERVICE	DEPOT MAINTENANCE - FUSES PLASTIC	1		16.00
INV 234	01/04/2022 SMITHS SHELL SERVICE	DEPOT MAINTENANCE - FUSES PLASTIC	1	16.00	
EFT28021	24/06/2022 STATE LIBRARY OF WESTERN AUSTRALIA	BI-ANNUAL FREIGHT RECOUP FOR INTERLIBRARY LOANS JAN - JUNE 2022	1		497.54
INV RI031669	08/04/2022 STATE LIBRARY OF WESTERN AUSTRALIA	BI-ANNUAL FREIGHT RECOUP FOR INTERLIBRARY LOANS JAN - JUNE 2022	1	497.54	
EFT28022	24/06/2022 SYLVIA HELEN CONLEY	RATES REFUND A5760 67 NEWCASTLE ST YORK 6302	1		790.45
INV A5760	17/06/2022 SYLVIA HELEN CONLEY	RATES REFUND A5760 67 NEWCASTLE ST YORK 6302		790.45	



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EFT28023	24/06/2022 SYNERGY	ELECTRICITY	1		10,335.39
INV 640233070	20/04/2022 SYNERGY	ELECTRICITY 21/2/22-20/4/22 - WAR MEMORIAL GARDENS	1	126.96	
INV 468663930	21/04/2022 SYNERGY	ELECTRICITY 17/2/22-21/4/22 - AVON PARK TOILETS	1	235.06	
INV 430153700	26/04/2022 SYNERGY	ELECTRICITY 1/3/22-26/4/22 - OLD CEMETERY	1	82.59	
INV 785488350	31/05/2022 SYNERGY	ELECTRICITY 2/5/22-31/5/22 - POWERWATCH LIGHTING	1	1,052.70	
INV 467568350	01/06/2022 SYNERGY	ELECTRICITY 21/2/22-20/4/22 - STREETLIGHTS	1	6,884.49	
INV 335462800	08/06/2022 SYNERGY	ELECTRICITY 11/5/22-8/6/22 - ADMIN, TOWN HALL, YVC	1	1,953.59	
EFT28024	24/06/2022 T-QUIP	PLANT SUPPLIES	1		110,781.70
INV 110778#6	30/05/2022 T-QUIP	HAKO 650 4X4 DIESEL RIDE ON SWEEPER -Q13-2122 TRADE ASSET 12052 HAKO POWERBOSS ARMADILLO RIDE ON SWEEPER	1	110,000.00	
INV 110976#7	08/06/2022 T-QUIP	SUPPLY AND DELIVER HINGE X 2 AND V BELT GATES 6845 X 4	1	226.70	
INV 111082#5	10/06/2022 T-QUIP	SUPPLY AND DELIVER SIDE BROOM (POLY) 600 - 468000, SIDE BROOM (POLY-WIRE) 600 - 468565G AS PER QUOTE	1	555.00	
EFT28025	24/06/2022 TOWN TEAM MOVEMENT	CBD ENGAGEMENT AND INCEPTION	1		16,346.00
INV 00000513	07/06/2022 TOWN TEAM MOVEMENT	CBD ENGAGEMENT AND INCEPTION	1	16,346.00	
EFT28026	24/06/2022 VANGUARD PRESS	PRINTING & SUPPLIES	1		4,126.10
INV 00032647	09/02/2022 VANGUARD PRESS	PREPRINTED LETTERHEAD - 10,000 SHEETS	1	874.50	
INV 00032782	25/02/2022 VANGUARD PRESS	WINDOW ENVELOPES 3000 BRANDED DLX	1	522.50	
INV 00032962	08/03/2022 VANGUARD PRESS	COMMUNITY COVID-19 INFORMATION & SUPPORT PACK INCL MAILING	1	2,558.60	
INV 33028	24/03/2022 VANGUARD PRESS	FOAM BOARD LOGO PANELS FOR LECTERNS/DISPLAY -A2	1	170.50	
EFT28027	24/06/2022 WINC.	STATIONERY & SUPPLIES	1		1,089.23
INV	23/03/2022 WINC.	COMPACT ARCHIVE BOXES	1	90.20	
INV	24/05/2022 WINC.	STATIONERY ORDERING MAY & JUNE 2022	1	999.03	
EFT28028	24/06/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN, YVC, & DEPOT) - MAY 2022	1		749.61
INV 641205928	31/05/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN, YVC, & DEPOT) - MAY 2022	1	727.17	
INV 641207214	31/05/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (RESIDENCY MUSEUM) - MAY 2022	1	22.44	

Date: 14/07/2022  
Time: 9:22:45PM

Shire of York  
CREDITOR PAYMENTS LISTING - JUNE 2022

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT28029	24/06/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT - VALERIE WYATT	1		148.50
INV 209309	08/06/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT - VALERIE WYATT	1	148.50	
EFT28030	24/06/2022 YORK NEWSAGENCY	STATIONERY SUPPLIES - MAY 2022	1		268.95
INV 44593	01/06/2022 YORK NEWSAGENCY	STATIONERY SUPPLIES - MAY 2022	1	268.95	
EFT28031	30/06/2022 PETTY CASH	PETTY CASH RECOUP	1		452.45
INV PETTY	02/06/2022 PETTY CASH	PETTY CASH RECOUP - RESIDENCY MUSEUM	1	145.55	
INV PETTY	13/06/2022 PETTY CASH	PETTY CASH RECOUP - ADMIN	1	306.90	
31890	16/06/2022 COLLEEN FAYE PIERSON	REFUND PLANNING APPLICATION P1403 ON LOT 1 (263) BAYLY RD, YORK PAID 21/3/22 REC #256448	1		147.00
INV REFUND	09/06/2022 COLLEEN FAYE PIERSON	REFUND PLANNING APPLICATION P1403 ON LOT 1 (263) BAYLY RD, YORK PAID 21/3/22 REC #256448	1	147.00	
31891	27/06/2022 SHIRE OF YORK	LICENSING 12MNTHS - Y8184	1		9,062.50
INV 22/23 BULK	01/06/2022 SHIRE OF YORK	LICENSING 12MNTHS - Y8184	1	9,062.50	
DD15781.1	03/06/2022 WATER CORPORATION OF WA	WATER CHARGES	1		18,736.39
INV	03/06/2022 WATER CORPORATION OF WA	WATER CHARGES 23/3/22-19/5/22 - TRANSFER STATION	1	92.79	
INV	03/06/2022 WATER CORPORATION OF WA	WATER CHARGES 14/3/22-11/5/22 - MANNAVALE RD STANDPIPE WATER	1	570.74	
INV	03/06/2022 WATER CORPORATION OF WA	WATER CHARGES 31/1/22-22/3/22 - HAMMERSLEY SIDING STANDPIPE WATER	1	2,644.40	
INV	03/06/2022 WATER CORPORATION OF WA	WATER CHARGES 31/1/22-23/3/22 - RAILWAY ROAD STANDPIPE WATER	1	15,428.46	
DD15804.1	14/06/2022 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 14 JUNE 2022	1		22,584.97
INV	14/06/2022 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 14 JUNE 2022	1	22,584.97	
DD15813.1	21/06/2022 AUSTRALIAN TAXATION OFFICE	BAS - MAY 2022	1		21,769.00
INV BAS - MAY	21/06/2022 AUSTRALIAN TAXATION OFFICE	BAS - MAY 2022	1	21,769.00	
DD15828.1	08/06/2022 WATER CORPORATION OF WA	WATER CHARGES	1		3,282.19
INV	08/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/22-30/6/22 - 38 FRASER ST	1	44.95	

