



# **CONFIRMED MINUTES**

## **Ordinary Council Meeting Tuesday, 27 July 2021**

**Date: Tuesday, 27 July 2021**

**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, 27 JULY 2021 AT 5.00PM**

**1 OPENING**

**1.1 Declaration of Opening**

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

**1.2 Disclaimer**

The Shire President advised the following:

*"The York Shire Council acknowledges the traditional owners of the land on which this meeting is held.*

*This meeting is being recorded on a digital audio device to assist with minute taking purposes. The public is reminded that in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016 that nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the presiding member.*

*I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.*

*Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."*

**1.3 Standing Orders**

*Nil*

**1.4 Announcement of Visitors**

*Nil*

*While not a visitor, the Shire President welcomed Ms Sinead McGuire, Executive Manager Infrastructure & Development Services, to the Shire of York.*

**1.5 Declarations of Interest that Might Cause a Conflict**

*Nil*

**1.6 Declaration of Financial Interests**

*Chris Linnell - SY090-07/21 - Confidential - Chief Executive Officer - 2020/21 Performance Review and Key Performance Indicators for 2021/22.*

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

*Nil*

## **2 ATTENDANCE**

### **2.1 Members**

*Cr Denese Smythe, Shire President; Cr Denis Warnick, Deputy Shire President  
Cr Jane Ferro; Cr Ashley Garratt; Cr Pam Heaton; Cr Kevin Trent*

### **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**

*Cr Stephen Muhleisen submitted his apologies for this meeting and was not in attendance.*

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

*Nil*

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

*There were zero (0) people in the Gallery at the commencement of the meeting.*

## **3 QUESTIONS FROM PREVIOUS MEETINGS**

### **3.1 Response to Previous Public Questions Taken on Notice**

#### **Mr Simon Saint**

At the March OCM, I put a question to council asking whether council was satisfied that:

*“a) all grant monies have been spent for the purpose to which they were assigned?”*

*Response...Yes, I believe so.*

*b) the public is getting value for money through effective contract management (as constantly stressed by the WA Auditor General’s Office)?*

*Response...Yes.”*

Responding to a recent complaint regarding the management of a contract/project awarded to Dowsing (RFT05-1819 Knotts Rd widening), in summarizing, the SOY stressed the following points:

- The EMIDS had departed.
- Anomaly regarding tender payments reported to the Public Sector Commission.
- Irregularities regarding contract management and payment reported to the Auditor General.
- Retrospective advice to Main roads regarding grant funding and contract variations.
- New EMIDS to prepare new standards, guidelines and project management responsibilities.
- Bring forward Road Risk Audit.

#### **Question 1**

Given these telling revelations, how can council possibly respond to question (b) in the affirmative?

**Response provided by the Shire President**

Generally the Shire does provide value for money, and where opportunities are found to improve efficiencies on how projects are delivered this is also taken on board.

**Question 2**

Does council standby its response?

**Response provided by the Shire President**

Yes.

**Question 3**

Can council explain what data it based its responses on?

**Response provided by the Shire President**

As highlighted in the question, the Office of the Auditor General has undertaken the auditing for the Shire of York which is now into its third year. The Shire of York has given effect to the feedback provided through those audits and continues to improve its processes, particularly relating to procurement and contract management. There will always be opportunities for continuous improvement into the future.

**Question 4**

Is there a connection between the suspected fraud within the organization and the management of SOY contracts/projects?

**Response provided by the Shire President**

Should there be any suspected fraudulent activity within the management of Shire of York contracts/projects, it would be reported to the relevant statutory authority as soon as it was identified.

**Mr Michael Gill****On Behalf of Avon Civil Engineering**

My questions relate to the management of RFT 05-1819 Knotts Rd Widening, awarded to Dowsing under a selection process utilizing the WALGA Preferred Tenderers Panel.

**Question 1**

Can you provide me with a summary of the advantages this Shire gained by using the WALGA Preferred Tenderers Panel?

**Response provided by the Chief Executive Officer**

Some of the benefits associated with utilising the WALGA Preferred Suppliers Program (PSP) include:

- Streamlined procurement – ability to purchase any value of goods and services without the need to Tender.
- Regulatory compliance - purchasing compliance ensures risks of non-compliance and anti-avoidance are mitigated.
- Best price guaranteed - Preferred Suppliers are legally required to provide their best prices and conditions of supply.
- Ability to negotiate – local governments can negotiate on items such as scope, deliverables, value adds, pricing and terms to ensure best value for money.

- Tailored to local government – the PSP is built around the specific needs and requirements of Local Governments in Western Australia.
- Independence and probity - separating the Contract Principal (WALGA) from the Supplier and the Customer (Local Government) reduces the propensity for procurement fraud and corruption.
- Professional contract management – all Preferred Suppliers are subject to ongoing contract management by WALGA to ensure compliance, high performance and to protect local governments from contractual disputes.

**Question 2**

Do you expect contractors that are formally endorsed by WALGA to;

- a) construct a road to a standard that complies with industry best practice?
- b) conduct themselves with integrity and behave in an ethical manner?

**Response provided by the Chief Executive Officer**

Yes

**Question 3**

Does WALGA have a formal complaints process whereby disaffected Shires can lodge concerns to enable unsuitable contractors to be identified and omitted from the WALGA Preferred Tenderers Panel?

**Response provided by the Chief Executive Officer**

WALGA advise all Preferred Suppliers are subject to ongoing contract management by its Contract Managers. This includes regular compliance audits/reviews, quarterly meetings/contacts to review supplier activity and ongoing monitoring of supplier performance against contractual KPIs. To do this, WALGA needs to be made aware of any problems or performance issues experienced with a particular supplier so it can assist in resolving the dispute. Serious or ongoing performance issues that are not rectified may result in a supplier being suspended or terminated and losing their Preferred Supplier status.

**Question 4**

The failure to construct adequate drainage has now created a series of ponds alongside and across the new section of Knotts Rd. This ponding is now saturating the road foundation and exponentially increasing the rate of deterioration of this asset. Will the Shire install adequate drainage this winter to protect the asset and the road user?

**Response provided by the Chief Executive Officer**

Dialogue has commenced with Dowsing Group Pty Ltd to rectify the works in accordance with the contract requirements. However, an allocation of \$15,000 has been made in the 2021/22 Budget to install table drains to Knotts Road. It is anticipated the drainage works will be undertaken as soon as possible, although likely after winter, weather dependant.

A further allocation of \$108,000 has been included in the 2021/22 Budget to undertake reseal works to include the road shoulders.

**3.2 Response to Unasked Questions from the Previous Meeting**

*Nil*

## 4 PUBLIC QUESTION TIME

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

### 6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that—
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
- (7) The Presiding Member may decide that a public question shall not be responded to where—
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have 2 minutes to submit a question.
- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.
- (11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

*Public Question Time Commenced at 5.04pm.*

#### 4.1 Written Questions – Current Agenda

*Nil*

#### 4.2 Public Question Time

*Nil*

*As there were no questions Public Question Time concluded at 5.04pm.*

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

*Nil*

## 6 PRESENTATIONS

### 6.1 Petitions

*Nil*

### 6.2 Presentations

*Nil*

### 6.3 Deputations

*Nil*

### 6.4 Delegates' reports

#### 6.4.1 Cr Kevin Trent

*Cr Trent advised he had attended the following meetings:*

Day	Meeting/Event Description	Venue
12/7/2021	Avon Regional Road Group Sub Group Meeting	Toodyay
10/7/2021	River Conservation Society Meeting	Environmental Discovery Centre
24/7/2021	River Conservation Society AGM	Community Resource Centre
26/7/2021	Regional Road Group Meeting	Northam

#### 6.4.2 Cr Jane Ferro

*Cr Ferro advised she had attended the following meetings:*

Day	Meeting/Event Description	Venue
16/6/2021	York Hospital Advisory Group Meeting	York District Hospital

## 7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### RESOLUTION 080721

Moved: Cr Kevin Trent

Seconded: Cr Pam Heaton

That the minutes of the Ordinary Council Meeting held on 22 June 2021 and the Special Council Meeting held on 8 July 2021 be confirmed as a correct record of proceedings, subject to the File Number for Report SY070-06/21 Appointment of a Senior Officer - Executive Manager Infrastructure & Development Services as included in the minutes of the Ordinary Council Meeting held on 22 June 2021 being corrected to PE.REC.150.

**CARRIED: 6/0**

**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 2021:*

<b>Day</b>	<b>Meeting/Event Description</b>	<b>Venue</b>
1/6/2021	CEO Meeting	Shire Administration
1/6/2021	Audit & Risk Committee Meeting	Council Chambers
1/6/2021	Concept Forum	Council Chambers
8/6/2021	Lunch With Leaders	Online
8/6/2021	CEO Meeting	Shire Administration
9/6/2021	Belgravia/YRCC	YRCC
10/6/2021	CEO Meeting	Shire Administration
11/6/2021	YDHS	YDHS
11/6/2021	Citizenship Ceremony	Peace Park
11/6/2021	Darren West MLC	Avon Terrace
13/6/2021	Philippine Independence Day	Northam
15/6/2021	Video	Chambers Foyer
15/6/2021	CEO Meeting	Shire Administration
15/6/2021	Agenda Briefing Session	Council Chambers
16/6/2021	York Motel	York Motel
21/6/2021	Budget Workshop	Council Chambers
22/6/2021	Ratepayers re YRCC	Shire Administration
22/6/2021	CEO Meeting	Shire Administration
22/6/2021	Presentation of Public Health Plan	Council Chambers
22/6/2021	Ordinary Council Meeting	Council Chambers
24/6/2021	WA Farmers & National Farmers Forum	Muresk
25/6/2021	Avon Midland Zone Meeting	Goomalling
25/6/2021	Citizenship Ceremony	Chambers Foyer
28/6/2021	YBA	Shire Administration
29/6/2021	CEO Meeting	Shire Administration
29/6/2021	John Phillips	Council Chambers



## 9 OFFICER'S REPORTS

### SY078-07/21 DEVELOPMENT APPLICATION - OVERHEIGHT OUTBUILDING WITH SIDE SETBACK VARIATION AT LOT 17 (8) SIXTH ROAD, YORK

<b>File Number:</b>	<b>SI2.3999</b>
<b>Author:</b>	<b>Natasha Jurmann, Town Planner</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. Site Photos</b> <a href="#"></a>  <b>2. Planning Application</b> <a href="#"></a> 

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

Quasi-judicial

### PURPOSE OF REPORT

For Council to determine a development application for an over height outbuilding with Side Setback Variation at Lot 71 (8) Sixth Road, York.

### BACKGROUND

Lot 71 (8) Sixth Road, York (referred to herein as the property) is 20,366m<sup>2</sup> in area and contains an existing single house, water tank and garden shed/dog run. The property is zoned Rural Residential and is surrounded by land similarly zoned.

A Site Plan and Site Photos is provided in Appendix 1 and Appendix 2.

A development application has been received which proposes to construct an outbuilding which will:

- Be 8m by 10m (80m<sup>2</sup>) in area
- Be setback 4m from the southern lot boundary (Variation)
- Have a gable roof with a wall height of 3.6m on the south-western side (facing sixth road) and a wall height/apex height of 4.31m on the southern end (facing closest neighbour)
- be constructed of Colourbond steel (unspecified colour)

The applicant took their plans to the neighbour on the southern boundary for approval and the neighbour has signed the plans to say they are happy with the distance the shed is away from the boundary and that it is over height.

In addition to the plans, the applicant has submitted a cover letter to state the reasons for requiring the variations requested and why the shed could not be placed elsewhere on the lot. These include:

- Height variation requested (increase of 1.2m in wall height and 11cm at the apex) for the storage of a caravan.
- Setback variation requested (reduction of 6m from TPS3) because the site is undulating, which can make it quite boggy so access and usable land for building on the lot is fairly limited. The applicant would place the shed closer to the house but cannot because of the septic system located in the area.

A copy of the development application submitted is provided in Appendix 2.

The application requires development approval because the proposed reduction to the side setback and height of the outbuilding exceeds that permitted by Local Planning Policy P7 Outbuildings in

Residential Zones (Outbuildings Policy). The application has been presented to Council for determination due to the extent of the variation.

### COMMENTS AND DETAILS

The application is required to be assessed in accordance with the Shire of York's Local Planning Scheme No. 3 (Scheme) and *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions.

An outbuilding is ancillary development to a single house and is permitted development which is exempt from planning consent, except where it requires variation under the Scheme, or to the Local Planning Policy (LPP).

Clause 32.1 Development Requirements states that:

*“Unless otherwise provided by the Scheme, all development is required to comply with the requirements of Schedule 6 – Development Standards.”*

The proposed development is a variation on the scheme and on the policy (see below).

Scheme Provision	Proposed	Comment
Minimum setbacks		
Front boundary – 20m	43m	Variation requested to side boundary setback. This request is acceptable due to lot development constraints and the affected neighbour is ok with the proposed development.
Side boundaries – 10m	4m	Due to the trees and other existing landscaping the variation is unlikely to impact on the amenity of the surrounding area.
Maximum Height		
Top of external wall – 6 metres above natural ground level	3.6 meters	Complies
Top of pitched roof – 9 metres above natural ground level	4.31 meters	

The proposed outbuilding involves variation to the policy because it exceeds the maximum height and side setback (refer table below).

Policy Provision		Proposed	Comment
1 General			
a)	Are not attached to a dwelling	Outbuilding is not attached to dwelling.	Complies
b)	Are non-habitable or used for commercial and industrial purposes	The applicant has provided that it will be used for storage of equipment, vehicles, and other personal goods.	Complies
c)	Are not within the primary setback area	Outbuilding is not within primary street setback.	Complies
d)	Are setback at least 15 metres from a side or rear boundary	Outbuilding is only 4m from the side boundary, but this is an acceptable variation (See comments in Minimum Setbacks above)	Variation proposed
2 Floor Area			
(a)	Outbuildings on a rural-residential lot that have a	The proposed outbuilding is 10m by 8m (80m <sup>2</sup> )	Complies

	combined area not exceeding 200m <sup>2</sup> in area or 10 per cent in aggregate of the site area whichever is lesser; or		
<b>3 Height</b>			
(a) & (b)	<p>Outbuildings that have a maximum wall height less than 3.0m and ridge height of 4.2m; or</p> <p>An outbuilding that is within 5% of the requirements of the above and the applicant has provided a copy of the proposed plans (including elevations of the proposed outbuilding) that have been endorsed in writing on the plans by the affected adjoining property owner(s) indicating that there is no objection to the proposed outbuilding.</p>	<p>The proponent proposes a wall height of 3.6m and a ridge height of 4.31m.</p> <p>The proponent wishes to store a caravan in the shed and this is the reason for the additional height request.</p> <p>In addition to this upon site inspection the bulk and scale of other surrounding developments in the area were much larger than the proposed outbuilding, so it is unlikely to set a detrimental precedent for the area.</p>	Variation proposed
<b>4 Materials</b>			
b) & (c)	<p>(b) second-hand materials may only be used where the materials are in good condition and are sufficient to provide a consistent appearance to the building. Council's Building Surveyor may request a report from a structural engineer for use of second-hand building materials.</p> <p>(c) Materials of low reflectivity should be used to ensure that the structure does not adversely affect neighbours</p>	<p>Materials and colours were not submitted with the application, but upon site inspection of the area it would not matter what colour the shed was constructed in as the other outbuildings in the area range from zincalume to forest green.</p> <p>The application has not provided that second-hand materials are proposed to be used.</p>	Variation proposed

In accordance with the Scheme and Policy, variations are to be assessed against whether the development is consistent with the following:

- the objectives which the policy was designed to achieve and whether the proposal meets the objectives of the scheme. The relevant objectives of the Local Planning Policy P7 Outbuildings in Residential Zones and the scheme are as follows:
  - a) *"To provide opportunities for a range of limited rural and related ancillary pursuits on rural residential lots where those activities will be consistent with the amenity of the locality and the conservation and landscape attributes of the land.*
  - b) *To set aside areas for the retention of vegetation and landform or other features which distinguish the land.*
  - c) *To encourage the growth of tourism businesses and experiences in York which are compatible with the rural character of the locality.*
  - d) *To retain and enhance the rural landscape and amenity.*

- e) *To provide flexibility for outbuilding size, construction, and materials to meet the needs of local residents.*
- f) *To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.”*

The outbuilding is consistent with the objectives of both the Shire of York's Scheme and the Local Planning Policy P7 Outbuildings in Residential Zones.

- Clause 67 of Schedule 2 – Deemed Provisions of the Regulations also contains general matters for consideration. Those most relevant to this application are:

*“g) any local planning policy for the Scheme area (see table above);*

*m) the compatibility of the development with its setting including –*

*(i) the compatibility of the development with the desired future character of its setting; and*

*(ii) the relationship of the development to development on adjoining land or on other land in the locality, including, but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the development.*

*n) the amenity of the locality including the following –*

*(i) Environmental impacts of the development;*

*(ii) The character of the locality; and*

*(iii) Social impacts on the development.*

*p) whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.”*

- The objectives of the Residential zone of Shire of York Local Planning Scheme No. 3 which are:
  - *“To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
  - *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
  - *To provide for a range of non-residential uses, in particular tourism and cultural activities, which are compatible with and complementary to residential development.*
  - *To achieve a high standard of development and residential amenity that complements the heritage character of York.”*

The provisions of the Scheme, Regulations and Policy essentially require the variation be assessed in terms of whether the development will have a detrimental impact on visual amenity or character of the locality, from the streetscape or adjoining properties and whether it is consistent with orderly and proper planning.

The application was taken to the neighbouring landowner to endorse the development in writing by the applicant. The development due to its location and setback from the other boundaries is unlikely to reduce the amenity of the area.

The proposed outbuilding is located on the southern side of the property to the right of the dwelling from Sixth Street. The outbuilding will be partly screened from Sixth Street by existing trees onsite although it will be visible from the street and through the trees on the neighbouring lot.

The existing character and amenity of the area is predominantly single houses with ancillary outbuildings of up to 105m<sup>2</sup> with setbacks compliant with the Shire of York's Town Planning Scheme No.3. Other properties in the area with reduced setbacks include 62 North Road (encroachment on front boundary setback) and 60 North Road (10m setback from eastern boundary).

The proposed outbuilding is smaller than other outbuildings constructed on the surrounding lots which allows the outbuilding to be setback less than the 10m required by the scheme on the southern boundary. The slope of the land combined with the shed being located right next to the house will give the appearance of a large garage as opposed to a large outbuilding from the road. As such, the outbuilding is of a compatible scale with surrounding development and consistent with the future residential amenity and character for the area.

In considering the future residential amenity is important to note considering the zoning and servicing of the land does not provide potential for higher density development at this stage. Given most of the surrounding properties already have large sheds, approval of the development is unlikely to set a precedent for other development in the area which would detract from the amenity, objectives of the policy and scheme for the rural residential zone.

On this basis it is recommended the outbuilding be approved.

## **OPTIONS**

Council has the following options:

**Option 1:** Council could resolve to approve the application.

**Option 2:** Council could refuse the application and list reasons for refusal.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

The application was endorsed by the adjacent affected landowner and as such no further consultation was sought.

### **Strategic**

#### Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

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

### **Policy Related**

The recommendation does not result in any policy implications for the Shire.

### **Financial**

There are no financial implications associated with this proposal for the Shire.

### **Legal and Statutory**

The proposal has been assessed in accordance with the statutory framework set by the Scheme and Regulations.

### **Risk Related**

A risk assessment of the proposal has been undertaken, and there was no medium to high risks identified with the proposal that warrant further discussion. Standard appeal rights to the State Administrative Tribunal are available to the applicant.

### **Workforce**

Nil

**VOTING REQUIREMENTS****Absolute Majority: No****RESOLUTION  
090721****Moved: Cr Kevin Trent****Seconded: Cr Jane Ferro****That, with regards to the Development Application - Overheight Outbuilding with Side Setback Variation at Lot 17 (8) Sixth Road, York, Council:**

- 1. Approves the development application for an Overheight Outbuilding with Side Setback Variation at Lot 71 (8) Sixth Road, York, subject to the following conditions:**
  - a. The development hereby approved shall be substantially commenced within two (2) years of the date of this decision notice.**
  - b. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the local government and except as may be modified by the following conditions.**
  - c. The outbuilding is not to be used for habitable purposes.**
  - d. The outbuilding is not to be used for commercial and/or industrial purposes.**
  - e. All stormwater is to be managed on site by the landowner to the satisfaction of the local government.**
  - f. The use of any second-hand materials in the construction/external appearance of the shed shall be in a good condition to ensure a consistent finish and requires prior approval of the local government.**

**Advice Notes:**

- 1. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- 2. Where an approval has lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained. Should the approval period lapse, a new planning application with relevant retrospective fees may be required by the Shire of York.**
- 3. If the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**
- 4. In accordance with the provisions of the *Building Act 2011*, and *Building Regulations 2012*, an application for a building permit must be submitted to, and approval granted by the Shire, prior to the commencement of the development hereby permitted.**

**CARRIED: 6/0**



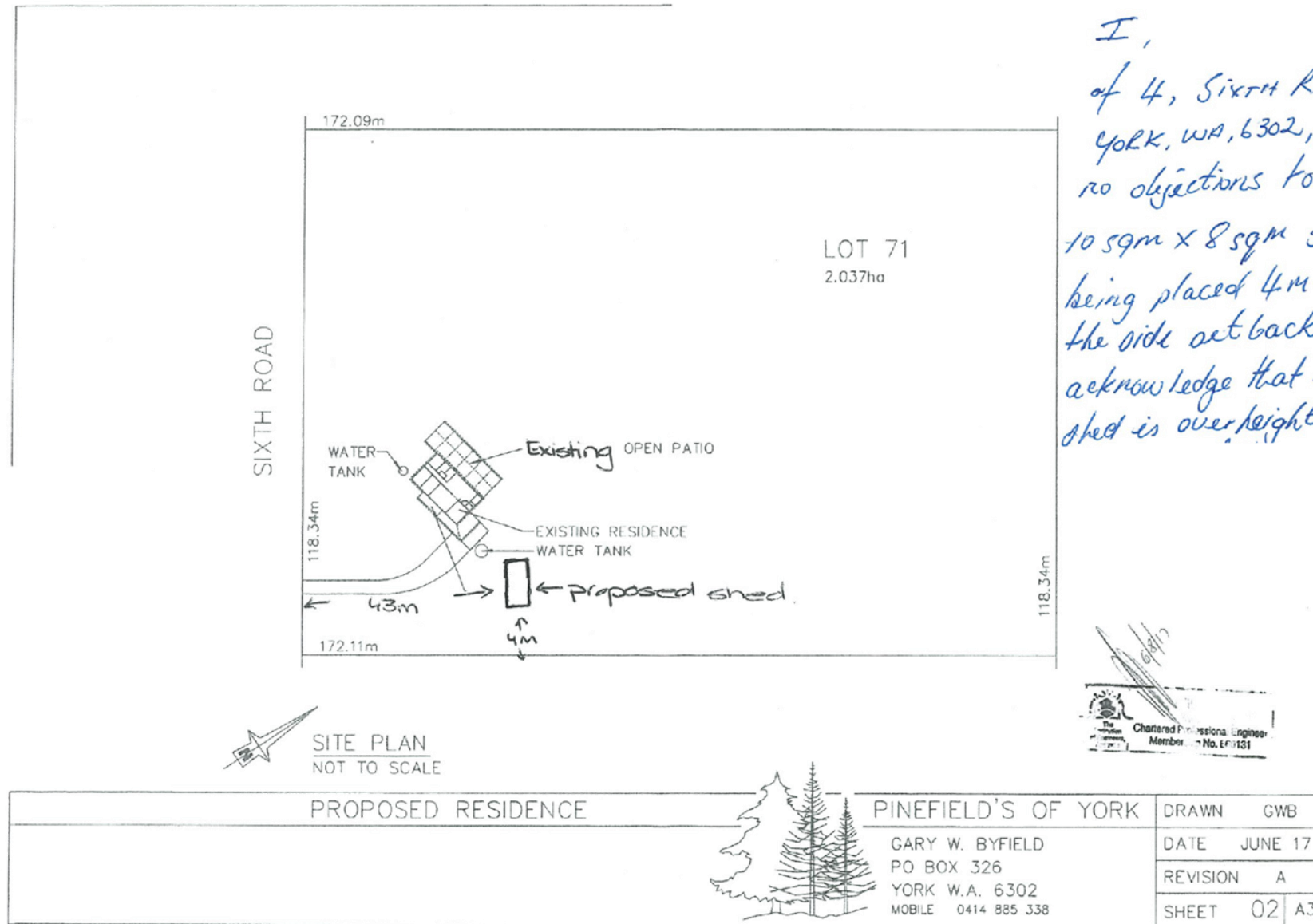


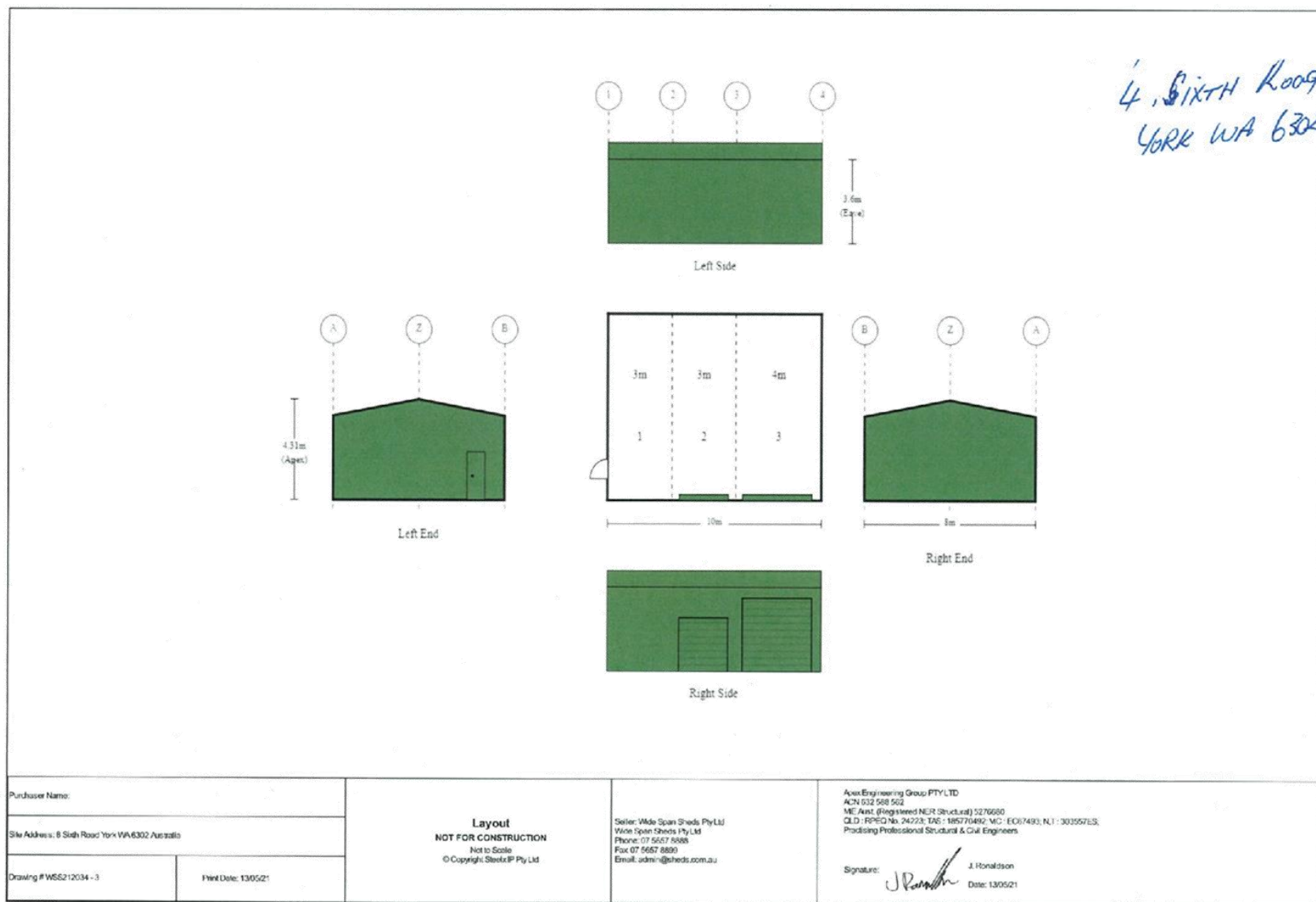












**GENERAL NOTES**

These documents show the general arrangement of the building and include some items not supplied (refer to the quotation for nomination of all items to be provided). All items not nominated therein shall be supplied and installed by others.

The plans provided here are the latest at the time of print. Earlier plans provided may have become outdated due to engineering changes and should not be used. The plans and drawings are extensive and give all the information needed for a competent person to erect the building. The building is not designed to stand up by itself when it is partially complete. Consequently, construction bracing is critical during erection.

The owner has been requested to check off the BOM after the building delivery. You should check that you are able to locate all materials nominated in the BOM. You should also confirm that the length and size (including thickness), nominated in the BOM is what has been provided. Any missing items are the responsibility of the client once correct delivery has been confirmed as per Terms and Conditions of Sale.

**DESIGN CRITERIA**

These building plans have been prepared to comply with the standards nominated in the engineer's letter. All plans are not to Scale.

**ADDITIONAL DOCUMENTATION TO BE SUPPLIED BY PURCHASER/OWNER**

The Purchaser/Owner is responsible for:

- \* Provision of Soils Report for the site and in the building area on which the building is to be erected
- \* Site/Drainage Plans
- \* Any other plans not covered by these engineering plans requested by the local Council or the authority

**BUILDING CONSTRUCTION REQUIREMENTS**

The Purchaser/Owner is to be ensured that all building construction is carried out in accordance with the Plans, the Construction Manual and the Bill of Materials (BOM).

**SLAB DETAILS - GENERAL**

\* The minimum size of Piers under the columns and End Wall Mullions are nominated on the Material Specifications Plan. When the slab and piers are poured as one pour, the depth of the pier is to the bottom of the slab.

\* Pier Reinforcement: for any piers over 1100mm, deformed bar to within 100mm of base and minimum 75mm top cover. Minimum side cover 75mm, maximum 100mm. Rod to be caged horizontally at least twice and at a maximum of 300mm spacing. Tie with a minimum of 6mm diameter cage tie. Where pier diameter is less than 450mm diameter, use 4 N12. For diameters equal to and over 450mm, use 4 N16.

Concrete Slab

\* Footings and slabs, including internal and edge beams, must be founded on natural soil with a minimum allowable bearing capacity of 100kPa. Design covers soil classifications of A, S, M, H1 or H2 for a class 10 building.

\* The footing designs have been calculated with adhesion values of 0kPa, 25kPa and 50kPa for clay soils and dense sand soils only.

\* A site specific geotechnical investigation has not been performed. The builder will need to verify the soil type and conditions.

\* Site conditions different to those specified require a modified design.

\* Sub grade shall be excavated and compacted to a minimum of 100% standard dry density ratio and within 2% of the OMC to comply with AS2159.

\* Designs are in accordance with AS 3600:2018.

\* All concrete to be in accordance with AS 3600:2018. Minimum 25 Mpa, with 80mm slump.

\* Concrete should be cured for 7 days before commencing construction of the building.

\* Refer to connection details.

\* Saw construction joints to be 25mm deep x 5mm wide. Saw cuttings shall take place no later than 24 hours after pouring. Saw construction joints to be placed at a maximum spacing of 8.3m (in both the length and the span). Care should be taken to avoid construction cuts intersecting where any fixing to the slab is to be made.

\* Where columns or end wall mullions have been removed, piers are not required.

\* End wall mullion spacing may move due to location of openings or doors. Check layout and component position plan, and relocate piers as required.

\* The Slab Plan indicates those parts of the slab which are 50mm below main slab/piers.

**For Class A, S or M Sites**

\* Slab thickness to be a minimum of 100mm with SL 72 mesh and 40mm top cover.

\* Concrete piers under Roller Doors Jambos to be a minimum size as below:

C15019 - 300mm dia x 375mm deep, centered to the C Section

C25019 - 450mm dia x 550mm deep, centered to the C Section

Where heavy traffic is to go through the roller doors, it is recommended that the slab edge should be thickened to 200mm deep by 300mm wide for the length between the mullions. Place an additional section of SL 72 mesh, 50mm from the base in all thickenings.

**For Class H1 or H2 Sites**

\* Slab thickness to be a minimum of 100mm with SL 82 mesh and 40mm top cover.

\* Perimeter beams 400mm deep x 300mm wide with Y12 3 bar Trench Mesh to the perimeter of the building.

\* Internal beams 400mm deep by 300mm wide with Y12 3 bar Trench Mesh at a max spacing of 6.2m.

\* Concrete piers under Roller Doors Jambos to be a minimum size as below:

C15019 - 300mm dia x 500mm deep, centered to the C Section

C25019 - 450mm dia x 700mm deep, centered to the C Section

**BRACING NOTES**

\* Refer to Connection Details.

\* Knee bracing clearance from FFL is X = Main Building: 2.349m.

\* All Cross Bracing is achieved with 1.2mm Strap G450.

\* Cross bracing is to be fixed butt and secured with 14.20 x 22 frame screws at each end, quantity as per connection details.

\* Fly bracing to be fixed to the purlins/girts on all mid portal rafters, columns and end wall mullions. Fly bracing is to be fitted to every second purlin/girt, or, on every one, where the spacing between fly braces would exceed the maximum specified below for the relevant column/rafter size:

- C150 - maximum 1800mm spacing
- C200, C250 - maximum 2200mm spacing
- C300 - maximum 2800mm spacing
- C350 - maximum 2800mm spacing
- C400 - maximum 2800mm spacing

Initial measurement is from the haunch of the column/rafter, and from the rafter for any end wall mullions.

\* All bracing strap ends to be located as close as practical to structural member's (columns, rafters, mullions) centerline.

**BOLTS**

\* Unless otherwise nominated, all bolts are grade 4.6

\* All tensioned bolts shall be tensioned using the part turn method (refer to AS4100). For the erector, full details are in the construction manual.


**Roller Doors**

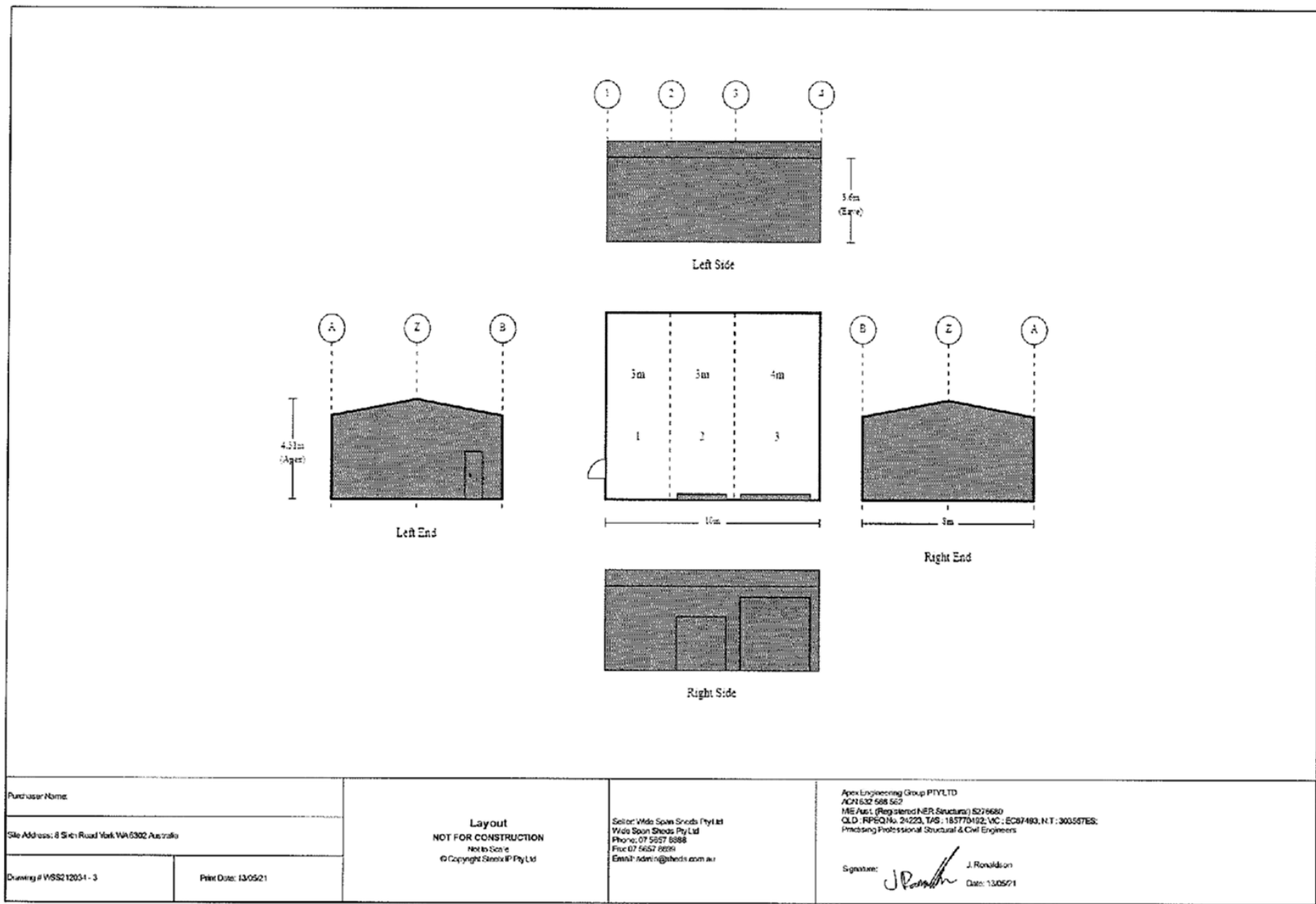
All comments regarding roller doors are based from inside the building looking out.

**OTHER MATERIALS NOTES**

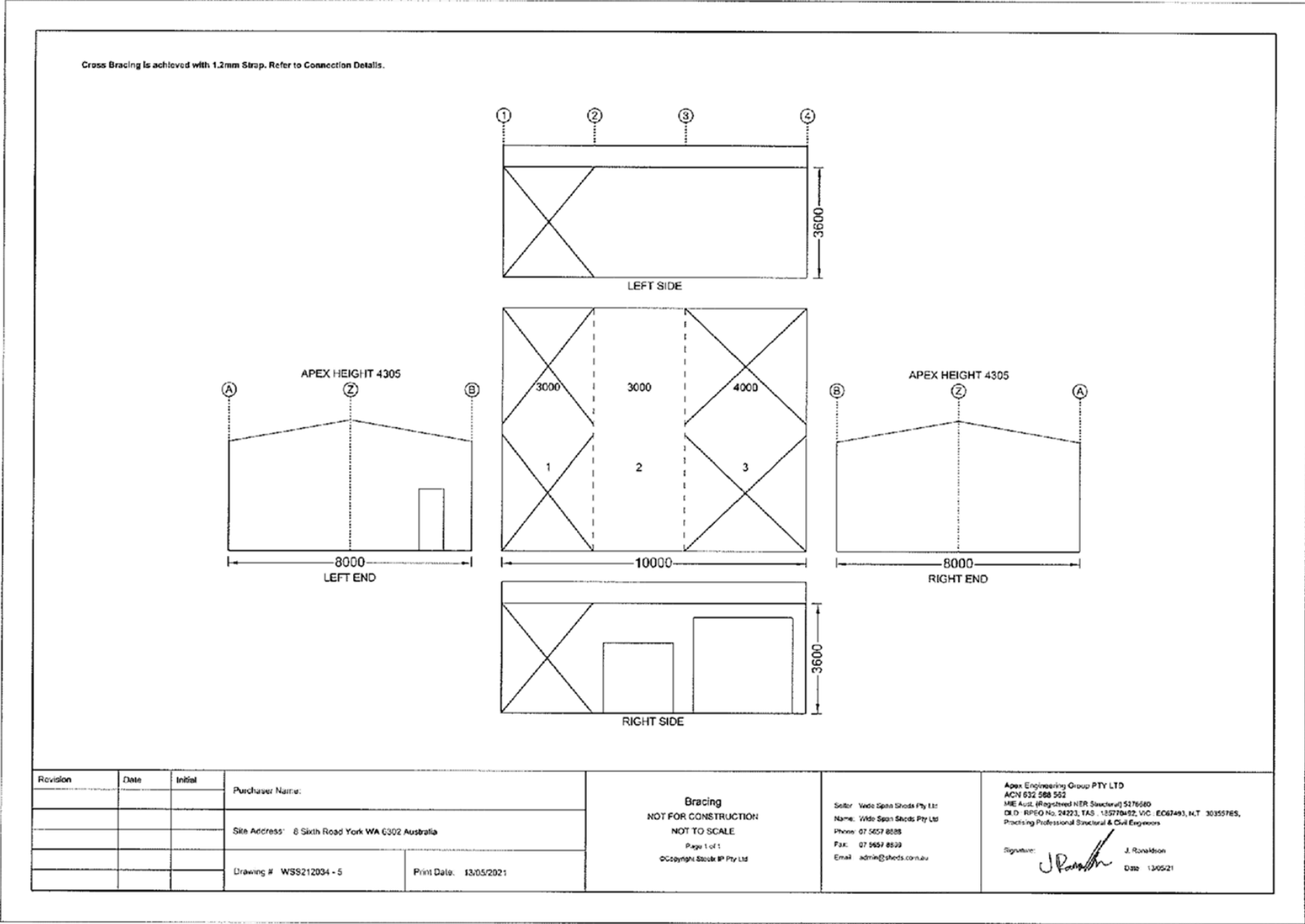
\* All Sheeting, Flashing and framing screws are Climaseal 4.

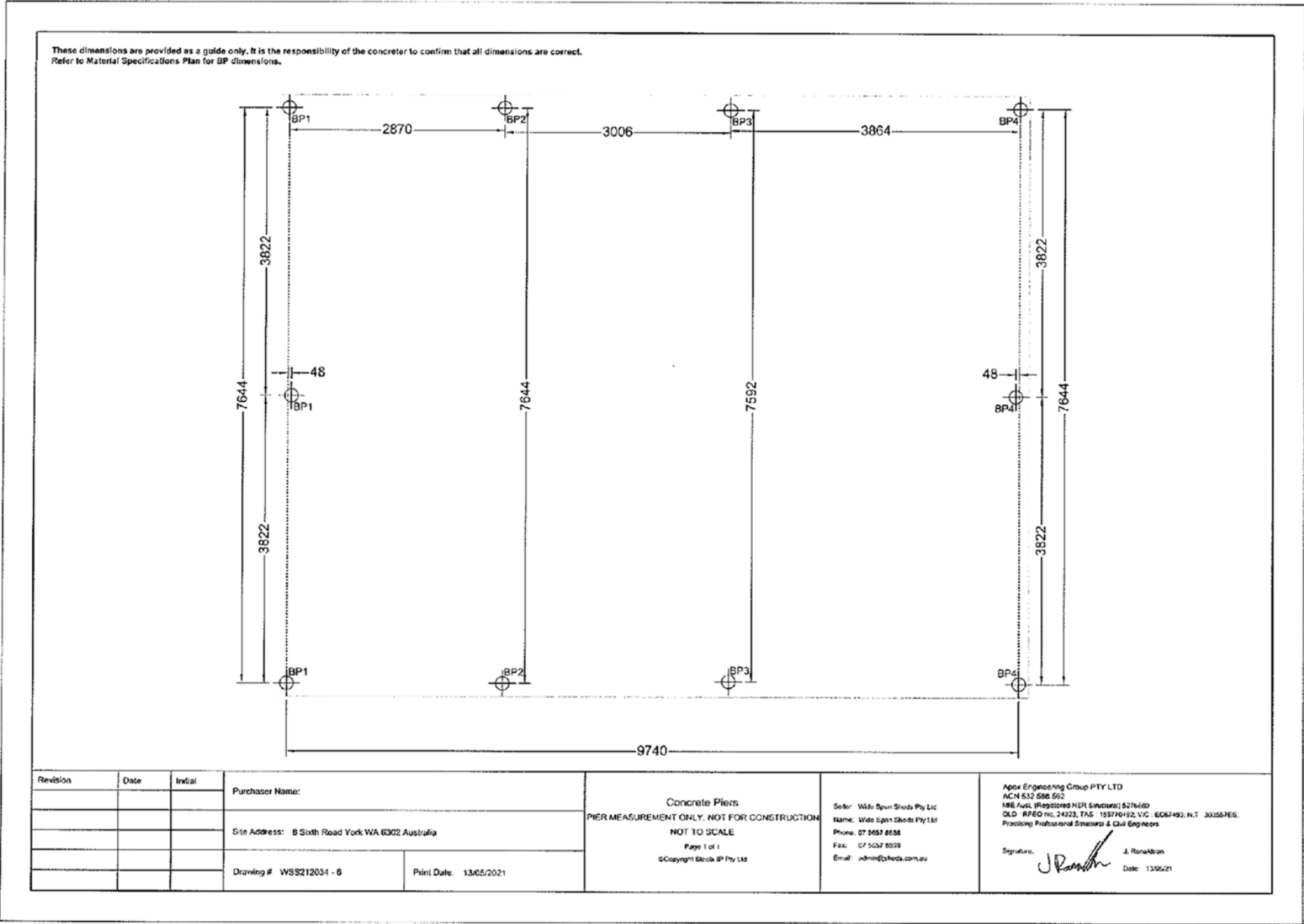
\* All purlin material has Z350 zinc coating with minimum strength of 450MPa.

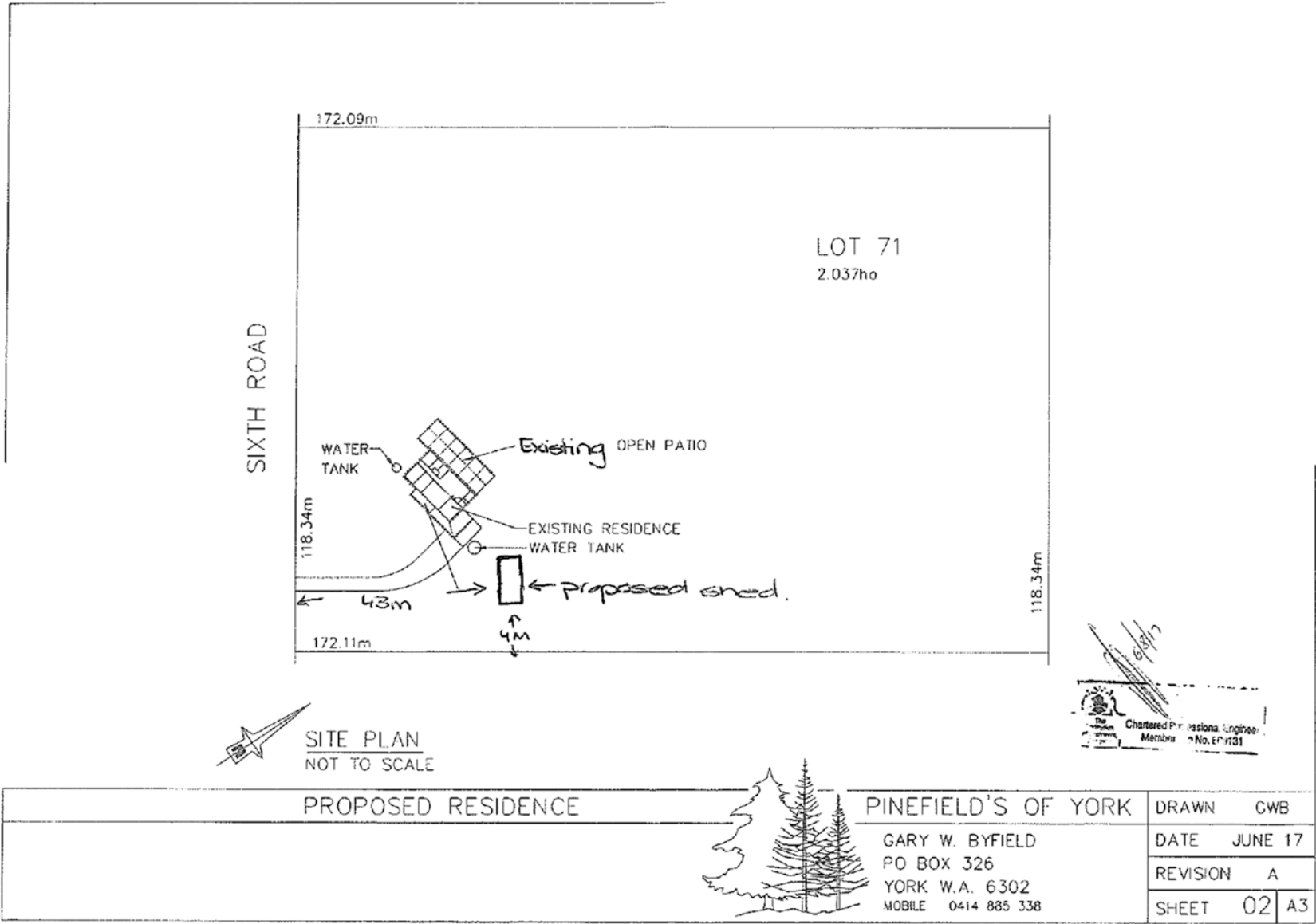
Revision	Date	Initial	Purchaser Name:	General Notes NOT FOR CONSTRUCTION		Apex Engineering Group PTY LTD ACN 632 588 562 MIE Aust. (Registered NER Structural) 52766/08 QLD - RPQD No. 24223, T&S - 183710/192, VIC - EC67493, N.T. 30055/ES. Practising Professional Structural & Civil Engineers  Signatures:  J. Randerson Date: 13/05/21	
			Site Address: 8 Sixth Road York WA 6302 Australia				
			Drawing #: WSS212034 - 2				
			Print Date: 13/05/2021				
				Page 1 of 1 ©Copyright Design IP Pty Ltd		Seller: Wide Span Sheds Pty Ltd Name: Wide Span Sheds Pty Ltd Phone: 07 5697 8838 Fax: 07 5697 8839 Email: admin@wssd.com.au	













**Site Location:**

Geographic coordinates of

-31.85767,116.77892

Generally described as:

8 Sixth Road York WA 6302

**SY079-07/21 OVERSIZE AND OVERHEIGHT SHED FOR STORAGE OF PERSONAL ASSETS  
- LOT 18 (7) AYOUB STREET, YORK**





**File Number:** AY1.60228

**Author:** Natasha Jurmann, Town Planner

**Authoriser:** Alina Behan, Executive Manager Corporate & Community Services

**Previously before Council:** Not Applicable

**Appendices:**

1. Cover Letter and Plans  
2. Site Photos  

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

Quasi-judicial

**PURPOSE OF REPORT**

For Council to determine a development application for an over height and oversize outbuilding on a vacant lot at Lot 18 (7) Ayoub St, York.

**BACKGROUND**

Lot 18 (7) Ayoub St, York (referred to herein as the property) is 1,136m<sup>2</sup> in area and is currently vacant. The property is zoned Residential 5 and is surrounded by land similarly zoned.

A Site Plan and Site Photos is presented in Appendix 1 and Appendix 2.

A development application has been received which proposes to construct an outbuilding which will:

- Be 10m by 12m (120m<sup>2</sup>) in area
- Be setback 14m from the rear boundary
- Be setback 5m from the western boundary
- Be setback 2.5m from the eastern boundary
- Have a skillion roof with a wall height of 2.5m on the western side and a wall height/apex height of 3.55m on the eastern end (facing existing neighbours)
- be constructed of Colourbond steel (unspecified colour)

The application was advertised to the neighbours and no submissions were received during the advertising period.

In addition to the plans the applicant has submitted a cover letter, which addresses the reasons for requiring a shed before the development of the house and states the applicant has no intention of living in the shed.

The cover letter does not provide a reason for the variations to size or height.

A copy of the development application submitted is presented in Appendix 1.

The application requires development approval because it proposes variations to height, floor area, and the development of the outbuilding prior to the development of a house. The shed use is an incidental use in the Residential Zone, but as there is no dwelling, it is not a secondary or incidental use. In addition, the height and size of the outbuilding exceeds that permitted by Local Planning Policy P7 Outbuildings in Residential Zones (Outbuildings Policy). The application has been presented to Council for determination due to the extent of the proposed variations.

## COMMENTS AND DETAILS

The application is required to be assessed in accordance with the Shire of York's Local Planning Scheme No. 3 (Scheme), Local Planning Policy P7 Outbuildings in Residential Zones, State Planning Policy 7.3 Residential Design Codes (R-Codes), and *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions.

An outbuilding is considered an Incidental use in the residential zone, which means it is only permitted as an incidental use to a Dwelling. The applicant is requesting a variation to build the shed prior to the house to store building materials and tools for the Dwelling in the shed.

### Scheme Requirements

Clause 25.1 General development requirements

*"The R-Codes are to be read as part of this scheme".*

State Planning Policy 7.3 (R-Codes) section 5.4.3 Outbuildings performance outcome is as follows:

*"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties".*

The proposed development is a variation on the R-Codes and on the policy (see below).

Provision	Proposed	Comment
b. Large and Multiple outbuildings		
(i) individually or collectively does not exceed 60m <sup>2</sup> in area or 10 percent in aggregate of the site area, whichever is the lesser;	120m <sup>2</sup>	Variation proposed, the variation is not acceptable in a residential area being both larger than the LPP and more than 10% of the site area, the variation proposed is not deemed to be acceptable  <b>Variation not accepted, a condition could be proposed to bring the shed into line with acceptable variations</b>
(ii) Setback in accordance with table 2a  For a wall height 4m or less and a length of 10-12m the setback is required to be more than 1.5m for the side boundaries.	Setbacks are 2.5m and 5m respectively	Complies
(iii) Does not exceed a wall height of 2.4m	Western wall height to be 2.5m (Variation proposed)  Eastern boundary 3.55m wall height proposed due to the skillion roof	The skillion roof makes the wall on the eastern boundary (facing existing houses) appear as a large solid fixture  <b>Does not comply</b>
(iv) Does not exceed a ridge height of 4.2m	3.55m proposed	Complies
(v) Not located within the primary street setback area. (12m)	The shed is sufficiently setback within the lot to allow for a house	Complies

(vi) Does not reduce the open space and outdoor living area requirements in Table 1.  Open space requirement for the R5 zone is 70%	The proposed shed covers more than 10% of the lot area	To comply a condition will need to be imposed for the future house to have an area of less than 204.48m <sup>2</sup>
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The proposed outbuilding involves variation to the policy because it exceeds the maximum height and allowable size (refer table below).

Policy Provision	Proposed	Comment
<b>1. General</b>		
(a) Are not attached to a dwelling	Outbuilding is not attached to dwelling	Complies
(b) Are non-habitable or used for commercial and industrial purposes	The applicant has provided that it will be used for storage of tools and building materials	Complies
(c) Are not within the primary setback area	Outbuilding is not within primary street setback	Complies
(d) Do not reduce the amount of open space required in the R-Codes	See (vi) above	Conditioned to comply
<b>2. Floor Area</b>		
(b) Outbuildings on a residential lot coded R10 and below that have a combined area not exceeding 100m <sup>2</sup> or 10 per cent in aggregate of the site area, whichever is lesser.	The proposed outbuilding is 10m by 12m (120m <sup>2</sup> )	Allowable due to the size of the sheds in nearby lots.
<b>3. Height</b>		
(b) Outbuildings on a residential lot coded R-10 and below that have a maximum wall height of 3.5m, a ridge height of 4.2m.	The proponent proposes a western wall height of 2.5m and an eastern wall height of 3.55m  Note that the eastern wall is also the ridge which makes this variation acceptable	Variation proposed.
<b>4. Materials</b>		
(c) materials of low reflectivity should be used to ensure that the structure does not adversely impact on the neighbours.	No material colours were submitted with the application	Conditioned to comply

In accordance with the Scheme and Policy, variations are to be assessed against whether the development is consistent with the following:

- The objectives of the Residential zone of Shire of York Local Planning Scheme No. 3 which are:
  - a) *"To provide for a range of housing and a choice of residential densities to meet the needs of the community."*

- b) *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
- c) *To provide for a range of non-residential uses in particular tourism and cultural activities, which are compatible with and complementary to residential development.*
- d) *To achieve a high standard of development and residential amenity that complements the heritage character of York.”*
- the objectives which the policy was designed to achieve and whether the proposal meets the objectives of the scheme. The relevant objectives of the Local Planning Policy No. 7 Outbuildings in Residential zones and the scheme are as follows:
  - *To provide flexibility for outbuilding size, construction and materials to meet the needs of local residents.*
  - *To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.*
  - *To provide direction and clarity on the application of the Performance Criteria with regard to Clause 6.10.1 – Outbuildings of the Residential Design Codes (R-Codes).*

Clause 67 of Schedule 2 – Deemed Provisions of the Regulations also contains general matters for consideration. Those most relevant to this application are:

*“g) any local planning policy for the Scheme area (see table above);*

*m) the compatibility of the development with its setting including –*

*(i) the compatibility of the development with the desired future character of its setting; and*

*(ii) the relationship of the development to development on adjoining land or on other land in the locality, including, but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the development.*

*n) the amenity of the locality including the following –*

*(i) Environmental impacts of the development;*

*(ii) The character of the locality; and*

*(iii) Social impacts on the development.*

*p) whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.”*

The provisions of the Scheme, Regulations and Policy essentially require the variation be assessed in terms of whether the development will have a detrimental impact on visual amenity or character of the locality, from the streetscape or adjoining properties and whether it is consistent with orderly and proper planning.

