



NOTICE OF MEETING

Dear Councillors

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in Council Chambers, York Town Hall, York on Tuesday, 27 May 2025, commencing at 5:00pm.

MEETING AGENDA ATTACHED

ALINA BEHAN
ACTING CHIEF EXECUTIVE OFFICER
Date: 15 May 2025

The Agenda Briefing will be held in Council Chambers on:

Tuesday 20 May 2025

commencing at 5.00pm.

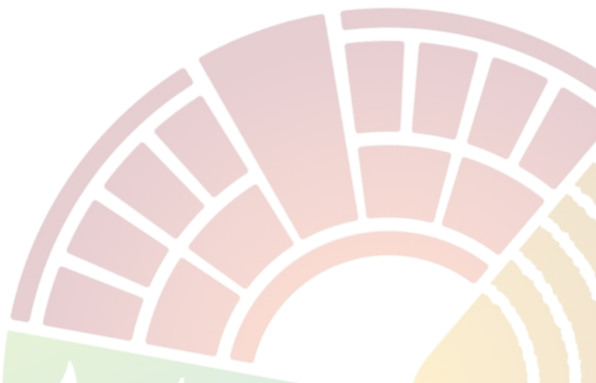
Agenda Briefings are open to the public and those interested are encouraged to attend.

☛ PLEASE READ THE FOLLOWING IMPORTANT DISCLAIMER BEFORE PROCEEDING ☛

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Any advice provided by an employee of the Shire of York on the operation of a written law, or the performance of a function by the Shire of York, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire of York. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire of York should be sought in writing and should make clear the purpose of the request.

Any decisions made at a Meeting can be revoked in accordance with Regulation 10 of the *Local Government (Administration) Regulations 1996*. Therefore, members of the public should not rely on any recommendations in an Agenda or a decision made at a Meeting until formal notification in writing from the Shire of York has been received.

A decorative graphic in the bottom right corner of the page, featuring a stylized sun or wheel with multiple segments in shades of pink, orange, and yellow, arranged in a semi-circular arc.

Local Government Act 1995**Part 1 Introductory Matters****1.3. Content and intent**

- (1) This Act provides for a system of local government by —
 - (a) providing for the constitution of elected local governments in the State;
 - (b) describing the functions of local governments;
 - (c) providing for the conduct of elections and other polls; and
 - (d) providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.
- (2) This Act is intended to result in —
 - (a) better decision making by local governments;
 - (b) greater community participation in the decisions and affairs of local governments;
 - (c) greater accountability of local governments to their communities; and
 - (d) more efficient and effective local government.

Part 2 Constitution of Local Government**Division 2 Local Governments and Councils of Local Governments****2.7 The Role of Council**

- (1) The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.
- (2) The council's governing role includes the following —
 - (a) overseeing the allocation of the local government's finances and resources;
 - (b) determining the local government's policies;
 - (c) planning strategically for the future of the district;
 - (d) determining the services and facilities to be provided by the local government in the district;
 - (e) selecting the CEO and reviewing the CEO's performance;
 - (f) providing strategic direction to the CEO.
- (3) For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —
 - (a) the council's governing role is separate from the CEO's executive role as described in section 5.41;
 - (b) it is important that the council respects that separation.
- (4) The council must make its decisions —
 - (a) on the basis of evidence, on the merits and in accordance with the law; and
 - (b) taking into account the local government's finances and resources.
- (5) The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.
- (6) The council has the other functions given to it under this Act or any other written law.

Meetings generally open to the public

- 5.1.** (1) Subject to subsection (2), the following are to be open to members of the public —
- (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1) (b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees;

- (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.



G 10 PUBLIC QUESTION TIME

Policy Statement

- 1.0 “Public Question Time” will be limited to 15 minutes*. The Council may exercise a discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted members of the public will be asked to submit their questions in writing to the Chief Executive Officer who will provide a written reply with the response placed in the Agenda of the next Ordinary Meeting of the Council.

**A minimum of 15 minutes is provided by Regulation 6(1) of the Local Government (Administration) Regulations 1996 (Section 5.24 of the Local Government Act 1995)*

- 2.0 Questions may be asked at the Ordinary Council Meeting and any Committee meeting on any matter affecting the Council and the Shire’s operations. Questions submitted to Special Meetings of the Council will be restricted to the subject matter of the meeting.
- 3.0 Each questioner will be limited to two (2) questions. Statements or long preamble are not permitted.
- 4.0 People wishing to ask questions will be encouraged to put their questions in writing or in a prescribed form and submit them to the Chief Executive Officer prior to 10 am on the day of the meeting. This allows for an informed response to be given at the meeting. Oral questions are permitted.
- 5.0 Priority will be given to questions about matters on the agenda for the meeting and which are submitted in accordance with 4.0 above.
- 6.0 Every person who wishes to ask a question must identify themselves and register with a Council Officer immediately prior to the meeting. Subject to 5.0 above questions will be taken in the order in which people register.
- 7.0 Questions containing offensive remarks, reference to the personal affairs or actions of Elected Members or staff, or which relate to confidential matters or legal action will not be accepted. Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.
- 8.0 On receipt of a question the Presiding Member may answer the question or direct it to the Chief Executive Officer to answer. If the question is of a technical nature the Chief Executive Officer may direct the question to a senior technical officer present. If the question requires research, it will be taken on notice.
- 9.0 There will be no debate on the answers to questions.
- 10.0 A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.
- 11.0 Public Question Time guidelines incorporating this policy are being prepared and will include information on the other methods of enquiry that are available to members of the public to obtain information from the Shire.

Adopted 21 October 2013
Amended 17 September 2015
Amended 23 November 2015
Reviewed 24 October 2016
Reviewed 25 November 2019

Question(s)

Name: _____

Organisation Name: _____
(If presenting on behalf of)

Item No. Referred To:
(If Applicable) _____

Note: To provide equal opportunity for all in attendance to ask questions, a limit of two (2) questions at a time from any one person is imposed.

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Signature: _____ **Date:** _____

OFFICE USE ONLY

Presented Meeting Date: _____ Item No: _____

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1 OPENING

1.1 Declaration of Opening

1.2 Acknowledgement / Disclaimer

The Shire President advises the following:

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

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

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

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

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

1.3 Standing Orders

1.4 Announcement of Visitors

1.5 Declaration of Proximity Interest

Councillors/Staff are reminded of the requirements of s5.60B and s.5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting when the matter is discussed. A member who has made a declaration must not preside, participate in, be present in or vote during any discussion or decision-making procedure relating to the matter the subject of the declaration.

By resolution of Council, the member may be allowed to participate if the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

1.6 Declaration of Financial Interests

Councillors/Staff are reminded of the requirements of s5.60A, s5.61 and s.5.65 of the *Local Government Act 1995*, to disclose any interest during the meeting when the matter is discussed. A member who has made a

declaration must not preside, participate in, be present in or vote during any discussion or decision-making procedure relating to the matter the subject of the declaration.

By resolution of Council, the member may be allowed to participate if the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

1.7 Declaration of Impartiality Interest

Councillors and staff are required to declare in Interest where it may be perceived that their participation in the matter would affect their ability to act with impartiality. The member/employee is also required to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making process.

Name	Item No & Title	Nature of Interest (and extent, where appropriate)

2 ATTENDANCE

2.1 Members

2.2 Staff

2.3 Apologies

Chris Linnell, Chief Executive Officer - 10 March 2025 to 7 July 2025 inclusive

2.4 Leave of Absence Previously Approved

2.5 Number of People in the Gallery at Commencement of Meeting

3 QUESTIONS FROM PREVIOUS MEETINGS

3.1 Response to Previous Public Questions Taken on Notice

Nil

3.2 Response to Unasked Questions from the Previous Meeting

JANE FERRO

Question 1

Is there a way for the community to file a vote of no confidence in either Council or individual Councillors if no reasonable answers have been provided to questions at PQT, which has been prevalent in the previous two OCMs when questions have been raised about the Port Hedland motions that many in our community would like to support?

Response from the Shire President

Advice from WALGA was sought to address your question. The advice received states there is no mechanism for a no confidence motion under the Local Government Act 1995. Councillors moving or supporting a no-confidence motion may be in breach of the code of conduct (consider clause 9(d) or 18(b), amongst others).

There is no mechanism for the community to move a motion at a Council meeting. If it was at an Electors meeting, the electors could pass a motion, but Council may choose to simply note that motion at its subsequent meeting, if a position on the matter has already resolved by Council, or noting the abovementioned breaches.

Community members can exercise their democratic rights by voting in the local government ordinary elections in October 2025. Alternatively, if you have serious concerns that you do not feel are being addressed, you can raise them with the Department of Local Government.

Question 2

How can we pursue receiving reasonably considered answers to our questions when they are not provided at the Council Meeting, nor taken on notice, and we are told that we can't question an answer given even if it doesn't address our expressed concerns?

Response from the Shire President

If a matter has already been considered and a formal position resolved, Council is under no obligation to continuously address the same, or related matters, time and again. For example, Council has already resolved a position on the Town of Port Hedland motions and any community concerns in relation to the COVID vaccines via a majority vote.

DAVID SPARROW**Question 3**

Were any of our current local council elected representatives / councilors aware of the March 5th decision prior to and including election day on March the 8th? If so, who and why, and if not, certainly regarding our (currently less than full complement of elected representatives / councilors) why not?

Response provided by the Shire President

The Shire of York was given a deadline of 12 March 2025 to decide whether to request a review and this was discussed with Council at its Concept Forum on 11 March 2025.

Question 4

Which York admin staff (including and not limited to any who might be on varying kinds of leave) and elected representatives got to know about the decision on or about March the 5th and prior to the state election on March the 8th?

Response provided by the Shire President

The CEO was initially contacted by the DPP. On the commencement of his leave 7 March 2025, the CEO shared this with the Council and Executive Support Officer, the Executive Manager Infrastructure and Development Services and Executive Manager Corporate and Community Services who would be dealing with this matter as A/CEO. As Officers of the PCBU, the sharing of such information would not breach the instruction of the DPP for confidentiality.

Question 5

Did our shire council elected representatives instruct shire admin to seek for the March 5th decision to be reviewed and if so, was a vote required and if so, what was the vote?

Response provided by the Shire President

The consensus of Council at its Concept Forum held on 11 March 2025 was unanimously in favour of requesting a review.

Question 6

When and what form of "permission" was sought from WAPOL and, once again, was this something requested of Shire Admin via our elected representatives on council?

Response provided by the Shire President

The Shire reached out to WA Police for permission to share the discontinuation of the charges against the Garretts on Monday 24 March 2025. A statement was provided for their consideration. Permission was received on Monday 7 April 2025 to share with some minor adjustments made.

Question 7

Shire of York Elected Representatives, Admin, and rates-payers, do you reckon it is reasonable to think that if a public announcement of such a "disappointing outcome" for our SoY had been delivered during an a state election campaign period and so close to the day most folk cast their votes it would have been foremost in the minds of many when it came time to put pencil to ballots on March the 8th?

That many folk would have deemed the "disappointing outcome" regarding the YCRC saga yet another gross betrayal by our state government?

That basically the withholding of a public announcement of the "disappointing outcome" until after the state election arguably favoured a particular political party and candidates?

Response provided by the Shire President

The decision to withhold the information from the public until after the review was made by the DPP.

4 PUBLIC QUESTION TIME

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

6.7 Other procedures for question time for the public

- (1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.
- (2) A question may be taken on notice by the Council for later response.
- (3) When a question is taken on notice the CEO is to ensure that—
 - (a) a response is given to the member of the public in writing; and
 - (b) a summary of the response is included in the agenda of the next meeting of the Council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—
 - (a) declare that he or she has an interest in the matter; and

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

4.1 Written Questions – Current Agenda

4.2 Public Question Time

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 PRESENTATIONS

6.1 Petitions

6.2 Presentations

6.3 Deputations

6.4 Delegates' reports

6.4.1 Cr Denese Smythe

Cr Denese Smythe advised she had attended the following meetings and events during April 2025:

DAY	MEETING/EVENT DESCRIPTION	VENUE
08/04/2025	Concept Forum	Council Chambers
09/04/2025	ALGA Training	Via Zoom
11/04/2025	Avon-Midland Country Zone Meeting	Via Zoom
15/04/2025	Agenda Briefing	Council Chambers
22/04/2025	Ordinary Council Meeting	Council Chambers
23/04/2025	AI Workshop	CRC

25/04/2025	ANZAC Day Services	Various locations
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7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting - 22 April 2025

Confirmation

That the minutes of the Ordinary Council Meeting held on 22 April 2025 be confirmed as a correct record of proceedings.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Meetings and Events Attended

The Shire President advised he had attended the following meetings and events during April & May 2025:

DAY	MEETING/EVENT DESCRIPTION	VENUE
01/04/2025	A/CEO Meeting	Shire Administration
06/04/2025	York Motorcycle Festival	Avon Tce/Town Hall
07/04/2025	Rural Water Council Meeting	Cunderdin
08/04/2025	A/CEO Meeting	Shire Administration
08/04/2025	Concept Forum	Council Chamber
09/04/2025	WALGA Aboriginal Engagement Forum	Kings Park
09/04/2025	Mia Davies Campaign Launch	Northam
11/04/2025	Avon-Midland Country Zone Meeting (via Zoom)	Shire Administration
15/04/2025	A/CEO Meeting	Shire Administration
15/04/2025	Agenda Briefing	Council Chamber
15/04/2025	AROC Meet the Candidates Forum	Toodyay
22/04/2025	A/CEO Meeting	Shire Administration
22/04/2025	Ordinary Council Meeting	Council Chamber
25/04/2025	ANZAC Day Services	War Memorial
28/04/2025	A/CEO Meeting	Shire Administration
02/05/2025	ANZAC Day Service	YDHS

9 OFFICER'S REPORTS

SY049-05/25 OPERATIONAL MANAGEMENT OF THE YORK RECREATION & CONVENTION CENTRE

File Number: 4.8288

Author: Gemma Bovington, Project Officer

Authoriser: Rebecca Palumbo, Acting Executive Manager Corporate & Community Services

Previously before Council: 27 April 2021 (080421)
22 June 2021 (070621)
28 September 2021 (010921)
19 December 2023 (081223)
26 March 2024 (040324)
25 June 2024 (160624)
25 September 2024 (050924)
29 November 2024 (091124)
25 February 2025 (130225)

Disclosure of Interest: Nil

Appendices:

1. York Bowling Club - Club Liquor Licence Approval - Confidential
2. Final Draft York Bowling Club Lease Agreement - Confidential
3. York Bowling Club Salary Support Report 2024/25 - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report provides an update of the York Bowling Club (YBC) management of the York Recreation and Convention Centre (YRCC) bar and function area, presenting a confidential draft lease agreement for Council's consideration, and request for ongoing salary support.

BACKGROUND

At its February 2025 Ordinary Meeting, Council resolved (130225):

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

- 1. Notes actions taken with regard to the establishment of the Club Management Model and the implementation of the York Bowling Club management arrangement for the bar and kitchen service at the York Recreation & Convention Centre.***
- 2. Directs the Chief Executive Officer to provide Council with an update on progress at its May 2025 Ordinary Meeting."***

COMMENTS AND DETAILS

In accordance with point 2, the following actions have been undertaken since February 2025:

1. Legal and Contractual

The YBC successfully obtained an extension of the Protection Order issued by the Department of Local Government, Sport and Cultural Industries (DLGSCI) Liquor, Racing & Gaming Division,

originally approved in September 2024. This continued the existing tavern license from 28 February to 28 August 2025.

The application for a club licence was subsequently submitted by YBC for assessment by DLGSCI. YBC advised Council at its May 2025 Concept Forum that the new Club Liquor Licence had been approved (presented in confidential Appendix 1).

2. Management Agreement for the YBC

Shire and YBC representatives have worked collaboratively on the lease agreement and reached consensus to sign. In addition to standard lease content, it includes a schedule of responsibilities, delineation of the agreed YBC management area, equipment inventory, Regular Users list and the current liquor licence. The equipment inventory will be completed by a representative from both the Shire and YBC before the lease document is signed. A copy of the draft lease is presented in confidential Appendix 2. Despite this lease agreement being exempt from Section 3.58 of the *Local Government Act 1995*, due to the Lessee being an incorporated community sporting organisation and public advertising therefore not being required, it is recommended to publicly advertise the intent to enter into the lease agreement due to public interest in this facility.

As the lease agreement has taken longer than expected to reach consensus, it is recommended that the lease is signed for the initial twelve (12) months based on the date YBC took over management of the YRCC bar and function area (5 September 2024), with the option of one (1) one (1) year extension supported by Council.

The Shire of York has agreed to the inclusion of the two (2) bowling greens in the club liquor licence delineation area. However, as the management and maintenance of these bowling greens remains with the Shire, the area is not part of the lease agreement. The Shire will enter into the usual separate licence agreement with the YBC to encompass the use of this area for lawn bowling activity.

YBC have agreed to the Monthly Reporting template provided by the Shire and will commence submission via this format. The reporting template includes general activities, booking numbers, maintenance, complaints management and volunteer hours. Income and expenditure of the management area will be provided no less than quarterly in addition to an independently reviewed annual financial report.

3. Budget

The YBC are utilising the monthly salary support report provided by the Shire as of March 2025. It allows a daily breakdown of staff numbers, hours worked and other staff costs such as insurance and superannuation. A summary table of staff costs from September 2024 to April 2025 is presented in confidential Appendix 3.

With the successful management of the bar and function area to date, YBC have requested in writing an extension of the Shire's salary support payment for a further twelve (12) months at a reduced rate of \$5,000 per month, should Council approve the twelve (12) month extension of the lease agreement. Any commitment to ongoing funding would be based on the acquittal of the \$40,000 start-up grant.

4. General

The YBC have now operated the bar and function area of the YRCC for nearly nine (9) months. Over the last six (6) months, they have provided an average of 125 paid service hours per month accompanied by a high volume of volunteer hours for Regular Users and community function bookings. This includes special events such as wakes, awards nights, fundraisers and Regular User fixtures.

The Shire has not received any negative feedback from the community regarding the YBC management of the facility. Reports from other Regular Users of the YRCC describe a collaborative approach being undertaken by all involved. An example being the York Football Club able to operate their canteen out of the facility on fixture days, whilst the YBC maintain operation of the bar facilities, enabling a local club to continue a much-needed revenue source.

Shire staff and YBC representatives have continued to work together to maintain a supportive relationship. This has involved multiple meetings, phone calls and emails with most concerns raised solved through clarification and discussion.

OPTIONS

Council has the following options:

- Option 1:** Council could choose to note the progress of the YBC management arrangement, support an extension to the salary support and progress the proposal to lease the management of the YRCC bar and function services.
- Option 2:** Council could choose to note the progress of the YBC management arrangement for the bar and function services at the YRCC, and reject the request to progress the lease with York Bowling Club and the request for extended salary support
- Option 3:** Council could choose to request additional information regarding the lease between the Shire of York and the YBC.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

The following groups have been consulted:

1. YBC
2. DLGSCI

Strategic

Council Plan 2025-2035

- Pillar 1: Community and cultural vitality
A strong, inclusive community supporting all cultures and generations
- Pillar 5: Strong governance, responsive leadership
Community-informed, responsive leadership and strong governance

Policy Related

- G13 Community Engagement and Consultation

Financial

Not applicable

Legal and Statutory

As a general rule, Shire property is to be disposed of in accordance with Section 3.58 of the *Local Government Act 1995*. However, Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides an exemption where the intended lessee is a not-for-profit entity.

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

“3.58. Disposing of property

- (1) *In this section —*

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

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

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

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

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

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
 - (i) *its market value is less than \$5 000; and*

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

- (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000."*

Risk Related

There is a moderate-high reputational risk to the Shire relating to the reduction in service levels if the agreement is not progressed and the loss of facilities for recreational organisations.

There is a low financial risk to the Shire in supporting the YBC's ongoing management of the bar and function services at the YRCC.

There is low reputational risk to the Shire relating to supporting a premises serving alcohol based on previous community concerns surrounding this premises.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

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

- 1. Agrees to the lease with York Bowling Club Inc (the Lessee), as presented in confidential Appendix 2, for the portion of Lot 292 on Plan 103094, York, for the purpose of operating the York Recreation and Convention Centre Bar and Function Area in accordance with the following essential lease terms:**
 - a. A term of one (1) year commencing 5 September 2024.**
 - b. Option to renew for a further one (1), one (1) year term.**
 - c. Permitted Purpose to be used for bar and function services for the York community in line with the current approved liquor licence and lease agreement.**
 - d. Public Liability insurance of not less than ten million (\$10,000,000) to be the responsibility of the Lessee.**
- 2. Requests the Chief Executive Officer to advertise the proposal to lease management of the York Recreation and Convention Centre Bar and Function area for public submissions.**
- 3. Authorises the Shire President and Chief Executive Officer to endorse the lease documentation and apply the common seal, as per the terms and conditions of the lease, subject to no objections to the proposal to lease being received.**
- 4. Requests the Chief Executive Officer to include an amount of \$5,000 per month for salary support for the York Bowling Club in the 2025/26 budget process, subject to the signing of the lease agreement.**
- 5. Notes actions taken regarding the York Bowling Club's management arrangement of the bar and function service at the York Recreation & Convention Centre.**
- 6. Directs the Chief Executive Officer to provide Council with an update on progress at its August 2025 Ordinary Meeting.**

SY050-05/25 RENEWAL OF MEMORANDUM OF UNDERSTANDING BETWEEN SHIRE OF YORK AND UNIVERSITY OF WESTERN AUSTRALIA

File Number: 4.0407

Author: Carol Littlefair, Arts and Cultural Heritage Officer

Authoriser: Rebecca Palumbo, Acting Executive Manager Corporate & Community Services

Previously before Council: 16 December 2019 (161219)

Disclosure of Interest: Nil

Appendices: 1. MOU 2025-2027 [↓](#)

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report requests Council's support for the renewal of a Memorandum of Understanding (MOU) between the Shire of York and the University of Western Australia (UWA) to host student placements as part of UWA's Master of Heritage Studies Course.

BACKGROUND

In 2016, the Shire of York entered into an MOU to host placements for Masters students on the Heritage Studies course to undertake professional heritage work placements within the Shire of York. These are generally six (6) week full time placements and should align with the course units and have real, practical or research outcomes. The Shire of York has numerous heritage issues, projects and needs that could benefit from input, analysis and original research by these students, who have already completed their first degree. The students do not generally spend the six (6) weeks in York, as much of the work is research.

The MOU has now expired and UWA wishes to renew it. A copy of the MOU is presented in Appendix 1.

Some of the projects undertaken by students [and staff] over past years have included:

1. Case study of heritage business potential, Old Convent School
2. Three (3) archaeological digs at Convict Depot site
3. Publication of above research in a book, *Transforming the Colony*, Cambridge Scholars Publishing
4. Research on St. Ronan's Well and Convict Road site
5. Site surveys and drone mapping of York main cemetery
6. PhD research on Gerald Mission site at Mile Pool
7. Co-ordination of Granites Symposium on Natural and Cultural Significance of granite outcrops in the Wheatbelt with Shire of York and Perth Natural Resource Management, held in the York Town Hall in September 2023

The collaboration between UWA and the Shire of York has been favourably regarded and commented on by Department of Planning Lands and Heritage (DPLH) and Heritage Council representatives.

Changes to DPLH fees and charges for requests such as Section 16 archaeology permits now require local governments to pay the full fee of \$5,096 whereas universities are eligible for only a \$250 fee.

Current projects planned by UWA to be undertaken this year include:

1. Digitisation free of charge for Residency Museum documents
2. Archaeological excavation of the Well associated with the Gerald Mission [Grant funded through DLGSC as part of the Waugal Aboriginal river trail project]

COMMENTS AND DETAILS

It is anticipated the Shire will continue to work collaboratively with UWA to develop suitable projects that will be mutually beneficial to both parties. These will be offered to individual students, or a maximum of two (2) students for placements at any one time.

If suitable projects are identified, there is also further opportunity for students to undertake case studies as a group.

UWA is keen to carry on this link which has the potential to provide numerous 'real-life' heritage projects at a high level, suitable for Masters students. It is also an unparalleled opportunity for the Shire of York to benefit from fresh thinking by dedicated heritage specialists who will be striving to achieve excellent results for the projects they undertake.

The availability of an appropriate level of expertise in project development and student liaison is a critical factor that UWA is satisfied can be met with the input of the Arts & Cultural Heritage Officer and the Residency Museum Curator.

OPTIONS

Council has the following options:

Option 1: Council could choose to renew the MOU with UWA.

Option 2: Council could choose not to renew the MOU with UWA.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Consultation has taken place with the Associate Dean, Benjamin Smith, Faculty of Arts UWA.

The supportive opinions of UWA staff and the DPLH have also been considered.

Internal staff

Strategic

Council Plan 2025-2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Pillar 2: Future-ready economy

A diverse, resilient economy with employment and investment growth.

Pillar 4: Comfortable and connected places

Enduring heritage identity, quality infrastructure and built form.

Policy Related

Not applicable

Financial

There is a small component of in-kind financial contribution for the time spent by the Arts & Cultural Heritage Officer and/or Residency Museum Curator in liaising with UWA regarding projects.

Any further project costs will be at the discretion of the Chief Executive Officer in accordance with approved budget allocations.

Legal and Statutory

The MOU does not constitute a legally binding agreement and this is explicitly stated in the MOU.

Risk Related

There is a low reputational risk associated with not renewing the MOU bearing in mind the favourable recent comments from DPLH.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to Renewal of Memorandum of Understanding between Shire of York and University of Western Australia, Council:

- 1. Resolves to renew the Memorandum of Understanding with the University of Western Australia, as presented in Appendix 1.**
- 2. Authorises the Chief Executive Officer to sign the Memorandum of Understanding.**
- 3. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Memorandum of Understanding prior to signing.**

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE UNIVERSITY OF WESTERN AUSTRALIA

AND

THE SHIRE OF YORK

IN RELATION TO BUT NOT RESTRICTED TO ARCHAEOLOGICAL AND
HISTORICAL RESEARCH, INDIGENOUS STUDIES, EDUCATION,
ARCHITECTURE, INTERPRETATION AND CONSERVATION

PAGE 1 OF 6

1 PARTIES TO THE MEMORANDUM OF UNDERSTANDING

The Shire of York, Joaquina Street, York Western Australia 6302

and

The University of Western Australia, 35 Stirling Highway, Crawley, Western Australia 6009 .

2 DEFINITIONS

- 2.1 In this memorandum of understanding, unless the contrary intention appears:

‘MoU’ means this memorandum of understanding document.

‘Projects’ means various collaborations between SOY and UWA to jointly conduct student training, public education and research in archaeology, history, Indigenous studies, heritage management, interpretation and education.

UWA refers to The University of Western Australia. SOY refers to the Shire of York.

3 INTERPRETATION

- 3.1 This MoU is a statement of intention between the parties in relation to the issues mentioned in it. It is not intended that this MoU create any contractual relationship or that it be legally binding on the parties.
- 3.2 This MoU describes the relationship between the SOY and UWA with respect to the Projects. This MoU supersedes all communication, negotiations, arrangements and agreements either written or verbal between the parties relating to the projects.
- 3.3 This MOU does not preclude the potential future development of a written signed formal agreement between the parties to cover all aspects of the relationship between the parties. Such an agreement would replace this MOU.

4 COMMENCEMENT AND TERM

- 4.1 The MoU commences on the 1st day of January 2025 and terminates on the 31st day of December 2027 unless terminated by either party in writing, prior to this date.
- 4.2 The terms of this MoU may be extended beyond the initial period by agreement by both parties. This agreement must be in writing.

5 BACKGROUND

- 5.1 UWA has a strong research focus and the capacity to manage collaborative research funding. As part of its broad range of responsibilities, SOY through its Cultural heritage services, is responsible for conserving and interesting the Shire's heritage, which includes Aboriginal, natural and historic places, buildings and projects. The MOU will strengthen existing links between SOY and UWA in areas of archaeology, history and heritage management.
- 5.2 SOY and UWA have agreed to place groups of UWA staff and students at SOY's facilities to conduct research, education and training in the fields of (but not restricted to) archaeology, history, Indigenous studies, architecture, education, and heritage management.
- 5.3 SOY has staff in heritage conservation and interpretation and UWA has staff in archaeology, architecture, Indigenous studies and history to support collaborative Projects. Further resources will be allocated as projects are developed.

6 RELATIONSHIP BETWEEN THE PARTIES

- 6.1 Both parties remain independent entities operating in their own right. The relationship will be one of cooperative mutual support with a high level of integrity and mutual regard. This MoU is binding only on this basis and does not represent a legally binding commitment.

7 KEY RESPONSIBILITIES OF SHIRE OF YORK

- 7.1 SOY's responsibilities shall be to:
- 7.1.1 Participate in Project steering groups;
 - 7.1.2 With UWA, develop Project implementation plans;
 - 7.1.3 With UWA, manage the staff and student placements including procurement of students and resources;
 - 7.1.4 With UWA, implement and co-ordinate the Project communication strategies;
 - 7.1.5 With UWA, develop Project progress reports;
 - 7.1.6 With UWA, evaluate Projects and manage the subsequent evaluation processes and report development;
 - 7.1.7 With UWA, manage research and collaborative sub-projects; and
 - 7.1.8 Support professional development of participating SOY staff.

8 KEY RESPONSIBILITIES OF UWA

8.1 UWA's responsibilities shall be to:

8.1.1 Participate in Project steering groups;

8.1.2 Review UWA teaching materials for application in the Projects including, but not restricted to:

(a) any materials supporting placements for the Masters in Professional Archaeology, Honours or higher degree research.

(b) undergraduate training (eg Field Schools, Design Studios).

8.1.3 With SOY, develop Project implementation plans;

8.1.4 With SOY, manage student placements including procurement of students and resources;

8.1.5 With SOY, implement and co-ordinate Project communication strategies;

8.1.6 With SOY, develop Project progress reports;

8.1.7 With SOY, evaluate Projects and manage the subsequent evaluation process and report development;

8.1.8 With SOY, manage UWA and collaborative sub-projects; and

8.1.9 Support professional development of participating academic staff and students.

9 FUNDING AND PAYMENTS

9.1 Any financial commitment of the parties will be separately documented

9.2 Any financial transactions between the parties will be subject to a separate written and signed agreement (see 3.3 above).

10 ASSETS

10.1 Assets purchased for the Projects will belong to the party purchasing the asset.

10.2 Any equipment belonging to one party that is lost or damaged by the other party will be repaired or replaced (to an equal standard) by the party losing or damaging the equipment.

11 GOODS AND SERVICES TAX (GST)

11.1 Consideration under this agreement is GST exempt. In the event any supply gives rise to a GST liability, this will be paid by the party under liability.

12 VARIATION TO THE MEMORANDUM OF UNDERSTANDING

12.1 Either party may request a review of the Memorandum of Understanding, and or any of its Sections. Amendments will require signatures from SOY's and UWA's authorised signatories.

13 INTELLECTUAL PROPERTY

13.1 Intellectual property rights in all pre-existing materials remains wholly with the party that developed the pre-existing material.

13.2 New intellectual property rights arising from the Project will be owned in accordance with applicable subproject agreements.

SIGNED for and on behalf of)
THE UNIVERSITY OF WESTERN)
AUSTRALIA by its authorised signatory:)

 Representative Signature

 Name (Please print)

 Position (Please print)

 Witness Signature

 Witness Name (Please print)

 Date

SIGNED for and on behalf of)
SHIRE OF YORK by its authorised signatory:)

 Representative Signature

 Name (Please print)

 Position (Please print)

 Witness Signature

 Witness Name (Please print)

 Date

SY051-05/25 2025 LOCAL GOVERNMENT ORDINARY ELECTION

File Number:	4.7712
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Alina Behan, Acting Chief Executive Officer
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. WAEC Correspondence ↓ 2. WAEC Cost Estimate ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This Item presents a proposal to Council for consideration and, if satisfactory, endorsement for the Electoral Commissioner to conduct the 2025 Ordinary Local Government Elections via postal vote.

BACKGROUND

Correspondence has been received from the WA Electoral Commission (WAEC) regarding the next ordinary local government elections which are to be held on Saturday 18 October 2025. A copy of the correspondence is presented in Appendix 1.

The WAEC is offering to conduct a postal election and has advised that it is required by the *Local Government Act 1995* (the Act) to conduct local government elections on a full cost recovery basis.

The correspondence includes an estimate of the cost to the Shire of York of conducting the 2025 election. The figures provided are an estimate only and may vary due to a range of factors including:

1. If a Returning Officer is selected that is not local to the area.
2. If the Shire elects for Australia Post Priority Service for the lodgement of the election packages.
3. Unanticipated cost increases from the WAEC's suppliers.

COMMENTS AND DETAILS

The previous local government ordinary elections, held in October 2023, 2021 and 2019 were conducted for the Shire of York by the WAEC as a postal election. Officers recommend undertaking a similar process for the 2025 election.

The previous three (3) ordinary elections have had a significantly higher percentage of votes received through postal voting than previous in person voting, as evidenced in the below table.

TABLE 1.

YEAR	METHOD	TOTAL ELECTORS	FORMAL BALLOT PAPERS	TURNOUT RATE
2023	Postal	2,989	1,315	44%
2021	Postal	2,823	1,094	38.75%

2019	Postal	2,739	1,150	42.06%
2017	In Person	2,682	714	26.85%
2015	In Person	2,567	753	29.45%

The current procedure required by Section 4.20(2) of the Act is that written agreement must be obtained if someone other than the CEO is to be the Returning Officer.

To facilitate this process the WAEC's correspondence acts as written agreement that the WAEC will be responsible for the conduct of the ordinary election in 2025 for the Shire of York, in accordance with Section 4.20(4) of the Act, together with any other elections or polls that may also be required.

This agreement is subject to the proviso that the Shire of York also wishes to have the election undertaken by the WAEC as a postal election.

Council will need to resolve, by Absolute Majority, for this to occur in accordance with Sections 4.20(4) and 4.61(2) of the Act.

The estimated cost for the 2025 election, conducted as a postal ballot, is \$28,049 exclusive of GST. A copy of the cost estimate is presented in Appendix 2. This estimate is based upon the following assumptions:

1. 3,200 electors
2. Response rate of approximately 45%
3. Four (4) vacancies
4. Count to be conducted at a Shire venue
5. Appointment of a local Returning Officer
6. Regular Australia Post delivery service for the lodgement of the election packages

An additional cost, estimated between \$700-\$1,000, will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgment of election packages. With consideration given to York being in regional Western Australia, Officers believe it to be worth paying the minor additional fee for Priority Post. This will ensure the highest possible return of ballots within the allowable time frame. The Shire has utilised the Priority Service in previous years.

Officers have considered conducting the election in-house as an in-person election. However, taking into consideration the costs involved, limited staff resources, operational priorities and reputational risk, this is not the recommended option.

OPTIONS

Council has the following options:

Option 1: Council could choose to request the WAEC to conduct a postal election on behalf of the Shire of York.

Option 2: Council could choose to request the WAEC to conduct an in-person election on behalf of the Shire of York.

Option 3: Council could choose to hold an in-person election to be conducted by the Shire of York.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

WAEC

Executive Leadership Team

StrategicCouncil Plan 2025-2035

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

Policy Related

G13 Community Engagement and Consultation
G19 Risk Assessment and Management

Financial

The estimate for conducting a postal ballot is \$28,049 exclusive of GST, with a minor additional cost if Council opts for the Australia Post Priority Service for the lodgement of election packages.

The Shire is planning for one (1) local government staff member to work in the polling place on election day. However, additional staff may be required to assist with counting votes at the close of polling. Should this occur, the likely additional costs incurred are considered to be minimal.

For the previous elections, in addition to the statutory advertising, the Shire advertised the election notices locally at a cost of approximately \$800 excluding GST. A similar cost for this will need to be included in the 2025/26 budget as Officers recommend doing the same to ensure the community is appropriately informed.

Conducting an in-person election would cost slightly more due to the requirement for additional staffing costs for polling places.

An allowance will be made in the 2025/26 budget in accordance with Council's direction.

Legal and Statutory

Sections 4.20(4) and 4.61(2) of the Act are applicable and state:

“4.20. CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.*
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —*
 - (a) an election; or*
 - (b) all elections held while the appointment of the person subsists.*

** Absolute majority required.*

- (3) An appointment under subsection (2) —*
 - (a) is to specify the term of the person's appointment; and*
 - (b) has no effect if it is made after the 80th day before an election day.*
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.*

** Absolute majority required.*

- (5) A declaration under subsection (4) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the*

local government and the declaration is in respect of an additional election for the same local government.