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Shire of York  
CREDITOR PAYMENTS LISTING - JUNE 2022

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV	08/06/2022 WATER CORPORATION OF WA	WATER CHARGES 4/4/22-7/6/22 - AVON PARK TOILETS	1	3,019.07	
INV	08/06/2022 WATER CORPORATION OF WA	WATER CHARGES 4/4/22-7/6/22 - BALLADONG GARDENS	1	62.77	
INV	08/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-7/6/22 - FORD/ GREY ST ARBORETUM	1	65.50	
INV	08/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/22-30/6/22 - 51 ROE ST	1	44.95	
INV	08/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/22-30/6/22 - 75 OSNABURG RD	1	44.95	
DD15828.2	09/06/2022 WATER CORPORATION OF WA	WATER CHARGES	1		1,442.30
INV	09/06/2022 WATER CORPORATION OF WA	WATER CHARGES 7/4/22-8/6/22 - CENT UNITS	1	304.24	
INV	09/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-8/6/22 - HOWICK ST TOILETS AND JOHANNA WHITELY PARK	1	305.65	
INV	09/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-8/6/22 - SWIMMING POOL	1	340.80	
INV	09/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/22-30/6/22 - 2 DINSDALE RD	1	44.95	
INV	09/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/22-30/6/22 - 24 FORD ST	1	44.95	
INV	09/06/2022 WATER CORPORATION OF WA	WATER CHARGES 7/4/22-8/6/22 - 17 FORBES ST	1	401.71	
DD15828.3	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES	1		9,797.06
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - WAR MEMORIAL GARDENS	1	280.20	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 5/4/22-3/6/22 - OLD CEMETERY	1	570.28	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - SKATE PARK	1	8.19	
INV	07/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/22-30/6/22 - 26 BARKER ST (RADIO STATION)	1	44.95	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - TOWN HALL & ADMIN	1	572.14	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - OLD INFANT HEALTH	1	48.17	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - 27 SOUTH ST (OLD CONVENT SCHOOL)	1	119.62	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - SHOWGROUNDS	1	53.63	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - FORREST OVAL TANKS	1	7,597.27	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 6/4/22-3/6/22 - PEACE PARK	1	379.80	
INV	07/06/2022 WATER CORPORATION OF WA	WATER CHARGES 5/4/22-3/6/22 - RV DUMP POINT	1	122.81	
DD15828.4	01/06/2022 WATER CORPORATION OF WA	WATER CHARGES	1		10,638.14
INV	01/06/2022 WATER CORPORATION OF WA	WATER CHARGES 23/3/22-20/5/22 - GWAMBYGINE TOILETS	1	76.41	

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Shire of York  
CREDITOR PAYMENTS LISTING - JUNE 2022

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV	01/06/2022 WATER CORPORATION OF WA	WATER CHARGES 23/3/22-20/5/22 - HAMMERSLEY SIDING STANDPIPE	1	10,561.73	
DD15842.1	08/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES - 38 FRASER ST	1		44.06
INV	08/06/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES - 38 FRASER ST	1	44.06	
DD15846.1	01/06/2022 TELSTRA	SHIRE PHONES 25/5/22-24/6/22	1		323.84
INV	01/06/2022 TELSTRA	SHIRE PHONES 25/5/22-24/6/22	1	323.84	
DD15848.1	28/06/2022 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 28 JUNE 2022	1		23,142.38
INV	28/06/2022 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 28 JUNE 2022	1	23,142.38	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	853206.41
	SUPERANNUATION – MAY 2022 PROCESSED IN JUNE 2022	22898.37
2	TRUST FUND BANK	3,258.08
TOTAL		879,362.86

## Business Credit Card



009670  
  
 SHIRE OF YORK  
 PO BOX 22  
 YORK WA 6302

## Your details at a glance

BSB number	xxx xxx
Account number	xxxxxxxx
Customer number	13074174/M203
Account title	SHIRE OF YORK SHIRE OF YORK

## Account summary

Statement period	1 May 2022 - 31 May 2022
Statement number	168
Opening balance on 1 May 2022	\$779.00
Payments & credits	\$7,783.00
Withdrawals & debits	\$9,004.98
Interest charges & fees	\$4.00
<b>Closing Balance on 31 May 2022</b>	<b>\$2,004.98</b>

## Account details

Credit limit	\$5,000.00
Available credit	\$2,995.02
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

## Payment details

Minimum payment required	\$60.14
Payment due	14 Jun 2022

## Any questions?

Contact Graham Edmonds at 114 Avon Tce, York 6302 on **08 9641 2609**, or call **1300 BENDIGO** (1300 236 344).

We've got your  
back because  
you've got ours

## 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 8 months**

And you will pay an estimated total of interest charges of  
**\$1,154.02**

If you make no additional charges using this card and each month you pay **\$96.25**

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  
**\$305.02, a saving of \$849.00**

## Having trouble making payments?

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1300 652 146.