The application was sent to the neighbours as a part of the planning process and no submissions were received. The development due to its nature, that is a shed being developed prior to the main house, is not a good precedent to set. Although in this instance it is unlikely to detract from the streetscape, which currently contains a house with a large green shed, a long green shed, a house with a large cream coloured double garage and a red shipping container.

The proposed outbuilding would be located in the rear half of the property and be clearly visible from Ayoub Street and Avon Terrace through a vacant lot. The proponent does not propose any landscaping along the eastern boundary (facing Avon Terrace) or on the frontage facing Ayoub Street. It is noted that the proponent intends to build a house facing Ayoub Street which will address the vista from Ayoub Street.

The existing character and amenity of the area is predominantly single houses with ancillary outbuildings between 60m<sup>2</sup> and 140m<sup>2</sup> with heights compliant with the Shire's Local Planning Policy.

It should be noted there are no other sheds in this area without houses already existing on the lot and this outbuilding would set a bad precedence.

In considering the future amenity of Avon Terrace it should be noted that the block is less than 700m from the town centre of York and could impact on any future expansion in the area. It is also important to note that neither water or sewer connections are currently available to the lot and due to this there is not currently potential for higher density development at this stage. Due to the potential impact on Avon Terrace, the inconsistency with the zone objectives and the potential to set an undesirable precedent for the area it is recommended that the outbuilding be refused.

## OPTIONS

Council has the following options:

**Option 1:** Council could resolve to refuse the application.

**Option 2:** Council could refuse the application for other reasons and list reasons for refusal.

**Option 3:** Council could approve the application subject to the following conditions:

- (i) The development hereby approved shall be substantially commenced within two (2) years of the date of this decision notice.
- (ii) The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the Shire and except as may be modified by the following conditions.
- (iii) The outbuilding is not to be used for habitable purposes.
- (iv) The outbuilding is not to be used for commercial and/or industrial purposes.
- (v) All stormwater is to be managed on site by the landowner to the satisfaction of the local government.
- (vi) The outbuilding is to be constructed of a non-reflective colour that is compatible with the surrounding outbuildings.
- (vii) Prior to the issue of a building permit for the outbuilding the applicant must submit to the satisfaction of the local government:
  - a. A landscaping plan to reduce the appearance of the shed from both Ayoub Street and Avon Terrace.
  - b. A draft plan for the dwelling mentioned in the applicants cover letter.
  - c. A stormwater plan showing stormwater management and any tanks intended to go on the lot.
- (viii) Within three (3) months of this approval an application for a dwelling must be lodged with the Shire of York's Building Surveyor.
- (ix) Plans as a result of conditions 7a and 7c must be maintained for the life of the development.
- (x) Any further development of the lot, without further applications to Council, must not encroach on the open space requirements of the site.

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

The application was advertised to the neighbouring landowners and no submissions were received.

**Strategic**Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

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

**Policy Related**

The recommendation does not result in any policy implications for the Shire.

If Council decides to approve the shed, it could set a bad precedent for the area as there is no guarantee that the dwelling will be built.

**Financial**

If Council chooses to approve the shed without house plans being submitted it could result in financial risk to the Shire as compliance measures may need to be taken.

**Legal and Statutory**

The proposal has been assessed in accordance with the statutory framework set by the Scheme and Regulations.

**Risk Related**

A risk assessment of the proposal has been undertaken, and there was no medium to high risks identified with the proposal that warrant further discussion. Standard appeal rights to the State Administrative Tribunal are available to the applicant.

**Workforce**

If Council chooses to approve the shed without house plans being submitted it could result in a need for the Shire to hire a Compliance Officer or overtime for the current Officers as compliance measures may need to be taken.

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RECOMMENDATION**

That, with regards to the Oversize and Overheight Shed for Storage of Personal Assets - Lot 18 (7) Ayoub Street, York, Council:

1. Refuses the development application for an Overheight and Oversize Outbuilding on vacant land at Lot 18 (7) Ayoub St, York, for the following reasons:
  - a. The application proposes multiple variations to the Scheme, Local Planning Policy and R-Codes.
  - b. The application would set a bad precedent in the area.
  - c. There is no guarantee that the dwelling would be built.
  - d. The application could result in reduced local amenity and character from Avon Terrace which is a main street in York.

Cr Trent introduced an Alternate Motion to the Officer's recommendation.

**RESOLUTION  
100721****Moved: Cr Kevin Trent****Seconded: Cr Jane Ferro****That, with regards to the Oversize and Overheight Shed for Storage of Personal Assets - Lot 18 (7) Ayoub Street, York, Council:**

- 1. Approves the development application for an Overheight and Oversize Outbuilding on vacant land at Lot 18 (7) Ayoub St, York, subject to the following conditions:**
  - a. The development hereby approved shall be substantially commenced within two (2) years of the date of this decision notice.**
  - b. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the Shire and except as may be modified by the following conditions.**
  - c. The outbuilding is not to be used for habitable purposes.**
  - d. The outbuilding is not to be used for commercial and/or industrial purposes.**
  - e. All stormwater is to be managed on site by the landowner to the satisfaction of the local government.**
  - f. The outbuilding is to be constructed of a non-reflective colour that is compatible with the surrounding outbuildings.**
  - g. Prior to the issue of a building permit for the outbuilding the applicant must submit to the satisfaction of the local government:**
    - i. A landscaping plan to reduce the appearance of the shed from both Ayoub Street and Avon Terrace.**
    - ii. A draft plan for the dwelling mentioned in the applicants cover letter.**
    - iii. A stormwater plan showing stormwater management and any tanks intended to go on the lot.**
  - h. Within three (3) months of this approval an application for a dwelling must be lodged with the Shire of York's Building Surveyor.**
  - i. Plans as a result of conditions 7a and 7c must be maintained for the life of the development.**
  - j. Any further development of the lot, without further applications to Council, must not encroach on the open space requirements of the site.**

***CARRIED 5/1***



**Request for a shed**  
**7 Ayoub Street**  
**Shire of York**

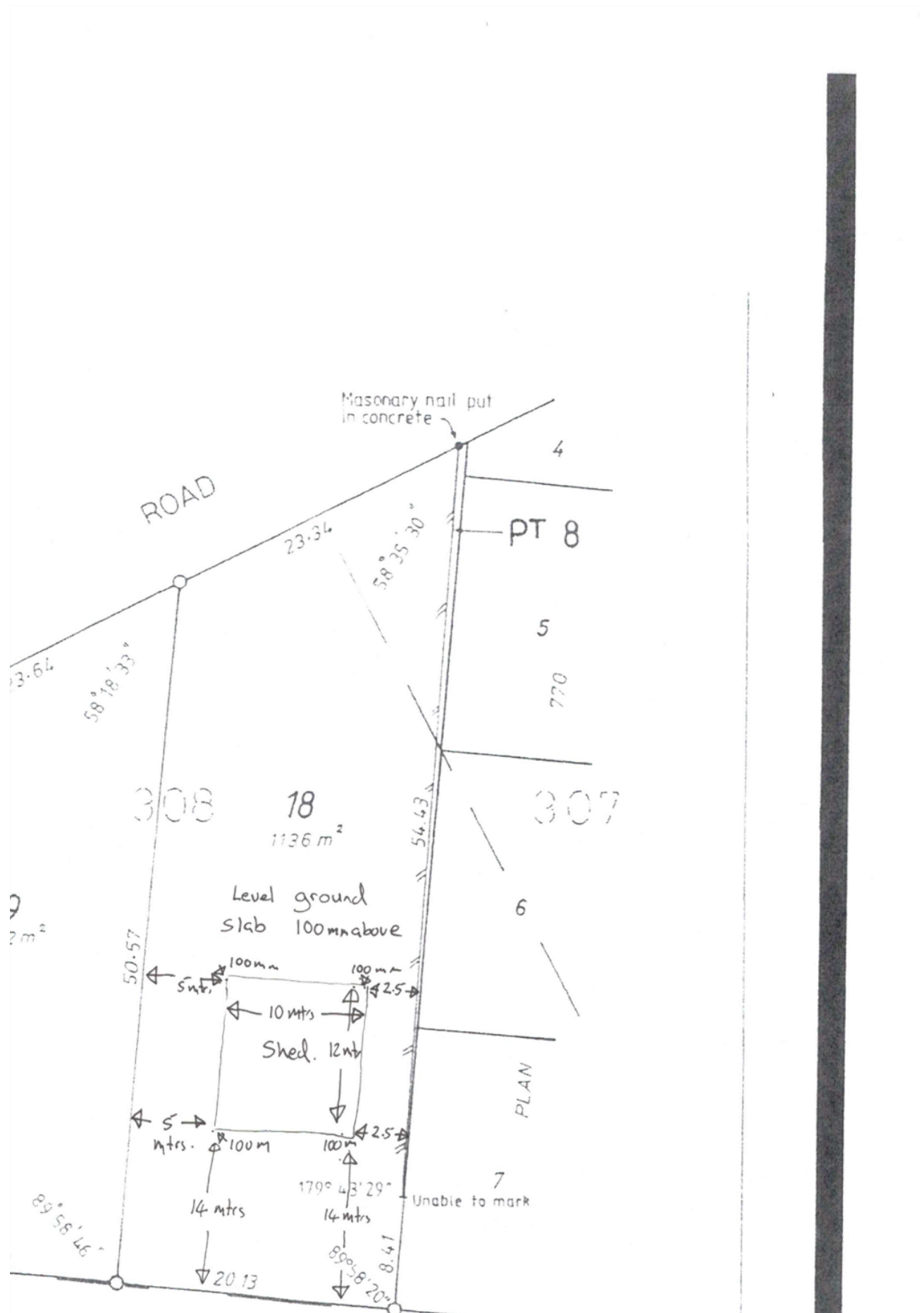
10/06/2021

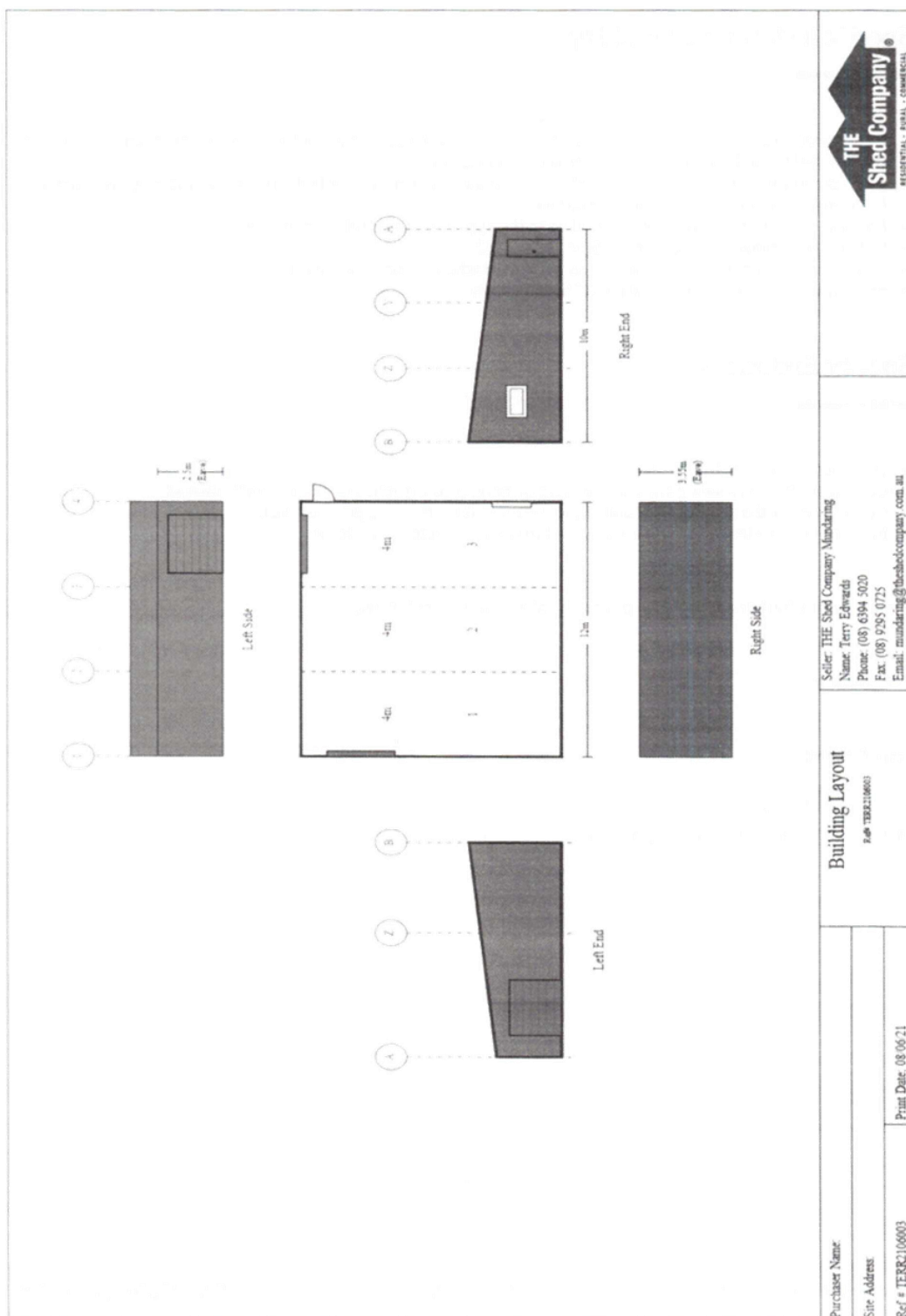
I submit this application for a shed at the 7 Ayoub Street as an owner builder. The reason I would like to build the shed is for a workshop space and storage of tools and materials to build my home over an allocated period.

The shed slab will be 2.5 meters from the Eastern boundary and about 5 meters from the western boundary and 14 meters from the southern boundary or back fence.

As the land is fairly flat slab will be 100mm above ground level.

I have no intention in living in the shed.





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TERR2106003 | Page 4 of 7



### Building Information

The design criteria nominated has been assessed by your trained sales consultant. This assessment is subject to the certifying engineers confirmation. Final assessment by the engineer may result in a change to the materials and price.

From the site location and the usage information we have at hand, it is likely that the building is subject to a Marine Influence and/or Industrial Influence. We refer you to BlueScope Technical Bulletins (in particular TB1A, TB1B, TB4, TB30 and TB35) to consider the environmental conditions and the materials that have been specified in your quotation. It is likely that the BlueScope and any other warranties will be limited for the specified materials. If you contact BlueScope on 1800 800 789, they will be able to discuss this further with you. Should you wish to consider changing any materials, your sales consultant will be able to assist.

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TERR2106003 | Page 5 of 7











**SY080-07/21 OVERSIZE OUTBUILDING (CUMULATIVELY) LOT 62 (274) AVON TERRACE, YORK**

**File Number:** AV1.13010

**Author:** Natasha Jurmann, Town Planner

**Authoriser:** Alina Behan, Executive Manager Corporate & Community Services

**Previously before Council:** Not Applicable

**Appendices:**

1. Application and Development Plans [↓](#) 
2. Site Photos [↓](#) 

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

Quasi-judicial

**PURPOSE OF REPORT**

For Council to determine a development application for an oversize outbuilding (cumulatively) at Lot 62 (274) Avon Terrace, York.

**BACKGROUND**

Lot 62 (274) Avon Terrace (referred to herein as the property) is 4,038m<sup>2</sup> in area and currently contains a dwelling and a shed. The property is zoned Residential 2.5 and is surrounded by land similarly zoned.

A Site Plan and Site Photos is presented in Appendix 1 and Appendix 2.

A development application has been received which proposes to construct an outbuilding which will:

- Be 8m by 9.3m (74.4m<sup>2</sup>) in area
- Be setback 35.5m from the front boundary
- Be setback 12m from the southern boundary
- Have a wall height of 3m
- Have a gable roof with a ridge height of 3.71m
- There is one existing outbuilding on the lot which has an area of approximately 72m<sup>2</sup>
- Have a water tank attached and proposes landscaping to shield the view of the shed from Avon Terrace.

The application was advertised to the neighbours and no submissions were received.

In addition to the plans the applicant has noted the new shed is required to store a caravan. Originally the applicant had intended to replace the existing old shed on the property but was unable to as it was located within the mapped floodway. Subsequently, the new shed is proposed to be built out of the floodway and the existing shed retained.

A copy of the development application submitted is presented in Appendix 1.

The application requires development approval because the application proposes variations to the cumulative floor area of all sheds on the lot. The use shed is an incidental use in the Residential Zone. In addition it should be noted the property contains a number of existing trees (Appendix 2) and further landscaping is proposed. If there were no other outbuildings on the property, the shed would be able to be assessed under delegation as it is under the size permitted by the Shire's Local



Planning Policy P7 Outbuildings in Residential Zones (Outbuildings Policy). The application has been presented to Council for determination due to the extent of the proposed variation.

## COMMENTS AND DETAILS

The application is required to be assessed in accordance with the Shire of York's Local Planning Scheme No. 3 (Scheme), Local Planning Policy P7 Outbuildings in Residential Zones, State Planning Policy 7.3 Residential Design Codes (R-Codes), and *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions.

An outbuilding is considered an Incidental use in the Residential zone, which means that it is only permitted as an incidental use to a Dwelling. The applicant is requesting a variation to the cumulative shed size requirements.

### Scheme Requirements

Clause 25.1 General development requirements

*"The R-Codes are to be read as part of this scheme".*

State Planning Policy 7.3 (R-Codes) section 5.4.3 Outbuildings performance outcome is as follows:

*"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties".*

The proposed development is a variation on the R-Codes and on the policy (see below).

Provision	Proposed	Comment
b. Large and Multiple outbuildings		
(i) individually or collectively does not exceed 60m <sup>2</sup> in area or 10 percent in aggregate of the site area, whichever is the lesser;	74.4m <sup>2</sup> which is well under the 100m <sup>2</sup> allowed by the LPP  Total area of all sheds is 147.4m <sup>2</sup>	Variation proposed for cumulative shed area
(ii) Setback in accordance with table 2a  For a wall height 3.5m or less and a length of 9m or less the setback is required to be more than 1m for the side boundaries.	Shed is to be setback 12m and 21.6m from the boundaries	Complies
(iii) Does not exceed a wall height of 2.4m	3m wall height proposed to allow for the storage of a caravan	The outbuildings policy varies required heights (Complies with policy, see below)
(iv) Does not exceed a ridge height of 4.2m	3.71m proposed	Complies
(v) Not located within the primary street setback area. (15m)	The shed is setback 35.5m from the road	Complies

(vi)	Does not reduce the open space and outdoor living area requirements in Table 1.  Open space requirement for the R2.5 zone is 80%	The existing house is measured as having an area of 468.74m <sup>2</sup>  The existing sheds have 72m <sup>2</sup>  The proposed shed would have an area of 74.4m <sup>2</sup>  Total area is 615.44m <sup>2</sup> or 15.24% of the site area, leaving 84.8% of the site area for open space	Complies
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The proposed outbuilding involves variation to the policy because it exceeds the maximum height and allowable size (refer table below).

Policy Provision	Proposed	Comment
1. General		
(a) Are not attached to a dwelling	Outbuilding is not attached to dwelling	Complies
(b) Are non-habitable or used for commercial and industrial purposes	The applicant has provided it will be used for storage of a caravan and other assets	Complies
(c) Are not within the primary setback area	Outbuilding is not within primary street setback	Complies
(d) Do not reduce the amount of open space required in the R-Codes	See (vi) above	Complies
2. Floor Area		
(b) Outbuildings on a residential lot coded R10 and below that have a combined area not exceeding 100m <sup>2</sup> or 10 per cent in aggregate of the site area, whichever is lesser.	The proposed outbuilding is 74.4m <sup>2</sup>  Total area of all sheds is 147.4m <sup>2</sup>	Variation requested  Variation is allowable as the property is so large, landscaping is proposed and the property is unable to be subdivided as it is in the Avon River flood plain, so there is no risk that this is likely to impact on the future residential amenity for the area
3. Height		
(b) Outbuildings on a residential lot coded R-10 and below that have a maximum wall height of 3.5m, a ridge height of 4.2m.	The proponent proposes a maximum wall height of 3m and a ridge height of 3.71m	Complies
4. Materials		
(c) materials of low reflectivity should be used to ensure that the	No material colours were submitted with the application	Conditioned to comply

structure does not adversely impact on the neighbours.		
--	--	--

In accordance with the Scheme and Policy, variations are to be assessed against whether the development is consistent with the following:

- The objectives of the Residential zone of Shire of York Local Planning Scheme No. 3 which are:
  - a) *“To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
  - b) *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
  - c) *To provide for a range of non-residential uses in particular tourism and cultural activities, which are compatible with and complementary to residential development.*
  - d) *To achieve a high standard of development and residential amenity that complements the heritage character of York.”*
- The objectives which the policy was designed to achieve and whether the proposal meets the objectives of the scheme. The relevant objectives of the Local Planning Policy No. 7 Outbuildings in Residential zones and the scheme are as follows:
  - *“To provide flexibility for outbuilding size, construction and materials to meet the needs of local residents.*
  - *To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.*
  - *To provide direction and clarity on the application of the Performance Criteria with regard to Clause 6.10.1 – Outbuildings of the Residential Design Codes (R-Codes).”*

Clause 67 of Schedule 2 – Deemed Provisions of the Regulations also contains general matters for consideration. Those most relevant to this application are:

- “g) any local planning policy for the Scheme area (see table above);*
- m) the compatibility of the development with its setting including –*
  - (i) the compatibility of the development with the desired future character of its setting; and*
  - (ii) the relationship of the development to development on adjoining land or on other land in the locality, including, but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the development.*
- n) the amenity of the locality including the following –*
  - (i) Environmental impacts of the development;*
  - (ii) The character of the locality; and*
  - (iii) Social impacts on the development.*
- p) whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.”*

The provisions of the Scheme, Regulations and Policy essentially require the variation be assessed in terms of whether the development will have a detrimental impact on visual amenity or character of the locality, from the streetscape or adjoining properties and whether it is consistent with orderly and proper planning.

The application was sent to the neighbours as part of the planning process and no submissions were received on the application. Due to both the existing and proposed landscaping the development is unlikely to detract from the amenity of the area.

The existing character and amenity of the area is predominantly single houses with ancillary outbuildings varying in size. The property is already beautifully landscaped and contains a number of trees which make it difficult to see the survey pegs for the shed, although it should be noted they are still visible in Appendix 2. In addition, across the road there is a large outbuilding with no landscaping on a new development which will seem a lot larger than the proposed outbuilding due to the proposed setback.

Due to the lack of potential impacts to the amenity of the area and the zone objectives it is recommended that the outbuilding be approved.

## **OPTIONS**

Council has the following options:

**Option 1:** Council could resolve to approve the application subject to conditions.

**Option 2:** Council could refuse the application and list reasons for refusal.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

The application was advertised to the neighbouring landowners and no submissions were received.

### **Strategic**

#### Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

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

### **Policy Related**

The recommendation does not result in any policy implications for the Shire.

### **Financial**

The recommendation does not result in any financial implications for the Shire.

### **Legal and Statutory**

The proposal has been assessed in accordance with the statutory framework set by the Scheme and Regulations.

### **Risk Related**

A risk assessment of the proposal has been undertaken, and there was no medium to high risks identified with the proposal that warrant further discussion. Standard appeal rights to the State Administrative Tribunal are available to the applicant.

### **Workforce**

The recommendation does not result in any workforce implications for the Shire.

## **VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION  
110721****Moved: Cr Kevin Trent****Seconded: Cr Pam Heaton****That, with regard to Oversize Outbuilding (Cumulatively) Lot 62 (274) Avon Terrace, York, Council:**

- 1. Approves the development application for an Oversize Outbuilding (Cumulatively) at Lot 62 (274) Avon Terrace, York, subject to the following conditions:**
  - a. The development hereby approved shall be substantially commenced within two (2) years of the date of this decision notice.**
  - b. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the local government and except as may be modified by the following conditions.**
  - c. The outbuilding is not to be used for habitable purposes.**
  - d. The outbuilding is not to be used for commercial and/or industrial purposes.**
  - e. All stormwater is to be managed on site by the landowner to the satisfaction of the local government.**
  - f. The outbuilding is to be constructed of a non-reflective colour that is compatible with the surrounding outbuildings.**

***CARRIED: 6/0***

Shire of York  
PO Box 22  
York WA 6302

18 June 2021

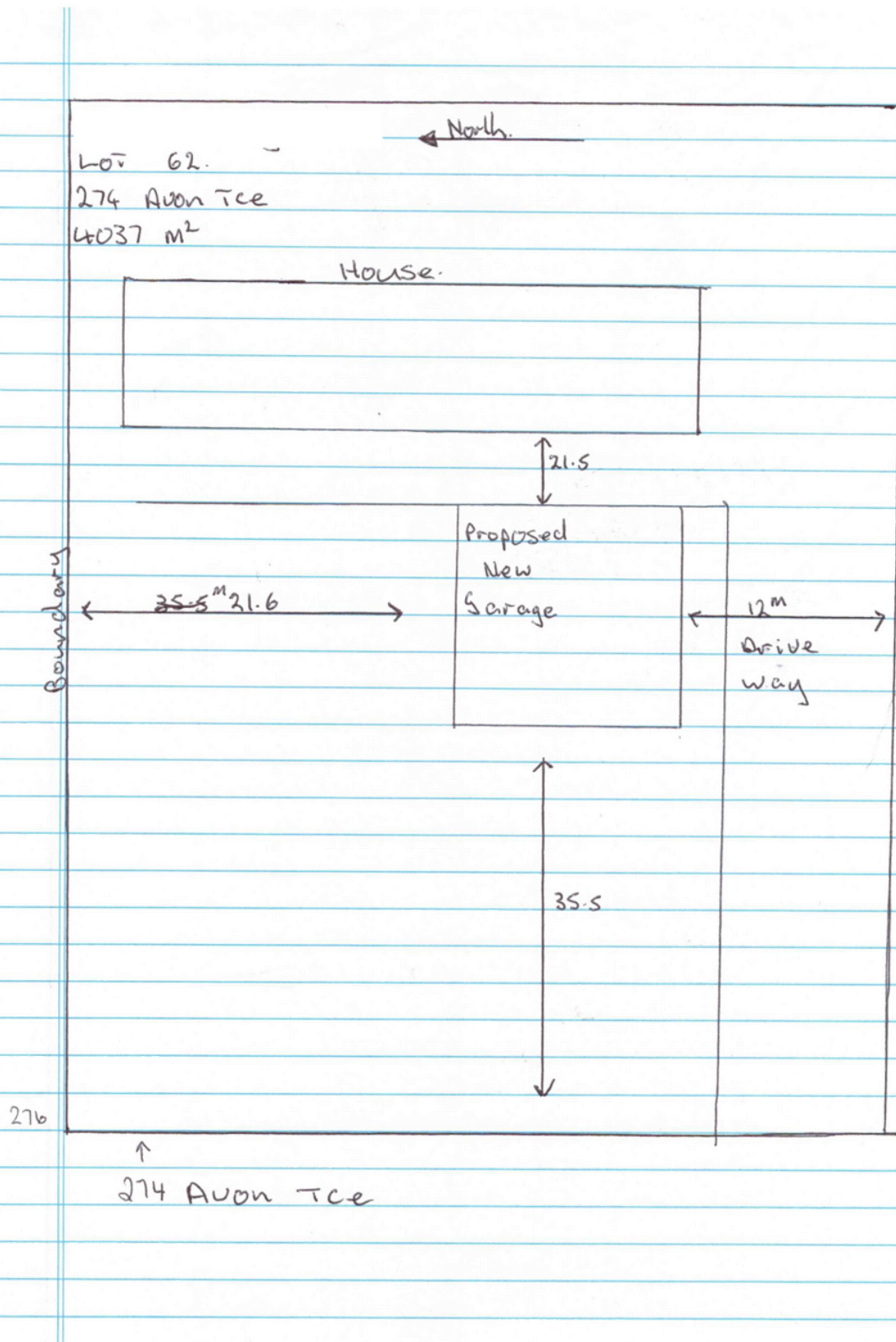
To whom it may concern;

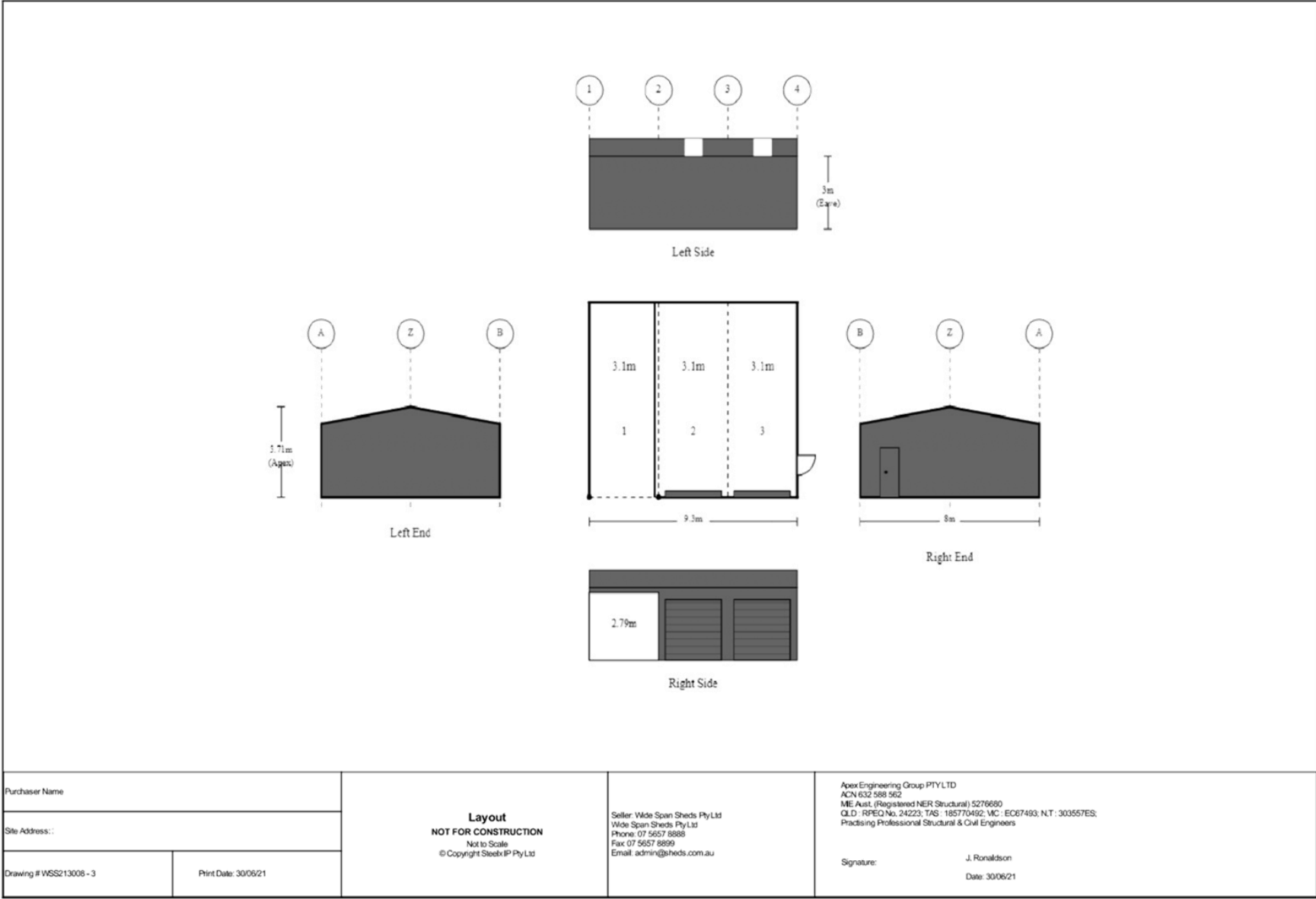
The proposed development for 274 Avon Terrace, York WA 6302 is as follows;

- Approximately 40cm sand pad to be added to the area to bring it level with the existing house.
- The pad will be 21.5 metres to the front of the existing house, 12 meters from the southern boundary and approximately 35.5 metres from the front boundary. This location is outside of the 100 year flood plan.
- New shed is to be a new built Colourbond double garage with a caravan bay on the southern side. This structure will be finished with a cement floor and remote control roller doors to the eastern side.
- The western side will be planted out with native shrubs and bushes to conceal the structure from the road and a rainwater tank will be placed in the area to collect all of the roof water.

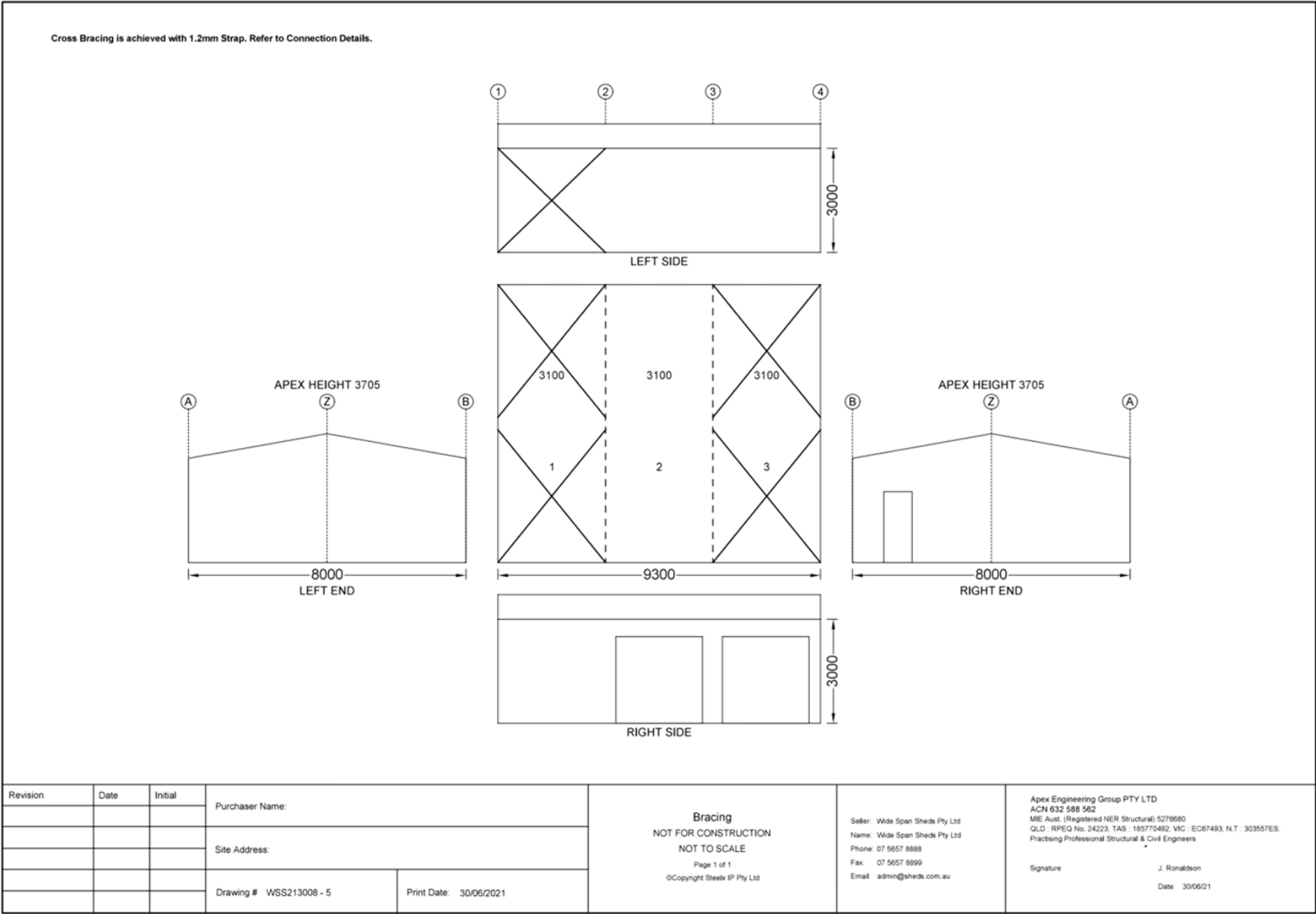
Forwarded for your consideration and approval.

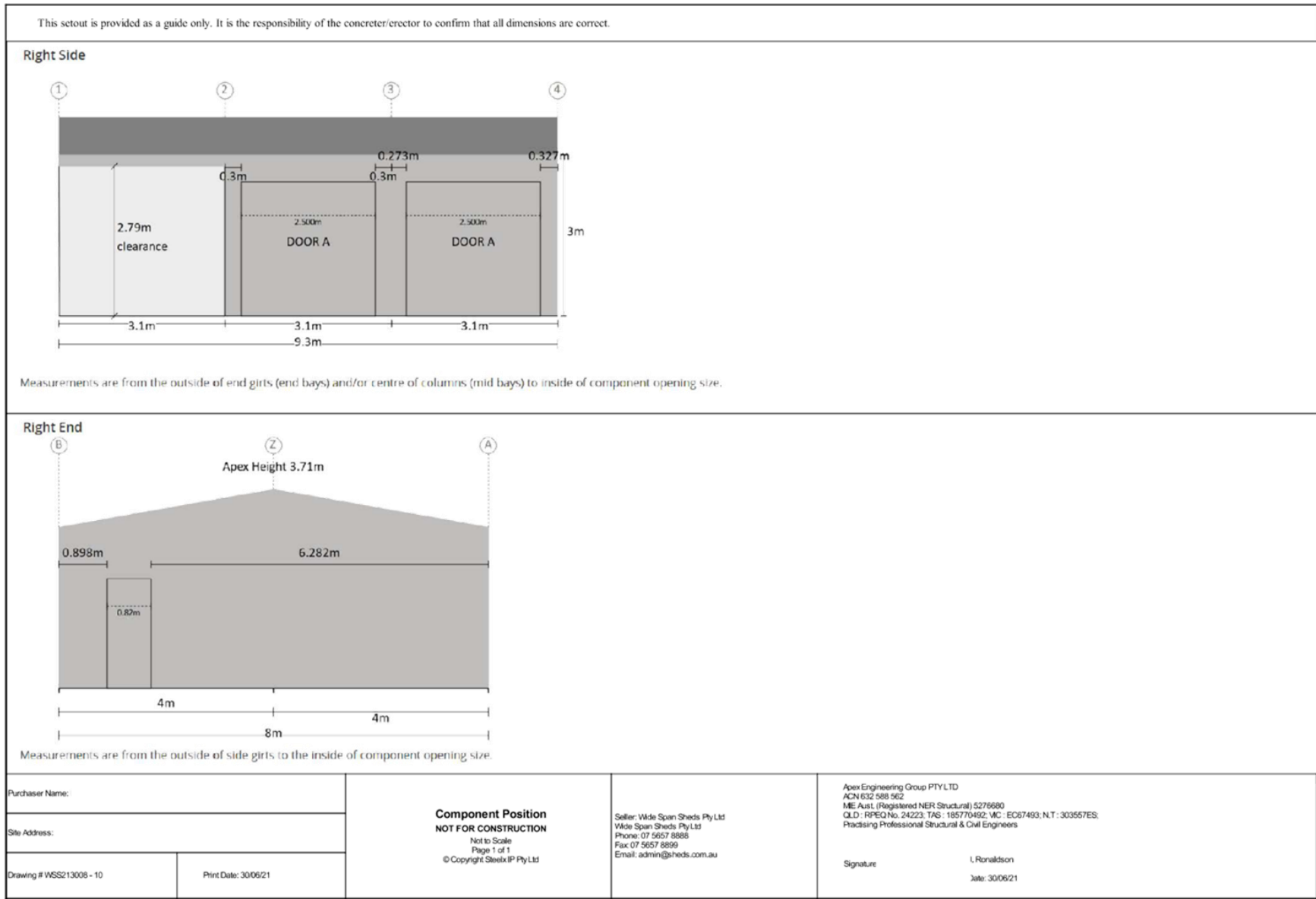
Kind Regards

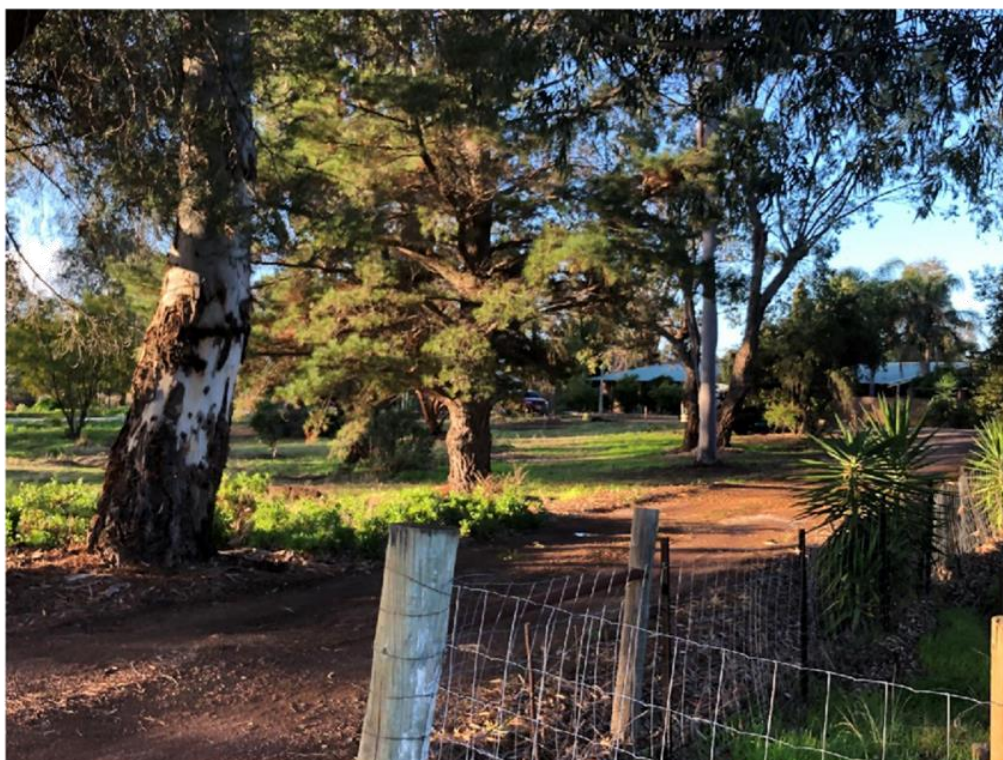




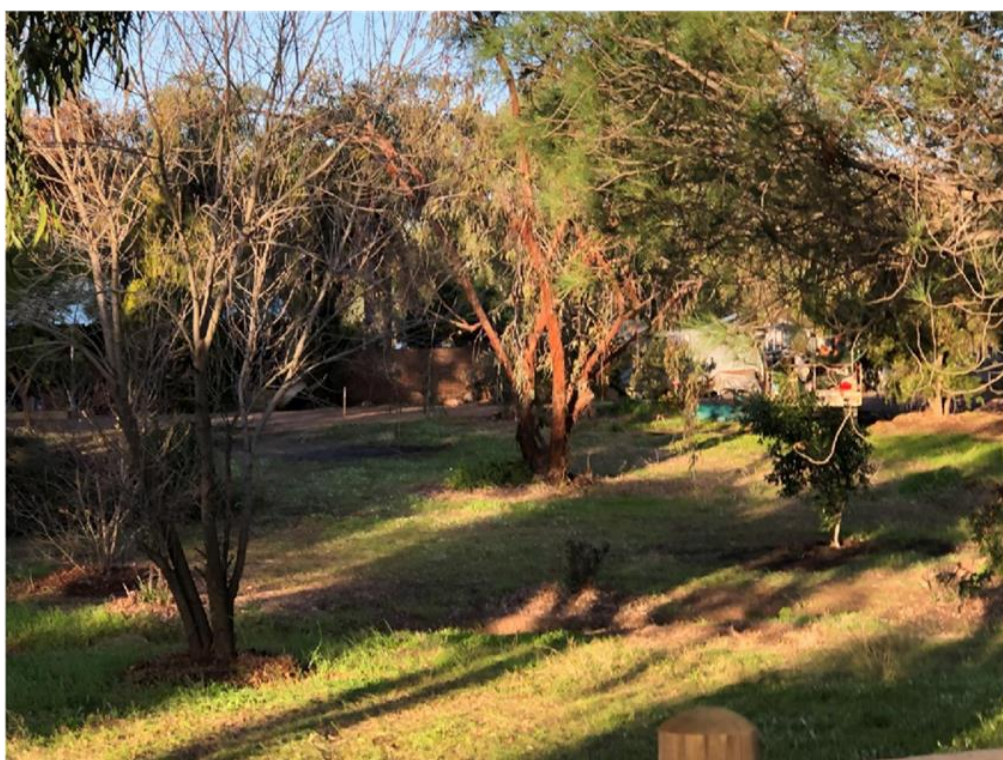
















**SY081-07/21 OVERSIZE OUTBUILDING (CUMULATIVELY) LOT 340 (3019) NORTHAM-YORK ROAD, YORK**

**File Number:** NO1.4440

**Author:** Natasha Jurmann, Town Planner

**Authoriser:** Alina Behan, Executive Manager Corporate & Community Services

**Previously before Council:** Not Applicable

**Appendices:**

1. Development and Site Plans  
2. Site Photos  

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

Quasi-judicial

**PURPOSE OF REPORT**

For Council to determine a development application for an oversize outbuilding (cumulatively) at Lot 340 (3019) Northam-York Road, York.

**BACKGROUND**

Lot 340 (3019) Northam-York Road (referred to herein as the property) is 2,203m<sup>2</sup> in area and currently contains a dwelling and several sheds. The property is zoned Residential 10 and is surrounded by land similarly zoned.

A Site Plan and Site Photos is presented in Appendix 1 and Appendix 2.

A development application has been received which proposes to construct an outbuilding which will:

- Be 7m by 8m (56m<sup>2</sup>) in area
- Be setback 1m from the rear boundary
- Be setback 1.5m from the western boundary
- Have a skillion roof and a maximum wall height of 3.14m
- There are 3 existing outbuildings on the lot which have a total area of 120m<sup>2</sup>

The application was advertised to the neighbours and no submissions were received.

In addition to the plans the applicant has noted the need for the new shed to store a caravan trailer, car and some personal items.

A copy of the development application submitted is presented in Appendix 1.

The application requires development approval because the application proposes variations to the cumulative floor area of all sheds on the lot. The use shed is an incidental use in the Residential Zone and it should be noted that the property is bordered on three sides by roads and access lanes. If there were no other outbuildings on the property, the shed would not require planning as it is under the size permitted by the R-Codes and well under that allowed by the Shire's Local Planning Policy P7 Outbuildings in Residential Zones (Outbuildings Policy). The application has been presented to Council for determination due to the extent of the proposed variation.

## COMMENTS AND DETAILS

The application is required to be assessed in accordance with the Shire of York's Local Planning Scheme No. 3 (Scheme), Local Planning Policy P7 Outbuildings in Residential Zones, State Planning Policy 7.3 Residential Design Codes (R-Codes), and *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions.

An outbuilding is considered an Incidental use in the residential zone, which means that it is only permitted as an incidental use to a Dwelling. The applicant is requesting a variation to the cumulative shed size requirements.

### Scheme Requirements

Clause 25.1 General development requirements

*"The R-Codes are to be read as part of this scheme".*

State Planning Policy 7.3 (R-Codes) section 5.4.3 Outbuildings performance outcome is as follows:

*"Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties".*

The proposed development is a variation on the R-Codes and on the policy (see below).

Provision	Proposed	Comment
b. Large and Multiple outbuildings		
(i) individually or collectively does not exceed 60m <sup>2</sup> in area or 10 percent in aggregate of the site area, whichever is the lesser;	56m <sup>2</sup>  Total area of all sheds is 176m <sup>2</sup>	Variation proposed for cumulative shed area
(ii) Setback in accordance with table 2a  For a wall height 3.5m or less and a length of 9m or less the setback is required to be more than 1m for the side boundary and rear lane.	Setbacks are 1.5m and 1m respectively	Complies
(iii) Does not exceed a wall height of 2.4m	3.15m wall height proposed due to the skillion roof	The outbuildings policy varies required heights (Complies with policy, see below)
(iv) Does not exceed a ridge height of 4.2m	3.15m proposed	Complies
(v) Not located within the primary street setback area. (7.5m)	The shed is located behind the dwelling and as the block is more than 50m long it will end up more than 7.5m set back from the primary street.	Complies

(vi)	Does not reduce the open space and outdoor living area requirements in Table 1.  Open space requirement for the R10 zone is 60%	The existing house is measured as having an area of 223.6m <sup>2</sup>  The existing sheds have 120m <sup>2</sup>  The proposed shed would have an area of 56m <sup>2</sup>  Total area is 399.6m <sup>2</sup> or 18.13% of the site area, leaving 80% of the site area for open space.	Complies
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The proposed outbuilding involves variation to the policy because it exceeds the maximum height and allowable size (refer table below).

Policy Provision	Proposed	Comment
1. General		
(a) Are not attached to a dwelling	Outbuilding is not attached to dwelling	Complies
(b) Are non-habitable or used for commercial and industrial purposes	The applicant has provided that it will be used for storage of tools and building materials	Complies
(c) Are not within the primary setback area	Outbuilding is not within primary street setback	Complies
(d) Do not reduce the amount of open space required in the R-Codes	See (vi) above	Complies
2. Floor Area		
(b) Outbuildings on a residential lot coded R10 and below that have a combined area not exceeding 100m <sup>2</sup> or 10 per cent in aggregate of the site area, whichever is lesser.	The proposed outbuilding is 56m <sup>2</sup>  Total area of all sheds is 176m <sup>2</sup>	Variation requested  Variation is allowable as the shed is smaller than the R-Codes requirement and the lane it is to be located on is mostly fences and sheds (shown in Appendix 2)  In addition to this due to the existing landscaping of the lot the shed will not be seen from the main or secondary roads.
3. Height		
(b) Outbuildings on a residential lot coded R-10 and below that have a maximum wall height of 3.5m, a ridge height of 4.2m.	The proponent proposes a maximum wall height of 3.15m	Complies
4. Materials		
(c) materials of low reflectivity should be used to ensure that the	No material colours were submitted with the application	Conditioned to comply



structure does not adversely impact on the neighbours.		
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In accordance with the Scheme and Policy, variations are to be assessed against whether the development is consistent with the following:

- The objectives of the Residential zone of Shire of York Local Planning Scheme No. 3 which are:
  - a) *“To provide for a range of housing and a choice of residential densities to meet the needs of the community.*
  - b) *To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.*
  - c) *To provide for a range of non-residential uses in particular tourism and cultural activities, which are compatible with and complementary to residential development.*
  - d) *To achieve a high standard of development and residential amenity that complements the heritage character of York.”*
- The objectives which the policy was designed to achieve and whether the proposal meets the objectives of the scheme. The relevant objectives of the Local Planning Policy No. 7 Outbuildings in Residential zones and the scheme are as follows:
  - *“To provide flexibility for outbuilding size, construction and materials to meet the needs of local residents.*
  - *To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.*
  - *To provide direction and clarity on the application of the Performance Criteria with regard to Clause 6.10.1 – Outbuildings of the Residential Design Codes (R-Codes).”*

Clause 67 of Schedule 2 – Deemed Provisions of the Regulations also contains general matters for consideration. Those most relevant to this application are:

- “g) any local planning policy for the Scheme area (see table above);*
- m) the compatibility of the development with its setting including –*
  - (i) the compatibility of the development with the desired future character of its setting; and*
  - (ii) the relationship of the development to development on adjoining land or on other land in the locality, including, but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the development.*
- n) the amenity of the locality including the following –*
  - (i) Environmental impacts of the development;*
  - (ii) The character of the locality; and*
  - (iii) Social impacts on the development.*
- p) whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.”*

The provisions of the Scheme, Regulations and Policy essentially require the variation be assessed in terms of whether the development will have a detrimental impact on visual amenity or character of the locality, from the streetscape or adjoining properties and whether it is consistent with orderly and proper planning.

The application was sent to the neighbours as part of the planning process and no submissions were received. Due to its size and location the development is unlikely to detract from the amenity of the area.

The proposed outbuilding would be located in the rear half of the property and due to the existing landscaping would not be visible from York-Northam Road or Craig Street. Whilst the shed would be visible from the rear lane, Morse Street, it would be unlikely to detract from the streetscape as the lane is lined with Colourbond fencing of varying colours and large sheds.

The existing character and amenity of the area is predominantly single houses with ancillary outbuildings compliant with the Shire's Local Planning Policy P7 Outbuildings in Residential Zones. Although it should be noted this property is more heavily landscaped than most of the surrounding properties, which makes this variation acceptable.

Due to the lack of potential impacts to the amenity of the area and the zone objectives it is recommended that the outbuilding be approved.

## **OPTIONS**

Council has the following options:

**Option 1:** Council could resolve to approve the application subject to conditions.

**Option 2:** Council could refuse the application and list reasons for refusal.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

The application was advertised to the neighbouring landowners and no submissions were received.

### **Strategic**

#### Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

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

### **Policy Related**

The recommendation does not result in any policy implications for the Shire.

### **Financial**

The recommendation does not result in any financial implications for the Shire.

### **Legal and Statutory**

The proposal has been assessed in accordance with the statutory framework set by the Scheme and Regulations.

### **Risk Related**

A risk assessment of the proposal has been undertaken, and there was no medium to high risks identified with the proposal that warrant further discussion. Standard appeal rights to the State Administrative Tribunal are available to the applicant.

### **Workforce**

The recommendation does not result in any workforce implications for the Shire.