- (6) *A declaration made under subsection (4) on or before the 80th day before election day cannot be rescinded after that 80th day.*

4.61. Choice of methods of conducting election

- (1) *The election can be conducted as a —*

postal election *which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or*

voting in person election *which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.*

- (2) *The local government may decide* to conduct the election as a postal election.*

** Absolute majority required.*

- (3) *A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.*
- (4) *A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.*
- (5) *A decision made under subsection (2) on or before the 80th day before election day cannot be rescinded after that 80th day.*
- (6) *For the purposes of this Act, the poll for an election is to be regarded as having been held on election day even though the election is conducted as a postal election.*
- (7) *Unless a resolution under subsection (2) has effect, the election is to be conducted as a voting in person election.”*

The *Local Government (Elections) Regulations 1997* stipulate the requirements for conducting elections.

Risk Related

There is a high reputational risk if the election process is not conducted transparently and effectively. Engaging the WAEC to conduct the election mitigates this risk.

Workforce

One (1) staff member is required to work in the polling place on election day, which can be managed within current resources.

VOTING REQUIREMENTS

Absolute Majority: Yes

RECOMMENDATION

That, with regard to the 2025 Local Government Ordinary Election, Council:

- 1. Declares, in accordance with Section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election together with any other elections or polls which may be required.**
- 2. Decides, in accordance with Section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election using the Australia Post Priority Service.**
- 3. Directs the Chief Executive Officer to allocate sufficient funds for the 2025 ordinary election in the 2025/26 budget.**



WESTERN AUSTRALIAN
Electoral Commission

Mr Chris Linnell
Chief Executive Officer
Shire of York
PO Box 22
YORK WA 6302

Dear Mr Linnell,

Written Agreement: 2025 Local Government Ordinary Election

I refer to your correspondence dated 17 April 2025 in which you accept the Western Australian Electoral Commission's Cost Estimate for the 2025 Local Government Ordinary Election, as outlined in my letter to you dated 16 April 2025 (the Cost Estimates Letter).

This letter is my written agreement to be responsible for the conduct of the local government ordinary election for the Shire of York. In order to finalise this agreement, you are required under *the Local Government Act 1995* to submit the following motions to Council for a postal election:

1. declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2025 ordinary election, together with any other elections or polls which may be required;
2. decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a Postal election.

Please note that:

- the above motion/s must be presented to Council as drafted and cannot be amended in any way;
- both the Cost Estimates Letter, and this Written Agreement Letter should be attached to the item for Council consideration; and
- the above motion/s must be passed by an absolute majority.

Once the Council passes the above mentioned motion/s, please forward confirmation to the Commission to the email address below. The Commission can then proceed with arrangements for your ordinary election.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'C. Barron'.

Courtney Barron
ACTING ELECTORAL COMMISSIONER

17 April 2025



WESTERN AUSTRALIAN
Electoral Commission

Mr Chris Linnell
Chief Executive Officer
Shire of York
PO Box 22
YORK WA 6302

Dear Mr Linnell,

Cost Estimate Letter: 2025 Local Government Ordinary Election

As you are aware, the next local government ordinary election will be held on 18 October 2025. This letter is your Cost Estimate for the Western Australian Electoral Commission to conduct your election, should you proceed with making a declaration under the *Local Government Act 1995* for us to do so.

Cost Estimate

The Commission has estimated the cost to conduct your Council's election in 2025 as a postal election at approximately \$28,049 (ex GST).

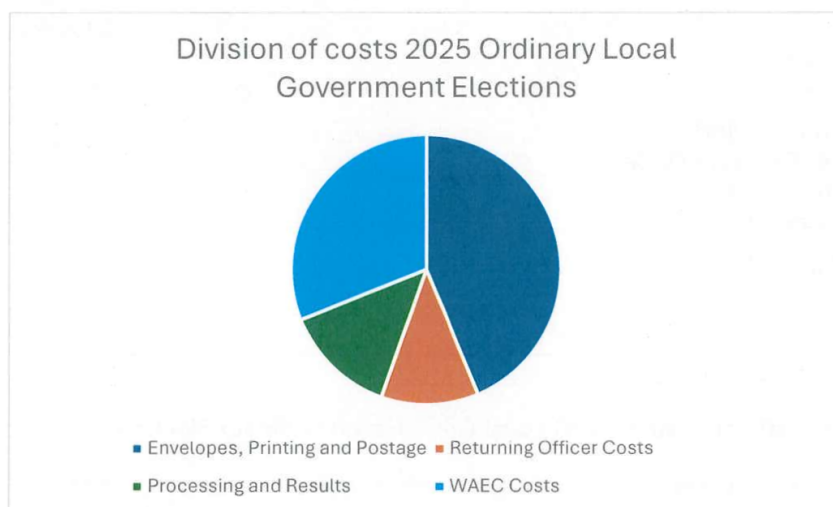
This cost has been based on the following assumptions:

- The method of election will be postal;
- 4 Councillor vacancies;
- 3200 electors;
- response rate of approximately 45%
- appointment of a local Returning Officer; and
- count to be conducted at your office using CountWA.

If any of these assumptions are not correct, please contact us and we can provide a new cost estimate.

Cost Methodology

To provide your estimate, the Commission has estimated the costs of all aspects of the election, from supply of materials to staffing costs. For the 2025 Local Government elections, we have applied the following apportionment across the State:



For individual local Governments the exact apportionment of costs may differ slightly from the above, as the cost categories are determined by applying the following variables:

- Envelopes, Printing and Postage, and WAEC Costs are determined by the number of electors in your Local Government;
- Processing and Results is determined by the expected response rate for your election; and
- Returning Officer Costs are determined by the complexity of the election for the Returning Officer; we classify Local Governments into bands depending on a number of factors including number of Wards, number of vacancies and the number of candidates, and then we pay our Returning Officers a rate which reflects this band.

Estimated Cost of 2025 Local Government Elections

The Commission estimates that the total cost of conducting the Local Government Elections across Western Australia in 2025 will increase by \$1.3 million, compared to 2023. The key drivers for this cost increase are as follows:

- a 45% cost increase from Australia Post, comprising of a 25% increase which came into effect in March 2024, and an additional 20% proposed increase currently being considered by the Australian Competition and Consumer Commission, which if approved will take effect in July 2025; and
- a 9% increase in the salaries paid to Returning Officers as required by the Public Sector CSA Agreement 2024.

Variations to the final costs for your Council

In accordance with the *Local Government (Elections) Regulations 1997*, the Commission conducts elections on the basis of full accrual cost recovery. This means that should the actual costs incurred to conduct the election be less or greater than what we have estimated, the final cost may differ from the cost estimate you have been provided.

Whilst we aim to keep additional costs at a minimum wherever possible, the following are examples of where cost increases may arise:

- If a Returning Officer is selected that is not local to your area;
- If you elect for Australia Post Priority Service for the lodgement of your election package;
- If casual staff are required for the issuing of Replacement Election Packages;
- If casual staff are required to assist the Returning Officer on election day or night; or
- Unanticipated cost increases from our suppliers.

We will endeavour to keep you informed of any unanticipated cost increases as they are incurred during the election.

Service Commitment

The Commission is committed to conducting elections impartially, effectively, efficiently and professionally. Following each election event, we review our performance and identify ways to improve our service delivery.

The Commission acknowledges that during the 2023 Local Government Ordinary Elections, the results for many Local Governments were delayed. Since this time we have improved our Count Processes, and as demonstrated through extraordinary elections conducted in 2024, we are now able to finalise our results more quickly whilst still retaining accuracy and integrity.

If you have any suggestions for improvements we can make to deliver your election, your feedback is welcome at all times.

Next Steps

Should you wish to accept this cost estimate and proceed with the Electoral Commission undertaking this election, there are specific steps that must be taken under the *Local Government Act 1995*. These steps are summarised in the attached flow chart (Attachment A).

As outlined in the flow chart, if you accept this Cost Estimate then please advise of us this in writing, so that we can issue a Written Agreement letter. Both the Cost Estimate letter, and the Written Agreement letter then need to be taken to Council for a decision.

If you have any queries, please contact lgelections@waec.wa.gov.au.

Yours sincerely,



Courtney Barron
ACTING ELECTORAL COMMISSIONER

16 April 2025

SY052-05/25 REPORT ON COUNCILLOR ATTENDANCE AT WALGA'S GREAT EASTERN COUNTRY ZONE FORUM AND ABORIGINAL ENGAGEMENT FORUM

File Number: 4.7712

Author: Vanessa Green, Council & Executive Support Officer

Authoriser: Alina Behan, Acting Chief Executive Officer

Previously before Council: Not applicable

Disclosure of Interest: Nil

Appendices: 1. Cr Trent's Reports [↓](#)

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This item presents the Shire President's reports on attendance at WALGA's Great Eastern Country Zone (GECZ) Forum on Friday 28 March 2025 and the Aboriginal Engagement Forum on Wednesday 9 April 2025.

BACKGROUND

The GECZ Forum was held in Bruce Rock on Friday 28 March 2025 with delegates from WALGA's other Zones being invited to attend. The Shire of York is located within the Avon-Midland Country Zone.

The Aboriginal Engagement Forum was held at Kings Park on Wednesday 9 April 2025 with local governments across the State invited to attend. The Forum was also attended by the Manager Community & Place and the Arts & Cultural Heritage Officer.

COMMENTS AND DETAILS

In accordance with Clause 7.1 of Policy E2 – Councillors: Training and Continual Professional Development, within thirty (30) days of attending a professional development event of more than one (1) day duration, Councillors must submit an individual or combined report for inclusion on the next Council agenda.

Although both events were only held on one (1) day each, the reports received from Cr Kevin Trent are presented in Appendix 1.

Cr Kevin Trent may wish to make further comment at the Meeting.

OPTIONS

Council has the following options:

Option 1: Council could choose to note the reports provided by Cr Kevin Trent.

Option 2: Council could choose to reject the reports provided by Cr Kevin Trent.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER**Consultative**

Cr Kevin Trent

StrategicCouncil Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

Policy Related

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

E2 Councillors - Training and Continuing Professional Development

E3 Councillors - Travel - Accommodation

Financial

The 2024/25 budget includes an allocation for Councillor training and professional development at GL: 041102. Registration costs including reimbursement of travel to attend the Forums were attributed to this GL.

Legal and Statutory

Nil

Risk Related

Nil

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Report on Councillor Attendance at WALGA's Great Eastern Country Zone Forum and Aboriginal Engagement Forum, Council:

- 1. Notes the reports provided by Cr Kevin Trent, as presented in Appendix 1, on attendance at the Great Eastern Country Zone Forum on Friday 28 March 2025 and the Aboriginal Engagement Forum on Wednesday 9 April 2025 in accordance with Policy E2 – Councillors: Training and Continual Professional Development.**

Report to York Shire Council on Shire President's attendance at the
Great Eastern Country Zone Forum.

Refer to the Program for the Theme of the Forum and the topics covered.

Date	Friday, 28 March 2025
Location	Shire of Bruce Rock, Shire Hall 58 Johnson Street, Bruce Rock
Theme	Re-imagining the Future of the Wheatbelt – Sustaining the Present, Building for the Future
MC	Ms Di Darmody

PROGRAM	
8:30am	ARRIVAL Grab yourself a tea or coffee and a breakfast snack before the Forum starts.
9:00 – 9:25am	FORUM OPENING Acknowledgement of Country – Ms Shayna Campbell President Cr Tony Sachse, Great Eastern Country Zone Chair President Cr Karen Chappel AM JP, WALGA President President Cr Ramesh (Ram) Rajagopalan, Shire of Bruce Rock
9:25 – 9:55am	SUSTAINABLE ECONOMIC GROWTH FOR REGIONAL AUSTRALIA (SEGRA) Ms Caroline Robinson, Director and Company Secretary, SEGRA <i>This session inspires Local Governments to explore innovative ideas for sustainable growth, attracting investment, and strengthening regional communities.</i>
9:55 – 10:45am	SUSTAINING REGIONAL COMMUNITIES – EDUCATION AND AGEING IN PLACE Ms Jacquie Hutchinson, Deputy Chair and Ms Kylie Helgesen, General Manager, Regional Early Education and Development Inc Ms Janine Dayman and Ms Karen Strange, Co Founders and Chief Executive Officers, Wheatbelt & Beyond Youth Mentoring Mr Richard Marshall, Chief Executive Officer, Central East Accommodation and Care Alliance (CEACA) <i>This session explores innovative service delivery to support living and ageing in place, helping rural communities retain young and senior residents alike.</i>
10:45 – 11:15am	MORNING TEA
11:15 – 12:25pm	FOCUS ON LOCAL EMERGENCY MANAGEMENT <i>This session will feature representatives from WALGA, Department of Fire and Emergency Services (DFES) and LGIS, who will discuss emergency management matters. The speakers will provide updates on current local emergency management policies and initiatives relevant to Local Governments, including volunteer involvement.</i> The session will begin with brief updates: Ms Catherine Feeney, Project Lead – Local Emergency Management Arrangement (LEMA) Improvement Program, WALGA will provide an update on LEMA Improvement Program Ms Shelby Robinson, District Emergency Management Advisor, DFES on the role of Local Emergency Management Committees Ms Pia Duxbury, Marketing and Communication Executive, LGIS, to provide an overview of LGIS. Following the presentations, there will be a panel discussion. Ms Rachel Armstrong, Policy Manager Emergency Management, WALGA and Chief Superintendent Andy Wright and Superintendent Damien Pumphrey from DFES will join the presenters for the panel discussion. After the panel discussion, delegates will have the opportunity to participate in a Q&A session.



12:25 – 1:10pm	LUNCH
1:10 – 1:50pm	<p>FUTURE LOCAL LEADERS: INSIGHTS FROM EXPERIENCED ELECTED MEMBERS</p> <p>President Cr Alison Harris JP, Shire of Cunderdin President Cr Tracy Lefroy, Shire of Moora</p> <p><i>Elected Members play a crucial role in shaping their communities. Their roles are rewarding but can also be demanding and complex. This session aims to inspire Local Government leaders, while highlighting the importance of peer support for Elected Members.</i></p>
1:50 – 2:30pm	<p>WHEATBELT ECONOMIC SNAPSHOT</p> <p>Mr Daniel Thomson, Manager Economics, WALGA Mr Robert Cossart, Chief Executive Officer, Wheatbelt Development Commission</p> <p><i>Daniel will open the session with an economic brief on Western Australia, highlighting the state's landscape and key trends. After the WALGA briefing, Robert will examine the Wheatbelt's economic dynamics, key contributors to its output, and opportunities to foster and enhance investment in the region.</i></p>
2:30 – 3:10pm	<p>RURAL HEALTH</p> <p>Professor Catherine Elliott, Chief Executive Officer and Ms Kelli Porter, Deputy Chief Executive Officer and General Manager Workforce, Rural Health West</p> <p><i>Presentation of the services and activities delivered by Rural Health West that support healthcare provision in rural Western Australia, with a specific focus on the Wheatbelt region.</i></p> <p>Dr Michael Livingston and Ms Rachel Livingston, Chief Executive Officer, Livingston Medical</p> <p><i>An overview of the Livingston Health model, its principles, and its approach to delivering healthcare in rural communities.</i></p>
3:10 – 3:20pm	SHORT BREAK
3:20 – 4:25pm	<p>NAVIGATING THE RENEWABLE ENERGY TRANSITION</p> <p>Ms Lisa Harwood, Principal Policy Advisor Economic Development, WALGA Dr Maureen Boyle, Curtin Institute for Energy Transition, Curtin University Ms Sarah Derham, Head of Sustainability, Collgar Renewables</p> <p><i>A session to explore the significant changes and opportunities presented by the renewable energy transition in the Wheatbelt, addressing the challenges faced by Local Governments in navigating policy and stakeholder engagement, and highlighting strategies for maximising community benefits.</i></p>
4:25 – 4:30pm	<p>MEMBER FOR CENTRAL WHEATBELT</p> <p><i>Mr Lachlan Hunter MLA was successful in the recent Western Australian State Election, becoming the new Member for the Central Wheatbelt. Mr Hunter will make some brief remarks.</i></p>
4:30pm	CLOSE
4:35pm	<p>NETWORKING SUNDOWNER</p> <p><i>Enjoy a closing sundowner with live background music by Sophie Jane.</i></p>

I attended this Forum and found the topic covered most enlightening and while some of the presenters introduced subjects not applicable to York Shire I believe they would be worthy of further investigation.

When welcoming the delegates to the Shire of Bruce Rock the President drew our attention to the incident which occurred when the State's COVID lock down was implemented and the local store was burnt down and the town faced the prospect of having no opportunity to import all food and other products normally available through the store that no longer existed. While the store, the distribution point for supplies was not available the Council turned the Shire hall into a supermarket. The Shire then set about building a new store, while COVID meant that movement was limited and supplies were difficult to obtain.

Ms Robinson of SEGRA recommended that Councils work together to develop the regional infrastructure. She spoke of issues like development of the Hyden – Norseman road and the Leonora - Alice Springs Route to enable an option for tourists and an alternative route across Australia in the event the Eyre Highway and the trans Australian railway are cut by floods.

The presentation by Ms Dayman and Ms Strange on Wheatbelt and Beyond Youth Mentoring presented a model whereby mentoring of young people can steer them through the pitfalls of life to increase their chances of succeeding.

The presentation by Richard Marshall on housing for the elderly was very interesting and shows what can be achieved to ensure that the elderly are housed in their local community.

The presentation on Local Emergency Management was worthwhile since there have been issues with untrained persons while being enthusiastic about fighting a fire, are not prepared to undertaking training and aren't wearing the appropriate PPE try to get on the fire ground. The officers from DFES were adamant that should such a person, who has not qualified or be suitably dressed the person in charge should direct the untrained or out of uniform person to a supporting role well away from danger.

Ms Shelby Robinson then addressed the gathering on the role of LEMCs and their role working with the CESMs on the business of protecting residents and their property in times of natural disasters.

LGIS who insure most Councils spoke their role in ensuring Local Governments are covered for issues regarding insuring volunteers against risks but the requirements are that they be trained for the tasks they have to perform.

Following lunch two experienced councillors, Cr Harris JP Shire of Cunderdin and Cr Lefroy Shire of Moora spoke on the need for good people to take a serious look at standing for Council. Newly elected Councillors require a mentor and need to sit back and watch in order that they can become a contributor for their community. They mentioned that it is desirable that the CEO live within the community so they build an empathy with the community.

The two speakers suggested that younger women consider standing as they are closer to the issues that young mothers face in areas such as child care and pre-school child centres as they can relate to new mums in the Local Government area.

Daniel Thomson, WALGA's Manager Economics and Robert Cossart then gave a snapshot of the Economics of the Wheatbelt. Robert is the CEO of the Wheatbelt Development Commission and they spoke on renewable energy, freight logistics addressing issues facing road and rail transport. They also addressed the Workforce shortages and the vulnerability of businesses due to supply chain issues. These are reducing the opportunity to use the slogan "Made in WA", especially with shortages of skilled workers in the Wheatbelt.

Besides the shortage of houses it is estimated that Local Governments in the Wheatbelt face the prospect of a \$32.5 Million cost of providing headworks before the housing shortage can be addressed.

Renewable energy is being developed along side the existing power grid, meaning large areas of agricultural land are being turned over to wind and solar farms.

They spoke of the Avon West Logistics hub and the benefits it will bring and the benefits of the fibre network upgrade currently underway.

The speakers on Rural Health were very informative. They are working to ensure that there are doctors in the Wheatbelt however rather than the system many knew in the past, doctors come into the regions on a short term basis before either buying the practise or moving back to the City where there is more support for them. The advances made with telecommunications has enabled rural doctors to use telehelp to diagnose medical issues, however

patients find it irksome when a new doctor arrives in town and the patient has to remember all the issues that they have been treated for in the past.

After the short break the topic on Navigating the Renewable Energy Transition was presented.

This was most interesting however the opportunities to place the large windfarms and solar collectors has meant that opportunities for all Local Governments to benefit from renewable energy generation are not available.

The last speaker of the day was Lachlan Hunter MLA, Member for Central Wheatbelt. Lachlan grew up in Bruce Rock. He provided a brief summary of the Forum.

In conclusion the Forum was well worthwhile attending and I believe that all Councillors should attend so they can expand their knowledge and understanding of Local Government

Cr Trent

1 May 2025

Report to Council

ALGA Aboriginal Engagement Forum

The Forum was held at the State Reception Centre in Kings Park on the Ninth of April 2025.

I attended this Forum along with Carol Littlefair, Arts and Cultural Heritage Officer and Sam Good, Manager Community and Place.

The forum offered Local Governments with the opportunity to collaborate with local Aboriginals to demonstrate the benefits gained by utilising the skills and talents of these people.

Examples included Community Leadership in a natural disaster following the flooding in the Kimberley when the bridge at Fitzroy Crossing was destroyed and the community came together to survive the isolation due to a lack of supplies coming through.

Another example came from the City of Canning, where through engaging with local children the officers were able to raise attendance at the local High School.

The City of Swan, sensing issues were arising with youngsters and shop keepers chose to engage with the youngsters and encourage them to become models and hold fashion shows in Midland Gate Shopping Centre.

Caitlan Markiewicz from Landgate then described the work being undertaken to source names of features used by local aboriginals providing the opportunity for dual naming like Wongborel/Mt Brown which is another step in seeking reconciliation. Another example is Walwayling/Mt Bakewell.

As I had to leave early to make my way to the meeting with Mia Davies in Northam I missed the last session however, I noted that WALGA had used indigenous names to draw delegates to morning and afternoon tea Byrdik Byrbik and Merenj Gnarning for lunch, held in the Yarning Space where displays and the opportunity to catch up with others working for reconciliation also took their lunch.

Like all Conferences and similar Forum the opportunity to gather ideas that can improve our knowledge and enhance local government in York.

Cr Kevin Trent

30 April 2025

SY053-05/25 POLICY REVIEW - G1 RECORD KEEPING

File Number:	4.8285
Author:	Anneke Birleson, Manager Governance & People
Authoriser:	Alina Behan, Acting Chief Executive Officer
Previously before Council:	28 January 2016 (120116) 24 October 2016 (121016) 25 November 2019 (291119) 22 April 2025 (010425)
Disclosure of Interest:	Nil
Appendices:	1. SRC Standard 2 - Record Keeping Plans ↓ 2. Shire of York Record Keeping Plan ↓ 3. G1 - Record Keeping - Current ↓ 4. G1 - Record Keeping - Draft (Reviewed) ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of this report is to provide further information to Council to support the proposed adoption of a review of Council Policy G1 - Record Keeping.

BACKGROUND

In accordance with Section 2.7(2) of the *Local Government Act 1995*, Council is to determine the policies of the Shire. Operational policies are adopted at the Executive Leadership Team level. In the interests of good governance, it is important that the Shire regularly reviews its policies for relevance, currency and compliance with relevant legislation.

A review of Policy G1 – Record Keeping was presented to Council at its April 2025 Ordinary Meeting where it resolved (010425):

“That, with regard to Policy Review - Various Governance Policies, Council:

- 1. Resolves to delay rescinding Policy G6 – Community Access to Information pending further detailed information from the Administration.***
- 2. Resolves to delay adopting the following reviewed policy G1 – Record Keeping, as presented in Appendix 2 pending additional detailed information from the Administration.***
- 3. Resolves to adopt the reviewed Policy G31 – Flags, as presented in Appendix 4.***
- 4. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy G31 prior to publication.”***

COMMENTS AND DETAILS

All local governments must comply with the requirements of the *State Records Act 2000* and any related document, such as the Shire's Record Keeping Plan.

The State Records Commission (SRC) has set standards for the management of records and how these standards should be applied to record keeping:

- SRC Standard 1 – Government Record Keeping
- SRC Standard 2 – Record Keeping Plans
- SRC Standard 3 – Appraisal of Records
- SRC Standard 4 – Restricted Access Archive
- SRC Standard 6 – Outsourcing
- SRC Standard 7 – State Archives Retained by Government Organisations
- SRC Standard 8 – Managing Digital Information

The Australian Standard AS15489 Records Management is the accepted Australian Standard for all aspects of record keeping in Australia and is a useful supporting document when read in conjunction with the above Standards.

SRC Standard 1 requires that government organisations ensure *“that records are created, managed and maintained over time, and disposed of in accordance with principles and standards issued by the State Records Commission”*.

The Shire does this by implementing its Record Keeping Plan, which must be reviewed every five (5) years.

SRC Standard 2, presented in Appendix 1, specifies six (6) Record Keeping Principles, each with minimum compliance requirements:

Principle 1 – Proper and Adequate Records

Government organisations must ensure that records are created and kept which properly and adequately record the performance of their functions.

Principle 2 – Policies and Procedures

Government organisations must support record keeping programs with established policies and procedures.

Principle 3 – Language Control

Organisations must have controls in place to identify and name records appropriately to support business classification schemes.

Principle 4 – Preservation

Organisations must ensure the protection and preservation of records, including having a disaster management plan.

Principle 5 – Retention and Disposal

Records must be retained and disposed of in accordance with an approved disposal authority, following a systematic and comprehensive Retention and Disposal Schedule.

Principle 6 – Compliance

Organisations must ensure compliance with the Record Keeping Plan, including evaluating the efficiency of record keeping systems and conducting training programs.

The Shire of York Record Keeping Plan, presented in Appendix 2, was last accepted by the State Records Commission in February 2021. This policy review is a precursor for the Record Keeping Plan review due in 2025/26.

Elected Members have been provided with further information around their record keeping responsibilities as well as some guidelines around timing of capturing a record within the Shire's Records Management System (RMS). Whilst there is no legislated timeframe for capturing a record within the RMS, the sooner it is done the better. This ensures compliance and assists with record retrieval, for example in the case of a Freedom of Information request. Therefore, those responsible for keeping records are encouraged to capture a record in the RMS as soon as reasonably practicable.

Should Council adopt this reviewed policy, all the underlying operational procedures will be reviewed accordingly. A procedure to assist Councillors in meeting their record keeping obligations will be developed.

The Record Keeping Policy was last reviewed in 2019. The Shire has since implemented a new RMS system and modified procedures accordingly. As a result, this review has been comprehensive. Due to the extent of the changes in this policy, enabling tracked changes made it difficult to see the changes in a meaningful way. Therefore, the reviewed policy is being presented as the current version, presented in Appendix 3, and the updated, reviewed version presented in Appendix 4. Most of the changes relate to clarifying wording and removing procedural elements, making it a clearer policy for all to refer to. The procedures underlying this will remain operational.

The next reviews of these policies are to occur within the next three (3) years and are scheduled in the Shire's monitoring and reporting software, Cascade. The Shire's website is to be updated accordingly.

OPTIONS

Council has the following options:

Option 1: Council could choose to endorse the review of Policy G1.

Option 2: Council could choose not to endorse the review of Policy G1.

Option 3: Council could choose to suggest further changes to the review of the Policy and identify what those changes are.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Comparison of other Local Governments' Policies

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

Policy Related

This policy was last reviewed in 2019. Policies should be reviewed at least every three (3) years to ensure compliance and relevance.

Financial

Nil

Legal and Statutory

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

"2.7. Role of council"

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*
- (2) *The council's governing role includes the following —*
 - (a) *overseeing the allocation of the local government's finances and resources;*

- (b) *determining the local government's policies;*
- (c) *planning strategically for the future of the district;*
- (d) *determining the services and facilities to be provided by the local government in the district;*
- (e) *selecting the CEO and reviewing the CEO's performance;*
- (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
 - (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
 - (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law."*

Risk Related

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

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to Policy Review - G1 Record Keeping, Council:

- 1. Adopts the reviewed Policy G1 – Record Keeping, as presented in Appendix 4.**
- 2. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.**



STATE RECORDS COMMISSION

SRC Standard 2

RECORD KEEPING PLANS

A Record Keeping Standard for State Organizations

**State Records Commission of WA
Perth, Western Australia
February 2002**

SRC Standard 2 – Record Keeping Plans**Table of Contents**

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SRC Standard 2 – Record Keeping Plans**DEFINITIONS**

Disposal – refers to the removal of records from the organization once they have reached the inactive phase, and their subsequent destruction, or permanent retention as State archives.

Disposal Authority – the document authorising the disposal of records. This may take the form of a Retention and Disposal Authority or Schedule, an Ad Hoc Disposal Authority or a Disposal List, which has been approved. The State Records Commission is the authorizing body for disposal authorities.

File titling system – is a listing or outline of file titles in use in the organization, regardless of format.

General Disposal Authority – a document designed to provide consistency throughout government organizations in disposal activities and decisions. It covers records common to all State organizations such as Human Resource Management and Financial and Accounting. The General Disposal Authority for Local Government covers records common to local governments and may eliminate the necessity for each to prepare its own Schedule.

Government organization – is an organization listed in Schedule 1 or Schedule 3 of the State Records Act 2000.

Government record – is a record created or received by a government organization or a government organization employee or contractor in the course of the work for the organization.

List of authorized headings – A list of authorized subject headings, sometimes known as a list of indexable headings or a thesaurus, is a simple alphabetical listing of terms derived, initially, from terms in the classification scheme. The meaning of the term must be prescribed and relationships between terms shown. It must allow control of the terminology used to name records, by establishing the terms acceptable to and used in the natural language of the organization.

Parliamentary department – is a department that is deemed to have been constituted in relation to the administration of Parliament for the purposes of the *Financial Administration and Audit Act 1985* by regulations made under Section 3(2) of that Act.

Parliamentary record – is a record created or received by a parliamentary department or a person in the course of their work for the department, whether the person is employed under a contract of service or is engaged under a contract for services or otherwise.

Record – means any record of information however recorded and includes:

- a) any thing on which there is writing or Braille;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) any thing on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;

SRC Standard 2 – Record Keeping Plans

- e) any thing from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.

State archive – is a State record that is to be retained permanently.

State organization – is a parliamentary department or a government organization.

State record – is a parliamentary record or a government record.

Thesaurus – is a complex alphabetical listing of all terms derived from a classification scheme. Such tools act as a guide in the allocation of classification terms to individual records. In a thesaurus the meaning of the term is specified and hierarchical relationships to other terms shown. A thesaurus should provide sufficient entry points to allow users to navigate from terms that are not to be used to the preferred terminology adopted by the organization.

SRC Standard 2 – Record Keeping Plans**PURPOSE**

The purpose of this Standard, established under Section 61 of the State Records Act 2000, is to ensure that government organization record keeping plans submitted to the State Records Commission for approval, meet the requirements of the State Records Act 2000.

BACKGROUND

The State Records Act 2000 is an Act to provide for the keeping of State records and for related purposes. Section 19 of the Act requires that every government organization must have a record keeping plan that has been approved by the State Records Commission.

Parliamentary departments are required under Section 12 of the Act to have a record keeping plan that is approved by the President of the Legislative Council or the Speaker of the Legislative Assembly.

Government organizations listed in Schedule 3 are required, under Section 27 of the Act, to have a record keeping plan that is approved by their relevant Minister.

The State Records Commission is required, under Section 25 of the Act, to have a record keeping plan that is approved by the Minister.

A government organization's record keeping plan sets out the matters about which records are to be created by the organization and how it is to keep its records.

The record keeping plan shall comprise one or more documents which, when assessed as a whole, will provide an accurate reflection of the record keeping program within the organization. More specifically, documentation regarding the organization's record keeping system/s, disposal arrangements, policies, practices and processes will be the essential components of the record keeping plan. The inclusion of such documentation will constitute evidence of compliance. Each government organization will be expected to present sufficient evidence that best practices have been implemented within the organization.

Extracts or complete documentation (where applicable) based upon the principles in this standard are to be compiled to form the record keeping plan.

SCOPE

The principles and minimum compliance requirements in this Standard apply to all government organizations.

Parliamentary departments must prepare a draft record keeping plan in consultation with the Commission and taking note of any relevant principles and standards established by the Commission under Section 61 of the Act.

SRC Standard 2 – Record Keeping Plans**Principle 1 – Proper and Adequate Records**

Government organizations ensure that records are created and kept which properly and adequately record the performance of the organization's functions and which are consistent with any written law to which the organization is subject when performing its functions.

Rationale

Every government organization has roles and functions, usually mandated by legislation, regulation or government directive. There is a wide-ranging set of activities and transactions conducted in the performance of the roles and functions. Proper and adequate records of an organization's business activity must be created and kept to ensure sufficient evidence of an organization's performance of those functions.

To address matters about which records are or should be created, organizations are to identify and describe the internal and external sources of authority that have a bearing on the creation and keeping of its records. Particular attention should be paid to explicit requirements for record keeping.

An organization's record keeping policies and procedures and its Retention and Disposal Schedule will address specific details about which records will be created and kept.

Under Principle 1, an organization must identify and describe its broad record keeping requirements within the business and regulatory environments in which it operates.

Minimum Compliance Requirements

1. The record keeping plan will provide information about:
 - historical background of the creating body;
 - mission statement, strategic focus and main business activity of the organization;
 - functions and activities including those that are contracted out to other organizations; and
 - major stakeholders of the organization.
2. The record keeping plan will provide a list of:
 - enabling legislation (legislation that establishes the organization and its functions);
 - legislation administered by the organization;
 - other legislation affecting the functions or operations of the organization; and
 - major government or industry standards and codes of practice imposed on or adopted by the organization.

SRC Standard 2 – Record Keeping Plans**Principle 2 – Policies and Procedures**

Government organizations ensure that record keeping programs are supported by policy and procedures.

Rationale

A government organization's record keeping program is to be compliant with legislative requirements. It should be reliable, systematic and well managed within a framework for consistent and accountable implementation. To achieve this, policies and procedures governing record keeping matters in the organization should be in place.

A record keeping policy, in the form of one or more identifiable policy statements, should be authorized at an appropriate senior level, promulgated throughout the organization, and be available to all employees.

Record keeping policy statements should be comprehensive and provide the framework for underlying procedures. They should emphasize the corporate ownership of government records; that all records are corporate assets and as such, do not belong to individual employees. They should formally define the roles and responsibilities of all employees who manage or perform record keeping processes. Most importantly, they should establish an official position on the making and keeping of proper and adequate records of the organization's business activities.

Standard operating procedures for all staff to follow when carrying out record keeping tasks should be in accordance with the organization's record keeping policy and be based on best-practice standards.

Minimum Compliance Requirements

The record keeping plan must provide evidence to adduce that:

1. Policies and standard operating procedures governing record keeping in the organization are established, authorized at an appropriate senior level, and are available to all employees.
2. The policies and procedures define the roles and responsibilities of all employees who manage or perform record keeping processes.
3. The policies take into account relevant government policy and endorsed standards for the making and keeping of proper and adequate records.
4. The policies and procedures cover records in all formats and all aspects of their management, including:
 - creation of records;
 - capture and control of records;

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- security and protection of records;
 - access to records; and
 - appraisal, retention and disposal of records.
5. The organizational scope of the policies and procedures has been addressed, i.e. whether they are applicable to the entire organization, including divisions, regional branches and offices, and outsourced contractors.
 6. The custodianship and management of government records has been addressed in regard to organizational restructures, the transfer of an organization's functions, the creation of new business units or the devolution of authority for managing government records.

SRC Standard 2 – Record Keeping Plans**Principle 3 – Language Control**

Government organizations ensure that appropriate controls are in place to identify and name government records.

Rationale

Appropriate mechanisms for controlling the language or terminology used to identify and name an organization's records should be in place to support the organization's business classification scheme.

Such mechanisms, for example, a thesaurus, an authorized list of (subject) headings, or a file titling system, should suit the complexity of the records of the organization and should reflect the terminology used to label the organization's business functions, activities and transactions.

Tools to control and maintain consistent use of language will assist organization-wide uniformity and result in improved indexing, tracking and retrieval of information. Organizations should ensure that the tools used for conventional records are also applicable to electronic records.

Minimum Compliance Requirements

The record keeping plan must provide evidence to adduce that:

1. An appropriate tool is in place whereby records are identified and named in a systematic and consistent way.
2. The tool is capable of being augmented and adjusted to reflect changing functions of the organization's business.
3. Any changes to the structure and content of the tool are controlled, authorized and recorded.

SRC Standard 2 – Record Keeping Plans**Principle 4 – Preservation**

Government organizations ensure that records are protected and preserved.

Rationale

Organizations and their employees are responsible for preserving government records for as long as required by law and business requirements. A major threat to the preservation of records is the risk of disaster, natural or otherwise.

Organizations are to establish and maintain a disaster management plan for the records of the organization.

A disaster management plan for records is a plan setting out the strategies and activities for preventing disasters, for preparing an appropriate response to and recovery from disasters, should they occur, and resuming normal business.