Account number XXXX  
Statement period 01/05/2022 to 31/05/2022  
Statement number 168 (page 2 of 4)

### Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$779.00</b>
5 May 22	EB *State Budget ,80 1-413-7200 AUS RETAIL PURCHASE 04/05 CARD NUMBER 552638XXXXXX214 1	25.00		804.00
11 May 22	MAIN ROADS WA DON A, EAST PERTH AUS RETAIL PURCHASE 09/05 CARD NUMBER 552638XXXXXX214 1	198.00		1,002.00
12 May 22	WeekendNotes Perth, 1300747074 AUS RETAIL PURCHASE 11/05 CARD NUMBER 552638XXXXXX214 1	451.00		1,453.00
13 May 22	WAPC FORM 1A FREEHOL , PERTH AUS RETAIL PURCHASE 11/05 CARD NUMBER 552638XXXXXX214 1	2,448.00		3,901.00
13 May 22	E-BANKING TFR 00130741741201 0294022 118 Clear Credit Card		3,547.00	354.00
14 May 22	PERIODIC TFR 00130741741201 00000000000		779.00	-425.00
14 May 22	DEPT OF HEALTH PHARM , PERTH AUS RETAIL PURCHASE 12/05 CARD NUMBER 552638XXXXXX214 1	127.00		-298.00
14 May 22	Flight Centre Pa,Sou th Brisban AUS RETAIL PURCHASE 13/05 CARD NUMBER 552638XXXXXX214 1	2,505.00		2,207.00
21 May 22	Pin* 422 Star Car W, Alexandria AUS RETAIL PURCHASE 20/05 CARD NUMBER 552638XXXXXX214 1	199.00		2,406.00

460BH103 / E-0 / S-2982 / 0013074174001926

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:** XXXX

**Bank@Post™** Pay at any Post Office by  
Agency Banking **Bank@Post™** using your credit card.



### Business Credit Card

**BSB number** XXXX  
**Account number** XXXX  
**Customer name** SHIRE OF YORK  
**Minimum payment required** \$60.14  
**Closing Balance on 31 May 2022** \$2,004.98  
**Payment due** 14 Jun 2022  
**Date** \_\_\_\_\_ **Payment amount** \_\_\_\_\_

Drawer	Chq No	BSB	Account No	\$	¢

\*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      xxxx  
 Statement period      01/05/2022 to 31/05/2022  
 Statement number      168 (page 3 of 4)

**Business Credit Card (continued).**

Date	Transaction	Withdrawals	Payments	Balance
25 May 22	IKEA PTY LTD, TEMPE AUS RETAIL PURCHASE 24/05 CARD NUMBER 552638XXXXXX214 1	667.00		3,073.00
25 May 22	SurveyMonkey, 003531 5920752 AUS RETAIL PURCHASE-INTERNATIONAL 24/05 CARD NUMBER 552638XXXXXX214 1	384.00		3,457.00
25 May 22	E-BANKING TFR 00130741741201 0295763201 Pay Balance		3,457.00	0.00
27 May 22	DRI*Autodesk, autode sk.com AUS RETAIL PURCHASE 26/05 CARD NUMBER 552638XXXXXX214 1	620.00		620.00
27 May 22	SPOTLIGHT PTY LT,STH MELBOURNE AUS RETAIL PURCHASE 25/05 CARD NUMBER 552638XXXXXX214 1	1,380.98		2,000.98
30 May 22	CARD FEE 1 @ \$4.00	4.00		2,004.98
<b>Transaction totals / Closing balance</b>		<b>\$9,008.98</b>	<b>\$7,783.00</b>	<b>\$2,004.98</b>

**AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED  
FOR YOUR ACCOUNT.**

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).

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (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





009670  
  
 SHIRE OF YORK  
 PO BOX 22  
 YORK WA 6302

### Card summary

**Account number** XXXX  
**Card number** 552638XXXXXX214  
**Customer number** 13074174/M203  
**Statement period** 01/05/2022 to 31/05/2022  
**Statement number** 168 (page 4 of 4)

### Any questions?

Contact Graham Edmonds 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
5 May 22	EB *State Budget ,80 1-413-7200 AUS	25.00	
11 May 22	MAIN ROADS WA DON A, EAST PERTH AUS	198.00	
12 May 22	WeekendNotes Perth, 1300747074 AUS	451.00	
13 May 22	WAPC FORM 1A FREEHOL , PERTH AUS	2,448.00	
14 May 22	DEPT OF HEALTH PHARM , PERTH AUS	127.00	
14 May 22	Flight Centre Pa,Sou th Brisban AUS	2,505.00	
21 May 22	Pin* 422 Star Car W, Alexandria AUS	199.00	
25 May 22	IKEA PTY LTD, TEMPE AUS	667.00	
25 May 22	SurveyMonkey, 003531 5920752 AUS	384.00	
27 May 22	DRI*Autodesk, autode sk.com AUS	620.00	
27 May 22	SPOTLIGHT PTY LT,STH MELBOURNE AUS	1,380.98	
<b>TOTALS</b>		<b>\$9,004.98</b>	<b>\$0.00</b>

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).

All card transactions made in currencies other than Australian dollars will incur a fee of 3% of the transaction value. (Additional charges may apply for cash transactions.)



**SHIRE OF YORK****BUSINESS CARD SUMMARY****May 2022*****BUSINESS CARD 2 – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES***

Total purchases May 2022                      \$ 9008.98

5.5.22	Wheatbelt Business Network – Shire President attendance at Eventbrite State Budget breakfast 13 May 2022
11.5.22	Main Roads IPWEA Road Safety Engineering Course – Anneke Birleson
12.5.22	Weekendnotes – advertising 2022 YorKids Festival
13.5.22	Department of Lands and Heritage – amalgamation of lots 1,2 & 3 Barker Street, York
14.5.22	Department of Health – Annual poison permit 22/23 York Swimming Pool
14.5.22	Flight Centre – flights for CEO Chris Linnell to attend ALGA Conference in Canberra 17/6/22-22/6/22
21.5.22	Star Car Wash – car detailing interior and wash exterior Mazda 3 HIF924
25.5.22	IKEA – 2 x sit stand desk for Residency Museum
25.5.22	SurveyMonkey – Advantage Annual Plan 22/23
27.5.22	Autodesk LT CAD drawing software – Graduate Project Engineer
27.5.22	Spotlight – curtains for 2 Dinsdale Street, York
30.5.22	Card fee

[www.bendigobank.com.au](http://www.bendigobank.com.au)



**SY070-07/22 INVESTMENTS - JUNE 2022**

<b>File Number:</b>	<b>4.0453</b>
<b>Author:</b>	<b>Kristy Livingstone, Acting 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>Appendices:</b>	<b>1. Investments Register - June 2022 <a href="#">↓</a></b>

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

Legislative  
Review

**PURPOSE OF REPORT**

To report to Council the balance and distribution of investments held by the Shire of York.