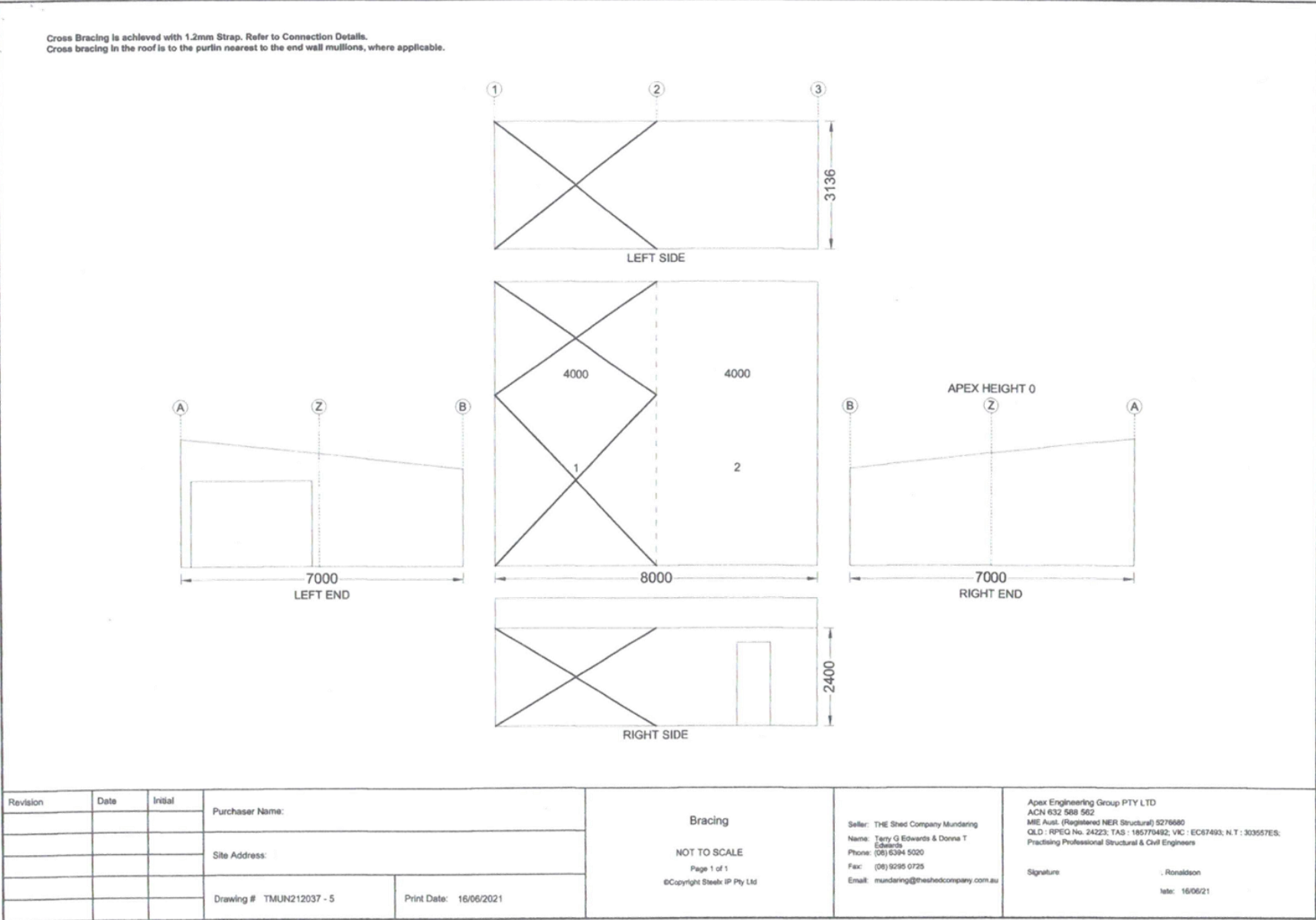
## **VOTING REQUIREMENTS**

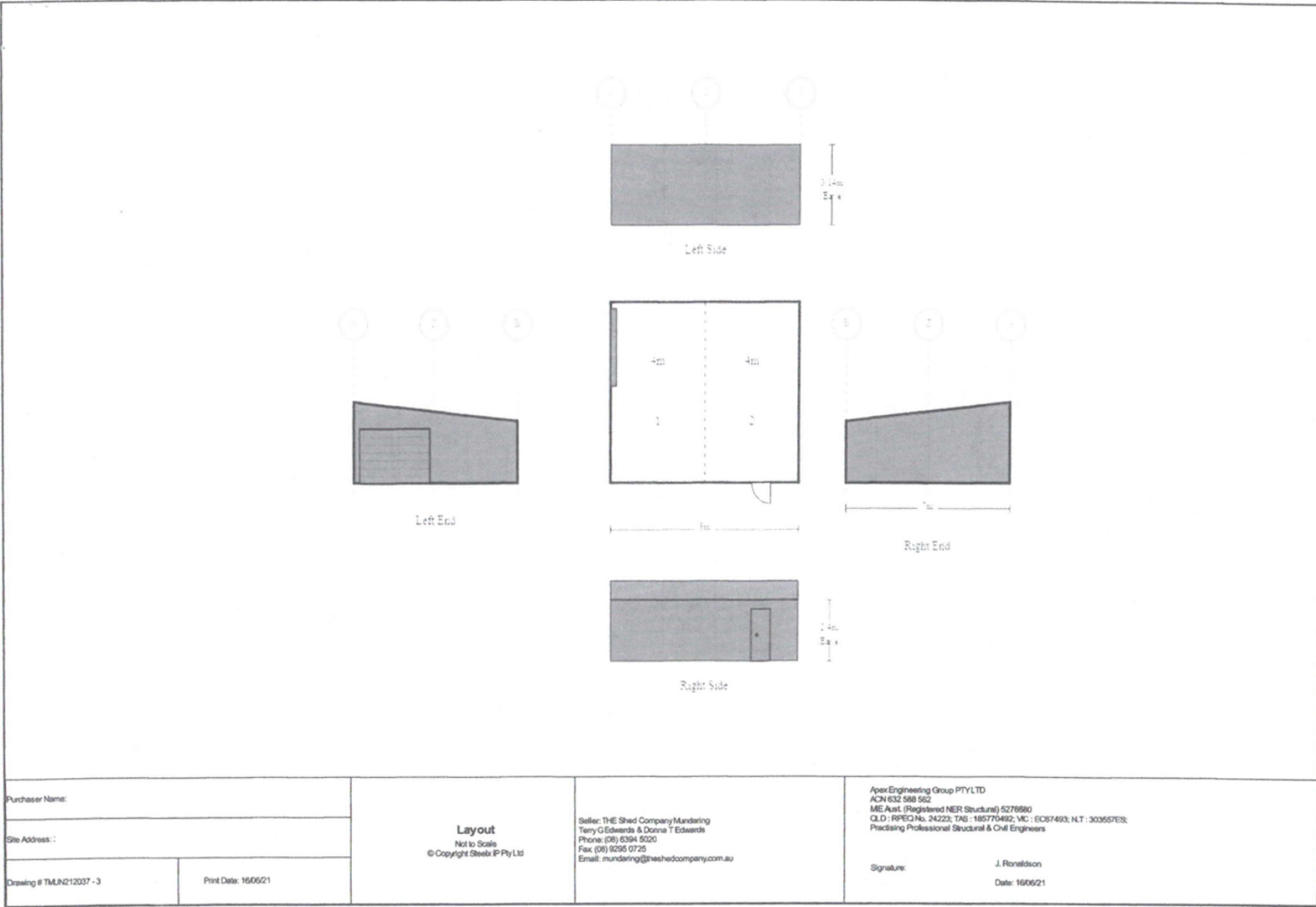
**Absolute Majority: No**

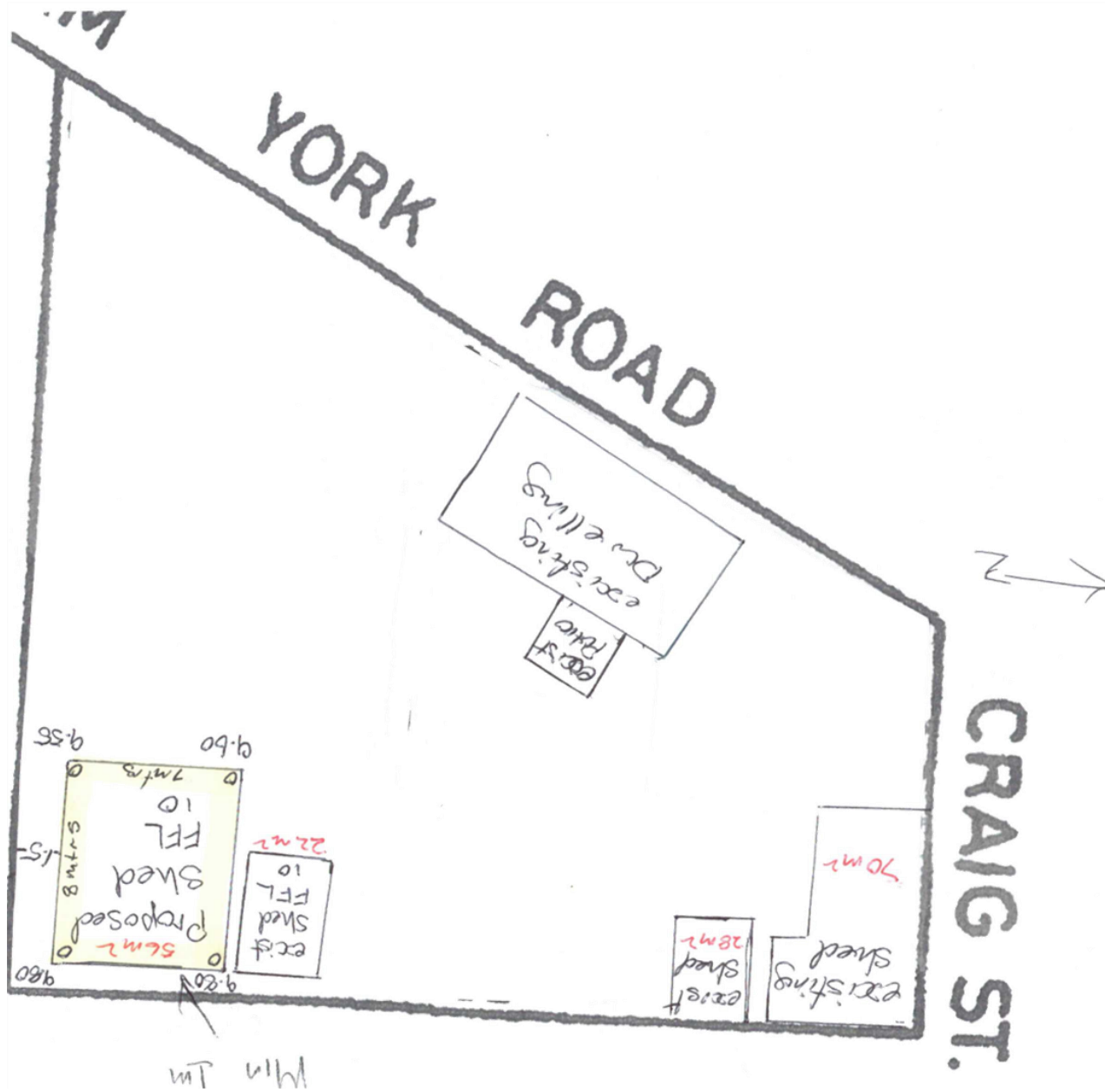
**RESOLUTION  
120721****Moved: Cr Kevin Trent****Seconded: Cr Ashley Garratt****That, with regard to Oversize Outbuilding (Cumulatively) Lot 340 (3019) Northam-York Road, York, Council:**

- 1. Approves the development application for an Oversize Outbuilding (Cumulatively) at Lot 340 (3019) Northam-York Road, York, subject to the following conditions:**
  - a. The development hereby approved shall be substantially commenced within two (2) years of the date of this decision notice.**
  - b. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the local government and except as may be modified by the following conditions.**
  - c. The outbuilding is not to be used for habitable purposes.**
  - d. The outbuilding is not to be used for commercial and/or industrial purposes.**
  - e. All stormwater is to be managed on site by the landowner to the satisfaction of the local government.**
  - f. The outbuilding is to be constructed of a non-reflective colour that is compatible with the surrounding outbuildings.**

***CARRIED: 6/0***







Application for Shed.  
for Storage of Caravan Trailer, & Car.  
Bosworth ITM's


















**SY082-07/21 CARAVAN FOR USE AS CARETAKERS DWELLING LOT 10 (7) FISHER STREET, YORK**

<b>File Number:</b>	<b>F11.31870</b>
<b>Author:</b>	<b>Natasha Jurmann, Town Planner</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>	<ol style="list-style-type: none"><li>1. <b>Site Plan</b> <a href="#">↓</a> </li><li>2. <b>Letter of Justification</b> <a href="#">↓</a> </li><li>3. <b>Photographs of Proposed Caravan</b> <a href="#">↓</a> </li><li>4. <b>Site Photos</b> <a href="#">↓</a> </li><li>5. <b>Draft Future Mezzanine Caretaker's Residence</b> <a href="#">↓</a> </li></ol>

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

Quasi-judicial.

**PURPOSE OF REPORT**

For Council to determine a development application for a Caravan for Use as Caretakers Dwelling at Lot 10 (7) Fisher Street, York.

**BACKGROUND**

Lot 10 (7) Fisher Street, York (referred to herein as the property) is 2,061m<sup>2</sup> in area and contains an existing shed and a number of vehicles. The property is zoned Light Industry and is surrounded by land zoned Light Industry and General Agriculture.

A Site Plan and Site Photos is presented in Appendix 1 and Appendix 4. Photos of the caravan proposed to be used as the Caretaker's Dwelling are presented in Appendix 3. The eventual Caretaker's Dwelling is presented in draft format in Appendix 5.

A development application has been received which proposes to use a caravan as a caretaker's dwelling which will:

- Be temporary (less than 12 months)
- Be placed in the north-eastern corner of the lot
- Assist in the surveillance of the lot

A copy of the development application submitted is presented in Appendix 1, Appendix 2 and Appendix 3.

A 'Caretakers Dwelling' is considered an Incidental use in the Light Industry Zone.

The application requires development approval because the proposed development is only allowable with special permission from Council under the *Caravan Parks and Camping Grounds Regulations 1997* Part 2 Section 11.2.c which states:

- "(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."*

As such, Council can approve the use of the Caravan as a Caretakers Dwelling for a period of up to 12 months.

## COMMENTS AND DETAILS

The application is required to be assessed in accordance with the Shire of York's Local Planning Scheme No. 3 (Scheme) and *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions.

A Caretaker's Dwelling is ancillary development incidental to the predominant use of Industry-Service in the Light Industry zone and is permitted development, which is exempt from planning consent, except where it requires variation under the Scheme.

Clause 32.1 Development Requirements states that:

*"Unless otherwise provided by the Scheme, all development is required to comply with the requirements of Schedule 6 – Development Standards."*

The development proposes the following including some acceptable variations to the scheme (see below).

Scheme Provision	Proposed	Comment
8. Light industry and General Industry Zone Provisions		
(b) Landscape requirements		
The first 5.0m of the front setback on any lot shall be landscaped to the satisfaction of the local government.	No landscaping proposed	No landscaping proposed and no variation proposed  This is acceptable as none of the other developments in the area have any landscaping
(c) Building Materials		
(i) The whole of any wall or building facing any street shall be constructed in brick, concrete, or masonry.  (ii) Notwithstanding subclause i), the local government may approve the use of other materials where it is satisfied that the materials will not detract from local amenity.	Variation proposed  The caravan is not being constructed and is only to be on site temporarily	As such the proposed variation is acceptable
(d) Fencing		
Each open yard on an industrial lot shall be screened from any street by a closed fence or wall not less than 1.8 metres in height.	No new fencing proposed	N/A
15. Effluent and liquid waste disposal		
(a) Where existing and proposed lots within the Scheme Area are not	No disposal system suggested or proposed	Conditioned to Comply

connected to a reticulated sewerage system, on-site effluent disposal systems servicing the development shall be to the specifications and satisfaction of the local government. The use of "non-standard" effluent disposal systems, such as an Aerobic Treatment Unit which include nutrient attenuation to the specifications of the Department of Health, may be required.		
16. Potable water supply		
(a) All buildings intended for residential and accommodation use shall be connected to a reticulated water supply provided by a licensed water provider.	The property is connected to reticulated water	Complies
Schedule 6 – Development Standards		
Minimum Setbacks		
Front – 7.5m	45.76m	Complies
Rear – 7.5m	1m	Variation proposed is acceptable as the caravan is only temporary
Sides – 5m	1m from closest boundary	Variation proposed is acceptable as the caravan is only temporary
Maximum height		
At the discretion of the local government	Caravan will be lower than the existing shed and is only temporary	Complies

In accordance with the Scheme, variations are to be assessed against whether the development is consistent with the following:

- Clause 67 of Schedule 2 – Deemed Provisions of the Regulations also contains general matters for consideration. Those most relevant to this application are:
  - “g) any local planning policy for the Scheme area (see table above);*
  - m) the compatibility of the development with its setting including –*
    - (i) the compatibility of the development with the desired future character of its setting; and*
    - (ii) the relationship of the development to development on adjoining land or on other land in the locality, including, but not limited to, the likely effect of the height, bulk, scale, orientation, and appearance of the development.*
  - n) the amenity of the locality including the following –*
    - (i) Environmental impacts of the development;*

- (ii) *The character of the locality; and*
- (iii) *Social impacts on the development.*

*p) whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.”*

- The objectives of the Light Industrial zone of Shire of York Local Planning Scheme No. 3 which are:
  - *To provide for a range of industrial uses and service industries generally compatible with urban areas, that cannot be located in commercial zones.*
  - *To ensure that where any development adjoins zoned or developed residential properties, the development is suitably set back, screened, or otherwise treated so as not to detract from the residential amenity.*

The provisions of the Scheme and Regulations essentially require the variation be assessed in terms of whether the development will have a detrimental impact on visual amenity or character of the locality, from the streetscape or adjoining properties and whether it is consistent with orderly and proper planning.

The application was not advertised to the neighbouring landowners as the development is an incidental use. Due to its location and the nature of it being a temporary use, the development is unlikely to reduce the amenity of the area.

The proposed development is located in the rear corner of the property to the right of the dwelling from Fisher Street. The development will be partly screened from Fisher Street by existing trees, motor vehicles and the shed onsite and is unlikely to be visible from the street.

The existing character and amenity of the area is predominantly large industrial sheds and warehouses with general clutter around the sites.

The proposed development is temporary and is unlikely to detract from the amenity of the area. As such the use of a caravan as a caretaker's dwelling is compatible in appearance with surrounding development and consistent with the future industrial amenity and character for the area.

On this basis it is recommended that the Caravan as a Caretaker's Dwelling be approved.

## **OPTIONS**

Council has the following options:

**Option 1:** Council could resolve to approve the application.

**Option 2:** Council could refuse the application and list reasons for refusal.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

Nil

### **Strategic**

#### Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

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

### **Policy Related**

The recommendation does not result in any policy implications for the Shire.

**Financial**

There are no financial implications associated with this proposal for the Shire.

**Legal and Statutory**

The proposal has been assessed in accordance with the statutory framework set by the Scheme and Regulations.

**Risk Related**

A risk assessment of the proposal has been undertaken, and there was no medium to high risks identified with the proposal that warrant further discussion. Standard appeal rights to the State Administrative Tribunal are available to the applicant.

**Workforce**

Nil

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION  
130721**

**Moved: Cr Jane Ferro**

**Seconded: Cr Pam Heaton**

**That, with regards to a Caravan for use as Caretakers Dwelling Lot 10 (7) Fisher Street, York, Council:**

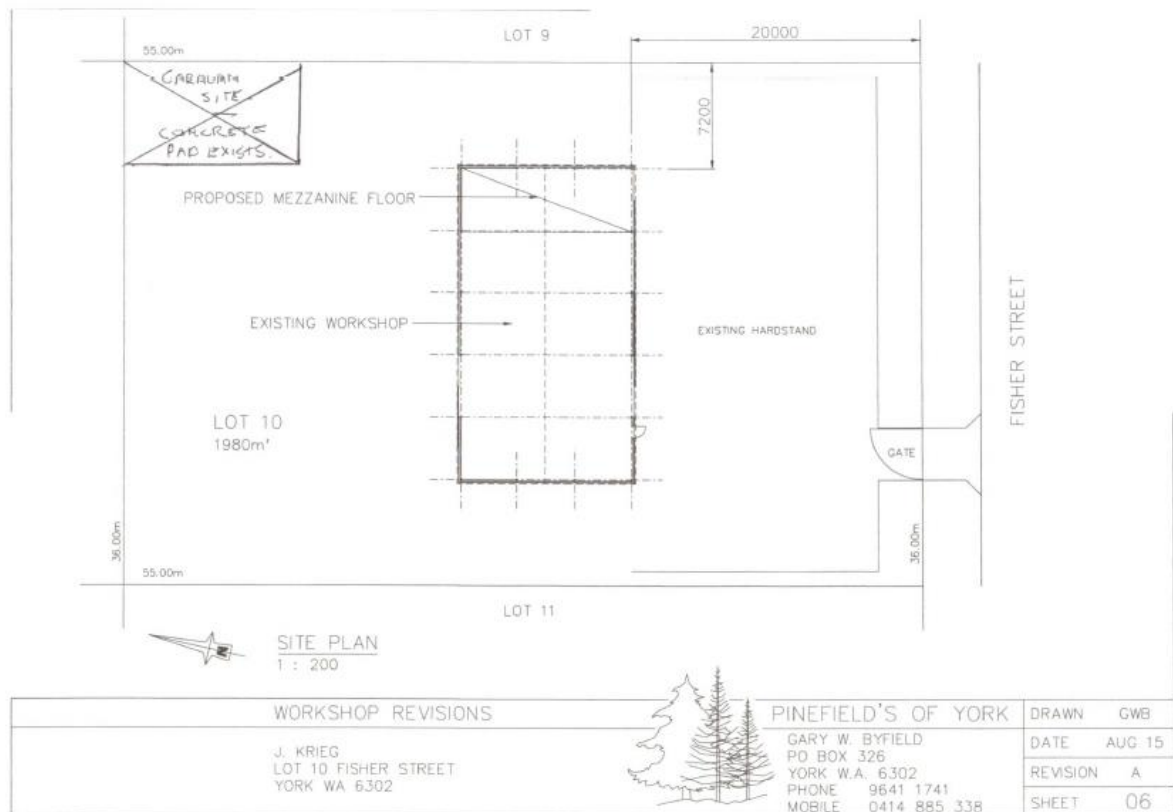
- 1. Approves the development application for a Caravan for Use as Caretakers Dwelling at Lot 10 (7) Fisher Street, York, with the following conditions:**
  - a. The development hereby approved shall be substantially commenced within two (2) years of the date of this decision notice.**
  - b. The development hereby approved shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the local government and except as may be modified by the following conditions.**
  - c. The caravan is not to be used as a caretaker's residence for a period of longer than twelve (12) months.**
  - d. A separate development application for the mezzanine floor caretaker's residence is to be submitted within six (6) months of the occupation of the caretaker's caravan.**
  - e. An effluent and liquid waste disposal plan is to be submitted to the satisfaction of the local government prior to the occupation of the caretaker's caravan.**

**Advice Notes:**

- 1. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.**
- 2. Where an approval has lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained. Should the approval period lapse, a new planning application with relevant retrospective fees may be required by the Shire of York.**

3. If the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

**CARRIED 4/2**





## Agri-Machine Consulting Pty Ltd

PO Box 446

YORK WA 6302

ACN 098 181 527

Shire of York  
PO Box 22  
York 6302

Re: 7 Fisher Street York

### **To Whom it may Concern**

As the owner of the above property, I request permission for the tenant (Mr Wayne Grimshaw) to locate a caravan on the property to accommodate a caretaker on the property.

This property is located on the Southern edge of the industrial estate and has been subject to a number of break ins to the yard over the years even though it has video surveillance.

The building has sufficient amenities to ensure adequate hygiene to support a single individual occupying the caravan and the Caravan will have a chemical toilet fitted for night use. It is intended to locate the caravan on the North East corner of the property (out of site from the road) as there is a concrete pad already existing in this area. (see Site plan)

This request is based on the need to increase the security of the property. I believe that the best form of security is locating people on site to deter would be trespassers. I hope this request can be actioned without delay  
Yours faithfully

Julian Krieg  
30 March 2021

*Agri-Machine Consulting Pty Ltd  
Looking after the most important machine of all – "People"*

### **Additional Information**

This request to locate a caravan on site at 7 Fisher street York is a short-term solution to allow time to investigate what additional (if any) modifications need to be made to the Mezzanine floor area in the main building, carry out the modifications and have it reclassified for human habitation.

To facilitate this process, I will be engaging an independent building surveyor and submitting the relevant application to council as soon as practically achievable to have the building modified and reclassified.

My request is therefore to get, if possible, a short-term permit to locate a caravan on site as soon as possible.

Yours faithfully

Julian Krieg  
31 March 2021

*Agri-Machine Consulting Pty Ltd  
Looking after the most important machine of all – "People"*







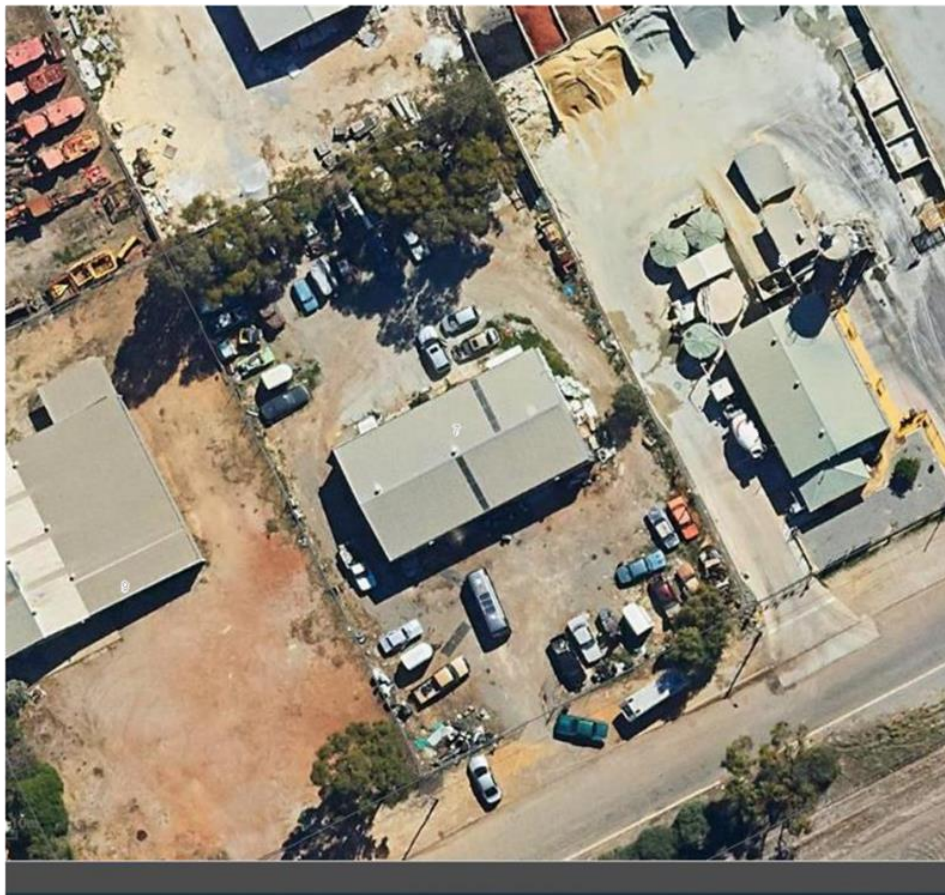










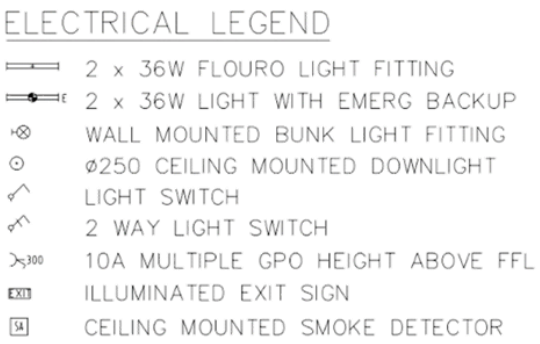














MEZZANINE FLOOR LEVEL  
1 : 100

WORKSHOP REVISIONS			PINEFIELD'S OF YORK		DRAWN	GWB
J. KRIEG			GARY W. BYFIELD		DATE	AUG 15
LOT 10 FISHER STREET			PO BOX 326		REVISION	A
YORK WA 6302			YORK W.A. 6302		SHEET	03
		PHONE 9641 1741				
		MOBILE 0414 885 338				

**SY083-07/21 YORK FRIENDSHIP CLUB REQUEST FOR MULTIYEAR FUNDING AGREEMENT**

<b>File Number:</b>	<b>LE.CNT.3</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>Not applicable</b>
<b>Appendices:</b>	<b>1. York Friendship Club Sponsorship Request</b>  

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

Executive

**PURPOSE OF REPORT**

This report presents Council with the request received from the York Friendship Club (YFC) for multiyear funding to support the annual delivery of the York Medieval Fayre.

**BACKGROUND**

YFC is a not-for-profit community-based organisation run by volunteers. YFC deliver various events throughout the year including monthly markets and the York Medieval Fayre, raising funds to support charitable organisations throughout York, Australia and internationally.

Since 2016 the Shire has provided annual sponsorship funding of \$5,000 to YFC through application to its Community Funding program. The Shire has maintained a recurrent budget allocation of \$5,000 to support the Medieval Fayre event since 2017.

In 2019 Officers met with YFC to discuss the potential to consider multiyear funding for the Medieval Fayre event, in an effort to provide assurity to YFC of Shire funding and to encourage the group to use the funding to seek external grant opportunities to grow the event.

At the time, YFC declined the proposed multiyear option, preferring to continue to apply through the funding program rounds offered. Due to a decrease in YFC volunteers and uncertainty regarding future management of the Medieval Fayre, YFC met with several local organisations to seek volunteers to assist YFC manage the Medieval Fayre. Officers note a suitable successor was not found for the Medieval Fayre. However, the Medieval banquet was outsourced to a local food business.

Since then YFC have submitted a request for multiyear funding as presented in Appendix 1, seeking a three-year tapered funding agreement for Council's consideration.

**COMMENTS AND DETAILS**

In preparation of this report, Officers met with YFC to negotiate the details of a draft multiyear funding agreement for Council's review. Key points of these discussions include:

- Clarity regarding YFC's constitution which currently requires the group to donate proceeds from events to charitable organisations.
- External funding opportunities available to support the Medieval Fayre event.
- Clarity around how funds will be expended and retained following the event's conclusion
- Plans to grow the event over the life of the agreement.
- Professional marketing and advertising of the event.

Although the agreement is confidential, the following summarises the main points detailed:

- The template used is consistent with the multiyear funding agreements provided by the Shire for events.
- The agreement commits the Shire to provide tapered funding of \$8,000 in 2021/22, \$5,000 in 2022/23 and \$4,000 in 2023/24.
- YFC agrees to deliver one (1) Medieval Fayre in September in each year of the agreement.
- YFC will retain income generated from the Shire sponsorship funds to support future Medieval Fayre event/s for the life of the agreement.
- The proposed agreement would commence in the 2021/22 financial year.
- YFC will engage Wheatbelt Volunteer Hub or similar volunteer organisations to recruit volunteers to assist at the Medieval Fayre.
- YFC will be charged for the use of Shire buildings and reserves at a not-for-profit rate in accordance with the Shire's adopted fees and charges.
- YFC agrees to provide a risk assessment in its annual event application that addresses all planned activities and documents the controls implemented to mitigate the identified risks.
- YFC will provide an acquittal report to the Shire each year which includes financial statements, estimated visitation numbers and an evaluation of the event in accordance with the Policy C3 Community Funding Grants Sponsorship.
- Both parties agree to work with existing festival partners to incorporate programmed activities into current and future Medieval Fayre programs.
- Both parties make provision to accept additional funding received by either party for the Medieval Fayre.
- YFC will engage a professional print company and/or graphic designer to produce marketing collateral for the Medieval Fayre event.

Officers consider the draft agreement accurately represents the obligations for both parties over the coming three years. The agreement also supports YFC to grow the event program in a way that is mutually beneficial to the event, visitors and the community.

However, Officers also acknowledge that in previous years YFC have faced difficulty attracting sufficient volunteers to assist in managing:

- Temporary fencing installation
- Ticketing
- Promotion and marketing
- Administration and technology
- On site event support

Officers are encouraging YFC to explore opportunities to seek support through volunteering organisations such as Volunteering WA and other local event organisers such as the York Festival, York Agricultural Society and York Motor Show. This approach could assist in increasing YFC volunteer numbers and lower compliant risks associated with the delivery of the Medieval Fayre. Furthermore, Officers are recommending that regular analysis and communications with YFC be undertaken throughout each year of the agreement to monitor these outcomes and, where relevant, provide further advice or assistance.

The Medieval Fayre is a popular event with both locals and visitors. Over the past two years the Medieval Fayre has proven it has the capacity to attract significant visitor numbers, economic spend and align with York's positioning as a tourist attraction and experience.

## **OPTIONS**

Council has the following options:

- Option 1:** Council could allocate \$5,000 as per the current budget allocation for this event in each year of the proposed agreement.
- Option 2:** Council could request further commitments regarding sustainability, this may come with either increased financial commitments or further involvement from the Shire.
- Option 3:** Council could offer a two-year agreement to YFC to lower the perceived compliance risk to the Shire.
- Option 4:** Council could offer a tapered three-year funding agreement subject to the conditions detailed in this report.

Option 4 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

- York Friendship Club
- Volunteering WA

Further details have also been included in the funding agreement in relation to YFC undertaking community engagement and business consultation as part of Medieval Fayre event preparations and to seek additional volunteer assistance to manage the event.

### **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**

Policy C3 Community Funding Grants Sponsorship

### **Financial**

Officers seek Council's approval to utilise funds held in GL132150 Festivals Assistance of \$8,000 to support the proposed funding agreement with YFC for the 2021/22 financial year. The funding amount is \$3,000 more than the recurrent budget allocated for the Medieval Fayre event. However, this can be managed with minimal impact to the community funding pool budget held to consider funding requests received across the remainder of the financial year.

Financial acquittals are required in accordance with Policy C3 Community Funding Grants Sponsorship, including a budget breakdown of how the Shire funds were spent.

Recurrent budget allocations will need consideration to honour the 2022 and 2023 events committed in the agreement offered. Funds to honour the 2022/23 and 2023/24 years are proposed to be derived from GL132150 Festivals Assistance, although these will need consideration as part of Council's annual budgeting process.

### **Legal and Statutory**

All Council supported events require a compliance assessment against any statutory policies and legislation.

**Risk Related**

A detailed risk management and emergency management plan would still need to be submitted each year of the funding agreement to be assessed against any statutory policies and legislations as part of the events approvals process.

**Workforce**

The execution of the funding agreement will be undertaken within existing Shire resources.

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION****140721****Moved: Cr Kevin Trent****Seconded: Cr Jane Ferro**

**That, with regards to the York Friendship Club Request for Multiyear Funding Agreement, Council:**

- 1. Resolves to enter into a Multiyear Funding Agreement with York Friendship Club to support the annual York Medieval Fayre, subject to the conditions detailed in this report, for the following amounts:**
  - a. \$8,000 in the 2021/22 financial year**
  - b. \$5,000 in the 2022/23 financial year**
  - c. \$4,000 in the 2023/24 financial year**
- 2. Authorises the Shire President and Chief Executive Officer to conclude any minor negotiations and engross the Shire of York and York Friendship Club Multiyear Funding Agreement.**
- 3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the Multiyear Funding Agreement.**
- 4. Approves the payment of \$8,000 from GL132150 Festivals Assistance for the 2021 Medieval Fayre.**
- 5. Requests the Chief Executive Officer to include allocations of \$5,000 in the 2022/23 financial year and \$4,000 in the 2023/24 financial year draft budgets for Council consideration.**

***CARRIED 4/2***

To CEO and all Councillors,

RE: MULTI YEAR FUNDING, MEDIEVAL FAYRE.

The York Friendship Club was operating from the late 80's under the auspices of world vision and incorporated in 2010 in our own right with the aim of bringing local ladies together to support various charities both in Australia and the 3<sup>rd</sup> World.

Over the years, this had included delivery of concerts, pantomimes, street parades, festivals. Two of our most successful, EARTHCARE FEST and the EASTER ANTIQUE FAIR which benefitted the Threatened Species Network and the Fred Hollows Foundation respectively. In 2014, we purchased the Medieval Fayre with the help and encouragement of Dr John Fenn.

This also included a Banquet which we ran in 2014, 2015 and 2016. In 2017, we gave it to Settler's; in 2018 and 2019, the Mill. This, and the street parade have become great drawcards for the Medieval Fayre. Over the six fairs (2014 to 2019), \$39,000 has benefitted many Homeless Organisations. This is an amazing outcome for such a small group of ladies!

This is separate to our usual monthly markets and op-shop operations. These activities add to the fabric of York, over many years and the Medieval is a long-standing event on York's Festival calendar.

The opportunity to plan ahead with Multi Year Funding, combined with our fundraising input would enhance the operation and running of this event. Due to the Covid Year, our resources are limited. The Peace Park markets have suffered and we have been unable to secure premises for an OP SHOP. We are keen to work with the Shire; particularly in promotional opportunities and have featured the logo in all posters and media releases.

To this end we ask that you consider a 3-year funding agreement for the following years:

2021 - \$8,000

2022 - \$5,000

2023 - \$4,000

This can be reviewed at the end of each year's acquittal. We have included a budget layout based on previous festivals and we understand we will need to make up any shortfall over these coming three years. We have a separate event account with

Bendigo Bank BSB

Our ABN 74 704 913 209.

The Medieval Fayre is a well received, vibrant and ad-ired event. Visitors come for the ambience, uniqueness and beauty of the town and event while supporting local businesses. It is a family friendly, culturally diverse, fun filled day for all with an emphasis on joining in and having a go, particularly for young people being part of the historical re-enactments and archery. Historic crafts and sports plus a mini catapult. Supporting letters and quotes were included in the initial application made to the Shire and since this time applied for a Healthway grant of \$5,000 for the 2021 event.

Please search the link below click on past events and photos for the diversity of the Fayre over 6 events <https://www.yorkmedievalfayre.org.au/>

Yvonne Dols (Coordinator)

York Friendship Club





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## COMMUNITY FUNDING ELECTRONIC APPLICATION FORM

- *Please use this form to complete your application.*
- *Additional pages can be added to support your application.*
- *Please ensure that you have read and understood the 'Community Funding Guidelines' before proceeding with this application.*
- *Please submit this application via email to [records@york.wa.gov.au](mailto:records@york.wa.gov.au) or by mail to Shire of York, PO BOX 22, YORK WA 6302,*

### APPLICANT DETAILS

Project Title: York Medieval Fayre

Organisation Name: York Friendship Club Inc

Contact Person: Yvonne Dols

Position Held: Coordinator

Postal Address: York WA

Telephone:

Email: [crcreception@westnet.com.au](mailto:crcreception@westnet.com.au)

Is your group incorporated? Yes

ABN: 74 704 913 209

Total In kind Requested \$190 shire costs

Total Project Budget (excluding GST) \$11,000

Funding Requested (excluding GST) \$8000

## 1. FUNDING LEVEL

*Please tick*

- ☒ Grants & Sponsorship (\$500 - \$10000)  
☐ Tourism Events (\$10001 +)

## 2. FUNDING CATEGORY

*Please tick*

- ☒ Community Enhancement  
☐ Sport & Recreation Development  
☐ Environment & Conservation

## 3. PROJECT DESCRIPTION

*Please describe your project in detail, outlining:*

3.1 The project name: York Medieval Fayre

3.2 What are the expected start and finish dates of the project: Sunday 26<sup>th</sup> September 2021

3.3 Describe the project:

A community event for York. A festival type event including, entertainment, music, a variety of diverse stalls and food options. A collaboration of entertaining historical re-enactments. A selection of interesting and informative showcases of medieval practices.

3.4 Where will the project take place? Avon Park, York.

3.5 What are the objectives of your project?

To keep the historical and festive aspects of York alive, while cultivating a festival to draw visitors to York, as well as giving locals a great opportunity to be a part of their community and its rich history, while incorporating activities to engage the youth demographic.

3.6 Who is your target sector of the community (e.g. youth, seniors, disadvantaged)?

This community event is a broad target event, being accessible and enjoyable to ages from children, youth through to adult and seniors. This event will be a great day for families and the general public alike.

3.7 How will the outcomes of the project be measured?

By attendance numbers and after event reports and feedback.

3.8 What specifically is the funding to be used for?

A collection of paid entertainment, including but excluded to several re-enactment demonstrations. Birds of prey display. Snake handlers. Animal farm. Advertising costs, including but not excluded to creating and printing of promotional posters and flyers. Creating and sending of stall/entertainers/ application forms. Other promotional expenses as they arise.

#### 4. STRATEGIC ALIGNMENT

The Shire of York has a Community Strategic plan that guides its future direction. You can obtain a copy of the Shire's Community Strategic Plan by contacting us on 08 9641 2233 or find it on the Shires website here <http://www.york.wa.gov.au/council-documents.aspx>

There are Five Key Focus Themes (three relevant areas are listed below) in the Shire's Strategic Community Plan. How does your project relate to the Shire's Key Theme Areas?

*Please tick the objective(s) that your project relates to:*

##### a) Community & Social Wellbeing

- ☒ Provide a range of quality leisure, cultural, recreation and sporting facilities and services.
- ☒ Provide for the youth, the aged and the disadvantaged.
- ☒ Provide for a healthy community.

Please describe below how your project aligns with the selected objective(s):

The medieval Fayre is a culturally diverse, fun filled day for all, with a strong emphasis on joining in and having a go. It provides a range of quality leisure, culture and sporting services and opportunity's, including but not limited to, historical themed re-enactments, archery, stalls and fooderie options.

It has a history of providing successful and engaging content while patrons learn historic crafts and sports. While engaging audiences in historical culture, while taking the history and splendour of our own town.

This event is a broad age demographic event where all ages are able to enjoy the array of options offered, with young or old. The event is also mindful of being as inclusive as possible with its location (offering disabled restroom) and creating a set up that is accessible as possible for all. A collection of varied food options will also be available on the day, including healthy food options. As well as showing, teaching and demonstrating sporting activities.

##### b) Business and Economic Wellbeing

- ☒ To assist and provide for the economic development of the district.
- ☒ To support business innovation and business growth support networks and systems
- ☒ To encourage economic based activity that is flexible, self-supporting, resilient, innovative and growing.

Please describe below how your project aligns with the selected objective(s):

The York Medieval fayre has a history of providing a well received, vibrant and admired event. A number of visitors will come to the town of York, to enjoy the ambience, uniqueness and beauty of the town and event, encouraging them to not just return annually but also visit at other times. Ever more helping to promote and contribute to the vast quality annual events York has become known for. A highly popular event that draws in high numbers of visitors, whom will have the opportunity to support local businesses. This event has been conducted for a number of years, growing in numbers and popularity. While helping to encourage new visitors to help support the community.

c) Natural and Built Environment Wellbeing

- ☒ Manage and enhance our heritage and natural environment.
- ☒ Responsible management of public Infrastructure assets.
- ☒ Provide appropriate planning and regulatory measures to ensure orderly and acceptable development of the district.

Please describe below how your project aligns with the selected objective(s).

We have an understanding of the grounds of which we plan to hold the event, and have used them in past years. While making sure we are not disrupting the new additions and work that has taken place at Avon Park. We will be acquiring a plan of the new additions and works done at the park from the shire to maintain and forward to anyone, whom is responsible for infrastructure to ensure no damage is taken place.

We also notify the Ambulance, fire and police services. As well as informing the local hospital of the event.

In the main pavilion we supply complementary water. Once of the fayre members whom is there all day is first aid accredited and an ex ambulance officer.

Once the grants submissions have been confirmed, we will be able to move forward with the allocation of planning the on-day event plan and risk management more adequately as we will have the appropriate information to conduct this.

We also conduct a clean-up of litters and left other materials after the event, to ensure the environment is left as it was on arrival.

5. APPROVALS

☐ APPROVAL FROM ANY LAND OR BUILDING OWNERS AND/OR MANAGEMENT GROUPS SUPPLIED WITH THE APPLICATION INCLUDING THE SHIRE OF YORK.

☐ APPROVAL IS NEEDED ON TECHNICAL SPECIFICATION OF ANY EQUIPMENT TO BE APPLIED FOR IF USED ON SHIRE OF YORK OWNED OR MANAGED RESERVES. E.G. SPORTING GOAL POSTS, DUG OUTS ETC

6. FUNDING HISTORY

PLEASE TICK AND COMPLETE DETAILS AS RELEVANT.

HAS YOUR ORGANISATION PREVIOUSLY RECEIVED COMMUNITY FUNDING OR ANY OTHER FUNDING FROM THE SHIRE OF YORK? ☒ YES ☐ NO

YEAR:2016	PURPOSE: MEDIEVAL FAYRE	AMOUNT: \$3000
YEAR:2017	PURPOSE: MEDIEVAL FAYRE	AMOUNT: \$5000
YEAR:2018	PURPOSE: MEDIEVAL FAYRE	AMOUNT: \$5000
YEAR:2019	PURPOSE: MEDIEVAL FAYRE	AMOUNT: \$5000

Funding Agency: Bendigo Bank as a sponsor of specified event  
 Approved  
☐ Yes ☐ No ☒ Pending Amount: \$ 500

Funding Agency:  
 Approved  
☐ Yes ☐ No ☐ Pending Amount: \$

Funding Agency:  
 Approved  
☐ Yes ☐ No ☐ Pending Amount: \$

Can the proposal proceed if partial funding is granted? ☐ Yes ☒ No

Without the full funding being granted that is being requested, we just won't be able to cut any more to make the festival a viable and successful event. We have already undertaken the maximum we can to reduce the costings.

Approximately how many members does your club/organisation have? 10

7. Final Information

Written Quotations. For ALL projects it is required that you obtain a written quotation PRIOR to submitting your application. The guidelines for written quotations are as follows:

- (\$0- \$1000) One (1) written quotation
- (\$1001- \$5000) Two (2) written quotation
- (\$5001 +) Two (2) written quotations

For applications, over \$20,000 the Shire of York reserves the right to request three (3) quotes.

List the income and expenditure relating to your project, all amounts to be exclusive of GST. Please attach a separate budget if more space is required.

INCOME		AMOUNT (\$) Ex GST
<i>(Where is the money for the project coming from)</i>		
Shire of York		8,000
York Friendship Club		2,000
	SUBTOTAL	\$10,000
In Kind/ Contributions Support		
Manpower (fencing, gates, parade, signage) (100 hours x \$20 per hour)		
Supplied by the Medieval Fayre Committee		
	SUBTOTAL	\$1,000
AMOUNT SOUGHT FROM SHIRE OF YORK		\$8,000
TOTAL INCOME		\$11,000
EXPENDITURE		AMOUNT (\$) Ex GST
<i>(What are you spending the money on item/program/project costs)</i>		
	MEDIA	1,900
Music event, performers		1,000
5 Re-enactor groups		1,700
Horse archery, Raptor, Snakes		1,950
Kid activities, animal farm		1,400
	SUBTOTAL	\$7,950
EXPENDITURES CONT.		
Printing/web/posters		
Admin- CRC/ sign update. Tent hire, Festival License, Fuel		
	SUBTOTAL	\$2,050
TOTAL EXPENDITURE		\$11,000



## 8. APPLICATION CHECKLIST

- ☒ ABN has been supplied. (New account Bendigo Bank pending, will be available when funds are distributed)
- ☒ Written quotations as per guidelines (Section 7)  
Based on last festival questions and fees.
- ☒ Supporting documents (letters of support, plans, photo's etc.)  
Photos available via website, [www.yorkmedievalfayre.org](http://www.yorkmedievalfayre.org) The shire have been a supporter of this event for years.
- ☒ Contacted the Shire's Community & Economic Development team to discuss the application. Spoke with Esmerelda.

## 9. DECLARATION

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

Name: Yvonne Dols

Position: Co-ordinator

Signed:

Date:

*Y Dols*  
5/5/21.

*Please submit this application via:*

*email to [records@york.wa.gov.au](mailto:records@york.wa.gov.au)*

*mail to SHIRE OF YORK, PO BOX 22, YORK WA 6302*

*or by hand to Shire of York Front Counter, 1 Joaquina St, York WA 6302*



York Community Resource Centre Inc  
89 Avon Terrace, York WA 6302  
P: 08 9641 2328 F: 08 9641 2329  
E: york@crc.net.au

4<sup>th</sup> May 2021

To whom it may concern,

We write to express our support for the York Friendship Club – Medieval Fayre project.

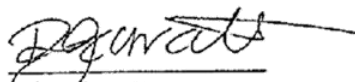
We at the York CRC share similar objectives with the York Friendship Club in providing opportunities for the York community to engage in cultural and educational activities.

The hosting of such activities gives an opportunity for community members of all ages to connect. Providing social outreach for those in our rural community.

The York CRC have always regarded themselves as a central hub for our community members and businesses alike. Our mission is to empower and progress individuals, business and groups in our community and to provide opportunities for education, training, development of life skills, self-help and mutual support.

We wish the York Friendship Club every success with this project.

Kindest Regards,



Robyn Garratt  
Coordinator

**York Community Resource Centre**

---

**From:** York VFRS  
**Sent:** Tuesday, 27 April 2021 2:47 PM  
**To:** crcreception@westnet.com.au  
**Subject:** RE Mediaeval Fare support 2021

Dear Yvonne

York Volunteer Fire and Rescue Service has supported the fayre for many years.

We wish to participate, as in the past, as gate keepers & ticket selling along with support for general activities as requested.

This event has been strongly supported by the community locally and from nearby towns as far as Toodyay and Brookton etc.

It is through supporting events such as this we are able to reach out to the community in search of membership for our organisation so there is mutual interest in this activity.

Kind regards  
Phillip Moorfield, Captain

Regards,  
**Secretary**  
York VFRS



Government of Western Australia  
Department of Fire & Emergency Services



**yorkcrcevents@outlook.com**

---

**From:** York Community Resource Centre <crcreception@westnet.com.au>  
**Sent:** Monday, 3 May 2021 9:02 AM  
**To:** 'Rebecca Atkinson'  
**Subject:** FW: Mediaeval Fayre

**From:** yorkshed  
**Sent:** Saturday, 1 May 2021 11:15 AM  
**To:** York CRC <crcreception@westnet.com.au>  
**Subject:** Mediaeval Fayre

I refer to the note from Ms Dole regarding Shed involvement for the Fayre.

In principle we are happy to cooperate as in the past.

Before we give final agreement please advise:

where the Fayre is to be located this year

what the Shire allows regarding placement of star pickets now that Avon Park has been refurbished, and reticulation has been installed.

Your further advice is requested.

Des Bradley,

Secretary



**SY084-07/21 MULTIYEAR FUNDING ACQUITTALS - WHEATBELT ARTS & EVENTS AND PREMIERE EVENTS**

**File Number:** FI.DON.1 & LE.CNT.3

**Author:** Esmeralda Harmer, Events and Economic Development Officer

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

**Previously before Council:** Not Applicable

**Appendices:** 1. Acquittal Reports  

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

Executive

**PURPOSE OF REPORT**

That Council receives the acquittal reports from Wheatbelt Arts & Events and Premiere Events in accordance with their multiyear funding obligations.

**BACKGROUND**

Council funds several organisations to assist in delivering its social, community and economic outcomes utilising its Community Funding Grants and Sponsorship program as a mechanism to support these endeavours.

In certain circumstances Council may consider support for a project for a maximum period of three years where it considers the project presents major benefits to the community and is consistent with its strategic direction. These types of sponsorships are referred to as multiyear funding agreements and are linked to specific community benefits and outcomes identified in Council's Strategic Community Plan (SCP) & Corporate Business Plan (CBP).

In the 2020/21 financial year, Council resolved multiyear funding agreements for:

Organisation	Purpose of Funding	Duration of Funding	Amount
Wheatbelt Arts & Events	Delivery of the 2021 York 'Mini' Festival (reduced 2-day program)	2020/21 – 2023/24	\$15,000
Premiere Events	Delivery of the 2021 York Motorcycle Festival	2018/19 – 2020/21	\$23,500

In both cases there is a need for accountability for use of funds by the community. This acquittal process needs to be transparent but also equal to the scale of the funding provided.

This report provides a summary of the acquittals submitted by Wheatbelt Arts & Events and Premiere Events and requests Council receives the reports as presented in Appendix 1.

The acquittal reports must include at a minimum:

- an overview of the funded program undertaken
- lessons learned and future planning
- estimated numbers engaged in the event and/or activity
- expenditure breakdown of how the funded monies were spent
- how the Shire was acknowledged
- marketing and market reach

- benefits derived to the York community (economic or other)

## COMMENTS AND DETAILS

The acquittal documents received indicate:

- An increase in local involvement in both Festivals
- 78% of people travelled 50kms or more to attend the York Motorcycle Festival
- 58% of people travelled 50kms or more to attend the York Mini Festival
- The Mini Festival attracted 703 overnight visitors with an estimated tourism spend of over \$100,000
- The Motorcycle Festival attracted 812 overnight visitors with an estimated tourism spend of over \$97,000. Officers note that the per person spend estimate used is lower than that of the York Festivals
- York reached 92% occupancy for both Saturday and Sunday nights of the Motorcycle Festival, despite inclement weather lowering anticipated visitor numbers
- Both Festival inclusions support Council's SCP aspirations to have a vibrant, diverse and prosperous local economy

Officers note the removal of the Western Swamp Tortoise WARA art sculpture from the Old Convent site is still to be finalised as part of Wheatbelt Arts & Events' 2020/21 acquitting requirements. Wheatbelt Arts & Events are working towards its removal and Officers have granted an extension of time (thirty (30) days from the resolution of this report) for the removal work to be undertaken. The balance of the funding agreement will be paid once removal has been completed within the timeframe identified.

Both acquittals indicate a level of online marketing investment undertaken to promote and advertise the events/activities. This includes a mixture of sponsored social media posts, third party marketing campaigns, local print advertising and regular website updates. Some of these methods are little or no cost investments. However, are a vital part of promoting and attracting both community and visitors to engage in the activities and events offered, encouraging higher participation.

These are positive steps forward as York continues to position itself as a vibrant and exciting place to live. In future meetings with the funded bodies Officers intend to explore marketing crossover opportunities that could:

- Identify synergies between the funded organisations. This could include looking at the timing of the events and activities and determining if collaboration could be mutually beneficial to promote greater engagement
- Assist to grow activity attendance numbers to both community activities and community involvement in Festivals
- Increase community awareness of programmed events/activities
- Support tourism and community cross promotion opportunities

Officers are recommending Council accept the acquittal reports received and note that further discussions with each funded body will be undertaken to identify cross promotion and engagement opportunities.

## IMPLICATIONS TO CONSIDER

### Consultative

Debrief with the organisations providing the acquittals.

### 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.

## COVID Recovery Strategy and Action Plan – June 2020

### Policy Related

Policy C3 Community Funding Grants Sponsorship

### Financial

A combined total of \$38,500 in multiyear agreement funding was provided to the groups detailed in this report from GL132150 Festivals Assistance. Acquittal documentation acquits these funds in accordance with the multiyear agreement obligations and Policy C3's acquittal requirements.

Officers will review the acquittal reporting template to improve its usability and to request a duly authorised officer approve the acquittal documents prior to their submission to the Shire. These additional measures could provide assurity that the acquittal documents have been verified by the responsible officer of the organisation and negate the need to provide copies of expenditure. This practice is commonly used amongst other funding bodies such as Healthway's, Lotterywest and other local governments.

### Legal and Statutory

Nil in relation to the receipt of the acquittals. Council could request audited financial documentation be supplied as part of the acquitting process. However, this is not currently a legal or statutory requirement of either the Shire or the funded organisations.

### Risk Related

Nil – in relation to the evaluation and acquittal of the multiyear funded activities and events.

### Workforce

Nil

## VOTING REQUIREMENTS

**Absolute Majority: No**

**RESOLUTION****150721****Moved: Cr Ashley Garratt****Seconded: Cr Denis Warnick****That, with regards to the Multiyear Funding Acquittals - Wheatbelt Arts & Events and Premiere Events, Council:**

- 1. Accepts the acquittal reports received from Wheatbelt Arts & Events and Premiere Events as presented in Appendix 1.**
- 2. Notes an extension of time of thirty (30) days from the date of this resolution has been granted to Wheatbelt Arts & Events to remove the Western Swamp Tortoise WARA art sculpture from the Old Convent site in accordance with its agreed funding obligations.**
- 3. Notes that changes will be made to the acquittal template to increase clarity regarding expenditure reporting, with the new templates to be presented back to Council at its November 2021 meeting.**

***CARRIED: 6/0***

# FINAL REPORT

SHIRE OF YORK  
2021 FUNDING ACQUITTAL  
12 April 2021



THE  
*York*  
FESTIVAL

Wheatbelt  
Arts  
& Events  
INCORPORATED

With thanks to our sponsor  
Shire of York



### The March Mini Fest 2021

The March Mini-Fest 2021 came about following the cancellation of the 2020 Festival due to Covid. Created as a one weekend teaser for the September 2021 Festival, the aim of the March MiniFest was to re-engage the local community while reminding followers of the annual York Festival that York is active again and committed to creating collaborative arts and cultural experiences that celebrate York's location in the West Australian Wheatbelt.

The program of free or very low-cost activities ran over the weekend of 6 & 7 March 2021 with the objective that it would uplift, entertain, amuse and inspire, while providing an important opportunity for skills development for members of Wheatbelt Arts & Events committee to gain experience in running a two-day, multi-event program.