Minimum Compliance Requirements

The record keeping plan must provide evidence to adduce that:

1. The organization has identified and assessed the risks and impacts of disasters on its recorded information.
2. The organization has planned strategies and activities for the reduction and management of risks to its records.
3. The organization has planned quick-response strategies and activities for salvaging, recovering and stabilizing the condition of the organization's records should a disaster occur.

SRC Standard 2 – Record Keeping Plans**Principle 5 – Retention and Disposal**

Government organizations ensure that records are retained and disposed of in accordance with an approved disposal authority.

Rationale

A government organization's records are to be retained and disposed of in accordance with an approved disposal authority. The State Records Commission, via the State Records Advisory Committee, is the authorizing body for disposal authorities.

Every government organization shall operate an approved Retention and Disposal Schedule, being the records retention and disposal component of the record keeping plan. A Retention and Disposal Schedule is a systematic and comprehensive listing of categories or series of records created and/or kept by an organization, which plans the life of those records from creation to ultimate disposal.

For information and guidance on the preparation, format and content of a Retention and Disposal Schedule, organizations are to refer to Sections 8 and 9 in the *Records Disposal: A Handbook for Government Agencies*, published by the State Records Office.

Minimum Compliance Requirements

1. An approved records Retention and Disposal Schedule is operating in the organization.
2. The Retention and Disposal Schedule must:
 - identify the records of the organization and their formats;
 - identify those government records that will be State archives (in accordance with SRC Standard 3 – Appraisal of records);
 - identify those State archives that will be restricted access archives and the ages at which they will cease to be restricted access archives (in accordance with SRC Standard 4 – Restricted Access Archives);
 - identify those State archives that will not be transferred to the State archives collection (in accordance with SRC Standard 5 – Compulsory Transfer of Archives);
 - stipulate the retention period for those government records that are not State archives (in accordance with SRC Standard 3 – Appraisal of records);
 - identify other (previous and current) disposal authorities of the organization; and

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- refer to the appropriate General Disposal Authorities published by the State Records Office, and state that the retention and disposal of relevant records will conform to the standards set in these authorities.

Note: The **General Disposal Authority for Financial and Accounting Records** and the **General Disposal Authority for Human Resource Management Records** cover financial and accounting records and human resource management records, common to most government organizations and prescribe the authorized disposal of these records.

Organizations should not incorporate financial, accounting or human resource records into their Retention and Disposal Schedule unless there is particular justification for varying the retention period for any records covered by the General Disposal Authorities.

Local Governments should refer only to the **General Disposal Authority for Local Government Records**.

SRC Standard 2 – Record Keeping Plans**Principle 6 – Compliance**

Government organizations ensure their employees comply with the record keeping plan.

Rationale

An organization and its employees must comply with the organization's record keeping plan.

Organizations should develop and implement strategies for ensuring that each employee is aware of the compliance responsibilities.

Minimum Compliance Requirements

The record keeping plan is to provide evidence to adduce that:

1. The efficiency and effectiveness of the organization's record keeping systems is evaluated not less than once every 5 years.
2. The organization conducts a record keeping training program.
3. The efficiency and effectiveness of the record keeping training program is reviewed from time to time.
4. The organization's induction program addresses employee roles and responsibilities in regard to their compliance with the organization's record keeping plan.
5. The organization includes within its annual report an appropriate section that addresses points 1-4.

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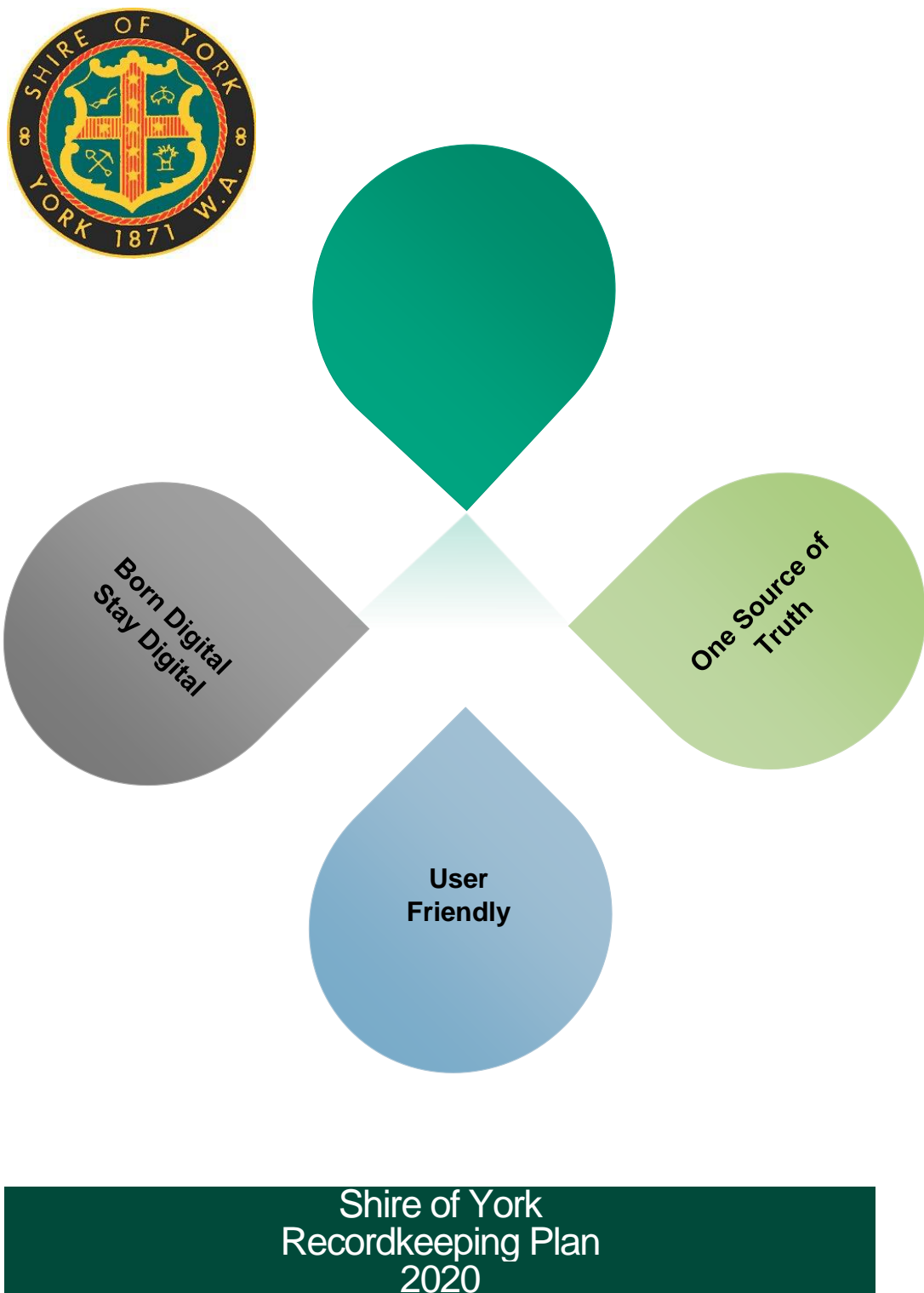
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**For further information regarding this standard contact
State Records Office of WA
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VERSION CONTROL AND ENDORSEMENT

Date	Action	Officer	Resolution/Ref No	Date of Resolution
22/3/2016	SRO Approved	Exec. Director - Cathrin Cassarchis	2015038 I153727	10/3/2016
7/12/2020	Reviewed	Records Officer – Amanda Smith		
12/2/2021	Adopted		111220	22/12/2020

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INTRODUCTION

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organization's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the SRC. SRC Standard 2 – *Recordkeeping Plans* comprises six recordkeeping principles each of which contains minimum compliance requirements.

The purpose of this Recordkeeping Plan is to set out the matters about which records are to be created by the Shire of York and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organization's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.

The objectives of the Shire of York RKP are to ensure:

- Compliance with Section 28 of the *State Records Act 2000*;
- Recordkeeping within the organisation is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
- Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
- Recorded information can be retrieved quickly, accurately and cost effectively when required; and the
- Protection and preservation of the organisation's records.

In accordance with Section 17 of the Act, the Shire of York and all its employees are legally required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all:

- Employees;
- Contractors;
- Organisations performing outsourced services on behalf of the Shire of York; and
- Elected members.

NOTE: The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:

“In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.

This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected

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members which constitute evidence affecting the accountability of the Council and the discharge of its business.

Local governments must ensure that appropriate practices are established to facilitate the ease of capture and management of elected members records up to and including the decision making processes of Council.”

This Recordkeeping Plan supersedes 2015038 and applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this RKP, a record is defined as meaning “any record of information however recorded” and includes:

- a) any thing on which there is writing or Braille;
- b) a map, plan, diagram or graph;
- c) a drawing, pictorial or graphic work, or photograph;
- d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- e) anything from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- f) any thing on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

(State Records Act, 2000)

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1 PRINCIPLE ONE: PROPER AND ADEQUATE RECORDS

1.1 HISTORICAL BACKGROUND

York was established as a town site in 1831, the first inland settlement of the colony of Western Australia. In about 1843, a road committee was created with responsibility for roads in the district, and it later became a roads trust. In 1871, two bodies were created from the Trust - the Municipality of York (Town Council) and the York Roads Board. The Municipality was responsible only for the town site, and the Roads Board controlled the surrounding District. In 1961, the Roads Board became Shire Council as a result of the Local Government Act 1960, and in 1964, the two organisations were amalgamated as the Shire of York.

At present the Shire of York is comprised of the localities of York, Kauring, Mt Hardey, Cold Harbour, Greenhills, Gwambygine, Balkuling, Balladong, Gilgerring, Burges, Daliak, Wilberforce, Inkpen, St Ronans, Talbot, Mt Observation, Flynn, Quellington, Malebelling, Caljie, Badgin and Narrologan.

The Shire is a member of the State and regional entities and many locally such as:

- Avon-Midland Zone of WALGA
- The Shire of York was a member of SEAVROC until York ceased the membership in August 2014

The Shire has strong relationships with numerous departments and organisations, including:

- WA Local Government Association
- Wheatbelt Development Commission
- Wheatbelt North Region, Main Roads WA

1.2 MISSION STATEMENT

Supporting our local community to thrive while embracing our environment, our future and our past.

1.3 STRATEGIC FOCUS

In response to community engagement in 2020 in developing a new Strategic Community Plan, Council has adopted a new Vision for the Shire of York. This Vision is intended to be easy to understand and apply to the Shire's work – by understanding the needs and aspirations of our community and focussing our efforts to achieve these outcomes.

Community Vision

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

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1.4 BUSINESS ACTIVITY

The general function of a local government is to provide for the good government of people living and working within its district and includes legislative and executive powers and responsibilities.

1.5 OUTSOURCED FUNCTIONS

Refer to Appendix 1 for a list of the functions performed by the Shire of York and which of those functions have been outsourced to external entities to complete on the organisations part.

1.6 MAJOR STAKEHOLDERS

The Shire of York recognises employees, residents, ratepayers, the general public and Elected Members as its major stakeholders.

The Shire recognises and supports the activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies

1.7 ENABLING LEGISLATION

The Shire of York is constituted as a district under and operates in accordance with the Local Government Act 1995.

1.8 OTHER LEGISLATION

For other legislation and regulations affecting the functions and operations of the Shire of York, or administered by the Shire of York:

- Legislation and regulations administered by the Shire of York – Appendix 2
- Other legislation affecting the Shire of York – Appendix 3

1.9 MAJOR GOVERNMENT POLICY AND/OR INDUSTRY STANDARDS

Refer to Appendix 4

2 PRINCIPLE TWO: POLICIES AND PROCEDURES

2.1 RECORDS MANAGEMENT AND BUSINESS INFORMATION SYSTEMS

2.1.1 *Records Management System*

Effective 22 July 2019 the Shire of York runs a hybrid records management system. Prior to this the EDRMS software was only used for ease of access to documentation and tracking outstanding records requiring addressing. The hybrid system consists of:

- Hardcopy files
- SynergySoft Central Records (EDRMS)
- Excel spreadsheets
 - File plan – duplicated in SynergySoft
 - Archive listings – partially duplicated in SynergySoft

Effective 22 July 2019 a procedure was introduced to discontinue the printing of emails for hardcopy files unless they are considered vital. This is the first step to easing staff into making better use of the electronic systems and reducing unnecessary resources on hardcopy filing (materials and time) improving sustainability practices.

The Shire of York recognises that a high percentage of information contained on the shared network drive is not captured into any official corporate records management systems.

A Records and Information Management Systems (RIMS) Strategic Plan has been developed. This plan used a basic risk assessment of the current state of all systems involved with records management processes to identify the needs of staff and management in order to develop the best direction forward completing the transition to fully electronic records management systems. Refer to Appendix 6.

2.1.2 *Business Information Systems*

Other business systems containing corporate records include:

- SynergySoft – primary line of business software integrating with the EDRMS see Appendix 5
- Microsoft Outlook – emails
- Roman II – road details such as location in straight line kilometres (slk)
- Metrocount – raw data for road counters
- Amlib
- Mosaic
- Point3

2.2 RECORDS MANAGEMENT POLICY AND PROCEDURES

The creation and management of the Shire of York's records is coordinated by the Records Officer.

The policies and procedures cover the following recordkeeping activities:

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- Correspondence capture and control – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions;
- Mail distribution – including frequency, tracking mechanisms and security measures;
- File creation and closure – including assigned responsibility and procedures for both physical and automated file creation;
- Access to corporate records – including procedures for access to and security of corporate records;
- Authorised disposal of temporary hardcopy records – any assigned responsibilities;
- Electronic records management – including the organisation's approach and methodology for the capture and management of its electronic records (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc);
- Email management – including the capture, retention and authorised disposal of email messages to ensure accountability. Should indicate whether the organisation is utilising a document management system or hard copy records system (e.g. print and file, identification of the official record, use of EDRMS, hybrid system etc);
- Website management – including the purpose of the site (e.g. whether informational/transactional), capture of all information published to the website within the corporate system, and mechanisms for recording website amendments;
- Metadata management – including requirements for capture of metadata in information systems, whether automatic or manual;
- System/s management – including any delegations of authority for the control and security of systems utilised by the organisation (e.g. provision of access to systems through individual logins and passwords, protection of servers etc); and
- Migration strategy – strategies planned or in place for migrating electronic information and records over time (e.g. through upgrades in hardware and software applications) and any assigned responsibilities for long-term retention and access. See SRC Standard 8: Managing Digital Information.

2.3 CERTIFICATION OF POLICIES AND PROCEDURES

Shire of York policies are authorised by the Council at a council meeting. Details of this authorisation/adoption are detailed at the end of every policy. Staff are made aware of the new policy adoption and any changes by elected members at the all staff meeting following the council meeting.

Internal policies and procedures are authorised by an executive manager via an authorising signature at the end of the policy/procedure. Authors of the document are expected to circulate the policy/procedure via email to all staff. They can alternatively launch the new policy/procedure at a workshop which will cover all effected staff.

All staff are expected to have their recordkeeping responsibilities covered during their induction. Induction for staff with access to the Shire's electronic systems receive a full induction into the recordkeeping policies and procedures. Please refer to Appendix 7 for a copy of policies and procedures current as at 8 December 2020.

2.4 EVALUATION OF POLICIES AND PROCEDURES

The recordkeeping policies and procedures for the Shire of York do not cover the following categories:

- Authorised disposal of electronic records
- Transfer of State archives to the State Records Office
- Identification and treatment of restricted state archives

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and will be amended to cover all categories identified in Principle 2 of SRC Standard 2 by January 2022.

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3 PRINCIPLE THREE: LANGUAGE CONTROL

3.1 FILE PLAN/LIST OF SUBJECT HEADINGS / LIST OF AUTHORISED HEADINGS

The Shire of York has developed a File Plan to control the titling of records. The file plan covers both administrative and functional records. An extract of the file plan is attached, refer to Appendix 8.

3.2 ASSESSMENT OF ITS EFFECTIVENESS

A superseded file classification system was closely linked to the Strategic Plan adopted in 1999. This proved to be ineffective and inefficient. Another system was implemented in 2004. This system was based on the model developed at the Shire of Mundaring with enhancements and changes to reflect the requirements of the Shire of York. The system is based on functional keywords.

Unfortunately, over time this system has also become ineffective and inefficient as identified in the staff survey conducted as part of the strategic planning process.

3.5 IDENTIFIED AREAS FOR IMPROVEMENT

The Shire intends to conduct a review of the file plan to identify the best way to improve the filing system in the near future. This may consist of a modification to the existing file plan or the complete overhaul of the entire system aiming to streamline ease of use, access and reuse.

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4 PRINCIPLE FOUR: PRESERVATION

For the Shire of York Records and Information Management Disaster Management Plan, refer to Appendix 9.

4.1 ASSESSMENT OF RISKS

4.1.1 *On Site Storage*

The Shire of York has its main current and active records located in onsite storage at the Shire Administration Office. Due to the introduction of contact registers with the COVID-19 issues all community facilities including the Swimming Pool, Residency Museum, Visitors Centre and YRCC temporarily store current and active records.

The main storage facility is at the Shire Administration Office and includes:

- Metal shelving,
- Locked safe,
- Secure premises and
- Airconditioning for 11 hours per day.

The main disaster threatening records stored onsite would result from a break in and any subsequent vandalism that may include arson. With the building safeguards and storage conditions as described here the risk is assessed as moderate.

An assessment of the disasters threatening records stored onsite at the rest of the Shire of York's facilities has not formally been undertaken. Informal quick assessment of these locations identified the main disaster threatening records would result from break in and any subsequent theft or vandalism that may include arson. For manned facilities the risk is assessed as moderate, for unmanned facilities the risk has been assessed as high.

Current and active records stored at the Residency Museum are those required for the day to day running of the facility and those required to be kept with the acquisitions of the museum under museum related regulations, standards and best practices. The main disaster threatening records stored onsite would result from a break in and any subsequent vandalism that may include arson. With the building safeguards and storage conditions as described here the risk is assessed as moderate.

4.1.2 *Offsite Storage*

The Shire of York has its non-current, inactive and archival records located in an offsite storage facility at the Shire Depot. These records are kept in a sea container with some modifications for records storage including:

- metal shelving;
- lighting; and
- heating/cooling for when it is being used by authorised staff.

The container is padlocked and has a personnel access door that is locked with a key secured at the Shire Administration Office.

The Shire of York has historical records and inactive archival records archived and maintained by the York Society Inc. The Shire of York currently has a signed agreement with the York

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Society to store Shire records on their premises. The York Society building is a purpose built, fire proof, air- conditioned room that is secured within the archive building.

The main disaster threatening records stored offsite at the Shire Depot would result from flooding/water damage. Given the age of the records, their intrinsic value to the shire for both historical or archival purposes the risk is assessed as high.

The main disaster threatening records stored offsite at the York Society would result from a break in and any subsequent vandalism that may possibly include setting on fire. Given the age of the records, their intrinsic value to the shire for both historical or archival purposes, and the building safeguards and storage conditions, the risk is assessed as medium.

4.1.3 Data Centre and Cloud Storage

The Shire of York has entered into an arrangement with third parties to store electronic data/digital information and records in data centres/cloud storage facility as detailed in the table below. The arrangement includes provisions for security and access; preservation; and return of the data.

Information system / categories of records	Name of service provider	Geographic location of data centre / cloud storage	Geographic location of data centre / cloud storage backups	Risk assessed Y/N
Shire of York Backups	Focus Networks	Victoria Park	Malaga	Y
Office 365	Microsoft	Hong Kong, Japan, Malaysia, Signapore and South Korea		Y
Shire of York Website Content	Market Creations	Geraldton	Malaga	Y

An Application to have Office 365 data transferred to Australian data centres has been lodged with Mirosoft.

4.1.4 Storage of Archives

State archives are kept in the best manner possible while awaiting transfer to the State Archives Collection. Unfortunately, we are unable to meet all requirements of the Directions for Keeping State Archives Awaiting Transfer to the State Archives Collection. Storage conditions will be improved once resources become available to address the issues.

4.1.5 Storage of Backups

Electronic backups of the Shire of York's electronic information are held onsite at the administration building and offsite at two separate locations. Offsite encrypted transfers are conducted on daily, weekly, monthly and six monthly basis.

A snapshot of the virtualisation layer is taken and stored on a server at the administration building hourly. On a daily basis this snapshot is encrypted and transferred offsite to a data storage centre. See 4.3.2 for retention periods.

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Archival tapes are created on a biannual (six monthly) basis and stored in a separate offsite location to the data storage centre.

4.1.6 Quantity of Records

The Shire of York has custody of approximately:

- 382 linear metres of temporary and current hard copy records stored onsite;
- 56 linear metres of temporary hard copy records stored offsite;
- 60 linear metres of hard copy State archives stored onsite;
- 46 linear metres of hard copy State archives stored offsite in Shire custody;
- 22 linear metres of hard copy State archives stored offsite in custody of the York Society;
- 40 linear metres of hard copy permanent records stored onsite;
- 7 linear metres of hard copy permanent records stored offsite;
- 42.8Tb of digital records/information/data. This includes but is not limited to records and information management systems; line of business system/s; network drives; email applications. This excludes backups.

Liner metres have been calculated by multiplying the estimated number of full-size full archive boxes by 32cm.

4.1.7 Security and Access

Records storage areas under control of the Shire of York, including server rooms, have been assessed for the following risks:

- Security and accessibility
- Disposal
- Occupational safety and health
- Disasters
- Environmental stability

These risks have been assessed, weighted and prioritised for action.

4.2 ASSESSMENT OF THE IMPACTS OF DISASTERS

As stated previously, the risk of a disaster occurring to the records of the Shire of York has been assessed as moderate and high. The impact of a disaster on the organisation's records has therefore been assessed as high. There are sufficient strategies in place to ensure that business activities of the organisation are not unduly affected in the event of the more likely disasters occurring.

4.3 STRATEGIES IN PLACE FOR PRESERVATION AND RESPONSE

The following strategies have been implemented by the Shire of York in order to reduce the risk of disaster and for quick response should a disaster occur:

- Electronic records (non-financial) - The Shire of York utilises cloud backup and data is saved to an off-site server. The Shire of York also uses Office365 which enables employees to access email on any computer should the Office Server fail in any way. Records deemed vital have a copy printed and place in the safe.
- Paper records - all inward and outward mail is recorded in a register in the Central Records Module of the financial software, which has a daily back up taken. In the event of a disaster, these records would be used to obtain copies from senders or recipients, in order to reconstruct the activities. Records deemed vital have the original copy placed in the safe and a working copy placed on file.

Recordkeeping Plan RKP

4.3.1 Vital Records Program

A vital records program has been developed for the Shire of York. Vital records have been identified as:

- Contracts, agreements, memorandums of understanding and leases
- Certificates of Title
- Deeds
- Vesting/Management Orders

Vital records in hard copy are stored in a locked safe, accessible to all staff during opening hours. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

4.3.2 Backup Procedures for Electronic Records

Electronic records of the Shire of York are backed according to the below table.

When	Where	Retained for
Hourly	Onsite	14 days
Daily	Offsite	31 days
Weekly	Offsite	2 months
Monthly	Offsite	6 months
Six Monthly (Biannually)	Offsite	7 years

Offsite backups are stored on servers located in Malaga WA and archived onto tape and stored in a fireproof data safe in Victoria Park WA. Archive tapes are not rotated and are used to complete an annual data restore.

4.3.3 Preservation of Electronic Records

The Shire of York has implemented the following processes to ensure that electronic records are accessible and readable for as long as required:

- Media used to store electronic information is checked daily and monthly to ensure the information is accessible and readable;
- Digital storage media, including removable storage devices, is refreshed as necessary to prevent data loss. This involves the following:
 - Hardware failure notifications for disk storage onsite and offsite monitored as part of the daily systems checks; and
- Electronic records requiring long term retention are maintained in an appropriate format for long term preservation involving the following:
 - LTO technology used for archived tapes;
 - Archived tapes stored in a 2-hour fireproof certified NT017 data safe;
 - Data safe secured with an electronic pin code.

4.3.4 Security

The following security measures have been implemented by the Shire of York:

- Hard copy vital records are stored in a secured and locked storage room.
- Hard copy current, some inactive and some permanent records are stored in a compactus with a locked section to restrict unauthorised access.
- Hard copy retained and archival records are stored offsite at the Shire Depot in a sea container.

Recordkeeping Plan RKP

- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation. Electronic records are backed up on a daily basis as described previously.
- Access to the server room is restricted to authorized staff.

4.3.5 Storage Reviews

The records storage facilities utilised by the Shire of York are reviewed annually to ensure that conditions are appropriate for the organisation's records. The review of hardcopy storage locations conducted December 2019 identified the need for improved storage facilities/conditions for long term records. Plans to address this are being made but are heavily dependent on the availability of resources such as funding.

4.3.6 Recovery of Lost Information

The Shire of York has developed a set of quick response strategies to recover lost information, in all formats, should a disaster occur.

- 3 copies of vital records are stored
 - Electronic copy in the EDRMS
 - Original hardcopy in the safe room
 - Duplicate hardcopy on file to work with
- Electronic records are backed up hourly, daily, weekly, monthly and six monthly
- Hourly electronic backups are stored onsite
- Other electronic backups are stored offsite on a server and on archival tapes in separate locations
- A records disaster recovery bin is located in the administration building
- Disaster recovery plans are in place

4.4 IDENTIFIED AREAS FOR IMPROVEMENT

Physical storage conditions have been identified as an area in need of improvement. Plans to address this area are being made but are heavily dependent on the availability of resources such as funding.

Recordkeeping Plan RKP

5 PRINCIPLE FIVE: RETENTION AND DISPOSAL

5.1 RETENTION AND DISPOSAL SCHEDULE/SECTOR DISPOSAL AUTHORITY

The Shire of York has implemented the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

5.1.1 Retention and Disposal Schedule Review

The State Records Office reviews the General Disposal Authority for Local Government Records in accordance with the State Records Act 2000.

5.2 DISPOSAL OF SOURCE RECORDS

Although the Shire of York has established procedures to scan all incoming hard copy correspondence, not all requirements of the *General Disposal Authority for Source Records* (GDASR) and the *SRO Guideline: Digitization Specification* have been met. The original hard copy correspondence is therefore unable to dispose of in accordance with the GDASR.

5.4 EXISTING AD HOC DISPOSAL AUTHORITIES

The Shire of York does not have any adhoc disposal authorities. An adhoc disposal authority produced by the State Records Office is awaiting final approval/authorisation to address the retention and disposal of records relating to COVID-19.

5.5 EXISTING DISPOSAL LISTS

The Shire of York maintains details of file locations including current, inactive, archived, permanent within Local Government and destroyed files. Refer to Appendix 10 for an extract of a recently authorised list of records for disposal.

5.6 RESTRICTED ACCESS ARCHIVES

The Shire of York does not have any State archives to which it intends to restrict access when they are transferred to the SRO.

5.7 TRANSFER OF ARCHIVES

An Archives Transfer Request form has not been submitted to the SRO.

The Shire of York will transfer State archives to the State Archives Collection for permanent preservation when requested by the SRO.

5.8 NON-TRANSFER OF ARCHIVES

SRC Standard 7: *State Archives retained by Government Organisations* provides for organisations to retain State archives older than 25 years.

State archives remaining in the custody of Shire of York will be kept as close as practically possible to the SRC Standard 7: *State Archives retained by Government Organisations*, Principles 2-7.

The Shire of York has not identified any State archives that will not be transferred to the SRO for permanent preservation.

5.9 DISPOSAL PROGRAM IMPLEMENTED

The Shire of York has an annual disposal program. The General Disposal Authority for Local Government Records has been fully implemented within the organisation.

Recordkeeping Plan RKP

5.10 AUTHORISATION FOR DISPOSAL OF RECORDS

Before any records are destroyed, transferred to the SRO or transferred to the York Society, a list of those records due for destruction or transfer are:

- prepared by the Records Officer;
- emailed for review to officers responsible for the file contents;
- reviewed by the Administration and Governance Coordinator;
- checked by the Executive Manager Corporate and Community Services; and
- authorised by the Chief Executive Officer.

5.11 IDENTIFIED AREAS FOR IMPROVEMENT

The Shire of York needs to develop better processes for identifying any state records that should have restricted access. Better processes are also required for the identification of when confidential council items are no longer deemed confidential.

Recordkeeping Plan RKP

6 PRINCIPLE SIX: COMPLIANCE

6.1 STAFF TRAINING, INFORMATION SESSIONS

The Shire of York has implemented the following activities to ensure that all staff are aware of their recordkeeping responsibilities and compliance with the Recordkeeping Plan:

- Presentations on various aspects of the Shire of York's recordkeeping program are delivered on an annual basis to all staff by records staff;
- In-house training sessions are conducted for the organisation's staff by records officers on an as needs basis;
- All staff receive records induction training on commencement; and
- From time to time an external consultant is brought in to run a training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable;

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training where required.

6.2 BROCHURES OR NEWSLETTERS

The Shire of York provides recordkeeping information to its staff through the Administration Bulletin issued irregularly. Refer to Attachment 11 for an extract from the April 2020 Administration Bulletin.

Information, reminders and updates are also distributed to all staff via email updates containing information such as:

- Changes to procedures
- New procedures
- New files created
- Hints and tips for effectiveness and efficiency

6.3 INDUCTION PROGRAMS

New employees with electronic records access are provided with an induction manual and one on one records induction training to ensure they are aware of their role and responsibilities in terms of recordkeeping within the Shire of York. Refer to Appendix 12 for manual contents.

Supervisors and managers are expected to ensure all staff who do not have electronic records access such as the outside works crew receive records induction training to ensure they are aware of their role and responsibilities in terms of recordkeeping within the Shire of York.

All staff sign a declaration that they are aware of and understand their record keeping responsibilities. All staff annually sign a declaration that they are complying with their record keeping responsibilities.

6.4 PERFORMANCE INDICATORS

The following performance indicators have been developed to measure the efficiency and effectiveness of the Shire of York's recordkeeping systems:

- weekly overdue records report
- monthly registered records report
- quarterly file audits
- biennial staff survey

Recordkeeping Plan RKP

6.5 AGENCY'S EVALUATION

There is a need for some reviews of the Shire of York's recordkeeping systems in the following areas:

- locating records
- using records systems to create, capture and locate records
- finding the correct file number to allocate to records

These are planned to be addressed by December 2023.

6.6 ANNUAL REPORT

An extract from the Shire of York's latest Annual Report is attached in Appendix 13, demonstrating the organisation's compliance with the *State Records Act 2000*, its Recordkeeping Plan and the training provided for staff.

6.7 IDENTIFIED AREAS FOR IMPROVEMENT

There is a need to improve the electronic systems staff are working with to make it easier for them to create, capture and locate records. The existing systems are not deemed user friendly or intuitive especially when compared to today's software and apps available on mobile phones and tablets. The current strategy is to update the software systems, review the file plan and train staff in the updated systems.

The preferred software has been identified and a project management plan is planned to be developed by July 2021. Full completion of the project including updated procedures, induction manuals and staff training is planned for December 2023

7 SRC STANDARD 6: OUTSOURCED FUNCTIONS

7.1 OUTSOURCED FUNCTIONS IDENTIFIED

Refer to Appendix 1 for a list of the functions performed by the Shire of York and which of those functions have been outsourced to external entities to complete on the organisations part.

7.2 RECORDKEEPING ISSUES INCLUDED IN CONTRACTS

7.2.1 Planning

The Shire of York recognises its responsibilities under the State Records Act and the need to comply with this and its own internal procedures. When outsourcing functions the Shire of York will consider records management responsibilities and plan accordingly.

7.2.2 Ownership

The Shire of York will ensure that the ownership of State records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract/agreement.

7.2.3 Control

The Shire of York will ensure that the contractor creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of York.

7.2.4 Disposal

The disposal of all State records which are the product of or are involved in any contract/agreement with the Shire of York and a contractor/agent will be disposed of in accordance with the General Disposal Authority for Local Governments published by the SRO.

7.2.5 Access

Conditions for the provision of access to any State records produced in the course of the contract/agreement will be agreed between the Shire of York and its contractors.

7.2.6 Custody

Custody arrangements between the Shire of York and its contractors for State records stored on and off site by the contractor will be specified in the contract/as follows:

The Suppliers must create and maintain appropriate evidence of the function they are performing on behalf of the agency.

7.2.7 Contract Completion

All arrangements regarding record custody, ownership, disposal and transfer upon the completion of the contracts will be specified in the contracts as follows:

On expiry or earlier termination of this Agreement, the Supplier will (at [agency]'s option) either return all such Records to [agency] in accordance with [agency]'s directions, or destroy them in accordance with [agency]'s RKP. In either case, the return or destruction of such Records will be at [agency]'s expense.

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7.3 IDENTIFIED AREAS FOR IMPROVEMENT

Although a commitment to have record keeping practices included in contracts for outsourcing functions effective from September 2015, the risk assessment conducted in 2019 has revealed this has not been happening. The standard procurement templates supplied by the Western Australian Local Government Association (WALGA) overlooked this crucial area and educating new staff of the requirement was also overlooked. The induction manual and induction checklist now include this requirement so staff are aware.

Templates downloaded from WALGA will be reviewed and updated to ensure record keeping practices are included in the templates staff are using to conduct their work.