**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

There are three (3) Bendigo Reserve Term Deposits that matured on 30 June 2022. It is anticipated these would be reinvested.

Further details of the Shire's current term deposits and bank balances are 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 DE3-2 Invest Money Held in Municipal and Trust Funds

## 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

### Local Government Act 1995

#### **"6.14. Power to invest**

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
  - (a) make provision in respect of the investment of money referred to in subsection (1); and*
  - [(b) deleted]*
  - (c) prescribe circumstances in which a local government is required to invest money held by it; and*
  - (d) provide for the application of investment earnings; and*
  - (e) generally provide for the management of those investments.*

### Local Government (Financial Management) Regulations 1996

#### **"19. Investments, control procedures for**

- (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) *The control procedures are to enable the identification of —*
  - (a) the nature and location of all investments; and*
  - (b) the transactions related to each investment.*

#### **19C. Investment of money, restrictions on (Act s. 6.14(2)(a))**

- (1) *In this regulation —*
  - authorised institution** means —
    - (a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
    - (b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*
  - foreign currency** means a currency except the currency of Australia.
- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*

- (a) *deposit with an institution except an authorised institution;*
- (b) *deposit for a fixed term of more than 3 years;*
- (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- (d) *invest in bonds with a term to maturity of more than 3 years;*
- (e) *invest in a foreign currency.”*

**Risk Related**

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**

Not applicable

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION  
080722**

**Moved: Cr Peter Wright**

**Seconded: Cr Denis Warnick**

**That, with regards to Investments - June 2022, Council:**

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

**CARRIED: 7/0**



# SHIRE OF YORK INVESTMENT PORTFOLIO

30 June 2022

Reference	Deposit Institution	S & P's	Investment Date	Maturity Date	Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity	
MUNICIPAL - Interest Bearing NCDs/TDs										
	National Australia Bank	AA-	Monday, 14 February 2022	Monday, 15 August 2022	182	500,311.65	6%	0.49%	501,534.06	1,222.41
	AMP Banking	BBB	Tuesday, 14 December 2021	Wednesday, 14 December 2022	365	500,000.00	6%	1.10%	505,500.00	5,500.00
MUNICIPAL - Interest Bearing NCDs/TDs						1,000,311.65	12%		1,007,034.06	6,722.41
MUNICIPAL - Other funds										
	Municipal Account 118630623	BBB+				3,689,264.82	46%		3,689,264.82	0.00
	Westpac Flex-i	AA-		Thursday, 30 June 2022		5,361.16	0%		5,361.16	0.00
	AMP Banking At call	BBB		Thursday, 30 June 2022		1,165.55	0%		1,165.55	0.00
	AMP Banking Notice	BBB		Thursday, 30 June 2022		280,973.26	3%		280,973.26	0.00
MUNICIPAL - Other						3,976,764.79	49%		3,976,764.79	0.00
RESERVE - Interest Bearing NCDs/TDs										
	National Australia Bank	AA-	Tuesday, 12 April 2022	Monday, 12 December 2022	244	1,003,684.94	12%	1.32%	1,012,541.64	8,856.70
	Westpac Bank	AA-	Friday, 8 April 2022	Tuesday, 8 November 2022	214	482,727.73	6%	0.20%	483,293.78	566.05
	Westpac Bank	AA-	Wednesday, 22 December 2021	Saturday, 22 October 2022	304	570,783.67	7%	0.40%	572,685.24	1,901.57
RESERVE - Interest Bearing NCDs/TDs						2,057,196.34	25%	0.64%	2,068,520.65	11,324.31
RESERVE - Other funds										
	Reserve Acct 119521748	BBB+				613,076.47	8%		613,076.47	0.00
RESERVE - Other						613,076.47	8%		613,076.47	0.00
TRUST - Interest Bearing NCDs/TDs										
T2 PREISIG 2509	Bendigo Bank	BBB+	Tuesday, 30 November 2021	Thursday, 30 June 2022	212	34,387.98	0%	0.30%	34,447.90	59.92
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Tuesday, 30 November 2021	Thursday, 30 June 2022	212	32,261.53	0%	0.30%	32,317.74	56.21
T77 C/OVERS 2514	Bendigo Bank	BBB+	Tuesday, 30 November 2021	Thursday, 30 June 2022	212	62,066.40	1%	0.30%	62,174.55	108.15
TRUST - Interest Bearing NCDs/TDs						128,715.91	2%	0.30%	128,940.19	224.28

TRUST - Other funds						
	Trust Acct 118630649	BBB+	325,699.87	4%	325,699.87	0.00
TRUST - Other			325,699.87	4%	325,699.87	0.00
<b>TOTALS</b>			<b>8,101,765</b>	<b>100%</b>	<b>8,120,036</b>	<b>18,271</b>
Reconciliation			Summary of Amounts			
by rating	Value of Investments/Bank accounts		TD's by bank		Bank Accounts - Bendigo Bank	
AA-	2,562,869.15	32%	Bendigo Bank	128,715.91	Municipal	3,689,264.82
BBB+	4,756,757.07	59%	AMP Banking	500,000.00	Reserve	613,076.47
BBB	782,138.81	10%	National Australia Bar	1,503,996.59	Trust	325,699.87
			Westpac Bank	1,053,511.40	AMP At call	1,165.55
					AMP Notice	280,973.26
					Wespac Flex-i	5,361.16
<b>TOTAL</b>	<b>8,101,765.03</b>	<b>100%</b>		<b>3,186,223.90</b>	<b>30-Jun-22 \$</b>	<b>4,915,541.13</b>
					<b>Total Cash</b>	<b>8,101,765.03</b>
			Interest Earnings		Total Cash by Fund	
Fund	Adopted Budget	Year to Date Actual	Fund		Fund	
Municipal	\$ 3,000.00	\$ 7,447.10	Municipal		Municipal	4,977,076.44
Reserve	\$ 8,000.00	\$ 2,109.36	Reserve		Reserve	2,670,272.81
Trust	\$ -	\$ -	Trust		Trust	454,415.8
<b>Total</b>	<b>\$ 11,000.00</b>	<b>\$ 9,556.46</b>	<b>Total</b>		<b>Total</b>	<b>\$ 8,101,765.03</b>