The 2021 March MiniFest program comprised 21+ activities and events that included:

- The Bridge of Gratitude
- Morning Star Trail Hike
- Yoga in the Park
- Puppet Making Workshop & Parade
- Old Mill Markets
- Find the Feature II race
- Pasta Making workshop
- Water Slides
- Tours of Sandalwood Letterpress Print Press Museum on both days
- Saturday Arvo Tunes
- Poetry Slam
- Charcoal & Champagne – Life Drawing classes
- Freeze Frame Opera
- Kids Escape Room
- Convict York Walk
- Dogs of York
- Fermenting Vegetables Workshop
- Stories through Song

Attendance over the two days was estimated at: 1450

#### Funding & Expenditure

The March MiniFest was funded through the Shire of York's multi-year funding, Regional Arts Quick Response Grant, income from ticket sales and our own resources. Breakdown of expenses:

Events, music, workshops	\$13,363
Travel, accommodation etc	\$ 770
Venue hire, prizes, licenses	\$ 661
Insurance	\$ 2,500
Marketing, advertising & PR	\$ 3,457
Total Budget	\$21,051

#### Marketing/Market Reach/ PR

Marketing for the March MiniFest commenced around February and included:

- Festival website update
- Regular eNewsletters
- Social media (Facebook): 75 posts which delivered a total reach of 38,396
- Online event guides (eg Australian Tourism Data Warehouse, ExperiencePerth, Perthling, Seniorcity and Buggy Buddies).
- Radio advertising – Triple M and Voice of the Avon
- Print media advertising in Have a Go News and York Community Matters

- 8,000 printed DL programs, posters, flyers distributed around York, Mundaring, Williams, Toodyay, Northam, Beverley and Perth.
- PR undertaken by DB Publicity resulting in radio Interviews with Curtin Radio, 6IX, ABC Geraldton, MYC 89.7M, Triple M (x2)

**Survey & Feedback**

Participants were surveyed during the Mini-fest and online post the event, with 130 surveys being completed. The surveys were designed to get feedback from participants, to collect data on the effectiveness of our marketing, on the value of the program provided and to estimate visitor demographic and behaviours. 89% of respondents said they thought the March MiniFest succeeded in its aim to *Uplift, Entertain, Amuse and Inspire*.

**Marketing Influence:**

The surveys enable us to understand audience behaviours and to gauge the effectiveness of the various marketing activities undertaken. Interestingly, the surveys showed that:

62% of those surveyed heard about the March MiniFest via Facebook.  
32% heard about the March MiniFest through word of mouth.

**Economic Impact**

The surveys also provided us with an understanding of who attended, how far they travelled and how long they stayed, ie

Locals attending - 42%

Visitors who travelled 50kms+ to attend - 58%

Visitors who attended two days (ie overnight visitors) - 48%

**Calculation for economic impact:**

Day visitors = 747 people @ \$10/day \$7,473

Overnight visitors = 703 people @ \$153/day \$107,512

Total revenue generated = \$114,985

Shire of York Investment = \$14,500

**Multiplier = 7.9**

**Other Outcomes:**

With the Festival Director focusing on the main September festival, the March MiniFest was an opportunity for the committee members to expand their skills and become more involved with the programming and delivery of the various events and in the process, develop the capability and capacity of the Management Committee.

We would like to take the opportunity to thank Councillors and the Shire of York staff for its ongoing support.

Jenny Garroun  
Festival Director  
31 May 2021



Joaquina St, York, Western Australia  
Telephone: (08) 9641 2233  
Email: [records@york.wa.gov.au](mailto:records@york.wa.gov.au)  
Web: [www.york.wa.gov.au](http://www.york.wa.gov.au)



**Office Hours: Monday to Friday 8.30am to 4.30pm**

All communications to: The Chief Executive Officer, PO Box 22, WA 6280

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## MULTIYEAR FUNDING ACQUITTAL REPORT

- *Please complete this form within 90 days of the project being finalized and return to the Shire of York.*
- *Attach additional information, supporting documentation or photos (we love photos) that demonstrate the outcomes achieved as part of this project.*

**Project Title:** 2021 York Motorcycle Festival

**Organisation Name:** Premiere Events

**Date funding was granted:** Multiyear agreement 2019 - 2021

**Key outcomes derived from the Shire's sponsorship of the event:**

The 2021 York Motorcycle Festival was held Sunday 11 April 2021. Now in its ninth year, the York Motorcycle Festival brings motorbike enthusiasts and industry to the York community, with all the fun of a family festival.

Market stalls and trade displays, food stalls, live music, motorbike stunt shows, kid's activities, vintage collective markets, charity ride, Show & Shine competition and pop up events by local business are regularly programmed into the one day Festival. A concert in previous years on the Saturday night has been replaced with local establishments offering a number of entertainment options across the town for overnight visitors.

The York Motorcycle Festival also serves as a charity event, raising funds for *Beyond Blue* and Motorcycle Rider's Association of WA also launched the 2021 Motorcycle Safety Week at the Festival.

Key Outcomes from the Event in 2021 included being able to run a successful event within Covid-safe guidelines; and increased local business participation in the event.

### ***A covid-safe event***

During a time when many events are being cancelled due to Covid-19, the vision for the 2021 York Motorcycle Festival was to be able to present a free event for people to enjoy in a covid-safe environment.

Festival organisers implemented a Covid Management Plan, Covid Policy for visitors and COVID marshals to maintain compliance throughout the Festival. Strategies implemented included:

- A "free ticket" registration system to enable contact trace if required.
- Staffed entry points into the Festival to assist manage numbers in indoor areas
- Entry point QR codes for SAFEWA app sign in on signs
- Covid-marshals patrolling festival to maintain and manage covid compliance
- Staffing at the entry points assisted with the flow of people through the entries.
- Patrons encouraged to physical distance during their visit to the show, keeping within the 1.5m distancing guidelines via face to face communications, PA announcements and visual signage



- Hand sanitiser at entrances/exits.
- Regular cleaning of high touch surfaces and on site toilets
- Food area crowd control management and larger area used to allow for physical distancing practices.
- Card payment systems offered at food outlets to reduce cash handling
- Inclusion of St John First Aid post

#### **Local business participation**

The vision of the York Motorcycle Festival is to bring tourism to the town for financial benefit of the local businesses. The Festival brings approx 6,000 people to York, with 100% occupancy reached for both Friday and Saturday nights of the Festival and overflow camping offered at the Recreation Centre for one night campers. Local pubs and hotels participated in the Festival by hosting special events, such as:

- Imperial Hotels rock 'n' roll concert on the Saturday night. They also offered a special Festival menu on the Sunday, including setting up extra facilities to offer breakfast.
- Castle Hotel hosted a karaoke night on Saturday, and on Sunday utilized the road closure to set up extra tables and chairs on the road outside the venue to encourage patronage.
- Settlers House hosted a major concert on Saturday night with well-known performer Tod Johnston and band performing. They also had special menus and extra facilities for catering on the Sunday.
- The Old York Mill opened specially for the event on Saturday night, with a ticketed rock concert.
- The York Antique Shop hosted a sausage sizzle on Sunday within their grounds as part of the Festival.
- The Shell garage on Avon Terrace opened on the Sunday (normally closed) to serve fuel to riders and drivers.

The growth of the Festival in previous years has meant that these businesses are better equipped to handle the extra patronage during the Festival.

#### **Visitation numbers as a direct result of the event sponsorship (collated using survey data undertaken with groups attending, local business owners and Visitor Centre statistics)**

Festival visitors (Saturday & Sunday): 3,700

Overnight visitors (Saturday & Sunday): 812 @ est \$120 pp spend = \$97,440

Visitors who travelled to York specifically for the event: 78%

Free tickets downloaded prior to the event: 5,228

Attendance numbers were down on previous years due to bad weather on the Sunday of the Festival.

Camping at Oval: 150 campers

#### **Promotions and marketing of the event (paid and other, please supply evidence)**

<b>Marketing</b>				
<b>Marketing undertaken:</b>	<b>Local</b>	<b>State</b>	<b>National</b>	<b>International</b>
<b>Radio</b>	Triple M and Hit FM			
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Brochures and posters printed and distributed locally. Approx 1000</li> <li>• Flyers and posters printed and distributed in Metro Area by Premiere Events. Approx 100 posters and 1000 flyers.</li> <li>• Signage around York in the 3 weeks leading up to the event. Approx 10 signs</li> </ul>			

<b>Online:</b>	<ul style="list-style-type: none"> <li>• Website promotions yorkmotorcyclefestival.com.au</li> <li>• E-newsletters sent to York Motorcycle Festival databases</li> <li>• Promotions on Shire of York website, flyers and social media</li> <li>• Promotions via York Visitor Centre e-newsletter</li> <li>• Advertising on Adventure Show News e-newsletter sent to national database</li> </ul>
<b>Social media:</b>	<ul style="list-style-type: none"> <li>• Facebook promotions and advertising</li> <li>• Instagram promotions</li> </ul>
<b>Public Relations:</b>	<ul style="list-style-type: none"> <li>• Press release sent to relevant media</li> <li>• Journalists and photographers invited to the event</li> </ul>

#### Media Impact

<b>Achieved media impact (unpaid media coverage):</b>	<b>Local</b>	<b>State</b>	<b>National</b>	<b>International</b>
<b>Print - Magazines</b>			Mcnews.com.au: <a href="https://www.mcnews.com.au/york-motorcycle-festival-returns-in-2021/">https://www.mcnews.com.au/york-motorcycle-festival-returns-in-2021/</a>	
<b>Print - Newspapers</b>		Article in The West Australian newspaper, Saturday 3 April		
<b>Radio</b>	Interview on local radio with Chris Gibbs (musician)	Festival director Peter Woods interview on 6PR with Tod Johnston. Promotions on 107.3 HFM through their Motorcycle Torque program	Interview with Festival Director Peter Woods on <i>The Camping &amp; Off Road Radio Show</i> broadcast through Macquarie Media, 180 radio stations nationally.	
<b>Other:</b>	<a href="https://mrawa.org/events/york-motorcycle-festival-charity-ride/">https://mrawa.org/events/york-motorcycle-festival-charity-ride/</a>			

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

Logo on all promotions.

Acknowledgement within Press Releases.

<b>CASH BUDGET</b>		
<b>Cash Income</b>	<b>Total</b>	<b>Notes</b>
<i>Government sponsorship</i>		
Local Government	\$ 23,500.00	Shire of York
Tourism WA	\$ 10,000.00	RES Funding
<b>Subtotal</b>	<b>\$ 33,500.00</b>	
<i>Corporate sponsorship</i>		
Shannons Insurance	\$ 10,000.00	Naming Rights
Harley Davidson	\$ 10,000.00	Stage sponsorship
Road Safety Commission	\$ 4,000.00	Festival Sponsorship
<b>Subtotal</b>	<b>\$ 24,000.00</b>	
<i>Estimated spectator revenue</i>		
Food/Bar sales	\$ 132.00	
Camping	\$ 713.00	
Stall/market sales	\$ 13,806.00	
Show and Shine	\$ 672.00	
Admin fee	\$ 1,175.00	
Misc Income	\$ 2,220.00	
Marquee Hire	\$ 700.00	
Power	\$ 320.00	
Credit Card Fee	\$ -	
Insurance	\$ 150.00	
Donations	\$ 2,216.00	
<b>Subtotal</b>	<b>\$ 22,104.00</b>	
<b>Total Cash Income</b>	<b>\$ 79,604.00</b>	
<b>Cash Expenditure</b>	<b>Total</b>	
<i>Administration</i>		
Management Fee	\$ 15,000.00	
Casual staff	\$ 3,200.00	
Insurance	\$ 1,651.00	
Stationary	\$ 398.00	
Travel costs (fuel)	\$ 192.00	
Staff expenses	\$ 2,143.00	
Bank Fees	\$ 30.00	
Fees and Permits	\$ 1,287.00	

<b>Subtotal</b>	<b>\$ 23,901.00</b>	
<i>Operational costs</i>		
Toilets	\$ 1,145.00	
Venue Hire	\$ 1,081.00	
Marquee Hire	\$ 5,174.00	
Security	\$ -	
Fire Brigade	\$ -	
Fencing	\$ 3,055.00	
Tables and Chairs	\$ 172.00	
General Equipment Hire	\$ 1,355.00	
Traffic Management	\$ 2,850.00	
General Repairs	\$ 176.00	
First Aid	\$ 976.00	
Stunt Riders	\$ 8,000.00	
Music Bands	\$ 1,045.00	
Stage MC	\$ 550.00	
Stage Sound / PA	\$ 4,500.00	
Performers Meals/ drinks	\$ -	
Performers Accommodation	\$ -	
Performers Flights / Travel	\$ -	
Power	\$ 1,136.00	
<b>Subtotal</b>	<b>\$ 31,215.00</b>	
<i>Marketing and promotions</i>		
Advertising (TV, Radio, Press)	\$ 604.00	
Web Hosting/Maintenance	\$ 1,533.00	
Signage	\$ 933.00	
Tshirts	\$ 4,025.00	
Artwork	\$ 1,278.00	
Video production	\$ 1,800.00	
Flyers and Posters	\$ 596.00	
Digital advertising	\$ 329.00	
Donations to Beyond Blue	\$ 2,216.00	
<b>Subtotal</b>	<b>\$ 13,314.00</b>	
<b>Total Cash Expenditure</b>	<b>\$ 68,430.00</b>	
<b>Cash Profit / Loss</b>	<b>\$ 11,174.00</b>	

Acquittal report prepared by: \_\_\_\_\_

Duly Authorised by: \_\_\_\_\_






Title: \_\_\_\_\_

Certified by: \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## SY085-07/21 MINOR AMENDMENTS TO COUNCIL POLICIES - G5 COMPREHENSIVE COMPLAINTS POLICY AND G15 PUBLIC INTEREST DISCLOSURE

<b>File Number:</b>	<b>OR.CMA.4</b>
<b>Author:</b>	<b>Amanda Smith, Records Officer</b> <b>Natasha Brennan, Administration and Governance Coordinator</b> <b>Vanessa Green, Council &amp; Executive Support Officer</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>23 February 2021 – G5 Complaints Policy</b> <b>19 November 2019 – G15 Public Interest Disclosure Policy</b>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li><b>1. Proposed G5 Comprehensive Complaints Policy</b> <a href="#">↓</a> </li> <li><b>2. Original G5 Comprehensive Complaints Policy</b> <a href="#">↓</a> </li> <li><b>3. Customer Service Charter</b> <a href="#">↓</a> </li> <li><b>4. Proposed G15 Public Interest Disclosure Policy</b> <a href="#">↓</a> </li> <li><b>5. Public Interest Disclosure Guideline</b> <a href="#">↓</a> </li> </ol>

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

Review

### PURPOSE OF REPORT

It is important that Council policies are kept up to date and are reviewed on a regular basis under the direction of the Chief Executive Officer. If any changes or amendments are required these are presented to Council for consideration.

The development and management of Council policy is an ongoing process.

### BACKGROUND

Officers have undertaken a minor review of the following two (2) Policies:

- G5 Comprehensive Complaints Policy - with a view to make the policy clearer, easier to read and better reflect the intent of the policy.
- G15 Public Interest Disclosure (PID) – to align the policy to the Public Sector Commission Guidelines on public interest disclosure and to separate the policy from the Shire's Guidelines as required by the *Public Disclosure Act 2003* (PID Act).

### COMMENTS AND DETAILS

The comments below summarise changes that are proposed to better reflect the intent of the policies.

<b>Policy</b>	<b>Title</b>	<b>Proposed Amendments / Comments</b>
G5 Appendices 1, 2 & 3	Comprehensive Complaints Policy	Policy objective: <ul style="list-style-type: none"> <li>• updated to better reflect the purpose of the policy.</li> <li>• added duty of care responsibilities in relation to the impacts of persistent/unreasonable complaints.</li> </ul>



		<p>Policy scope:</p> <p>amended to who is bound by the policy rather than the aspect of business it applies, to align with other Council policies.</p> <p>Principals:</p> <ul style="list-style-type: none"> <li>• brought the definition of what a complaint is forward from the provisions.</li> <li>• added what is not considered a complaint.</li> <li>• to make it clearer and more concise, reworded what the Shire commits to.</li> </ul> <p>Provisions:</p> <ul style="list-style-type: none"> <li>• removed detailed processes which are deemed to be operational.</li> <li>• expanded lodging of complaints to separate alleged breaches of code of conduct complaints from general service complaints.</li> <li>• added how anonymous complaints would be addressed.</li> <li>• added a general complaint handling section to summarise how complaints will generally be managed.</li> <li>• removed the Ombudsman's guidelines as these may change and we are better to refer to the source.</li> <li>• removed the internal management and reporting section as this is incorporated into the general complaint handling section.</li> <li>• added new Behaviour Complaint Form – Code of Conduct for Council Members, Committee Members and Candidates.</li> </ul> <p>Penalties:</p> <ul style="list-style-type: none"> <li>• have been added to identify what action/s may be taken in the event the policy is not followed.</li> </ul> <p>Definitions:</p> <ul style="list-style-type: none"> <li>• have been updated to reflect the terminology changes to the policy.</li> </ul> <p>The amended policy is presented as Appendix 1. The existing Policy is presented as Appendix 2 and the Customer Service Charter is presented as Appendix 3.</p>
G15 Appendices 4 & 5	Public Interest Disclosure	Removal of procedures which are addressed in the newly developed PID Guidelines (presented as Appendix 5) to align and comply with the Public Sector Commission's Guidelines.

### Complaints

The Western Australian Local Government Association (WALGA) has recently introduced new Governance Resources to assist local governments to meet obligations arising from a number of

legislative amendments. These resources include Code of Conduct Behaviour Complaints Management Policy, together with:

- Template Code of Conduct Behaviour Complaint Form
- Template Behaviour Complaints Committee Terms of Reference
- Template Behaviour Complaints Committee Delegation
- Template Behaviour Complaint Statutory Declaration

At this stage, Officers are only proposing to integrate the Template Code of Conduct Behaviour Complaint Form into the Complaint Policy G5.

The WALGA suggested Code of Conduct Behaviour Complaints Management Policy and related templates will be considered in the future when a major review is undertaken.

#### Public Interest Disclosure (PID)

With regard to the PID Guidelines, its purpose is to provide guidance in relation to the receipt and investigation of Public Interest Information made under the PID Act. The PID Act requires the Principal Executive Officer (in the Shire's case, the CEO) of each public authority (which is the Shire of York) to prepare and publish guidelines relating to their authority's obligations under the PID Act.

The PID Guidelines must be consistent with the model Guidelines produced by the Public Sector Commission. The PID Guideline confirms the Shire's commitment to the reporting and investigating of corrupt and improper conduct, should it occur.

The Shire's PID Officer is the Council & Executive Support Officer.

#### **OPTIONS**

Council has the following options:

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

**Option 2:** Council could choose to adopt the proposed policy changes. The recommended amendments are to ensure the effectiveness and efficiency of the Shire's operations whilst remaining accountable to Council and acknowledging that policy review is ongoing.

Option 1 is the recommended option.

#### **IMPLICATIONS TO CONSIDER**

##### **Consultative**

Executive Managers.

The WALGA Governance Update, 24 June 2021.

##### **Strategic**

##### Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

##### **Policy Related**

E1 Code of Conduct: Council Members, Committee Members & Candidates

O8 Employee Code of Conduct

G25 Compliance

##### **Financial**

Nil

**Legal and Statutory**

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable and states:

**“2.7. Role of council**

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

Section 23 of the *Public Disclosure Act 2003* is applicable and states:

**“23. Principal executive officer of public authority, duties of**

- (1) *The principal executive officer of a public authority must —*
  - (a) *designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information; and*
  - (b) *provide protection from detrimental action or the threat of detrimental action for any employee of the public authority who makes an appropriate disclosure of public interest information; and*
  - (c) *ensure that his or her public authority complies with this Act; and*
  - (d) *ensure that his or her public authority complies with the code established by the Commissioner under section 20; and*
  - (e) *prepare and publish internal procedures relating to the authority’s obligations under this Act; and*
  - (f) *provide information annually to the Commissioner on —*
    - (i) *the number of public interest disclosures received by a responsible officer of the authority over the report period; and*
    - (ii) *the results of any investigations conducted as a result of the disclosures and the action, if any, taken as a result of each investigation; and*
    - (iii) *such other matters as are prescribed.*
- (2) *Internal procedures prepared under subsection (1)(e) must be consistent with guidelines prepared by the Commissioner under section 21.*
- (3) *Subsection (1) does not apply to the Chief Justice or to the Presiding Officer of a House of Parliament.”*

**Risk Related**

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

The PID Policy and Guidelines reflect the Shire’s commitment of ensuring best practice governance principles and the protection of staff and resources, as well as the transparency and accountability in its operations.

**Workforce**

Nil

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION  
160721****Moved: Cr Denis Warnick****Seconded: Cr Kevin Trent****That, with regards to Minor Amendments to Council Policies - G5 Comprehensive Complaints Policy and G15 Public Interest Disclosure, Council:**

- 1. Adopts the policies as amended and presented in Appendix 1 and Appendix 4.**
- 2. Adopts the Public Interest Disclosure Guidelines as presented in Appendix 5.**
- 3. Notes that policy development work is ongoing, and the Chief Executive Officer will continue to discuss policy priorities with Council.**
- 4. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to publication.**

***CARRIED: 6/0***

## GOVERNANCE POLICIES

### Comprehensive Complaints Response



Policy Number:	G5
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	27 July 2021

#### **POLICY OBJECTIVE:**

To provide a framework to guide the Shire of York, residents and ratepayers in the management and handling of complaints and provide guidance to the management and handling of persistent or unreasonable complaints. The framework will provide the basis for consistency, clear principles and clear procedures for the lodging, investigation, resolution, reporting and implementation of decisions relating to complaints made to the Shire of York.

To establish a mechanism where complaints about levels of service can be used as inputs into future strategic, annual and financial planning analysis and decision-making by Councillors.

The Shire of York also has a duty of care as an employer to ensure that staff are not applying a disproportionate amount of time and resources to an issue or person as this may cause unnecessary stress and distraction from regular duties.

#### **POLICY SCOPE:**

This policy applies to all Elected Members, employees and consultants or contractors engaged to provide services to the Shire of York.

#### **POLICY STATEMENT:**

##### **INTRODUCTION**

The Shire of York aspires to provide a high level of service to its residents and ratepayers, to provide them with accessible and inclusive democratic services and to do so in a manner that is positive and respectful of members of the community.

The Shire recognises that from time to time members of the community may not be satisfied with Council services, processes and decisions. It also recognises that there needs to be a clear, simple and accountable process available to people to lodge any complaint they may wish to make which provides assurance that responses will be considered objectively and a positive outcome actively sought.

The Shire also takes the view that complaints can provide useful information and insights into community aspirations about future levels of service and into how existing processes, delivery and communication to the community about services can be improved.

##### **PRINCIPLES**

A complaint is an expression of dissatisfaction about a Council service or action, accompanied by a request for redress. This redress might take the form of seeking a particular outcome for the individual making the complaint, or a more general desire to see a change to Council services and procedures.

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The following will not be classified as a complaint:

- (a) Requests for service.
- (b) Requests for information or explanations of policies or procedures.
- (c) Allegations of unlawful activity or nuisance occurring on private land.
- (d) Appeal or objection in accordance with standard procedure of policy (ie Local Government Act 1995 S9.1 – Decisions).
- (e) A neighbourhood dispute

The Shire of York will:

- (f) ensure the complaint is assigned to an officer with the authority to deal with the complaint.
- (g) resolve complaints in a timely manner.
- (h) ensure complaints can be lodged without fear of retribution.
- (i) assess complaints in a fair, objective and professional manner.
- (j) ensure application of natural justice.
- (k) integrate complaints information into business improvement processes.
- (l) ensure the confidentiality and privacy of complainants will be protected.

## PROVISIONS

### 1. LODGING OF COMPLAINTS

1.1 Service complaints can be made by completing a service complaint form and submitting it:

- (a) in writing, via post to PO BOX 22 York 6302 or emailed to the generic shire address [records@york.wa.gov.au](mailto:records@york.wa.gov.au).
- (b) via the shire website.
- (c) in person at the Shire office.
- (d) by telephone.

Complainants are encouraged to lodge their complaint in writing but if made by telephone, the complainant will need to provide their name and contact details and information about their particular concerns.

1.2 Complaints relating to Elected Members, Committee Members or Candidates can be made by completing the Complaint About Alleged Breach Form (Appendix 2) or Behaviour Complaint Form (Appendix 3) and submitting it:

- (a) in writing, via post to PO BOX 22 York 6302 or emailed to the generic shire address [records@york.wa.gov.au](mailto:records@york.wa.gov.au).
- (b) via the shire website.
- (c) in person at the Shire office.

See section 5 below for guidance on which form to use.

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**2. ANONYMOUS COMPLAINTS**

- 2.1 Anonymous complaints will not be investigated unless:
- (a) it raises a serious matter eg public health or safety risk
  - (b) there is sufficient information to conduct an inquiry
- 2.2 The Shire of York is unable to verify information or communicate the outcome of the complaint without knowing the full identity of the complainant.

**3. GENERAL COMPLAINT MANAGEMENT**

- 3.1 Priority will be given to complaints with high risk.
- 3.2 Personal information related to the complaint will be kept confidential in accordance with the Freedom of Information Act 1992.
- 3.3 All complaints received by Elected Members are to be forwarded to the Chief Executive Officer.
- 3.4 All correspondence relating to a customer complaint must be recorded in the records and information management system. Information recorded must be factual, accurate and current as per the State Records Act 2000.
- 3.5 A register of complaints in relation to minor breaches (section 5 below) will be kept in accordance with legislative requirements.
- 3.6 All complaints will be responded to in the time frames provided in the Customer Service Charter.
- 3.7 Performance will be measured using the response and resolution Key Performance Indicators as outlined in Appendix 1.

**4. COMPLAINTS AGAINST EMPLOYEES**

- 4.1 A Complaint against an employee is considered confidential under the Freedom of Information Act 1992 and the complainant will not be advised of the outcome unless required by law.
- 4.2 Any complaint in relation to the Chief Executive Officer will be forwarded to the Shire of York President for consideration and action.
- 4.3 If the complaint alleges illegal or corrupt action, the Chief Executive Officer/President will automatically refer the matter to a relevant outside agency.

**5. COMPLAINTS AGAINST ELECTED MEMBERS**

- 5.1 Any complaint in relation to an Elected Member or the Shire President is to be provided on the approved form for complaints.
- 5.2 The Complaint About Alleged Breach Form (Appendix 2) is to be used for instances where the accused breaches the Local Government (Model Code of Conduct) Regulations 2021.
- 5.3 The Behaviour Complaint Form (Appendix 3) is to be used for instances where the accused breaches the Shire of York's E1 Code of Conduct: Council Members, Committee Members & Candidates.
- 5.4 The complaint will be forwarded to the Chief Executive Officer as provided for under Division 9, Part 5 of the Local Government Act 1995 for consideration and action.
- 5.5 If the complaint alleges illegal or corrupt action, the Chief Executive Officer will automatically refer the matter to a relevant outside agency.
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- 5.6 All subsequent processes will be followed as provided for under Division 9, Part 5 of the Local Government Act 1995.

#### **6. PERSISTENT OR UNREASONABLE COMPLAINANTS**

The Ombudsman Western Australia 2009 Guidelines identify that an organisation may experience what it terms 'Unreasonable Complainant Conduct' falling across three bands of behaviour:

- (a) habitual or obsessive complainants -this includes people who:
  - i. cannot 'let go' of their complaint.
  - ii. cannot be satisfied despite the best efforts of the agency.
  - iii. make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers).
- (b) rude, angry and harassing complaints.
- (c) aggressive complaints.

The Guidelines set out a framework for dealing with these behaviours.

#### **7. INFORMATION INPUTS INTO STRATEGIC PLANNING OR ORGANISATION IMPROVEMENT**

- 7.1 As part of any future integrated planning process or organisation improvement process, complaints will be reviewed to identify any emerging themes in relation to levels of service aspirations or procedures and standards, as inputs into those processes. Information will only be used in an aggregated form and the confidentiality of complainant information will be fully protected.

#### **PENALTIES:**

A failure to comply with the requirements of this policy will be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- an opportunity for additional training to be provided.
- a disciplinary matter.
- misconduct.

Individual officers and/or the Shire of York may also be penalised under legislation such as the Freedom of Information Act 1992.

#### **KEY TERMS/DEFINITIONS:**

**Complaint** means an expression of dissatisfaction about a Council service or action, accompanied by a request for redress.

**Redress** means to remedy or compensate for a wrong or grievance.

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Responsible Officer:	Chief Executive Officer
Contact Officer:	Chief Executive Officer
Relevant Legislation:	Local Government Act 1995 Freedom of Information Act 1992
Related Documents:	E1 Code of Conduct: Council Members, Committee Members & Candidates O8 Employee Code of Conduct Customer Service Charter

## Review History:

Date Review Adopted:	Resolution Number
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	
Reviewed – 23 February 2021	130221
Reviewed – 27 July 2021	
Former Policy No:	G2.1

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**APPENDIX 1****KEY PERFORMANCE INDICATORS****Initial follow-up phone call:**

Within 2 working days of receipt of complaint

**Initial Letter of Acknowledgement:**

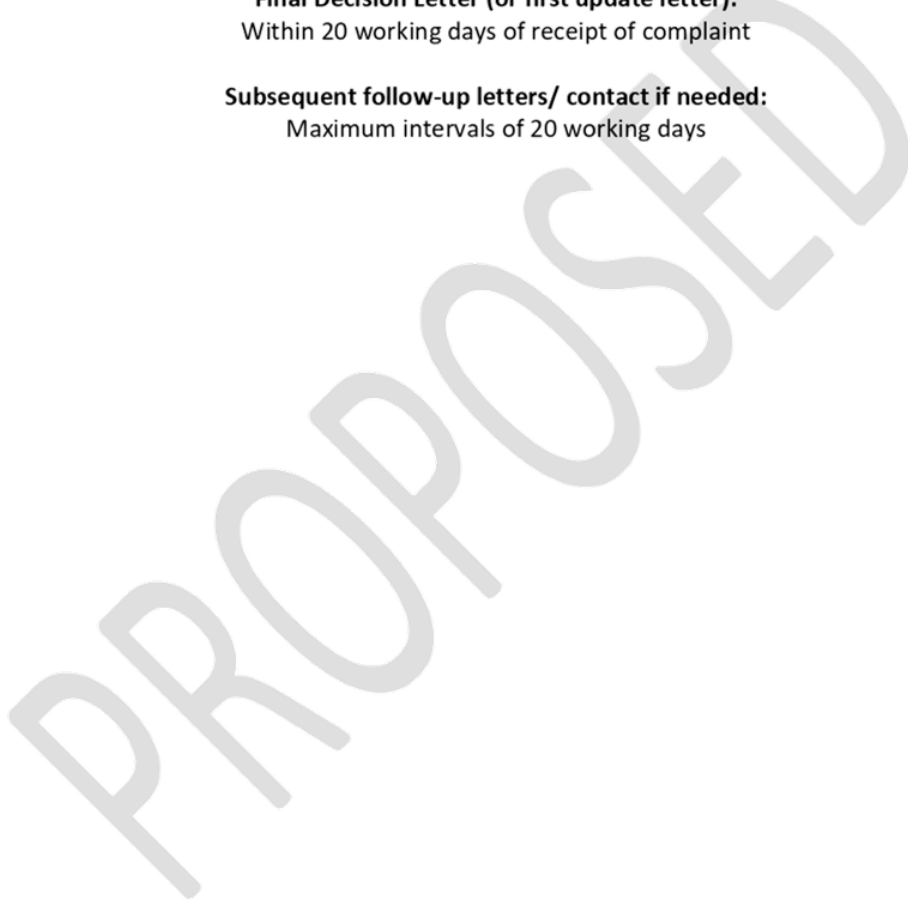
Within 5 working days of receipt of complaint

**Final Decision Letter (or first update letter):**

Within 20 working days of receipt of complaint

**Subsequent follow-up letters/ contact if needed:**

Maximum intervals of 20 working days



## APPENDIX 2



## COMPLAINT ABOUT ALLEGED BREACH FORM

File No: \_\_\_\_\_

Record No: \_\_\_\_\_

Code of conduct for council members, committee members and candidates

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

**NOTE:** A complaint about an alleged breach must be made —

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

<b>Name of person who is making the complaint:</b>
Name: _____ <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><u>Given Name(s)</u></span> <span><u>Family Name</u></span> </div>
<b>Contact details of person making the complaint:</b>
Address: _____ Email: _____ Contact number: _____
<b>Name of the local government (city, town, shire) concerned:</b>
<b>Name of council member, committee member, candidate alleged to have committed the breach:</b>
<b>State the full details of the alleged breach. Attach any supporting evidence to your complaint form.</b>

<b>Date of alleged breach:</b>
_____ / _____ / 20_____
<b>SIGNED:</b> <b>Complainant's signature:</b> ..... <b>Date of signing:</b> _____ / _____ / 20_____
<b>Received by Authorised Officer</b>  <b>Authorised Officer's Name:</b> ..... <b>Authorised Officer's Signature:</b> ..... <b>Date received:</b> _____ / _____ / 20_____

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to: [records@york.wa.gov.au](mailto:records@york.wa.gov.au) or PO Box 22 York WA 6302

## APPENDIX 3



# BEHAVIOUR COMPLAINT FORM

File No: \_\_\_\_\_

Record No: \_\_\_\_\_

Shire of York Code of Conduct for Council Members, Committee Members and Candidates

Name of Person Making the Complaint			
<b>Complainant Name:</b> <i>Given Name/s and Family Name</i>			
Contact Details			
<b>Residential Address:</b>			
<b>Postal Address:</b>			
<b>Phone:</b>	<b>Day-time:</b>		<b>Mobile:</b>
<b>Email:</b>			
Complaint Details:			
1.	<b>Insert Name of Person alleged to have committed a behavior breach:</b>		
2.	<b>Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:</b>	Council Member of the Shire of York	<input type="checkbox"/>
		Member of a Committee of the Shire of York	<input type="checkbox"/>
		Candidate for election at the Shire of York	<input type="checkbox"/>
3.	<b>Date that the alleged behaviour breach occurred:</b>		
4.	<b>Location where the alleged behaviour breach occurred:</b>		
5.	<b>Which of the behaviours prescribed in Division 3 of the Shire of York's Code of Conduct do you allege this person has breached?</b>		
	<b>Clause 8. Personal integrity</b>		
	(1) A council member, committee member or candidate —		
	(a) must ensure that their use of social media and other forms of communication complies with this code; and	<input type="checkbox"/>	
	(b) must only publish material that is factually correct	<input type="checkbox"/>	
	(2) A council member or committee member —		
	(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	<input type="checkbox"/>	

	(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
<b>Clause 9. Relationship with others</b>		
A council member, committee member or candidate —		
	(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
	(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	<input type="checkbox"/>
	(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
	(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	<input type="checkbox"/>
	(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	<input type="checkbox"/>
<b>Clause 10. Council or committee meetings</b>		
When attending a council or committee meeting, a council member, committee member or candidate —		
	(a) must not act in an abusive or threatening manner towards another person; and	<input type="checkbox"/>
	(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	<input type="checkbox"/>
	(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
	(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	<input type="checkbox"/>
	(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>
	(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	<input type="checkbox"/>
<b>6.</b>	<b>State the full details of the alleged breach.</b>	



7	<b>List any additional information you have provided as part of this complaint:</b> <i>Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.</i>		
9	<b>Have you made any efforts to resolve the complaint with the Respondent?</b> <i>Please note, you MUST complete this section</i>		
YES	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>	
NO	<input type="checkbox"/>	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>	
10	<i>The Shire of York allows for the Complainant and the Respondent to be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.</i>  <i>The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.</i>  <i>Please contact the Complaints Officer if you would like more information.</i>		
<b>Would you agree to participate in an Alternative Dispute Resolution process?</b>		YES	<input type="checkbox"/>
		NO	<input type="checkbox"/>
11	<b>Desired outcome of the Complaint</b> <i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i>		

<b>COMPLAINANT</b> <i>please sign and date</i>	
<b>Signature:</b>	
<b>Date:</b>	

**Please submit completed Behaviour Complaint to:**

The Shire of York's Complaints Officer:

Mailing Address: PO Box 22, York WA 6302

Email Address: [records@york.wa.gov.au](mailto:records@york.wa.gov.au)

In person: 1 Joaquina Street, York WA 6302

**Office Use Only**

<b>Authorised Officer's Name:</b>	
<b>Authorised Officer's Signature:</b>	
<b>Date received:</b>	

## GOVERNANCE POLICIES

### Comprehensive Complaints Response



Policy Number:	G5
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	23 February 2021

#### POLICY OBJECTIVE:

To provide residents and ratepayers with consistent and clear principles, procedures and guidelines for the lodging, investigation, resolution, reporting back and implementation of decisions relating to complaints made to the Shire of York Council.

To establish a clear process for the internal recording and reporting on complaints management to Councillors.

To establish a mechanism where complaints about levels of service can be used as inputs into future strategic, annual and financial planning analysis and decision-making by Councillors.

#### POLICY SCOPE:

This policy applies to all aspects of Shire of York activity and business.

#### POLICY STATEMENT:

##### INTRODUCTION

The Shire of York aspires to provide a high level of service to its residents and ratepayers, to provide them with accessible and inclusive democratic services and to do so in a manner that is positive and respectful of members of the community.

The Shire recognises that from time to time members of the community may not be satisfied with Council services, processes and decisions. It also recognises that there needs to be a clear, simple and accountable process available to people to lodge any complaint they may wish to make which provides assurance that responses will be considered objectively and a positive outcome actively sought.

The Shire also takes the view that complaints can provide useful information and insights into community aspirations about future levels of service and into how existing processes, delivery and communication to the community about services can be improved.

##### PRINCIPLES

- (a) A complaint is **not** a request for a service or a new level of service but is an expression of dissatisfaction about a Council service or action, accompanied by a request for redress. This redress might take the form of a seeking particular outcome for the individual making the complaint, or a more general desire to see a change to Council services and procedures.
- (b) Members of the Shire of York community will have access to a simple, accountable and transparent complaints response service.

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- (c) Complaints will be regarded as a positive source of information for continuous improvement of Shire services and procedures.
  - (d) Complaints will be taken seriously and anyone approaching Council with a complaint will be listened to, understood and respected. The matter will be dealt with fairly and properly.
  - (e) Action will be taken to address their concern or fix the problem.
  - (f) Complaints will be dealt with quickly and in a manner that provides the complainant with a clear decision as soon as possible.
  - (g) Complainants will be given information about the process and progress on dealing with the matter raised. Regular updates on progress about their complaints will be provided until a decision is made. An explanation will be given about the process and any decisions made.
  - (h) Any response to a complaint received from a member of the Shire of York community will seek positive outcomes which accommodate as much as possible the concerns of the complainant, provided that response can be delivered in a way that is consistent with Shire budget decisions and approved annual programmes, and regulatory accountabilities.
  - (i) If required, an apology in relation to the matter raised will be given.
  - (j) Complainants will always be informed of further mechanisms available to them for redress if they do not agree with decisions made.
  - (k) Responses to external statutory bodies investigating complaints will be undertaken in a positive, open and timely manner.
  - (l) The confidentiality of complainants will be protected according to statutory standards and requirements.

## PROVISIONS

This section sets out the procedures that will be used.

### 1. LODGING OF COMPLAINTS

#### 1.1 Complaints can be made:

- (a) in writing, via fax and emails and are to be directed to the generic shire address [records@york.wa.gov.au](mailto:records@york.wa.gov.au).
- (b) via the shire website.
- (c) in person by completing a customer feedback form at the Shire office.
- (d) by telephone. Complainants are encouraged to lodge their complaint in writing but if made by telephone, the complainant will need to provide their name and contact details and information about their particular concerns.

- 1.2 The complaint will be recorded in the Complaints Register by the Council officer receiving the complaint at first point of contact, along with information about the date at which it is referred for investigation, where referred and initial response.

### 2. INITIAL RESOLUTION: MINOR MATTERS

- 2.1 'Front of house' customer service staff and external works staff will be the first point of contact for many complaints received by Council. As a first principle they should attempt to resolve minor complaints as speedily as possible. Where there is no consequent budget cost or liability, or no implications for the Council's established policy position on a matter, then
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they have the authority to resolve the problem on the spot. Complaints must be recorded in the Complaints Register.

- 2.2 If the minor matter is resolved at this stage to the satisfaction of the complainant, this should be recorded by the person dealing with the issue in the Complaints Register. If the matter cannot be resolved satisfactorily, it should be referred to the relevant senior manager/ Chief Executive Officer with this referral also recorded in the Complaints Register. The complainant should be informed that the matter will be referred for further investigation and that they should expect a follow-up written communication within 5 working days confirming the process which will be followed.
- 2.3 Where there are potential implications for budgets, wider levels of service decisions, liability or the Shire's established policy position, the complaint should be immediately referred to the relevant senior manager/ Chief Executive Officer for investigation as per the Stage 2 Complaints Procedures. The complainant should be informed that the matter will be referred for further investigation and that they should expect a follow-up written communication within 5 working days confirming the process which will be followed.

### **3. STAGE 2 COMPLAINTS PROCESSES.**

Where a complaint has been received and it is more than minor, or if a minor complaint that could not be satisfactorily resolved is referred on, they will be dealt with under the following processes:

#### **Complaints in Relation to Council Services.**

- 3.1 If the complaint alleges illegal or corrupt action, the CEO will automatically refer the matter to a relevant outside agency.
- 3.2 In all other cases, the following process will be followed.
- (a) The complainant will receive an initial phone-call from the relevant person with the authority to deal with the matter with the intent of trying to resolve the concern raised, within the specified time set out in Appendix 1. If the matter is resolved this will be logged in the Complaints Register
  - (b) If the matter cannot be resolved in this way, the complainant will receive a letter acknowledging receipt of information within the specified time set out in Appendix 1.
  - (c) The complaint will be referred by the CEO to the relevant senior officer responsible for the service that is the subject of the complaint. The senior officer will investigate the complaint, including interviewing the relevant staff. If the matter can be resolved at this point in a way that in the view of the officer does not have budget implications, does not significantly affect programme, or project priorities and is consistent with Council's policy direction then the matter should be resolved. This resolution will be recorded in the Register. If it cannot be resolved at this point the matter will be reported to the CEO.
  - (d) The CEO will consider the report and make a determination on the complaint, including if the complaint is upheld whether any changes to current practices and procedures is required.
  - (e) The complainant shall be advised in writing of the outcome of the decision. The complainant will receive a letter with the decision on the complaint or an update on progress within the specified time set out in Appendix 1. They will also be informed of the avenues available to them for further appeal if they are dissatisfied with the decision and outcomes. This will include the ability to write further on the matter to the Shire President, or to make a complaint to the Ombudsman's office.
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- (f) The decision at any point in the process will be recorded against the Complaints Register number along with the file reference number for any associated written documents.

Note: in some cases, complaints may be concerned with seeking a level of service change or a programmed action that is not provided for in existing budgets or programme capital works. These matters will be automatically forwarded to strategic, annual and capital works planning processes for future reference and consideration.

#### **Complaints Against Employees (other than the CEO)**

- 3.3 Section 5.14 of the Local Government Act states:

*'The CEO's functions are to:*

*be responsible for the employment, management, supervision, direction and dismissal of other employees (subject to section 5.37 (2) in relation to senior employees.'*

Accordingly, all complaints or allegations against an employee (other than the CEO) shall be dealt with by the CEO.

- 3.4 If the complaint alleges illegal or corrupt action, the CEO will automatically refer the matter to a relevant outside agency.

- 3.5 In all other cases, the following process will be followed:

- (a) Investigation of complaints/ allegations will be treated as confidential and will be discharged according to the principles of natural justice and procedural fairness.
- (b) The CEO will advise the employee verbally and in writing of the complaint, setting out:
  - details of the complaint/ allegation (other than the complainant's name/ details).
  - details of the legislation/ Staff Code of Conduct that has allegedly been breached.
  - seek comments or a response to the allegation.
  - specify a closing date for receiving a response.
- (c) Having received all responses, the CEO will prepare a confidential report. The report will contain details of the complaint/ allegation, legislation or Code of Conduct alleged to be breached, a determination on whether a breach has occurred and if so, the action which will be taken in relation to the employee's future performance.

The employee will be advised as soon as practicable of the outcomes of the decision in relation to the complaint.

- (d) The complainant will be advised as soon as practicable of the outcomes of the decision in relation to the complaint and of the avenues available to them for further appeal if they are dissatisfied with the decision and outcomes. This will include the ability to write further on the matter to the Shire President, or to make a complaint to the Ombudsman's office.

#### **Complaints Against the CEO**

- 3.6 Any complaint in relation to the Chief Executive Officer will be forwarded to the Shire of York President for consideration and action.
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- 3.7 If the complaint alleges illegal or corrupt action, the President will automatically refer the matter to a relevant outside agency.
- 3.8 In all other cases, the following process will be followed:
- (a) Investigation of complaints/allegations will be treated as confidential and will be discharged according to the principles of natural justice and procedural fairness.
  - (b) The President will advise the CEO within seven days of receiving a complaint, verbally and in writing, of the existence of the complaint and setting out:
    - details of the complaint/ allegation (other than the complainant's name/details).
    - details of the legislation/ Staff Code of Conduct that has allegedly been breached.
    - seek comments or a response to the allegation.
    - specify a closing date for receiving a response.
  - (c) The Shire President will prepare a confidential report to Council which will:
    - summarise the complaint made.
    - summarise information in relation to the issue raised.
    - present a resolution which either declines to review the matter. further, addresses the issues raised, or triggers further formal review.
  - (d) if it is resolved that the complaint should receive further consideration by Council, the President will convene a special Performance Review meeting within 21 days of receipt of the complaint and present a report outlining the issues raised, a view as to whether any breach of the Code of Conduct or Performance Agreement has occurred and if so, potential performance management provisions.
  - (e) If the Council considers that further information is required on a specific matter or aspect of the issue under discussion, including legal advice, this will be commissioned via formal resolution by Council. No other information will be sought independent of that process by Councillors and if tabled will not be considered further in any deliberations.
  - (f) The President will prepare a further report, including any new information previously sought by Council with relevant recommendations for consideration by the Council.
  - (g) The Council will make a final decision and the employee will be advised as soon as practicable of the outcomes of the decision in relation to the complaint. They will also be informed of any further process for appeal or redress.
  - (h) The complainant will be advised as soon as practicable of the general outcomes of the decision, consistent with the Shire's duties to act in good faith as an employer and to retain relevant confidentiality, and of the avenues available to them for further appeal if they are dissatisfied with the decision and outcomes.

#### **Complaints against an Elected Member or the Shire President**

- 3.9 Any complaint in relation to an Elected Member or the Shire President is to be provided on the approved form for complaints (Attachment 2). The complaint will be forwarded to the Chief Executive Officer as provided for under Division 9, Local Government Act 1995 for consideration and action.
- 3.10 If the complaint alleges illegal or corrupt action, the Chief Executive Officer will automatically refer the matter to a relevant outside agency.
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- 3.11 All subsequent processes will be followed as provided for under Division 9, Local Government Act 1995.

#### **Anonymous Complaints**

- 3.12 As a general principle no action will be taken when a complainant declines to provide their name and/or contact details. The exception will be where the matter could be considered to be life threatening, is an existing health hazard, or will create a health hazard.
- 3.13 All anonymous complaints should be recorded in the Complaints Register whether action is taken or not. Where an action is taken this must be recorded in the Complaints Register.

#### **4. PERSISTENT COMPLAINANTS**

As stated in the introduction to this policy, the Shire is committed to addressing complaints raised by members of the community in a positive way, seeking wherever possible, outcomes which address the concerns of complainants.

There will be very limited situations where the decisions/actions of the Shire may be unpalatable to complainants, despite all efforts to achieve a positive outcome. In addition a very small number of complainants may choose to express their complaints in an unacceptable or aggressive manner.

The Ombudsman Western Australia 2009 Guidelines identify that an organisation may experience what it terms 'Unreasonable Complainant Conduct' falling across three bands of behaviour:

- habitual or obsessive complainants -this includes people who:
  - cannot 'let go' of their complaint.
  - cannot be satisfied despite the best efforts of the agency.
  - make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers).
- rude, angry and harassing complaints.
- aggressive complaints.

The Guidelines set out a framework for dealing with these behaviours.

- 4.1 Registering and discussing complaints with staff, whether verbal or written, in an abusive or aggressive manner is unacceptable. Having made clear the intention of the Council staff, interaction will be suspended until such time as the behaviour is guaranteed to be at an acceptable level.
- 4.2 Abusive, inflammatory written material or material designed to be intimidating associated with a complaint will be returned to the sender and not acted upon.
- 4.3 The Shire may in exceptional circumstances make the decision to identify a complainant as unreasonable in their behaviour and to limit, withhold or withdraw services associated with the complaint matter. This can only be considered when the following threshold tests have been met:
- it can be clearly shown that the Shire's complaint procedure has been correctly implemented in all its facets and no material element of the complaint overlooked or inadequately addressed.
  - the behaviour of the complainant has become so habitual, obsessive or intimidating that it constitutes an unreasonable demand on the Shire's resources.
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- all internal review or appeal processes have been exhausted.
  - the complainant has been advised of external review processes available to them and has chosen not to pursue those processes.
  - external review processes have been undertaken and have found against the complainant.
- 4.4 Any decision made under Clause 4.3 will be made by the Shire of York Council on receiving a formal report from the CEO. The report will set out the reasons for taking the proposed action and must explicitly address the threshold tests set out above. The confidentiality of any person involved will be protected.
- 4.5 In considering any of these actions, account will be taken of whether the complainant has suffered a recent bereavement or is under known stress which may be a contributing factor to the behaviour.

## 5. INTERNAL MANAGEMENT AND REPORTING

### 5.1 The Shire will:

- maintain a Complaints Register which records complainant details and issues raised, assigns a complaint number, place of referral within the organisation, final decision, resolution if classified as minor, and final response letter reference.
- monitor response performance against agreed and published KPIs (attached at Appendix 1) which will be reviewed on a four-yearly cycle.
- report complaints statistics and performance on a quarterly basis to the Council.

## 6. INFORMATION INPUTS INTO STRATEGIC PLANNING OR ORGANISATION IMPROVEMENT

- 6.1 As part of any future integrated planning process or organisation improvement process, the Complaints Register will be reviewed to identify any emerging themes in relation to levels of service aspirations or procedures and standards, as inputs into those processes. Information will only be used in an aggregated form and the confidentiality of complainant information will be fully protected.

## PENALTIES:

Not applicable.

## KEY TERMS/DEFINITIONS:

**Minor Complaint** means a complaint where there is no consequent budget cost or liability, or no implications for the Council's established policy position on a matter.

**Stage 2 Complaint** means a complaint where there is a consequent budget cost or liability, implications for the Council's established policy position on a matter, or it is a matter where resolution cannot be achieved at the initial point of contact with Council.

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Responsible Officer:	Chief Executive Officer
Contact Officer:	Chief Executive Officer
Relevant Legislation:	Not applicable
Review History:	

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Date Review Adopted:	Resolution Number
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	
Reviewed – 23 February 2021	130221
Former Policy No:	G2.1

ORIGINAL

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**APPENDIX 1****KEY PERFORMANCE INDICATORS****Initial follow-up phone call:**

Within 2 working days of receipt of complaint

**Initial Letter of Acknowledgement:**

Within 5 working days of receipt of complaint

**Final Decision Letter (or first update letter):**

Within 20 working days of receipt of complaint

**Subsequent follow-up letters/ contact if needed:**

Maximum intervals of 20 working days

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**COMPLAINT ABOUT ALLEGED BREACH FORM -****CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES**Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021***NOTE:** A complaint about an alleged breach must be made —

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

**Name of person who is making the complaint:**

Name: \_\_\_\_\_

Given Name(s)                      Family Name

**Contact details of person making the complaint:**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

**Name of the local government (city, town, shire) concerned:****Name of council member, committee member, candidate alleged to have committed the breach:****State the full details of the alleged breach. Attach any supporting evidence to your complaint form.**

<b>Date of alleged breach:</b>
_____ / _____ / 20_____

<b>SIGNED:</b> <b>Complainant's signature:</b> ..... <b>Date of signing:</b> _____ / _____ / 20_____
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<b>Received by Authorised Officer</b>  <b>Authorised Officer's Name:</b> ..... <b>Authorised Officer's Signature:</b> ..... <b>Date received:</b> _____ / _____ / 20_____
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**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

**Signed complaint form is to be forwarded to: (insert email/postal address)**

### Standards of Service

Your interaction with the Shire should be a positive experience. We are committed to the following standards of customer service, we will:

- ♦ wear a name badge to identify us
- ♦ introduce ourselves and treat you with courtesy, honesty and respect
- ♦ endeavor to meet your needs and expectations
- ♦ attend to your phone calls promptly and in a professional manner
- ♦ identify ourselves by name and assist you or transfer you to the appropriate department
- ♦ ensure your message will be acknowledged within one working day wherever possible if the appropriate officer is not available
- ♦ respond in writing within five working days when you write to us
- ♦ give you an indication of possible timeframes to attend to an issue where possible
- ♦ respect your privacy by treating all personal information confidentially
- ♦ listen to your complaints and respect your views and opinions
- ♦ aim to resolve issues on the spot or assist you through the complaints procedure for more complex issues



#### Contact Details

Shire Administration Office  
1 Joaquina Street  
York WA 6302

Phone: 9641 0500

E-mail: [records@york.wa.gov.au](mailto:records@york.wa.gov.au)

Website: [www.york.wa.gov.au](http://www.york.wa.gov.au)

This document is available in  
alternative formats upon request

## Customer Service Charter



*Living our Shire Values of  
Empathy - Courage – Respect*

Adopted 24 April 2017



***We consider our customers to be anyone who contacts us, lives in, works in or visits our Shire or who has a relationship with the Council.***

### You can help us by:

- ◆ Being honest and courteous in your interactions
- ◆ Providing information that is as accurate as possible
- ◆ Working with us to solve issues and problems
- ◆ Telling us where we have let you down in our services decision making or communication so we can improve
- ◆ Understanding that if our Shire Officer feels they are being threatened, the subject of abusive behaviour or language, they may terminate the communication immediately.

### Hours of Business

Monday to Friday 8:30am to 4:30pm  
 08 9641 0500 or you can lodge a request or an action required via the Shire website [www.york.wa.gov.au](http://www.york.wa.gov.au)

### Complaint Procedure

We recognise there are times when you may disagree or be unhappy with a decision or service delivery and you may ask for a review or make a complaint.

Complaints may be lodged by letter or email, and they will be lodged in our records system and assigned to a specific officer for investigation.

You will receive acknowledgement within five working days of receipt and provided with a contact person and reference number. The investigating person may contact you for further information and will be responsible for keeping you informed on progress and timelines for potential resolution.



We will formally contact you with clear details of the outcome of our investigations or deliberations and aim to resolve any concerns you may have.

For more information regarding our Complaints Procedure, please refer to Council Policy G5 Comprehensive Complaints Policy on the Shire Website.

### Key Contact Areas

To enable us to direct your correspondence or forward your phone calls to the appropriate area, please advise what section/department or officer you wish to



contact (if known) if the officer is not available, your call will be put through to their voice mail and the officer will return your call.

- General Enquiries and Payments
- Licensing
- Finance and Accounts Enquiries
- Rates
- Library
- Ranger Services
- Community Fire and Emergency Services
- Public Health
- Planning and Development
- Council and Shire Executive
- Recreation Services
- Tourism/Heritage
- Events and Community Services
- Works and Services - Shire Depot

We are demonstrating the commitment to our customers by setting and providing these service standards.

By knowing what to expect, our customers can monitor our performance and provide feedback on how we measure up to ensure we deliver on our undertakings.

Whilst there may be some circumstances when it is beyond our control to achieve these standards, we will be constantly striving to achieve them.

Community Members are encouraged to provide feedback when good service is received from the Shire.

## GOVERNANCE POLICIES

### Public Interest Disclosure



Policy Number:	G15
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	25 November 2019

#### POLICY OBJECTIVE:

~~To provide a clear framework for managing public interest disclosures under the *Public Interest Disclosure Act 2003*.~~

~~To provide clear guidance to Councillors, employees, contractors and sub-contractors relating to public interest disclosures in accordance with the *Public Interest Disclosures Act 2003*.~~

~~To assist in ensuring the highest standards of ethics in behaviour are maintained in accordance with the Shire of York's objective of achieving a high performing organisation that serves its community efficiently and with high standards of integrity.~~

~~To ensure the Shire of York's integrity is trusted by the community it serves and is accountable for its actions.~~

#### POLICY SCOPE:

This policy applies to all Shire of York Councillors and employees, contractors and sub-contractors.

#### POLICY STATEMENT:

##### INTRODUCTION

~~It is essential to good governance that there are procedures which support the elimination of corruption, fraud and misconduct in public agencies. The Shire of York has a number of policies which are intended to address risks of fraud corruption and misconduct and to provide mechanisms for people to report matters of concern. The Council's Comprehensive Complaints Policy provides a mechanism for members of the public to identify issues and concerns, including issues of misconduct etc. It sets out a procedure for dealing with any such complaint brought.~~

~~It is also important that members of the public, employees of the Shire and Councillors have the ability to disclose matters of concern while being protected from sanctions and impacts on their jobs or livelihood. The Public Disclosure Act 2003 provides that mechanism and sets out the following requirements under Section 23:~~

- ~~• designating a specified person with the authority for receiving disclosures of public interest information.~~
- ~~• ensuring the protection from detrimental action of the threat of such action for any employee.~~
- ~~• prepare and publish internal procedures relating to these obligations.~~
- ~~• comply with the Public Sector Commissioner's minimum code.~~
- ~~• report annually to the Public Sector Commissioner.~~

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The Shire of York does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire. The Shire is committed to the aims and objectives of the Public Interest Disclosure Act 2003.