Recordkeeping Plan RKP

APPENDIX 1 – FUNCTIONS OF LOCAL GOVERNMENT

Recordkeeping Plan RKP

Function	Brief Description of York's Function	Performed by the Shire of York	Performed by an External Agency
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.	✓	
Community Relations	The function of establishing rapport with the community and raising and advancing the council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	✓
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the Shire of York's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the Shire of York.	✓	✓
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	✓
Development and Building Controls	The function of regulating and approving building and development applications for specific properties, building, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environmental Protection Authority	✓	✓
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	✓
Emergency Services	The function of preventing loss and minimizing threats to life, property and the natural environment, from fire and other emergency situations.	✓	✓
Energy Supply and Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.	✓	✓
Financial Management	The function of managing the Shire of York's financial resources.	✓	✓
Governance	The function of managing the election of Council representatives, the boundaries of the Shire of York, and the terms and conditions for elected members.	✓	✓
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environmental Management	✓	✓
Grants and Subsidies	The function of managing financial payments to the Shire of York from the State and Federal Governments and other agencies for specific purposes.	✓	✓
Information Management	The function of managing the Shire of York's information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	✓

Recordkeeping Plan RKP

Function	Brief Description of York's Function	Performed by the Shire of York	Performed by an External Agency
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations for the Shire of York	✓	✓
Land Use and Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.	✓	
Laws and Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the Shire of York.		✓
Parks and Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the Shire of York	✓	✓
Personnel	The function of managing the conditions of employment and administration of personnel at the Shire of York, including consultants and volunteers.	✓	
Plant, Equipment and Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the Shire of Yorks stores. Does not include the acquisition of information technology and telecommunications.	✓	
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates and Valuations	The function of managing, regulating, setting and collecting income through the valuation of ratable land and other charges.	✓	
Recreation and Cultural Services	The function of the Shire of York in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of Shire of York properties and equipment and risks to personnel.	✓	✓
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the Shire of York area.	✓	✓
Sewerage and Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.	✓	✓
Traffic and Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	✓
Waste Management	The function of providing services by the Shire of York to ratepayers for the removal of solid waste, destruction and waste reduction	✓	✓
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the Shire of York or by service providers.	✓	✓

Recordkeeping Plan RKP

APPENDIX 2 – LEGISLATION AND REGULATIONS ADMINISTERED BY THE SHIRE OF YORK

Recordkeeping Plan RKP

Legislation, Regulations and Local Laws	Tick if YES, the LG administers
Agriculture and Related Resources Protection Act 1976	
Building Regulations 1989	✓
Bush Fires Act 1954	✓
Bush Fire Regulations	✓
Caravan Parks and Camping Grounds Act 1995	✓
Caravan Parks and Camping Grounds Regulations 1997	✓
Cat Act 2011	✓
Cat Regulations	✓
Cemeteries Act 1986	✓
Disability Services Act 1993	
Dog Act 1976	✓
Dog Regulations	✓
Environmental Protection Act 1986	✓
Environmental Protection (Noise) Regulations 1997	✓
Explosive and Dangerous Goods Act 1961	✓
Food Act 2008	✓
Food Regulations 2009	✓
Freedom of Information Act 1992	✓
Freedom of Information Regulations 1993	✓
Hairdressing Establishment Regulations 1972	
Health Act 1911	✓
Health Act (Air Handling and Water Systems) Regulations 1994	✓
Health Act (Asbestos) Regulations 1992	✓
Health Act (ANZ Food standards Code adoption) Regulations 2001	✓
Health Act (Carbon Monoxide) Regulations 1975	✓
Health Act (Cloth Materials) Regulations 1985	✓
Health Act (Food Hygiene) Regulations 1993	✓
Health Act (Food Standards) (Administration) Regulations 1987	✓
Health Act (Garden Soil) Regulations 1998	✓
Health Act (Laundries and Bathrooms) Regulations	✓
Health Act (Meat Hygiene) Regulations 2001	✓
Health Act (Pesticides) Regulations 1956	✓
Health Act (Pet Meat) Regulations 1990	✓
Health Act (Poultry Manure) Regulations 2001	✓

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Legislation, Regulations and Local Laws	Tick if YES, the LG administers
Health Act (Public Buildings) Regulations 1992	✓
Health Act (Skin Penetration Procedure) Regulations 1998	✓
Health Act (Swimming Pools) Regulations 1964	✓
Health Act (Temporary Sanitary Conveniences) Regulations 1997	✓
Health Act (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974	✓
Heritage of Western Australia Act 1990	✓
Land Administration Act 1997	✓
Land Valuation Tribunals 1978	✓
Litter Act 1979	✓
Liquor Licensing Act 1988	✓
Local Government Act 1995	✓
Local Government (Miscellaneous Provisions) Act 1960	✓
Local Government Grants 1978	✓
Local Government Regulations	✓
Main Roads Act 1930	✓
Parks and Reserves Act 1895	✓
Planning and Development Act 2005	✓
Radiation Safety Act 1975	
Radiation Safety Regulations	
Rates and Charges (Rebates and Deferments) Act 1992	✓
Rights in Water and Irrigation Act 1914	
Residential Design Codes of WA 2002	✓
Road Traffic Act 1974	✓
Strata Titles Act 1985	
Telecommunications Act (Commonwealth) 1997	✓
Telecommunications (Low Impact Facilities) Determination 1997	✓
Transfer of Land Act 1893	✓
Valuation of Land Act 1978	✓
Waterways Conservation Act 1976	
Local Law – Activities on Thoroughfares and Trading in Thoroughfares and Public Places	✓
Local Law – Cemeteries	✓

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Legislation, Regulations and Local Laws	Tick if YES, the LG administers
Local Law – Cat	✓
Local Law – Council Meetings	✓
Local Law – Dogs	✓
Local Law – Extractive Industries	✓
Local Law – Fencing	✓
Local Law – Fire Precautions	✓
Local Law – Health	✓
Local Law – Local Government Property	✓
Local Law – Parking and Parking Facilities	✓
Local Law – Pest and Plants	✓
Local Law – Standing Orders	✓
Local Law – Signs and Advertisements	✓

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APPENDIX 3 – OTHER LEGISLATION AND REGULATIONS AFFECTING THE SHIRE OF YORK

Recordkeeping Plan RKP

Other Legislation and Regulations	Tick If Yes
Builders Registration Act 1939	✓
Criminal Code 1913	
Electronic Transactions Act 2003	✓
Equal Employment Opportunity Act 1984	✓
Evidence Act 1906	✓
Freedom of Information Act 1992	✓
Industrial Awards	✓
Industrial Relations Acts (State and Federal)	✓
Interpretation Act 1984	✓
Limitation Act 1935, 2005	
Occupational Safety and Health Act 1984	✓
Occupational Safety & Health Regulations 1996	✓
Parliamentary Commissioner Act 1971	
State Records Act 2000	✓
State Records (Consequential Provisions) Act 2000;	✓
State Records Commission Principles & Standards 2002	✓
Workers Compensation and Assistance Act 1981	✓

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**APPENDIX 4 – MAJOR GOVERNMENT POLICY
AND/OR INDUSTRY STANDARDS IMPOSED UPON OR
ADOPTED BY THE SHIRE OF YORK**

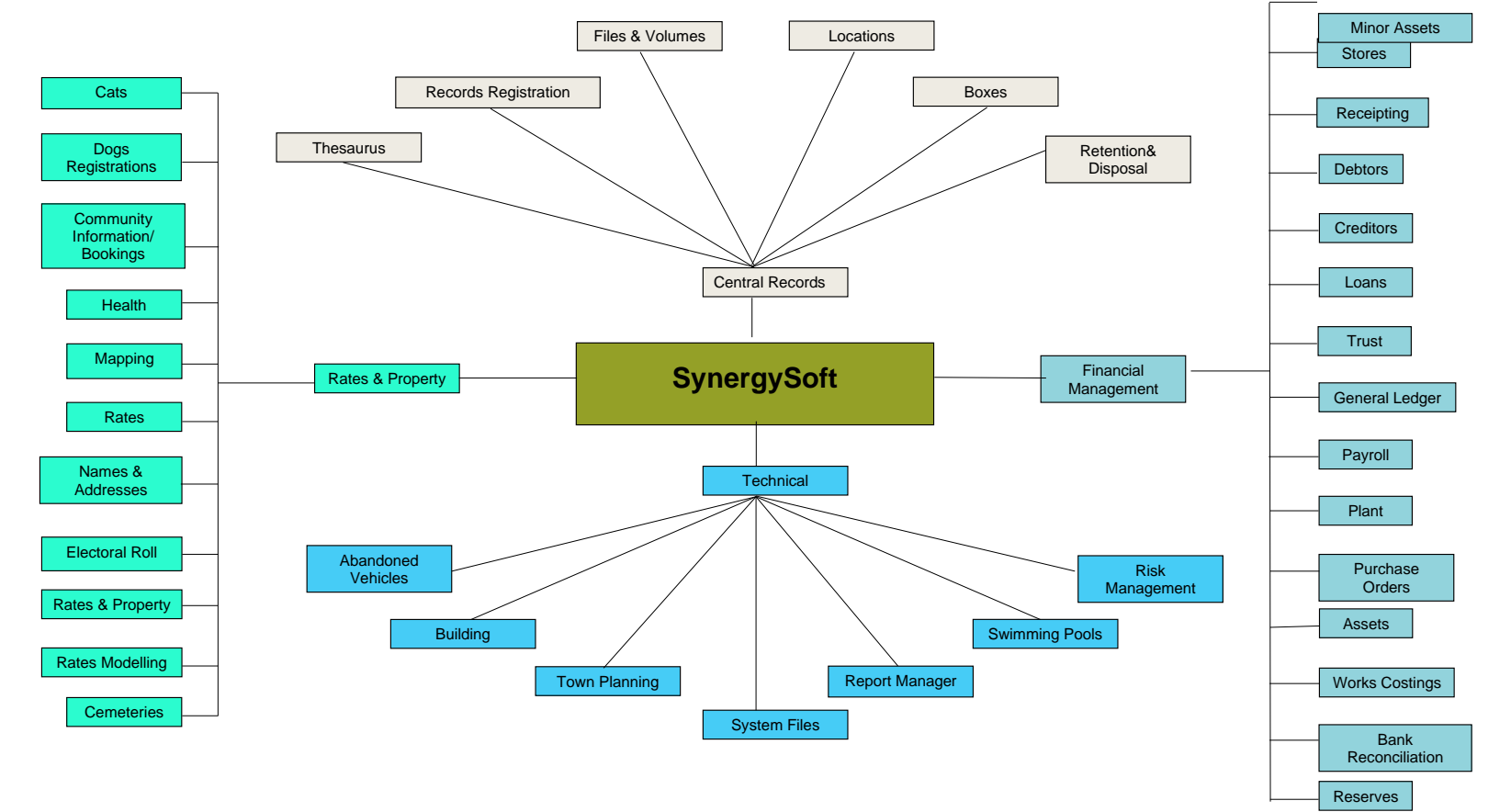
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Government & Industry Standards and Codes of Practice	Tick if Yes
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	✓
General Disposal Authority for Local Government Records RD 2015-001/1	✓
National Competition Policy	✓
Shire of York Policy Manual	✓

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APPENDIX 5 – SYNERGYSOFT MODULES

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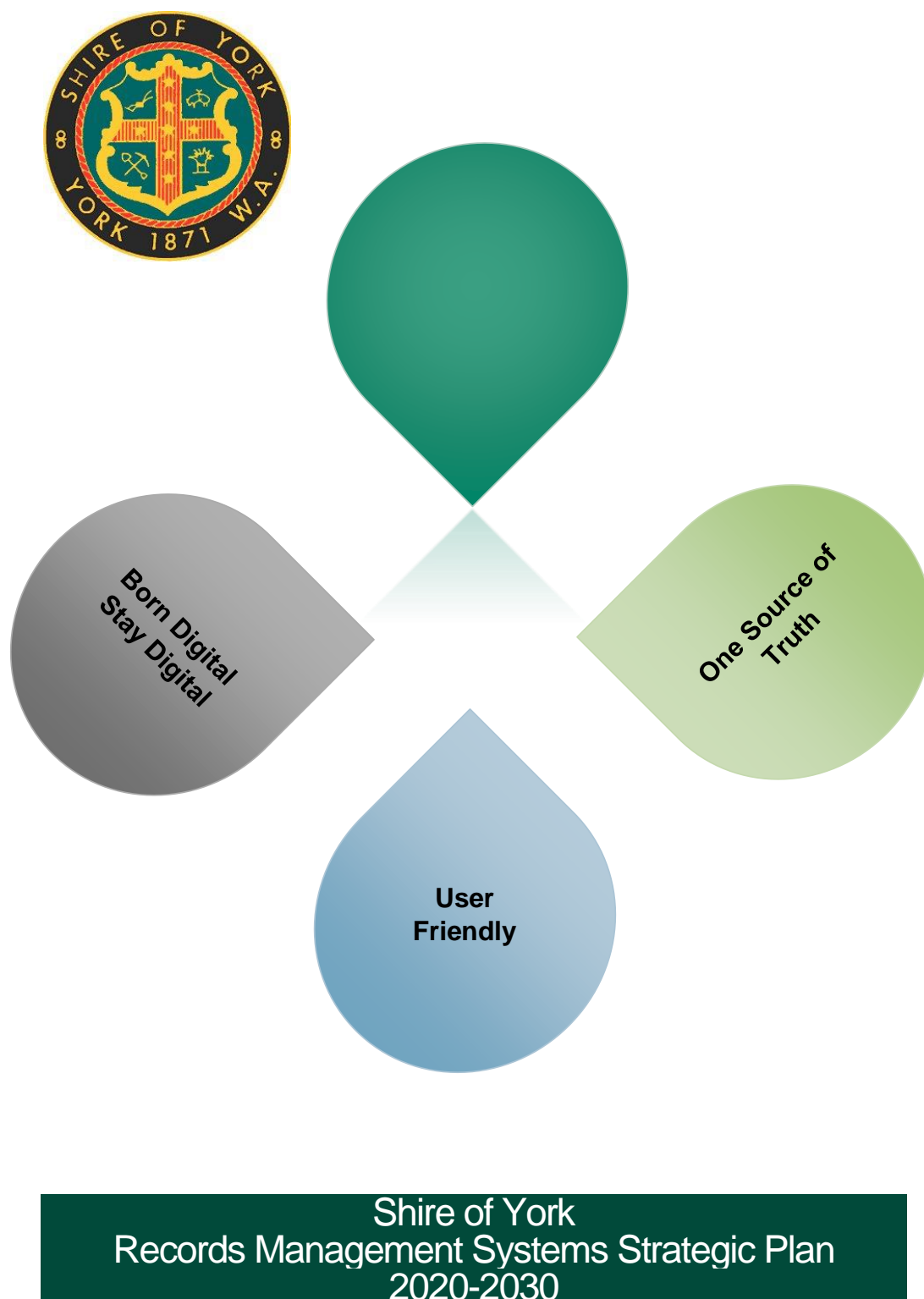
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APPENDIX 6 – RECORDS MANAGEMENT SYSTEMS STRATEGIC PLAN

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VERSION CONTROL AND ENDORSEMENT

This document is to have a minor review every two years with a major review to take place every 4 years in line with the Strategic Community Plan.

Date	Action	Officer	Resolution No	Date of Resolution
29/11/2019	First Draft	Amanda Smith – Records Officer		
07/12/2020	Final Draft	Amanda Smith – Records Officer		
12/02/2021	Adopted		111220	22/12/2020

PURPOSE

Information is an organisational asset. Its value can depreciate or grow and, similar to a building or other physical asset, it requires maintenance. This strategy aims to ensure that our practices result in information that supports business and satisfies our legal and stakeholder requirements. It also strives to enhance public trust through supporting the freedom of information process, staff decision making and minimisation and correction of errors.

Effective governance and the achievement of corporate and business priorities depend on the organisations capacity to manage information effectively. This strategy supports continual improvement in our information management practices. It identifies strengths and weaknesses and outlines plans for building on our strengths and addressing weaknesses. This includes, but is not limited to, consideration of appropriate systems to support our information management needs into the future. It is based on an analysis of our current information management status and establishes a plan for future progress.

The strategy will ensure that information management supports our Strategic Community Plan (Theme 5 Strong Leadership and Governance 5.1 5.2 5.4 5.8), Corporate Business Plan (strategic operating projects, summary of service plans, development priorities) and their priorities.

VISION

A trustworthy, efficient and user-friendly electronic records management system.

MISSION

To build on the existing record management systems to develop systems that not only meet compliance requirements but are also trustworthy and user-friendly enabling:

- Good governance
- Ease of capture, retrieval and reuse of information
- One source of information
- Digital lifecycle
- Security and privacy of information maintained

BACKGROUND

The Shire of York currently runs what is commonly known as a hybrid records management system. This system consists of hard copy records/files as well as an electronic document records management system (EDRMS). This is the start of the transition to fully electronic records management and commenced in 2007/08 with the introduction of SynergySoft

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Central Records (EDRMS). Completion of this process requires the establishment of electronic workflow processes and digitisation of hard copy records.

Appendix 1 contains a diagram showing the current capabilities of the organisation's main line of business software SynergySoft and the current known sources and repositories of information. The majority of information is captured into SynergySoft. The organisation strives to ensure that any new systems introduced will integrate with the current systems maintaining effective and efficient operations.

In 2019 a basic risk analysis of the records management systems and staff survey were undertaken to substantiate general observations and identify any additional issues. This analysis was based on the State Records Standards and Principals. In addition, the Records Officer attended digitisation training to identify what actions needed to be completed for the organisation to digitise records in accordance with the needs to satisfy the general disposal authority for source records.

Through the risk analysis process, practical and useable key performance indicators were set to successfully continue monitoring the basics of the records management systems. This will also show how any changes impact the records management systems providing positive reinforcement and the opportunity to respond timely to negative impacts. The development of this strategy has identified additional performance indicators that will require implementation.

STRENGTHS

- Majority of staff have received records training.
- Majority of staff are confident they understand their record keeping responsibilities.
- One on one training is available most of the time.
- Access to records is secure both electronically and physically.
- Good communication exists with system users to identify and address issues early.

WEAKNESSES

- Not leading by example
- Physical storage of archival and permanent records does not meet requirements
- Occupational health and safety issues with access to certain storage areas
- Occupational health and safety issues with the lifting of archive boxes
- Not easy to use the existing file plan
- Not easy to use records software (EDRMS)
- Disposal of electronic records is not occurring
- The capture of born digital records is not occurring very often
- Vital records management
- Inclusion of record keeping responsibilities is not being addressed well when outsourcing functions

CHALLENGES

- Change management – giving staff a sense of ownership and input will go a long way to obtaining support when implementing changes as well as top down leadership by example.
- Funding sources – as records management falls under compliance the only opportunities to obtain grant funding is to piggyback off museum or library initiatives.
- Developing tools or redeveloping the current file plan to make it easier for users to classify records correctly.
- Overcoming the need for physical signatures

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- Overcoming preferences of paper
- Developing and Implementing effective paper free work processes

OPPORTUNITIES

- Upgrade to the more user-friendly replacement version of the current EDRMS Altus Content Management.
- Improve end user sense of ownership.
- Maximise Office 365 records capabilities.
- Improve/revamp existing systems to support our mission.

LEGISLATION

Records management is affected by but not limited to the following Acts and Regulations:

- Building Services (Registration) Act 2011
- Criminal Code 1913
- Electronic Transactions Act 2011
- Equal Opportunity Act 1984
- Evidence Act 1906
- Freedom of Information Act 1992 and Regulations 1993
- Interpretation Act 1984
- Local Government Act 1995
- Public Interest Disclosure Act 2003
- State Records Act 2000
- Workers Compensation and Injury Management Act 1981

See Appendix 2 to 4 of the Shire of York Record Keeping Plan for a more comprehensive list of legislation and standards.

RELEVANT STRATEGIES AND PLANS

The following strategies and plans affect the records management systems strategy and take precedence in the event of a conflict:

1. Strategic Community Plan
2. Corporate Business Plan

OBJECTIVES

THEME1: GOVERNANCE

Good governance is about ensuring information is managed in a manner that it supports decision making, policy development, compliance and general operation of the organisation. It ensures officers have the information they need, when they need it and that the information they receive is trustworthy, current and complete.

Current Issues

Filing Rules - When the current file plan was introduced there were a number of rules set and fundamental errors made. The fundamental errors were not such an issue until EDRMS was introduced and now some file titles are unable to be reflected correctly in EDRMS. The rules set are creating an issue with timely disposal of unnecessary records. The State Records Office estimates that 3-5% of business records will ever become state archives (Information Sheet Myth and Reality). With the rules that were originally set, assuming the

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rules were followed and judging by the volume of records held and disposed of, at an educated guess we have estimated this caused the organisation to retain closer to 20-40% of all records created and received. This causes

- unnecessary storage issues both in cost and space
- records searches become bulky and inefficient
- increases the potential exposure to personal data breaches

Procedures – The procedures and guidelines are not all in place yet and can cause inconsistencies with the way that some activities are completed or filed. This can lead to retrieval and compliance issues making our systems untrustworthy.

File Plan – Currently we have a Microsoft Excel spreadsheet as well as what is loaded into the EDRMS. These do not fully match, causing issues with staff being able to allocate records to the correct file. This later results in retrieval issues and staff potentially using incomplete information to make decisions.

Electronic Disposal – Electronic disposal is not taking place in EDRMS, the shared network drive or emails. Hard copy files are being destroyed and best practice principles are to destroy the electronic copies of these files at the same time. This is leading to digital landfill causing

- unnecessary storage costs and space
- records searches become bulky and inefficient
- increases the potential exposure to personal data breaches

Part of this issue is due to not having an efficient way to dispose of these records. Additional software is available for EDRMS to address part of the issue. Methods will need to be developed to address the rest of the issue.

Storage – Current physical offsite storage consists of a sea container with whirlybird vent and air conditioner to attempt to control temperature and humidity. These measures are not maintaining the temperature and humidity at the correct levels to preserve archival materials. Ponding underneath the sea container is adding to the environmental control issues. Some archival materials are stored in inappropriate containers (eg plastic). The physical space provided is insufficient to contain the shires retained records (archival and disposal).

Outsourcing – Although provided for in the Record Keeping Plan none of the contracts tested included the records related clause specified in the Record Keeping Plan or a similar requirement.

Outcomes

- 1.1 Information is managed in line with regulatory and statutory requirements.
- 1.2 Information is valued as an operational and strategic asset.
- 1.3 Ensure information is managed according to its purpose and associated risk profile.
- 1.4 Longevity of records is assured with physical storage meeting State Records Standard 7 or better and electronic records meeting State Records Standard 8 or better.
- 1.5 Electronic and hardcopy records are disposed of on a regular basis.
- 1.6 Social media capture is effective and efficient.
- 1.7 Management of records is addressed in outsourced services.

Strategies

- a) Procedures and guidelines are developed for all aspects of records management.
- b) Filing rules and file plan reviewed and addressed.

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- c) Physical storage space increased and meets regulatory requirements for state archives.
- d) Additional software purchased to effectively address electronic disposal requirements.
- e) Investigate software, develop and implement workflows to ensure social media records are captured.

Performance Indicators

Key: Records Managers/Local Government level of control/influence:

High	Areas in direct control of records managers/local government
Medium	Records managers/local government does not control but can influence
Low	Records managers/local government does not control, cannot influence but is of concern
-	Not applicable (under development)

	Indicator	Desired Trend/Target
H	Information is managed in line with regulatory and statutory requirements.	Increase
H	Information is valued as an operational and strategic asset	Increase
H	Information is managed according to its purpose and associated risk profile	Increase
H	Longevity of records is assured with physical storage meeting State Records Standard 7 and electronic records meeting State Records Standard 8 or better	Increase
H	Electronic and hardcopy records are disposed of on a regular basis.	Annual disposal runs
H	Social media capture is effective and efficient	Increase

EASE OF CAPTURE, RETRIEVAL AND REUSE OF INFORMATION

This is about ensuring our records management systems are user friendly. This makes users feel more confident they have all information required to make decisions and increases the value of information to the organisation. User-friendly systems also enable users to efficiently and effectively meet their record keeping requirements.

Issues

Retrieval – Regardless of the training in place, 41% of staff currently find it difficult to locate information in EDRMS and 50% find it difficult to locate information in the physical files. Feedback obtained from the staff survey has attributed this mostly to inconsistent file allocation.

EDRMS currently only searches the metadata entered by users. Although accuracy has been tested and appears relatively high at 96%, the degree of inaccuracy is still causing difficulties for officers to retrieve the information required.

Capture – Regardless of the training in place, 36% of staff currently find it difficult to use the EDRMS.

Users – Staff are less likely/reluctant to make use of the systems if they are not user friendly. The current EDRMS is an older style platform and not particularly intuitive. When compared to mobile applications and browser-based platforms available for other business activities it generates reluctance and frustration, especially for the technologically challenged.

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Quality – Quality of scanned documents does not always meet the users' needs

Outcomes

- 2.1 All records are captured in the EDRMS.
- 2.2 Users find it easy to capture and retrieve information.
- 2.3 Staff receive adequate training so they can meet their record keeping requirements and use the records management systems effectively and efficiently.
- 2.4 Archival and Permanent records are stored in an appropriate manner, format and quality.

Strategies

- a) Filing rules and file plan reviewed and addressed.
- b) Research and implement alternative EDRMS platform.
- c) Review and improve current user training.
- d) When purchasing new equipment, specifications are met for the digitisation of archival records.

Performance Indicators

Key: Records Managers/Local Government level of control/influence:

High	Areas in direct control of records managers/local government
Medium	Records managers/local government does not control but can influence
Low	Records managers/local government does not control, cannot influence but is of concern
-	Not applicable (under development)

	Indicator	Desired Trend/Target
H	All records are captured in the electronic document records management system (EDRMS).	Increase
H	Users find it easy to capture and retrieve information.	Increase
H	Staff receive adequate training so they can meet their record keeping requirements and use the records management systems effectively and efficiently.	Increase
H	Archival and Permanent records are stored in an appropriate manner, format and quality.	Increase

ONE SOURCE OF INFORMATION

This is about ensuring there is only one storage location users need to access to find all the information they need to conduct the organisations business.

Issues

In the current hybrid system, users are having to search multiple storage locations for the information required to conduct their business reducing their confidence that all information has been located to make informed decisions. These locations include but are not limited to:

- EDRMS
- Hard copy files
- Shared network drive
- Staff emails
- Other software/online services eg Trello, Social Media

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Outcomes

- 3.1 Reduced need to search in multiple locations for information.
- 3.2 EDRMS is the first port of call when searching for information.
- 3.3 Digitisation of hard copy records.
- 3.4 EDRMS platform is user-friendly and intuitive to use.
- 3.5 Future software/online services engaged are ideally integrated with the EDRMS.
Alternatively, processes and procedures are in place to ensure records are captured in the EDRMS.
- 3.6 Digitisation risks are assessed and monitored on a regular basis and documented.
- 3.7 Digitisation quality control measures are developed and monitored on a regular basis and documented.
- 3.8 Digitised material meets authenticity, integrity and trustworthy requirements.

Strategies

- a) Research and implement alternative EDRMS platform.
- b) Review and improve current user training.
- c) Develop and implement documentation and practices to support the digitisation of hard copy records.
- d) Cease providing hard copy documents for officers to work with.
- e) Include software and online services selection in induction and refresher training.

Performance Indicators

Key: Records Managers/Local Government level of control/influence:

High	Areas in direct control of records managers/local government
Medium	Records managers/local government does not control but can influence
Low	Records managers/local government does not control, cannot influence but is of concern
-	Not applicable (under development)

	Indicator	Desired Trend/Target
M	Need to search in multiple locations for information	Decrease
M	EDRMS is the first port of call when searching for information.	Increase
H	Digitisation of hard copy records.	Increase
H	EDRMS platform is user-friendly and intuitive to use.	Increase
H	Digitisation risks are assessed and monitored on a regular basis and documented.	Increase
H	Digitisation quality control measures are developed and monitored on a regular basis and documented.	Increase
H	Digitised material meets authenticity, integrity and trustworthy requirements.	Increase

DIGITAL LIFECYCLE

This is about minimising the need for scanning hard copy documents in order to capture them into the EDRMS. This will increase effective and efficient management of records.

Issues

Physical Storage - With the current lack of suitable physical storage available for hardcopy records there is a greater desire to move to electronic methods of managing records. Implementing digitisation of records will enable source records to be destroyed sooner than

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present freeing up physical storage space. This can only be achieved by ensuring digitised documents meet quality requirements for records to be used in the worst of circumstances such as in a court of law.

Digitisation of Hard Copy Records – In order to digitise hard copy records in a manner that they can be used in a court of law as evidence a great deal of work is required. A comprehensive risk analysis must be conducted (includes checking legislation affecting local government), quality control processes must be documented, quality control must be constantly monitored and regularly audited and all staff will need training to ensure they can meet their compliance needs. These processes can be bypassed by keeping information digital from creation through to the end of their useful life thereby minimising the risk of records not meeting evidential requirements.

Outcomes

- 4.1 Implementation of digital and electronic signatures.
- 4.2 Development and implementation of digital workflows across the whole organisation.
- 4.3 Implementation of digital disposal processes.
- 4.4 Reduced dependency on hard copy records.
- 4.5 Hardware eg printers/scanners capacities meet the functionality requirements for digitisation.

Strategies

- a) Development and implementation of digital and electronic signature policies, procedures and workflows.
- b) Examine current workflow processes and develop practical electronic equivalents.
- c) Develop and implement a digitisation program.
- d) Ensure hardware replacement programs include specifications for digitisation as a major component of hardware selection.

Performance Indicators

Key: Records Managers/Local Government level of control/influence:

High	Areas in direct control of records managers/local government
Medium	Records managers/local government does not control but can influence
Low	Records managers/local government does not control, cannot influence but is of concern
-	Not applicable (under development)

	Indicator	Desired Trend/Target
H	Implementation of digital and electronic signatures.	Increase
H	Development and implementation of digital workflows across the whole organisation.	Increase
H	Implementation of digital disposal processes.	Increase
M	Reduced dependency on hard copy records.	Decrease
H	Hardware eg printers/scanners capacities meet the functionality requirements for digitisation.	Increase

SECURITY AND PRIVACY OF INFORMATION

This is about ensuring access to information is restricted to those who need the information to ensure both customer and organisation privacy is respected and maintained. This includes access to the shared network drive, computers and software.

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Issues

Login – Users sharing login details, eg relief records officer uses records officer login details, means access and changes etc captured by the audit trails do not reflect the actual officer operating the system. This can lead to inaccurate reporting, disciplining the incorrect officer and potential data breaches.

Synergy Access Groups - Current levels of assigned EDRMS functionality access allows a high proportion of staff to access elements they do not need to access. This functionality includes the ability to delete records and could be used by staff deliberately or inadvertently leading to the potential loss of critical records.

Access to Records – Access to records is auditable in relation to those records in the EDRMS. There is a procedure in place that hard copy files borrowed from the compactus or storage areas are processed through a loan system. There are currently no audit trails for accessing secured records areas eg locked section of compactus, offsite storage.

Outcomes

- 5.1 Appropriate security levels are applied to files.
- 5.2 Appropriate security levels are applied to officers.
- 5.3 Security levels are reflected in software, EDRMS, shared network drive and hard copy files.
- 5.4 Access can be audited accurately.
- 5.5 Officers use their own logins when job sharing or relieving other officers, so audit trails reflect true.

Strategies

- a) Develop and implement policies, procedures, forms and any other documentation necessary to ensure the application and maintenance of appropriate security levels of users and files.
- b) Implement methods to ensure an audit trail exists for the access of records and storage areas.
- c) IT to ensure each user has their own login and methods are developed to ensure relieving and job-sharing officers have access to the information required eg emails.

Performance Indicators

Key: Records Managers/Local Government level of control/influence:

High	Areas in direct control of records managers/local government
Medium	Records managers/local government does not control but can influence
Low	Records managers/local government does not control, cannot influence but is of concern
-	Not applicable (under development)

	Indicator	Desired Trend/Target
H	Appropriate security levels are applied to files.	Increase
H	Appropriate security levels are applied to officers.	Increase
M	Security levels are reflected in software, EDRMS, shared network drive and hard copy files.	Increase
M	Access can be audited accurately.	Decrease
H	Officers use their own logins when job sharing or relieving other officers, so audit trails reflect true.	Increase

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FINANCIAL ASSESSMENT/FUNDING STREAMS

As the management of the organisation's information is considered a compliance issue there are few if any opportunities to obtain external funding. The best opportunities come in combining records needs with other area needs such as library or visitors centre services.

The below budgetary requirements have been formulated allowing for external contractors/consultants to conduct the works due to records specific knowledge required for higher risk planning activities such as the digitisation risk assessment.

It is presumed that computer requirements will be covered in the IT Strategy and budget. Additional software estimates have been included.

The proposed workload to drive the transformation from paper based to digital operations, monitoring requirements and exiting practices that need to continue, is too great for current staffing levels. Allowance for an additional part-time staff member will need to be made and has not been included below.

Year	Projects	Shire Funding	Other Funding	Total Costs
2022	Altus EMC	\$45,454 \$7,000 (ongoing)		\$45,454 \$7,000
2023	Storage	\$40,000		\$40,000
	Digitisation	\$30,000		\$30,000
	Digitise Workflows	\$5,000		\$5,000
2024	Social Media Capture	\$1,200 (ongoing)		\$1,200
	Building/Planning Digitisation Workflow Software	\$10,000		\$10,000
2025	Digitise Workflows	\$1,000		\$1,000
2026	Digitise Workflows	\$1,000		\$1,000
2027	Digitise Workflows	\$1,000		\$1,000
2028	Digitise Workflows	\$1,000		\$1,000
2029	Digitise Workflows	\$1,000		\$1,000
2030	Digitise Workflows	\$1,000		\$1,000
2031	Digitise Workflows	\$1,000		\$1,000

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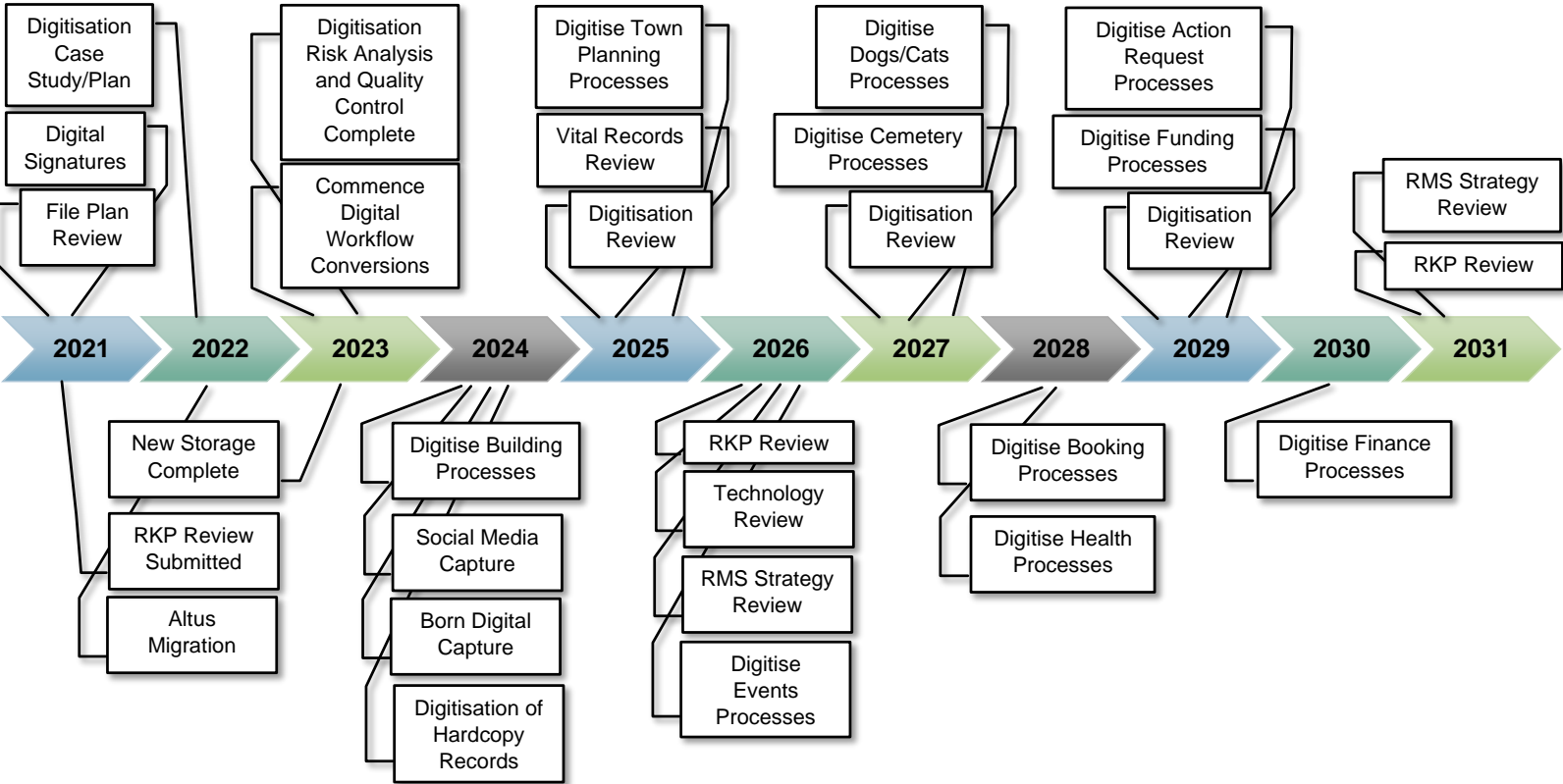
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ROAD MAP

This roadmap is based on the assumption Council will make funding available for consultants to assist with the development and implementation.