**10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****10.1 NOTICE OF MOTION - WHEATBELT SECONDARY FREIGHT NETWORK****File Number:** 4.0466**Previously before Council:** Not Applicable**Appendices:** 1. Governance Plan [↓](#)

I, Councillor Kevin Trent, give notice that at the next Ordinary Meeting of Council to be held on 26 July 2022, I intend to move the following motion:

*"That the York Shire Council supports the principles espoused in the Wheatbelt Secondary Freight Network Governance Plan proposed for Local Governments in the Wheatbelt North and South Regions."*

**RATIONALE**

Although the York Shire Council does not have any roads which form part of the Secondary Freight Network, I believe that the York Shire should, as a member of the Wheatbelt Regional Road Group, support those Councils and the Governance Plan.

This will be discussed at the next Regional Road Group meeting on 8 August 2022 in Northam.

I commend this Notice of Motion to Council.

**OFFICER COMMENT**

At the February and March 2022 Regional Road Group meetings, the Wheatbelt North and Wheatbelt South Regional Road Groups requested an independent review of the Wheatbelt Secondary Freight Network Governance Plan. The review has now been completed by an external consultant and a draft document has been released by Main Roads Western Australia for Council's comment. It should be noted that the Shire of York does not have any projects listed under the Wheatbelt Secondary Freight Network funding program.

**MOTION**

That with regard to the Notice of Motion - Wheatbelt Secondary Freight Network, Council:

1. Supports the principles espoused in the Wheatbelt Secondary Freight Network Governance Plan proposed for local governments in the Wheatbelt North and South Regions.

Cr Kevin Trent introduced the Motion with an Amendment to include a point 2.

**RESOLUTION  
090722****Moved:** Cr Kevin Trent**Seconded:** Cr Peter Wright

**That with regard to the Notice of Motion - Wheatbelt Secondary Freight Network, Council:**

1. Supports the principles espoused in the Wheatbelt Secondary Freight Network Governance Plan proposed for local governments in the Wheatbelt North and South Regions.
2. Does not support consultants having voting rights on the Technical Committee.

**CARRIED: 7/0**

**Reason:**

Local governments involved in the Wheatbelt Secondary Freight Network attract funds to maintain and upgrade their local roads, acknowledging that these roads are subject to damage due to the heavy vehicles carrying grain, fertilisers, hay and farm equipment. 80% of these funds come from the Federal Government, 13.3% are provided by the State Government and Councils provide the 6.7% of the funds required to maintain the road network.

There is some concern that local governments' authority could be eroded if consultants have voting rights on the Technical Committee which provides advice to the members of the Wheatbelt Secondary Freight Network Management Committee. This will not take away the right of local governments to use consultants to advise the Council on roads issues, but a firm 'No' to the proposal that consultants have voting rights on the Technical Committee will enable the Governance Plan to be adopted at the next meeting of the Wheatbelt Regional Road Group meeting on Monday 8 August 2022.





**WSFN**  
WHEATBELT SECONDARY  
FREIGHT NETWORK

**WHEATBELT  
SECONDARY  
FREIGHT  
NETWORK  
GOVERNANCE  
PLAN**

Doc No. ####  
Date: June, 2022



## Document Control

<b>Owner</b>	<p>This manual is owned and authorised by Chairperson of Wheatbelt Secondary Network Steering Committee.</p> <p><b>Authorisation</b></p> <p>As Chairperson of the Steering Committee, I authorise the issue and use of this Governance Plan for Wheatbelt Secondary Freight Network.</p>
<b>Custodian</b>	<p>The Wheatbelt Secondary Freight Network Program Director is the delegated custodian.</p> <p>All comments and requests for revision should be submitted to the Program Director in accordance with the document control procedures.</p>
<b>Document Number</b>	<p>????</p> <p>Printed copies are uncontrolled unless marked otherwise.</p>
<b>Issue Date</b>	dd/mm/yyyy
<b>Review Frequency</b>	4 years maximum

## Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.



## Operational Definitions of Key Terms

Term	Definition
EO	Executive Officer
IPP	Indigenous Participation Plan
LGA	Local Government Authority
MRWA	Main Roads Western Australia
PD	Program Director
PM	Program Manager
PMT	Program Management Team
RDA-W	Regional Development Australia - Wheatbelt
RRG	Regional Road Group
SRRG	Sub-Regional Road Group
SC	Steering Committee
TC	Technical Committee
WALGA	Western Australian Local Government Association
WDC	Wheatbelt Development Commission
WSFN	Wheatbelt Secondary Freight Network
GP	Governance Plan
PPR	Project Proposal Report
WNRRG	Wheatbelt North Regional Road Group
WSRRG	Wheatbelt South Regional Road Group
MCA	Multi-Criteria Analysis



## References and Related Documents

Procedures outlined in this plan are to be read in conjunction with the following documents:

Document Number	Description
	Multi Criteria Analysis Methodology
	Basis of Design
	Indigenous Participation Plan
	Program Delivery Plan
	Program Management Host Memorandum of Understanding



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## 1 BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads Western Australia Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be improved if the productivity of this sector is to be supported.

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20 respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.





## 2 PURPOSE

The purpose of this Governance Plan (GP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The GP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The GP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The GP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with in the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program;
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level;
3. Ensures that the project maintains on-going funding support;
4. Provides oversight and guidance; and
5. Fosters accountability and transparency.





### 3 SCOPE

The funding for the WSFN is improvements are on Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSFN Steering Committee and its member organisations, with input from a WSFN Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
  - Provide sound governance
  - Overall program management
- Management
  - Project Development including design, and scoping and detailed budgets of projects.
  - Delivery of individual identified projects
- Administration
  - Funding breakdown.
  - Funding acquittal.
  - Program agreements.