This Policy sets out the internal procedures to be followed in relation to Public Interest Disclosure.

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## PRINCIPLES

The Shire of York does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of York and its elected members, employees and contractors.

The Shire of York is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). It recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

As a proper authority, the Shire of York is responsible for:

- Receiving disclosures.
- Investigating disclosures.
- Taking appropriate action.
- Reporting.

The Shire of York will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire of York will not tolerate any of its elected members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

Public interest disclosures will be managed in accordance with the Public Interest Guidelines as published by the Shire of York. These Guidelines are available on the Shire's website.

- ~~(a) Any employee or Councillor making a public interest disclosure under the Public Interest Disclosure Act or a complaint under the Shire's Comprehensive Complaint Policy which may require investigation by an external body will be actively protected from sanction and reprisal and have access to support during any subsequent process.~~
- ~~(b) Public interest disclosures relate to the functions of the public authority, public officer or public sector contractor and generally deals with:
 
  - ~~(i) improper conduct.~~
  - ~~(ii) an offence against State law.~~
  - ~~(iii) a substantial unauthorised or irregular use of public resources.~~
  - ~~(iv) a substantial mismanagement of public resources.~~
  - ~~(v) conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment.~~
  - ~~(vi) conduct relating to matters of administration affecting someone in their personal capacity falling within the jurisdiction of the Ombudsman.~~~~
- ~~(c) Public interest disclosures do not include employee grievances or matters relating to the actions of an individual unconnected with the business of the Shire of York.~~

## PROVISIONS

### 1. PUBLIC INTEREST DISCLOSURE (PID) OFFICER



1.1 — The person from time to time holding or acting in the position Chief Executive Officer is designated as the Public Interest Disclosure Officer, or PID Officer, of the Shire of York. The PID Officer is responsible for receiving disclosures of public interest information relating to matters falling within the sphere of responsibility of the Shire of York.

## **2. MAINTAINING A PUBLIC INTEREST DISCLOSURE REGISTER**

2.1 — The Shire of York will maintain a Public Interest Disclosure Register recording a unique register number and key information for each disclosure. The register will include a summary of information relating to:

- the informant;
- Public authorities about which a disclosure is made;
- people named in the disclosure;
- the nature of the disclosure;
- the investigation process and the action, if any, taken;
- communication with the informant;
- disclosure of the informant's identity, if applicable;
- disclosure of the identity of persons named in the disclosure;
- claims of unlawful disclosure of informant's identity or identity of persons named in the disclosure;
- claims of victimisation;
- key dates.

## **3. INVESTIGATING A PUBLIC INTEREST DISCLOSURE**

3.1 — The Public Interest Disclosure Officer must investigate a Public Interest Disclosure according to the process and provisions set out by the Public Sector Standards Commissioner.

## **4. PROTECTION OF INFORMANTS**

### **Protection Against Reprisal**

4.1 — The Shire of York recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct. The Shire of York will take all reasonable steps to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure. The Shire of York does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

4.2 — The Shire of York will not tolerate any acts of victimisation or reprisal as a result of a person making, or proposing to make, a public interest disclosure. Any victimisation or reprisals must be reported immediately to the Chief Executive Officer or the PID Officer, who must take immediate action to prevent the continuance of this unlawful conduct.

4.3 — Where victimisation or reprisals are reported, a record of the report and the action taken must be placed on the file relating to the public interest disclosure. Steps taken to prevent acts of victimisation or reprisal should be recorded in a manner that they will be accessible for reference, should legal action be taken against the Shire of York.

~~4.4 — Failure to adhere to Employee Code of Conduct requirements to protect informant confidentiality or the taking of any action which could be construed as a reprisal or victimisation of an informant will be treated as a performance management issue.~~

#### **Confidentiality**

~~4.5 — The confidentiality requirements in respect a public interest disclosure must be complied with at all times. The disclosure of this identifying information, except in accordance with the Act, is an offence.~~

~~4.6 — All files relating to a public interest disclosure, whether paper or electronic, must be secure and accessible only by authorised persons. Files should carry clear warnings that there are penalties for unauthorised divulgence of information concerning a disclosure. Sensitive information should not be emailed or faxed to machines with general or shared access.~~

#### **Informant Support**

~~4.7 — The Council recognises that it can be extremely stressful for an employee to make a public interest disclosure under the Act. Employee support services under the Health and Wellbeing Policy will be offered to an employee during such a process.~~

#### **Continuous Improvement**

~~4.8 — Where any matter raised in a formal public interest disclosure involves a failure of internal systems, the system or process will be reviewed as part of the Council's risk management procedures and where appropriate changes will be made to systems and procedures.~~

#### **PENALTIES:**

Not applicable.

#### **KEY TERMS/DEFINITIONS:**

Not applicable.

Responsible Officer: Chief Executive Officer  
 Contact Officer: Chief Executive Officer  
 Relevant Legislation: *Public Disclosure Act 2003*  
 Review History:

Date Review Adopted:	Resolution Number
Adopted – 28 January 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
<u>Reviewed – 27 July 2021</u>	
Former Policy No:	G3.1



# Public Interest Disclosure Guidelines





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## 1.0 OVERVIEW

This Guideline details the procedures which the Shire of York will comply with under the *Public Interest Disclosure Act 2003*.



It provides for the manner in which:

- Disclosures of public interest information shall be made to the Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall investigate the information disclosed, or cause that information to be investigated.
- The PID Officer may take action following the completion of the investigation.
- The PID Officer shall report to the discloser as to the progress and outcome of that investigation and the action taken as a consequence.
- The confidentiality of the discloser, and any person who may be the subject of a public interest disclosure, shall be maintained.
- Records as to public interest disclosures shall be maintained and reporting obligations complied with.

## 2.0 PROCEDURES

### 2.1 Organisational commitment for reporting public interest information

The Shire of York does not tolerate corrupt or other improper conduct.

The Shire of York is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). The PID Act recognises the value and importance of reporting as a means to identify and address wrongdoing.

We strongly support disclosures being made by employees about corrupt or other improper conduct. We also strongly support contractors and members of the community making disclosures about corrupt or improper conduct.

The Shire of York does not tolerate any of its elected members, employees, contractors or subcontractors taking reprisal action against anyone who makes or proposes to make a public interest disclosure.

The Shire of York will take all reasonable steps to protect employees from any detrimental action in reprisal for the making of a public interest disclosure.

The commitment to effectively manage public interest disclosures extends to a proper authority of the Shire of York. The persons responsible for receiving disclosures of public interest information designated under Section 23(1)(a) of the PID Act will abide by the [PID Code of Conduct and Integrity](#) in performing their duties.

The Shire of York is also committed to responding to the disclosure thoroughly and impartially. We will treat all people in the disclosure process fairly, including those who may be the subject of a disclosure.

The Shire of York will provide as much information as possible to people considering making a public interest disclosure. These internal procedures are accessible to all employees and contractors. Copies are available from the designated person appointed as the proper authority (PID Officer) and will be kept on the Shire's electronic records management system.

General information about public interest disclosures and how the Shire of York will manage a disclosure is available for external clients and members of the community on our website [www.york.wa.gov.au](http://www.york.wa.gov.au).

While these procedures focus on public interest disclosures, we are committed to dealing with all reports of suspected wrongdoing. We encourage people to report if they witness any such behaviour. The Shire of York will consider each matter under the appropriate reporting pathway and make every attempt to protect employees making reports from any reprisals.

### 2.2 Purpose of the internal procedures

Our Chief Executive Officer must prepare and publish these internal procedures under Section 23(1)(e) of the PID Act.

These procedures outline how we will meet our obligations under the PID Act. They cover the roles and responsibilities of the Chief Executive Officer, the person designated as the proper authority in accordance with Section 23(1)(a) and Section 5(3)(h) (referred to in this document as the PID Officer), the discloser and the subject of the disclosure.

### 2.3 Scope and application of internal procedures

These procedures apply to all people involved in the public interest disclosure process, including our Chief Executive Officer, PID Officer, employees of the Shire of York and/or any person making a public interest disclosure and any subject(s) of a disclosure.

These procedures should be read in conjunction with:

- [Public Interest Disclosure Act 2003](#)
- [Public Interest Disclosure Regulations 2003](#)
- Shire of York Code of Conduct
- Council Policy G15 - Public Interest Disclosure

The behaviour of all employees involved in the public interest disclosure process must be in accordance with our Code of Conduct at all times. A breach of the Code of Conduct may result in disciplinary action.

#### 2.4 Overview of roles and responsibilities of parties involved in the disclosure process

Person / Role	Responsibilities
Principal Executive Officer (s. 23) (in Shire of York, the Chief Executive Officer)	<ul style="list-style-type: none"> <li>• Designates the occupant of a specified position (a PID Officer) to receive public interest disclosures related to the Shire of York (s. 23(1)(a)).</li> <li>• Provides protection from detrimental action or the threat of detrimental action for any employee of the Shire of York who makes a public interest disclosure (s. 23(1)(b)).</li> <li>• Ensures the Shire of York complies with the PID Act and the Code of Conduct and Integrity established by the Public Sector Commissioner (ss. 23(1)(c) and (d)).</li> <li>• Prepares and publishes internal procedures, consistent with those prepared by the Public Sector Commission, detailing how the Shire of York will meet its obligations under the PID Act (s. 23(1)(e)).</li> <li>• Provides information (s. 23(1)(f)) to the Public Sector Commissioner on the: <ul style="list-style-type: none"> <li>○ number of disclosures received by the Shire of York.</li> <li>○ results of any investigations conducted as a result of the disclosures.</li> <li>○ action, if any taken, as a result of each disclosure.</li> <li>○ any matters as prescribed.</li> </ul> </li> <li>• May have a role in enabling an investigation to be undertaken or taking disciplinary action against individuals under functions and powers separately from the PID Act.</li> </ul>
The Proper Authority (s.5(3), s.7 and s.18) or PID Officer (s.23(1)(a))	<ul style="list-style-type: none"> <li>• As is designated by ss. 5(3)(a-g) or by the Chief Executive Officer of the Shire of York, under s. 23(1)(a) the PID Officer is to receive disclosures related to the Shire of York.</li> <li>• Provides information to potential disclosers about their rights and responsibilities consistent with the Code of Conduct and Integrity established under s. 20(1).</li> <li>• Receives and manages public interest disclosures in accordance with the PID Act (s. 5(3)).</li> <li>• Notifies the discloser within three months of the disclosure being made about what action is planned in dealing with the disclosure (s. 10(1)).</li> <li>• Where appropriate, investigates, or causes an investigation of, the matters in the disclosures (s. 8(1)).</li> <li>• Where appropriate, provides information to subjects of a disclosure about their rights, responsibilities, duties and potential offences (s. 9(2), s. 14, s. 15, s. 16 and s. 24).</li> <li>• Where appropriate, takes such action as is necessary and reasonable within their functions and powers in accordance with s. 9.</li> </ul>

Person / Role	Responsibilities
	<ul style="list-style-type: none"> <li>• Maintains confidentiality of the identity of the discloser and subject(s) of disclosures in accordance with the requirements of the PID Act (s. 11 and s. 16).</li> <li>• Provides progress reports where requested and a final report to the discloser in accordance with s. 10.</li> <li>• Creates and maintains proper and secure records in relation to the disclosures in accordance with the Code of Conduct and Integrity established under s. 20(1) and the <i>State Records Act 2000</i>.</li> <li>• Completes a PID Register for each disclosure lodged (s. 23(1)(f)).</li> <li>• Acts in accordance with the rules of natural justice (s. 9(2) and s. 16(1)(b)).</li> <li>• Acts in accordance with the Code of Conduct and Integrity established by the Public Sector Commissioner (s. 20(1)) and any authority-specific Code of Conduct established separately from the PID Act.</li> </ul>
The discloser	<ul style="list-style-type: none"> <li>• Makes a public interest disclosure to a proper authority or our PID Officer if the matter relates to the Shire of York (s. 5(1)).</li> <li>• Believes on reasonable grounds the information in their disclosure is, or may be, true (s. 5(2)).</li> <li>• Does not disclose information subject to legal professional privilege (s. 5(6)).</li> <li>• Does not knowingly and recklessly make a false or misleading disclosure (s. 24(1)).</li> <li>• Maintains confidentiality of the information disclosed and the identity of the person(s) to whom the information relates, in accordance with the requirements of the PID Act (s. 16 and s. 17(1)(b)).</li> <li>• Assists any person investigating the matter to which the disclosure relates by supplying the person with any information requested (s. 17(1)(a)).</li> </ul>
The subject of the disclosure (person about whom disclosure is made):	<ul style="list-style-type: none"> <li>• Is afforded the opportunity to make a submission, either orally or in writing, in relation to the matter before preventative or disciplinary action is taken (s. 9(2)).</li> <li>• Maintains confidentiality of the identity of the discloser in accordance with the requirements of the PID Act (s. 16(1)).</li> <li>• Is to be treated in accordance with the rules of natural justice (s. 16(1)(b)).</li> <li>• Does not take or threaten to take detrimental action (defined in s. 3) against a person because they have made or intend to make a disclosure (s. 14(1)).</li> <li>• Does not incite another person to take detrimental action against another because they have made or intend to make a disclosure (s. 14(2)).</li> <li>• Does not commit an act of victimisation by taking or threatening to take detrimental action against the person making or intending to make a disclosure (s. 15(1)).</li> </ul>
An investigating officer:	<ul style="list-style-type: none"> <li>• May investigate matters of public interest information on behalf of a proper authority of the Shire of York, in accordance with the terms of reference given to them.</li> <li>• Maintains confidentiality of the identity of the disclosure and any person(s) subject to the disclosure, in accordance with s. 16.</li> <li>• Makes, and keeps secure, comprehensive records of any investigation undertaken.</li> </ul>

\* All references to Sections (that is, 's' and 'ss.') in this table relate to the PID Act, unless stated otherwise.



## 2.5 What is public interest information?

The PID Act only applies to disclosures of public interest information as defined in Section 3. Public interest information must tend to show the involvement of a person or public authority in:

- Improper conduct.
- An act or omission that constitutes an offence against State law.
- Substantial unauthorised or irregular use of public resources.
- Substantial mismanagement of public resources.
- Conduct involving a substantial and specific risk of injury to public health, prejudice to public safety or harm to the environment.
- A matter of administration that can be investigated under Section 14 of the *Parliamentary Commissioner Act 1971* by the Parliamentary Commissioner (Ombudsman Western Australia).

A public authority can receive many different types of complaints. These can range from workplace disputes, through harassment, bullying or occupational health concerns, to allegations of improper conduct or corruption. Not all of these disclosures will be of public interest information to which the PID Act will apply.

For example, the table below identifies some of the differences between a grievance to which the PID Act would not apply and a public interest disclosure.

**Differences between a grievance and a public interest disclosure**

Grievance	Public interest disclosure
Aims to resolve a complaint or dispute	Does not aim to resolve a grievance or dispute
Aims to deal with the complaint as close to the source as possible, i.e. to resolve differences directly between the parties concerned	This principle is not relevant to the handling of a public interest disclosure
Usually a dispute between an employee and management, or between two parties	More than a dispute between two parties – relates to a matter of public interest
A complainant generally 'owns' the complaint and can withdraw it at any stage	The discloser doesn't 'own' the disclosure once it has been made and cannot withdraw it
Generally can be resolved by agreement between the parties	The aim is not to resolve the issue between two or more parties

## 2.6 Managing public interest disclosures

The following procedures describe how the Shire of York will manage the public interest disclosure process.

### 1. Overarching requirements of the PID Act

The PID Act has some overarching requirements for handling disclosures. These requirements separate the public interest disclosure process from other reporting or complaint handling processes. The PID Act does not, however, displace the notification or reporting requirements of the *Corruption, Crime and Misconduct Act 2003*, which are paramount. The following section outlines how we will meet these requirements, as well as expectations of you, as a discloser, and any subject(s) of your disclosure.

### 2. Confidentiality

Maintaining confidentiality is an important part of managing a disclosure. The confidentiality requirements of the PID Act (Section 16) not only protects the discloser, but also any other people affected by the disclosure.



The confidentiality requirements do not apply to all information in a disclosure, although we are committed to maintaining confidentiality around:

- Any information that may identify the discloser or any person who may be the subject of a disclosure, including the fact a disclosure has been made.
- Information relating to a disclosure that, if known, may cause detriment.

Throughout the disclosure process, and after its completion, the PID Act provides for the discloser's identity, and the identity of any persons that is the subject of a disclosure, to be kept confidential, except in certain circumstances. Disclosing information which might identify, or tend to identify, the disclosers or any person that is the subject of a disclosure, except in accordance with the PID Act, is an offence in accordance with Sections 16(1) and 16(3) of the PID Act.

**The maximum penalty for the offence is a fine of \$24,000 or imprisonment for two years.**

### **3. Confidentiality regarding the discloser**

Maintaining confidentiality is an important part of protecting the discloser from any detrimental action in reprisal for making or intending to make a disclosure.

If the discloser consents to having their identity revealed to assist in dealing with the disclosure, our PID Officer will record this using the [Consent to Disclosure of Identifying Information Form](#).

Sometimes we may need to identify the discloser without the discloser's consent in accordance with Section 16(1)(b)-(f) of the PID Act, but only where:

- It is necessary to do so having regard to the rules of natural justice.
- It is necessary to do so to enable the matter to be investigated effectively.
- We are ordered by a court or any other person or body having authority to hear, receive or examine evidence.
- We are required by Subsections 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

Before we identify the discloser for any of the reasons above, our PID Officer will take all reasonable steps to inform the discloser that this will happen and the reasons why. Our PID Officer will use the [Notification of Disclosure of Identifying Information Form](#) to do this.

If we need to provide information about the identity of the discloser to another person for the reasons above, our PID Officer will inform the other person that further disclosure to a third person may put them at risk of committing an offence.

Our PID Officer will also consider whether it is necessary to inform any external investigator about the identity of the discloser. Where it is necessary to provide this identifying information, our PID Officer will notify as described above.

### **4. Confidentiality regarding the person that is the subject of the disclosure**

The subject of a disclosure may consent to having their identity revealed to assist with the disclosure process in accordance with Section 16(3)(a). Our PID Officer will use the [Consent to Disclosure of Identifying Information Form](#) to record this.

Additionally, we may need to reveal identifying information about the subject(s) of a disclosure without their consent in accordance with Section 16(3)(b)-(g) where:

- It is necessary to do so to enable the matter to be investigated effectively.
- It is necessary to do so in the course of taking action under Section 9.
- There are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property.

- We are ordered by a court or any other person or body having authority to hear, receive or examine evidence.
- We are required by Subsections 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

There is no obligation to advise the subject of a disclosure that identifying information will be released.

#### **5. Protections and immunity**

Part 3 of the PID Act provides a range of protections for disclosers by:

- Providing for immunity from legal or other action in relation to the disclosure.
- Providing for an offence of reprisal.
- Providing for civil remedies for acts of victimisation.
- Providing for confidentiality of the identity of the discloser, subject to exceptions.
- Requiring public authorities to provide protection from detrimental action for disclosers who are their employees.

It also requires that our Chief Executive Officer provides protection for any employees who make disclosures in accordance with Section 23(1)(b).

Additionally, making an appropriate disclosure of public interest information to a proper authority does not result in a discloser:

- Incurring any civil or criminal liability.
- Being liable to any disciplinary action under State law.
- Being liable to be dismissed or have his or her services dispensed with or otherwise terminated.
- Being liable for any breach of a duty of secrecy or confidentiality or any other applicable restriction on disclosure.

[Don't be afraid to speak up](#) contains general information about the protections provided by the PID Act.

A person must not take, or threaten to take, detrimental action against another because someone has made, or intends to make, a disclosure under the PID Act. This is an offence of reprisal.

Detrimental action for these purposes includes action causing:

- Injury, damage, or loss.
- Intimidation or harassment.
- Adverse discrimination, disadvantage, or adverse treatment in relation to a person's career, profession, employment, trade, or business.
- A reprisal.

A person who attempts to commit the offence of reprisal, or incites another to commit that offence, is also guilty of this offence.

**The maximum penalty for the offence of reprisal is a fine of \$24,000 or imprisonment for two years.**

We are committed to ensuring that no detrimental action, including reprisals by Councillors, managers or other employees occurs as a result of a person making a disclosure. If any of the above does occur, tell the PID Officer immediately so that we can take action to protect them.

The PID Act also provides that the discloser may lose the protections provided in Section 13 in some circumstances, including where they on-disclose information or fail, without reasonable excuse, to assist any person investigating the matters of the disclosure.

#### 6. Remedies available to a discloser against victimisation

A person who takes, or threatens to take, detrimental action against another because someone has made, or intends to make, a disclosure of public interest information commits an act of victimisation.

A person who is subject to detrimental action may either take civil proceedings for damages or make a complaint under the *Equal Opportunity Act 1984*. Instituting one of these alternative avenues of relief extinguishes the other.

Civil proceedings may be taken against either the perpetrator of the PID Act of victimisation or any employer of the perpetrator. For example, the employer of the perpetrator may be:

- The State, in the case of public service officers.
- The public authority which employs the perpetrator.
- A public sector contractor whose employees engage in victimisation.

However, an employer may have a defence to civil proceedings for damages where it proves that it:

- Was not knowingly involved in the act of victimisation.
- Did not know and could not reasonably be expected to have known about the act of victimisation.
- Could not, by the exercise of reasonable care, have prevented the act of victimisation.

#### 7. Notification requirements

The PID Officer will ensure that we complete all reporting in accordance with the legislative and administrative requirements of the PID Act.

Provided it is not an anonymous disclosure, our PID Officer will provide the following reports:

- Within three months of making a disclosure, the action taken, or proposed to take, in relation to the disclosure in accordance with Section 10(1).
- When the disclosure process has concluded, the outcome of the investigation and the reasons for taking any action following the investigation in accordance with Section 10(4).

Our PID Officer may also provide a progress report during any investigation, either on their initiative or upon your request in accordance with Section 10(2)&(3).

Our PID Officer has some limits on what they can include in their reports. Section 11 prevents the provision of information that would be likely to adversely affect:

- Any person's safety in accordance with Section (1)(a).
- The investigation of an offence or possible offences in accordance with Section (1)(b).
- Confidentiality as to the existence or identity of any other person who made a public interest disclosure in accordance with Section (1)(c).

Our PID Officer is also prevented from giving any information they must not disclose under Subsections 151, 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

#### 8. Recordkeeping

During an investigation our PID Officer may make comprehensive and contemporaneous records of any discussions and interviews. These records along with any other documentation or files relating to the disclosure, whether paper or electronic, will be stored securely and only accessed by authorised persons.

#### 9. PID Register

To assist with annual reporting to the Public Sector Commissioner we will maintain a Public Interest Disclosure Register (the Register). We will assign a unique register number to each disclosure and record key information

about the disclosure, any investigation and the outcome in the Register. The Register (paper and/or electronic) is kept strictly confidential and maintained in a secure location.

## 2.7 How to make a public interest disclosure

### 1. Before you make a disclosure

We strongly encourage anyone thinking about making a public interest disclosure to seek advice from our PID Officer ('proper authority') before they do. A disclosure must be made to a proper authority for it to be covered by the PID Act.

A number of other requirements apply to the discloser, so it is important to understand the rights and responsibilities in the process. This information is outlined generally in [Don't be afraid to speak up](#), available from the Public Sector Commission website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au).

At the Shire of York the occupant of the following designated position is specified with the authority as the person responsible for receiving disclosures of public interest information in accordance with Section 23(1)(a).

For the purposes of this procedure, a PID Officer is the proper authority designated under Section 5(3)(h) for dealing with information that falls within the sphere of responsibility for the Shire of York.

Their name and contact details are:

Position	Name of PID Officer	Contact details
Council & Executive Support Officer	Vanessa Green	P: 08 9641 0500 E: <a href="mailto:vanessa.green@york.wa.gov.au">vanessa.green@york.wa.gov.au</a>

Initial discussions between the discloser and the PID Officer should be general in nature and should not discuss the specific details of the disclosure until the discloser understands their rights and responsibilities under the PID Act. Our PID Officer will also let the discloser know that they need to make the disclosure voluntarily and consciously – we will never force a person to make a disclosure. This is because they cannot withdraw the disclosure once it is made. Once we receive a disclosure, our PID Officer is obliged to take action and we may continue to look into the matters within the disclosure, irrespective of the discloser's continued approval.

These initial discussions with our PID Officer may help in deciding whether to make a public interest disclosure and also enable the PID Officer to ascertain if the information would be covered by the PID Act. If the information appears not to be the type covered by the PID Act, our PID Officer will discuss other mechanisms through which issues may be made, for example, our general complaints or grievance resolution process.

Our PID Officer will be able to provide more detailed information about the Shire of York's disclosure process and what people can expect from it.

You can also contact the Public Sector Commission Advisory Line on (08) 6552 8888 (or 1800 676 607 for country callers) for general information about the disclosure process.

### What is 'sphere of responsibility'?

Under Section 5(3)(h) the PID Officer for an authority can receive information relating to a matter which falls within the 'sphere of responsibility' for their public authority. 'Sphere of responsibility' is not defined in the PID Act but may include:

- Matters that relate to the Shire of York.
- A public officer or public sector contractor of the Shire of York.
- A matter or person that the Shire of York has a function or power to investigate.

The proper authority to which you need to make the disclosure depends on the type of disclosure information. Where the information is outside of our PID Officer's sphere of responsibility, it may need to be made to another proper authority for it to be considered as a public interest disclosure and for the discloser to receive



the protections of the PID Act. A list of proper authorities and the information they can receive is covered in [Don't be afraid to speak up](#).

## **2. Making the disclosure**

The PID Act does not specify a form in which an appropriate disclosure of public interest must be made.

However, a discloser needs to clearly identify that they are making a public interest disclosure. For the purposes of accountability and certainty, persons wishing to make a disclosure of public interest information under the PID Act are encouraged to do so in writing. As it is reasonable to assume that most disclosures will be made in writing, the Shire of York has developed a [Public Interest Disclosure Lodgement Form](#) which can be used for the purpose of making such a disclosure, although there is no requirement to use the form. The form will help to define the details of the disclosure. A discloser may fill out the form them self or our PID Officer may complete the form if they are speaking with the discloser and then have the discloser sign the form to acknowledge they are making a disclosure voluntarily and consciously.

We must accept anonymous disclosures, but if a discloser decides to make an anonymous disclosure they should understand that it may be more difficult for our PID Officer to investigate or take action about the disclosure. This is because they cannot come back to seek any further information. We are also not required to provide any reports about the progress or final outcome of the disclosure, if the discloser chooses to remain anonymous.

An anonymous disclosure may not prevent the discloser from being identified during an investigation. Additionally, if our PID Officer does not know who made the disclosure, it will be difficult for them to ensure the discloser is protected and to prevent any reprisal or detrimental action.

## **3. Determining whether your matter is an appropriate disclosure**

Once our PID Officer has received the disclosure they will assess whether it meets the requirements under the PID Act. It may be that our PID Officer undertakes initial inquiries and decides not to take the matter any further, as it does not constitute an appropriate public interest disclosure.

If the disclosure is not one to which the PID Act applies, our PID Officer will let the discloser know the reasons for their decision (unless you made an anonymous disclosure) and make proper and adequate records about it. Some matters raised within the disclosure may not be matters to which the PID Act applies and the PID Officer may discuss with the discloser other pathways to report these matters.

If the disclosure is one to which the PID Act applies, our PID Officer will ensure proper and adequate records are made and will communicate with the discloser further, unless it is an anonymous disclosure.

Our PID Officer will notify the discloser within three months about what we plan to do in dealing with the disclosure, unless it is an anonymous disclosure.

## **4. Determining whether your public interest disclosure will be investigated**

After assessing the disclosure as one to which the PID Act applies, our PID Officer will consider whether it will be investigated, guided by the requirements in Section 8. The reasons a PID Officer may not investigate the disclosure include:

- The matter is trivial.
- The disclosure is vexatious or frivolous.
- There is no reasonable prospect of obtaining sufficient evidence due to the time that has elapsed since the matter(s) occurred.
- The matter is being, or has been, adequately or properly investigated by another proper authority in accordance with Section 5(3).

Our PID Officer will make proper and adequate records of their decision and reasons about whether to investigate or not.

## **5. Referring public interest matters**

Where our PID Officer assesses the disclosure as one to which the PID Act applies, but they do not have the functions or power to investigate one or more matters within the disclosure, they will refer the information to the appropriate authority for investigation as provided for under the PID Act. Alternatively, a discloser may also be able to make a disclosure directly to this new authority if they wish to receive reports from them about the disclosure. For example, our PID Officer may need to refer an allegation of an offence supported by evidence to the Western Australia Police for investigation.

#### **6. Investigating the disclosure**

Our PID Officer will investigate, or cause to be investigated, any matters in the disclosure within the sphere of responsibility. Our PID Officer may cause the disclosure to be investigated by engaging a suitably skilled staff member within the Shire of York or an externally contracted investigator.

If causing the disclosure to be investigated, our PID Officer will ensure that the person undertaking the investigation understands the requirements of the PID Act, in particular the confidentiality requirements and protections for disclosers. Our PID Officer will only provide the name of the discloser and that of the subject of the disclosure to the investigator in accordance with Section 16 of the PID Act.

When investigating the disclosure, our PID Officer or investigator is limited by the functions and powers derived from our operating legislation. The PID Act does not provide for any additional investigative powers.

If you are an employee, you are expected to cooperate with any investigation into the disclosure to maintain the protections under the PID Act. A discloser is also expected to act in accordance with our Code of Conduct at all times.

Employees who are the subject of the disclosure can clarify the process and what to expect with our PID Officer.

Our PID Officer may also decide to discontinue an investigation in accordance with Section 8(2). If this happens, they will give the discloser the reasons for their decision in accordance with Section 8(3), unless the discloser made an anonymous disclosure. The PID Officer may also notify any subject(s) of the disclosure if they discontinue the investigation.

To ensure the disclosure is adequately and properly investigated our PID Officer, or other investigator, will be guided by the procedures contained in this Guideline.

#### **Internal investigative procedures**

Where the PID Officer determines that the disclosure is a public interest disclosure that should be investigated, the PID officer must investigate the disclosed matter them self or engage another person to carry out the investigation.

In conducting an investigation relevant to the Shire of York, the following investigative procedures will apply:

- Drawing up terms of reference which should clarify the key issues identified by the disclosure.
- Specifying a date by which the investigation should be completed and a report provided to the discloser about the final outcome.
- Ensuring the objectives of the investigation, include collecting and collating information relating to the disclosure, considering the information collected and drawing conclusions, is carried out objectively and impartially.
- Maintaining procedural fairness for the person who is the subject of the disclosure.
- Giving information to the person who is the subject of a disclosure about their rights and obligations under the PID Act, the Shire of York Code of Conduct and PID Code of Conduct and Integrity and the law.
- The investigator making contemporaneous notes of discussions and interviews and, where practicable and appropriate, recording discussions and interviews on audio or videotape.
- Ensuring strict security with all investigations so as to maintain the confidentiality requirements of the PID Act.

**What are your responsibilities if you are the subject of a disclosure?**

A subject of a disclosure is a person of interest about whom an allegation of a public interest disclosure has been made.

We will treat the person fairly and impartially throughout the process and inform them of their rights and obligations. We will generally keep the parties involved informed during any investigation, although we cannot release any information to the person that may prejudice our investigation. As an employee it is expected that they will act in accordance with our Code of Conduct at all times.

The PID Act provides the person with some rights and obligations as a person subject to a disclosure. Firstly, the subject has a right to have their identity kept confidential under Section 16(3), unless one of the following conditions apply:

- You consent to your identity being disclosed.
- It is necessary to enable the matter to be investigated effectively.
- It is necessary to do so in taking action within Section 9.
- There are reasonable grounds to believe that it is necessary to prevent or minimise the risk of injury to any person or damage to any property.
- It is made in accordance with a court order or other body having authority to hear evidence.
- It is made in accordance with Subsections 152 or 153 of the *Corruption, Crime and Misconduct Act 2003*.

We will also provide appropriate natural justice. This means that before we take any disciplinary or other action against the person under Section 9, we will give you the opportunity to:

- Be informed of the substance of the allegation(s).
- Make a submission, either verbally or in writing, in relation to the matter.

If you are the subject of a disclosure you must not identify, or tend to identify, the identity of the discloser or a person who they think might be the discloser, as they also have rights to confidentiality under the PID Act. It is an offence under Section 16 to identify or tend to identify any person who has made a disclosure under the PID Act.

Also, you must not engage in reprisal action, threaten anyone with reprisal action or have someone else conduct this action on your behalf because someone has made, or intends to make, a disclosure. It is still an offence to conduct this action against any person you believe has made the disclosure even if they were not the individual who actually made the disclosure. This is an offence under Section 14(1) of the PID Act.

**The maximum penalty for the offence is a fine of \$24,000 or imprisonment for two years.**

**7. Taking action**

Our PID Officer will take action where they form the opinion that a person may be, may have been or may in the future be involved in conduct which may be the subject of a public interest disclosure. Usually, our PID Officer will form this opinion at the conclusion of an investigation, although there may be instances where they need to take immediate action and the PID Act enables them to do this.

Action our PID Officer may take under Section 9 includes, but is not limited to:

- Preventing the matter disclosed from continuing or occurring.
- Referring the matter to the Western Australia Police or other appropriate body.
- Taking disciplinary action against a person responsible for the matter.

The options above are not mutually exclusive. Our PID Officer may take more than one action depending on the circumstances. For example, our PID Officer may seek to terminate the employment of an employee caught stealing and refer the matter to the Western Australia Police.



In taking action our PID Officer and/or the Shire of York is limited by the powers and functions derived from our operating legislation. The PID Act does not provide for any additional powers to take action. We are also guided by what is necessary and reasonable in the circumstances.

Before taking any action we will give the person against whom the action is to be taken (the subject of the disclosure) an opportunity to respond, either verbally or in writing, to ensure procedural fairness.

#### **Confidentiality and record keeping when taking action**

We will maintain confidentiality in accordance with the PID Act when taking action.

Our PID Officer will keep appropriate records about any action taken, as well as recording a summary of this action in the Public Interest Disclosure Register.

#### **8. After the public interest disclosure process has been finalised**

The PID Act places no further obligations on the Shire of York or our PID Officer after the disclosure process is complete. The confidentiality requirements of the PID Act, however, continue to apply to you and all other people involved with the disclosure.

The PID Act does not provide for you to appeal the outcome of the disclosure process. You may be able to make another disclosure to another proper authority, if the information relates to their functions or sphere of responsibility in accordance with Section 5. See [Don't be afraid to speak up](#) for the correct proper authority for your disclosure.

However, this 'new' proper authority may be able to decline to investigate the disclosure under Section 8, if they consider the matter(s) has already been properly or adequately investigated (as a public interest disclosure).

#### **9. Making a disclosure to a journalist**

The PID Act provides for certain circumstances where a discloser may be able to make a protected disclosure to a journalist in accordance with Section 7A(d). These circumstances apply where the discloser has first made a disclosure to the PID Officer or another proper authority named in the PID Act (as outlined in Section 5 or [Don't be afraid to speak up](#)).

Importantly, the PID Act states that to attract the privileges and protections of the PID Act when disclosing to a journalist, the discloser must disclose information that is substantially the same as what was disclosed in the original disclosure and the PID Officer that received the original disclosure:

- Did not notify the discloser within three months of making the disclosure about the actions they propose to take or have already taken.
- Refused to investigate or discontinued the investigation of a matter raised in the disclosure.
- Did not complete an investigation within six months of the discloser making the disclosure.
- Completed an investigation but did not recommend that action be taken.
- Did not provide the discloser with a report stating the outcome of any investigation or any action proposed or taken and the reasons for those actions.

We are committed to ensuring that we provide the notifications required under the PID Act and that the discloser understands the reasons for our decisions and actions. If a discloser is considering making a disclosure to a journalist because they believe their circumstances meet one or more of the requirements outlined above, we would encourage the discloser to discuss this with the PID Officer prior to disclosure to a journalist.

It is also recommended that the discloser seek their own legal advice before taking any action in relation to matters that have been disclosed under the PID Act.

If a discloser makes an anonymous disclosure they may not be able to demonstrate they meet the above requirements and we are not obliged to provide the discloser with any notifications about what happens to the disclosure.

**10. Contact details and further information**

For further information you may:

- contact the Shire's PID Officer on (08) 9641 0500.
- visit the Shire's website at [www.york.wa.gov.au](http://www.york.wa.gov.au).
- visit the Public Sector Commission's website at [www.publicsector.wa.gov.au](http://www.publicsector.wa.gov.au) or contact their Advisory Line on (08) 6552 8888 or (for country callers) 1800 676 607.

**3.0 LEGISLATION AND OTHER REFERENCES**

Shire of York Code of Conduct

Council Policy G15 - Public Interest Disclosure

[Public Interest Disclosure Act 2003](#)

[Public Interest Disclosure Regulations 2003](#)

[State Records Act 2000](#)

[Don't be afraid to speak up](#) – Public Sector Commission Publication

[Guidelines](#) – Public Sector Commission

## 4.0 APPENDICIES

### APPENDIX 1

#### PID CODE OF CONDUCT AND INTEGRITY

<h2>Code of Conduct and Integrity</h2>	<p>Established by the Public Sector Commissioner under Section 20 of the <i>Public Interest Disclosure Act 2003</i> (PID Act) the Code operates from 1 July 2003 and is to be complied with by any person to whom a disclosure is made under the PID Act.</p> <p><b>The Code</b></p> <p>The Code uses as its ethical base the principles of personal integrity, relationships with others and accountability as referred to in the Western Australian Public Sector Code of Ethics.</p> <p>Consistent with those principles, to meet the minimum standards of conduct and integrity, persons receiving disclosures, must:</p> <ul style="list-style-type: none"> <li>• be professional and courteous to those involved in a disclosure, and give prompt attention to all their lawful requirements;</li> <li>• not use any circumstance or information connected to a disclosure for personal profit or gain;</li> <li>• take all reasonable steps to seek to ensure informants who make a public interest disclosure are protected in accordance with the provisions specified in the PID Act;</li> <li>• take all reasonable steps to seek to ensure that persons who are the subject of a disclosure are also provided with appropriate safeguards and protections as specified in the PID Act;</li> <li>• maintain records that ensure all action taken about the receipt and processing of a disclosure is reviewable;</li> <li>• declare to an appropriate person, in writing, any interests that may conflict with their obligations to impartially receive and process disclosures;</li> <li>• immediately report corrupt behaviour that has been, or may be occurring, to an appropriate authority; and</li> <li>• provide information to the informant about their rights and responsibilities and the possible implications of lodging a public interest disclosure.</li> </ul>
--	--

Source: Public Sector Commission

## APPENDIX 2

## CONSENT TO DISCLOSURE OF IDENTIFYING INFORMATION FORM



## Consent to Disclosure of Identifying Information Form

*Public Interest Disclosure Act 2003*

Personal details		
Family name		
Given name		
Disclosure No.		(to be completed by proper authority/Public Interest Disclosure (PID) Officer)

Consent	
Consent to disclosure of identifying information by discloser I consent to the disclosure of information that might identify or tend to identify me as a person who has made an appropriate disclosure of public interest information under Section 16(1)(a) of the <i>Public Interest Disclosure Act 2003</i> .	<input type="checkbox"/>
Consent to disclosure of identifying information by subject I consent to the disclosure of information that might identify or tend to identify me as a person in respect of whom a disclosure of public interest information has been made (subject) under Section 16(3)(a) of the <i>Public Interest Disclosure Act 2003</i> .	<input type="checkbox"/>

Limitations on consent	
This consent only applies to disclosures made to the following persons	
This consent only applies to the following information	

Authorisation	
Signature of discloser/subject: <i>(delete as appropriate)</i>	
Date	
Signature of property authority/PID Officer	
Date	

## APPENDIX 3

## NOTIFICATION OF DISCLOSURE OF IDENTIFYING INFORMATION FORM



## Notification of Disclosure of Identifying Information Form

*Public Interest Disclosure Act 2003*

To					
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	<input type="checkbox"/> Other:
Given name					
Family name					
Provided by	<input type="checkbox"/> email <input type="checkbox"/> mail <input type="checkbox"/> in person				

I intend to make a disclosure of information that might identify or tend to identify you as a person who has made an appropriate disclosure of public interest information under section 16 of the *Public Interest Disclosure Act 2003*.

## The disclosure of this information

Is necessary, having regard to the rules of natural justice (Section 16(1)(b))

☐

Is necessary to enable the matter to be investigated effectively (Section 16(1)(c))

☐

The reason(s) why the disclosure of this information is necessary is (specify reason(s))

Important: A person making an identifying disclosure for these reasons must take all reasonable steps to provide this information to the discloser within a reasonable time before making the disclosure in accordance with Section 16(2).

## Authorisation

Signature of person proposing to make disclosure

Name

Position

Contact details

Date

## APPENDIX 4

## PUBLIC INTEREST DISCLOSURE LODGEMENT FORM



## Public Interest Disclosure Lodgement Form

*Public Interest Disclosure Act 2003*

The Shire of York strongly encourages anyone thinking about making a public interest disclosure to seek out a nominated proper authority to discuss their issues first. Our proper authority Public Interest Disclosure (PID) Officer is:

Position	
Name of PID Officer	
Contact details	

Ensure you understand your rights and responsibilities under the *Public Interest Disclosure Act 2003* (PID Act) before you sign this lodgement form. You may wish to seek external legal advice about those rights and responsibilities. Lodge your public interest disclosure form with the Shire of York's PID Officer, not the Public Sector Commission.

## Personal details

Family name					
Given name					
Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs	<input type="checkbox"/> Dr	<input type="checkbox"/> Other
Address					
Work phone					
Mobile					
Email					

<input type="checkbox"/>	<p><i>Tick this box only if the following statement applies:</i></p> <p>I wish to make an anonymous public interest disclosure. I understand that:</p> <ul style="list-style-type: none"> <li>• I will not receive any information about what happens to this disclosure;</li> <li>• it may be more difficult for the proper authority to look into the matter(s) as they cannot come back to me for further information;</li> <li>• it may be more difficult for the proper authority/public authority to protect me; and</li> <li>• this anonymous disclosure may not prevent me from being identified during any investigation or when action is being taken.</li> </ul>
--------------------------	---

Categories of public interest information	Tick relevant box(es)
Improper conduct	<input type="checkbox"/>
An offence under written State law	<input type="checkbox"/>
Substantial unauthorised or irregular use of, or substantial mismanagement of, public resources	<input type="checkbox"/>



Conduct involving a substantial and specific risk of injury to public health, or prejudice to public safety or harm to the environment	<input type="checkbox"/>
Administration matter(s) affecting you personally	<input type="checkbox"/>

Disclosure details	
Name of the public authority(ies) the disclosure relates to	
Do you work for a public authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which public authority and what is your position title?
Does the disclosure relate to one or more individuals?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide name(s) and position(s) held by person(s) in the public authority
When did the alleged events occur?	
Summary of the matters to disclose	

Additional information	
Description of any documents provided or names of witnesses	
Have you reported this information to any other person or agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, did you report this information as a Public Interest Disclosure matter?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details

You should read the following information and sign this form prior to lodgement.

#### Acknowledgement

I believe on reasonable grounds that the information contained in this disclosure is or may be true. I have been informed and I am aware that:

1. I will commit an offence under Section 24 of the PID Act if I know that the information contained in this disclosure is false or misleading in a material particular, or I am reckless as to whether it is false or misleading in a material particular.  
**Penalty: \$12,000 or imprisonment for one (1) year.**
2. I will forfeit the protection provided by Section 13 of the PID Act if I fail, without reasonable excuse, to assist a person investigating the matter by supplying requested information (Section 17).
3. I will forfeit the protection provided by Section 13 of the PID Act if I subsequently disclose this information to any person other than a proper authority under the PID Act (Section 17).



4. I will commit an offence if I subsequently make a disclosure of information that might identify or tend to identify anyone as a person in respect of whom this disclosure has been made under the PID Act, except in accordance with Section 16(3) of the PID Act.

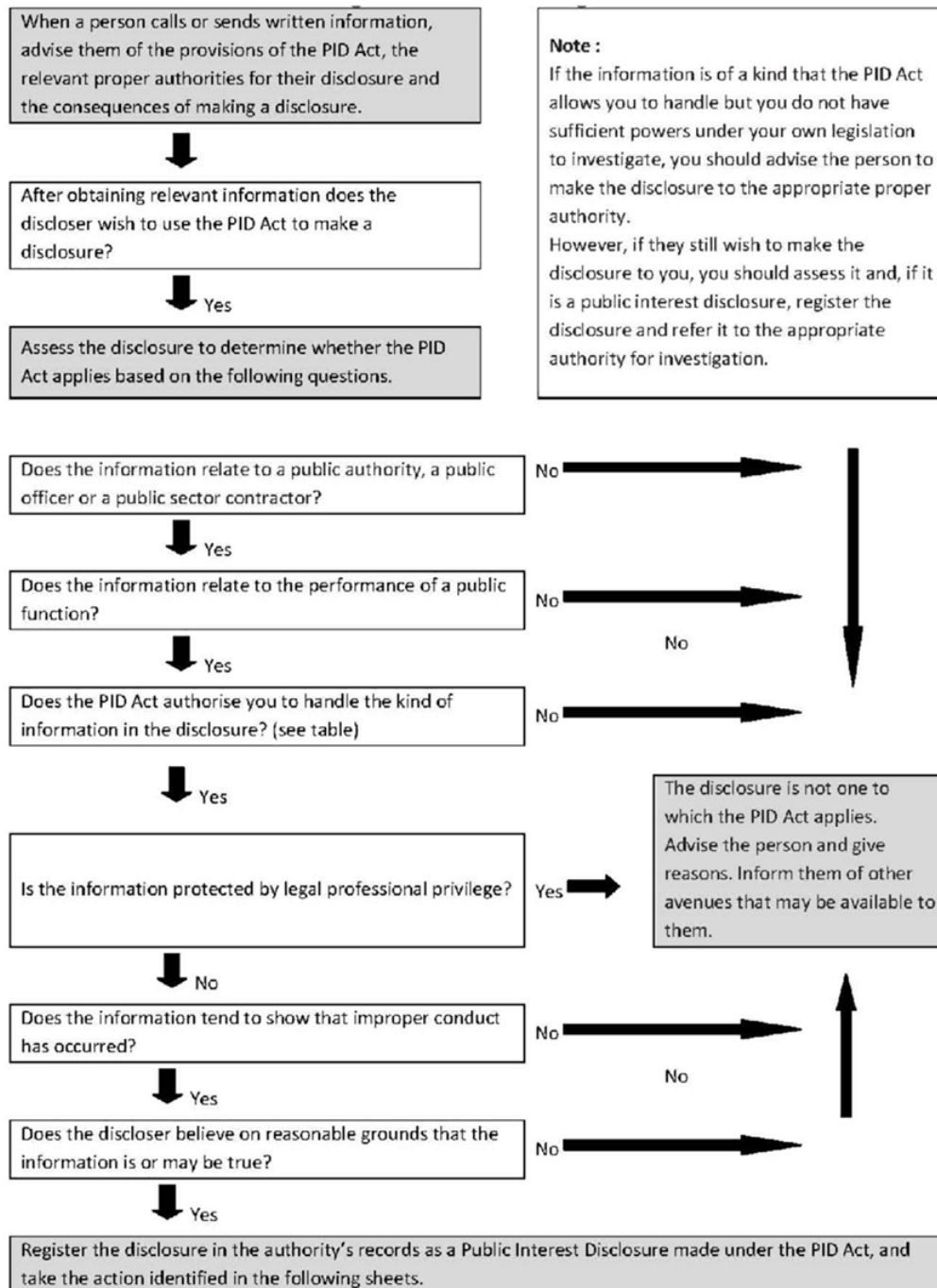
**Penalty: \$24,000 or imprisonment for two (2) years.**

5. I cannot withdraw my disclosure after I have made it.

Authorisation	
Discloser's signature	
Date	

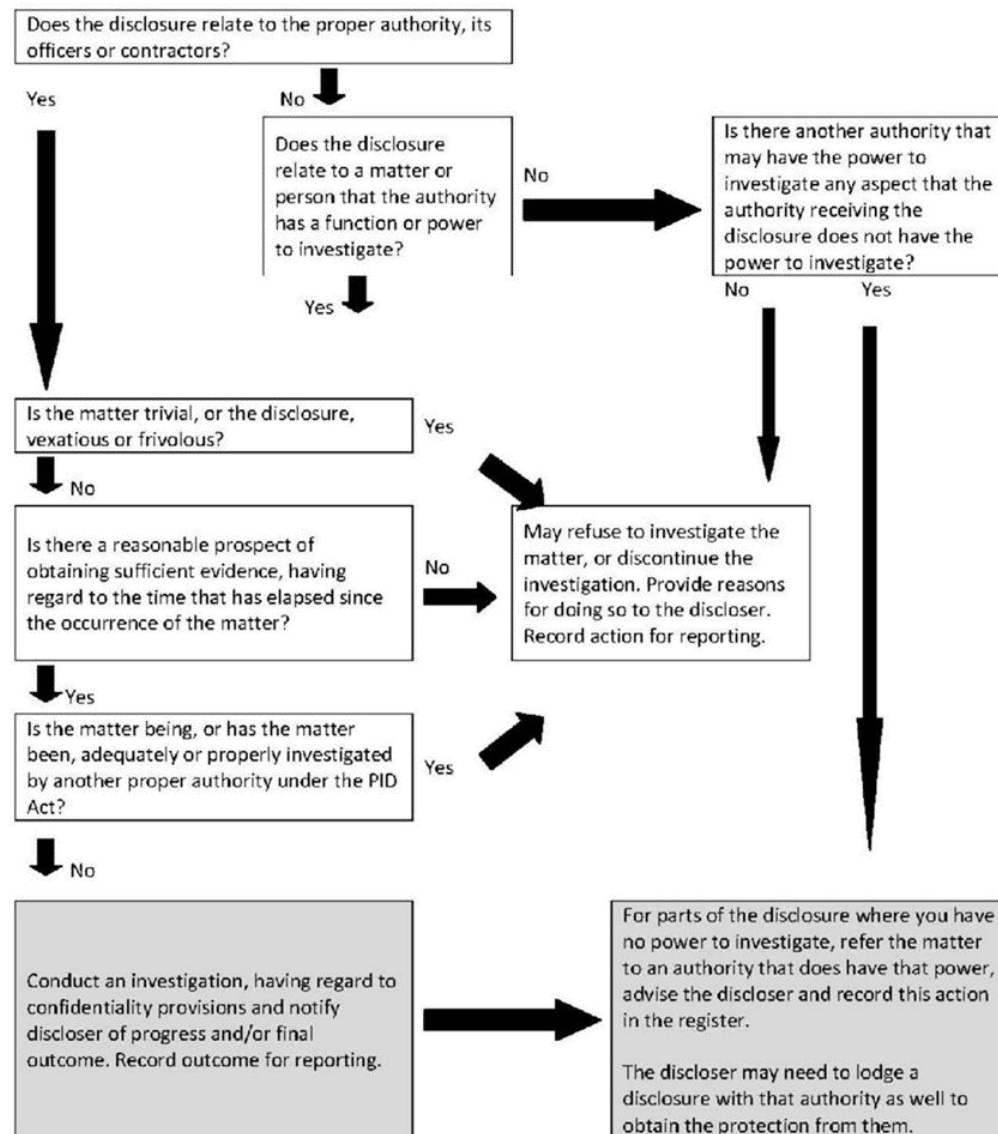
## APPENDIX 5

### FLOWCHART FOR RECEIVING AND ASSESSING DISCLOSURES



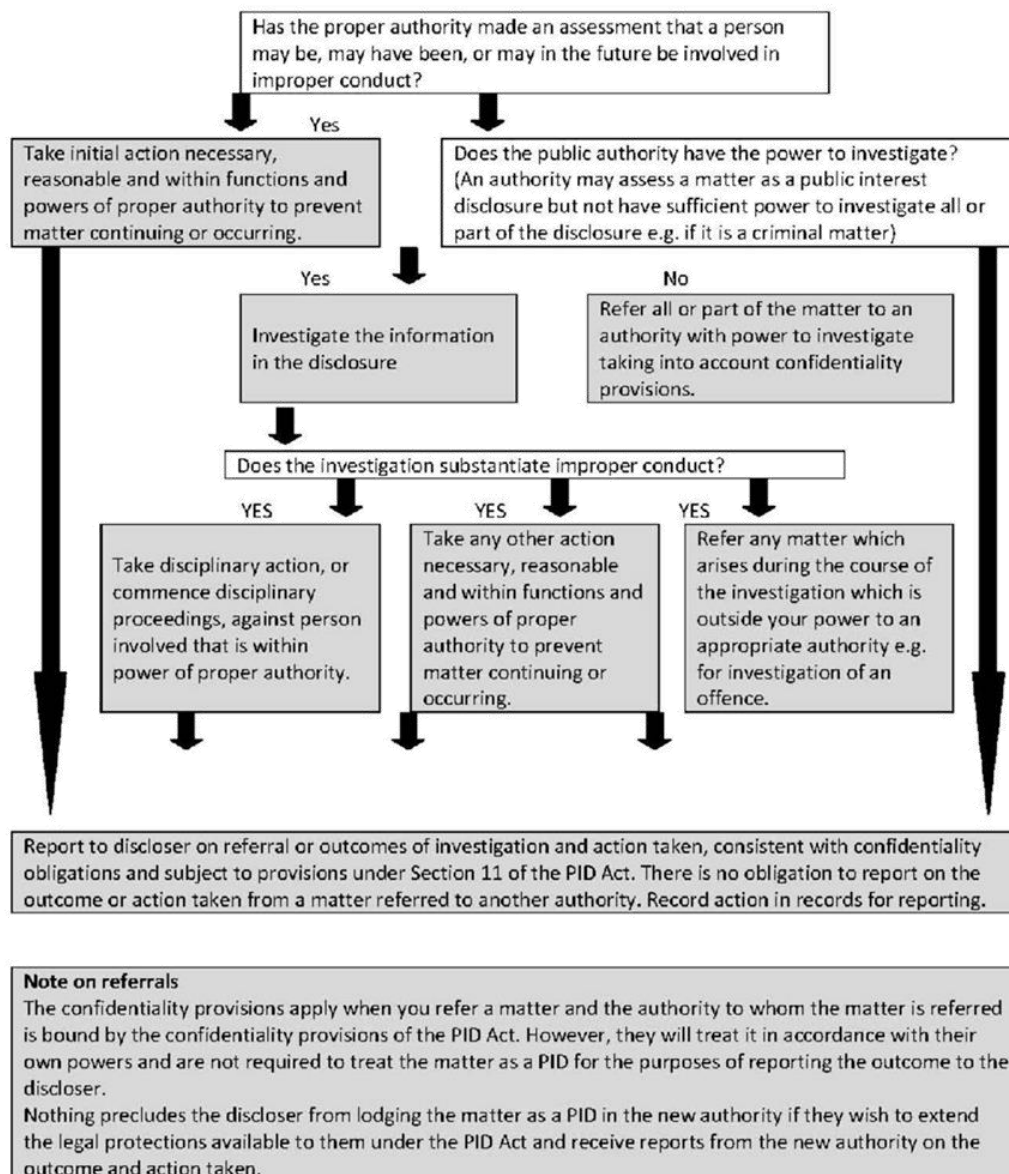
## APPENDIX 6

### FLOWCHART FOR INVESTIGATING INFORMATION DISCLOSED



## APPENDIX 7

### FLOWCHART FOR TAKING ACTION




**SY086-07/21 DELEGATES TO THE 2021 WA LOCAL GOVERNMENT CONVENTION**

**File Number:** OR.IGR.5.2

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

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

**Previously before Council:** 27 May 2019 (070519)

**Appendices:** 1. Convention Program [↓](#) 

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

Executive

**PURPOSE OF REPORT**

To advise Council of the 2021 WA Local Government Convention to be held from Sunday 19 September 2021 to Tuesday 21 September 2021 for determination of attendees and enabling the appointment of voting delegates for the WALGA Annual General Meeting (AGM).

**BACKGROUND**

The WA Local Government Convention is normally held each year and is presented specifically for those engaged in the local government sector. However, due to COVID-19 the 2020 Convention did not take place, with the AGM only instead being held on Friday 25 September 2020.

The theme for the 2021 Local Government Convention is "Leading the Way: Looking Forward, Looking Back", taking place against the backdrop of generational change for the sector with reform of the Local Government Act on the horizon.