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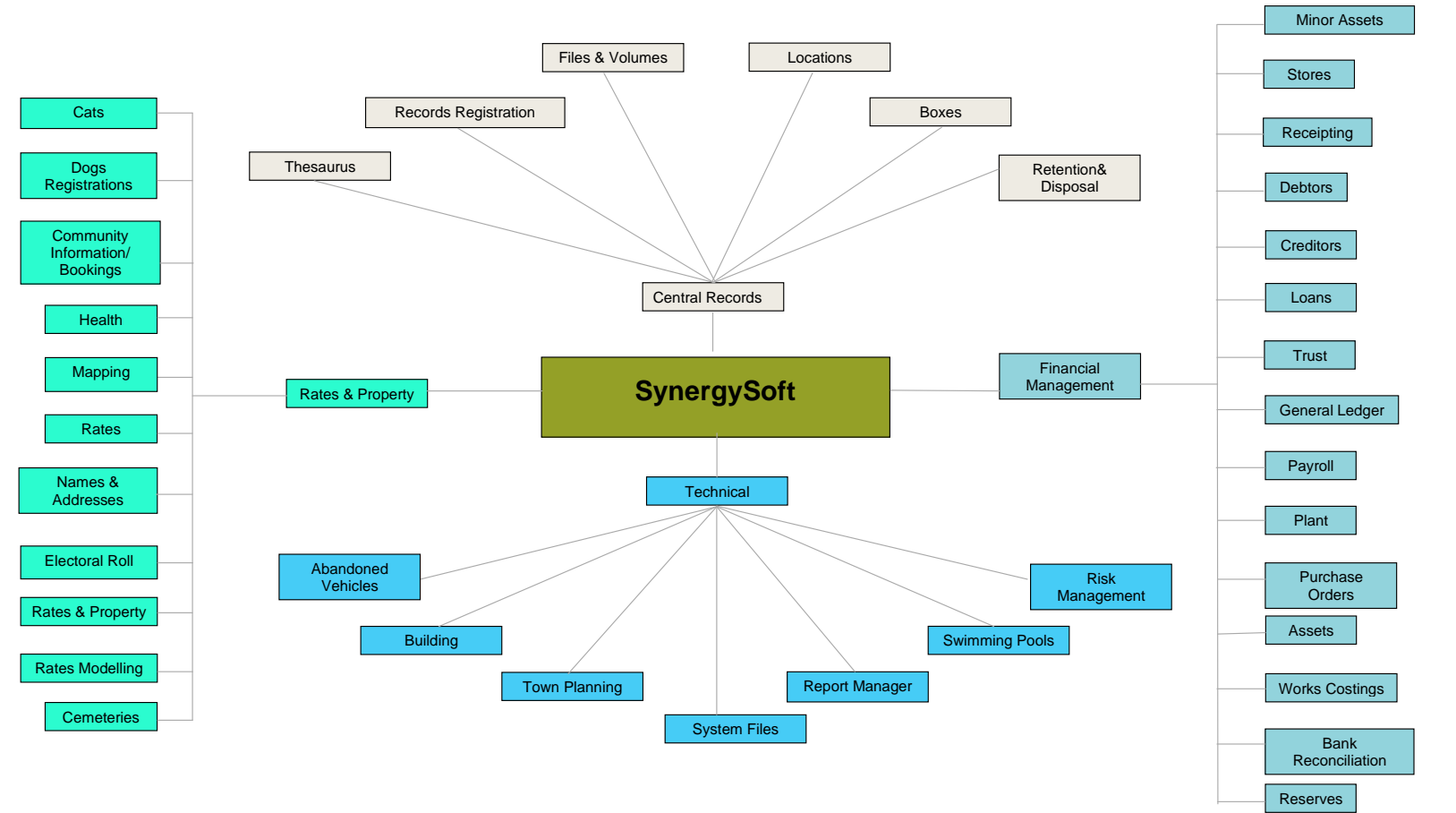
Appendix 1

SynergySoft Modules and Information Repositories

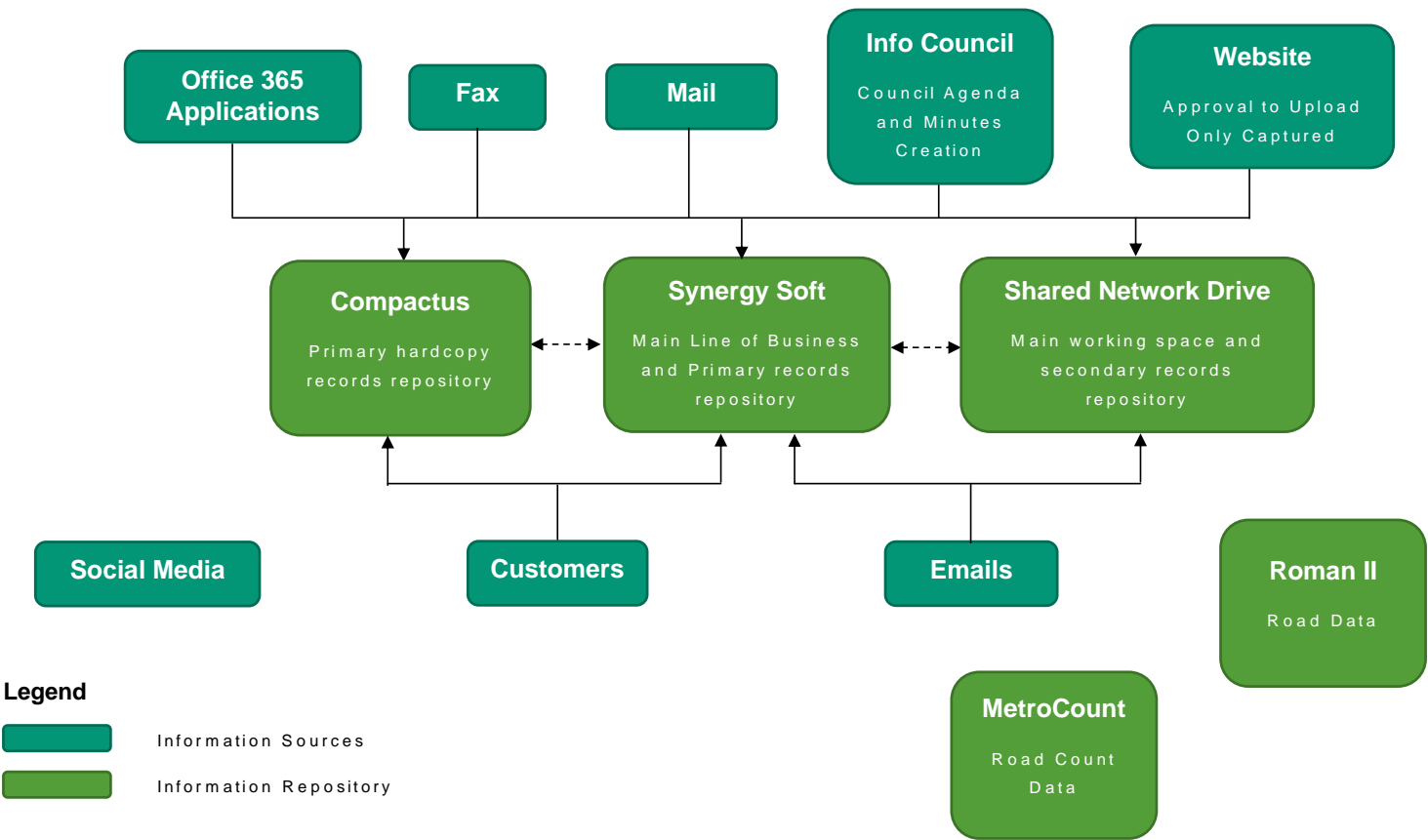
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INFORMATION REPOSITORIES



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APPENDIX 7 – POLICIES AND PROCEDURES

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Index of Records Related Policies and Procedures

Records Policies

- G1.8 Record Keeping

Internal Records Policies

- Digital and Electronic Signatures

Policies Containing Record Keeping Requirements

- C1.1 Freeman of the Shire of York
- CP1.3 Commissioning of Legal Advice
- CP1.5 Compliance
- F1.2 Procurement
- F1.3 Significant Accounting Policies
- F1.4 Investment
- F1.5 Authority to Make Payments From Trust and Municipal Funds
- F1.9 Panels of Pre-Qualifies suppliers
- G1.1 Code of Conduct: Councillors, Committee Members and Employees
- G1.15 Attendance at Events: Elected Members and CEOs
- G2.1 Comprehensive Complaints Response
- G2.5 Reference Groups
- G2.6 Public Question Time
- G3.1 Public Interest Disclosure
- G4.8 Legislative Compliance

Records Procedures

- Addressing Outstanding Correspondence
- Archiving – Hardcopies
- Closing Files and Volumes
- Digital and Electronic Signatures – Application
- Digital and Electronic Signatures – Setup
- Disposal Procedures – Destruction of Hardcopies
- Employee Procedures
- Incoming Mail Registration Distribution
- Loaning Files
- Mail Report Generation
- New File Creation
- New Residents Advice
- Newspaper Articles
- Outgoing Mail and Banking
- Overdue Records Report
- Profiles
- Records Information
- Records Monitoring – Storage Areas
- Records Monitoring Programs

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- Records Security and Access
- Registering – Creditor Forms
- Registering – Emails
- Registering – General Procedures
- Registering – Account Enquiries
- Staff Induction
- SynergySoft Names and Addresses
- Using the File Plan
- Website Management

Procedures Containing Record Keeping Requirements

- Approval Process for Upload of Content to Website
- Completed Development Application
- Controlled Waste Tracking
- Disclosures of Gifts, Notifiable Gifts and Travel Contributions Register
- Employee/Volunteer Training and Development
- Information Bulletin
- Legal Procedures
- Neighbour Notification
- New and Update Creditor Request Procedure
- Operating Procedure – Cemetery – Record Keeping
- Processing Building Applications
- Recruitment and Selection
- Road Data Collection Procedure
- Stallholders Licence
- Website Management

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APPENDIX 8 – FILE PLAN EXTRACT

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Administration

Refers to the provision of administrative support to the organisation.

Administration	Advertising	AS.ADV
Administration	Contracted Services	AS.CNT
Administration	Communications	AS.COM
Administration	Consultancy Services	AS.CON
Administration	Equipment	AS.EQU
Administration	Information and Technology	AS.ITY
Administration	Quotations	AS.QTN
Administration	Records Management	AS.RMT
Administration	Stationery	AS.STA
Administration	Statistics	AS.STS
Administration	Tenders	AS.TEN
Administration	Vehicle Licensing	AS.VLS

Building Services

Refers to the regulatory requirements and the administration of the building section.

Specific building issues will be coded to the property file and the building licence records as kept by the section.

Building Services	General Administration	BS.GEN
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Community Services

Relates to Federal, State and Local Government Community Service organisations and activities that cannot be allocated to specific properties.

Community Services	Council Community Services	CS.CCS
Community Services	Celebrations and Events	CS.CEV
Community Services	Citizen Recognition	CS.CIT
Community Services	Information	CS.INF
Community Services	Local Community Services	CS.LCS
Community Services	National and State Events	CS.NSE
Community Services	National and State Community Services	CS.NCS
Community Services	Residents and Ratepayers Associations	CS.RRA
Community Services	Services for Specific Populations	CS.SSP

Council And Community Properties

Relates to all Council properties including reserves

For Council owned houses refer to the applicable geographic property file

For bookings of CCPs refer to CS.CCS.6

Council and Community Properties	Council and Community Properties	CCP
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Environment

Relates to the protection, conservation and control of the environment.

Matters dealing with specific locations are coded to property file.

Environment	Pollution Control	EV.PNC
Environment	Protection and Preservation	EV.PVN
Environment	Reserves	EV.RES

Finance

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Relates to all aspects of financial management

Finance	Accounting	FI.ACC
Finance	Asset Management	FI.AST
Finance	Banking	FI.BNK
Finance	Budget	FI.BUD
Finance	Creditors	FI.CRS
Finance	Sponsorship & Donations	FI.DON
Finance	Debtors	FI.DRS
Finance	Financial Assistance Grants	FI.FAG
Finance	Fees and Charges	FI.FEE
Finance	Financial Reporting	FI.FRP
Finance	General Administration	FI.GEN
Finance	Insurance	FI.INS
Finance	Loans	FI.LNS
Finance	Payroll	FI.PAY
Finance	Rates	FI.RTS
Finance	Taxation	FI.TAX

Health Services

Refers to the regulatory requirements and administration of the health section.

Specific issues will be coded to the property file.

Health Services	General Administration	HS.GEN
Health Services	Inspection Testing and Licensing	HS.ITL
Health Services	Pest and Vermin Eradication	HS.PVE
Health Services	Waste Disposal	HS.WDL

Legal

Concerns records relating to statutory and litigious matters dealing with Acts and Local Laws, Contracts, Agreements and Prosecutions that cannot be coded by property.

Legal	Acts and Statutes	LE.ACT
Legal	Contracts and Agreements	LE.CNT
Legal	Local Laws	LE.LLW

Organisation

Relates to Federal, State and Local Government organisational functions and responsibilities for the statutory requirements of government.

Organisation	Boundaries	OR.BOU
Organisation	Corporate Image	OR.CIM
Organisation	Councillors	OR.CLR
Organisation	Corporate Management	OR.CMA
Organisation	Elections	OR.ELN
Organisation	General Administration	OR.GEN
Organisation	Intergovernmental Relations	OR.IGR
Organisation	Meetings	OR.MEE
Organisation	Regional Development	OR.RDT

Personnel

Relates to Industrial Awards etc affecting Shire personnel. Also includes Human Resources Management and Occupational Safety and Health matters.

Personnel	Awards	PE.AWD
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Personnel	Employees	PE.EMP
Personnel	Invitations	PE.IVT
Personnel	Occupational Health and Safety	PE.OHS
Personnel	Professional Associations	PE.PAS
Personnel	Recruitment	PE.REC
Personnel	Remuneration and Benefits	PE.REM
Personnel	Training	PE.TRG

Planning Services

Concerns the provision of administrative and regulatory requirements of the Planning Services Section.

Planning Services	Development Control	PS.DEV
Planning Services	General Administration	PS.GEN
Planning Services	Naming (Nomenclature)	PS.NAM
Planning Services	Precinct Planning and Development	PS.PPD
Planning Services	Signs	PS.SGN
Planning Services	Subdivision Control	PS.SUB
Planning Services	Town Planning Scheme	PS.TPS

Property Files

Property Files	Assessment Details	A
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Ranger Services

Relates to the provision of law enforcement services and volunteer and emergency services

Ranger Services	Animal Control	RS.ANC
Ranger Services	Bushfire Control	RS.BFC
Ranger Services	Fire and Emergency Services	RS.FES
Ranger Services	General Administration	RS.GEN
Ranger Services	Vehicle Control	RS.VEC

Transport

Relates to public and commercial transport systems and vehicular movement within the Shire.

Transport	Air	TR.AIR
Transport	Rail	TR.RAI
Transport	Road	TR.RDT

Utilities

Relates to public utilities and the provision of these services

Utilities	Drainage	UT.DRN
Utilities	Electricity	UT.ELE
Utilities	Gas	UT.GAS
Utilities	Sewerage	UT.SEW
Utilities	Telecommunications	UT.TEL
Utilities	Water Supply	UT.WSP

Works

Relates to all aspects of road construction and maintenance and plant management

Works	Construction and Maintenance	WK.CMP
Works	Contractors	WK.CON
Works	Footpaths	WK.FTP

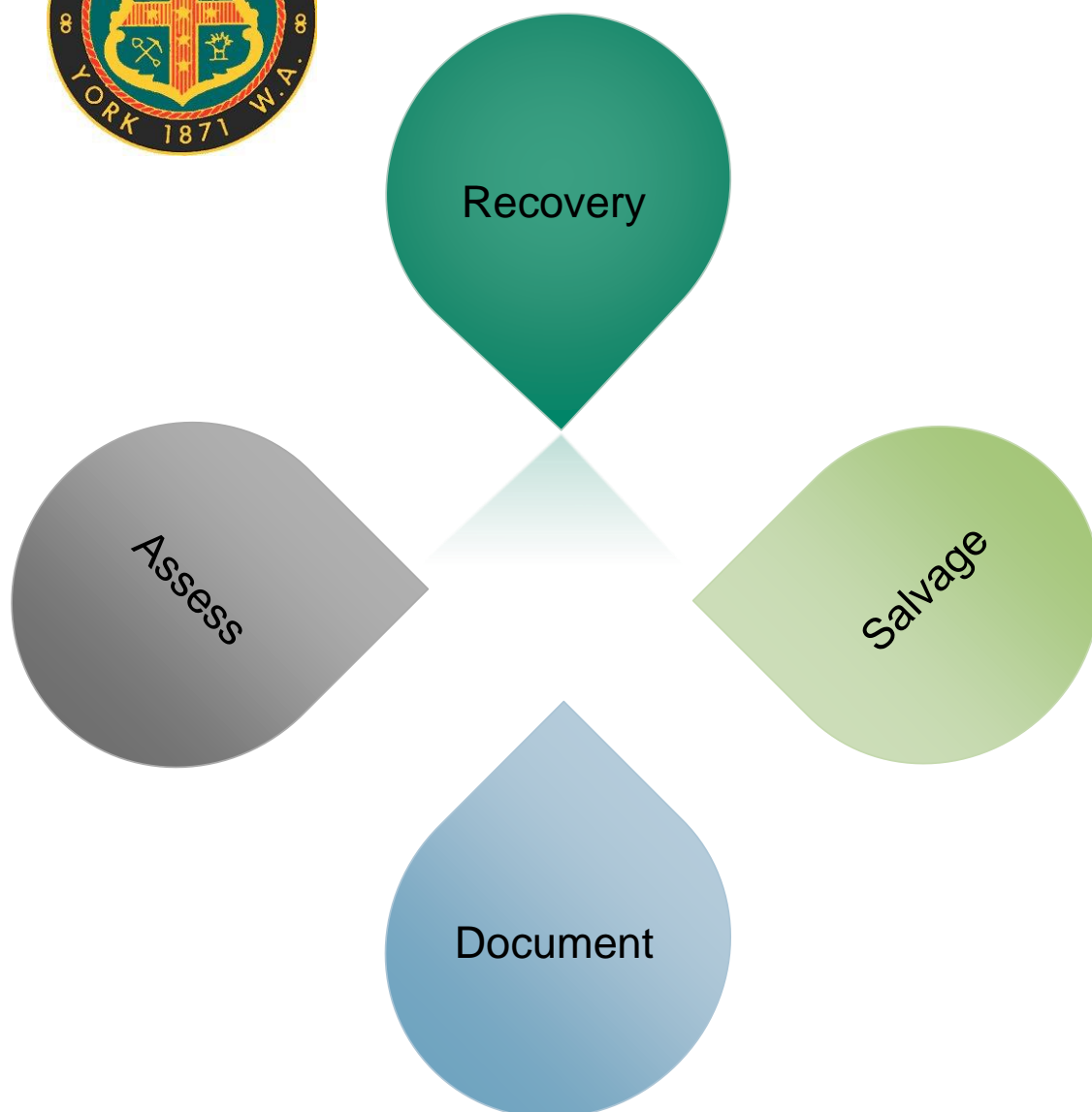
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Works	General Administration	WK.GEN
Works	Hired Plant	WK.HPL
Works	Materials	WK.MAT
Works	Construction Equipment	WK.NEQ
Works	Office Vehicles	WK.OFV
Works	Parks, Reserves and Open Spaces	WK.PRO
Works	Ranger and Bushfire Vehicles	WK.RBV
Works	Road Matters	WK.RDM

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APPENDIX 9 – RECORDS AND INFORMATION MANAGEMENT DISASTER MANAGEMENT PLAN

Recordkeeping Plan RKP



Shire of York Records & Information Management Disaster Management Plan

Revised September 2020

Recordkeeping Plan RKP

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VERSION CONTROL AND ENDORSEMENT

Date	Action	Officer	Resolution No	Date of Resolution
15/3/2010	Adopted	A/DCEO - T Cochrane	120210	15/02/2010
11/5/2015	Reviewed	DCEO - T Cochrane	060515	25/05/2015
02/9/2020	Major Review	Records Officer - A Smith		
12/2/2021	Adopted		111220	22/12/2020

INTRODUCTION

A disaster event that causes significant loss of the Shire of York records has the potential to cause major disruption to the Shire of York's ability to operate effectively. This can result in financial loss, public embarrassment and a loss of credibility and goodwill.

The causes of a disaster are varied and include flooding, fire, industrial accidents, structural failure and computer viruses. Although the risk of a disaster will always exist, its impact and the cost of salvage and restoration can be mitigated by careful planning.

Planning and preparing for a disaster requires an ongoing commitment to reducing or avoiding potential risks. It is the role of all employees to consider aspects of the records holdings and the impact of loss or interruption to services should a disaster occur. Users will be aware that with effective and efficient disaster management strategies and procedures in place, the ability of the shire to continue to effectively meet its core business requirements in an accountable way will be maintained.

The Shire of York paper records are considered to be at a greater risk than its electronic records principally for the reason that full back-ups of the Shire of York's critical computer systems are performed on a regular basis. Fire and water damage are the most common disasters affecting paper records but although the primary cause of a disaster may be fire-related it is frequently the effects of fire suppression activities (i.e. water) that cause most damage.

An important part of this plan is to identify and protect the Shire of York's vital records. These are the most important records as they protect the rights of individuals and the rights and interests of Shire of York and the execution of its obligations. Vital records include:

- Contracts, agreements, memorandums of understanding and leases
- Certificates of Title
- Deeds
- Vesting/Management Orders

Vital records typically constitute 3-10% of an organisation's records.

In the event of an actual disaster that impacts significantly on the Shire of York's records, professional advice should be immediately sought from the State Records Office and a professional disaster and recovery company.

PURPOSE

The purpose of this plan is to ensure records are protected from the impact of a disaster, and to ensure that normal business operations can be resumed as soon as possible following a disaster. This document involves identification, analysis, assessment, and response to disasters that may impact on records.

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The records disaster recovery plan will act as a comprehensive resource for the recovery process by outlining the four stages of disaster management programs for records;

- 1) Prevention
- 2) Preparedness
- 3) Response
- 4) Recovery

It also includes some useful advice and information about responsibility after the disaster.

BACKGROUND

The Shire of York runs a hybrid records management system and is in the process of migrating to fully electronic records management. Original copies of records considered to be vital to the running of the organisation are kept in the fireproof safe with working copies on file. Where the original copies are digital, a hardcopy is printed for the safe in order to ensure business continuity in the event of an electronic systems related disaster. For further information please see the Vital Records Program and IT Disaster Recovery Plan.

SCOPE

This document covers records in formats including paper records, tapes, and disks. Electronic records on server drives are covered by the IT Disaster Recovery Plan. This document is to be read in conjunction with the Business Continuity Management Plan and IT Disaster Recovery Plan.

The implementation of this disaster plan is based on best practice as demonstrated in the International Standard IS015489.2 Records Management, with a “set of clear, comprehensive, written, step by step instructions relating to the organisation, site and building, and to the services that are provided by it, to ensure the minimum loss and disruption of services in the event of an emergency or disaster”.

This document is to lay out disaster management process that covers the key points of Business Continuity Management principles for Hardcopy Records.

The assets covered under this document are:

- Corporate paper records (registered and unregistered)

Corporate Electronic Records will be managed as part of the IT Disaster Recovery Plan.

It is to be noted that any records recovery procedures should be activated only when it is safe to enter the building.

OBJECTIVES

The objectives are:

- To establish a disaster management program/plan for records
- To provide the leadership and immediate action required during a crisis situation for the protection and preservation of records
- To ensure that appropriate equipment and materials are available to deal with a likely emergency
- To ensure that staff are trained and prepared to take on appropriate roles in any disaster reaction, response and recovery
- To take steps to minimize the risks or detect any problems as early as possible
- Identify vital records, duplicate as appropriate and store offsite

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- To minimise the loss of, or damage to, vital and essential records in the event of a disaster
- Ensuring safety and that the organisation “gets back to business” as soon as possible, with minimum loss or extent of damage

PLANNING

DISASTER RECOVERY TEAM

Any recovery of Shire of York records is to be managed by specialist personnel. The role of the Disaster Recovery Team is to manage all aspects of the response to any disaster situation affecting records administered by the Shire of York.

The Disaster Recovery team will be guided by the Records Disaster Management Plan.

The disaster recovery team shall meet annually to discuss the current document and list recommendations for changes to it in liaison with the CEO who will authorise any changes.

RESPONSIBILITIES

A disaster recovery team has been established and organised to:

- assess the extent of damage to records and determine priorities
- contact a professional disaster recovery company if required (refer 3.5)
- set up a work and evaluation area
- transfer damaged records from the disaster site to the work area
- document damaged records
- arrange for equipment and materials
- undertake restoration activities
- make recommendations

The team will consist of the following positions:

- Records Disaster Recovery Coordinator
- IT Disaster Recovery Manager
- IT Disaster Recovery Coordinator
- Records Disaster Recovery Team Members

The designated Records Disaster Recovery Coordinator (see Appendix 10.1 Emergency Contacts) should be the first team member advised when a disaster impacts on the organisation’s records. After assessing the situation with the Emergency Manager, the other team members should be contacted.

Records Disaster Recovery Coordinator

This position is responsible for coordinating the physical records disaster response and recovery project. The primary responsibilities include (but are not limited to):

- Initiation and management of the Records Disaster Management Plan;
- To ensure that safety of personnel involved in recovery operations;
- Co-ordination between the Critical Incident Management Team (CIMT) and the recovery team;
- Co-ordination of the recovery team;
- Implementation of recovery procedures and related activities; and
- Co-ordination of salvage operations and materials.

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Records Disaster Recovery Team Members

The primary responsibilities include (but are not limited to):

- Liaise with the Records Disaster Recovery Coordinator for guidelines for the response and recovery procedures
- Liaise with external vendors for recovery procedures and services
- Perform damage assessment
- Review and update the emergency telephone list at least annually
- Issue revised pages as and when necessary - remember to date the revisions
- Remove old versions from circulation
- Ensure policy statement is reviewed and updated regularly
- Recommend any need for remedial actions in relation to the buildings and their infrastructure that pose potential threats
- Keep up to date with and maintain information on handling and recovery techniques
- Ensure promotion of disaster prevention awareness among staff
- Ensure staff are trained in the disaster plans
- Ensure plan is tested regularly, using disaster simulations if possible
- Report the results of the test plan (include things that went according to plan as well as those parts of the plan that need to be adjusted)
- Ensure the disaster bin contains the required emergency supplies and that all items are in working order
- Replenish any items that might have been used from the disaster bin
- Maintain list of materials for use in disaster (appendix 10.2)
- Plan to raise the level of awareness and understanding of the effects of disaster experiences on staff
- Keep a duplicate copy of the disaster plan off site, for ease of access

IT Disaster Recovery Manager and Coordinator

IT Disaster Recovery teams must be involved in the response and recovery process in case there is an IT disaster affecting the electronic records. Refer to the IT Disaster Recovery Plan for specific roles and responsibilities of IT disaster recovery teams.

RISK MANAGEMENT

DISASTERS AFFECTING RECORDS

A disaster is typically an unexpected event that causes a potential inability on an organisation's part to provide critical business functions for a period of time and which has potential long-term adverse effects on its normal operations. The following disasters are identified as having the potential for a significant, adverse impact on the Shire of York's records:

Risk	Description
Acts of war	includes bombing or warfare-related activities such as terrorism and sabotage
Criminal behaviour	includes theft, arson and vandalism
Industrial accidents	includes chemical spills and explosions
Information technology failures	includes deliberate or accidental erasure of vital electronic records, computer viruses causing corruption of data, computer equipment failure
Natural disasters	includes cyclones, earthquakes/tremors, flooding and bushfire

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Storage conditions	Electronic media and paper records with archival value must be stored in appropriate storage and environmental conditions where temperature and humidity levels can be controlled Includes building conditions eg faulty wiring, malfunction of air-conditioning or heating systems, plumbing problems, structural or design deficiencies
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RISK ASSESSMENT SUMMARY

Risks associated with the event of a disaster are reviewed every 2 years in conjunction with internal audits and review of the Records Disaster Recovery Plan. The following table shows the risks and their corresponding risk rating based on the likelihood of the risk occurring. Please see the records risk assessment spreadsheet for full details.

Risk	Location	Rating	Mitigation
Fire	Administration Office Archives – Depot	Low Low	Firefighting extinguishers in place
Flood	Administration Office Archives – Depot	Low High	Relocating archives
Storm	Administration Office Archives – Depot	Medium Medium	
Earthquake	Administration Office Archives – Depot	Low Low	
Criminal Behaviour	Administration Office Archives – Depot	Medium Medium	Security alarms in place Gate restricting access to compound
Industrial Accident	Administration Office Archives – Depot	Low Medium	
Storage conditions	Administration Office Archives – Depot	High Extreme	Relocating archives

See appendix 10.5 for the risk assessment tools use to determine the risk ratings.

PREVENTION

Some disasters, such as seismic disturbances occur suddenly and unexpectedly with others, such as the effect of undetected insect or vermin damage, happen gradually. Photographic negatives, for example, are inherently unstable and may in time self-combust and cause a fire. Effective planning strategies can help to minimise the likelihood of some disasters and mitigate their impact on the Shire of York operations and records.

In most instances a disaster may be prevented if warning signs are identified and dealt with early. Potential hazards should be reported to the Administration and Governance Officer or Records Officer, and if able to, prevent further damage.

RECORDS SECURITY

- Establish guidelines on how to recognize and deal with suspicious mail and parcels, and possible bomb threats
- Compile a list of all vital records, their location and keep up to date. Mark them so they are easily recognisable and can be targeted first for rescue after a disaster.
- Make a security copy of vital records and ensure the original or the copy is stored off-site in appropriate environmental conditions
- Ensure electronic records are backed up regularly and stored off site

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BUILDINGS

- Keep fittings and fixtures well maintained
- Ensure ceiling areas are checked regularly
- Ensure appropriate safety signs are in place
- Ensure alarm systems where installed are tested and maintained annually

It is the responsibility of the Development Services Coordinator to inform the Records Officer/s of any contract work being carried out which may present an increased risk of disaster (water, fire, dust, structural failure) and to negotiate checking the work site to ensure:

- All collections are covered with ample plastic sheeting to protect them from dirt and water during building works if appropriate;
- No collection material is placed on the floor or moved unnecessarily;
- Dust produced by the work site is kept to a minimum and/or fully extracted away from collection areas;
- Risk to the collections is at its absolute minimum, if necessary, collections may be moved to an agreed location to minimise risk factoring the costs into the project;
- Contractors are aware of their responsibilities when working near collections; and
- Contractors know whom to contact in an emergency involving collection material

FIRE

The Shire of York prohibits smoking within buildings. There are smoke detectors located in the administration building.

The Shire of York does not have an Automatic Fire Sprinkler System installed. The Building Code of Australia does not require this system to be installed.

It is the responsibility of Development Services to:

- Ensure all doors and aisles are kept free of obstruction
- Ensure fire-fighting equipment is clearly visible and signposted (dry powder and water extinguishers etc.)
- Ensure fire extinguishers are accessible
- Ensure all firefighting and detection equipment is tested and renewed in accordance with Australian Standards
- Ensure evacuation map installed, clear and evacuation point identified

FLOOD/STORM

Water damage is the most common form of disaster affecting an organisation's records. Water damage to records may occur as a consequence of flooding, burst water pipes or fire suppression activities of the fire brigade.

Any water leaks should be reported immediately to the Administration Governance Officer or Records Officer.

- Check for any sign of water damage after a severe storm
- Monitor water penetration points
- Ensure air-conditioners are regularly checked

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PESTS & VERMIN

- Inspect storage areas regularly for infestations including
 - Termites
 - Cockroaches
 - Spiders
 - Silverfish
 - Rodents
- Ensure areas are added to annual termite inspections

Any pests found may be an indication of more in hiding and can cause:

- Damage, nests, droppings / grass, or remains;
- Smell; or
- Damage to collections

In the event of an infestation:

- Notify the Administration Governance Officer or Records Officer
- Do not add or remove material until treatment complete
- Identify the source of the infestation eg access points

STORAGE

- Ensure shelving is strong, stable and non-flammable
- Bottom shelves should be raised 15 centimetres above floor level
- Archival materials must be housed in acid free boxes
- Maps, posters, plans, etc should be stored flat, where this is not possible it is preferable to store them in boxes, loosely rolled
- Where possible do not store items or information on the tops of shelves because most water damage occurs through the ceiling from burst pipes or sprinklers. This area also is usually dirty and dusty and presents an occupational safety and health risk during rapid evacuation or removal.
- Ensure areas such as on top of and underneath shelving are cleaned regularly
- The compactuses must be maintained in full operational order to facilitate access to all records
- Vital records to be situated within favourable environmental conditions (locked Fireproof room)
- Ensure records storage areas are suitably labelled

ELECTRICAL

- Ensure plugs and power points in good repair
- Keep electrical cords in good condition
- Ensure leads and cords are stored in proper condition
- Electrical tagging occurs annually

HOUSEKEEPING

- Ensure adequate lighting, including emergency lighting, at walkways and the exits are well lit
- Ensure access walkways are clearly marked and clear at all time

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SIGNAGE

- Ensure exit signs are clearly marked
- Ensure location is appropriate and signs are readable
- Ensure fire extinguishers location signage is clear and well defined

ACTIVATING THE RECORDS DISASTER RECOVERY PLAN

The Records Disaster Recovery Coordinator activates the disaster recovery plan where damage has occurred to any area where hardcopy records are stored.

INITIAL STEPS

The area must initially be assessed for access by Incident Controller. Recovery activities are not to commence until the area is declared safe in a handover. For example, fire may have caused structural damage to the building which must be stabilised first.

Some of the initial steps that the Records Disaster Recovery Coordinator needs to take are:

- Make an initial assessment of the type of damage sustained;
- Appoint additional team member/s that will work in the Records Disaster Recovery Team as required;
- Liaise with the IT team to identify if electronic records are affected and to what extent.
- Lay out the records disaster recovery plan to the team and debrief them about the immediate and next steps;
- Set responsibilities within the team for all team members; and
- Contact the State Records Office to advise them of the disaster.

Note: In scenarios whereby electronic records or other services and facilities are affected, the Shire of York may enact or may have already enacted its IT Disaster Recovery Plan or its Business Continuity Plan. When these plans have been enacted, all records disaster recovery tasks will align to any broader activities at the direction of executive management.

PREPARATIONS

In the event the Records Disaster Recovery Plan is activated the Records Team with the support of the other members of staff and fitting into the overall risk management team will prepare to respond and recover records by:

- Securing the site
- Assessing damages and make recommendations
- Recruit co-operation of local emergency services where needed
- Source contents of the disaster bin where the disaster bin contents have been consumed/damaged by the disaster
- Identify a secure, evaluation area for assessment and treatment of damaged records can be established

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RESPONSE

ASSESSING THE DISASTER

The nature and extent of a disaster will determine the response required.

If a disaster site is expected to be off-limits for several days (or weeks) it will be necessary to seek special permission from the Fire Brigade or Police to access the site in order to retrieve records that require immediate attention such as vital records and those affected by water.

When a disaster involves the loss of official Shire of York records, the action being taken must be reported to the State Records Office.

SECURING THE SITE

The disaster site must be immediately secured to prevent:

- Unauthorised access
- Possible harm to individuals uninformed about risks that may exit
- Prevent the loss of records due to theft

All equipment should be disconnected from electrical power outlets.

ASSESSING DAMAGED RECORDS

Determine:

- Which records have been damaged and if any vital records have been damaged
- The security measures required during recovery if confidential records have been damaged
- If shelving units and other equipment have been damaged
- If there is any structural damage to the building
- Whether the advice or services of a professional conservator company is required
- The requirements for equipment and materials – refer Appendix 10.2 for listing of supplies needed for use in disaster recovery operations and Appendix 10.1 for listing of suppliers, (Australian Standard AS 4390-1996 recommends preparation of a list of equipment and materials available for use in disaster salvage and recovery operations)
- The recovery work required by the Disaster Response and Recovery Team

DOCUMENT THE DISASTER

All aspects of the disaster management need to be documented and recorded for future use.

- Take photos of the disaster site
- Take photos of the damaged records
- Clearly label photos with site and record details
- Compile a list of lost records
- Compile a list of damaged records and associated recovery actions taken
- Register the final reports, photos and lists in the records management system

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RECOVERY

Do not open fireproof safes/rooms for at least 3 days after fire events to prevent spontaneous combustion.

BRIEF THE RESPONSE TEAM

Brief the response team (if necessary)

- Circumstances of the emergency – cannot return until declared “safe” by emergency services
- Work required – can all material be dealt with – will some paper records need to be frozen?
- Equipment and materials – what do we need to hire? (if necessary) (Appendix 10.1 and 10.2)
- Rotate jobs at regular intervals
- Ensure ten-minute break sessions every hour

STABILISE THE SITE

Co-ordinate work with the Risk Management, Occupational Health and Safety staff, and Emergency Wardens, in trying to stop the source of or stabilize the problem.

- Prevent the source of the problem where possible;
- Do not handle or move affected material;
- **Do not open fireproof safes/rooms for at least 3 days after fire events to prevent spontaneous combustion.**
- Preventing problems such as water leaks and dust by:
 - Covering collections with plastic sheeting;
 - Capturing water in buckets; and
 - Use mops, squeegees and absorbent materials to collect surrounding water.
- Stabilize the air conditioning for temperature between 18-20C.
- Adjust the humidity level to approx. 40-45% if fire damaged and 15-20% if flood damaged.
- Ensure shelving and their contents are secure

ASSESS THE RECORDS

Teams need to determine whether some records have been completely destroyed or are inaccessible. Then teams need to assess:

- The quantity and nature of damage;
- Which media has been affected;
- If vital records are damaged;
- If damage affects records storage containers; and
- What equipment, specialists and techniques are required.

RECOVERY PRIORITY

The recovery priorities for records salvage and restoration are outlined below. This priority structure ensures that records are categorized related to the resumption of business.

Recovery Priorities

1. Vital records;
2. Records that are not electronically stored in database;

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3. Older photographic material such as pre 1950s colour formats, glass plate negatives, deteriorated film negatives, deteriorated black and white prints;
4. Magnetic media such as audio, video and computer tape;
5. Records with water soluble media, e.g. hand-annotated maps, watercolour sketches, signatures in red ink;
6. Paper records which you know were very fragile before the flood, e.g. previously mould-damaged material;
7. More modern photographic material like contemporary colour material, recent black and white prints;
8. Paper based files;
9. Books on uncoated paper; and
10. Photocopied reference material.

PREPARING THE RECOVERY AREA

SPACES AVAILABLE FOR THE RECOVERY OF RECORDS

LARGE DISASTER SPACE AVAILABILITY:

Pavilion which is located at 45 South Street, York

SMALL DISASTER SPACE AVAILABILITY:

Council Chambers which is located next door to the Shire Office on the second level of the town hall 81 Avon Terrace, York.