#### Formal Agreement

This GP should be read in conjunction with the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

All 42 Local Governments have formalised their commitment to WSFN Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSFN program documents:

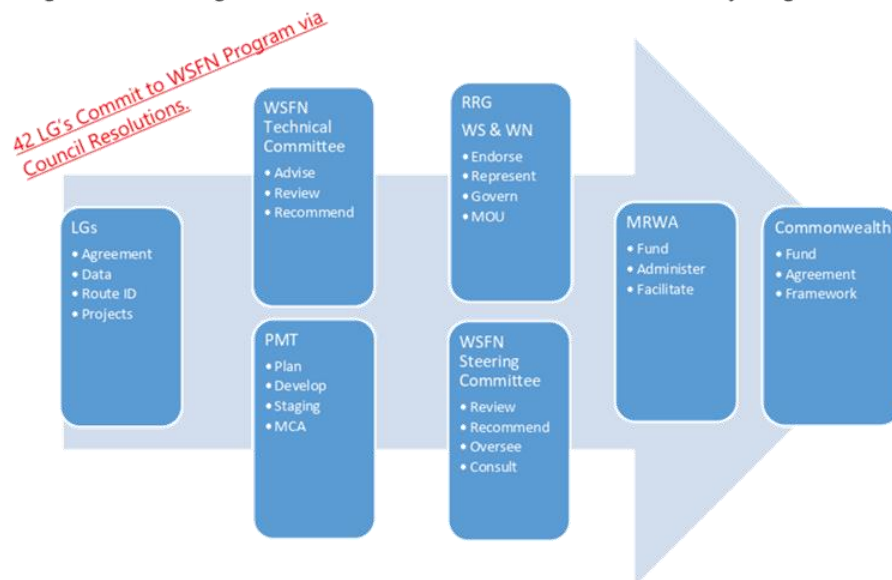
- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSFN program. This formalises the ongoing commitment to the program.



## 4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Minister for Transport is the overall funding approving authority for the WSFN. However, in a practical sense, the determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of funding for the program.

Local Government provide representation on the RRG's, the Steering Committee and/or the Technical Committee. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the Steering Committee and monitor the implementation of the projects from the program within their own region.

The Wheatbelt Secondary Freight Network Steering Committee (SC) comprises equal representation from the Wheatbelt North Regional Road Group (WNRRG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.



## 5 DELEGATIONS AND APPROVALS

The following table provides an overview of the delegations and approval authorities for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	Individual LGs	WSFN Program Management Team	WSFN Technical Committee	WSFN Steering Committee	RRG	42 LGs
<b>Formal Agreement</b>	Commit			Endorse	Approve	Commit
<b>Governance Plan</b>	Commit	Prepare		Endorse	Approve	Receive
<b>Program Delivery Plan</b>	Receive	Prepare		Endorse	Approve	Receive
<b>MCA</b>	Provide Information	Prepare	Recommend	Endorse	Approve	Receive
<b>Technical Documents</b>		Prepare	Recommend	Approve	Receive	Receive
<b>Annual Report</b>	Provide Information	Prepare	Recommend	Endorse	Receive	Receive
<b>Staging Plan</b>	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
<b>Annual Program Budget</b>	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
<b>Specific Projects</b>	Develop / Construct	Review / Submit	Recommend	Approve	Receive	Receive



## 6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSFN program.

The Commonwealth Government will:

- Provide guidance regarding program delivery and funding arrangements for the WSFN program in-line with Commonwealth requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to the State Government via Main Roads Western Australia in alignment with agreed milestones.

## 7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSFN. MRWA will review the Project Proposal Reports submitted by WSFN prior to submission to the Commonwealth for approval and will provide a reporting link between the Commonwealth and WSFN for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth, which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amendment from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the Program, which flow down to each project within the Program.



## **8 42 WHEATBELT REGION LOCAL GOVERNMENTS**

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the follow WSFN Program documents:

- Program Governance Plan
- Program Delivery Plan
- MCA Methodology.

They have provided necessary data to be utilised as part of MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

## **9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS**

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and Wheatbelt South (WS) Regional Road Groups (RRG).

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive and acknowledge SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive and Note the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive and note the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.





## 10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of Wheatbelt North and Wheatbelt South RRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds to ensure the timely and best use of available resources.

### 10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.
- On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program.
- Monitoring project delivery, including budget acquittal
- Recommending any variations / changes to the approved program to the WN and WS RRG's for approval.
- Review and recommend the multi-criteria analysis process and basis of design to the RRG's for approval.
- Monitoring the delivery and acquittal of funded projects.
- Redistributing funds between projects in the approved program to suit delivery progress/schedules.
- Reviewing individual WSFN procedures.
- Set and be responsible for these procedures covering the administration and functioning of the WSFN.
- Responding with appropriate strategies when funding changes are made under the WSFN.
- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
- Approval of engagement of Program Director.



- Approval of delegation of authority and assignment of responsibilities of Program Director.
- Conduct periodic performance and development reviews of the Program Director's performance of their role in the WSFN.
- Approval of engagement of Program Manager.
- Approval of delegation of authority and assignment of responsibilities of Program Manager.
- Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
- Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
- Annual review of Program risks and risk management strategies as developed, reviewed and documented by the TC.

Subject to the endorsement of the WS and WN RRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

## 10.2 Management and Administration

### 10.2.1 Membership

The SC membership shall be made up of the following:

- 8 voting members (1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region)
- 5 non-voting members
  - WSFN Program Director;
  - member from WA Local Government Association (WALGA);
  - member from Regional Development Australia – Wheatbelt (RDA-W);
  - member from Main Roads Western Australia (MRWA); and
  - member from Wheatbelt Development Commission (WDC).

The SSRG elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections.

### 10.2.2 Chairperson

The Chairperson shall be the elected from the nominated SSRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Chairman resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Chairperson).

Should the Steering Committee be unable to agree on a nominated Chairperson within this first meeting, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.



### 10.2.3 Deputy Chairperson

The Deputy Chairperson shall be the elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Deputy Chairman resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson.

### 10.2.4 Administration

The WSFN Program Management Team (PMT) will provide administrative support to the SC.

### 10.2.5 Observers

Members of the SC may invite to their meetings support staff and other personnel who would assist with matters under consideration. The WSFN Program Manager will attend SC meetings.