Additionally, 2020 and 2021 has seen an unprecedented level of uncertainty experienced in areas such as local and international politics; the economy; the environment, together with the ongoing impact and evolving nature of the COVID-19 pandemic. The Convention program has been developed to specifically support and encourage Local Government representatives. A copy of the program is presented in Appendix 1.

**COMMENTS AND DETAILS**

Discussion at Council's July 2021 Concept Forum indicated that Cr Smythe and Cr Trent were interested in attending. Senior staff may also be attending the Convention.

Cr Trent is a WALGA Life Member and is due to be presented with the Diploma of Local Government (Elected Member) during the Convention.

The 2021 Convention is being held at Crown Perth and provides a valuable professional development and networking opportunity for attendees.

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

Council

**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

E3 Councillors: Travel - Accommodation

**Financial**

The Convention Registration cost for a full delegate is \$1,200 and for WALGA Life Members it is complimentary. Further costs will be incurred for attendance at the ALGWA (WA) AGM and Breakfast, Convention Breakfast and Gala Dinner. Accommodation costs are \$190 per night per room. Free parking is available on site. Reimbursement of travel expenses to Perth and return to attend the Convention is also payable by the Shire.

The following expenses will not be covered by the Shire:

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

**Legal and Statutory**

Nil

**Risk Related**

Nil

**Workforce**

Senior staff may also be attending the Convention.

**VOTING REQUIREMENTS**

**Absolute Majority: No**



**RESOLUTION  
170721****Moved: Cr Jane Ferro****Seconded: Cr Pam Heaton****That, with regard to the Delegates to the 2021 WA Local Government Convention, Council:**

- 1. Authorises the following Elected Members to attend the 2021 WALGA Local Government Convention as Full Delegates:**
  - a. Cr Denese Smythe – Shire President**
  - b. Cr Kevin Trent (WALGA Life Member)**
- 2. Agrees to cover the following costs for each attendee:**
  - a. Full Delegate registration fee**
  - b. Gala Dinner**
  - c. ALGWA Breakfast**
  - d. Convention Breakfast**
  - e. Accommodation including breakfast at the hotel**
  - f. Travel expenses to Perth and return to attend the Convention**
- 3. Will not pay for the following:**
  - a. Alcohol and mini bar expenses**
  - b. Evening meals (not associated with the Convention Program)**
  - c. Partner Activities**
- 4. Appoints Cr Denese Smythe and Cr Kevin Trent to vote on behalf of the Shire of York at the WALGA Annual General Meeting.**

***CARRIED: 6/0***

# LEADING THE **WAY**

## Information and Registration

WA Local Government Convention  
Sunday, 19 – Tuesday, 21 September 2021  
Crown Perth

PRESENTED BY



PARTNERED SERVICE



PRINCIPAL SPONSOR



Information and Registration

2021 WA Local Government Convention



## EVENT PARTNERS



### Partnered Service

LGIS is proud to partner with WALGA at the WA Local Government Convention. The Convention provides a wonderful opportunity for everyone across the sector to come together, share experiences and network.

As the Local Government mutual indemnity Scheme, our members are at the heart of everything we do. We're proud to have stood with our members for over 25 years protecting your communities, organisations and people.

We understand the Local Government industry, its purpose, the risks involved, and our ultimate philosophy of working with you to deliver the best outcome for your communities.

We're also proactive we don't just wait for claims to happen - through our comprehensive Scheme risk program we're dedicated to working with members to manage their risk.

The team at LGIS look forward to seeing all of our members and exploring how we can support you.



CIVIC LEGAL

### Principal Sponsor

Civic Legal is proud to be the principal sponsor of the WA Local Government Convention again this year.

We always look forward to catching up with you to hear your stories and to learn more about the issues Local Governments are facing.

Civic Legal has its roots in Local Government. Our specialist Local Government lawyers are passionate about working out the best solutions for Local Governments in all areas of Local Government law.

Drop by our booth to find out more, and to chat with our team. We can help you with complex contracts, leases, employment law matters, planning, litigation, SAT appeals, governance or any other issues your Local Government may face.

Enjoy the conference, and see you soon!

Best regards

**Anthony Quahe**  
Managing Principal

### Supporting Sponsor



Department of  
Local Government, Sport  
and Cultural Industries

### Convention Breakfast Sponsor



### Coffee Cart Sponsors





# AN INVITATION

It is my pleasure to invite all Elected Members, Chief Executive Officers and Senior Managers to attend the 2021 WA Local Government Convention, scheduled for Sunday, 19 – Tuesday, 21 September at Crown Perth.



The theme for the 2021 Local Government Convention is Leading the Way: Looking Forward, Looking Back, taking place against the backdrop of generational change for the sector with reform of the Local Government Act on the horizon.

Additionally, 2020 and 2021 has seen an unprecedented level of uncertainty experienced in areas such as local and international politics; the economy; the environment, together with the ongoing impact and evolving nature of the COVID-19 pandemic. The Convention program has been developed to specifically support and encourage Local Government representatives.

We are pleased to welcome the Honourable Julie Bishop as our Opening Keynote Speaker, and Australian of the Year - Ms Grace Tame, has agreed to deliver the Closing Keynote Speech.

The event will commence with the AGM, followed by a day and a half of plenary and concurrent sessions. These sessions will discuss both contemporary and controversial topics, while the overarching conference format provides opportunity to converse, debate, discuss and share ideas in a welcoming and professional forum.

There is also an opportunity to register for one of the optional field trips scheduled for Wednesday, 22 September.

A significant contingent of industry suppliers will be on display in the trade exhibition to demonstrate their latest products to the Local Government sector. I encourage you to take this once a year opportunity to meet with these suppliers and be updated on what is currently available.

Finally, I would like to express appreciation for the valuable support provided by our Partnered Service - LGIS and Principal Sponsor - Civic Legal. I also wish to thank our Supporting Sponsor, the Department of Local Government, Sport & Cultural Industries and our other sponsors, Ventia, Synergy and Credit Solutions.

I look forward to seeing you in September.

A handwritten signature in black ink that reads 'Tracey Roberts'.

**Mayor Tracey Roberts JP**  
President



# ABOUT THE EVENT

## Who should attend?

The WA Local Government Convention is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by Executive Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

## Optional events

### Monday, 20 September

Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$70pp)  
Convention Gala Dinner at Optus Stadium (\$165pp)

### Tuesday, 21 September

Convention Breakfast with Jelena Dokic (\$95pp)  
PHAIWA Local Government Policy Awards and Breakfast –  
For more information or to register for this breakfast, please visit [www.phaiwa.org.au](http://www.phaiwa.org.au)

### Wednesday, 22 September

Field Trip: Bushmead Estate (\$70)  
Field Trip: Construction Training Fund (\$70)  
WALGA Forum on Aboriginal Engagement and Reconciliation

## Partner Program

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour to Fremantle. Social networking functions include the Opening Welcome Reception on Sunday evening and the Gala Dinner on Monday evening.

## Elected Member training

WALGA Training has scheduled a selection of its Elected Member training opportunities prior and post-Convention for your convenience.

- **Friday, 17 September**  
[Developing Specifications for Excellence](#)
- **Wednesday, 22 September**  
[CEO Performance Appraisals](#)
- **Wednesday, 22 & Thursday, 23 September**  
[Recovery Coordinators Course for Local Government](#)

More information on WALGA Training opportunities can be found in the [WALGA Training Directory](#) or on [WALGA Training Website](#).

## 2021 #shoWcAse in Pixels Competition

#shoWcAse in PIXELS is an annual exhibition of artwork from Local Governments, displayed on the iconic 45-metre high digital tower at the heart of Yagan Square in Perth City.

As one of the State's largest ongoing community arts projects, the event is widely acknowledged as being one of the most colourful and vibrant displays throughout the year.

The art competition was held in this format for the first time in 2019, which saw art submissions created from recycled products, wall murals and large-scale canvasses.

Artwork will be displayed in Yagan Square from Monday, **6 September** to Sunday, **26 September**, at 12:00pm each day (subject to changes by Yagan Square).



2019 Overall Winner – Shire of Meekatharra



# KEYNOTE SPEAKERS



## Hon Julie Bishop

The Honourable Julie Bishop served as Australia's Minister for Foreign Affairs from 2013 until her resignation in 2018. She was the first female to hold the role as well as the first female Deputy Leader of the Liberal Party, serving for 11 years.

As Foreign Minister, Ms Bishop was responsible for strengthening Australia's key strategic and economic relationships with Ministerial responsibility for more than 5000 departmental staff, 110 overseas missions as well as government agencies Australian Secret Intelligence Service and Australian Centre for International Agriculture Research.

In 2014, she led the international response to the downing of Malaysian Airlines flight MH17 over Ukraine, and was awarded the Commander of the Order of Merit of the Netherlands Ministry of Foreign Affairs.

Under her leadership, the 2017 Foreign Policy White Paper was developed, providing a comprehensive policy framework for the next decade; and the New Colombo Plan was established, enabling Australian undergraduates to live, study and work in the Indo-Pacific region. Within five years more than 40,000 students have participated in the Plan.

In a political career spanning over 20 years, Julie also served as Minister for Education, Science and Training, Minister for Women's Issues and Minister for Ageing.

Prior to entering politics, Ms Bishop was Managing Partner of the law firm Clayton Utz in Perth.

In 2020 Julie was awarded a Fisher Family Fellowship for the Future of Diplomacy Project at Harvard Kennedy School Belfer Centre for Science and International Affairs. In 2021 Julie was awarded the Kissinger Fellowship at the McCain Institute of International Leadership at Arizona State University. In 2021 Julie was appointed by the UK Government to the G7 Equality Advisory Council (GEAC).

Julie is the Chancellor of Australian National University, chair of Telethon Kid's Institute, Chair of The Prince's Trust Australia, member of the international advisory boards of Afiniti and the Human Vaccines Project and is the Patron of Shooting Stars – an education programme for young Aboriginal girls.

She has also established a boutique advisory firm, Julie Bishop and Partners.







## Hon Jason Clare MP

**Shadow Minister for Regional Services, Territories and Local Government; Housing and Homelessness**

Jason is a member of the Australian Parliament where he represents the seat of Blaxland in Western Sydney.

He was a Minister in the Rudd and Gillard Labor Governments, where he served as Minister for Home Affairs, Minister for Justice, Minister for Defence Materiel and Cabinet Secretary.

Jason is currently the Shadow Minister for Housing and Homelessness, Shadow Minister for Regional Services, Territories and Local Government.

He has also served as Shadow Minister for Communications, Shadow Minister for Trade and Investment and Shadow Minister for Resources and Northern Australia.

Jason's most important job though is being Louise's husband and Jack's dad.

## Hon Mark Coulton MP

**Federal Minister for Regional Health, Regional Communications and Local Government**

Mark was first elected to the House of Representatives for the seat of Parkes, New South Wales, in 2007. He has since been re-elected in 2010, 2013, 2016 and 2019.

On 6 February 2020, Mark was sworn-in as the Minister for Regional Health, Regional Communications and Local Government.

During his time in the Federal Parliament, Mark has also held the positions of Deputy Speaker of the House of Representatives, National Party's Chief Whip, Shadow Parliamentary Secretary for Ageing and the

Voluntary Sector, Shadow Parliamentary Secretary for Water and Conservation and Shadow Parliamentary Secretary for Regional Development and Emerging Trade Markets.

Prior to his election to the House of Representatives, Mark was the Mayor of Gwydir Shire Council from 2004 until 2007.

Mark has an extensive agricultural background having spent 30 years as a farmer and grazier. Mark and his wife Robyn owned and operated a mixed farming system growing cereal crops and running beef cattle.





## Anthony De Ceglie

### Three-time Walkley Award winner and Editor-in-Chief of West Australian Newspapers

He first started his career as a cadet journalist in regional WA with the *Collie Mail* before becoming a journalist and sub editor at the *Mandurah Mail*.

Anthony previously worked as a reporter with *The Sunday Times* before becoming chief of staff and deputy editor of the newspaper and its website *Perth Now*.

During a secondment to New York in 2011, Anthony helped to launch the iPad newspaper *The Daily* before moving to Sydney to work for *The Daily Telegraph*.

In January 2019 he was appointed senior editor of *The West Australian*, becoming editor in chief in December that same year.

In addition to responsibility for *The West Australian*, *The Weekend West*, *The Sunday Times*, *thewest.com.au* and *perthnow.com.au* and the company's 19 regional publications, Anthony has overseen the successful integration of the Community Newspaper Group and Regional Newspapers and the launch of digital subscriptions on the *west.com.au*

## Hon Pru Goward

**The Honourable Pru Goward is a former Cabinet minister, Sex Discrimination Commissioner and was a pioneering television reporter with the ABC.**

Pru has a long history of promoting women's rights, driving reform and getting it done and has frequently challenged institutional bullying and harassment.

Since leaving politics, Pru is a Professor of Social Interventions and Policy at Western Sydney University, a board member of Anglicare, a regular newspaper columnist, and a diversity and discrimination expert who has recently reviewed sexual misconduct for ministerial staff in the NSW Government and the NSW Supreme Court.

Her outstanding career as a senior government official and government minister saw reforms in Family Law and more recently child protection, social and affordable housing and urban planning.

With her drive, New South Wales overhauled the State Government's approach to domestic violence and is the only Australian state or territory to witness a decline in assault rates.

Prior to this, Pru was Australia's Sex Discrimination Commissioner for six years, promoting the landmark introduction of paid maternity leave, now a national entitlement. She also oversaw Australia's first statistically valid sexual harassment survey which continues to be the benchmark for governments and business and reported on the state of work-life balance for men and women in Australia. Pru was also the commissioner responsible for age discrimination.

As a senior current affairs reporter with the Australian Broadcasting Corporation for 19 years, Pru was ABC Television's first female correspondent, the inaugural presenter of Radio National Breakfast and the recipient of a prestigious Walkley Award for her courageous television profile of organized crime figure George Freeman.

She has authored *A Business of Her Own* and has co-authored a biography of John Howard.

*Hon Pru Goward appears by arrangement with Saxton Speakers Bureau*





## Greg Hire

### Founder, A Stitch in Time

As the former Perth Wildcats Vice-Captain, Greg Hire undoubtedly made a huge impact on basketball, however it could be argued his greatest contribution to our State is the work he is doing off the court. A championship player with both the Wanneroo (now Joondalup) Wolves in the State Basketball League, and the Perth Wildcats in the NBL, Hire was named 2018 Western Australian of the Year (Youth) for his efforts as an advocate for youth mental health. Hire grew up around domestic violence, drugs, alcohol, depression and a lack of positive role models and is heavily involved in community and youth sporting activities and other initiatives that aim to combat mental illness and youth suicide.

Greg played for the Perth Wildcats from 2010 until 2019, accumulating 243 games, winning four NBL Championships as Vice-Captain and recently has represented Australia at the World Cup in 3 on 3 Basketball, winning a Gold Medal at 2020 Asia Cup. As the founder of charity A Stitch in Time, his passion and efforts are now transpiring off the court in the work he is doing in the mental health space.

## Paul Kelly

### Editor-at-Large, The Australian

Paul Kelly is currently the Editor-at-Large at *The Australian*. He was previously Editor-in-Chief and he writes on Australian politics, public policy and international affairs.

Paul has covered Australian governments from Gough Whitlam to Scott Morrison and is a regular television commentator on Sky News. He is the author of nine books including *The Hawke Ascendancy*, *The End of Certainty* and *The March of Patriots*. His most recent book, *Triumph and Demise* covered the Rudd-Gillard era.

Paul has been a Fellow at the Kennedy School of Government at Harvard University and a Fellow at the Menzies Centre, King's College, London.







## Glenn Mitchell

**Glenn is a former leading ABC sports broadcaster. During his 20 years with ABC Sport in Perth he became a familiar voice around the country with his commentaries on international and domestic cricket and AFL football.**

He also commented at four Olympic Games (Atlanta, Sydney, Athens and Beijing), and three Commonwealth Games.

One of the ABC's senior cricket commentators, Glenn broadcast over 110 Tests and One Day Internationals, covering overseas tours against Sri Lanka, India, Pakistan, England and New Zealand.

But all through this period, Glenn was a sufferer of mental illness and in early 2011 he descended into a highly depressive state that resulted in him inexplicably resigning his dream position at the ABC and making an attempt on his own life. After overcoming his personal demons and reshaping his life, Glenn now aims to try and prevent others from enduring the torturous path he did by candidly speaking about his own journey.

*Glenn Mitchell appears by arrangement with Cheri Gardiner & Associates*

## Grace Tame

**After being raped and sexually abused by her maths teacher when she was just 15 years old, Grace Tame has spent the last 10 years turning her traumatic experience into being an advocate for survivors of child sexual abuse and a leader of positive change.**

Recognising the injustice of Tasmania's gag order that prevented survivors from self-identifying publicly, Grace offered her story to the #LetHerSpeak campaign created by Nina Funnell, along with the stories of 16 other brave survivors. In 2019, she finally won the court order to speak out under her own name, making her the state's first female child sexual abuse survivor to do so.

Now, 26 and based in Hobart, Grace is dedicated to eradicating child sexual abuse in Australia, and supporting the survivors of child sexual abuse.

Her focus is around enabling survivors to tell their stories without shame, educating the public around the process and lasting effects of grooming and working with policy and decision-makers to ensure we have a federal legal system that supports the survivors, not just perpetrators.

She is also a passionate yoga teacher, visual artist, and champion long-distance runner, having won the 2020 Ross Marathon in a female course record time of 2:59:31.

Grace is the 2021 Australian of the Year.





## Liam Bartlett

**60 Minutes reporter, host of Radio LPR's morning program, award winning broadcaster and journalist**

Having spent nearly 30 years working in Australian media, Liam is one of Perth's highest profile journalists and public broadcasters.

With a Bachelor of Economics from the University of Western Australia, he has held a series of high profile positions across all three major platforms – television, radio and print. His roles have included hosting the State-based 7.30 Report on ABC TV,

news anchor at STW Channel Nine in Perth, reporting for the Nine Network's Melbourne bureau of A Current Affair, columnist and feature writer for News Limited through the Sunday Times and the host of prime-time talkback shifts on Radio 6PR and 720 ABC Perth.

*Liam Bartlett appears by arrangement with Cheri Gardiner & Associates*

## Convention Breakfast – Jelena Dokic

Jelena Dokic has had a storied and well-documented life and tennis career both on and off the tennis court. She started playing tennis when she was six years old and very quickly became the national champion in multiple age groups. However, the war erupted in former Yugoslavia and the family was forced to escape twice. Jelena and her family were refugees before settling in Australia when she was 11 years old.

In 1998, as a 15-year-old, Jelena won the US Open junior title and the French Open doubles title. She became number 1 junior in the world in 1998 and also made a Fed Cup debut the same year winning both her singles matches and becoming the youngest player ever to represent Australia in the Fed Cup.

In early 1999, still only 15 she won the Hopman Cup for Australia partnering Mark Philippoussis and also reached the 3rd round of the Australian Open at 15. Later that year at the age of 16, she caused one of the biggest upsets in tennis history beating world number 1 Martina Hingis as a qualifier. It still remains the only time a world number 1 has lost to a qualifier at Wimbledon. She went on to reach the quarter-finals of Wimbledon that year and it catapulted Jelena to prominence on the world stage.

In 2001 Jelena won her first WTA singles title in Rome. She went on to win two more titles that year and reach the top 10 in the world at the age of 18. At the age of 19 she reached world number 4.

After a string of injuries and a battle with depression, Jelena made a comeback to tennis in 2008 and had an incredible run at the 2009 Australian Open,

reaching the quarterfinals and also winning her first WTA title in nine years in Kuala Lumpur. Jelena's latter part of her career was riddled with injury and illness which forced her to retire early.

Jelena has penned the best-selling autobiography *Unbreakable*, a book which details her career and her life. In the book, she details the struggles of being a refugee, dealing with poverty, racism, bullying, and discrimination. She also talks about the physical and emotional abuse she suffered for over 20 years at the hands of her father which started when she was just six years old.

Jelena now pours her efforts into commentary and TV work for Channel 9, Fox Sports and Tennis Australia. She does work for multiple radio stations and she regularly writes columns.

*Jelena Dokic appears by arrangement with ICMI*



# THE PROGRAM

## SUNDAY, 19 September (pre-conference)

2:30pm – 6:00pm	Delegate Service Desk open for Convention Registration
3:00pm – 5:00pm	<b>Mayors and Presidents' Forum</b> (separate registration – by invitation only)
5:00pm – 6:30pm	<b>Opening Welcome Reception</b> A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

## Monday, 20 September

7:00am	Delegate Service Desk open for Convention Registration
7:00am – 8:30am	<b>ALGWA (WA) AGM and Breakfast (\$70)</b> Register online via Delegate Registration. Other enquiries to Cr Karen Wheatland, City of Melville - 0401 335 642 or <a href="mailto:CrKaren.Wheatland@melville.wa.gov.au">CrKaren.Wheatland@melville.wa.gov.au</a>
7:30am – 8:45am	<b>Breakfast with Heads of Agencies</b> This breakfast is for Mayors, Presidents and CEOs only and invitations will be sent directly. Sponsored by Aware Super.
9:00am – 12:45pm	<b>WALGA Annual General Meeting</b> (includes recognition of Honours Award recipients)
12:45pm – 1:45pm	Lunch for AGM attendees
12:45pm – 1:45pm	<b>2021 Honour Awards Lunch</b> (by invitation only)
1:50pm – 3:00pm	<b>Opening Keynote Speaker: The Honourable Julie Bishop</b>
3:00pm – 3:40pm	Afternoon Tea
3:40pm – 5:00pm	<b>Local Government, a Federal Perspective</b> <b>Hon Mark Coulton MP</b> , Minister for Regional Health, Regional Communications and Local Government <b>Hon Jason Clare MP</b> , Shadow Minister for Regional Services, Territories and Local Government; Housing and Homelessness Moderated by <b>Liam Bartlett</b>
6:30pm – 11:00pm	<b>Gala Dinner, Optus Stadium (\$165)</b> Put aside business for the night and enjoy a stunning view, food, drinks and dancing Includes announcement of #shoWcAse in Pixels winners





## Tuesday, 21 September

7:00am	Delegate Service Desk open for Registration
7:00am – 8:45am	<b>PHAIWA Local Government Policy Awards and Breakfast</b> For more information or to register for this breakfast, please visit <a href="http://www.phaiwa.org.au">www.phaiwa.org.au</a>
7:30am – 8:45am	<b>Convention Breakfast with Jelena Dokic (\$95)</b>
8:50am	<b>Minding Your Mental Health</b> – Panel Discussion Aboriginal and non-Aboriginal mental health is an issue that all Australians need to confront to offer genuine support and care for those affected and to help mitigate risks in workplaces and interactions. Local Government in particular, with its role as a major employer and provider of community services, needs to continuously explore how mental health issues manifest and evolve to best inform their options in responding.  <b>Hon Pru Goward</b> , former Cabinet Minister <b>Greg Hire</b> , Founder, A Stitch in Time <b>Glenn Mitchell</b> , former leading ABC sports broadcaster
10:00am	<b>State and Federal Political Insights</b> A conversation centred on the political landscape including the current State Government's performance following the recent State Government Election and an overview of Federal Government initiatives, emerging critical issues and the media response.  <b>Paul Kelly</b> , Editor-at-Large, <i>The Australian</i> <b>Anthony De Ceglie</b> , Editor-in-Chief, <i>The West Australian</i>
10:40am – 11:15am	Morning Tea

11:15am

**CONCURRENT SESSIONS****Recovery from Emergencies in WA**

Western Australia communities have been hit hard by emergencies in 2021. In February, a fire ignited in the Wooroloo area in the Shire of Mundaring. The blaze rapidly escalated to a level 3 fire, burning for almost a week and crossing two Local Government areas, destroying 86 homes and causing widespread damage.

In April, Tropical Cyclone Seroja made landfall between Kalbarri and Port Gregory. Winds of up to 170 kilometres an hour left a trail of destruction over 35,000 square kilometres of Western Australia. Throughout 10 Local Government areas; it destroyed homes, businesses, resorts, sheds, fences and water stations, leaving thousands of people homeless and without power and communication for extended periods.

Whilst Local Government has the legislative responsibility for recovery, the scale and significance of both of these recovery effects, has seen the State appoint a State Recovery Controller for each of these events to lead the whole of government approach to recovery efforts.

During this session, we will hear the experience of those involved and learn about how they managed the unique challenges of these extensive recovery efforts.

**Governance: Roles & Responsibilities**

The purpose and intent of the Local Government Act 1995 is to provide efficient and effective good governance to communities. Inherent in this purpose and intent is the separation of powers principle which, as Parliament considered when the Act was introduced in 1993, stated '...there will be clear specifications of the roles of key players ... to promote efficiency ...and to avoid conflicts caused by uncertainty...'.

The question of separation of powers remains a focus of Local Government advocacy and has featured in the Final Report of the Local Government Review Panel, Report of the Inquiry into the City of Perth and Select Committee into the Local Government Final Report.

This session will examine why this remains a topic of interest to the sector, scenarios that led to commentary in recent Reports and how proposals for improvements in role clarity will foster efficient and effective Local Government.

**Elected Members:****Champions of economic resilience and community prosperity**

As community leaders and key decision makers, Elected Members have an important role to play in supporting local economic development and prosperity. This session provides a valuable opportunity to get exclusive access to Economic Development Australia's (EDA's) new economic development education and training program and will cover important topics such as:

- principles for economic development planning
- leading recovery and building resilience for your community; and
- being an Economic Development Champion - promoting economic prosperity for your community

Economic Development Australia (EDA) is the national peak body for economic development professionals.



## Tuesday, 21 September (continued)

12:45pm – 1:40pm Lunch

1:40pm

### CONCURRENT SESSIONS

#### **Bushfire Volunteers**

Western Australians in rural and pastoral areas rely heavily on Bush Fire Brigade volunteers to keep them safe from the threat of fire. Local Governments are responsible for administering and training the 19,500 volunteers in 565 bushfire brigades around the State.

This session will provide the latest information on volunteer workplace health and safety obligations, training opportunities and the changing landscape in attracting and retaining bushfire volunteers.

#### **Local Government Audits**

The WA State Government amended legislation and regulations to provide for the Auditor General to be responsible for undertaking Local Government audits effective from 1 July 2018. The Office of the Auditor General (OAG) phased in over three years the responsibility for undertaking the audits previously carried out by Local Government appointed commercial contract auditors.

This session will provide information on the:

- Experience of initial three years of financial audits
- Lessons learnt from the OAG perspective
- OAG perspective on Local Government financial statutory provisions
- Expectations for future auditing
- Overview of Local Government Performance Audits and future focus

#### **Waste Avoidance and the impact of the Waste Export Bans**

In WA, the majority of material that is recycled through the kerbside recycling bin is exported for reprocessing and use in new products. That's all set to change with the introduction of export bans for plastic, paper and cardboard. As of 1 July 2021, mixed plastic, which is about 4% of what is collected through the kerbside recycling bin, will no longer be able to be exported and will be reprocessed locally. While this is a good outcome in relation to increasing transparency of where material goes, it is likely to have a financial impact on the costs of kerbside recycling.

This session will outline the impact of the export bans, the local processing options being developed and ultimately the best thing that Local Government and the community can do with waste – avoid it completely.

3:10pm– 3:45pm Afternoon Tea

3:45pm **Closing Speaker: Grace Tame**

4:45pm Official Close of the 2021 Local Government Convention

## Wednesday, 22 September (post-conference)

8:30am Delegate Service Desk open

9:00am – 11:30am

### Field Trip: Bushmead Estate, Shaped by Nature (\$70)

Bushmead Estate, 16 km east of Perth's CBD, is a new land development located in the City of Swan that has placed the pristine natural bushland at the forefront of design, with every household connected to the bush. The development which will eventually be home to around 950 new dwellings aims to minimise the environmental footprint and places high importance on the retention of trees within the development. Bushmead is also one of the few estates in Western Australia to have received 6-Leaf EnviroDevelopment Accreditation, ensuring sustainable living for residents.

The land developer, Cedar Woods, will discuss the sustainability features of the estate and the process involved around tree retention from planning to construction, and participants will view a development shaped by the natural site features and experience the parks and walking trails of this unique community.

Includes bus transfers from Crown Perth and Morning Tea.

9:00am – 12:00pm

### Field Trip: Construction Futures Centre (\$70)



Construction Training Fund (CTF) is a government statutory authority creating a skilled Western Australian construction workforce. It collects a training levy, helps pay for training, conducts research, showcases training and career opportunities and makes a contribution to building our communities. It also operates an interactive venue, the Construction Futures Centre in Belmont, designed to educate school aged children, young adults and others to consider the many job options on offer within the industry.

Join this tour to explore a range of virtual and augmented reality technologies, artefacts, videos, games and static displays that offer a unique insight into the scope of WA's building and construction industry.

Includes bus transfers from Crown Perth and Morning Tea.

9:30am – 3:00pm

### WALGA Forum on Aboriginal Engagement and Reconciliation

Hear from State Government on key Native Title Settlements in WA, and learn from Local Governments about the process of commencing Reconciliation Action Plans (RAPs) through to embedding reconciliation activities as core business. Join Traditional Owners and Aboriginal leaders for a round-table yarn on opportunities and barriers experienced by local Aboriginal communities, and the positive impact Local Government can make. The program will cover Aboriginal engagement methods, employment and economic opportunities, cultural awareness and interpretation, and traditional ecological knowledge in landcare.

Separate registration - [CLICK HERE](#) for more information





# PARTNER ACTIVITIES

Registration is required for all activities – prices include GST. Please contact WALGA for more information should your partner be interested in attending a particular conference session.

## SUNDAY, 19 September

### Fremantle Tour

8:30am – 4:00pm \$175

Departing Crown Perth at 8:30am we make our way to Fremantle where you will be taken on a private tour of Fremantle Prison. Following the tour, we will replenish ourselves with a two-course lunch at the National Hotel. From there we do a short walking tour of Fremantle before heading back to Crown Perth via train.

**Please note:** We recommend comfortable walking shoes for this tour.

**Includes:** Coach transfer, morning tea, tour of Fremantle Prison, Lunch at the National Hotel, walking tour, return train to Crown Perth and Guide

(Minimum 15 – maximum 20)

### Opening Welcome Reception

5:00pm – 6:30pm \$85

## MONDAY, 20 September

### Shaken not Stirred Cocktail Course

2:00pm – 4:00pm \$90

Get ready to have fun and learn how to make cocktails! Held at Crown Perth, your Cocktail Master will teach you insider mixologist techniques and fun facts about each cocktail. All you have to do is sip and enjoy while the demonstrations are given and the ingredients for the next cocktail are prepared.

**Includes:** 2-hour cocktail course

(Minimum 15 maximum 35)

### Convention Gala Dinner at Optus Stadium

6:30pm – 11:00pm \$165

## TUESDAY, 21 September

### Breakfast with Jelena Dokic

7:30am – 8:45am \$95

### Optus Stadium Tour and Morning Tea

8:30am – 11:30am \$70

This private tour presents an exclusive opportunity to explore Optus Stadium. It will be followed by morning tea at the gorgeous City View Café.

**Please note:** We recommend comfortable walking shoes for this tour and a reasonable level of fitness as there is a lot of walking involved.

**Includes:** Guide, Morning Tea and Private Tour of Optus Stadium.

(Minimum 12 – maximum 20)

### Matagarup Bridge Climb and Zip

12:30pm – 4:00pm \$175

Dare if you will, to climb Matagarup Bridge and Zip down. Afterwards we will have celebratory drinks and nibbles at The Camfield Tavern.

**Includes:** Matagarup Bridge Zip & Climb Adventure for 2 hours, Drinks & Nibbles and Guide

(Minimum 8 – maximum 16)

# GENERAL INFORMATION

## ONLINE CONVENTION REGISTRATIONS

Visit [www.walga.asn.au/lgc21](http://www.walga.asn.au/lgc21) to complete your registration online

Full Delegate fees cover the daily conference program, lunches, refreshments, and the Opening Reception on Sunday, 19 September. The Convention Gala Dinner on Monday evening and Convention Breakfast on Tuesday morning are optional, and a ticket fee applies.

## Convention Fees

Prices are per person and are all inclusive of GST.

Deadline for all Registrations is  
**Wednesday, 1 September 2021**

### Convention Registration

Full Delegate	\$1,200
WALGA Life Members	Complimentary
Corporate	\$1,500

### Optional Extras

ALGWA AGM and Breakfast (Monday)	\$70
Gala Dinner at Optus Stadium (Monday)	
Delegates/Exhibitors/Partners	\$165
Life Members and their partners	\$95
Convention Breakfast with Jelena Dokic (Tuesday)	\$95

### Partners/Guests

Opening Reception (Sunday)	\$85
Lunch (Monday/Tuesday)	\$50
Partner Tours	Individual tour fees as listed

Please contact WALGA for more information should your partner like to attend a particular conference session.

## Changes to your registration

You can modify your online booking at any time before the close of registrations. Once you have completed your registration, an email with your confirmation number will be emailed to you. Click on the link and enter your confirmation number to make any changes or additions to your reservation.

**Registration cancellations** must be advised **in writing** prior to the deadline date of **Wednesday, 1 September**. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

## Special Requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

## Accommodation

Hotel information is available at [www.walga.asn.au/lgc21](http://www.walga.asn.au/lgc21). Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so please clarify these arrangements when booking.

## Crown Perth Parking

There is a range of free, paid, undercover and open car parks at Crown Perth; including over 3000 free parking bays available across the property plus 50 accessible ACROD parking bays.

To view the Crown Perth Parking Map, please [CLICK HERE](#). Access to Crown Perth is also available via train (Armadale & Thornlie Lines), bus (Great Eastern Highway) and taxi/ride share.

Information in this brochure is correct at time of printing but may be subject to change



## ENQUIRIES

Ulla Prill, Event Manager | T 08 9213 2043 | E [registration@walga.asn.au](mailto:registration@walga.asn.au)






**SY087-07/21 INVESTMENTS - JUNE 2021**

**File Number:** FI.FRP

**Author:** Tabitha Bateman, Finance Manager

**Authoriser:** Alina Behan, Executive Manager Corporate & Community Services

**Previously before Council:** Not applicable

**Appendices:** 1. Investment Register - June 2021 [↓](#) 

**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**

Council's 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:

- Council's Investments
- Application of Investment Funds
- Investment Performance

There was one maturing municipal deposit during the month of June. Giving consideration to Shire funds and required cashflow, this deposit was reinvested for a further six months. Further details of the Shire's current term deposits and bank balances are provided within 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**

Policy 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  
180721**

**Moved: Cr Kevin Trent**

**Seconded: Cr Pam Heaton**

**That, with regards to Investments - June 2021, Council:**

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

**CARRIED: 6/0**



# SHIRE OF YORK INVESTMENT PORTFOLIO

30 June 2021

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-	Tuesday, 18 May 2021	Tuesday, 17 August 2021	91	500,311.65	7%	0.25%	500,623.49	311.84
	National Australia Bank	AA-	Wednesday, 16 June 2021	Monday, 13 December 2021	180	500,918.49	7%	0.22%	501,461.96	543.47
MUNICIPAL - Interest Bearing NCDs/TDs						1,001,230.14	14%		1,002,085.45	855.31
MUNICIPAL - Other funds										
	Municipal Account 118630623	BBB+		Wednesday, 30 June 2021	2,323,379.36	33%		2,323,379.36	0.00	
	AMP Banking At call	BBB		Wednesday, 30 June 2021	1,184.22	0%		1,184.22	0.00	
	AMP Banking Notice	BBB		Wednesday, 30 June 2021	279,141.88	4%		279,141.88	0.00	
	Westpac Flex-i	AA-		Wednesday, 30 June 2021	5,360.68	0%		5,360.68	0.00	
MUNICIPAL - Other						2,609,066.14	37%		2,609,066.14	0.00
RESERVE - Interest Bearing NCDs/TDs										
	National Australia Bank	AA-	Tuesday, 20 October 2020	Friday, 16 July 2021	269	1,000,000.00	14%	0.50%	1,003,684.93	3,684.93
	Westpac Bank	AA-	Thursday, 3 September 2020	Wednesday, 8 September 2021	370	875,721.95	12%	0.80%	882,727.73	7,005.78
	Westpac Bank	AA-	Thursday, 22 April 2021	Wednesday, 22 December 2021	244	570,021.56	8%	0.20%	570,783.67	762.11
RESERVE - Interest Bearing NCDs/TDs						2,445,743.51	34%	0.50%	2,457,196.33	11,452.82
RESERVE - Other funds										
	Reserve Acct 119521748	BBB+		Wednesday, 30 June 2021	602,657.97	8%		602,657.97	0.00	
RESERVE - Other						602,657.97	8%		602,657.97	0.00



# SHIRE OF YORK INVESTMENT PORTFOLIO

30 June 2021

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	
TRUST - Interest Bearing NCDs/TDs										
T2 PREISIG 2509	Bendigo Bank	BBB+	Friday, 30 April 2021	Monday, 29 November 2021	213	34,327.60	0%	0.30%	34,387.70	60.10
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Friday, 30 April 2021	Monday, 29 November 2021	213	32,204.88	0%	0.30%	32,261.26	56.38
T77 C/OVERS 2514	Bendigo Bank	BBB+	Friday, 30 April 2021	Monday, 29 November 2021	213	61,957.42	1%	0.30%	62,065.89	108.47
TRUST - Interest Bearing NCDs/TDs						128,489.90	2%	0.30%	128,714.85	224.95
TRUST - Other funds										
	Trust Acct 118630649	BBB+		Wednesday, 30 June 2021		329,363.23	5%		329,363.23	0.00
TRUST - Other						329,363.23	5%		329,363.23	0.00
TOTALS						7,116,551	100%	0.40%	7,129,084	12,533

<b>Reconciliation by rating</b>			
	<b>Value of Investments/Bank accounts</b>		
AA-	3,452,334.33	49%	
BBB+	3,383,890.46	48%	
BBB	280,326.10	4%	
<b>TOTAL</b>	<b>7,116,550.89</b>	<b>100%</b>	




<b>TD's by bank</b>	<b>Summary of Amount</b>	<b>Bank Accounts - Bendigo Bank</b>		
Bendigo Bank	128,489.90	4%	Muni	2,323,379.36
AMP Banking	0.00	0%	Reserve	602,657.97
National Australia Bank	2,001,230.14	56%	Trust	329,363.23
Westpac Bank	1,445,743.51	40%	AMP At call	1,184.22
			AMP Notice	279,141.88
			Westpac Flex-i	5,360.68
	<b>3,575,463.55</b>	<b>100%</b>	<b>30-Jun-21</b>	<b>\$ 3,541,087.34</b>

## Interest Earnings

<b>Fund</b>	<b>Adopted Budget</b>	<b>Year to Date Actual</b>
Municipal	\$ 8,000.00	\$ 3,547.31
Reserve	\$ 13,832.00	\$ 15,733.36
<b>Total</b>	<b>\$ 21,832.00</b>	<b>\$ 19,280.67</b>



**SY088-07/21 FINANCIAL REPORT - JUNE 2021**

<b>File Number:</b>	<b>FI.FRP</b>
<b>Author:</b>	<b>Tabitha Bateman, 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>	<ol style="list-style-type: none"><li>1. <b>Monthly Financials - June 2021</b> <a href="#">↓</a> </li><li>2. <b>Creditors Payments Listing - June 2021</b> <a href="#">↓</a> </li><li>3. <b>Business Card Statement</b> <a href="#">↓</a> </li></ol>

**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 and are subject to audit adjustments for the 2020/21 Annual Financial Report.

**COMMENTS AND DETAILS**

This report is presented for Council's consideration and provides information for the period ended 30 June 2021 and includes the following:

- Monthly Statements
- List of Creditor Payments
- 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 2021.

Outstanding Rates and Services

The total outstanding rates balance at the end of June was \$1,091,095 compared to \$1,180,133 at the end of May.

Current Year	Properties	30/06/2021	%	Properties	30/06/2020	%
3 years and over	74	\$ 413,589.87	38%	84	\$ 404,629.35	35%
2 years and over	80	\$ 163,604.29	15%	87	\$ 167,033.22	14%
1 year and over	100	\$ 238,970.84	22%	120	\$ 239,798.15	21%
<b>Total Prior Years outstanding</b>		<b>\$ 816,165.00</b>	<b>75%</b>		<b>\$ 811,460.72</b>	<b>70%</b>
Current Rates	712	\$ 274,929.90	25%	709	\$ 350,967.63	30%
<b>Total Rates Outstanding</b>		<b>\$1,091,094.90</b>			<b>\$1,162,428.35</b>	

Officers continue to work with the Shire's debt collection agency, CS Legal, to resolve some long outstanding debts in the 2 years and over categories. In addition, Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Revenue Collection policy.

Outstanding Sundry Debtors

The figure for total outstanding sundry debtors as at 30 June 2021 was \$80,193 compared to \$135,635 as at 31 May 2021. The previous year's high June balance was the result of grants that had been raised prior to 30 June 2020 and paid in the 2020/21 financial year.

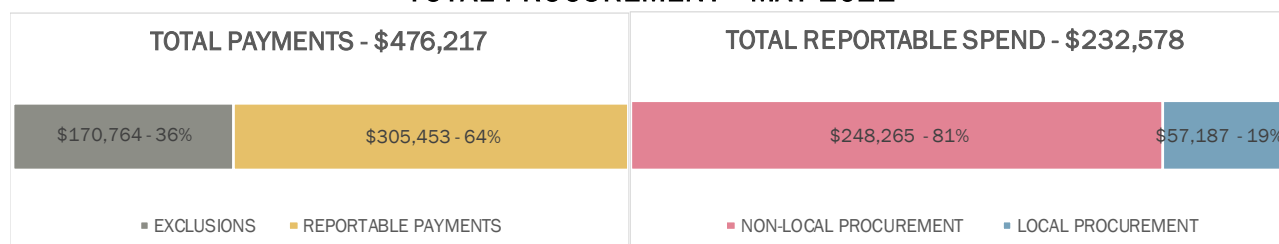
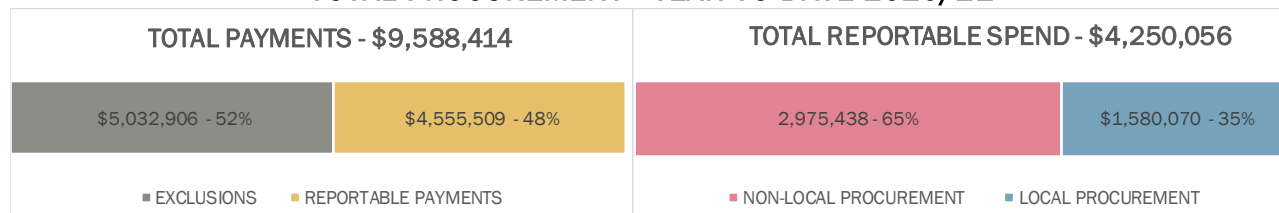
Current Year	30/06/2021	%	30/06/2020	%
90 days and over	\$11,359.85	14%	\$23,422.81	5%
60 days and over	\$8,400.47	10%	\$200,254.94	39%
30 days and over	\$29,681.68	37%	\$2,387.37	0%
Current	\$30,751.21	38%	\$284,254.30	56%
<b>Total Debtors Outstanding</b>	<b>\$80,193.21</b>		<b>\$510,319.42</b>	

COVID-19 Response Update – rates payment incentives and local stimulus

Council allocated over \$131,000 within the 2020/21 annual budget to combat the financial impacts of COVID-19 by providing economic stimulus via the rates payment incentive scheme. The cost to deliver these incentives was around \$90,527. A further budget allocation for the 2021/22 financial year of \$110,000 was presented to Council for consideration and adoption.

Local procurement

In addition to the 'YorkDollar\$ 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 39% of payments were made to local businesses during the month. Officers further report, the overall average of reportable local spend for the 2020/21 financial year was 35%.

**TOTAL PROCUREMENT - MAY 2021****TOTAL PROCUREMENT - YEAR TO DATE 2020/21**

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, a number of exclusions apply and are not included in the reportable totals. These include, but are not limited to, payments made for the following:

- Superannuation
- Goods and Services Tax
- Department of Fire and Emergency Services
- Local Government Insurance Services
- WA Local Government Association
- WA Treasury Corporation
- Office of the Auditor-General
- Utilities (Synergy, Telstra, Water Corporation)
- 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**

Policy F2 Procurement

Policy F6 Credit Cards

Policy 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 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  
190721****Moved: Cr Kevin Trent****Seconded: Cr Pam Heaton****That, with regards to the Financial Report - June 2021, 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 2021 as summarised below:**

**Jun-21**

<b>MUNICIPAL FUND</b>	<b>AMOUNT</b>
<b>Cheque Payments</b>	<b>39,449.18</b>
<b>Payroll Debits</b>	<b>300,582.59</b>
<b>Electronic Funds Payments</b>	<b>721,682.53</b>
<b>Payroll Debits - Superannuation</b>	<b>64,124.07</b>
<b>Bank Fees</b>	<b>858.43</b>
<b>Corporate Cards</b>	<b>870.00</b>
<b>Exetel NBN Fees</b>	<b>496.00</b>
<b>Fuji Xerox Equipment Rental</b>	<b>236.62</b>
<b>Fire Messaging Service</b>	<b>82.50</b>
<b>Sub total - Municipal</b>	<b>526,578.50</b>
 <b>TRUST FUND</b>	
<b>Electronic Funds Payments</b>	<b>6,142.46</b>
<b>Direct Debits Licensing</b>	<b>118,286.05</b>
<b>Sub total - Trust</b>	<b>124,428.51</b>
 <b>TOTAL DISBURSEMENTS</b>	<b>651,007.01</b>

***CARRIED: 6/0***





**SHIRE OF YORK  
MONTHLY STATEMENTS  
FOR THE PERIOD ENDED 30 JUNE 2021**

**PAGE      TABLE OF CONTENTS**

1	INCOME AND EXPENDITURE STATEMENT BY NATURE & TYPE
2	INCOME AND EXPENDITURE STATEMENT BY PROGRAMME
3	STATEMENT OF CURRENT ASSETS AND LIABILITIES
4	STATEMENT OF FINANCIAL POSITION
5-9	FINANCIAL ACTIVITY STATEMENT WITH VARIANCE REPORT
10	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 2021

\$ 2,433,474

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

**Supplementary information prepared**

Reserve Funds

Loan Schedule

Detailed operating and non-operating schedules

Prepared by:            Tabitha Bateman  
Finance Manager

Reviewed by:           Alina Behan  
Executive Manager Corporate and Community Services

Date prepared:         Monday, 12 July 2021



**SHIRE OF YORK**  
**INCOME AND EXPENDITURE STATEMENT BY NATURE OR TYPE**  
**FOR THE PERIOD ENDED 30 JUNE 2021**

	2020/21 ADOPTED BUDGET	2020/21 YTD ACTUAL
<b>REVENUE</b>		
General Rates	5,993,127	5,956,396
Operating Grants, Subsidies and Contributions	1,090,010	1,886,339
Subsidies and Contributions		100,404
Fees and Charges	1,394,574	1,489,316
Interest Earnings	67,032	62,515
Other Revenue	91,200	108,012
	<b>8,635,943</b>	<b>9,502,577</b>
<b>EXPENDITURE</b>		
Employee Costs	(4,314,396)	(3,953,959)
Materials and Contracts	(2,644,202)	(2,189,292)
Utility Charges	(399,841)	(384,029)
Depreciation	(2,585,950)	(2,853,414)
Interest Expense	(94,453)	(92,635)
Insurance	(219,481)	(281,196)
Other Expenditure	(449,696)	(732,322)
	<b>(10,708,019)</b>	<b>(10,486,847)</b>
<i>Increase/(Decrease)</i>	<b>(2,072,077)</b>	<b>(984,270)</b>
Non-operating Grants and Subsidies	1,411,193	789,436
Profit on Asset Disposal		5,497
Loss on Asset Disposal	(88,418)	-
Loss on Revaluation of Fixed Assets		-
	<b>1,322,775</b>	<b>794,934</b>
<b>NET RESULT</b>	<b>(749,302)</b>	<b>(189,336)</b>



**SHIRE OF YORK**  
**INCOME AND EXPENDITURE STATEMENT BY PROGRAMME**  
**FOR THE PERIOD ENDED 30 JUNE 2021**

	2020/21 ANNUAL BUDGET	2020/21 YTD ACTUAL
		\$
<b>REVENUE</b>		
General Purpose Funding	6,763,120	7,552,542
Governance	2,900	50,761
Law, Order, Public Safety	79,219	76,555
Health	2,500	17,077
Education and Welfare	35,623	63,582
Community Amenities	733,316	798,939
Recreation and Culture	788,852	716,572
Transport	1,353,617	767,692
Economic Services	246,588	208,277
Other Property & Services	41,400	40,017
	<b>10,047,136</b>	<b>10,292,013</b>
<b>EXPENDITURE</b>		
General Purpose Funding	(443,201)	(480,334)
Governance	(784,408)	(794,500)
Law, Order, Public Safety	(464,439)	(451,258)
Health	(241,049)	(220,641)
Education and Welfare	(146,148)	(124,581)
Community Amenities	(1,184,791)	(1,097,999)
Recreation and Culture	(3,473,468)	(3,191,344)
Transport	(2,475,127)	(3,076,359)
Economic Services	(1,427,106)	(1,012,575)
Other Property and Services	(68,283)	(37,255)
	<b>(10,708,019)</b>	<b>(10,486,847)</b>
<i>Increase/(Decrease)</i>	<b>(660,884)</b>	<b>(194,834)</b>
<b>DISPOSAL OF ASSETS</b>		
Plant and Equipment	(88,418)	5,497
Land	-	-
Furniture and Equipment	-	-
<i>Gain/(Loss) on Disposal</i>	<b>(88,418)</b>	<b>5,497</b>
<i>Change in net assets resulting from operations</i>		
<i>Gain/(Reduction)</i>	<b>(749,302)</b>	<b>(189,336)</b>



**SHIRE OF YORK**  
**SUMMARY OF CURRENT ASSETS AND LIABILITIES**  
**FOR THE PERIOD ENDED 30 JUNE 2021**

<b>CURRENT ASSETS</b>	<b>YTD ACTUAL 30/06/2020</b>	<b>YTD ACTUAL 30/06/2021</b>
Cash at Bank	\$5,604,493	\$6,995,305
Sundry Debtors	\$2,025,225	\$936,422
Stock on Hand	\$24,221	\$33,582
<b>SUB-TOTAL</b>	<b>\$7,653,938</b>	<b>\$7,965,309</b>
<b>LESS CURRENT LIABILITIES</b>		
Sundry Creditors	(\$2,093,698)	(\$2,275,787)
Loan Liability	(\$244,526)	(\$251,899)
Leave Provisions	(\$869,559)	(\$969,559)
	<b>(\$3,207,782)</b>	<b>(\$3,497,246)</b>
Cash Backed Reserves	(\$3,023,350)	(\$2,815,109)
Add Back Loan Liability	\$244,526	\$251,899
Add Back Leave Reserve 6	\$524,991	\$528,619
Adjustments/Rates in advance		
<b>SUB-TOTAL</b>	<b>(\$5,461,615)</b>	<b>(\$5,531,836)</b>
<b>NET CURRENT ASSETS - SURPLUS/(DEFICIT)</b>	<b>\$ 2,192,323</b>	<b>\$ 2,433,473</b>



**SHIRE OF YORK**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 30 JUNE 2021**

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

	Actual 30/06/2020 \$	Actual 30/06/2021 \$
<b>Current assets</b>		
Cash and cash equivalents	5,225,590	6,616,402
Rates and Sundry Debtors Outstanding	2,025,225	936,422
Cash Held for Distribution (Prev Trust)	378,903	378,903
Inventories/Stock	24,221	33,582
<b>Total current assets</b>	<b>7,653,938</b>	<b>7,965,309</b>
<b>Non-current assets</b>		
Trade and other receivables	124,706	124,706
Investment in LG House Trust	71,221	71,221
Property, plant and equipment	33,253,172	33,206,691
Infrastructure	104,919,359	104,502,697
<b>Total non-current assets</b>	<b>138,368,457</b>	<b>137,905,315</b>
<b>Total assets</b>	<b>146,022,396</b>	<b>145,870,624</b>
<b>Current liabilities</b>		
Trade and other payables	1,714,795	1,896,884
Cash Held for Distribution (Prev Trust)	378,903	378,903
Provisions	869,559	969,559
Interest-bearing loans and borrowings	244,526	251,899
<b>Total current liabilities</b>	<b>3,207,782</b>	<b>3,497,246</b>
<b>Non-current liabilities</b>		
Interest-bearing loans and borrowings	1,624,815	1,372,916
Provisions	137,024	137,024
<b>Total non-current liabilities</b>	<b>1,761,839</b>	<b>1,509,940</b>
<b>Total liabilities</b>	<b>4,969,621</b>	<b>5,007,186</b>
<b>Net assets</b>	<b>141,052,774</b>	<b>140,863,438</b>
<b>Equity</b>	<b>70,069</b>	<b>70,069</b>
Accumulated surplus	32,234,223	33,655,206
Change in net assets resulting from operations	1,212,742	-189,336
Asset revaluation reserve	104,582,459	104,582,459
Other reserves	3,023,350	2,815,109
<b>Total equity</b>	<b>141,052,774</b>	<b>140,863,438</b>



**SHIRE OF YORK**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2021**

	2020/21 ANNUAL BUDGET	2020/21 FACR QTR 3	2020/21 YTD ACTUAL 30/06/2021	VAR TO BUDGET \$	VAR TO BUDGET %
<b>OPERATING REVENUE</b>					
General Purpose Funding	6,763,120	6,784,851	7,617,547	854,427	13%
Governance	2,900	41,900	50,761	47,861	1650%
Law, Order Public Safety	79,219	87,577	76,555	(2,665)	-3%
Health	2,500	2,500	17,077	14,577	583%
Education and Welfare	35,623	57,623	63,582	27,959	78%
Community Amenities	733,316	779,416	798,939	65,624	9%
Recreation and Culture	788,852	698,006	716,572	(72,281)	-9%
Transport	1,353,617	1,303,994	767,692	(585,925)	-43%
Economic Services	246,588	141,588	208,277	(38,312)	-16%
Other Property and Services	41,400	36,400	40,017	(1,383)	-3%
	<b>10,047,135</b>	<b>9,933,856</b>	<b>10,357,018</b>	<b>309,883</b>	<b>3%</b>
<b>LESS OPERATING EXPENDITURE</b>					
General Purpose Funding	(443,201)	(493,858)	(545,339)	(102,138)	23%
Governance	(784,408)	(989,864)	(794,500)	(10,092)	1%
Law, Order, Public Safety	(464,439)	(489,788)	(451,258)	13,181	-3%
Health	(241,049)	(246,049)	(220,641)	20,408	-8%
Education and Welfare	(146,148)	(140,148)	(124,581)	21,566	-15%
Community Amenities	(1,184,791)	(1,182,294)	(1,097,999)	86,792	-7%
Recreation and Culture	(3,473,468)	(3,325,818)	(3,191,344)	282,125	-8%
Transport	(2,475,127)	(2,754,938)	(3,076,359)	(601,233)	24%
Economic Services	(1,427,106)	(1,127,683)	(1,012,575)	414,531	-29%
Other Property & Services	(68,283)	(68,283)	(37,255)	31,027	-45%
	<b>(10,708,019)</b>	<b>(10,818,723)</b>	<b>(10,551,852)</b>	<b>156,167</b>	<b>-1%</b>
<b>Increase/(Decrease)</b>	<b>(660,884)</b>	<b>(884,867)</b>	<b>(194,834)</b>	<b>466,050</b>	<b>-71%</b>
<b>ADD</b>					
Profit/Loss on sale of assets	252,000	-	5,497	(246,503)	-98%
Depreciation Written Back	2,585,950	2,585,950	2,853,414	267,463	10%
Sold Assets Written Back		98,000	95,619	95,619	
	<b>2,837,950</b>	<b>2,683,950</b>	<b>2,958,158</b>	<b>120,208</b>	<b>4%</b>
<b>Sub Total</b>	<b>2,177,067</b>	<b>1,799,083</b>	<b>2,763,325</b>	<b>586,258</b>	<b>27%</b>





**SHIRE OF YORK**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 JUNE 2021**

	2020/21 ANNUAL BUDGET	2020/21 FACR QTR 3	2020/21 YTD ACTUAL 30/06/2021	VAR TO BUDGET \$	VAR TO BUDGET %
<b>LESS CAPITAL PROGRAMME</b>					
Purchase Land & Buildings	(570,000)	(621,288)	(413,451)	156,549	-27%
Infrastructure Assets - Roads	(2,540,066)	(1,810,885)	(1,410,437)	1,129,629	-44%
Infrastructure Assets - Recreation	(273,150)	(190,200)	(87,206)	185,944	-68%
Infrastructure Assets - Other	(10,000)	(24,000)	(2,024)	7,976	-80%
Purchase Plant and Equipment	(1,107,000)	(457,996)	(483,947)	623,053	-56%
Purchase Furniture and Equipment	(65,000)	(85,300)	(88,826)	(23,826)	37%
Repayment of Debt - Loan Principal	(244,526)	(244,526)	(244,526)	0	0%
Transfer to Reserves	(246,832)	(168,832)	(20,759)	226,073	-92%
	<b>(5,056,574)</b>	<b>(3,603,027)</b>	<b>(2,751,175)</b>	<b>2,305,399</b>	<b>-46%</b>
<b>Sub Total</b>	<b>(2,879,507)</b>	<b>(1,803,943)</b>	<b>12,150</b>	<b>2,891,657</b>	<b>-100%</b>
<b>LESS FUNDING FROM</b>					
Reserves	663,000	605,008	229,000	(434,000)	-65%
Opening Funds	2,216,507	2,192,324	2,192,324	(24,183)	-1%
	<b>2,879,507</b>	<b>2,797,332</b>	<b>2,421,324</b>	<b>(458,183)</b>	<b>-16%</b>
<b>ESTIMATED SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>993,389</b>	<b>2,433,474</b>	<b>2,433,474</b>	

**SHIRE OF YORK  
VARIANCE REPORT  
FOR THE PERIOD ENDED 30 JUNE 2021**

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.