SETUP TASKS

Locate the Disaster Recovery Bin and transport it to the Recovery Area. Location at time of writing is at the administration office in the hallway outside the photocopier room.

- Remove all unnecessary furniture and equipment;
- Cover tables with plastic and then with butcher's paper to help absorb moisture out of any wet records
- Ensure good air circulation - use air-conditioning or fans, and open windows/doors;
- Maintain a stable temperature and humidity – use fans and humidifiers;
- Do not use heating to raise the temperature as this will encourage mould growth;
- Ensure all supplies and equipment are retrieved from the disaster recovery bin; and
- String up drying lines to air-dry individual documents

REMOVING THE RECORDS

Mould grows on wet records within 48 hours so need to act as quickly as practicably possible.

Do not open fireproof safes/rooms for at least 3 days after fire events to prevent spontaneous combustion.

- Make sure staff access is safe and easy
- Remove loose material and files from aisles and recording their location
- As a safety precaution gloves should be worn when removing material from the disaster area.
- Priority records should be removed and treated first.
- Any records with retention periods that expire soon or that have only short-term value are considered low priority records and, if necessary, may be completely discarded.
- Remove materials in the exact condition they are found;
- Start at the nearest point of access
- Work systematically through the top shelves (first) to remove the records. Be gentle if they have been water damaged, swelling may make them difficult to remove

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- Loose files and any documents, reports, and booklets not in existing storage boxes should be packed into storage boxes or plastic crates with the spine side facing down.
- Where the damaged records are very wet plastic milk crates should be used since cardboard boxes will readily absorb moisture and consequently sag, weaken and may collapse under the weight of their contents. Milk crates also provide better air circulation and can be easily stacked.
- An attempt should be made to pack very wet material separately from that material which is only damp.
- Badly damaged records that cannot be replaced from copies held elsewhere but nevertheless need to be retained should be placed in manila folders or carefully wrapped and sent to a professional conservator for treatment.
- Care should be taken when handling documents affected by fire and/or water because they are very fragile and easily torn.
- When records are stored in archival boxes in shelving units, boxes from the top shelves should be removed first to prevent the shelving units becoming top heavy and toppling over.

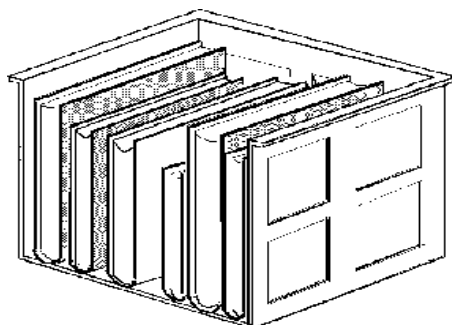
As wet documents can be very heavy trolleys should be used to move them to the evaluation area (paper will absorb up to 60 percent of its original weight).

RECORDING THE DAMAGE

Record and categorize details of the damage for each record/file on the Damage Sheet (Appendix 10.3)

SALVAGING WATER DAMAGED RECORDS

- Lay files on the prepared tabletops in a single layer with enough room between each file to open the cover and give access to the pages
- Do not try to separate volumes that have stuck together
- Interleave wet or damp pages with paper towel or some other form of clean absorbent paper every 5-10 pages and change regularly
- Keep freeing up the drying pages and replacing the interleaving paper, positioned between different pages, until files are dry
- Remove metal file fasteners as you encounter them, as they may start to rust before the file is dry
- Do not rub or brush items
- Use fans
- If required, loosely pack material into plastic crates, spine side down
- Place records for freezing into freezer bags



Packing wet records in plastic crates

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Freezing Records

Freezing may be required when immediate salvage of materials is not possible and when a large quantity of damaged records requires attention.

Do not freeze

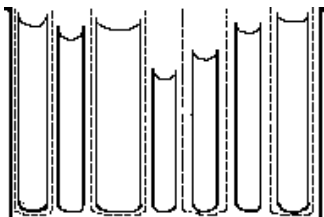
- vellum,
- photographs,
- glass plate negatives,
- magnetic media or
- vinyl records.

Freezing at low temperatures is the most effective method for immediately stabilising the damaged material and buys time for:

- Determining the best drying method.
- Allowing careful co-ordination of the drying operation.
- Assessing the value of the damaged items and the probable recovery costs.
- Preparation of adequate storage facilities for the damaged records.
- Controlling mould growth.
- Stabilising water-soluble materials such as, inks and dyes.

Conditions for freezing materials:

- Freezing can be done in a standard kitchen freezer or a bulk freezer storage unit.
- The freezing temperature must reach -10C.
- Dry ice can be used for transport in unrefrigerated trucks.
- Items should be wrapped in freezer wrap, freezer bags or wax paper.
- Give priority to items showing signs of developing mould.
- Do not open the freezer until ready to remove material, as a freeze-thaw cycle will begin.



Preparing wet records for freezing

Drying Records

Air Drying

Air-drying requires an environment conducive to drying (10 to 17C and 25-35% humidity). Air-drying of materials should be used when only small amounts of records are involved and there is an opportunity to immediately begin salvage of the material.

Use fans to encourage air circulation as these assist with the drying process as well as discourage the growth of mould and mildew. Records that have developed mould should be allowed to dry before they are treated with specialised chemicals to remove mould from paper. It is advisable to seek the advice or use the services of a professional conservation company to perform this work if the number of records affected is large;

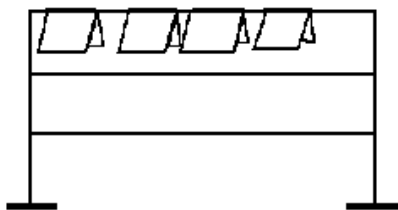
Wet file covers and archive boxes should be replaced.

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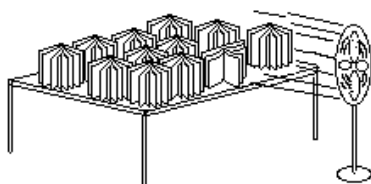
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Hanging small items



Drying bound volumes by standing upright

Freeze Drying

Freeze drying removes water through a process of sublimation. It ensures items do not stick together and it reduces stains and odours. The process can be very costly. Items must be moved to a freezing facility within 48 hours. Trained personnel wash mud and filth from the materials before freeze drying.

Vacuum Drying

Vacuum drying is used for large quantities of materials. Items are placed in a chamber and air evacuated until it reaches freezing point. The chamber is then filled with hot dry air.

SALVAGING FIRE AND SMOKE DAMAGED RECORDS

Fire damage requires expert advice.

The effects of fire include heat, soot, burnt edges, melted plastic pockets, odour and usually water damage. Where possible, attempts should be made to replace any records destroyed, or damaged beyond repair, by fire.

Partly burned records

Where records have been partly burned or charred around the edges, they can be trimmed and replacement photocopies of the documents prepared.

Destroyed records

Where records have been destroyed or burned beyond repair, and these records are documented on a database, a report should be printed that provides descriptive information about the records so that attempts can be made to identify duplicated holdings in other Offices and replacement copies requested or made.

Soot

The presence of soot may be removed by wiping damaged material with a clean, dry cloth or a very slightly damp sponge. If stains are stubborn, solvents may need to be applied.

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Smoke damage

Smoke damage to records can sometimes be worse than the effect of fire. Soot particles and smoke residues can also be driven into filing cabinets by heat and pressure. The smoke residues are highly corrosive and the odour can remain for many months unless treated. The assistance of professional cleaners may be required to dry-clean records to remove smoke residues and to remove smoke odours by gas deodorisation.

The removal of smoke odours from large collections of records and/or from office rooms will require the assistance of professional cleaners.

If only a small number of paper records are smoke damaged, they can be placed inside a small, enclosed area with a bowl of baking soda to absorb the odours. This process typically takes two to three days to complete. If necessary, the baking soda should be changed daily

AFTER THE DISASTER

Before records are returned to their storage areas the walls, ceilings, floors and shelving units should first be washed with a fungicide in order to inhibit the possible growth of mould.

After records have been returned to their storage areas hygrothermographs should be used to monitor the air temperature and relative humidity for several weeks afterwards and paper documents should be monitored for the growth of mould.

CLEAN UP MEASURES

- Material should not be returned until the risk of a repeat disaster is removed;
- The disaster area should be thoroughly cleared of debris, or materials left from restoration of the affected area;
- Wash down dirty shelving, walls and floors
- Use fans to dry the area
- The area including all shelving, and/or filing cabinets must be thoroughly cleaned and dried before reuse;
- Fumigation of the disaster area may also be necessary;
- Use of fans and dehumidifiers will help maintain a stable temperature and relative humidity.
- Regular temperature and relative humidity checks should be conducted

RELOCATION OF MATERIAL

Once the disaster site has been completely cleaned and the temperature and relative humidity are consistently stable the materials can be returned to the shelves.

- Wait at least a week before returning material to its original location (needs to be fully dry and free of mould growth)
- Categorise material for re-location. For example, can it be returned to storage, does it need further treatment, or will it be destroyed (Appendix 10.3)
- Check shelving arrangements as the material may well take up additional space due to swelling
- Regularly check temperature and humidity in case the room or the records were not sufficiently dry when the room was reoccupied and because of mould growth
- Provide archived material with new boxes
- Check if current files need new file covers due to the legibility of the information having been affected

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- Ensure filing cabinets are stable and any necessary equipment replaced prior to re-shelving;
- It is advisable to have salvaged materials treated with a fungicide before re-shelving;
- Material will need to be re-organised before filing

RECORDING THE EMERGENCY

Keep an adequate record of the emergency as depicted in the emergencies register (Appendix 10.4)

PLAN EFFECTIVENESS

Reporting and evaluation of an incident and the actions taken is a significant factor following a disaster. Teams should conduct a debriefing session with the staff and volunteers involved, to compare the disaster management plan to what actually happened. This is vital in ensuring that confusing procedures or mistakes are eliminated and that the disaster management plan will operate better in the future. Any change in response and recovery strategies resulting from the evaluation must be updated in the Records Disaster Management Plan immediately.

Subsequent to the occurrence of an actual disaster event it will be necessary to document the disaster in a formal report for management. A report is also needed to support an insurance claim. This can either be prepared as a separate document or the expenses incurred in the recovery efforts can be included as an appendix to this report.

A review undertaken following an actual disaster event should include an analysis of the following:

- A description of the disaster event including an explanation of how the disaster happened and whether it was preventable;
- The effectiveness of the existing counter-disaster measures;
- A summary of how the Shire of York responded to the disaster and an assessment of the effectiveness of this response;
- An assessment of the impact of the disaster on the Shire of York record keeping systems including a description of records that were lost;
- A description of any damage to buildings and equipment;
- As assessment of the effectiveness of supplies and hired equipment used in the recovery effort;
- An assessment of the effectiveness of the recovery efforts, emphasising the success or otherwise of restorative and replacement actions (of damaged records);
- An outline of any difficulties that were encountered during the recovery efforts;
- An assessment of the standard of cooperation and communication between all Offices involved in the response to the disaster and of the ability of staff to perform their respective functions;
- An outline of occupational safety and health issues;
- An assessment of the performance of outside agencies and consultants if they were involved;
- Recommendations.

Appendices should include photographs of the disaster and a detailed list of all expenses incurred in recovery operations (for insurance purposes).

Teams also need to conduct some residual tasks. For example, they should:

- Inventory response and recovery supplies and replace used supplies (Appendix 10.2);
- Evaluate performance of suppliers and recovery services and replace vendors that performed poorly; and

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- Monitor affected areas and records for signs of continuing problems.

Finally, the organization should ensure that they congratulate staff for their efforts in disaster management

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APPENDIX

10.1 EMERGENCY CONTACTS

Emergency Services

Ambulance	000
Fire Brigade	000
York Volunteer Fire Brigade	9641 1685
York Volunteer Fire & Rescue Service	9641 1124
State Emergency Service	13 25 00
York Police Station	9693 1000
Shire of York – Ranger	0417 181 349
Poisons Information Line	131 126
York Hospital	9641 0200
Electricity	131 351
Alinta Gas	131 352
Water	131 375
State Records Office	9427 3360

Emergency Supplies

Item	Company
Trestle Tables	Shire Town Hall
Wooden Pallets	Shire Depot
Wet/Dry Vacuum Cleaner	Radio Rentals 13 23 11
Plastic/Milk Crates	Crommelin Hire Osborne Park - 9204 1100
Large Fans	Applied Climate Control WA P/L Canningvale – 9455 2466
Portable Lighting	Shire Depot
Portable Generator	Shire Depot - York
Archive Boxes	Totally Confidential Records Management – 9376 8822 Corporate Express 1800 812 198
Dehumidifier	Applied Climate Control WA P/L Canningvale – 9455 2466
Portable Pump	Shire Depot - York
Freezer Space (Large Disaster)	Town Hall and Pavilion Cool rooms (dependant on where disaster has occurred)

Note: All above items except for Archive Boxes can be hired

Disaster Response and Recovery Team

For personal mobile numbers please see Shire of York Staff Contact Details attached as a confidential item not for publication in this document.

Role	Name	Position	Phone	Email
Records Disaster Recovery Coordinator	Amanda Smith	Records Officer	9641 0501	amanda.smith@york.wa.gov.au
IT Disaster Recovery Manager	Matthew Davies	Finance Officer – Payroll/IT	9641 0508	matthew.davies@york.wa.gov.au

Recordkeeping Plan RKP

EMPATHY RESPECT COURAGE

IT Disaster Recovery Coordinator	Focus Networks Rep	External IT Contractors	1300 664 136	
Records Disaster Recovery Team Member	Carol Littlefair	Arts & Cultural Heritage Officer	9641 0520	Carol.littlefair@york.wa.gov.au
Records Disaster Recovery Team Member	Laura Appleton	Customer Service /Records Officer	9641 0504	laura.appleton@york.wa.gov.au
Records Disaster Recovery Team Member	<i>vacant</i>	Museum Curator	9641 0528	
Records Disaster Recovery Team Member	Natasha Brennan	Administration & Governance Coordinator	9641 0521	natasha.brennan@york.wa.gov.au
Records Disaster Recovery Team Member	Tamara Hooper	Executive Support Officer EMCCS	9641 0523	tamara.hooper@york.wa.gov.au

Building Disaster Response Contacts

Electrician	(ED & MJ Rous)	0419 926 293
Electrician	(KPL Electrical)	0418 756 680
Plumber	(Darry's Plumbing & Gas)	0418 903 777
Plumber	(PJ & KD Henderson)	0417 097 133

Other Staff Contacts

Chief Executive Officer – Chris Linnell	0447 884 150
Executive Manager Corporate and Community Services – Alina Behan	0457 600 161
Executive Manager Infrastructure and Development Services – Darren Wallace	0438 424 102

OTHER CONTACTS

State Records Office	9427 3360
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10.2 DISASTER BIN

A disaster bin, containing the equipment below should be clearly marked "DISASTER BIN" - Do Not Remove and keep the lid sealed.

- Adhesive tape and dispenser
- Paper towelling
- Bucket

Recordkeeping Plan RKP

EMPATHY RESPECT COURAGE

- Butcher's paper
- Disposable camera (1) – optional
- Clipboards (2)
- Damage list
- Sponges
- Extension cords (2)
- Rubber gloves (3 pairs)
- Surgical type gloves (3 pairs)
- Cotton gloves (3pairs)
- Heavy-duty plastic sheeting to protect shelving/compactus
- Waterproof masking tape
- Pens, pencils, paper
- Torches (2)
- Dust pan and brush
- Plastic string
- Plastic pegs
- Plastic paper clips
- Labels – tie on
- Plastic bin liners
- Freezer paper
- Polypropylene Enclosures for Boxes
- Current Records Disaster Recovery Plan
- Current IT Disaster Recovery Plan

Note: Broom and mop are located in cupboards

The following large and/or expensive items may be purchased or hired when required and may include:

ITEM	HIRE	BUY
Plastic crates	X	X
Large fans	X	X
Trestle tables	X	
Blotting paper		X
Portable pump	X	
Portable lighting	X	
Dehumidifier	X	
Archive boxes		X
Portable generator	X	
Wet/dry vacuum cleaner	X	X
Wooden pallets	X	
Additional cool room	X	

Note: Wheelie bin can be used in conjunction with Pump as a vessel to pump the water into and can easily be wheeled away (as long as not over filled – due to weight)

(See Appendix 10.1 – EMERGENCY CONTACTS – Emergency Supplies) For Hire Company details for above items.

Recordkeeping Plan RKP

EMPATHY RESPECT COURAGE

10.3 DAMAGE SHEET

Date:

Location:

Index No	Description/Title	Wet or Other	Returned to Storage	Needs Further Treatment	To Be Destroyed

10.4 EMERGENCIES REGISTER

Recordkeeping Plan RKP

EMPATHY RESPECT COURAGE

Date Time Duration	Location	Nature	Cause	Effect on staff, visitors, records, business function, buildings, other property	How the Occurrence was Dealt With	Recommendation For future incidents & Changes to Disaster Plan

10.5 RISK ASSESSMENT TOOLS

Recordkeeping Plan RKP

EMPATHY

RESPECT

COURAGE

Measures of Consequence									
RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equip, Buildings)			Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item.	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact managed by on site response	Less than \$10,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$10,000 - \$50,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 Week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 to \$200,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected <1 Month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$200,001 to \$500,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%

Recordkeeping Plan RKP

EMPATHY

RESPECT

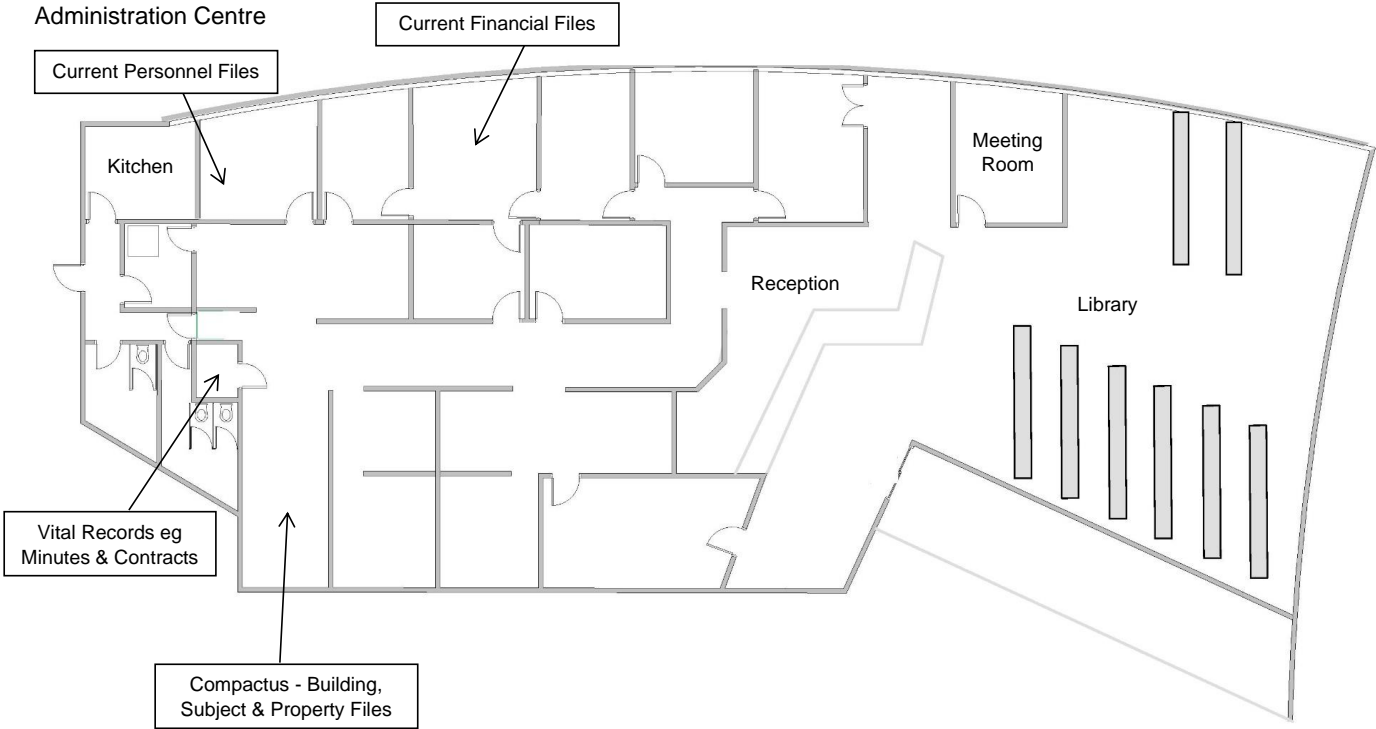
COURAGE

Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building	Uncontained, irreversible impact	>\$500,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%
--------------------	--------------------------------	--	--	--	--	----------------------------------	------------	---	-------------------------------

Measures of Likelihood		
Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix					
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

10.6 FLOOR PLANS



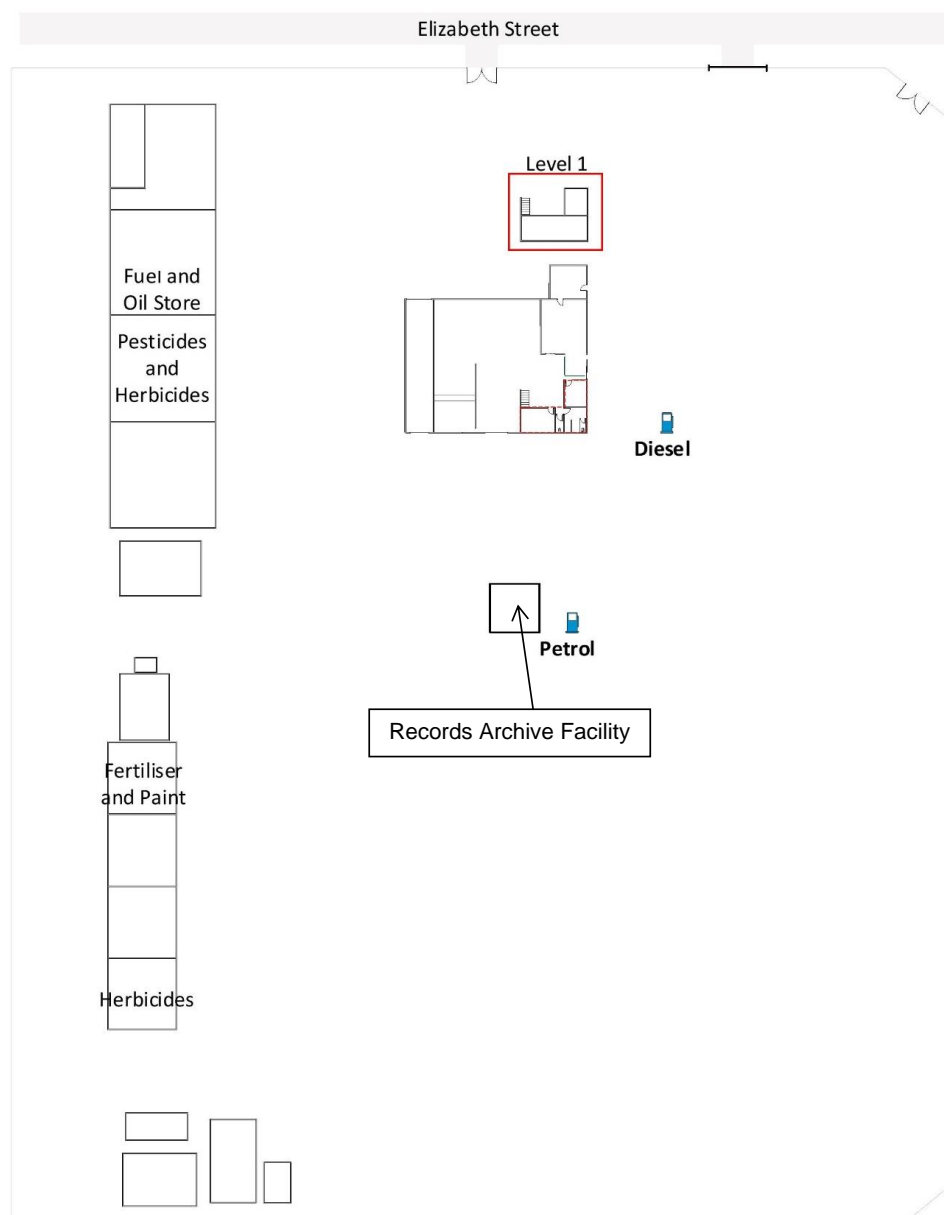
Recordkeeping Plan RKP

EMPATHY

RESPECT

COURAGE

York Depot and Archives Shed Plan



Recordkeeping Plan RKP

APPENDIX 10 – EXTRACT OF RECENTLY AUTHORISED RECORDS FOR DESTRUCTION

Recordkeeping Plan RKP



CERTIFICATE OF DESTRUCTION

Certificate: 2415098-Z3X9

Amount	Description
1	240L Permanent Security Bin
57	Archive Boxes

Collected From Shire of York 1 Joaunia Street York 6302 on 21/05/2020

The confidential data was transported in a secure, GPS tracked and alarmed vehicle to a Shred-X NAID AAA certified and PSPF endorsed secure destruction facility where all products were destroyed under the supervision of CCTV surveillance and vetted destruction personnel.

At no time did any unauthorised person have access to the sensitive documentation.

Compliance and Governance Manager



Shred-X Pty Ltd. | A.B.N: 44 123 767 153 | PO Box 1184, Oxenford, QLD 4210
p. 1300 747 339 | shred-x.com.au | info@shred-x.com.au

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AS.RMT.1
N17801**Record Destruction Authority**

Shire of York

The following have been assessed according to the Local Government General Disposal Authority and, according to that authorised schedule are programmed for destruction. Please read through the list of records tabled below and, pending your approval, **sign at the conclusion of the tables** to signify your approval for these records to be destroyed.

Box 2018/021						
File Number	Title Description	Start Date	Finish Date	Disposal Action	General Disposal Authority	Authority Action
	Payroll Reports	21/09/2011	5/10/2011	D - 7 years after date of successful audit – 19/11/2012	2015-001/1	80.1 - Employee earnings - records of staff salaries / earnings and allowances, including shift work, on call, telephone, vehicle expenses, including listings
	Payroll Reports	11/10/2011	19/10/2011	D - 7 years after date of successful audit – 19/11/2012	2015-001/1	80.1 - Employee earnings - records of staff salaries / earnings and allowances, including shift work, on call, telephone, vehicle expenses, including listings
	Payroll Reports	2/11/2011	3/11/2011	D - 7 years after date of successful audit – 19/11/2012	2015-001/1	80.1 - Employee earnings - records of staff salaries / earnings and allowances, including shift work, on call, telephone, vehicle expenses, including listings
	Payroll Reports	17/11/2011	23/11/2011	D - 7 years after date of successful audit – 19/11/2012	2015-001/1	80.1 - Employee earnings - records of staff salaries / earnings and allowances, including shift work, on call, telephone, vehicle expenses, including listings

Box 2018/026						
File Number	Title Description	Start Date	Finish Date	Disposal Action	General Disposal Authority	Authority Action
	Licensing	1/01/2015	30/01/15	D - 2 years after expiry of agreement of Contract – 31/12/2017	2015-001/1	102.2 - Service Providers – records relating to services performed on behalf of other agencies where records are created (e.g. Australia Post, licence renewal on behalf of a State government organization)

H:\Corporate and Community\Administration, Governance\Records Officer\Document Control\Retention and Disposal\ Destruction\Disposal Due\Boxes Destroyed 2020.docx

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Record Destruction Authority

Shire of York

Box 2019/001						
File Number	Title Description	Start Date	Finish Date	Disposal Action	General Disposal Authority	Authority Action
	Rates - V.G's Schedules - interim rates - volume 1	1/07/2011	30/06/2012	D - 6 years after action completed	2015-001/1	120.3 - Information / reports provided to the Valuer General - Under Section 37 of the Valuation of Land Act 1978
	Rates - V.G's Schedules - interim rates - volume 2	1/07/2011	30/06/2012	D - 6 years after action completed	2015-001/1	120.3 - Information / reports provided to the Valuer General - Under Section 37 of the Valuation of Land Act 1978
	Rates - V.G's Schedules - interim rates - volume 3	1/07/2011	30/06/2012	D - 6 years after action completed	2015-001/1	120.3 - Information / reports provided to the Valuer General - Under Section 37 of the Valuation of Land Act 1978
	Rates - Journals 2011/12	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	3.3 - Accounting - records (including master records) relating to the evidence of payments and supporting documentation. Includes but is not limited to: invoices; cheques; credit notes; approvals; purchase orders; claims and payment vouchers; cash books and journals; sales tax records; transaction records; ex-gratia payments; batch reports; and trial balance reports.
	Rates - Pension claims	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	90.8 - Pensioner rebates, other rebates and deferments
	Rates - Sundry Debtors	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	34.8.4 - Rates - debtors balances, arrears book, debt collection, debtors interest calculations
	Rates Model - Rates Billing & G/L Accounts - rates excess distributed after billing	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	3.5 - General or subsidiary journals, ledgers and ledger accounts in any format

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Record Destruction Authority

Shire of York

Box 2019/002						
File Number	Title Description	Start Date	Finish Date	Disposal Action	General Disposal Authority	Authority Action
	2011/12 Rate Receipts June 2012 4	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	90.9 - Rates payments - receipts
	2011/2012 Rate Receipts Feb - May 3	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	90.9 - Rates payments - receipts
	2011/2012 Rate Receipts Oct - Jan 2	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	90.9 - Rates payments - receipts
	2011/2012 Rate Receipts July - Sept 1	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	90.9 - Rates payments - receipts
	2011/2012 Rates - Penalty Interest 1	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	3.5 - General or subsidiary journals, ledgers and ledger accounts in any format

Box 2019/003						
File Number	Title Description	Start Date	Finish Date	Disposal Action	General Disposal Authority	Authority Action
	2011/2012 Rates - Penalty Interest 2	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	3.5 - General or subsidiary journals, ledgers and ledger accounts in any format
	Debtor Invoices 2011/12	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	34.2 - Debtors - invoices (office copy) and source documentation used to raise invoices
	Debtor Invoice Requisition 2011/12	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	34.2 - Debtors - invoices (office copy) and source documentation used to raise invoices
	Debtor Invoice Req's 3255 - 3453 11/12	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	34.2 - Debtors - invoices (office copy) and source documentation used to raise invoices

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Record Destruction Authority

Shire of York

Box 2019/057						
File Number	Title Description	Start Date	Finish Date	Disposal Action	General Disposal Authority	Authority Action
	Residency Museum - Statistics - Visitor Counts / Day Sheets	1/07/2011	30/06/2013	D - 2 years after successful audit - 21/12/15	2015-001/1	19.2 - Annual estimates and budget reviews - drafts, calculations, costings and working papers.

Recommended for Approval:

Natasha Brennan
Administration and Governance Coordinator

Signed

Date 13 May 2020

Suzie Hastlehurst
Executive Manager Corporate & Community Services

Signed

Date 13 May 2020

Chris Linnell
Chief Executive Officer

Signed

Date

14 - 05 - 2020

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Recordkeeping Plan RKP

APPENDIX 11 – ADMINISTRATION BULLETIN APRIL 2020 EXTRACT

Recordkeeping Plan RKP



Welcome!!

In mid-February we welcomed our new CEO Chris Linnell and new museum curator Mona Numann to join us in this crazy start to the year!

I hope you have all made them feel welcome.

Services Update

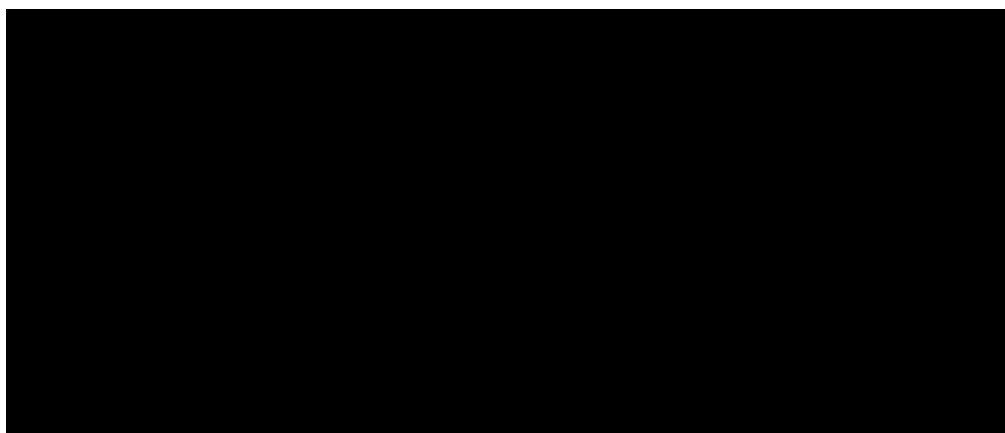
Due to current circumstances the following services have been closed:

- Visitor Centre
- Residency Museum
- YRCC
- Licensing
- Playgrounds
- Motocross Track
- RV Park
- Face to Face Customer Service
- Town Hall
- Community Bus
- Old Skate Park



The latest updates to available facilities can be found

<https://www.york.wa.gov.au/community/your-community/covid-19-important-community-information.aspx>



Recordkeeping Plan RKP



Staff Whereabouts



Working From Home



Working from home is the same as working in the office, so please don't stop registering your emails and other records! Please send in your Home Office Assessments to Tamara/Sharla with photos if you haven't already.



Name	Days	Comments/Additional Duties

Staff on Leave



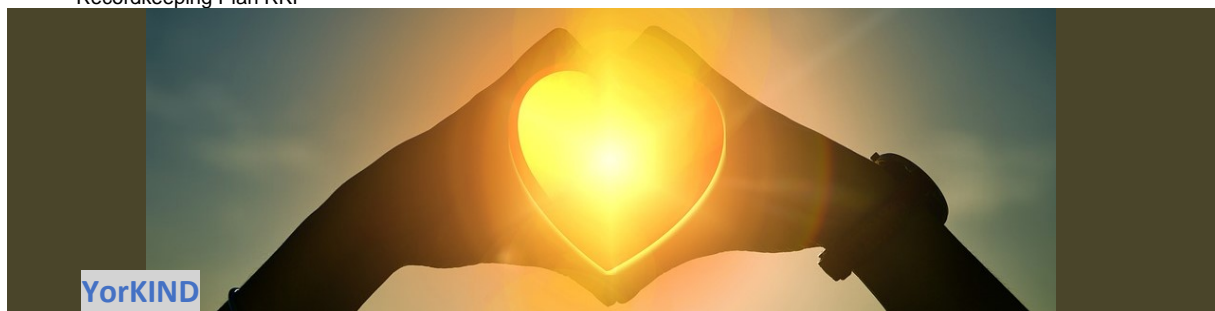
Name	Return Date

Dedicated Office Champions

Name	Days	Comments/Additional Duties



Recordkeeping Plan RKP



The Visitor Centre has been transformed into YorKIND hub rather than the YRCC as originally intended. The hub provides information and services including:

- Government & health alerts
- What services are available
- York mobile library
- Help with shopping
- Business support advice
- Town servicing updates
- Community companion calls
- Virtual activities
- Education guides
- Volunteer coordination
- Home support service
- Jigsaw library

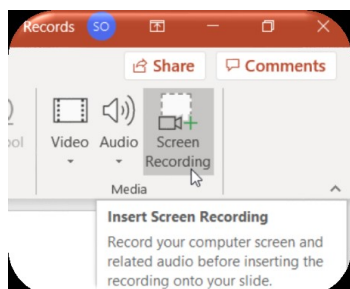
Make sure to let Es or Jo know if you have any ideas on services, activities or social media events to keep the community engaged.

Video Tutorials

Working from home introduced a few challenges to the mix when it came to assisting staff with their “how to” needs. Into the brain waltzes the idea of video tutorials!

A small number of tutorials have been created already with more to come:

- Using the step recorder – great for writing procedures
- Adding to the computer startup menu
- Outstanding records – goodbye records bill!
- Digital signatures – get those letters signed from home
- Registering emails



To video what is happening on your computer screen you can open a Power Point document and click on insert then screen recording. Select the area of screen you want to record then press the record button when you're ready to go. When you press stop button the video is embedded into the presentation. Right click on the embedded video and save the recording to your location of choice.

Remember that you probably don't have a built-in microphone to record audio unless you have a headset or external speakers with built in mike. Use Video Editor to perfect your already perfect creation, save it in the common share and let us all know it's there!