### 10.2.6 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the Chairperson shall cast an additional vote.

### 10.2.7 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the





nature and extent of the interest;

- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If there are not enough voting members remaining to form a quorum, a special meeting must be called and a resolution on the matter passed by the voting members.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

#### **10.2.8 Dispute Resolution**

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

#### **10.2.9 Meetings**

The Chairperson, through the PMT, will develop an annual meeting timetable. A minimum of four meetings are to be held per year.

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft meeting minutes will be forwarded to members within 7 working days after the meeting.

#### **10.2.10 Delegated Representatives**

Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member.

### **10.3 Discretionary Powers**

The SC has the authority to adjust funding arrangements as appropriate, between projects within the approved prioritised routes of the WSFN program.

Any decision will be conveyed to the appropriate LGA and Regional Road Group secretariat for dissemination as appropriate.

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#### **10.4 Financial Monitoring**

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (AFYEs).



## 11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team.

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

### 11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program

The responsibilities of the TC include:

- Recommend the Multi-Criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement
- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical support to the WSFN Program Manager.
- Review of decisions disputed by LGA's.
- Review and provide recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Facilitate Technical workshops with Local Governments to promote collaboration, knowledge sharing and upskilling.
- Sharing project knowledge and expertise between the WSFN delivery teams, WSFN PD and PM. Providing feedback of this knowledge to the respective SRRG's.
- Assisting PM in resolving any issues arising within SRRG's.
- Review of risks to the Program and developing mitigation strategies for these risks, document these risks within a risk register Risks to be reviewed on a regular basis.
- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

### 11.2 Management and Administration

#### 11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director.



### 11.2.2 Membership

The TC membership shall be made up of the following:

- 8 nominated members from the SRRG's within the Wheatbelt Region.
- WSFN Program Director.
- WSFN Program Manager.

The SRRG members are nominated to the Technical Committee for a two year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

### 11.2.3 Voting and Decision Making

As far as practicable, decisions should be by consensus. Where voting is necessary, only SRRG nominated members will be voting representatives. Each voting member has one vote and decisions shall be by simple majority. If there is no majority, then the Chairperson shall cast a vote.

### 11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If there are not enough voting members remaining to form a quorum, a special meeting must be called and a resolution on the matter passed by the voting members.



If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

#### **11.2.5 Dispute Resolution**

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

#### **11.2.6 LG Technical Committee Decision Review**

If a LGA does not agree with decisions made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them a meeting of the TC to review the disputed decision. At the meeting an LGA representative will present a reasoning for their disagreement with the decision, including endorsement by their SRRG member. Following this, the TC will then review the decision.

#### **11.2.7 Meetings**

The Chairperson of the TC, assisted by the PMT, will develop an annual meeting timetable relating to the timetable of the SC. A minimum of 4 meetings is to be held each year and at other times as the Chairperson deems necessary to deal with matters in a timely way.

The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule in the following months:

- February – Budget Review
- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of its meetings and forward a copy to each TC member. The draft meeting minutes will be forwarded to members within 7 working days after the meeting. The final unconfirmed minutes will be forwarded within 7 days after final comments have been received from members.

#### **11.2.8 Delegated Representatives**

Each Technical Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member.



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### 11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

### 11.2.10 Observers

Members of the TC may invite to their meetings support staff, other personnel or external technical expertise who would assist with matters under consideration.

### 11.2.11 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.



## 12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSFN program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
  - Prepare work programs for future years.
  - Prepare scope for future works to ensure consistency along identified routes.
  - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the delivery and budget of the WSFN program, as delegated by the SC.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects



- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

### **12.1 Program Director**

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct periodic performance and development reviews of the Program Manager's and Executive Officer's performance of their role in the WSFN.

The SC will make a recommendation to the RRGs to approve the appointment of the Program Director.

### **12.2 Program Manager**

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of priority projects with relevant LGs.

### **12.3 Executive Officer**

The Executive Officer (EO) is part of the Program Management Team and provides administrative support to the team. The EO also provides administrative support to the SC and the TC.

### **12.4 Program Management Host**

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager and Executive Officer.

Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget, and these will be paid directly by Main Roads.

### **12.5 Individual LGA's Project Development and Delivery**

The following provides an overview of the key roles required by individual LGA's with the development and delivery of on-ground works. It outlines how the PMT and LGA's will work together towards successful project delivery.



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Stage	Details
<b>1. Program Delivery Plan</b>	<ul style="list-style-type: none"> <li>▪ PMT will develop a staging plan for program delivery, based on approved program.</li> <li>▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope and year of delivery.</li> <li>▪ Identification of Funds required for a 4 year program set in advance by project priority lists.</li> <li>▪ Funding to be limited according to individual LGA ability to deliver works.</li> </ul>
<b>2. Project Scoping and Approval</b>	<ul style="list-style-type: none"> <li>▪ Priority projects will be determined via the MCA process.</li> <li>▪ Projects will be scoped and a detailed budget developed by individual LGA's in-conjunction with PMT.</li> <li>▪ Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC.</li> <li>▪ PMT will make recommendations to the SC for endorsement.</li> <li>▪ The SC will then forward endorsed recommendations through to the relevant WN or WS RRG.</li> </ul>
<b>3. Detailed Scoping, Design and Budget Development</b>	<ul style="list-style-type: none"> <li>▪ LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design.</li> <li>▪ Provide final detail budgets and scope to PMT.</li> <li>▪ LGA's are to include projects in their annual budget for the proposed year.</li> <li>▪ LGA's to be responsible for all relevant approvals.</li> <li>▪ PMT to work with LGA's to verify budgets.</li> </ul>
<b>4. Delivery</b>	<ul style="list-style-type: none"> <li>▪ LGA's will be responsible for tendering, project management and delivery of each project in the proposed year.</li> <li>▪ LGA's to ensure indigenous engagement targets set within the Program IPP are incorporated within each individual project.</li> <li>▪ PMT to work with LGA's to provide technical assistance and advice during delivery.</li> <li>▪ Incorporate into annual capital works program.</li> <li>▪ Works already funded from other sources are not eligible for funding under this program.</li> <li>▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)</li> </ul>



## 13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved WSFN program.

### 13.1 Funding Sources

The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The funding split is noted in the table below:

Funding Source	Funding Ratio
<b>Commonwealth</b>	80%
<b>State</b>	13.3%
<b>LGA</b>	6.7%
<b>Total</b>	100%

### 13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

### 13.3 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Commonwealth Government and the WSFN. MRWA will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these processes have been complied with.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
  - Progress Payment Certificate - First 40% (once project is approved).
  - Progress Payment Certificate - Second 40% (once project is commenced).
  - Completion Certificate - Final 20% (once project is completed).