<b>OPERATING REVENUE</b>	<b>YTD ADOPTED BUDGET</b>	<b>YTD ACTUALS</b>	<b>VAR TO YTD BUDGET \$</b>	<b>VAR TO YTD BUDGET %</b>
<b>General Purpose Funding</b>	\$6,763,120	\$7,617,547	\$854,427	13%
Payment for 2021/22 Financial Assistance grants received prior to 30 June 2021 - \$802,000. Unspent funds to be carried forward to 2021/22.				
<b>Governance</b>	\$2,900	\$50,761	\$47,861	1650%
Permanent variance - LGIS Contributions Assistance funding received \$26,840. Successful grant application raised for Australia Day 2021 for \$21,000.				
<b>Law, Order Public Safety</b>	\$79,219	\$76,555	-\$2,665	-3%
No material variance to report.				
<b>Health</b>	\$2,500	\$17,077	\$14,577	583%
Permanent variance - Septic tank applications and Health Act charges received to date higher than expected.				
<b>Education and Welfare</b>	\$35,623	\$63,582	\$27,959	78%
Lease fee of \$22,500 for Pioneer Memorial Lodge raised - not included in adopted budget.				
<b>Community Amenities</b>	\$733,316	\$798,939	\$65,624	9%
No material variance to report. Variance relates to introduction of Containers for Change income and expenditure after budget adoption.				
<b>Recreation and Culture</b>	\$788,852	\$716,572	-\$72,281	-9%
No material variance to report. Payment of LRCI grant funds received June 2021 of which a portion will be carried forward for use in 2021/22.				
<b>Transport</b>	\$1,353,617	\$767,692	-\$585,925	-43%
Permanent variance for 2020/21 as some funded road projects were incomplete as at 30 June 2021. Significant carry forwards of income and expenditure have been included in the 2021/22 adopted budget.				
<b>Economic Services</b>	\$246,588	\$208,277	-\$38,312	-16%
Payment for the Earthquake Mitigation Project was expected to be received 2020/21 but will now be carried forward to 2021/22. Offset by higher than anticipated building application fees received to date. Standpipe water charges received are also higher than expected for this time - this income is offset by matching expenditure to Water Corporation.				
<b>Other Property and Services</b>	\$41,400	\$40,017	-\$1,383	-3%
No material variance to report.				
	<b>\$10,047,135</b>	<b>\$10,357,018</b>	<b>\$309,883</b>	<b>3%</b>

**SHIRE OF YORK  
VARIANCE REPORT  
FOR THE PERIOD ENDED 30 JUNE 2021**

<b>OPERATING EXPENDITURE</b>	<b>YTD BUDGET</b>	<b>YTD ACTUALS</b>	<b>VAR TO BUDGET</b>	<b>VAR TO BUDGET</b>
<b>General Purpose Funding</b>	\$443,201	\$545,339	\$102,138	23%
Permanent variance (estimate only)- officers estimate the above variance as a result of provision for doubtful debts. This calculation will be completed over the coming weeks for inclusion in the annual financial statements.				
<b>Governance</b>	\$784,408	\$794,500	\$10,092	1%
No material variance to report.				
<b>Law, Order, Public Safety</b>	\$464,439	\$451,258	-\$13,181	-3%
No material variance to report.				
<b>Health</b>	\$241,049	\$220,641	-\$20,408	-8%
No material variance to report.				
<b>Education and Welfare</b>	\$146,148	\$124,581	-\$21,566	-15%
Permanent variance due to reduced maintenance costs for Pioneer Memorial Lodge and Early Childhood Hub.				
<b>Community Amenities</b>	\$1,184,791	\$1,097,999	-\$86,792	-7%
No material variance to report.				
<b>Recreation and Culture</b>	\$3,473,468	\$3,191,344	-\$282,125	-8%
No material variance to report - reduced labour and overheads across parks and gardens as a result of addressing recent weather event and the larger than normal kerbside collection.				
<b>Transport</b>	\$2,475,127	\$3,076,359	\$601,233	24%
Permanent variation - depreciation processed for road assets significantly higher than budget figure (non-cash variation - review of rates to be undertaken). Additional costs incurred for storm clean up some of which have been transferred from the capital budget.				
<b>Economic Services</b>	\$1,427,106	\$1,012,575	-\$414,531	-29%
Combination of both timing and permanent variance relating to expenditure for festivals support not utilised to date. Partial budget reallocation presented to Council as part of quarterly finance and costing reviews. Earthquake Mitigation Project expenditure to be carried forward to 2021/22.				
<b>Other Property &amp; Services</b>	\$68,283	\$37,255	-\$31,027	-45%
Variance relates mainly to budget timing of non-cash overhead allocations. To be reviewed with year end actuals.				
	<u>\$10,708,019</u>	<u>\$10,551,852</u>	<u>-\$156,167</u>	<u>-1%</u>

**SHIRE OF YORK  
VARIANCE REPORT  
FOR THE PERIOD ENDED 30 JUNE 2021**

<b>CAPITAL PROGRAMME</b>	<b>YTD BUDGET</b>	<b>YTD ACTUALS</b>	<b>VAR TO BUDGET</b>	<b>VAR TO BUDGET</b>
<b>Land &amp; Buildings</b>	\$570,000	\$413,451	-\$156,549	-27%
Carparking upgrades at the Administration office not completed to date - some costs to be carried forward to 2021/22. Construction of Containers for Change shed complete and under budget by \$46,000 - purchase of forklift (\$18k) allocated to plant and equipment. Budget carry forward anticipated for the Museum project and Pioneer Memorial Lodge renewals.				
<b>Infrastructure Assets - Roads</b>	\$2,540,066	\$1,410,437	-\$1,129,629	-44%
Timing and permanent variances expected for 2020/21 financial year. Significant costs carried forward to 2021/22. In addition, funds have been transferred out to maintenance as reported above to address storm clean up.				
<b>Infrastructure Assets - Recreation Facilities</b>	\$273,150	\$87,206	-\$185,944	-68%
Timing variance - Expenditure for Trails and Forrest Oval projects lower than anticipated.				
<b>Infrastructure Assets - Other</b>	\$10,000	\$2,024	-\$7,976	-80%
Timing variance - lights to be installed at RV Parking area carried forward in 2021/22 budget.				
<b>Plant and Equipment</b>	\$1,107,000	\$483,947	-\$623,053	-56%
Permanent variance approved with first quarter FACR to reduce budget by \$256,000. Water Truck delivered early-June and payment to be made prior to 30 June 2020.				
<b>Furniture and Equipment</b>	\$65,000	\$88,826	\$23,826	37%
Timing and permanent variance. Budget variations approved throughout the year for purchase and installation of a new server and UPS.				
	<u>\$4,565,216</u>	<u>\$2,485,890</u>	<u>-\$2,079,325</u>	<u>-46%</u>



**YORK RECREATION AND CONVENTION CENTRE  
OPERATING STATEMENT  
FOR THE PERIOD ENDED 30 JUNE 2021**

	2019/20 ADOPTED BUDGET	2019/20 YTD ACTUAL 30/06/2020	2020/21 ADOPTED BUDGET	2020/21 YTD ACTUAL 30/06/2021	% OF BUDGET	2020/21 YTD ACTUAL 31/05/2021	MOVEMENT MAY-JUN
<b>REVENUES</b>							
FORREST OVAL LIGHTS INCOME	2,020	1,606	2,020	1,692	84%	787	905
YRCC INCOME - HIRE	5,050	1,501	2,500	2,249	90%	2,158	91
YRCC INCOME - GYM	22,220	15,851	20,000	24,214	121%	22,932	1,282
YRCC INCOME - CONFERENCES	35,350	19,330	35,704	35,461	99%	39,056	(3,595)
YRCC INCOME - BAR	191,900	141,337	193,819	158,988	82%	144,888	14,100
YRCC INCOME - CAFE/RESTAURANT	111,100	106,081	112,211	143,019	127%	126,837	16,182
YRCC INCOME - CANTEEN	30,300	10,762	30,603	5,001	16%	2,895	2,106
YRCC INCOME - GREEN FEES - BOWLS	0	75	0	1,441		1,434	7
YRCC INCOME - GREEN FEES - TENNIS	1,515	794	1,515	1,136	75%	1,136	(0)
	<b>399,455</b>	<b>297,337</b>	<b>398,372</b>	<b>373,201</b>	<b>94%</b>	<b>342,123</b>	<b>31,078</b>
<b>COST OF SALES</b>							
YRCC EXPENDITURE - GYM	11,506	7,221	11,013	10,819	98%	9,414	1,405
YRCC EXPENDITURE - CONFERENCES	28,946	15,547	23,099	27,999	121%	27,040	959
YRCC EXPENDITURE - BAR	142,994	91,918	147,670	109,656	74%	97,933	11,723
YRCC EXPENDITURE - CAFE/RESTAURANT	151,385	130,678	160,419	183,592	114%	157,174	26,418
YRCC EXPENDITURE - CANTEEN	21,398	10,587	21,982	7,761	35%	4,264	3,497
YRCC EXPENDITURE - BOWLS	10,644	4,263	11,270	329	3%	329	(0)
YRCC EXPENDITURE - TENNIS	10,644	702	11,087	5,151	46%	5,151	0
	<b>377,517</b>	<b>260,917</b>	<b>386,540</b>	<b>345,307</b>	<b>89%</b>	<b>301,305</b>	<b>44,002</b>
<b>GROSS PROFIT</b>	<b>21,938</b>	<b>36,420</b>	<b>11,832</b>	<b>27,894</b>	<b>236%</b>	<b>40,818</b>	<b>(12,924)</b>
<b>CENTRE COSTS</b>							
FORREST OVAL CONVENTION CENTRE	129,653	102,582	128,909	98,246	76%	87,685	10,561
YRCC MARKETING & PROMOTIONS	3,704	1,436	1,500	1,540	103%	1,540	0
RECREATION - SALARIES	77,745	55,435	93,088	57,256	62%	50,012	7,244
RECREATION - SUPERANNUATION	45,049	26,524	40,000	29,428	74%	25,975	3,453
YRCC OPERATIONAL & MARKETING PLAN	10,000	1,842	20,000	948	5%	948	0
	<b>266,152</b>	<b>187,819</b>	<b>283,497</b>	<b>187,419</b>	<b>66%</b>	<b>166,160</b>	<b>21,259</b>
<b>PROFIT/(LOSS)</b>	<b>(244,214)</b>	<b>(151,399)</b>	<b>(271,664)</b>	<b>(159,525)</b>	<b>59%</b>	<b>(125,342)</b>	<b>(34,183)</b>

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EFT25938	01/06/2021 CLAIRE STANLEY	REFUND BUS BOND #250019	2		200.00
INV T33	27/05/2021 CLAIRE STANLEY	REFUND BUS BOND #250019	2	200.00	
EFT25939	01/06/2021 GAIL OLIVE SMITH	GAIL SMITH REFUND CAT TRAP BOND #250185	2		89.00
INV T1	20/05/2021 GAIL OLIVE SMITH	GAIL SMITH REFUND CAT TRAP BOND #250185	2	89.00	
EFT25940	01/06/2021 KELLY LIVINGSTONE	REFUND KEY & STADIUM BOND #248908	2		250.00
INV T8	20/05/2021 KELLY LIVINGSTONE	REFUND KEY BOND #248908	2	100.00	
INV T83	20/05/2021 KELLY LIVINGSTONE	REFUND STADIUM BOND #248908	2	150.00	
EFT25941	01/06/2021 MELIADOR (WA) PTY LTD	AFFORDABLE COUNTRY HOMES/ ROSS SQUIRE REFUND KERB BOND #250275	2		500.00
INV T4	20/05/2021 MELIADOR (WA) PTY LTD	AFFORDABLE COUNTRY HOMES/ ROSS SQUIRE REFUND KERB BOND #250275	2	500.00	
EFT25942	01/06/2021 ALLMARK & ASSOC PTY LTD	REPLACEMENT BRASS PLAQUES FOR STONE MONUMENT ON WONGBOREL/MT BROWN	1		1,529.00
INV 0031205	07/05/2021 ALLMARK & ASSOC PTY LTD	REPLACEMENT BRASS PLAQUES FOR STONE MONUMENT ON WONGBOREL/MT BROWN	1	1,529.00	
EFT25943	01/06/2021 ANDREW MARSHALL	RATES REFUND FOR ASSESSMENT A3912 - 515 MACKIE RD MOUNT HARDEY 6302	1		811.14
INV A3912	31/05/2021 ANDREW MARSHALL	RATES REFUND FOR ASSESSMENT A3912 - 515 MACKIE RD MOUNT HARDEY 6302		811.14	
EFT25944	01/06/2021 ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - MAY 2021	1		1,298.55
INV CRS PMT	01/06/2021 ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - MAY 2021	1	1,298.55	
EFT25945	01/06/2021 AUDREY NETTLE	HONORARIUM FOR NOONGAR WELCOME TO COUNTRY SPEECH AT PLAQUE UNVEILING CEREMONY FRIDAY 28 MAY 2021	1		200.00
INV 10786	28/05/2021 AUDREY NETTLE	HONORARIUM FOR NOONGAR WELCOME TO COUNTRY SPEECH AT PLAQUE UNVEILING CEREMONY FRIDAY 28 MAY 2021	1	200.00	
EFT25946	01/06/2021 AUSTRALIAN SERVICES UNION	UNION FEES	1		155.40
INV	18/05/2021 AUSTRALIAN SERVICES UNION	UNION FEES		155.40	
EFT25947	01/06/2021 AVON WASTE	RUBBISH/ RECYCLING COLLECTION	1		35,225.67
INV 00043775	23/04/2021 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 23/4/21	1	23,711.05	



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INV 00044204	07/05/2021 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 7/5/21	1	11,514.62	
EFT25948	01/06/2021 BLING DESIGN	CREATIVE ASSETS AND DESIGNS FOR 2021 YORKIDS MARKETING COLLATERAL & PRINT PRODUCTION OF 1000 A5 PROGRAMS - 2021 YORKIDS EVENT	1		522.40
INV 1844	20/05/2021 BLING DESIGN	CREATIVE ASSETS AND DESIGNS FOR 2021 YORKIDS MARKETING COLLATERAL & PRINT PRODUCTION OF 1000 A5 PROGRAMS - 2021 YORKIDS EVENT	1	522.40	
EFT25949	01/06/2021 BLUE FORCE PTY LTD	ALARM MONITORING	1		140.08
INV 125338	03/05/2021 BLUE FORCE PTY LTD	ALARM MONITORING (MAY 2021) - YORK VISITORS CENTRE	1	20.00	
INV 125397	03/05/2021 BLUE FORCE PTY LTD	ALARM MONITORING (1/5/21-31/7/21) - RESIDENCY MUSEUM	1	120.08	
EFT25950	01/06/2021 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT (MACRH & APRIL 2021) - EXPERIENCE YORK	1		1,980.00
INV 0068	22/04/2021 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT (MACRH 2021) - EXPERIENCE YORK	1	990.00	
INV 0079	13/05/2021 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT (APRIL 2021) - EXPERIENCE YORK	1	990.00	
EFT25951	01/06/2021 BUGGY BUDDYS	ADVERTISING VIA SOCIAL, NEWSLETTER AND EVENT LISTING WITH BUGGYBUDDIES PERTH - YORKIDS 2021	1		990.00
INV 5266	17/05/2021 BUGGY BUDDYS	ADVERTISING VIA SOCIAL, NEWSLETTER AND EVENT LISTING WITH BUGGYBUDDIES PERTH - YORKIDS 2021	1	990.00	
EFT25952	01/06/2021 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	WINTER CLOSE DOWN SERVICE OF EVAPORATIVE A/C & REMOVAL OF GHEKO FROM A/C UNIT - 2 DINSDALE ST, YORK	1		160.00
INV 00012767	24/05/2021 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	WINTER CLOSE DOWN SERVICE OF EVAPORATIVE A/C & REMOVAL OF GHEKO FROM A/C UNIT - 2 DINSDALE ST, YORK	1	160.00	
EFT25953	01/06/2021 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE - APRIL 2021	1		1,125.74
INV	03/05/2021 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE - APRIL 2021	1	1,125.74	
EFT25954	01/06/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1		356.70
INV 00005186	04/05/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1	93.23	
INV 00005200	11/05/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1	172.74	
INV 00005213	18/05/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1	90.73	
EFT25955	01/06/2021 DARRYS PLUMBING AND GAS	ASSESS & REPAIRED LEAKING WATER MAIN ON CORNER OF ROE ST & OSNABURG RD (51 ROE ST)	1		199.22

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INV 7887	10/05/2021 DARRYS PLUMBING AND GAS	ASSESS & REPAIRED LEAKING WATER MAIN ON CORNER OF ROE ST & OSNABURG RD (51 ROE ST)	1	199.22	
EFT25956	01/06/2021 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - MAY 2021	1		3,365.78
INV CRS PMT	01/06/2021 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - MAY 2021	1	3,365.78	
EFT25957	01/06/2021 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - MAY 2021	1		1,657.71
INV CRS PMT	01/06/2021 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - MAY 2021	1	1,657.71	
EFT25958	01/06/2021 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	20/21 ESL QUARTER 4	1		23,886.31
INV 152286	21/05/2021 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	20/21 ESL QUARTER 4	1	23,886.31	
EFT25959	01/06/2021 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT	1		495.01
INV	18/05/2021 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		495.01	
EFT25960	01/06/2021 ESMERALDA HARMER	REIMBURSEMENT - 20/21 STAFF UNIFORM ALLOWANCE (1 X PAIR WORK SHOES)	1		99.97
INV	10/05/2021 ESMERALDA HARMER	REIMBURSEMENT - 20/21 STAFF UNIFORM ALLOWANCE (1 X PAIR WORK SHOES)	1	99.97	
EFT25961	01/06/2021 FEGAN BUILDING SURVEYING	BUILDING PLAN APPROVALS - 1 GLASS COURT	1		330.00
INV 766	19/05/2021 FEGAN BUILDING SURVEYING	BUILDING PLAN APPROVALS - 1 GLASS COURT	1	330.00	
EFT25962	01/06/2021 FIELDY ART	COMMUNITY ART WORKSHOPS & EDUCATION SESSIONS - SCHOOL HOLIDAY ACTIVITES, ARTISTS FEES, TRAVEL & ACCOMMODATION AND COMMUNITY ENGAGEMENT – 2021 YORKIDS	1		3,190.00
INV 00642	18/05/2021 FIELDY ART	COMMUNITY ART WORKSHOPS & EDUCATION SESSIONS - SCHOOL HOLIDAY ACTIVITES, ARTISTS FEES, TRAVEL & ACCOMMODATION AND COMMUNITY ENGAGEMENT – 2021 YORKIDS	1	3,190.00	
EFT25963	01/06/2021 FINISHING WA	COUNCIL MINUTE BOOKS TO BE BOUND FINANCIAL YEAR JULY 2019 - JUNE 2020	1		1,180.30
INV 12313	29/04/2021 FINISHING WA	COUNCIL MINUTE BOOKS TO BE BOUND FINANCIAL YEAR JULY 2019 - JUNE 2020	1	1,180.30	
EFT25964	01/06/2021 FOCUS NETWORKS	COMPUTER SUPPORT & OFFICE SUPPLIES	1		9,272.10

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INV	07/05/2021 FOCUS NETWORKS	OFFICE 365 BUSINESS & ENTERPRISE & ANNUAL COMPUTER SUPPORT (MAY 2021) - MANAGED PROACTIVE SERVICES	1	3,444.10	
INV 9102G	10/05/2021 FOCUS NETWORKS	OFFICE365 CENTRALISED EMAIL SIGNATURE TEMPLATES - FRASER BROWN	1	2.20	
INV	14/05/2021 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - MANAGED PROACTIVE SERVICES (MAY 2021)	1	3,443.20	
INV 9113G	14/05/2021 FOCUS NETWORKS	SUPPLY & DESKTOP BUILD HP PROBOOK 640 G8 LTE NOTEBOOK 16GB RAM 256GB SSD - COUNCIL & EXECUTIVE SUPPORT	1	2,382.60	
EFT25965	01/06/2021 H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CONTRACTOR CLEANING - APRIL 2021	1		555.00
INV APRIL 2021	11/05/2021 H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CONTRACTOR CLEANING - APRIL 2021	1	555.00	
EFT25966	01/06/2021 HATWORLD PTY LTD	SUPPLY MISCELLANEOUS STOCK FOR RESALE - YVC	1		365.75
INV SR3630	26/04/2021 HATWORLD PTY LTD	SUPPLY MISCELLANEOUS STOCK FOR RESALE - YVC	1	365.75	
EFT25967	01/06/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1		1,695.37
INV 104646	05/05/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	871.93	
INV 104877	12/05/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	522.21	
INV 105096	19/05/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	301.23	
EFT25968	01/06/2021 ILLION TENDERLINK.COM	TENDER NOTICE PUBLICATION IN TENDERLINK-DRAINAGE WORK IN COWAN ROAD AND ANDREWS AVENUE	1		177.10
INV 407153	29/04/2021 ILLION TENDERLINK.COM	TENDER NOTICE PUBLICATION IN TENDERLINK-DRAINAGE WORK IN COWAN ROAD AND ANDREWS AVENUE	1	177.10	
EFT25969	01/06/2021 INK STATION	SUPPLY CF 226X BLACK TONER CARTRIDGES X 3 UNITS - ADMIN	1		125.06
INV NS2596295	11/05/2021 INK STATION	SUPPLY CF 226X BLACK TONER CARTRIDGES X 3 UNITS - ADMIN	1	125.06	
EFT25970	01/06/2021 IT VISION	PAYROLL LEAVE AUDIT PRIOR TO ROLL OVER TO ALTUSL & PAYROLL SERVICES – MAY 21	1		8,072.90
INV 35198	25/05/2021 IT VISION	UNDERTAKE PAYROLL LEAVE AUDIT PRIOR TO ROLL OVER TO ALTUS PAYROLL	1	6,187.50	
INV 35199	25/05/2021 IT VISION	MONTHLY PAYROLL SERVICES - MAY 2021	1	1,885.40	
EFT25971	01/06/2021 JAMES BENNETT PTY LTD	LIBRARY ITEMS FOR STORYTIME	1		361.76
INV 3134977	27/04/2021 JAMES BENNETT PTY LTD	LIBRARY ITEMS FOR STORYTIME	1	184.73	
INV 4747338	03/05/2021 JAMES BENNETT PTY LTD	LIBRARY ITEMS FOR STORYTIME	1	132.24	
INV 4748819	19/05/2021 JAMES BENNETT PTY LTD	LIBRARY ITEMS FOR STORYTIME	1	10.50	

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INV 4749124	24/05/2021 JAMES BENNETT PTY LTD	LIBRARY ITEMS FOR STORYTIME	1	34.29	
EFT25972	01/06/2021 JANE ELISE FERRO	COUNCILLOR ALLOWANCES - MAY 2021	1		1,298.55
INV CRS PMT	01/06/2021 JANE ELISE FERRO	COUNCILLOR ALLOWANCES - MAY 2021	1	1,298.55	
EFT25973	01/06/2021 JOMAR WA PTY LTD	WINGWALL PILE REPAIR AT ABUTMENT 1 PILE 7 ON BRIDGE NO 4170, WARDING ROAD OVER MORTLOCK RIVER AS PER MAIN ROADS WA PRACTICE NOTES	1		15,895.00
INV 00000102	28/05/2021 JOMAR WA PTY LTD	WINGWALL PILE REPAIR AT ABUTMENT 1 PILE 7 ON BRIDGE NO 4170, WARDING ROAD OVER MORTLOCK RIVER AS PER MAIN ROADS WA PRACTICE NOTES	1	15,895.00	
EFT25974	01/06/2021 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - MAY 2021	1		1,298.55
INV CRS PMT	01/06/2021 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - MAY 2021	1	1,298.55	
EFT25975	01/06/2021 LANDGATE	RURAL UV & GRV VALUATIONS 20/21	1		11,679.22
INV	28/04/2021 LANDGATE	GRV INTERIM VALAUATIONS G2021/4 6/3/21-19/3/21 & G2021/5 20/3/21-16/4/21	1	223.67	
INV	17/05/2021 LANDGATE	RURAL UV GENERAL VALUATIONS 20/21	1	11,455.55	
EFT25976	01/06/2021 LASER CORPS COMBAT ADVENTURES	BALANCE PAYMENT - 2021 YORKIDS FACILITATION FEE - SAT 5 & SUN 6 JUNE - FOUR HOURS PER DAY OF ACTIVITATIONS	1		1,520.00
INV 210603B	19/05/2021 LASER CORPS COMBAT ADVENTURES	BALANCE PAYMENT - 2021 YORKIDS FACILITATION FEE - SAT 5 & SUN 6 JUNE - FOUR HOURS PER DAY OF ACTIVITATIONS	1	1,520.00	
EFT25977	01/06/2021 LIQUID MIX (WA) PTY LTD	YRCC - BEVERAGE SUPPLIES	1		3,737.88
INV 000539136	18/05/2021 LIQUID MIX (WA) PTY LTD	YRCC - BEVERAGE SUPPLIES	1	3,737.88	
EFT25978	01/06/2021 LISA NICOLE IMAGERY	PHOTO SHOOT OF UP TO 60 IMAGES - 2021 YORKIDS SATURDAY 5 & SUNDAY 6 JUNE 2021	1		400.00
INV 110	20/05/2021 LISA NICOLE IMAGERY	PHOTO SHOOT OF UP TO 60 IMAGES - 2021 YORKIDS SATURDAY 5 & SUNDAY 6 JUNE 2021	1	400.00	
EFT25979	01/06/2021 LLEW WITHERS	SHIRE OF YORK HEALTH & WELLBEING PLAN - FIRST STAGE PREPARATION OF THE HEALTH PROFILE REPORT	1		4,000.00
INV 14	26/05/2021 LLEW WITHERS	SHIRE OF YORK HEALTH & WELLBEING PLAN - FIRST STAGE PREPARATION OF THE HEALTH PROFILE REPORT	1	4,000.00	
EFT25980	01/06/2021 MATTHEW FRANK DAVIES	REIMBURSEMENT - 20/21 STAFF UNIFORMS (WORKS PANTS) - MATTHEW DAVIES	1		100.00

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INV	28/05/2021 MATTHEW FRANK DAVIES	REIMBURSEMENT - 20/21 STAFF UNIFORMS (WORKS PANTS) - MATTHEW DAVIES	1	100.00	
EFT25981	01/06/2021 MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE - LOT 494 SECOND AVENUE (COMPLIANCE) - MATTER 47276	1		2,211.29
INV 118879	30/04/2021 MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE - LOT 494 SECOND AVENUE (COMPLIANCE) - MATTER 47276	1	2,211.29	
EFT25982	01/06/2021 MT EYK	UWA EXHIBITION OF ARCHITECTURE STUDENTS EVENT SPONSORSHIP - EMILY VAN EYK	1		500.00
INV 98	10/05/2021 MT EYK	UWA EXHIBITION OF ARCHITECTURE STUDENTS EVENT SPONSORSHIP - EMILY VAN EYK	1	500.00	
EFT25983	01/06/2021 NETLINK GROUP PTY LTD	IP PHONE SYSTEM TECHNICIAN SUPPORT MITEL SYSTEM CHANGES - ADMIN PHONE SYSTEM	1		283.25
INV 43933	11/05/2021 NETLINK GROUP PTY LTD	IP PHONE SYSTEM TECHNICIAN SUPPORT MITEL SYSTEM CHANGES - ADMIN PHONE SYSTEM	1	283.25	
EFT25984	01/06/2021 NODE1 INTERNET	MONTHLY INTERNET CONNECTION FEES (JUNE 21) - YRCC ALARM & GYM	1		89.00
INV N265594	06/05/2021 NODE1 INTERNET	MONTHLY INTERNET CONNECTION FEES (JUNE 21) - YRCC ALARM & GYM	1	89.00	
EFT25985	01/06/2021 OFFICEWORKS	SUPPLY PHILIPS 21.5" MONITOR - SWIMMING POOL CCTV	1		133.95
INV 17128805	19/05/2021 OFFICEWORKS	SUPPLY PHILIPS 21.5" MONITOR - SWIMMING POOL CCTV	1	133.95	
EFT25986	01/06/2021 PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - MAY 2021	1		1,298.55
INV CRS PMT	01/06/2021 PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - MAY 2021	1	1,298.55	
EFT25987	01/06/2021 PERTS PANTRY	SUPPLY PERTS PANTRY JAMS AND CHUTNEYS FOR RESALE STOCK - YORK VISITOR CENTRE	1		60.00
INV 15	01/05/2021 PERTS PANTRY	SUPPLY PERTS PANTRY JAMS AND CHUTNEYS FOR RESALE STOCK - YORK VISITOR CENTRE	1	60.00	
EFT25988	01/06/2021 PETER BAILEY BUILDING SERVICES	REMOVE EXISTING ROLLER SHUTTER AND INSTALL NEW SHUTTER INCLUDING FITTING & STRENGTHENING RAIL TO BOTTOM OF DOOR - YORK SWIMMING POOL	1		2,128.50
INV 10295	20/05/2021 PETER BAILEY BUILDING SERVICES	REMOVE EXISTING ROLLER SHUTTER AND INSTALL NEW SHUTTER INCLUDING FITTING & STRENGTHENING RAIL TO BOTTOM OF DOOR - YORK SWIMMING POOL	1	2,128.50	
EFT25989	01/06/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1		1,267.95
INV KY309931	07/05/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	480.85	

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INV KY379439	14/05/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	524.10	
INV KY447776	21/05/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	263.00	
EFT25990	01/06/2021 QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY SUPPLIES	1		113.03
INV 01314279	05/05/2021 QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY SUPPLIES	1	113.03	
EFT25991	01/06/2021 RIVER CONSERVATION SOCIETY INC	AVON RIVER - BANK RESTORATION PROJECT 2020/21	1		18,675.32
INV 20	28/04/2021 RIVER CONSERVATION SOCIETY INC	AVON RIVER - BANK RESTORATION PROJECT 2020/21	1	18,675.32	
EFT25992	01/06/2021 ROUS ELECTRICAL	ELECTRICAL SUPPLIES & SERVICES	1		1,936.00
INV 00002843	07/05/2021 ROUS ELECTRICAL	SUPPLY & INSTALL NEW GPO IN SERVICE DUCT- TOWN HALL	1	308.00	
INV 00002846	12/05/2021 ROUS ELECTRICAL	SUPPLY & INSTALL 3 PHASE MOTOR WITH NEW PULLY AND V BELTS (REPLACE COMPRESSOR) - YORK SWIMMING POOL	1	1,628.00	
EFT25993	01/06/2021 RSEA PTY LTD	20/21 STAFF UNIFORMS - GEOFF HEATON	1		76.41
INV 11472992A	03/05/2021 RSEA PTY LTD	20/21 STAFF UNIFORMS - GEOFF HEATON	1	76.41	
EFT25994	01/06/2021 SANITY MUSIC STORES	PURCHASE OF NEW DVD'S FOR THE LIBRARY	1		374.10
INV 12463	27/03/2021 SANITY MUSIC STORES	PURCHASE OF NEW DVD'S FOR THE LIBRARY	1	374.10	
EFT25995	01/06/2021 SASHA DELPHINE TOMLIN	REIMBURSEMENT - WORKING WITH CHILDREN CHECK FOR LIBRARY	1		87.00
INV	07/05/2021 SASHA DELPHINE TOMLIN	REIMBURSEMENT - WORKING WITH CHILDREN CHECK FOR LIBRARY	1	87.00	
EFT25996	01/06/2021 SCREAIGHS	YRCC - BEVERAGE FREIGHT 15/4/21	1		135.02
INV 00310827	18/04/2021 SCREAIGHS	YRCC - BEVERAGE FREIGHT 15/4/21	1	135.02	
EFT25997	01/06/2021 SEEK LIMITED	ADVERTISEMENT IN SEEK 12/5/21 - SENIOR PLANNER	1		324.50
INV 97525069	12/05/2021 SEEK LIMITED	ADVERTISEMENT IN SEEK 12/5/21 - SENIOR PLANNER	1	324.50	
EFT25998	01/06/2021 SHIRE OF NORTHAM	2021 PERTH CARAVAN AND CAMPING EXHIBITION - EXHIBITOR FEES - SHIRE OF YORK PORTION FOR PAYMENT (STAND SHARED BETWEEN FIVE SHIRES)	1		746.96
INV 25031	11/05/2021 SHIRE OF NORTHAM	2021 PERTH CARAVAN AND CAMPING EXHIBITION - EXHIBITOR FEES - SHIRE OF YORK PORTION FOR PAYMENT (STAND SHARED BETWEEN FIVE SHIRES)	1	746.96	



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EFT25999	01/06/2021 SIGMA CHEMICALS	SUPPLY GRANULATED CHLORINE, SODIUM BICARB, SODA ASH & SYANURIC ACID - YORK SWIMMING POOL	1		1,981.10
INV 148039/01	06/05/2021 SIGMA CHEMICALS	SUPPLY GRANULATED CHLORINE, SODIUM BICARB, SODA ASH & SYANURIC ACID - YORK SWIMMING POOL	1	1,981.10	
EFT26000	01/06/2021 SIMON VANYAI	YORKIDS 2021 FACILITATOR FEE - ROVING PERFORMANCES X 4HRS - 2 DRUMMING WORKSHOPS - TRAVEL PERTH TO YORK RETURN	1		1,980.00
INV 210501	18/05/2021 SIMON VANYAI	YORKIDS 2021 FACILITATOR FEE - ROVING PERFORMANCES X 4HRS - 2 DRUMMING WORKSHOPS - TRAVEL PERTH TO YORK RETURN	1	1,980.00	
EFT26001	01/06/2021 SNAPPY GUM HERITAGE SERVICES	ARCHAEOLOGICAL INVESTIGATION FOR CONSERVATION WORKS TO THE RESIDENCY MUSEUM AS PER RFQ	1		21,760.52
INV 00000345	10/05/2021 SNAPPY GUM HERITAGE SERVICES	ADDITIONAL INTERNAL ARCHAEOLOGY INVESTIGATION AS PART OF RESIDENCY MUSEUM CONSERVATION WORKS	1	10,803.87	
INV 00000350	11/05/2021 SNAPPY GUM HERITAGE SERVICES	ARCHAEOLOGICAL INVESTIGATION FOR CONSERVATION WORKS TO THE RESIDENCY MUSEUM AS PER RFQ	1	10,956.65	
EFT26002	01/06/2021 STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - MAY 2021	1		1,298.55
INV CRS PMT	01/06/2021 STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - MAY 2021	1	1,298.55	
EFT26003	01/06/2021 SYNERGY	ELECTRICITY	1		12,408.16
INV 467568350	03/05/2021 SYNERGY	ELECTRICITY 1/4/21-3/5/21 - STREETLIGHTS	1	6,926.27	
INV 214919920	07/05/2021 SYNERGY	ELECTRICITY 17/2/21-7/5/21 - OLD INFANT HEALTH	1	106.35	
INV 696999050	07/05/2021 SYNERGY	ELECTRICITY 10/2/21-7/5/21 - PEACE PARK	1	271.10	
INV 430153700	10/05/2021 SYNERGY	ELECTRICITY 11/3/21-10/5/21 - OLD CEMETERY	1	148.78	
INV 335462750	12/05/2021 SYNERGY	ELECTRICITY 14/4/21-12/5/21 - YRCC	1	2,604.23	
INV 335462800	12/05/2021 SYNERGY	ELECTRICITY 14/4/21-12/5/21 - ADMIN, TOWN HALL & YVC	1	1,501.03	
INV 108761310	20/05/2021 SYNERGY	ELECTRICITY 20/4/21-20/5/21 - SWIMMING POOL	1	850.40	
EFT26004	01/06/2021 TALIS CONSULTANTS	PROJECT WORK - YORK INDUSTRIAL AREA, INTERSECTION REDESIGN TO SUIT RAV 4 VEHICLES & YORK BUSINESS AREA ACCESS & MOBILITY IMPROVEMENTS	1		2,046.00
INV 22763	30/04/2021 TALIS CONSULTANTS	PROJECT WORK - YORK INDUSTRIAL AREA, INTERSECTION REDESIGN TO SUIT RAV 4 VEHICLES & YORK BUSINESS AREA ACCESS & MOBILITY IMPROVEMENTS	1	2,046.00	
EFT26005	01/06/2021 THE NOSH & NOD	ACCOMMODATION - A/EMIDS FRASER BROWN	1		760.00

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INV 1437-1	23/05/2021 THE NOSH & NOD	ACCOMMODATION 4 X NIGHTS 17-20/5/21 - A/EMIDS FRASER BROWN	1	380.00	
INV 1436-1	23/05/2021 THE NOSH & NOD	ACCOMMODATION 4 X NIGHTS 10-13/5/21- A/EMIDS FRASER BROWN	1	380.00	
EFT26006	01/06/2021 THE OLIVE BRANCH	CATERING FOR MAY 2021 ORDINARY COUNCIL MEETING	1		350.00
INV	25/05/2021 THE OLIVE BRANCH	CATERING FOR MAY 2021 ORDINARY COUNCIL MEETING	1	350.00	
EFT26007	01/06/2021 THE WORKWEAR GROUP	20/21 STAFF UNIFORMS	1		495.00
INV 13153586	05/05/2021 THE WORKWEAR GROUP	20/21 STAFF UNIFORM ALLOWANCE (PURCHASE OF 2 X TOPS) - KRISTY LIVINGSTONE	1	96.00	
INV 13158514	11/05/2021 THE WORKWEAR GROUP	20/21 STAFF UNIFORMS (INDENT PACK) - SASHA TOMLIN	1	399.00	
EFT26008	01/06/2021 TITE SECURITY	SERVICE & CALLOUT FEE FOR ADMIN ALARM SYSTEM CHANGES	1		328.90
INV 615538	06/05/2021 TITE SECURITY	SERVICE & CALLOUT FEE FOR ADMIN ALARM SYSTEM CHANGES	1	328.90	
EFT26009	01/06/2021 TODAYS BUILDING SERVICES PTY LTD	ISSUE OF CERTIFICATE OF DESIGN COMPLIANCE FOR BUILDING APPLICATION - RESIDENCY MUSEUM	1		605.00
INV 1363	12/05/2021 TODAYS BUILDING SERVICES PTY LTD	ISSUE OF CERTIFICATE OF DESIGN COMPLIANCE FOR BUILDING APPLICATION - RESIDENCY MUSEUM	1	605.00	
EFT26010	01/06/2021 TOURISM COUNCIL WESTERN AUSTRALIA	TOURISM COUNCIL WA WORKSHOP: PHOTOGRAPHY FOR TOURISM BUSINESSES (ANN-KATHRIN SCHALL) 15 JUNE 2021	1		90.00
INV	21/05/2021 TOURISM COUNCIL WESTERN AUSTRALIA	TOURISM COUNCIL WA WORKSHOP: PHOTOGRAPHY FOR TOURISM BUSINESSES (ANN-KATHRIN SCHALL) 15 JUNE 2021	1	90.00	
EFT26011	01/06/2021 TRAVIS HAYTO PHOTOGRAPHY	VIDEO EDITTING FOR APRIL & MAY 2021	1		594.00
INV 00002187	25/04/2021 TRAVIS HAYTO PHOTOGRAPHY	VIDEO EDITTING FOR APRIL AND SHIRE PRESIDENT UPDATES 15/4/21	1	297.00	
INV 00002206	16/05/2021 TRAVIS HAYTO PHOTOGRAPHY	VIDEO EDITTING FOR MAY 2021 OCM	1	297.00	
EFT26012	01/06/2021 VOCUS COMMUNICATIONS	SIP VOICE COMMUNICATION SERVICES (MAY 2021) - ADMINISTRATION	1		947.23
INV	05/05/2021 VOCUS COMMUNICATIONS	SIP VOICE COMMUNICATION SERVICES (MAY 2021) - ADMINISTRATION	1	947.23	
EFT26013	01/06/2021 VOCUS PTY LTD	FIBRE INTERNET SERVICES - ADMINISTRATION CONNECTION - MAY 2021	1		1,116.50
INV P711323	01/05/2021 VOCUS PTY LTD	FIBRE INTERNET SERVICES - ADMINISTRATION CONNECTION - MAY 2021	1	1,116.50	
EFT26014	01/06/2021 WATERMAN IRRIGATION	RECONFIGURE CORRUPTED PLC UNIT - BURGESS SIDING STANDPIPE	1		192.50
INV 14336	25/05/2021 WATERMAN IRRIGATION	RECONFIGURE CORRUPTED PLC UNIT - BURGESS SIDING STANDPIPE	1	192.50	

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EFT26015	01/06/2021 WESTERN AUSTRALIA BIRDS OF PREY CENTRE PTY LTD	2021 YORKIDS FACILITATOR & DISPLAY FEE - 5 HOURS SATURDAY 5 JUNE - AVON PARK	1		1,650.00
INV 2288	18/05/2021 WESTERN AUSTRALIA BIRDS OF PREY CENTRE PTY LTD	2021 YORKIDS FACILITATOR & DISPLAY FEE - 5 HOURS SATURDAY 5 JUNE - AVON PARK	1	1,650.00	
EFT26016	01/06/2021 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	CHRIS LINNELL & CR SMYTHE ATTENDANCE AT WALGA BREAKFAST EVENT WITH HON JOHN CAREY MLA, MINISTER FOR LOCAL GOVERNMENT - 20 MAY 2021	1		110.00
INV I3087071	03/05/2021 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	CHRIS LINNELL ATTENDANCE AT WALGA BREAKFAST EVENT WITH HON JOHN CAREY MLA, MINISTER FOR LOCAL GOVERNMENT - 20 MAY 2021	1	55.00	
INV I3087070	03/05/2021 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	CR SMYTHE ATTENDANCE AT WALGA BREAKFAST EVENT WITH HON JOHN CAREY MLA, MINISTER FOR LOCAL GOVERNMENT - 20 MAY 2021	1	55.00	
EFT26017	01/06/2021 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 9/4/21-20/5/21 - ADMIN & YVC	1		954.00
INV 211659	20/05/2021 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 9/4/21-20/5/21 - ADMIN	1	839.25	
INV 211657	20/05/2021 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 9/4/21-20/5/21 - YORK VISITOR CENTRE	1	114.75	
EFT26018	01/06/2021 WRAPT KOKEDAMA CO	7HR WORKSHOP FEE - YORKIDS 2021 ACTIVITIES - SATURDAY 5 JUNE 100% PAYMENT REQUIRED PRIOR TO ACTIVITY OCCURRING TO ENABLE FACILITATOR TO PURCHASE RESOURCES	1		840.00
INV 202107	14/05/2021 WRAPT KOKEDAMA CO	7HR WORKSHOP FEE - YORKIDS 2021 ACTIVITIES - SATURDAY 5 JUNE 100% PAYMENT REQUIRED PRIOR TO ACTIVITY OCCURRING TO ENABLE FACILITATOR TO PURCHASE RESOURCES	1	840.00	
EFT26019	01/06/2021 YORK & DISTRICTS COMMUNITY MATTERS	MONTHLY COMMUNITY UPDATE PAGE - MAY 2021	1		1,424.00
INV 2085	06/05/2021 YORK & DISTRICTS COMMUNITY MATTERS	MONTHLY COMMUNITY UPDATE PAGE - MAY 2021	1	1,424.00	
EFT26020	01/06/2021 YORK AUTO ELECTRICS	MOBILE PHONE REPEATER FOR YORK CBFCO - EMERGENCY SERVICES	1		1,276.00
INV 15894	15/02/2021 YORK AUTO ELECTRICS	MOBILE PHONE REPEATER FOR YORK CBFCO - EMERGENCY SERVICES	1	1,276.00	
EFT26021	01/06/2021 YORK COMMUNITY RESOURCE CENTRE INC	BOLD ALPHA LISTING IN THE 2021/2022 YORK BUSINESS DIRECTORY - YORK VISITOR CENTRE	1		49.00
INV 00005673	01/03/2021 YORK COMMUNITY RESOURCE CENTRE INC	BOLD ALPHA LISTING IN THE 2021/2022 YORK BUSINESS DIRECTORY - YORK VISITOR CENTRE	1	49.00	
EFT26022	01/06/2021 YORK GENERAL PRACTICE	STAFF FLU VACCINATIONS X 30 - 19/5/21	1		450.00
INV 187883	19/05/2021 YORK GENERAL PRACTICE	STAFF FLU VACCINATIONS X 30 - 19/5/21	1	450.00	

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EFT26023	01/06/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1		508.73
INV 1958	23/04/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	246.63	
INV 1965	30/04/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	104.77	
INV 1975	07/05/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	45.39	
INV 1988	23/05/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	111.94	
EFT26024	02/06/2021 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 65 - CONTRIBUTION TO YORK SOCIETY	1		3,697.09
INV 65	02/06/2021 WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 65 - CONTRIBUTION TO YORK SOCIETY		3,697.09	
EFT26025	08/06/2021 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - APRIL 2021	1		1,495.37
INV	30/04/2021 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - APRIL 2021	1	1,495.37	
EFT26026	11/06/2021 BLUE FORCE PTY LTD	SUPPLY AND INSTALLATION OF CCTV CAMERAS WITH ASSOCIATED WORK ON SKATE PARK AT AVON PARK AS PER QUOTE NO 30293 DATED 30/03/2021.	1		19,299.92
INV 125099	29/04/2021 BLUE FORCE PTY LTD	SUPPLY AND INSTALLATION OF CCTV CAMERAS WITH ASSOCIATED WORK ON SKATE PARK AT AVON PARK AS PER QUOTE NO 30293 DATED 30/03/2021.	1	19,299.92	
EFT26027	11/06/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT	1		94,787.00
INV 6318	12/04/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT 12-16/4/21 INCLUDING LABOUR FOR STORM DAMAGE CLEANUP ON VARIOUS SHIRE OF YORK ROADS	1	22,000.00	
INV 5833	23/04/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT 19-23/4/21 INCLUDING LABOUR FOR STORM DAMAGE CLEANUP ON VARIOUS SHIRE OF YORK ROADS	1	22,000.00	
INV 6319	27/04/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT 27-30/4/21 & 1/5/21 INCLUDING LABOUR FOR STORM DAMAGE CLEANUP - BARRET RD & TENTH RD CULVERTS	1	22,000.00	
INV 6320	16/05/2021 BUSH CONTRACTING	DRY HIRE OF EXCAVATOR 16/5/21 FOR CUT HILL RD DRAINAGE INCLUDES MOB AND DEMOB	1	891.00	
INV 6323	26/05/2021 BUSH CONTRACTING	FLOAT THE MULTI ROLLER 19/5/21 FROM HELENA ROAD TO THE SHIRE DEPOT	1	396.00	
INV 6322	26/05/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT 3-14/5/21 INCLUDING LABOUR FOR STORM DAMAGE CLEANUP - TENTH RD CULVERTS	1	26,400.00	
INV 6321	26/05/2021 BUSH CONTRACTING	SUPPLY & DELIVER 2 X LOADS OF ROCK FOR DRAIN RIFFLES FOR STORM DAMAGE CLEANUP ON TENTH RD DRAINS	1	1,100.00	

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EFT26028	11/06/2021 CALAMUNDA CAMEL EVENTS	CAMEL HIRE - 2021 YORKIDS ACTIVITY - SATURDAY 5 & SUNDAY 6 JUNE 2021	1		3,600.00
INV 1169	06/06/2021 CALAMUNDA CAMEL EVENTS	CAMEL HIRE - 2021 YORKIDS ACTIVITY - SATURDAY 5 & SUNDAY 6 JUNE 2021	1	3,600.00	
EFT26029	11/06/2021 FUEL DISTRIBUTORS	SUPPLY 5000LT OF DIESEL @ \$1.34006 PER LITRE - SHIRE OF YORK DEPOT (INCLUDES EARLY PAYMENT DISCOUNT)	1		6,600.30
INV 53102315	04/06/2021 FUEL DISTRIBUTORS	SUPPLY 5000LT OF DIESEL @ \$1.34006 PER LITRE - SHIRE OF YORK DEPOT (INCLUDES EARLY PAYMENT DISCOUNT)	1	6,600.30	
EFT26030	11/06/2021 PD & ZE CHATFIELD	RATES REFUND FOR ASSESSMENT A9860 - 76 ULSTER RD YORK 6302	1		29.95
INV A9860	11/06/2021 PD & ZE CHATFIELD	RATES REFUND FOR ASSESSMENT A9860 - 76 ULSTER RD YORK 6302		29.95	
EFT26031	11/06/2021 PERTH BUBBLE SOCCER	FACILITATOR FEE - YORKIDS 2021 ACTIVITY - SATURDAY 5 & SUNDAY 6 JUNE - BALANCE 50% TO BE PAID AFTER EVENT CONCLUDES	1		600.00
INV 332	19/05/2021 PERTH BUBBLE SOCCER	FACILITATOR FEE - YORKIDS 2021 ACTIVITY - SATURDAY 5 & SUNDAY 6 JUNE - BALANCE 50% TO BE PAID AFTER EVENT CONCLUDES	1	600.00	
EFT26032	11/06/2021 PERTH OBSERVATORY VOLUNTEER GROUP	2021 YORKIDS FACILITATION FEE - SAT 5 & SUN 6 JUNE 2021 STARGAZING EVENTS	1		1,893.60
INV 21-23972	10/05/2021 PERTH OBSERVATORY VOLUNTEER GROUP	2021 YORKIDS FACILITATION FEE - SAT 5 & SUN 6 JUNE 2021 STARGAZING EVENTS	1	1,893.60	
EFT26033	11/06/2021 ZAP CIRCUS	FACILITATOR & PERFORMANCE FEE - YORKIDS 2021 WORKSHOPS & PERFORMANCES X 2 - SATURDAY 5 & SUNDAY 6 JUNE 2021	1		2,483.80
INV 758	14/05/2021 ZAP CIRCUS	FACILITATOR & PERFORMANCE FEE - YORKIDS 2021 WORKSHOPS & PERFORMANCES X 2 - SATURDAY 5 & SUNDAY 6 JUNE 2021	1	2,483.80	
EFT26034	11/06/2021 TELSTRA	SHIRE MOBILE PHONES - 11/5/21-10/6/21	1		655.65
INV	11/05/2021 TELSTRA	SHIRE MOBILE PHONES - 11/5/21-10/6/21	1	655.65	
EFT26035	14/06/2021 BILL DOUGLAS PARKER	PARKER BILL REFUND GYM TOG 450 #232721	2		50.00
INV T67	08/06/2021 BILL DOUGLAS PARKER	PARKER BILL REFUND GYM TOG 450 #232721	2	50.00	
EFT26036	14/06/2021 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR MAY 2021	2		1,983.03
INV T6	11/06/2021 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR MAY 2021	2	1,983.03	
EFT26037	14/06/2021 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MAY 2021	2		713.68
INV T9	11/06/2021 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MAY 2021	2	713.68	

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EFT26038	14/06/2021 GAVIN STEWART THORN	GAVIN THORN GAVIN CAT TRAP REFUND #250332	2		89.00
INV T1	08/06/2021 GAVIN STEWART THORN	GAVIN THORN GAVIN CAT TRAP REFUND #250332	2	89.00	
EFT26039	14/06/2021 JESSICA JOHNSON	ZAC FISHER REFUND GYM TOGGLE 473 #246526	2		50.00
INV T67	08/06/2021 JESSICA JOHNSON	ZAC FISHER REFUND GYM TOGGLE 473 #246526	2	50.00	
EFT26040	14/06/2021 REBECCA LEE-ANNE ATKINSON	REBECCA ATKINSON REFUND MT BROWN BOND #250505	2		500.00
INV T36	10/06/2021 REBECCA LEE-ANNE ATKINSON	REBECCA ATKINSON REFUND MT BROWN BOND #250505	2	500.00	
EFT26041	14/06/2021 SHIRE OF YORK	TOGGLE REFUNDS, BSL & CTF COLLECTION – MAY 2021	2		124.75
INV T67	08/06/2021 SHIRE OF YORK	JAYDE CLEASBY LOST TOGGLE 332 #234783	2	50.00	
INV T6	11/06/2021 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR MAY 2021	2	50.00	
INV T9	11/06/2021 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR MAY 2021	2	24.75	
EFT26042	14/06/2021 THE RURAL BUILDING COMPANY	REFUND KERB BOND PAID ON 05/03/2020, REC #241708 - LOT 120 (20) DURABLE ST, YORK	2		500.00
INV T4	11/06/2021 THE RURAL BUILDING COMPANY	REFUND KERB BOND PAID ON 05/03/2020, REC #241708 - LOT 120 (20) DURABLE ST, YORK	2	500.00	
EFT26043	17/06/2021 ALL-WAYS FOODS (WA DISTRIBUTORS PTY LTD)	YRCC - FOOD SUPPLIES	1		250.30
INV 640662	26/05/2021 ALL-WAYS FOODS (WA DISTRIBUTORS PTY LTD)	YRCC - FOOD SUPPLIES	1	250.30	
EFT26044	17/06/2021 ALLWEST PLANT HIRE AUSTRALIA PTY LTD	DRY HIRE OF WATER TRUCK 1/4/21-21/4/21 INCLUDING DEMOB - TALBOT ROAD - WIDENING - LRCI PROJECT 20/21	1		4,785.00
INV 00014029	30/04/2021 ALLWEST PLANT HIRE AUSTRALIA PTY LTD	DRY HIRE OF WATER TRUCK 1/4/21-21/4/21 INCLUDING DEMOB - TALBOT ROAD - WIDENING - LRCI PROJECT 20/21	1	4,785.00	
EFT26045	17/06/2021 ATF SERVICES	HIRING OF 2 CCTV TOWERS AT SKATE PARK 31/5/21-14/6/21	1		1,355.20
INV 2442366	31/05/2021 ATF SERVICES	HIRING OF 2 CCTV TOWERS AT SKATE PARK 31/5/21-14/6/21	1	1,355.20	
EFT26046	17/06/2021 AUSTRALIAN GROWN	20/21 STAFF UNIFORMS - YVC STAFF	1		326.59
INV SI33319	25/05/2021 AUSTRALIAN GROWN	20/21 STAFF UNIFORMS - YVC STAFF	1	326.59	
EFT26047	17/06/2021 AVON EXPRESS	FREIGHT - 20/5/21 & 24/5/21	1		99.00
INV AE8564	31/05/2021 AVON EXPRESS	FREIGHT - 20/5/21 & 24/5/21	1	99.00	