New procedures

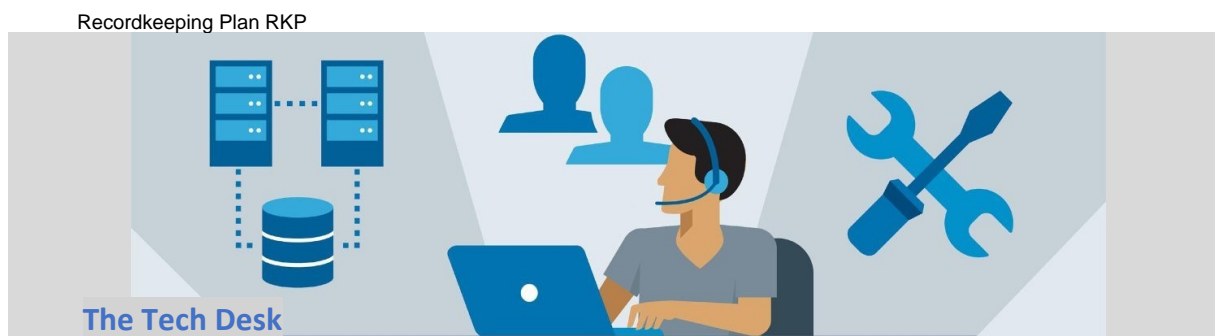
1 January 2020 to 15 April 2020

Record No	Title
N16205	Advertising
N16206	Christmas/New Year Closure of Shire Facilities
N16604	Operating Procedure - Grants Management
N16797	Digital and Electronic Signatures - Setting Up Procedure
N16836	Digital Signatures - Using - Application
N16837	Digital Signature Internal Policy Procedure

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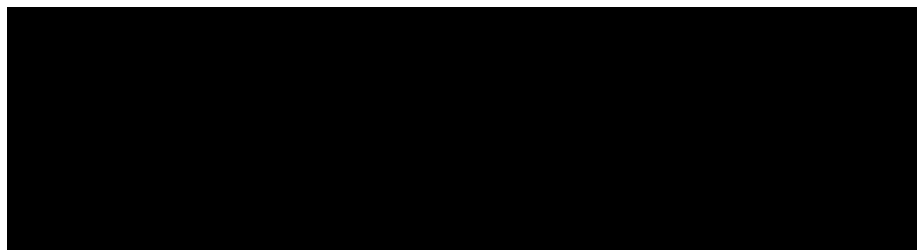
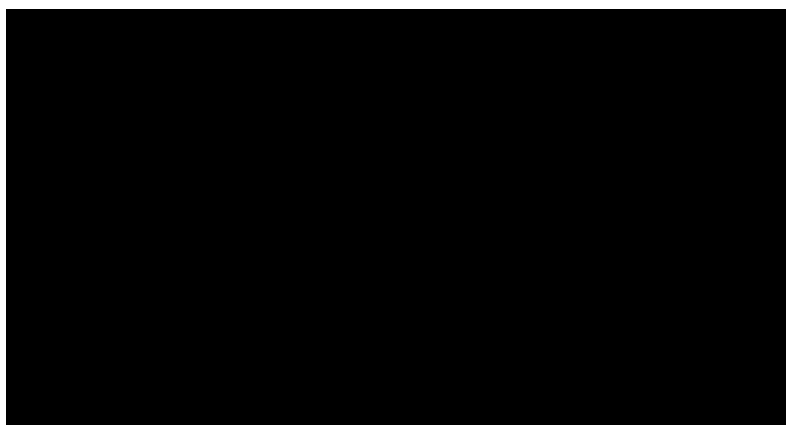
Matthew has been kept under the pump but has a few key steps to help us out:

- If something isn't working, try closing it and reopening, if it still doesn't work try restarting the computer
- We have limited remote access capabilities so call Matthew first
- We have temporary admin level access for some of the smaller jobs eg Firewall issues, Records registrations, InfoCouncil

Webcams with built in microphones have been ordered but shipment from the warehouse has been delayed. Focus are chasing distributors to find an alternative to our original order.

Security Changes to Protect Servers and PC's

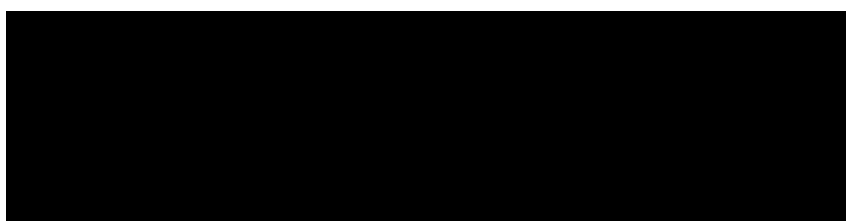
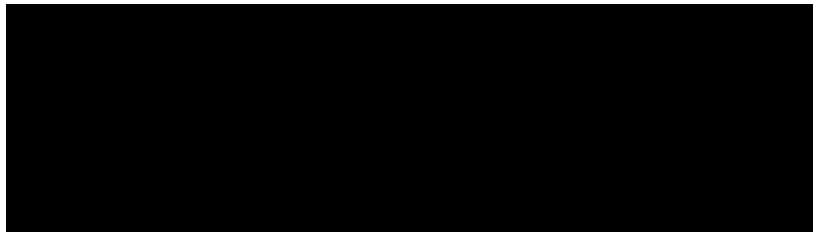
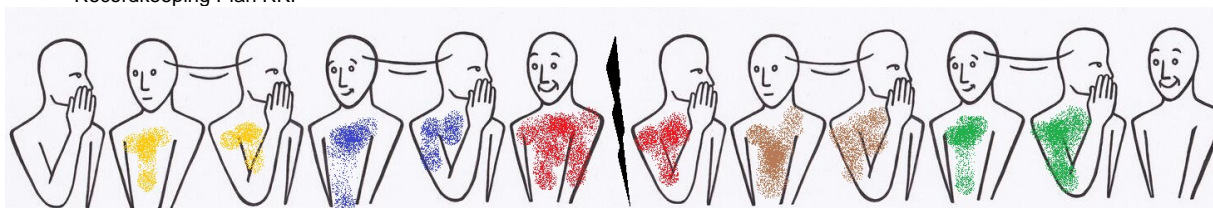
- Duo Multifactor Authentication – increases security for remote users. You will receive an email from DUO which we need you to follow through the activation steps. Please call if you have any issues.
- Crystal Reports – If you got a new PC recently and are having difficulty running reports in Synergy please contact Matthew. This is a simple fix, the SAP Crystal report program requires running.
- Outlook Records Registration – If you run into errors when registering, check your email has been registered in Synergy as there are occasions where it allocates a record number without completing the process correctly. Please contact Matthew or Amanda as the majority of the causes are simple fixes and we will generally get you back on track quickly.
- Phone Messages – Messages left on the work phones are being forwarded to your email address. They still need to be deleted off your phone. If you have not received any phone messages via email please contact Matthew. If you are unable to attend the office to have the message bank cleared please contact the office.



Shire of York

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From the Records Desk



Working from home has certainly rearranged my priorities. My first thought was how are we going to get letters etc signed so we can be a little closer to business as usual? The next thought was how do I help my colleagues register their records when I can't stand over their shoulder and point at the screen? Yeah, I know, records officers are probably the only ones that care. So digital signatures got pulled forward a next year job to this year job. Some bright spark (me) decided to cover assistance she would make some instructional videos....

Well that was certainly a challenge. If you need help making a video, I'm your lady.

I have also discovered the beauty of Microsoft Teams ♥. Anneke can tell you just how excited I am! I'm always on Microsoft Teams and I do have a webcam and microphone for video calls.

My job list includes: getting disposal lists completed and circulated ready for approval, reviewing documentation for the record keeping plan, completing a digitization project plan and finding solutions for our file plan issues.

If there's something I can do to make life better for you all, let me know so I can get onto it and I will do my best.

A big thank you to Natasha and Tamara for sorting out our minutes and archiving a big stack of financial records.

If you're needing something to do, I always have something going.

Don't forget to keep registering those emails and knock off the outstanding records on that records bill!

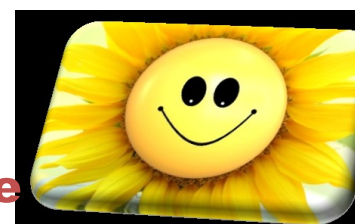


Shire of York

Stay Safe

Keep in Touch

And don't forget to Smile



Recordkeeping Plan RKP

APPENDIX 12 – RECORDS INDUCTION MANUAL CONTENTS PAGE

Recordkeeping Plan RKP



RECORD KEEPING PROCEDURES INDUCTION MANUAL FOR GENERAL USERS

Recordkeeping Plan RKP

Records Induction Manual

Contents

Overview	3
Record Keeping Policy	4
SRO Record Keeping Basics Information Sheet	10
SRO Record Keeping Responsibilities and You Information Sheet	14
SRO Email Information Sheet	15
Registering Records: General Procedures	16
Quick Reference Card 1	20
Quick Reference Card 3	22
Quick Reference Card 4	25
Registering Records: Emails	28
Quick Reference Card 5	33
Addressing Outstanding Correspondence	34
Quick Reference Card 2	37
Loaning Files	38
Adding and Updating Names and Addresses	41

Please Note: This manual is subject to regular update with updates to policies and procedures. For current procedures see [H:\Common Share\Administration\Procedures](#). Employees are expected to keep their own manuals up to date. New procedures are circulated once completed.

Updated 07/09/2020

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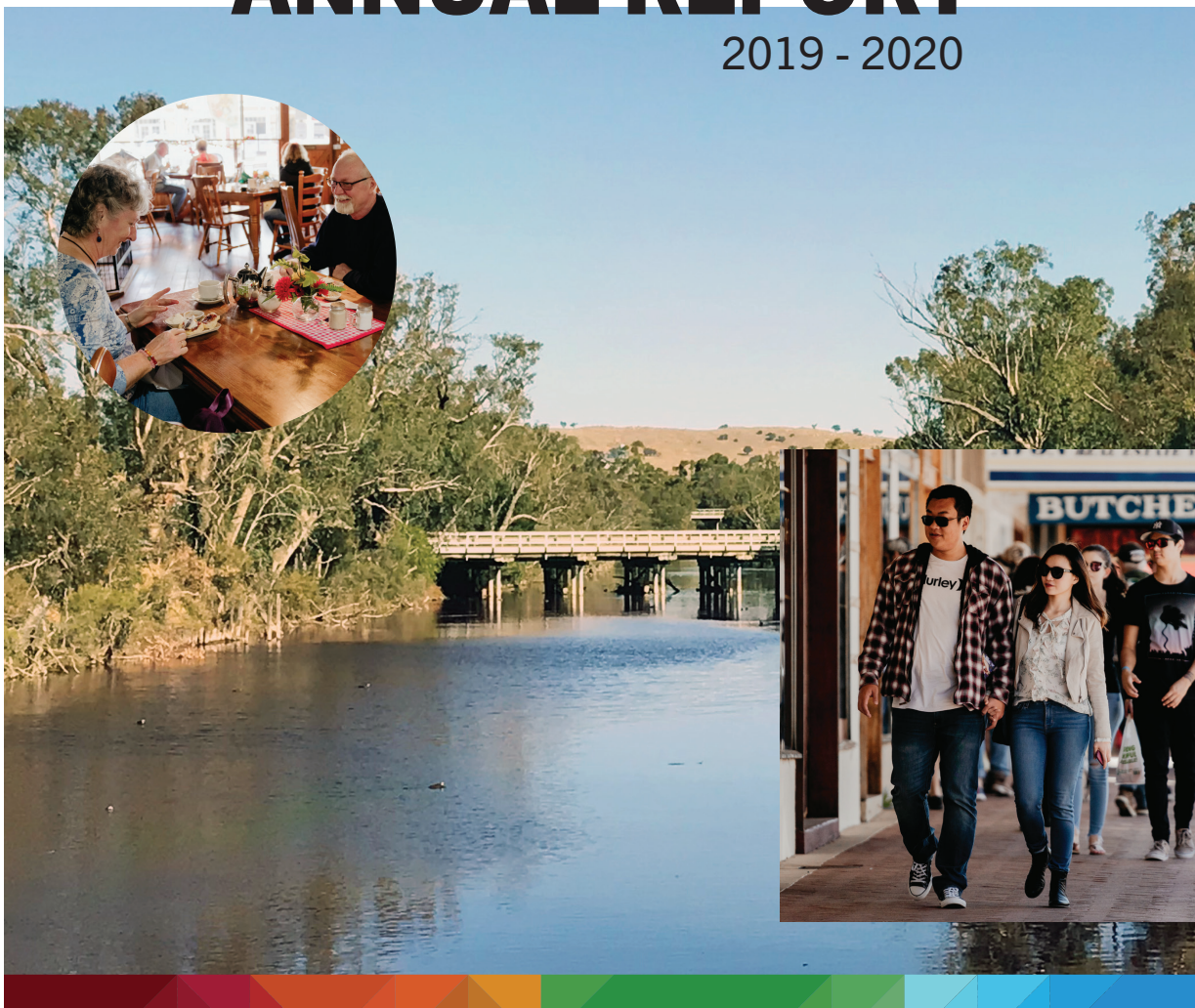
Recordkeeping Plan RKP

APPENDIX 13 – ANNUAL REPORT EXTRACT

Recordkeeping Plan RKP



SHIRE OF YORK **ANNUAL REPORT** 2019 - 2020



Shire of York

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Recordkeeping Plan RKP



Corporate Services



Records

The Shire of York uses a hybrid records management system (combination of electronic and hard copy). All records created and received in the course of business are captured and stored according to the Shire's Record Keeping Plan. As required under the State Records Act 2000 the Shire of York Record Keeping Plan 2015 is due for revision and adoption by March 2021.



All records are disposed of in accordance with the General Disposal Authority for Local Government Records. The disposal authority defines the minimum periods of time that different classes of records must be kept (retention periods) and provides guidelines for destruction of records after they have met the retention requirements of the schedule. The Records Officer annually recommends disposal of records in accordance with the State Records Act 2000 guidelines which are then approved by the Administration Governance Officer, Executive Manager for Corporate and Community Services and the CEO.



Standard 2 Principle 6 requires the Shire to ensure that employees comply with the Record Keeping Plan. The following activities have been undertaken to ensure staff awareness and compliance:

- ▶ Induction program was undertaken for 5 staff within 2 weeks of commencement. The staff induction program ensures employees are made aware of their roles and responsibilities in regards to their compliance with the Shire's Record Keeping Plan.
- ▶ 1 edition of the records information bulletin was produced and circulated to staff to bring awareness of responsibilities, issues and changes. 2 editions of the administration bulletin were produced including record keeping sections and circulated to staff.
- ▶ A presentation covering basic record keeping responsibilities was included with the annual all staff information workshop.
- ▶ One on one training and assistance has taken place on an as needs basis identified by staff/ manager request.

Key performance indicators have been established to identify the efficiency and effectiveness of inhouse training programs and records management systems. A Records and Information Management Systems Strategic Plan has been drafted in order to guide the development of records systems and practices in order to keep up to speed with changes in the way information is created, delivered and utilised.

Freedom of Information

The Shire of York has a Freedom of Information Statement prepared in accordance with the Freedom of Information Act 1992. It outlines the Shire's functions, the kind of documents held and how the documents can be assessed.

A total of two (2) new Freedom of Information Applications were received during this reporting period and one (1) was carried over from the previous year.

In addition one (1) application was subject to an Internal and External Review.

National Competition Policy and Public Interest Disclosure

The Shire of York has considered its obligations regarding the national competition policy and reviewed its policies to ensure anti-competitive practices are not adopted. No complaints were received regarding anti-competitive practice.

Disposal of Property

There were no disposals of property in accordance with Sections 3.58 and 3.59 of the Local Government Act 1995.

Shire of York

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GOVERNANCE POLICIES

Record Keeping



Policy Number:	G1
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	25 November 2019

POLICY OBJECTIVE:

To provide Councillors and employees with clear guidelines on how they will comply with their responsibilities under the State Records Act 2000 and to establish a Council wide consistency in the management of records and a framework for the creation, capture, access, management, storage and disposal of records of all agency functions, irrespective of format within the Shire of York.

POLICY SCOPE:

This policy applies to all Shire of York Councillors, employees, consultants, contractors, casual staff and volunteers and relates to discharge of responsibilities as set out by the State Records Act 2000 and the State Records Commission. The policy applies regardless of the format (e.g. written or electronic) and where it was received.

POLICY STATEMENT:

INTRODUCTION

Records and documents belonging to the Shire of York are important assets and therefore must be managed properly for business purposes and compliance with the *State Records Act 2000*. In accordance with requirements of the Act, the Shire of York has developed a Record Keeping Plan as an instrument of accountability. The Record Keeping Plan has been approved by the Council and has been implemented to fulfil the Shire of York's compliance obligations and to benefit the Shire of York's business information needs.

COUNCILLORS

The *State Records Act 2000* identifies certain records held by Councillors as State records and requires that these be protected and preserved. The State Records Commission sets out guidelines to assist local government and Councillors to identify which records must be retained. This can include electronic as well as written records. The Commission's policy regarding the records of local government elected members requires the retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

Councillors may hold records which must be made available in relation to Freedom of Information requests. Just as direct Council held records must be searched for information relevant to a Freedom of Information request, Councillor records, including computer records, must also be available for searching.

It is important that Councillors are aware of what must be retained and made available in order to comply with the intent and provisions of the State Records Act 2000 and the policies of the State Records Commission.

This policy should also be read in conjunction with the Policy G 2.2 Community Access to Information and G 1.1. Councillors: Code of Conduct.

PRINCIPLES

- (a) Retention of records is key to ensuring the transparency and accountability of local government decision-making.
- (b) Retention of records is an important tool in protecting and retaining the heritage and memory of local communities.
- (c) Ensuring the availability of information in a timely way is an important part of the democratic process.
- (d) A conservative approach should be taken to retention of records: i.e. if in doubt retain the records.

PROVISIONS

- 1.1 Councillors must keep records of communications or transactions, which convey information relating to local government business or functions. These records should be forwarded regularly to the Shire of York administration for capture into the official recordkeeping system.
 - 1.2 The following records must be created and retained and forwarded to the Shire of York administration on a regular basis and at the retirement of a sitting member:
 - (a) Communications from residents and ratepayers such as:
 - ☐ complaints and compliments
 - ☐ correspondence concerning corporate matters
 - ☐ submissions, petitions and lobbying
 - ☐ information on Council's interests relating to local government business activity and functions
 - (b) Telephone, meetings and other verbal communications between an elected member and another party, regarding local government projects or business activities
 - (c) Work diaries – containing information that may be significant to the conduct of the elected member on behalf of local government,
 - (d) Presentations and speeches delivered as part of an elected member's official duties.
 - 1.3 Councillors must sign an annual declaration that they have forwarded required records to the Shire of York's Records Officer for retention or storage. (Note: this declaration is not a mandatory requirement under the State Records Act but exists to remind Councillors of their compliance responsibilities and to assist the Chief Executive Officer (CEO) discharging requirements under Section 17 *Local Government (Audit) Regulations 1996*.
 - 1.4 Councillors must make available records held relevant to a Freedom of Information request in a timely way that ensures Council compliance with the statutory response times.
 - 1.5 Councillors should consult the CEO if they need assistance in deciding whether a record should be retained.
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- 1.6 Destruction of the above records or failure to make them available for storage or Freedom of Information requests will place an Elected Member in contravention of statutory requirements.
- 1.7 The following records do not need to be forwarded to the Shire of York for retention:
- ☐ duplicate (unmarked) copies – of Council meeting agenda, minutes & papers. Note: any such document with notations or marked in any way is a record under the *State Records Act 2000*.
 - ☐ draft documents or working papers which are already captured in Shire of York records
 - ☐ publications – such as newsletters, reports, circulars and journals.
 - ☐ invitations – to community events where an elected member is not representing Council or the local government.
 - ☐ telephone, meetings & other verbal conversations which:
 - convey routine information only; or
 - do not relate to local government business or functions.
 - ☐ electioneering – or party political information.
 - ☐ personal records – not related to an elected member's official duties.
- Note: if any of these documents have been marked or contain notations they are considered to be records required for retention.

EMPLOYEES, CONSULTANTS, CONTRACTORS, CASUAL STAFF AND VOLUNTEERS

PRINCIPLES

- (a) All employees are responsible and accountable for keeping accurate and appropriate records of their activities and must do so in accordance with this policy.
- (b) This responsibility includes appropriately securing records to protect the commercial confidentiality, privacy and sensitivity of records and in using and sharing them internally and externally.
- (c) All corporate records and documents belonging to the Shire of York must not be shared or distributed to external persons or organisations unless authorised to do so by the Administration and Governance Coordinator, Executive Manager or Chief Executive Officer.
- (d) All records must be stored, physically or electronically, in the Shire of York's Records Management System so that they can be classified, secured, accessible, published as well as retained in one central location and in accordance with this Policy and the Shire of York's approved Disposal Authority.

PROVISIONS

1. Capture of Records

- 1.1 All Employees are responsible to ensure records they create, send and receive in the course of their work for the Shire of York are captured, regardless of the format. This includes but is not limited to:
- ☐ Authorisations
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- ☐ Contracts
 - ☐ Emails
 - ☐ File Notes
 - ☐ Internal Correspondence
 - ☐ Legal Documents
 - ☐ Letters (Signed)
 - ☐ Memos
 - ☐ Minutes of Meetings eg Events Committee Minutes
 - ☐ Reports
 - ☐ Spreadsheets

- 1.2 Employees must sign an annual declaration that they have registered required records in the Shire of York's Records Management Systems for retention or storage. (Note: this declaration is not a mandatory requirement under the State Records Act 2000 but exists to remind Employees of their compliance responsibilities and to assist the Shire of York discharging requirements under Section 17 Local Government (Audit) Regulations.

2. Retention and Disposal of Records

- 2.1 A record must be retained, even if the legal retention period has expired, if it is required for existing or anticipated legal matters, including Freedom of Information applications, until it is no longer required.
- 2.2 Any records scheduled for disposal are to be identified and presented by the Records Officer for review by the responsible department officer/s. Records for disposal will then be formally authorised by the Administration and Governance Coordinator, Executive Manager Corporate and Community Services and the Chief Executive Officer.
- 2.3 Ephemeral records and documents are to be destroyed once reference to them ceases.
- 2.4 The Records Officer will arrange for the records to be destroyed by appropriate means.
- 2.5 Records which are disposed of will be recorded in a systematic manner by the Records Officer.

3. Drafts and Revisions

- 3.1 Drafts or revisions recording the progress of changes to official policy and management decisions should be fully documented as these can provide evidence of the processes involved or contain significantly more information than the final draft or revision.
- 3.2 A draft or revision of a document is a record under this policy if the draft or revision conveys new information or substantially different information from the previous draft or revision then the draft or revision must be retained as a record. If changes to any draft or revision are of a minor cosmetic nature, it is not necessary to keep a copy of the previous revision.
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PENALTIES:

Under the *State Records Act 2000* Part 10 it is an offence to:

- (a) Not keep a record in accordance with the records keeping plan of the organisation.
- (b) Transfer or offer to transfer a record to a person who is not entitled to possession of the records.
- (c) Destroy a record without appropriate authorisation in accordance with the record keeping plan.
- (d) Destroy a record while the record is subject of a notice to deliver or under court action to recover.

Current penalty under the *State Records Act 2000* is \$10,000. Officers and/or Councillors and/or the Shire of York may also be penalised under other legislation such as the *Evidence Act 1906* or *Freedom of Information Act*.

KEY TERMS/DEFINITIONS:

In accordance with the *State Records Act 2000* a **record** is defined as:

“any record of information however recorded and includes —

- (a) anything on which there is writing or Braille.*
- (b) a map, plan, diagram or graph.*
- (c) a drawing, pictorial or graphic work, or photograph.*
- (d) anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them.*
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else.*
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.”*

Under the *State Records Act 2000* a **state record** is defined as:

- “(a) a parliamentary record, or*
- (b) a government record.”*

Drafts and revisions: In creating or preparing records, one or more significant drafts or revisions may have been created until the record is finalised and accepted as final.

Disposal authority: The General Disposal Authority for Local Governments, approved by the State Records Office is a legal document adopted by the Shire of York for the retention and disposal requirements of records. It requires the Shire of York to retain and dispose of corporate records and documents, electronic or hard copy, in accordance with specified retention and disposal periods.

Ephemeral records: Ephemeral records are those which have only short-term value to Shire of York with little or no ongoing administrative, fiscal, legal, evidential, or historical value. An ephemeral document includes:

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- (a) duplicates or extract copies of records, documents, circulars, forms etc. Including reports printed from databases for reference purposes as the database contains the official corporate record or document.
 - (b) information material including price lists, catalogues, advertising material, brochures etc produced by other organisations.
 - (c) messages in the form of voice mail, electronic mail, telephone messages or post-it notes when the message does not relate to the business functions of the Shire of York.
 - (d) transitory messages giving minor instructions and of a routine instructional nature that are used to further some activity in either a paper-based or electronic format e.g. correcting typing errors, requesting file creation or retrieval, filing a letter, formatting documents, duplicating
 - (e) background notes and reference material used to prepare or complete other documents (other than policy documents and documents relating to significant events in regard to core functions).
 - (f) Excess copies or duplicates of documents that have been captured in the record keeping system already may be disposed of.

If there is any doubt as to whether a record or document should be retained or destroyed, you should retain the record or document.

Responsible Officer: Executive Manager Corporate and Community Services
 Contact Officer: Executive Manager Corporate and Community Services
 Relevant Legislation: State Records Act 2000
 Local Government (Model Code of Conduct) Regulations 2021

Review History:

Date Review Adopted:	Resolution Number
Adopted – 28 January 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
Former Policy No:	G1.8

GOVERNANCE POLICIES

Record Keeping



Policy Number:	G1
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	TBC

POLICY OBJECTIVE

To provide Councillors and employees with clear guidelines for fulfilling their responsibilities under the *State Records Act 2000*, and to establish consistent practices across the Shire of York in the management of records.

POLICY SCOPE

This policy applies to all Councillors, employees, consultants, contractors, and volunteers of the Shire of York, concerning their responsibilities under the *State Records Act 2000* and the guidelines established by the State Records Commission. The policy applies irrespective of the format (e.g. written or electronic) and the manner of which it was received.

POLICY STATEMENT

INTRODUCTION

Records and documents belonging to the Shire of York are vital assets that must be managed effectively to support business operations and ensure compliance with the *State Records Act 2000*. In alignment with the Acts requirements, the Shire of York has developed a Record Keeping Plan as a tool for accountability. The Record Keeping Plan has received Council approval and has been implemented to meet compliance obligations while addressing the Shire of York's business information needs.

PRINCIPLES

- (a) Retention of records is key to ensuring the transparency and accountability of local government decision-making.
- (b) Retention of records is an important tool in protecting and retaining the heritage and memory of local communities.
- (c) Ensuring the availability of information in a timely way is an important part of the democratic process.

PROVISIONS

CREATION AND MANAGEMENT

All Councillors and employees including consultants, contractors, and volunteers are responsible for ensuring that records they create, send, and receive in the course of their work for the Shire of York are captured, regardless of format. This includes, but is not limited to, authorisations, contracts, emails, file notes, internal correspondence, legal documents, signed letters, memos, meeting minutes, reports, and spreadsheets.

Procedures are in place to support the effective capturing of records.

Councillors must sign an annual declaration that they have forwarded required records to the Shire of York's Records Officer for retention or storage. Employees must also sign an annual declaration confirming that they have registered the necessary records in the Shire of York's Records Management System for retention or storage. While these declarations are not required by the *State Records Act 2000*, it serves as a reminder of Councillors' and employees' compliance responsibilities and helps the Shire fulfill its obligations under Section 17 of the *Local Government (Audit) Regulations 1996*.

RETENTION AND DISPOSAL

The Shire is to retain and dispose of its records in accordance with General Retention and Disposal Authority for Local Government as issued by the State Records Office WA.

Records scheduled for disposal should be identified by the Records Officer and reviewed by the responsible department officer(s) before formal authorisation for disposal is given by the Manager Governance & People, Executives and the Chief Executive Officer.

Records must be retained beyond the legal retention period if required for current or anticipated legal matters, including Freedom of Information requests, until no longer needed.

Ephemeral records and documents are to be destroyed once they are no longer needed. The Records Officer is responsible for arranging the appropriate destruction of records, and the disposal process must be systematically documented by the Records Officer.

DRAFTS AND REVISIONS

Drafts or revisions that document the progress of changes to official policy and management decisions should be fully recorded, as they can provide valuable evidence of the processes involved or contain more detailed information than the final version.

A draft or revision qualifies as a record under this policy if it introduces new or substantially different information compared to the previous version; in such cases, the draft or revision must be retained. However, if changes are purely cosmetic, there is no need to retain previous versions.

PENALTIES:

Under the *State Records Act 2000* Part 10 it is an offence to:

- (a) Not keep a record in accordance with the records keeping plan of the organisation.
- (b) Transfer or offer to transfer a record to a person who is not entitled to possession of the records.
- (c) Destroy a record without appropriate authorisation in accordance with the record keeping plan.
- (d) Destroy a record while the record is subject of a notice to deliver or under court action to recover.

Current penalty under the *State Records Act 2000* is \$10,000. Officers and/or Councillors and/or the Shire of York may also be penalised under other legislation such as the *Evidence Act 1906* or *Freedom of Information Act 1992*.

KEY TERMS/DEFINITIONS:

In accordance with the *State Records Act 2000* a **record** is defined as:

“any record of information however recorded and includes —

- (a) anything on which there is writing or Braille.*
- (b) a map, plan, diagram or graph.*
- (c) a drawing, pictorial or graphic work, or photograph.*
- (d) anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them.*
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else.*
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.”*

Under the *State Records Act 2000* a **state record** is defined as:

- “(a) a parliamentary record, or*
- (b) a government record.”*

Drafts and revisions: In creating or preparing records, one or more significant drafts or revisions may have been created until the record is finalised and accepted as final.

Disposal authority: The General Retention and Disposal Authority for Local Governments, approved by the State Records Office is a legal document adopted by the Shire of York for the retention and disposal requirements of records. It requires the Shire of York to retain and dispose of corporate records and documents, electronic or hard copy, in accordance with specified retention and disposal periods.

Ephemeral records: Ephemeral records are those which have only short-term value to Shire of York with little or no ongoing administrative, fiscal, legal, evidential, or historical value.

If there is any uncertainty regarding whether a record or document should be retained or destroyed, you should retain the record or document.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Manager Governance & People
Relevant Legislation:	State Records Act 2000 Local Government (Model Code of Conduct) Regulations 2021 General Retention and Disposal Authority for Local Governments State Records Commission Standards Freedom of Information Act 1992

Review History				
Former Policy No.: G1				
Council Adoption	Date	28 January 2016	Resolution No.	120116
Reviewed	Date	24 October 2016	Resolution No.	121016
Reviewed	Date	25 November 2019	Resolution No.	291119
Reviewed	Date	TBC	Resolution No.	TBC

SY054-05/25 POLICY REVIEW - G6 COMMUNITY ACCESS TO INFORMATION

File Number:	4.8285
Author:	Anneke Birleson, Manager Governance & People
Authoriser:	Alina Behan, Acting Chief Executive Officer
Previously before Council:	28 January 2016 (120116) 24 October 2016 (121016) 25 November 2019 (291119) 22 June 2021 (130621) 22 April 2025 (010425)
Disclosure of Interest:	Nil
Appendices:	1. G6 - Community Access to Information ↓ 2. Comments on Current Policy ↓ 3. Information Statement Guidelines ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

The purpose of this report is to provide further information to Council to support the proposed rescindment of Council Policy G6 - Community Access to Information.

BACKGROUND

In accordance with Section 2.7(2) of the *Local Government Act 1995*, Council is to determine the policies of the Shire. Operational policies are adopted at the Executive Leadership Team level. In the interests of good governance, it is important that the Shire regularly reviews its policies for relevance, currency and compliance with relevant legislation.

A review of Policy G6 - Community Access to Information was presented to Council at its April 2025 Ordinary Meeting where it resolved (010425):

“That, with regard to Policy Review - Various Governance Policies, Council:

- 1. Resolves to delay rescinding Policy G6 – Community Access to Information pending further detailed information from the Administration.***
- 2. Resolves to delay adopting the following reviewed policy G1 – Record Keeping, as presented in Appendix 2 pending additional detailed information from the Administration.***
- 3. Resolves to adopt the reviewed Policy G31 – Flags, as presented in Appendix 4.***
- 4. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy G31 prior to publication.”***

A copy of the policy is presented in Appendix 1.

COMMENTS AND DETAILS

When reviewing this policy, Officers noted that most of the content was either addressed in other policies and Council documents or was a direct repeat of legislation.

Under Section 94 of the *Freedom of Information Act 1992*, the Shire must publish an annual Information Statement, the content of which has the same sentiment and information as the policy. The Information Statement is presented to Council and published on the Shire's website.

There are some statements within the policy that do not align with current operational practices.

In addition, some of the content is more appropriately addressed through other policies and legislation, such as Policy G13 - Community Engagement and Consultation and the new *Privacy and Responsible Information Sharing Act*.

Commentary on each section of Policy G6 is presented in Appendix 2. For reference, the Information Statement Guidelines published by the Office of the Information Commissioner is presented in Appendix 3.

Officers researched other local government websites and no other local government appeared to have a similar policy to the current one.

Therefore, in consideration of all the above, Officers are recommending the policy be rescinded, with acknowledgement that the relevant matters are addressed via other policies, Council Documents and procedures.

OPTIONS

Council has the following options:

Option 1: Council could choose to rescind Policy G6.

Option 2: Council could choose not to rescind Policy G6.

Option 3: Council could choose to suggest modifications to the Policy and identify what those changes are.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Comparison of other Local Governments' Policies

Executive Leadership Team

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

Policy Related

Policy G6 was last reviewed in 2019. Policies should be reviewed at least every three (3) years to ensure compliance and relevance.

Financial

Nil

Legal and Statutory

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

"2.7. Role of council

- (1) *The council governs the local government's affairs and, as the local government's governing body, is responsible for the performance of the local government's functions.*

- (2) *The council's governing role includes the following —*
- (a) *overseeing the allocation of the local government's finances and resources;*
 - (b) *determining the local government's policies;*
 - (c) *planning strategically for the future of the district;*
 - (d) *determining the services and facilities to be provided by the local government in the district;*
 - (e) *selecting the CEO and reviewing the CEO's performance;*
 - (f) *providing strategic direction to the CEO.*
- (3) *For the purpose of ensuring proper governance of the local government's affairs, the council must have regard to the following principles —*
- (a) *the council's governing role is separate from the CEO's executive role as described in section 5.41;*
 - (b) *it is important that the council respects that separation.*
- (4) *The council must make its decisions —*
- (a) *on the basis of evidence, on the merits and in accordance with the law; and*
 - (b) *taking into account the local government's finances and resources.*
- (5) *The council must have regard to the need to support an organisational culture for the local government that promotes the respectful and fair treatment of the local government's employees.*
- (6) *The council has the other functions given to it under this Act or any other written law."*

Risk Related

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

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to Policy Review - G6 Community Access to Information, Council:

- 1. Resolves to rescind Policy G6 – Community Access to Information.**

GOVERNANCE POLICIES

Community Access to Information



Policy Number:	G6
Relevant Delegation:	Not Applicable
Adoption Details:	28 January 2016
Last Review Details:	22 June 2021

POLICY OBJECTIVE:

To ensure that the community has timely access to information in relation to Council activities and decision-making in a way that is easy to use.

To provide a clear framework for the discharge of Shire of York accountabilities under the *Freedom of Information Act 2000* and the *Local Government Act 1995*.

POLICY SCOPE:

This policy applies to all aspects of Council activities.

POLICY STATEMENT:

INTRODUCTION

An informed community is at the heart of any well-functioning local democracy. Essential to this is having access to information about Council activities and decisions being made on behalf of the community. While the Freedom of Information Act 1992 (FOI Act) provides a statutory protection in terms of access to information, it is important as a general principle this be seen as a mechanism of last resort, in effect that every effort is made to publish reports and documents that provide background to decision-making. Ensuring residents and ratepayers have access to information held by the Shire in a way that is consistent with and embraces the overall intent of the FOI Act for an informed community and accountable democratic processes, is an essential aspect of Shire business.

This policy sets out the internal responsibilities and processes to be followed in supporting an informed local community.

PRINCIPLES

The Shire of York:

- (a) believes access to information is essential to having an informed community which has trust in the local democratic process and decision-making.
- (b) will promote access to all Council information with a positive customer service philosophy.
- (c) will be proactive in ensuring access to reports documents and papers of interest to the community and will ensure that these are easily accessible.
- (d) will act as an advocate to external agencies for community access to information on issues and decisions affecting the Shire of York.
- (e) will manage corporate reporting mechanisms to elected members in a way that maximises where possible community understanding of projects of interest to the community.