### 13.4 Under or Over Expenditure

#### 13.4.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local

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Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the WSFN SC.

If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSFN for redistribution.

#### **13.4.2 Over Expenditure**

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall.

A Local Government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances.

#### **13.5 Certificate of Completion (Attachment 4b)**

On completion of the project and with the final claim for payment (refer also section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

#### **13.6 Delays in Program**

The WSFN shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSFN priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year, of circumstances in which WSFN project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

#### **13.7 Reporting**

MRWA, on behalf of WSFN, shall report to the Commonwealth on WSFN budget compared with actual expenditures. This report shall be at the project level and provide

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reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSFN to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

### **13.8 Local Government Project Signage Requirements**

All projects shall have signs installed as per the approved WSFN sign design.



## 14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSFN program.

The RRG's, SC and TC should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

### ATTACHMENT 1 – TIMETABLE

The following timetable sets out a summary of dates relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

PROCESS STEP		END DATE
1	LG's to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted	monthly <sup>(2)</sup>
2	WSFN Steering Committee meeting Review progress and potential under-expenditure determine actions	December <sup>(2)</sup>
3	PMT notify SC of any likely carry over.	April <sup>(2)</sup>
4	Local Governments expend all distributions and provide PMT with Certificate of Completion.	July <sup>(3)</sup>
5	PMT provide annual summary of project expenditure to the SC.	July <sup>(3)</sup>

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

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### Dates Related to the Budget Process

PROCESS SEQUENCE		MONTH
1	LG's to review project scope and budget then submit to PM End of Month PMT to review and update delivery plan/next years budget	September <sup>(1)</sup>
2	WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC	December <sup>(1)</sup>
3	WSFN Steering Committee meeting Review recommendations and direct PTM to make adjustments	December <sup>(1)</sup>
4	WSFN Steering Committee meeting Review final Draft PPR and submit to RRG for notation	February <sup>(1)</sup>
5	PMT to submit PPR to Main Roads	February <sup>(1)</sup>
6	PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets	February <sup>(1)</sup>
7	State Budget submitted to the Minister for Transport.	February <sup>(1)</sup>
8	State Budget approved by Parliament.	March <sup>(1)</sup>
9	WSFN Steering Committee meeting.	May <sup>(1)</sup>
10	Updated PPR with approved annual projects submitted to Minister for Transport's for approval.	April <sup>(1)</sup>
11	WSFN Steering Committee meeting.	August <sup>(1)</sup>

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year



## **ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES**

(to be used as a guide)

### **Executive Support**

The WSFN PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual program of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

### **Records**

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Five Year Works Program including amendments.
- Summary of Payments of WSFN Funds to Local Governments.
- Certificates of Completion for WSFN Projects.
- An up to date Plans and Procedures.
- An up to date list of SC and TC membership.

### **Meetings**

#### **Timing and Venue**

An annual timetable will be established and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC. Consider holding meetings at locations equitable for all participants.

## Attachment 2 continued

### Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

#### Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
  - Chairperson
  - Submissions from Local Governments
  - Recommendations to SC
  - Summary of payments made to Local Governments (recoups, audit forms).
  - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each SC/TC member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

#### Correspondence:

In general, correspondence is to be dealt with in the following manner:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSFN Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.



STATE ROAD FUNDS TO LOCAL GOVERNMENT PROCEDURES – 01/12/2020

## **ATTACHMENT 3 – DISCLOSURE OF INTERESTS GUIDELINES**

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**11 QUESTIONS FROM MEMBERS WITHOUT NOTICE***Nil***12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING***Nil***13 MEETING CLOSED TO THE PUBLIC****13.1 Matters for which the Meeting may be closed****RESOLUTION****100722****Moved: Cr Ashley Garratt****Seconded: Cr Kevin Trent**

That Council considers the confidential report listed below in a meeting closed to the public in accordance with Section 5.23(2) of the *Local Government Act 1995*:

**SY071-07/22 - Confidential - Outstanding Rates and Sundry Debts - Debt Recovery**

This matter is considered to be confidential under Section 5.23(2)d and 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 legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting and 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.

**CARRIED: 7/0**

*The Gallery left the meeting at 5.34pm and the doors were closed.*

**SY071-07/22 - CONFIDENTIAL - OUTSTANDING RATES AND SUNDRY DEBTS - DEBT RECOVERY****RESOLUTION****110722****Moved: Cr Kevin Trent****Seconded: Cr Ashley Garratt**

That, with regard to Outstanding Rates and Sundry Debts - Debt Recovery, Council:

1. **Receives the current summary of Outstanding Rates and Sundry Debtors as at 30 June 2022, as presented in confidential Appendices 1, 2 and 3.**
2. **Approves the recommendations as presented in confidential Appendix 1 noting that:**
  - a. **In forty-seven (47) instances the Shire of York will continue or commence actions in accordance with Section 6.64 of the Local Government Act 1995.**
  - b. **In ten (10) instances the Shire of York will continue or commence legal action.**
  - c. **In one hundred and five (105) instances the debts are to be referred for debt recovery action if the balance is greater than \$500 and no alternative payment arrangements are in place after 30 September 2022.**
3. **Authorises the Chief Executive Officer to sign cost agreements where action is to be commenced under Section 6.64 of the Local Government Act 1995.**
4. **Notes the intention for five (5) sundry debts to be written off under Delegated Authority, totalling \$271.25.**

**CARRIED: 7/0**

**RESOLUTION**

**120722**

**Moved: Cr Kevin Trent**

**Seconded: Cr Ashley Garratt**

**That Council opens the meeting to the public 5.36pm.**

**CARRIED: 7/0**

13.2 Public Reading of resolutions to be made public

*As no members of the public returned to the meeting, the resolution made Behind Closed Doors was not read aloud.*

**14 CLOSURE**

*The Shire President thanked everyone for their attendance and closed the meeting at 5.37pm.*

*The minutes were confirmed by the Council as a true and accurate record at the Council Meeting held on 23 August 2022.*

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SHIRE PRESIDENT  
Cr Denese Smythe