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EFT26048	17/06/2021 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 21/5/21	1		22,809.40
INV 00044238	21/05/2021 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 21/5/21	1	22,809.40	
EFT26049	17/06/2021 BLUE FORCE PTY LTD	ALARM MONITORING 1/6/21-30/6/21 - YORK VISITORS CENTRE	1		20.00
INV 126964	01/06/2021 BLUE FORCE PTY LTD	ALARM MONITORING 1/6/21-30/6/21 - YORK VISITORS CENTRE	1	20.00	
EFT26050	17/06/2021 BOC GASES	SUPPLY VARIOUS GAS & ANNUAL CONTAINER RENTALS	1		177.24
INV	29/03/2021 BOC GASES	SUPPLY VARIOUS GAS & ANNUAL CONTAINER RENTAL 26/2/21-28/3/21	1	65.32	
INV	31/05/2021 BOC GASES	SUPPLY VARIOUS GAS & ANNUAL CONTAINER RENTAL 28/4/21-28/5/21	1	111.92	
EFT26051	17/06/2021 BOYNES SPRINGS	SUPPLY 40 X 5" TRAMPOLINE SPRINGS PART - BANNER SUSPENSION	1		374.00
INV 118856	11/05/2021 BOYNES SPRINGS	SUPPLY 40 X 5" TRAMPOLINE SPRINGS PART - BANNER SUSPENSION	1	374.00	
EFT26052	17/06/2021 BUNNINGS WAREHOUSE	SUPPLY 10 X BOXES OF PROTECTOR MULTI MATE P2V DUST MASKS - OUTSIDE STAFF	1		84.60
INV	05/02/2021 BUNNINGS WAREHOUSE	SUPPLY 10 X BOXES OF PROTECTOR MULTI MATE P2V DUST MASKS - OUTSIDE STAFF	1	84.60	
EFT26053	17/06/2021 BUSH CONTRACTING	PLANT HIRE	1		7,755.00
INV 6136	30/05/2021 BUSH CONTRACTING	PROVISION OF DEFAULT FIREBREAK SLASHING & HAZARD REDUCTION (118 NEWCASTLE ST, 54 COWAN RD & 280 AVON TCE) - VARIOUS PROPERTIES AS ADVISED BY SHIRE RANGER	1	880.00	
INV 6324	08/06/2021 BUSH CONTRACTING	PREP ROAD EDGE ATTFIELD RD YORK READY FOR KERBING 4/6/21	1	880.00	
INV 6325	08/06/2021 BUSH CONTRACTING	REMOVE CLIMBER WITH EXISTING CONCRETE BASE AND RELOCATE AT CANDICE BATEMAN PARK PLAYGROUND 26/5/21	1	2,145.00	
INV 6326	08/06/2021 BUSH CONTRACTING	REMOVAL OF FIVE LOADS OF RUBBLE FROM SHIRE DEPOT 27/5/21	1	3,850.00	
EFT26054	17/06/2021 CALAMUNDA CAMEL EVENTS	ADDITIONAL 1 HOUR FEE - 2021 YORKIDS ACTIVITY- CAMEL RIDES AVON PARK	1		600.00
INV 1173	08/06/2021 CALAMUNDA CAMEL EVENTS	ADDITIONAL 1 HOUR FEE - 2021 YORKIDS ACTIVITY- CAMEL RIDES AVON PARK	1	600.00	
EFT26055	17/06/2021 CARDNO (WA) PTY LTD	FEASIBILITY CONCEPT DESIGN AND DETAIL DESIGN OF THE SHARED USE PATH AS PER RFQ, QUOTED 29 OCTOBER 2020 AND REVISED ON 16 NOVEMBER 2020 ON HENRIETTA STREET	1		12,100.00
INV ICW215014	28/05/2021 CARDNO (WA) PTY LTD	FEASIBILITY CONCEPT DESIGN AND DETAIL DESIGN OF THE SHARED USE PATH AS PER RFQ, QUOTED 29 OCTOBER 2020 AND REVISED ON 16 NOVEMBER 2020 ON HENRIETTA STREET	1	12,100.00	

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EFT26056	17/06/2021 CARLTON UNITED BREWERS	YRCC - BULK BEER SUPPLIES	1		2,712.08
INV	27/05/2021 CARLTON UNITED BREWERS	YRCC - BULK BEER SUPPLIES	1	2,712.08	
EFT26057	17/06/2021 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	ANNUAL WINTER CLOSE DOWN OF EVAP A/C'S (3) - YORK TOWN HALL	1		270.00
INV 00012872	09/06/2021 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	ANNUAL WINTER CLOSE DOWN OF EVAP A/C'S (3) - YORK TOWN HALL	1	270.00	
EFT26058	17/06/2021 CJD EQUIPMENT PTY LTD	7000HR SERVICE & REPAIRS ON GRADER G930 INCLUDES MOULDBOARD ADJUSTMENT	1		3,790.42
INV 006362527	13/05/2021 CJD EQUIPMENT PTY LTD	7000HR SERVICE & REPAIRS ON GRADER G930 INCLUDES MOULDBOARD ADJUSTMENT	1	3,790.42	
EFT26059	17/06/2021 COCA-COLA AMATIL	YRCC - BEVERAGE SUPPLIES	1		996.10
INV 225760443	01/06/2021 COCA-COLA AMATIL	YRCC - BEVERAGE SUPPLIES	1	996.10	
EFT26060	17/06/2021 CORSIGN WA	SUPPLY STREET NAME PLATE - BLAND RD	1		41.80
INV 00056753	17/05/2021 CORSIGN WA	SUPPLY STREET NAME PLATE - BLAND RD	1	41.80	
EFT26061	17/06/2021 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE - MAY 2021	1		1,697.14
INV	03/06/2021 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE - MAY 2021	1	1,697.14	
EFT26062	17/06/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1		278.64
INV 00005227	25/05/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1	127.04	
INV 00005242	01/06/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1	151.60	
EFT26063	17/06/2021 CS LEGAL	AGED DEBT RECOVERY SERVICES - RFQ 04-2021 - VARIOUS PROPERTIES	1		3,820.10
INV 029807	31/05/2021 CS LEGAL	AGED DEBT RECOVERY SERVICES - RFQ 04-2021 - VARIOUS PROPERTIES 31/5/21 (A12340, A50031, A7300, A9753)	1	1,866.26	
INV 029827	04/06/2021 CS LEGAL	AGED DEBT RECOVERY SERVICES - RFQ 04-2021 - VARIOUS PROPERTIES 4/6/21 (A4680, A60779, A9753)	1	1,953.84	
EFT26064	17/06/2021 DARRYS PLUMBING AND GAS	PLUMBING SERVICES & GRAVE EXCAVATION	1		2,166.50
INV 7878	05/05/2021 DARRYS PLUMBING AND GAS	CLEAN STORM WATER DRAIN ON AVON TERRACE OUTSIDE BOTANICALIA CAFE	1	275.00	
INV 7885	06/05/2021 DARRYS PLUMBING AND GAS	INSTALL RETICULATION AT THE R V PARK	1	1,210.00	

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INV 7881	06/05/2021 DARRYS PLUMBING AND GAS	MODIFY THE OVERFLOW PIPE TO BE DIRECTED AWAY FROM THE WATER TANKS FORREST OVAL	1	205.75	
INV 7880	06/05/2021 DARRYS PLUMBING AND GAS	EXCAVATE GRAVE AT CEMETERY 6/5/21	1	371.25	
INV 7932	25/05/2021 DARRYS PLUMBING AND GAS	REPAIRS TO MEN'S TOILET CISTERN - AVON PARK TOILETS	1	104.50	
EFT26065	17/06/2021 EASTWAY FOOD SUPPLIES	YRCC - FOOD SUPPLIES	1		268.20
INV 189453	26/05/2021 EASTWAY FOOD SUPPLIES	YRCC - FOOD SUPPLIES	1	268.20	
EFT26066	17/06/2021 ECO FAERIES	FACILITATION FEE - 2021 YORKIDS EVENT - SATURDAY 5 & 6 JUNE 2021	1		3,400.00
INV 210601	01/06/2021 ECO FAERIES	FACILITATION FEE - 2021 YORKIDS EVENT - SATURDAY 5 & 6 JUNE 2021	1	3,400.00	
EFT26067	17/06/2021 ENVIRO SWEEP	ROAD SWEEPING OF VARIOUS STREETS INCLDING DEMOB 17/5/21	1		1,718.75
INV 86441	31/05/2021 ENVIRO SWEEP	ROAD SWEEPING OF VARIOUS STREETS INCLDING DEMOB 17/5/21	1	1,718.75	
EFT26068	17/06/2021 FLEET FITNESS	GYM - QUARTERLY SERVICE AND ASSESSMENT OF ALL EQUIPMENT	1		355.30
INV SRF11684	28/05/2021 FLEET FITNESS	GYM - QUARTERLY SERVICE AND ASSESSMENT OF ALL EQUIPMENT	1	355.30	
EFT26069	17/06/2021 FUEL DISTRIBUTORS	SUPPLY 20 X BAGS OF SPILLFIXER	1		863.60
INV 15793	18/05/2021 FUEL DISTRIBUTORS	SUPPLY 20 X BAGS OF SPILLFIXER	1	863.60	
EFT26070	17/06/2021 GATHER YORK	2021 YORKIDS FACILITATORS - PACK YOUR OWN PICNIC ACTIVITY - SATURDAY 5 & SUNDAY 6 JUNE 2021 (TOTAL 8 HRS)	1		1,000.00
INV 0064	03/06/2021 GATHER YORK	2021 YORKIDS FACILITATORS - PACK YOUR OWN PICNIC ACTIVITY - SATURDAY 5 & SUNDAY 6 JUNE 2021 (TOTAL 8 HRS)	1	1,000.00	
EFT26071	17/06/2021 GURU PRODUCTIONS	DESTINATION WA SPONSORSHIP - SERIES 11 AND SERIES 12 (FIRST PAYMENT 50%)	1		2,722.50
INV 00007680	01/06/2021 GURU PRODUCTIONS	DESTINATION WA SPONSORSHIP - SERIES 11 AND SERIES 12 (FIRST PAYMENT 50%)	1	2,722.50	
EFT26072	17/06/2021 H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CONTRACTOR CLEANING & CFC DEPOT ASSISTANT - MAY 2021	1		2,212.50
INV CFC MAY	01/06/2021 H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CONTRACT ASSISTANT FOR CONTAINERS FOR CHANGE DEPOT (MAY 2021) - JAMES SCHAUER	1	1,080.00	
INV MAY 2021	01/06/2021 H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CONTRACTOR CLEANING - MAY 2021	1	1,132.50	
EFT26073	17/06/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1		629.22
INV 105320	26/05/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	629.22	

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EFT26074	17/06/2021 HORIZON SURVEYS PTY LTD	FEATURES AND CONTOUR SURVEY FOR THE PURPOSE OF SHARED PATH DESIGN ALONG FORREST STREET AND HENRIETTA STREET	1		1,760.00
INV 210082-1	14/06/2021 HORIZON SURVEYS PTY LTD	FEATURES AND CONTOUR SURVEY FOR THE PURPOSE OF SHARED PATH DESIGN ALONG FORREST STREET AND HENRIETTA STREET	1	1,760.00	
EFT26075	17/06/2021 INFORMATION ENTERPRISES AUSTRALIA	OPTION 2 - BUSINESS CLASSIFICATION SCHEME DEVELOPMENT SUPPORT 24/5/21-4/6/21 - RECORDS OFFICER AMANDA SMITH	1		594.00
INV 8096	04/06/2021 INFORMATION ENTERPRISES AUSTRALIA	OPTION 2 - BUSINESS CLASSIFICATION SCHEME DEVELOPMENT SUPPORT 24/5/21-4/6/21 - RECORDS OFFICER AMANDA SMITH	1	594.00	
EFT26076	17/06/2021 ITR PACIFIC PTY LTD	SUPPLIES	1		1,762.07
INV 435581	19/05/2021 ITR PACIFIC PTY LTD	SUPPLY GRADER BLADES & NUTS, PLOW BOLTS & WASHERS - GRADER Y130, Y205 & SKIDSTEER - POSI TRACK LOADER	1	1,582.33	
INV 435581A	31/05/2021 ITR PACIFIC PTY LTD	SUPPLY 1 X DOUBLE BEVEL EDGE 5/8" DB150X16X1750X58 - SKID STEER P170	1	179.74	
EFT26077	17/06/2021 KEN DESIGNS	PURCHASE OF TEATOWELS - YORK HISTORICAL BUILDINGS- PURCHASE OF GOODS FOR RESALE AT YORK VISITOR CENTRE	1		150.00
INV 87	10/05/2021 KEN DESIGNS	PURCHASE OF TEATOWELS - YORK HISTORICAL BUILDINGS- PURCHASE OF GOODS FOR RESALE AT YORK VISITOR CENTRE	1	150.00	
EFT26078	17/06/2021 KLEENHEAT GAS	SUPPLY BULK GAS X 781.2L - YRCC	1		1,798.56
INV 21766421	17/05/2021 KLEENHEAT GAS	SUPPLY BULK GAS X 781.2L - YRCC	1	1,798.56	
EFT26079	17/06/2021 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,290.36
INV 00058070	09/06/2021 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,290.36	
EFT26080	17/06/2021 KOSSIE LOCKING SYSTEMS	KOSSIE CONTAINER LOCK FOR RECORDS ARCHIVES SEA CONTAINER	1		385.00
INV 0008453	02/06/2021 KOSSIE LOCKING SYSTEMS	KOSSIE CONTAINER LOCK FOR RECORDS ARCHIVES SEA CONTAINER	1	385.00	
EFT26081	17/06/2021 LANDGATE	VALUATION ROLL, MINING TENEMENTS, CERTIFICATE OF TITLE & COUNTRY URBAN UV'S	1		701.30
INV	25/05/2021 LANDGATE	VALUATION ROLL & MINING TENEMENTS	1	354.30	
INV 1101265	01/06/2021 LANDGATE	CERTIFICATE OF TITLE - 22 CARTER RD, YORK - PLANNING APPLICATION	1	26.70	
INV	04/06/2021 LANDGATE	COUNTRY URBAN UV REVALUATIONS 20/21	1	320.30	
EFT26082	17/06/2021 LOADSTAR TRAILERS	SUPPLY LOADSTAR TRAILER FOR ANIMAL WELFARE EVACUATION SUPPORT TRAILER	1		3,540.00

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INV 1572	26/05/2021 LOADSTAR TRAILERS	SUPPLY LOADSTAR TRAILER FOR ANIMAL WELFARE EVACUATION SUPPORT TRAILER	1	3,540.00	
EFT26083	17/06/2021 MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE FOR BOWLING CLUB LICENCE AND MOU MATTER-47632	1		1,438.99
INV 119107	28/05/2021 MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE FOR BOWLING CLUB LICENCE AND MOU MATTER-47632	1	1,438.99	
EFT26084	17/06/2021 MJB INDUSTRIES PTY LTD	SUPPLY H0300S 6 X 300MM SINGLE PIPE HEADWALLS INCLUDING FREIGHT FOR TALBOT ROAD	1		2,272.05
INV 00006914	20/05/2021 MJB INDUSTRIES PTY LTD	SUPPLY H0300S 6 X 300MM SINGLE PIPE HEADWALLS INCLUDING FREIGHT FOR TALBOT ROAD	1	2,272.05	
EFT26085	17/06/2021 MORRIS PEST & WEED CONTROL	SPIDER TREATMENT TO MALEBELLING BUSHFIRE BRIGADE, GREENHILLS BUSHFIRE BRIGADE & BURGESS SIDING BUSHFIRE	1		528.00
INV 1233	14/06/2021 MORRIS PEST & WEED CONTROL	SPIDER TREATMENT TO MALEBELLING BUSHFIRE BRIGADE, GREENHILLS BUSHFIRE BRIGADE & BURGESS SIDING BUSHFIRE	1	528.00	
EFT26086	17/06/2021 NK ASPHALT PTY LTD	CONSTRUCTION OF FOOTPATHS, CROSSOVER, KERB AND RAMPS ON THE FOLLOWING ROADS AS PER RFQ Q05-2021 INLCUDING WASTE DISPOSAL	1		106,881.56
INV 00012635	30/04/2021 NK ASPHALT PTY LTD	CONSTRUCTION OF FOOTPATH, CROSSOVER, KERB AND RAMPS ON THE FOLLOWING ROADS AS PER RFQ Q05-2021	1	45,232.00	
INV 0012670	31/05/2021 NK ASPHALT PTY LTD	LOAD AND TRANSPORT THE WASTE BITUMEN/ASPHALT MATERIALS FROM ULSTER ROAD TO SHIRE OF NORTHAM WASTE SITE 24/5/21	1	3,696.00	
INV 00012664	31/05/2021 NK ASPHALT PTY LTD	CONSTRUCTION OF FOOTPATH, CROSSOVER, KERB AND RAMPS ON THE FOLLOWING ROADS AS PER RFQ Q05-2021	1	57,953.56	
EFT26087	17/06/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1		421.00
INV KY517159	28/05/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	421.00	
EFT26088	17/06/2021 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - MAY 2021	1		1,719.39
INV	31/05/2021 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - MAY 2021	1	1,719.39	
EFT26089	17/06/2021 ROSS VEGAS	FIRST PAYMENT 50% - 2021 YORKIDS PERFORMER FEE - 4 X 30 MIN PERFOIRMANCES - SAT 5 & SUN 6 JUNE 2021	1		1,400.00
INV 210605	05/06/2021 ROSS VEGAS	FIRST PAYMENT 50% - 2021 YORKIDS PERFORMER FEE - 4 X 30 MIN PERFOIRMANCES - SAT 5 & SUN 6 JUNE 2021	1	1,400.00	
EFT26090	17/06/2021 ROYAL LIFE SAVING	SWIMMING POOL SIGNAGE - YORK SWIMMING POOL	1		2,052.99

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INV 140639	02/06/2021 ROYAL LIFE SAVING	SWIMMING POOL SIGNAGE - YORK SWIMMING POOL	1	2,052.99	
EFT26091	17/06/2021 RSEA PTY LTD	REPLACEMENT OF DAMAGED TROUSERS FOR CLINT STRICKLAND 2 X REGULAR LEG	1		74.82
INV 11530981	12/05/2021 RSEA PTY LTD	REPLACEMENT OF DAMAGED TROUSERS FOR CLINT STRICKLAND 2 X REGULAR LEG	1	74.82	
EFT26092	17/06/2021 SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT - MAY 2021	1		387.20
INV 20078176	01/06/2021 SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT - MAY 2021	1	387.20	
EFT26093	17/06/2021 SCREAIGHS	YRCC - BEVERAGE FREIGHT PERTH TO YORK X 1 PALLET 20/5/21	1		123.55
INV 00310885	25/05/2021 SCREAIGHS	YRCC - BEVERAGE FREIGHT PERTH TO YORK X 1 PALLET 20/5/21	1	123.55	
EFT26094	17/06/2021 SHIRE OF NORTHAM	TIPPING FEES - MAY 2021	1		13,475.06
INV 25132	03/06/2021 SHIRE OF NORTHAM	TIPPING FEES - MAY 2021	1	13,475.06	
EFT26095	17/06/2021 SHRED-X PTY LTD	PROVIDE PAPER SHRED SERVICE 240 LITRE BIN LOCATED IN PHOTOCOPY ROOM 13/5/21	1		81.65
INV 01627140	31/05/2021 SHRED-X PTY LTD	PROVIDE PAPER SHRED SERVICE 240 LITRE BIN LOCATED IN PHOTOCOPY ROOM 13/5/21	1	81.65	
EFT26096	17/06/2021 SMITHS SHELL SERVICE	MAINTENANCE SUPPLIES - APRIL 2021	1		183.40
INV 234	03/05/2021 SMITHS SHELL SERVICE	MAINTENANCE SUPPLIES - APRIL 2021	1	183.40	
EFT26097	17/06/2021 SOUTHERN CROSS AUSTereo PTY LTD	2021 YORKIDS PROMOTIONAL ADVERTISING VIA RADIO BROADCAST - 15 MAY 21 - 6 JUNE 21 AIRTIME	1		424.60
INV 71188540	31/05/2021 SOUTHERN CROSS AUSTereo PTY LTD	2021 YORKIDS PROMOTIONAL ADVERTISING VIA RADIO BROADCAST - 15 MAY 21 - 6 JUNE 21 AIRTIME	1	424.60	
EFT26098	17/06/2021 SPECIALISED TREE SERVICE	REMOVAL OF DEAD TREE AT THE RESIDENCY MUSEUM	1		980.00
INV 3577	21/05/2021 SPECIALISED TREE SERVICE	REMOVAL OF DEAD TREE AT THE RESIDENCY MUSEUM	1	980.00	
EFT26099	17/06/2021 SPICE DIGITAL IMAGING PTY LTD	SUPPLY 6 X REPLACEMENT PANELS FOR AVON TERRACE WASTEBINS	1		973.50
INV 7239	10/05/2021 SPICE DIGITAL IMAGING PTY LTD	SUPPLY 6 X REPLACEMENT PANELS FOR AVON TERRACE WASTEBINS	1	973.50	



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EFT26100	17/06/2021 SUNNY INDUSTRIAL BRUSHWARE PTY LTD	SUPPLY 2 X 48" LONG MAINBROOM BRUSH 5X3 ROW CHEVRON POLY #16112 - SWEEPER - RIDE ON - HAKO POWERBOSS ARMADILLO	1		1,091.20
INV 00023450	08/06/2021 SUNNY INDUSTRIAL BRUSHWARE PTY LTD	SUPPLY 2 X 48" LONG MAINBROOM BRUSH 5X3 ROW CHEVRON POLY #16112 - SWEEPER - RIDE ON - HAKO POWERBOSS ARMADILLO	1	1,091.20	
EFT26101	17/06/2021 SYNERGY	ELECTRICITY	1		8,201.62
INV 785488350	31/05/2021 SYNERGY	ELECTRICITY 30/4/21-31/5/21 - POWERWATCH LIGHTING	1	1,029.71	
INV 368507380	31/05/2021 SYNERGY	SUPPLY ABOLISHED 5 JOAQUINA ST (OLD INFANT HEALTH) 31/5/21	1	469.15	
INV 467568350	01/06/2021 SYNERGY	ELECTRICITY 3/5/21-1/6/21 - STREETLIGHTS	1	6,702.76	
EFT26102	17/06/2021 T-QUIP	100HR SERVICE & REPAIRS ON FERRARI RIDE ON MOWER - 1ERM759 INCLUDES TRAVEL AS PER QUOTE 14424#13	1		712.05
INV 101579	28/05/2021 T-QUIP	100HR SERVICE & REPAIRS ON FERRARI RIDE ON MOWER - 1ERM759 INCLUDES TRAVEL AS PER QUOTE 14424#13	1	712.05	
EFT26103	17/06/2021 TALIS CONSULTANTS	PROJECT WORK YORK BUSINESS AREA ACCESS AND MOBILITY IMPROVEMENTS	1		3,821.88
INV 22906	31/05/2021 TALIS CONSULTANTS	PROJECT WORK YORK BUSINESS AREA ACCESS AND MOBILITY IMPROVEMENTS	1	3,821.88	
EFT26104	17/06/2021 THE FUNK FACTORY	2021 YORKIDS FACILITATION FEE - SUN 6 JUNE 21 - ROVING PERFORMANCE X 2 AND 1 X RECYCLE WORKSHOP	1		2,640.00
INV 0743	02/06/2021 THE FUNK FACTORY	2021 YORKIDS FACILITATION FEE - SUN 6 JUNE 21 - ROVING PERFORMANCE X 2 AND 1 X RECYCLE WORKSHOP	1	2,640.00	
EFT26105	17/06/2021 THE NOSH & NOD	ACCOMMODATION- A/EMIDS FRASER BROWN	1		760.00
INV 1458-1	02/06/2021 THE NOSH & NOD	ACCOMMODATION 24-24/5/21 4 X NIGHTS - A/EMIDS FRASER BROWN	1	380.00	
INV 1459-1	04/06/2021 THE NOSH & NOD	ACCOMMODATION 31/5/21-3/6/21 4 X NIGHTS - A/EMIDS FRASER BROWN	1	380.00	
EFT26106	17/06/2021 THE YORK SOCIETY (INC)	SUPPLY BOOKS FOR RESALE IN THE VISITOR CENTRE	1		135.00
INV 0524756	31/05/2021 THE YORK SOCIETY (INC)	SUPPLY BOOKS FOR RESALE IN THE VISITOR CENTRE	1	135.00	
EFT26107	17/06/2021 URBAN & RURAL VALUATIONS	VALUATION OF EASEMENT FOR LOTS 53 - 55 AVON TERRACE, YORK AS PER COUNCIL MINUTES SY004-02/21 & VALUATION - ASHWORTH ROAD WIDENING	1		4,018.74
INV 119921	01/06/2021 URBAN & RURAL VALUATIONS	VALUATION OF EASEMENT FOR LOTS 53 - 55 AVON TERRACE, YORK AS PER COUNCIL MINUTES SY004-02/21 & VALUATION - ASHWORTH ROAD WIDENING	1	4,018.74	

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EFT26108	17/06/2021 WEST AUSSIE REPTILES	FACILITATION OF SNAKES & REPTILE DISPLAY FOR 2021 YORKIDS - SATURDAY 5 & SUNDAY 6 JUNE 2021 - TOTAL OF 8 HRS DISPLAY	1		1,800.00
INV 1867	12/05/2021 WEST AUSSIE REPTILES	FACILITATION OF SNAKES & REPTILE DISPLAY FOR 2021 YORKIDS - SATURDAY 5 & SUNDAY 6 JUNE 2021 - TOTAL OF 8 HRS DISPLAY	1	1,800.00	
EFT26109	17/06/2021 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 9/4/21-20/5/21 - DEPOT	1		277.07
INV 211658	20/05/2021 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 9/4/21-20/5/21 - DEPOT	1	277.07	
EFT26110	17/06/2021 WINC.	STATIONERY SUPPLIES	1		627.46
INV	26/05/2021 WINC.	STATIONERY SUPPLIES	1	627.46	
EFT26111	17/06/2021 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING & COMMUNITY UPDATE PAGE - JUNE 2021	1		2,047.00
INV 2099	31/05/2021 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING & COMMUNITY UPDATE PAGE - JUNE 202	1	2,047.00	
EFT26112	17/06/2021 YORK AUTO ELECTRICS	PLANT ELECTRICAL SUPPLIES & REPAIRS	1		1,168.20
INV 16224	30/04/2021 YORK AUTO ELECTRICS	ELECTRICAL REPAIRS TO UTE Y770	1	255.20	
INV 16256	10/05/2021 YORK AUTO ELECTRICS	SUPPLY 2 X BATTERIES - ROLLER MULTI TYRED ROLLER AMMANN AP 240 Y830	1	473.00	
INV 16283	14/05/2021 YORK AUTO ELECTRICS	REPLACE IGNITION SWITCH/BARRELL ON GREAT WALL Y6947	1	440.00	
EFT26113	17/06/2021 YORK VOLUNTEER EMERGENCY SERVICES	CONTROLLED BURN OF GREEN WASTE - YORK WASTE TRANSFER STATION 25/05/2021	1		400.00
INV 10787	26/05/2021 YORK VOLUNTEER EMERGENCY SERVICES	CONTROLLED BURN OF GREEN WASTE - YORK WASTE TRANSFER STATION 25/05/2021	1	400.00	
EFT26114	18/06/2021 ALL-WAYS FOODS (WA DISTRIBUTORS PTY LTD)	YRCC - FOOD SUPPLIES	1		248.80
INV 643372	10/06/2021 ALL-WAYS FOODS (WA DISTRIBUTORS PTY LTD)	YRCC - FOOD SUPPLIES	1	248.80	
EFT26115	18/06/2021 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT (JUNE 2021) - EXPERIENCE YORK	1		990.00
INV 0091	13/06/2021 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT (JUNE 2021) - EXPERIENCE YORK	1	990.00	
EFT26116	18/06/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT INCLUDING LABOUR FOR STORM DAMAGE CLEANUP ON SHIRE OF YORK ROADS	1		30,800.00
INV 6317	20/04/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT 3-4/3/21, 5/3/21, 8,9,31/3/21 & 1/4/21 INCLUDING LABOUR FOR STORM DAMAGE CLEANUP ON SHIRE OF YORK ROAD	1	13,090.00	

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INV 6316	20/04/2021 BUSH CONTRACTING	HIRE OF PLANT & EQUIPMENT 3-4/3/21, 5/3/21 (SUPPORT TRUCK) AND 8,9,31/3/21 & 1/4/21 INCLUDING LABOUR FOR STORM DAMAGE CLEANUP ON SHIRE OF YORK ROADS	1	17,710.00	
EFT26117	18/06/2021 COOL CLEAR WATER GROUP LIMITED	WATER FILTRATION UNIT (JUNE 2021) - SHIRE ADMINISTRATION BUILDING	1		67.32
INV	01/06/2021 COOL CLEAR WATER GROUP LIMITED	WATER FILTRATION UNIT (JUNE 2021) - SHIRE ADMINISTRATION BUILDING	1	67.32	
EFT26118	18/06/2021 CORE BUSINESS AUSTRALIA PTY LTD	APPOINTMENT OF ACTING EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT SERVICES - MR FRASER BROWN - MAY 2021	1		20,319.75
INV 1149	31/05/2021 CORE BUSINESS AUSTRALIA PTY LTD	APPOINTMENT OF ACTING EXECUTIVE MANAGER INFRASTRUCTURE & DEVELOPMENT SERVICES - MR FRASER BROWN - MAY 2021	1	20,319.75	
EFT26119	18/06/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1		102.59
INV 00005255	08/06/2021 CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1	102.59	
EFT26120	18/06/2021 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT	1		6,774.99
INV 9143GA	28/05/2021 FOCUS NETWORKS	50% DEPOSIT PAYMENT - CREATE IT STRATEGIC IT PLAN	1	2,805.00	
INV 11729	04/06/2021 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - MAY 2021	1	530.75	
INV	04/06/2021 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - JUNE 2021	1	3,439.24	
EFT26121	18/06/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1		1,542.82
INV 105557	02/06/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	513.94	
INV 105745	09/06/2021 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	1,028.88	
EFT26122	18/06/2021 IMAGESOURCE DIGITAL SOLUTIONS	PRINT PRODUCTION - MARKETING COLLATERAL & ASSETS - 2021 YORKIDS	1		1,380.50
INV 457216	21/05/2021 IMAGESOURCE DIGITAL SOLUTIONS	PRINT PRODUCTION - MARKETING COLLATERAL & ASSETS - 2021 YORKIDS	1	1,380.50	
EFT26123	18/06/2021 IMPRINT PLASTIC	SUPPLY 10 X COUNCILLOR AND STAFF BADGES	1		185.35
INV 00026233	01/06/2021 IMPRINT PLASTIC	SUPPLY 10 X COUNCILLOR AND STAFF BADGES	1	185.35	
EFT26124	18/06/2021 KEITH & ISOBEL CAMERON	RATES REFUND A492 4246 - GREAT SOUTHERN HWY BALLADONG WA 6302	1		2,409.04
INV A492	17/06/2021 KEITH & ISOBEL CAMERON	RATES REFUND A492 4246 - GREAT SOUTHERN HWY BALLADONG WA 6302		2,409.04	
EFT26125	18/06/2021 MARGARET ANN SHARP	RATES REFUND A10940 - 9 VIEW ST YORK WA 6302	1		43.00
INV A10940	17/06/2021 MARGARET ANN SHARP	RATES REFUND A10940 - 9 VIEW ST YORK WA 6302		43.00	

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EFT26126	18/06/2021 MOORE AUSTRALIA	STAFF TRAINING WORKSHOPS	1		1,705.00
INV 1777	23/02/2021 MOORE AUSTRALIA	REGISTRATION FBT WORKSHOP 4/3/2021 - PAYROLL/ IT CO-ORDINATOR	1	715.00	
INV 1839	04/03/2021 MOORE AUSTRALIA	2021/22 BUDGET WORKSHOP REGISTRATION - T. BATEMAN	1	990.00	
EFT26127	18/06/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1		905.55
INV KY581038	04/06/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	367.65	
INV KY644608	11/06/2021 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	537.90	
EFT26128	18/06/2021 VOCUS PTY LTD	FIBRE INTERNET SERVICES - ADMINISTRATION CONNECTION - JUNE 2021	1		1,116.50
INV P723744	01/06/2021 VOCUS PTY LTD	FIBRE INTERNET SERVICES - ADMINISTRATION CONNECTION - JUNE 2021	1	1,116.50	
EFT26129	18/06/2021 WESTERN AUSTRALIA BIRDS OF PREY CENTRE PTY LTD	FACILITATOR FEE - 2021 YORKIDS ACTIVITY SUNDAY 6 JUNE 2021	1		500.00
INV 2301	10/06/2021 WESTERN AUSTRALIA BIRDS OF PREY CENTRE PTY LTD	FACILITATOR FEE - 2021 YORKIDS ACTIVITY SUNDAY 6 JUNE 2021	1	500.00	
EFT26130	18/06/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1		501.95
INV 1998	28/05/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	100.02	
INV 2006	04/06/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	281.70	
INV 2011	11/06/2021 YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	120.23	
EFT26131	22/06/2021 AUSTRALIAN TAXATION OFFICE	BAS - MAY 2021	1		40,059.00
INV BAS - MAY	21/06/2021 AUSTRALIAN TAXATION OFFICE	BAS - MAY 2021	1	40,059.00	
EFT26132	30/06/2021 CAROL-ANN COAD	CAROL-ANN COAD REFUND BOND #250567	2		1,000.00
INV T83	17/06/2021 CAROL-ANN COAD	CAROL-ANN COAD REFUND BOND #250567	2	1,000.00	
EFT26133	30/06/2021 CAROLYN HOLLOW	CAROLYN HOLLOW REFUND GYM TOG 454 BOND #232004	2		50.00
INV T67	24/06/2021 CAROLYN HOLLOW	CAROLYN HOLLOW REFUND GYM TOG 454 BOND #232004	2	50.00	
EFT26134	30/06/2021 MARGARET ANN SHARP	REFUND - OVERPAYMENT OF RATES - PROPERTY SOLD	2		43.00
INV T25	21/06/2021 MARGARET ANN SHARP	REFUND - OVERPAYMENT OF RATES - PROPERTY SOLD	2	43.00	
31877	22/06/2021 SHIRE OF YORK	LICENSING EXPIRY TO 31/12/21 - Y830	1		50.90

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INV Y830	14/05/2021 SHIRE OF YORK	LICENSING EXPIRY TO 31/12/21 - Y830	1	50.90	
31878	22/06/2021 WATER CORPORATION OF WA	WATER CHARGES 25/3/21-21/5/21 - RAILWAY RD STANDPIPE	1		33,430.43
INV	17/05/2021 WATER CORPORATION OF WA	WATER CHARGES 12/3/21-14/5/21 - MANNAVALE RD STANDPIPE	1	456.42	
INV	20/05/2021 WATER CORPORATION OF WA	WATER CHARGES 25/3/21-19/5/21 - LINCOLN ST STANDPIPE	1	766.66	
INV	20/05/2021 WATER CORPORATION OF WA	WATER CHARGES 25/3/21-19/5/21 - CANDICE BATEMAN PARK	1	471.17	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 24/3/21-20/5/21 - FORD/ GREY ST ARBORETUM	1	61.23	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 27/3/21-20/5/21 - PEACE PARK	1	654.85	
INV	21/05/2021 WATER CORPORATION OF WA	WATER SREVICE CHARGES 1/5/21-30/6/21 - 24 FORD ST	1	44.18	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES27/3/21-20/5/21 - FORREST OVAL TANK	1	1,296.39	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 27/3/21-20/5/21 - YRCC	1	797.24	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 27/3/21-20/5/21 - SHOWGROUNDS	1	49.66	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 27/3/21-20/5/21 - OLD CONVENT SCHOOL	1	157.75	
INV	21/05/2021 WATER CORPORATION OF WA	WATER SERVICE CHARGES 27/3/21-20/5/21 - OLD INFANT HEALTH	1	47.00	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 27/3/21-20/5/21 - TOWN HALL & ADMIN	1	555.50	
INV	21/05/2021 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/21-30/6/21 - 26 BARKER ST (RADIOT STATION)	1	44.18	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 26/3/21-20/5/21 - OLD CEMETERY	1	548.37	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 26/3/21-20/5/21 - RESIDENCY MUSEUM	1	122.45	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 26/3/21-20/5/21 - CEMETERY	1	284.83	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 25/3/21-20/5/21 - AVON PARK TOILETS & AVON PARK TANK	1	3,610.99	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 25/3/21-20/5/21 - WAR MEMORIAL GARDENS	1	692.12	
INV	21/05/2021 WATER CORPORATION OF WA	WATER CHARGES 26/3/21-20/5/21 - RV DUMP POINT	1	428.58	
INV	24/05/2021 WATER CORPORATION OF WA	WATER CHARGES 25/3/21-21/5/21 - GWAMBYGINE TOILETS	1	77.20	
INV	24/05/2021 WATER CORPORATION OF WA	WATER CHARGES 25/3/21-21/5/21 - RAILWAY RD STANDPIPE	1	16,256.82	
INV	24/05/2021 WATER CORPORATION OF WA	WATER CHARGES 24/3/21-21/5/21 - CENT UNITS	1	459.18	
INV	24/05/2021 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/21-30/6/21- 2 DINSDALE RD	1	44.18	
INV	24/05/2021 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/21-30/6/21- 38 FRASER ST	1	44.18	
INV	24/05/2021 WATER CORPORATION OF WA	WATER CHARGES 26/3/21-21/5/21 - SWIMMING POOL	1	4,186.98	
INV	24/05/2021 WATER CORPORATION OF WA	WATER CHARGES 26/3/21-21/5/21 - HOWICK ST TOILETS/ JOHANNA WHITELY PARK	1	551.03	

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INV	25/05/2021 WATER CORPORATION OF WA	WATER CHARGES 26/3/21-24/5/21 - GWAMBYGINE RD STANDPIPE	1	95.83	
INV	26/05/2021 WATER CORPORATION OF WA	WATER CHARGES 24/3/21-25/5/21 - BURGESS RD STANDPIPE	1	293.94	
INV	26/05/2021 WATER CORPORATION OF WA	WATER CHARGES 24/3/21-25/5/21 - TRANSFER STATION	1	13.31	
INV	01/06/2021 WATER CORPORATION OF WA	WATER CHARGES 31/3/21-31/5/21 - 17 FORBES ST	1	221.86	
INV	01/06/2021 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/21-30/6/21 - 75 OSNABURG RD	1	44.18	
INV	01/06/2021 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/5/21-30/6/21 - 51 ROE ST	1	44.18	
INV	02/06/2021 WATER CORPORATION OF WA	WATER CHARGES 1/4/21-1/6/21 - CARTER RD (MENS SHED) TO BE ONCHARGED	1	7.99	
31879	30/06/2021 SHIRE OF YORK	SHIRE VEHICLE LICENCE 21/22	1		5,967.85
INV SHIRE	30/06/2021 SHIRE OF YORK	SHIRE VEHICLE LICENCE 21/22	1	5,967.85	
DD15231.1	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		11,436.93
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	513.50	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	262.31	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	138.06	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	165.36	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	87.03	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	136.24	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	192.18	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	101.15	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	258.65	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	136.13	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	146.15	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	91.71	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	48.27	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	256.54	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.02	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	125.55	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	260.51	



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INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	270.69	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	80.03	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	232.69	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	122.47	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	139.50	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	73.42	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	260.78	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.47	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	20.00	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	224.41	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	279.90	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	150.00	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	355.05	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	186.87	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	639.42	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	242.05	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	265.94	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	181.46	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	529.80	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	278.84	
INV	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,690.17	
INV	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.47	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	139.97	
INV	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	348.12	
INV	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	136.24	
INV	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	170.00	
INV	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	349.26	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	183.82	
INV SUPER	01/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.89	
DD15231.2	01/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1		1,965.75
INV SUPER	01/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	1,103.33	
INV	01/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	710.50	
INV	01/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	151.92	
DD15231.3	01/06/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,024.33
INV SUPER	01/06/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	945.65	
INV	01/06/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	78.68	
DD15231.4	01/06/2021 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		273.02
INV SUPER	01/06/2021 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	273.02	
DD15231.5	01/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		543.59
INV SUPER	01/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	426.69	
INV	01/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	116.90	
DD15231.6	01/06/2021 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		513.76
INV SUPER	01/06/2021 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	513.76	
DD15231.7	01/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,677.86
INV SUPER	01/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,267.96	
INV SUPER	01/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	202.22	
INV	01/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.68	
INV	01/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	65.00	
DD15231.8	01/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		959.43
INV SUPER	01/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	775.79	
INV	01/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	183.64	

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DD15231.9	01/06/2021 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		53.62
INV SUPER	01/06/2021 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	53.62	
DD15239.1	09/06/2021 CURTIN UNIVERSITY	FEE FOR NOONGAR FACILITATOR SERVICES FOR SHIRE OF YORK RECONCILIATION ACTION PLAN COMMUNITY CONSULTATION, ADVISORY SERVICES AND CULTURAL AWARENESS PROVISION (6/3/21, 21/3/21, 17/4/21)	1		2,500.00
INV 137550	09/06/2021 CURTIN UNIVERSITY	FEE FOR NOONGAR FACILITATOR SERVICES FOR SHIRE OF YORK RECONCILIATION ACTION PLAN COMMUNITY CONSULTATION, ADVISORY SERVICES AND CULTURAL AWARENESS PROVISION (6/3/21, 21/3/21, 17/4/21)	1	2,500.00	
DD15249.1	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		11,308.54
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	607.89	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	262.31	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	138.06	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	141.74	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	74.60	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.56	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	192.18	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	101.15	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	268.18	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	141.15	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	145.52	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	107.72	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	56.69	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	258.29	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.94	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	152.99	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	260.51	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	270.69	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	191.44	

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INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	145.19	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	76.42	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	139.50	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	73.42	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	260.78	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.47	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	20.00	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	224.41	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	279.86	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	150.00	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	355.05	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	186.87	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	639.42	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	79.42	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	270.68	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	180.06	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	529.80	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	278.84	
INV	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,660.34	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.46	
INV	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.47	
INV	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	298.39	
INV	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.56	
INV	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	170.00	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	349.26	
INV	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	183.82	

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INV SUPER	15/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	147.60	
DD15249.2	15/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1		1,960.60
INV SUPER	15/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	1,098.18	
INV	15/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	710.50	
INV	15/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	151.92	
DD15249.3	15/06/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		715.88
INV SUPER	15/06/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	715.88	
DD15249.4	15/06/2021 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		273.02
INV SUPER	15/06/2021 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	273.02	
DD15249.5	15/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		657.53
INV SUPER	15/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	524.92	
INV	15/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	132.61	
DD15249.6	15/06/2021 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		520.19
INV SUPER	15/06/2021 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	520.19	
DD15249.7	15/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,777.76
INV SUPER	15/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,361.09	
INV SUPER	15/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	202.22	
INV	15/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	149.45	
INV	15/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	65.00	
DD15249.8	15/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		871.58
INV SUPER	15/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	710.07	
INV	15/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	161.51	
DD15249.9	15/06/2021 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		74.35
INV SUPER	15/06/2021 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	74.35	
DD15273.1	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		14,867.65

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INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	575.43	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	262.31	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	138.06	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	141.74	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	74.60	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.93	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	192.18	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	101.15	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	258.26	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.93	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	145.84	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	91.71	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	48.27	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	256.54	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.02	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	146.76	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	260.51	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	270.69	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.03	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	139.50	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	73.42	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	290.55	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	20.00	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	224.41	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.47	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	279.86	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	150.00	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	355.05	



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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	186.87	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	639.42	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	180.06	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	529.80	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	271.28	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	278.84	
INV	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	2,609.21	
INV	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.47	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.78	
INV	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	298.39	
INV	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.93	
INV	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	170.00	
INV	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	2,323.77	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,223.03	
INV SUPER	29/06/2021 AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	150.74	
DD15273.2	29/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1		1,965.75
INV SUPER	29/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	1,103.33	
INV	29/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	710.50	
INV	29/06/2021 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	151.92	
DD15273.3	29/06/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		734.14
INV SUPER	29/06/2021 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	734.14	
DD15273.4	29/06/2021 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		273.02
INV SUPER	29/06/2021 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	273.02	
DD15273.5	29/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		618.25
INV SUPER	29/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	482.02	

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV	29/06/2021 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	136.23	
DD15273.6	29/06/2021 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		516.23
INV SUPER	29/06/2021 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	516.23	
DD15273.7	29/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,709.42
INV SUPER	29/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,300.05	
INV SUPER	29/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	202.22	
INV	29/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.15	
INV	29/06/2021 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	65.00	
DD15273.8	29/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		873.13
INV SUPER	29/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	711.62	
INV	29/06/2021 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	161.51	
DD15273.9	29/06/2021 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		60.06
INV SUPER	29/06/2021 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	60.06	
DD15231.10	01/06/2021 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		60.54
INV SUPER	01/06/2021 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	60.54	
DD15231.11	01/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1		469.21
INV SUPER	01/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	348.90	
INV	01/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	120.31	
DD15231.12	01/06/2021 HESTA	SUPERANNUATION CONTRIBUTIONS	1		74.54
INV SUPER	01/06/2021 HESTA	SUPERANNUATION CONTRIBUTIONS	1	74.54	
DD15231.13	01/06/2021 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1		213.82
INV SUPER	01/06/2021 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1	213.82	
DD15249.10	15/06/2021 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		61.93
INV SUPER	15/06/2021 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	61.93	

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DD15249.11	15/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1		404.24
INV SUPER	15/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	300.59	
INV	15/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	103.65	
DD15249.12	15/06/2021 HESTA	SUPERANNUATION CONTRIBUTIONS	1		65.59
INV SUPER	15/06/2021 HESTA	SUPERANNUATION CONTRIBUTIONS	1	65.59	
DD15249.13	15/06/2021 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1		213.82
INV SUPER	15/06/2021 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1	213.82	
DD15249.14	15/06/2021 LSP SCHREUDER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		99.26
INV SUPER	15/06/2021 LSP SCHREUDER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	99.26	
DD15249.15	15/06/2021 PUBLIC SECTOR SUPERANNUATION ACCUMULATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		160.89
INV SUPER	15/06/2021 PUBLIC SECTOR SUPERANNUATION ACCUMULATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	160.89	
DD15249.16	15/06/2021 ING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		83.39
INV SUPER	15/06/2021 ING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	67.25	
INV	15/06/2021 ING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	16.14	
DD15273.10	29/06/2021 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		60.54
INV SUPER	29/06/2021 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	60.54	
DD15273.11	29/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1		404.24
INV SUPER	29/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	300.59	
INV	29/06/2021 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	103.65	
DD15273.12	29/06/2021 HESTA	SUPERANNUATION CONTRIBUTIONS	1		68.57
INV SUPER	29/06/2021 HESTA	SUPERANNUATION CONTRIBUTIONS	1	68.57	
DD15273.13	29/06/2021 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1		215.79
INV SUPER	29/06/2021 BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	1	215.79	

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DD15273.14	29/06/2021 LSP SCHREUDER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		14.14
INV SUPER	29/06/2021 LSP SCHREUDER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	14.14	
DD15273.15	29/06/2021 PUBLIC SECTOR SUPERANNUATION ACCUMULATION PLAN	SUPERANNUATION CONTRIBUTIONS	1		267.27
INV SUPER	29/06/2021 PUBLIC SECTOR SUPERANNUATION ACCUMULATION PLAN	SUPERANNUATION CONTRIBUTIONS	1	267.27	
DD15273.16	29/06/2021 ING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		460.90
INV SUPER	29/06/2021 ING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	371.69	
INV	29/06/2021 ING SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	89.21	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	825,255.78
2	TRUST FUND BANK	6,142.46
<b>TOTAL</b>		<b>831,398.24</b>

**SHIRE OF YORK****BUSINESS CARD SUMMARY  
MAY 2021*****BUSINESS CARD 2 – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES***

Total purchases May 2021 \$870.00

20 May 21 Weekend Notes Perth - Online Advertising YorKids  
28 May 21 Autodesk Digital River - 1 Year Software Subscription

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 SHIRE OF YORK  
 PO BOX 22  
 YORK WA 6302

### Card summary

Account number [REDACTED]  
 Card number [REDACTED]  
 Customer number [REDACTED]  
 Statement period 01/05/2021 to 31/05/2021  
 Statement number [REDACTED]

### 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
20 May 21	WeekendNotes Perth, 1300747074 AUS	280.00	
28 May 21	DRI*Autodesk, autode sk.com AUS	590.00	
<b>TOTALS</b>		<b>\$870.00</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.)

**SY089-07/21 YORK HOCKEY CLUB - RATES CONCESSION REQUEST**

**File Number:** LE.CNT.1.12

**Author:** Joanna Bryant, Project Officer

**Authoriser:** Alina Behan, Executive Manager Corporate & Community Services

**Previously before Council:** 16 December 2019 (141219)

**Appendices:** Nil

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

Executive

**PURPOSE OF REPORT**

This report requests Council to grant a rates concession for the York Hockey Club (YHC).

**BACKGROUND**

At its December 2019 Ordinary Council Meeting, Council resolved (141219):

*"That Council:*

1. *Agrees to the lease with the York Hockey Club Inc (the Lessee) as attached to this report, for the area of land known as part of Lots 45 and 46 on Deposited Plan P004402 being part of the land comprised in Certificate of Title Volume 197, Folio 86A (in accordance with the attached sketch) for a period of ten (10) years from 1 January 2020 to 31 December 2030 in accordance with the following essential lease terms:*
  - *A term of ten years and two months (commencing 1 January 2020);*
  - *Peppercorn rental of \$1 plus GST per annum;*
  - *No rent reviews;*
  - *Permitted Purpose to be used for Hockey Club and uses reasonably ancillary thereto;*
  - *Public Liability Insurance of not less than twenty million dollars (\$20,000,000) to be the responsibility of the Lessee.*
2. *Authorises the Shire President and Chief Executive Officer to engross the lease documentation as per the terms and conditions of the lease and subject to the Children's Playground to be brought to Australian Standards for Playground Safety; and*
3. *Requests the Chief Executive Officer to advise the York Hockey Club Inc that the buildings / structures are provided on an 'as is' basis and no funds will be allocated for renewal, maintenance or upgrade.*
4. *Requests the Chief Executive Officer to review the Schedule of Fees & Charges to remove the fee associated with hire of Hockey Clubrooms."*

The onset of COVID-19 and lack of a hockey season in 2020, followed by a change of committee, caused a delay in the finalising the lease. However, the sand for the playground has now been delivered and the new committee has now reviewed the lease and had the opportunity to discuss it with Officers.

Officers note a request has not yet been presented to Council for a rates concession for the premises.



## COMMENTS AND DETAILS

The YHC is a not-for-profit community group. Other community groups with similar leases have been granted a concession. Officers recommend the YHC be granted a concession from rates to align with other Shire of York community leases.

The following lease clause is proposed and has been discussed with the YHC:

### "Rates

*These include local government rates, specified area rates, taxes, service and other charges, as well as rubbish and garbage removal charges.*

*It is proposed that rates be exempt during the term of the lease, however the Emergency Services Levy and any other applicable charges, such as rubbish collection are to be paid by the Lessee.*

*It should be noted that once Shire land is leased, it is no longer not rateable in accordance with Section 6.26(2)(b) of the Local Government Act 1995 (the Act). Therefore, unless Council grants a concession under Section 6.47 of the Act, rates are payable."*

## OPTIONS

Council has the following options:

**Option 1:** Council could allow the rates concession, agree to the inclusion of the term in the lease and direct the Chief Executive Officer to conclude negotiations.

**Option 2:** Council could disallow the rates concession.

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### **Consultative**

YHC Committee

Shire Officers

### **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**

G25 Compliance

G13 Community Engagement and Consultation

G19 Risk Assessment and Management

F8 Rates Exemptions for Charitable Purposes

It should be noted there is currently no exemption policy in place for Shire owned or managed land leased by community groups.

### **Financial**

The land is not currently rated hence granting a rates concession will have a nil impact on the annual budget.

**Legal and Statutory**

Sections 6.26 and 6.47 of the *Local Government Act 1995* are applicable and state:

**“6.26. Rateable land**

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land —*
  - (a) *land which is the property of the Crown and —*
    - (i) *is being used or held for a public purpose; or*
    - (ii) *is unoccupied, except —*
      - (I) *where any person is, under paragraph (e) of the definition of **owner** in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or*
      - (II) *where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;*

*and*

- (b) *land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and*
- (c) *land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and*
- (d) *land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and*
- (e) *land used exclusively by a religious body as a school for the religious instruction of children; and*
- (f) *land used exclusively as a non-government school within the meaning of the School Education Act 1999; and*
- (g) *land used exclusively for charitable purposes; and*
- (h) *land vested in trustees for agricultural or horticultural show purposes; and*
- (i) *land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and*
- (j) *land which is exempt from rates under any other written law; and*
- (k) *land which is declared by the Minister to be exempt from rates.*

**6.47. Concessions**

*Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

*\* Absolute majority required”*

**Risk Related**

Not applicable

**Workforce**

The workload would be absorbed by current resourcing.

**VOTING REQUIREMENTS**

**Absolute Majority: Yes**

**RESOLUTION  
200721**

**Moved: Cr Jane Ferro**

**Seconded: Cr Kevin Trent**

**That, with regards to the York Hockey Club - Rates Concession Request, Council:**

- 1. Approves the grant a rates concession in accordance with Section 6.47 of the Local Government Act 1995 to the York Hockey Club for the period of the lease (being ten (10) years from 1 January 2020 to 31 December 2030) of the area of land known as part of Lots 45 and 46 on Deposited Plan P004402 being part of the land comprised in Certificate of Title Volume 197, Folio 86A, noting that the Emergency Services Levy and any other applicable charges, such as rubbish collection are payable by the Lessee and incorporates this into the annual budget process.**
- 2. Directs the Chief Executive Officer to conclude negotiations with the York Hockey Club with regards to the lease.**
- 3. Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes prior to signing the lease.**

***CARRIED BY ABSOLUTE MAJORITY: 6/0***

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

*Nil*

**11 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

*Cr Garratt requested the amount of EFT26026 be confirmed against the quoted scope of works.*

**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  
210721****Moved: Cr Kevin Trent****Seconded: Cr Jane Ferro**

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

**SY090-07/21 - Confidential - Chief Executive Officer - 2020/21 Performance Review and Key Performance Indicators for 2021/22**

**This matter is considered to be confidential under Section 5.23(2)a of the *Local Government Act 1995* and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter affecting an employee or employees.**

***CARRIED: 6/0***

*Mr Chris Linnell declared a Financial Interest in this Item SY090-07/21 - Confidential - Chief Executive Officer - 2020/21 Performance Review and Key Performance Indicators for 2021/22 as the CEO of the Shire of York.*

*Mr Chris Linnell, Ms Alina Behan and Ms Sinead McGuire left the meeting at 5.33pm and the doors were closed. Ms Vanessa Green remained in the room for minute-taking purposes.*

**SY090-07/21 - CONFIDENTIAL - CHIEF EXECUTIVE OFFICER - 2020/21 PERFORMANCE REVIEW AND KEY PERFORMANCE INDICATORS FOR 2021/22****RESOLUTION  
220721****Moved: Cr Ashley Garratt****Seconded: Cr Kevin Trent****That, with regards to the Chief Executive Officer - 2020/21 Performance Review and Key Performance Indicators for 2021/22, Council:**

- 1. Endorses the overall performance rating for Mr Linnell as the Shire of York's Chief Executive Officer for the review period June 2020 to June 2021 as 'Meets Performance Requirements'.**
- 2. Endorses the performance criteria for 2021/22 as presented in Attachment 1 of Confidential Appendix 1.**
- 3. Schedules the 2022 annual appraisal to be commenced by the July 2022 Ordinary Council Meeting and completed by the August 2022 Ordinary Council Meeting.**
- 4. Endorses an increase of 5.41% to the Chief Executive Officer's base cash salary component effective from 17 February 2021, in accordance with the contract of employment, noting the Total Reward Package of \$252,909 remains within the range of a Band 3 Chief Executive Officer established in the Salaries and Allowances Tribunal Determination of 8 April 2021 (effective 1 July 2021 and unchanged since 1 July 2020).**
- 5. Endorses a new contract of employment for Mr Linnell as the Shire of York's Chief Executive Officer for a period of five (5) years in accordance with contractual and statutory requirements. Terms and conditions of the new contract are to be negotiated between Council and Mr Linnell, with the assistance of Mr John Phillips of John Phillips Consulting, and is to be presented to Council at its 24 August 2021 Ordinary Meeting.**

***CARRIED BY ABSOLUTE MAJORITY: 6/0***

**RESOLUTION  
230721**

**Moved: Cr Ashley Garratt**

**Seconded: Cr Kevin Trent**

**That Council opens the meeting to the public at 5.37pm.**

**CARRIED: 6/0**

*Mr Chris Linnell, Ms Alina Behan and Ms Sinead McGuire entered the meeting at 5.37pm.*

13.2 Public Reading of resolutions to be made public

*As no members of the public were in the Gallery the Confidential item was not read out.*

**14 CLOSURE**

*The Shire President thanked everyone for their attendance and closed the meeting at 5.38pm.*

*The minutes were confirmed by the Council as a true and accurate record at the Council Meeting held on 24 August 2021.*



SHIRE PRESIDENT