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- (f) will actively work to achieve access to documents promptly and at lowest reasonable cost for requests under the FOI Act.
 - (g) will monitor and report on Council performance in relation to community access to information.
 - (h) will ensure the protection of privacy and personal information.

PROVISIONS

1. MAXIMISING COMMUNITY ACCESS TO INFORMATION

All Council held information, with some limited exceptions set out in the FOI Act and the LG Act, is public information available for public reference and scrutiny. Much of this information comprises internal and external communication as well as reports, agendas and more substantial documents. A local authority has the capacity to assist people with access to much of this information by providing access to, in a sense 'publishing', hard or electronic copies. By doing so, this reduces the need for people to make formal requests for much of the information held by Council, with the Freedom of Information Act available for people to request more detailed information on a particular matter.

- 1.1 The Council will publish access to the following documents as a matter of course on its website:
- ☐ agendas, agenda reports and minutes of Council meetings.
 - ☐ publicly available agendas, reports and minutes of meetings associated with projects and cross-agency initiatives where the Council is a formal participant.
 - ☐ reports by Councillors on conferences etc. made under the Councillor Professional Development Policy E2.
 - ☐ other documents required to be published under statute.
 - ☐ Asset management plans.
 - ☐ finalised reports associated with significant projects including:
 - background information reports
 - progress update reports
 - decision reports
 - ☐ land-use information via the Council's GIS system, where this can be achieved technically and at reasonable cost.
 - ☐ externally generated and published reports associated with audit and scrutiny by statutory agencies which have been formally made available to Council.
 - ☐ monitoring reports on complaints and community engagement and consultation register (See also the G5 Comprehensive Complaints Response Policy and the G13 Community Engagement and Consultation Policy) and an annual summary of Freedom of Information requests as part of the corporate reporting framework.
 - ☐ final project briefs for significant works and commissioned work from external providers.
 - ☐ links to published documents developed by external agencies associated with issues of interest to the Shire and/or links to external agency websites.
 - ☐ media statements.
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- ☐ consultation and engagement feedback used in consultation and engagement processes (see also the Community Engagement and Consultation G13).
 - 1.2 The Council will work to a performance measure of achieving upload of Council documents or links to the Council website within 10 working days of the material being in its final form.
 - 1.3 The Council will provide for access to electronic Council documents on the Council website, at the Shire of York library and in partnership with the Community Resource Centre.
 - 1.4 The Council will wherever possible, provided information requests are not excessive in terms of resource time and cost, work with the local school to provide information that will contribute to teaching programs.
 - 1.5 The Council will work with the York Community Resource Centre to provide access to Council information through that mechanism in a timely and effective way.
 - 1.6 Where an issue is of significance to the community and external public agencies are either seeking community input or proposing a project to be undertaken within the District, the Council will advocate for the maximum publication of information and documents.
 - 1.7 Where Council is formally involved in external processes or cross-agency initiatives Council representatives will:
 - ☐ advocate that the lead agency publish relevant documents in an accessible way and that access to information is maximised at all times.
 - ☐ provide links to externally published documents associated with that process.

2. LOCAL GOVERNMENT ACT 1995

As per the Local Government Act, all documents listed within section 5.94 will be made available to the public for inspection, free of charge, unless contrary to section 5.95, 5.96 and the Local Government Administration Regulations 1996 section 29B.

29B. Copies of certain information not to be provided (Act s.5.96)

A local government must not make available to a person copies of information referred to in section 5.94(m) or (s) unless –

- (a) the request for the information is made in the manner and form approved by the CEO of the local government; and
- (b) the CEO of the local government is satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes.

3. REQUESTS FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000.

The Council recognises that from time-to-time members of the community will seek access to more detailed information which is not available under the Council's active information publication policy.

- 3.1 The process to be followed when dealing with a request is set out under the Freedom of Information Act 1992. Where a request has been made the Council will:
 - ☐ assist with timely access to information outside the FOI process where this can lead to a better outcome.
 - ☐ engage wherever possible in direct face-to-face, early and meaningful discussion with the applicant to clarify the scope of any application.
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- ☐ assist the public to ensure that personal information contained in documents is accurate, complete, up-to-date and does not mislead.

3.2 Management and sign-off of all FOI Act responses will be carried out by the Executive Manager Corporate and Community Services.

4. APPEALS UNDER THE FREEDOM OF INFORMATION ACT 1992

4.1 Division 5 of the Freedom of Information Act 1992 provides for people who have made requests for information to have a right of internal appeal on any FOI Act decision made by the Shire. All appeals will be received, reviewed and responded to by the Chief Executive Officer.

4.2 In addition, a person has a further right of appeal to the Freedom of Information Commission. If an appeal is made externally to the Freedom of Information Commission, the Shire will respond in a timely and positive manner to any requests by the Commission for information on the matter raised.

PENALTIES:

Not applicable.


KEY TERMS/DEFINITIONS:

To publish, publishing means: the uploading of information in an electronic form to the Council website.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Executive Manager Corporate and Community Services
Relevant Legislation:	Freedom of Information Act 1992 Local Government Act 1995 – Sections 5.94 to 5.96 Local Government Administration Regulations 1996 – Section 29B

Review History:

Date Review Adopted:	Resolution Number
Adopted 28 January 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
Reviewed – 22 June 2021	130621
Former Policy No:	G2.2

Current Policy G6 Community Access to Information	Comments
<div data-bbox="371 260 1075 1329"> <div> <div>GOVERNANCE POLICIES</div> <div>Community Access to Information</div> </div> <div>  </div> <div> <p>Policy Number: G6</p> <p>Relevant Delegation: Not Applicable</p> <p>Adoption Details: 28 January 2016</p> <p>Last Review Details: 22 June 2021</p> </div> <div> <p>POLICY OBJECTIVE:</p> <p>To ensure that the community has timely access to information in relation to Council activities and decision-making in a way that is easy to use.</p> <p>To provide a clear framework for the discharge of Shire of York accountabilities under the <i>Freedom of Information Act 2000</i> and the <i>Local Government Act 1995</i>.</p> <p>POLICY SCOPE:</p> <p>This policy applies to all aspects of Council activities.</p> <p>POLICY STATEMENT:</p> <p>INTRODUCTION</p> <p>An informed community is at the heart of any well-functioning local democracy. Essential to this is having access to information about Council activities and decisions being made on behalf of the community. While the Freedom of Information Act 1992 (FOI Act) provides a statutory protection in terms of access to information, it is important as a general principle this be seen as a mechanism of last resort, in effect that every effort is made to publish reports and documents that provide background to decision-making. Ensuring residents and ratepayers have access to information held by the Shire in a way that is consistent with and embraces the overall intent of the FOI Act for an informed community and accountable democratic processes, is an essential aspect of Shire business.</p> <p>This policy sets out the internal responsibilities and processes to be followed in supporting an informed local community.</p> <p>PRINCIPLES</p> <p>The Shire of York:</p> <ul style="list-style-type: none"> (a) believes access to information is essential to having an informed community which has trust in the local democratic process and decision-making. (b) will promote access to all Council information with a positive customer service philosophy. (c) will be proactive in ensuring access to reports documents and papers of interest to the community and will ensure that these are easily accessible. (d) will act as an advocate to external agencies for community access to information on issues and decisions affecting the Shire of York. (e) will manage corporate reporting mechanisms to elected members in a way that maximises where possible community understanding of projects of interest to the community. </div> </div>	<p>The Introduction from the Annual Information Statement is as follows:</p> <div data-bbox="1193 304 1928 588"> <p>INTRODUCTION</p> <p>This Information Statement is published by the Shire of York in accordance with the requirements of Part 5, Section 96(1) of the <i>Freedom of Information Act 1992</i> (the FOI Act).</p> <p>The purpose of this document is to provide information to the community about the structure and functions of the local government, how decisions made by the Council affect the community and how members of the community can participate in the decision-making process and in the formulation of policies of the local government.</p> <p>This statement describes the kinds of documents that are held by the Shire and the ways access may be given to those documents.</p> <p>A review of the Information Statement must take place every twelve months.</p> </div> <p>This essentially has the same intent and purpose of the Policy. The Information Statement must be reviewed every 12 months, adopted by Council and sent to the Office of the Information Commissioner.</p> <p>The content of the Information Statement is not limited to the Shire's responsibilities under the <i>Freedom of Information Act 1992</i> (FOI Act).</p> <p>The objectives of the FOI Act are to:</p> <p style="padding-left: 40px;">“ (a) enable the public to participate more effectively in governing the State; and (b) make the persons and bodies that are responsible for State and local government more accountable to the public.”</p> <p>The Information Statement Guidelines, provided by the Office of the Information Commissioner (OIC) states the following objective for Information Statements:</p> <p><i>“a document is required to be available which conveys information to the public about the agency's operations, the kinds of documents it holds and the procedures for accessing them”</i></p> <p>Principles (a) to (d), (f) and (g) are all requirements under the <i>Local Government Act 1995</i> (LG Act) or the FOI Act and more appropriately covered by the Annual Information Statement and operational procedures.</p> <p>Principle (e) is covered by Policy G13 Community Engagement and Consultation, with the relevant documents being published as required, and made available through the usual Council process. The Shire website also has a page dedicated to Major Projects.</p> <p>Principle (h) is more appropriately dealt with via the new Privacy and Responsible Information Sharing legislation (PRIS Act). A policy is to be presented to Council for adoption in the coming months. Some elements of this is also covered under the FOI Act, particularly in relation to personal information.</p>

- (f) will actively work to achieve access to documents promptly and at lowest reasonable cost for requests under the FOI Act.
- (g) will monitor and report on Council performance in relation to community access to information.
- (h) will ensure the protection of privacy and personal information.

PROVISIONS

1. MAXIMISING COMMUNITY ACCESS TO INFORMATION

All Council held information, with some limited exceptions set out in the FOI Act and the LG Act, is public information available for public reference and scrutiny. Much of this information comprises internal and external communication as well as reports, agendas and more substantial documents. A local authority has the capacity to assist people with access to much of this information by providing access to, in a sense 'publishing', hard or electronic copies. By doing so, this reduces the need for people to make formal requests for much of the information held by Council, with the Freedom of Information Act available for people to request more detailed information on a particular matter.

1.1 The Council will publish access to the following documents as a matter of course on its website:

- agendas, agenda reports and minutes of Council meetings.
- publicly available agendas, reports and minutes of meetings associated with projects and cross-agency initiatives where the Council is a formal participant.
- reports by Councillors on conferences etc. made under the Councillor Professional Development Policy E2.
- other documents required to be published under statute.
- Asset management plans.
- finalised reports associated with significant projects including:
 - background information reports
 - progress update reports
 - decision reports
- land-use information via the Council's GIS system, where this can be achieved technically and at reasonable cost.
- externally generated and published reports associated with audit and scrutiny by statutory agencies which have been formally made available to Council.
- monitoring reports on complaints and community engagement and consultation register (See also the G5 Comprehensive Complaints Response Policy and the G13 Community Engagement and Consultation Policy) and an annual summary of Freedom of Information requests as part of the corporate reporting framework.
- final project briefs for significant works and commissioned work from external providers.
- links to published documents developed by external agencies associated with issues of interest to the Shire and/or links to external agency websites.
- media statements.

The most recent Information Statement lists out the publications that are publicly available, most can be accessed via the Shire's website, but copies can also be accessed at the Shire Administration building.

List of Publications from Information Statement:

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

Section 1.1 is largely a repeat of the content of the Information Statement and somewhat procedural, however there are some specified documents that the Shire currently does not consistently publish other than through Council Meeting Agendas and Minutes that would need to be removed from this section, such as:

- Cross-agency initiatives and associated meeting minutes and reports
- Asset Management Plans – Intend to publish these and include them in the next Information Statement.
- Project reports and Final Project Briefs – usually published via Council Minutes.
- External audit reports – except for some OAG reports. An IT audit would not be published as it could identify vulnerabilities.
- Land-Use information – currently outside reasonable cost.
- Monitoring reports on complaints and community engagement - previously dealt with in the Annual Report.

<hr/> <ul style="list-style-type: none"> • consultation and engagement feedback used in consultation and engagement processes (see also the Community Engagement and Consultation G13). <p>1.2 The Council will work to a performance measure of achieving upload of Council documents or links to the Council website within 10 working days of the material being in its final form.</p> <p>1.3 The Council will provide for access to electronic Council documents on the Council website, at the Shire of York library and in partnership with the Community Resource Centre.</p> <p>1.4 The Council will wherever possible, provided information requests are not excessive in terms of resource time and cost, work with the local school to provide information that will contribute to teaching programs.</p> <p>1.5 The Council will work with the York Community Resource Centre to provide access to Council information through that mechanism in a timely and effective way.</p> <p>1.6 Where an issue is of significance to the community and external public agencies are either seeking community input or proposing a project to be undertaken within the District, the Council will advocate for the maximum publication of information and documents.</p> <p>1.7 Where Council is formally involved in external processes or cross-agency initiatives Council representatives will:</p> <ul style="list-style-type: none"> • advocate that the lead agency publish relevant documents in an accessible way and that access to information is maximised at all times. • provide links to externally published documents associated with that process. <p>2. LOCAL GOVERNMENT ACT 1995 As per the Local Government Act, all documents listed within section 5.94 will be made available to the public for inspection, free of charge, unless contrary to section 5.95, 5.96 and the Local Government Administration Regulations 1996 section 29B.</p> <p>29B. Copies of certain information not to be provided (Act s.5.96) A local government must not make available to a person copies of information referred to in section 5.94(m) or (s) unless –</p> <p>(a) the request for the information is made in the manner and form approved by the CEO of the local government; and</p> <p>(b) the CEO of the local government is satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes.</p> <p>3. REQUESTS FOR INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000. The Council recognises that from time-to-time members of the community will seek access to more detailed information which is not available under the Council's active information publication policy.</p> <p>3.1 The process to be followed when dealing with a request is set out under the Freedom of Information Act 1992. Where a request has been made the Council will:</p> <ul style="list-style-type: none"> • assist with timely access to information outside the FOI process where this can lead to a better outcome. • engage wherever possible in direct face-to-face, early and meaningful discussion with the applicant to clarify the scope of any application. <hr/>	<ul style="list-style-type: none"> - Consultation and engagement is usually detailed within the relevant Council reports. <p>Section 1.2 – It is difficult to monitor the 10 day turn around, however, we are usually quicker than this now that we have a dedicated internal resource for website management. There are times when 10 days cannot be achieved, for example during the December-January shutdown.</p> <p>Section 1.3 – the Community Resource Centre is now part of the Shire so does not require a specific contact point as the same information can be accessed through that outstation as well as the main Administration building.</p> <p>Section 1.4 – The Shire's relationship to the school is important but we rarely if ever, receive requests for information from the school that relate to teaching programs.</p> <p>Section 1.5 – The Community Resource Centre is now part of the Shire operations and does not need to be separately addressed.</p> <p>Sections 1.6 and 1.7 – relate to Community Engagement and are more appropriately addressed through Policy G13 and its associated procedures.</p> <p>Section 2 is a repeat of legislation and does not need to be separately addressed. The Shire is required to provide the documents within Section 5.94 of the LG Act and these documents are specified within the Annual Information Statement.</p> <p>The Shire has a process for those requesting access to documents subject to Regulation 29B.</p> <p>Section 3 is a repeat of legislation relating to the FOI Act and is more appropriately dealt with via the Annual Information Statement and relevant operational procedures.</p>
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- assist the public to ensure that personal information contained in documents is accurate, complete, up-to-date and does not mislead.
- 3.2 Management and sign-off of all FOI Act responses will be carried out by the Executive Manager Corporate and Community Services.
- 4. APPEALS UNDER THE FREEDOM OF INFORMATION ACT 1992**
- 4.1 Division 5 of the Freedom of Information Act 1992 provides for people who have made requests for information to have a right of internal appeal on any FOI Act decision made by the Shire. All appeals will be received, reviewed and responded to by the Chief Executive Officer.
- 4.2 In addition, a person has a further right of appeal to the Freedom of Information Commission. If an appeal is made externally to the Freedom of Information Commission, the Shire will respond in a timely and positive manner to any requests by the Commission for information on the matter raised.

PENALTIES:

Not applicable.

KEY TERMS/DEFINITIONS:

To publish, publishing means: the uploading of information in an electronic form to the Council website.

Responsible Officer: Chief Executive Officer

Contact Officer: Executive Manager Corporate and Community Services

Relevant Legislation: Freedom of Information Act 1992
Local Government Act 1995 – Sections 5.94 to 5.96
Local Government Administration Regulations 1996 – Section 29B

Review History:

Date Review Adopted:	Resolution Number
Adopted 28 January 2016	
Reviewed – 24 October 2016	
Reviewed – 25 November 2019	291119
Reviewed – 22 June 2021	130621
Former Policy No:	G2.2

3.2 – with the recent Organisational Structural changes following the 2024 Workforce Plan review, FOIs are now signed off by the Manager of Governance & People. This is also procedural as opposed to policy.

Section 4 is a repeat of legislation relating to the FOI Act and more appropriately dealt with via the Annual Information Statement and again, more procedural than policy.



Office of the
Information Commissioner
Freedom of information for Western Australia

Information Statement Guidelines

Part 5 of the *Freedom of Information Act 1992* (WA) (**the FOI Act**) requires each agency to prepare and publish an information statement within 12 months after the commencement of the FOI Act, and to update the statement at intervals of not more than 12 months (sections [96](#) and [97](#) of the FOI Act).

These guidelines should be read in conjunction with part 5 of the FOI Act, and were prepared in consultation with a working group of agency FOI practitioners. They are intended to ensure consistency of interpretation, quality of content and to assist agencies with a checklist to help with the preparation of their information statements.

Approved method of publication (in accordance with [section 96\(1\)](#)) -

- Agencies shall have the discretion of publishing their information statement either as a standalone document or incorporated in its annual report.
- Where an information statement is produced as a standalone document, reference to its existence and details of how it can be inspected or purchased should also be contained in the agency's annual report.
- Each agency must make a copy of its information statement available for inspection and/or purchase at its major offices including those at regional centres.
- Information statements shall be prepared in accordance with the requirements of [section 94](#) of the FOI Act, and also follow guidelines as to format and content issued from time to time by the Office of the Information Commissioner.

This method was approved by the Attorney General in 1994.

Objective of information statements

From the description in the FOI Act about the content of information statements ([section 94](#)) a document is required to be available which conveys information to the public about the agency's operations, the kinds of documents it holds and the procedures for accessing them. While there is no doubt that annual reports provide descriptions of agency activities and outcomes achieved, an information statement should provide additional insight into what an agency does and how it does it. In many cases, the agency's internal manuals and guidelines provided to staff in undertaking its functions contain much of this information, and there is a separate requirement in part 5 of the FOI Act ([section 97](#)) for internal manuals to be made available for inspection or purchase by the public if required.

As the annual report can incorporate the information statement detail there is maximum flexibility for agencies in the presentation of the material. In some cases an agency may decide to have the various components of the information statement spread through the annual report, in which case the guidelines suggest that an index or contents page in the annual report should refer the reader to the areas which provide the information statement material. In other cases, agencies may have a separate section in their annual report or have an annexure to the annual report to provide a stand alone document. In determining the method of publication it is suggested that agencies consider which alternative will enable members of the public to obtain the document at the lowest reasonable cost as required by [section 4\(b\)](#) of the FOI Act.

Section 97(2) of the FOI Act requires that each agency provide a copy of its information statement to the Information Commissioner as soon as practicable after it is published each year.

It is not necessary to provide the Information Commissioner with another copy of the agency's information statement each year if it has not been changed. However, to comply with the requirements of the FOI Act, the agency will need to notify the Information Commissioner either by letter, fax or email that the statement has been reviewed and is still current.

Where minor amendments are made to the agency's existing information statement, it is only necessary to forward copies of the amended pages. However, if there are major changes, then a copy of the revised statement should be provided.

Content of information statements

[Section 94](#) of the FOI Act specifies the information that must be published in the agency's information statement. The following guidelines are aimed at ensuring consistency in the interpretation of section 94 and in the quality of information statements across agencies.

In order to comply with section 94, it is suggested that information statements include the following sections. However, they can be amalgamated if this assists the explanation.

1.0 An index or contents page

This should refer the reader to the main subject areas of the statement. Where the statement is incorporated into an agency's annual report, the contents page should indicate to the reader the location of all material required by the FOI Act.

2.0 The agency's mission statement

3.0 Details of legislation administered

This section should include enabling legislation and legislation for which the agency is responsible in accordance with the allocation of statutes to portfolios published in the Government Gazette. Each piece of legislation should be accompanied by a brief statement or description as to its purpose.

4.0 Agency structure and functions

A statement of the structure and functions of the agency must be given. An agency's structure should be described to show the decision-making process to branch or subprogram level.

5.0 Details of functions, including decision-making functions, affecting the public

A description of the ways in which the agency's functions (including its decision-making functions) affect the public must be given.

In general, the information provided regarding decision-making within the agency on matters that affect the public should enable a member of the public to determine:

- the areas or matters in which the agency makes decisions which affect the public;
- what powers the agency holds the authority to exercise; and
- how decisions made in exercising the powers of the agency are put into practice.

Sources of the broad decision-making power exercised when conducting the activities of the agency which affect the public will need to be identified. This should include the identification of any discretionary powers, relevant rules, procedures, policies or criteria.

(The above sections are linked to the requirements of section 94(a) and (b)).

6.0 Public Participation in the Formulation of Policy and Performance of Agency Functions

Any arrangements for enabling public participation in the agency's policy formulation and performance of its functions must be described.

Information regarding this aspect of the agency's operations should include, for example:

- a) committees or bodies that are administered or operated by the agency which involve non-government (public) representation, including:
 - the role of these committees; and
 - how public participation in these bodies is determined;
- b) committees or bodies that don't involve direct public representation but to whom the public could still submit comment.

A description of how participation is achieved in both types of committee is required.

(The above section is linked to section 94(c)).

7.0 Documents held by the agency

A description of the kinds of documents usually held by the agency must be given.

The main aim of this section is to provide the public with information that could assist them in determining what kinds of document are held, whether an FOI request is necessary to access them and, if so, how to lodge an application.

This section should include:

- a) Details of agency documents available outside FOI:
 - documents (eg. brochures, reports, manuals, minutes etc) that are available to the public at no cost (a broad description of some categories may suffice);
 - documents available for inspection at the agency;
 - documents available for purchase;
 - whether the agency has library facilities available to the public; and
 - how access to the above is obtained.
- b) Details of other agency documents:
 - other types of documents held by the agency (in broad categories including miscellaneous documents such as reports to outside bodies, maps, drawings, videos etc);
 - the types of formats in which information is held or stored;
 - how information is classified (ie nomenclature of the filing system), naming or describing the various file or record systems which exist, as well as any informal systems, short term storage etc); and
 - the kinds of personal information held and how it is stored.

(The above section is linked to section 94(d) and (e)).

8.0 The operation of FOI in the agency

A description is required of how FOI access applications and applications for the amendment of personal information are dealt with in the agency.

Details of the process should include:

- how and to whom (or what position) initial enquiries can be made;
- where applications should be lodged; and
- who (or what position) in the organisation makes decisions regarding access to documents or the amendment of personal information under FOI.

(The above section is linked to section 94(f) and (g)).

The following pages could be used in your own information statement to describe the FOI processes and key points of interest to applicants. The pages below do not form an Information Statement in their own right. To comply with section 94 of the FOI Act, each agency should address all of the matters outlined in section 94 in their information statement.

FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS FOI Operations

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* (WA) provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in documents is accurate, complete, up-to-date and not misleading.

Freedom of Information Applications

Access applications have to -

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator on telephone..... (add agency postal address).

Applications will be acknowledged in writing and you will be notified of the decision within 45 calendar days.

Freedom of Information Charges

A scale of fees and charges are set out in the FOI Regulations. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows.

- | | |
|--|-----------------------|
| • Personal information about the applicant | No fee and no charges |
| • Application fee (for non-personal information) | \$30.00 |
| • Charge for time dealing with the application (per hour, or pro rata) | \$30.00 |
| • Access time supervised by staff (per hour, or pro rata) | \$30.00 |

- Photocopying staff time (per hour, or pro rata) \$30.00
- Per photocopy .20
- Transcribing from tape, film or computer (per hour, or pro rata) \$30.00
- Duplicating a tape, film or computer information Actual Cost
- Delivery, packaging and postage Actual Cost

An estimate of charges will be provided if the cost is expected to exceed \$25.00. For impecunious applicants or those issued with prescribed pensioner concession cards, any charges payable are reduced by 25%.

Deposits

- An advance deposit may be required in respect of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application 75%

Access Arrangements

Access to documents can be granted by way of inspection; a copy of a document; a copy of an audio or video tape; a computer disk; or a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as -

- the date the decision was made;
- the name and the designation of the officer who made the decision;
- if access is refused, the reasons for claiming the document is exempt; and
- information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an **internal review** by the agency. The internal review application should be made in writing within 30 calendar days after being given the agency's notice of decision. You will be notified of the outcome of the review within 15 calendar days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review**. The external review application should be made within 60 calendar days after being given the agency's written notice of the internal review decision. (Note: if you are requesting external review as a third party or following an application for amendment of personal information, you must lodge your external review application within 30 calendar days after being given written notice of the internal review decision.)

Office of the Information Commissioner

Phone: (08) 6551 7888

Freecall (WA country): 1800 621 244

Fax: (08) 6551 7889

Email: info@foi.wa.gov.au

Web: www.oic.wa.gov.au

Address: Albert Facey House, 469 Wellington Street, Perth WA 6000

SY055-05/25 FINANCIAL REPORT - APRIL 2025

File Number:	4.7714
Author:	Codey Redmond, Manager Finance
Authoriser:	Rebecca Palumbo, Acting Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	<ol style="list-style-type: none">1. Monthly Financial Statement - April 2025 ↓2. Creditors Payment Listing - April 2025 ↓3. Credit Card Report - March 2025 ↓4. Fuel Card Transaction Listing - April 2025 ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the statement of financial activity, creditors payment listing and purchasing card transactions to Council for noting.

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. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

COMMENTS AND DETAILS

This report is presented for Council's consideration and provides information for the period ending 30 April 2025 and includes the following:

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

The following information provides balances for key financial areas for the Shire of York's financial position as at 30 April 2025. The opening figures for this month's report have been updated to reflect the annual financial report.

List of Payments for April 2025

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer's delegated authority for the month of April 2025 is presented to Council for noting.

Outstanding Rates and Services

The total outstanding rates balance at the end of April 2025 was \$2,463,518 compared to \$2,009,260 at the end of April 2024. Total outstanding rates are trending 20% higher than last year with no collection activity for two (2) years having a significant effect. There is an increase in the number of current debts who have received the usual reminders which should result in a reduction when collection activity starts.

TABLE 1.

CURRENT YEAR	PROPERTIES	30/04/2025	%		PROPERTIES	30/04/2024	%
3 years and over	96	\$886,598	36%		84	\$734,156	37%
2 years and over	125	\$259,100	11%		106	\$206,494	10%
1 year and over	223	\$437,963	18%		175	\$323,022	16%
Total Aged		\$1,583,661	64%			\$1,263,672	63%*
Current Rates	1043	\$879,857	36%		930	\$745,588	37%
Total Rates Outstanding		\$2,463,518				\$2,009,260	

Council has appointed an appropriately qualified and experienced debt collection contractor to assist in resolving both younger and older outstanding debts. Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

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

Outstanding Sundry Debtors

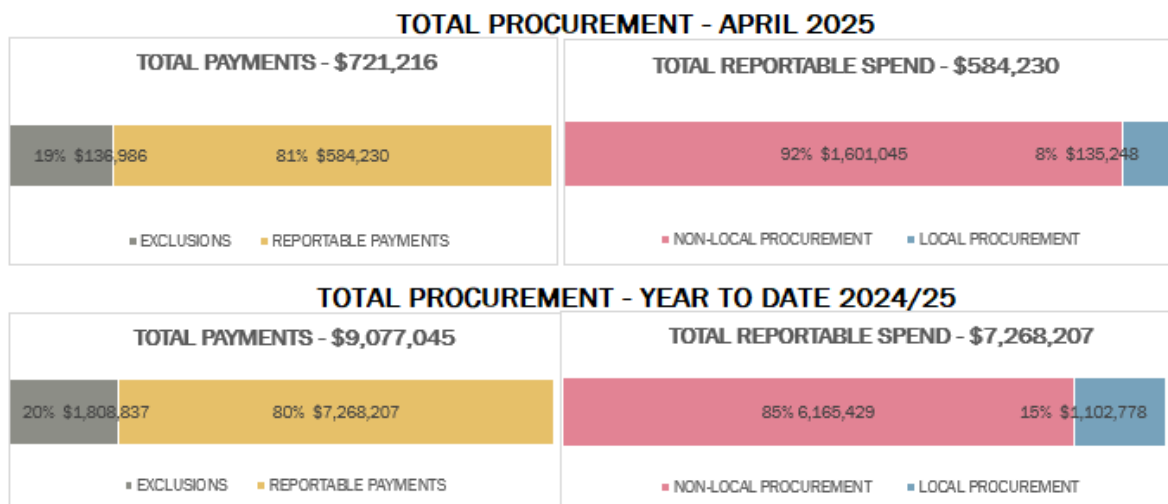
The figure for total outstanding sundry debtors as at 30 April 2025 was \$1,116,079.74 compared to \$15,399 as at 30 April 2024. Sundry debtors aged debts are mostly made up of three (3) debtors who are being followed up for payment. Current debts for April include a large capital road grant of \$1,023,390.50 which was resolved through payment in early May but falls outside of this reporting period. Aged debts are made up of a number of small debts with no single issue dominating.

TABLE 2.

CURRENT YEAR	30/04/2025	%		30/04/2024	%
90 days and over	\$24,805	46%		\$5,288	17%
60 days and over	\$630	34%		\$3,202	5%
30 days and over	\$1,595	3%		\$3,708	15%
Current	\$1,093,124	17%		\$3,201	63%
Total Debtors Outstanding	\$1,120,154	100%		\$15,399	100%
Credits	-\$4,074				
Total Including Credits	\$1,116,080				

Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of April 2025, Officers report the following in relation to local procurement, noting that 8% of payments were made to local businesses by the end of April with the year-to-date (YTD) figure currently standing at 15%. This percentage is lower than earlier in the year due to the payment of major roads contracts to non-local suppliers.



The above figures provide an indication of the levels of local procurement as a percentage of reportable payments. It is important to note that in the development of the above tables, several exclusions apply and are not included in the reportable totals. These include, but are not limited to, payments made for the following:

1. Superannuation
2. Goods and Services Tax
3. Department of Fire and Emergency Services
4. Local Government Insurance Services
5. WA Local Government Association
6. WA Treasury Corporation
7. Office of the Auditor General
8. Utilities (Synergy, Telstra, Water Corporation)
9. Placement of Shire term deposits

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Not applicable

Strategic

Council Plan 2025-2035

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

Policy Related

F2 Procurement
F6 Credit Cards
F5 Authority to make payments from Trust and Municipal Funds
DL 1.1.17 Payments from the Municipal or Trust Funds

Financial

This report and its appendices provide a summary of the financial position of the Shire at the end of the reporting period. The figures reported are an estimate only and are subject to adjustments prior to finalisation of the 2024/25 annual financial report.

Legal and Statutory

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

“6.10. Financial management regulations

Regulations may provide for —

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund,**of a local government.”*

Regulations 13, 13A, 34 and 35 of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

“13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) the payee's name; and*
 - (b) the amount of the payment; and*
 - (c) the date of the payment; and*
 - (d) sufficient information to identify the transaction.*
- (2) A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) for each account which requires council authorisation in that month —*
 - (i) the payee's name; and*
 - (ii) the amount of the payment; and*
 - (iii) sufficient information to identify the transaction;*
 - and*
 - (b) the date of the meeting of the council to which the list is to be presented.*
- (3) A list prepared under subregulation (1) or (2) is to be —*
 - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*

- (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*
 - (d) *sufficient information to identify the payment.*
- (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

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

- (1A) *In this regulation —*

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the **relevant month**) in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the relevant month; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*
- (1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*
- (1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
 - [(a) deleted]*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity must be shown according to nature classification.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

35. Financial position statement required each month

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and —*
 - (a) *the financial position of the local government as at the last day of the previous financial year; or*
 - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
 - (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.”*

Risk Related

It is a requirement of the *Local Government (Financial Management) Regulations 1996* that local governments prepare a Statement of Financial Activity within two (2) months after the end of the reporting period. This report mitigates the risk of non-compliance with the Regulations.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regards to the Financial Report - April 2025, Council:

1. Receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 30 April 2025 as summarised below:

April 2025

MUNICIPAL FUND	AMOUNT
Cheque Payments	0
Payroll Debits	506,536
Electronic Funds Payments	685,068
Payroll Debits - Superannuation	66,743
Bank Fees	1,474
Corporate Cards	440
Sub total - Municipal	1,260,261
 TRUST FUND	
Electronic Funds Payments	5,148
Cheque Payments	0
Direct Debits Licensing	95,347
Sub total - Trust	100,495
 TOTAL DISBURSEMENTS	 1,360,756

SHIRE OF YORK
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	8,121,167	6,767,620	8,043,427	1,275,807	18.85%	▲
Grants, subsidies and contributions	621,696	518,050	346,055	(171,995)	(33.20%)	▼
Fees and charges	1,915,379	1,595,980	1,887,617	291,637	18.27%	▲
Interest revenue	301,362	251,110	224,982	(26,128)	(10.41%)	▼
Other revenue	293,259	244,330	524,023	279,693	114.47%	▲
Profit on asset disposals	406,140	406,140	0	(406,140)	(100.00%)	▼
	11,659,003	9,783,230	11,026,104	1,242,874	12.70%	
Expenditure from operating activities						
Employee costs	(6,771,772)	(5,642,650)	(5,461,000)	181,650	3.22%	▲
Materials and contracts	(4,533,983)	(3,777,200)	(3,026,388)	750,812	19.88%	▲
Utility charges	(508,499)	(423,560)	(389,492)	34,068	8.04%	▲
Depreciation	(6,817,295)	(5,681,020)	(2,864,103)	2,816,917	49.58%	▲
Finance costs	(49,335)	(41,110)	(27,856)	13,254	32.24%	▲
Insurance	(324,955)	(324,946)	(433,762)	(108,816)	(33.49%)	▼
Other expenditure	(674,972)	(562,330)	(251,199)	311,131	55.33%	▲
Loss on asset disposals	3,870	(3,870)	0	3,870	100.00%	▲
	(19,676,941)	(16,456,686)	(12,453,800)	4,002,886	24.32%	
Non cash amounts excluded from operating activities	2(c) 6,407,285	5,278,750	2,864,103	(2,414,647)	(45.74%)	▼
Amount attributable to operating activities	(1,610,653)	(1,394,706)	1,436,407	2,831,113	202.99%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	3,652,340	2,774,770	1,380,786	(1,393,984)	(50.24%)	▼
Proceeds from disposal of assets	879,000	0	0	0	0.00%	
	4,531,340	2,774,770	1,380,786	(1,393,984)	(50.24%)	
Outflows from investing activities						
Payments for property, plant and equipment	(1,850,000)	(1,259,450)	(291,760)	967,690	76.83%	▲
Payments for construction of infrastructure	(3,319,872)	(3,164,470)	(1,581,586)	1,582,884	50.02%	▲
	(5,169,872)	(4,423,920)	(1,873,346)	2,550,574	57.65%	
Amount attributable to investing activities	(638,532)	(1,649,150)	(492,560)	1,156,590	70.13%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	55,804	0	0	0	0.00%	
	55,804	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(147,320)	(90,154)	(90,154)	0	0.00%	
Transfer to reserves	(434,954)	0	0	0	0.00%	
	(582,274)	(90,154)	(90,154)	0	0.00%	
Amount attributable to financing activities	(526,470)	(90,154)	(90,154)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year						
Amount attributable to operating activities	2(a) 3,652,527	3,652,527	3,566,300	(86,227)	(2.36%)	▼
Amount attributable to investing activities	(1,610,653)	(1,394,706)	1,436,407	2,831,113	202.99%	▲
Amount attributable to financing activities	(638,532)	(1,649,150)	(492,560)	1,156,590	70.13%	▲
Surplus or deficit after imposition of general rates	(526,470)	(90,154)	(90,154)	0	0.00%	
	876,872	518,517	4,419,993	3,901,476	752.43%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.

▲ Indicates a variance with a positive impact on the financial position.

▼ Indicates a variance with a negative impact on the financial position.

Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2025

	Actual 30 June 2024	Actual as at 30 April 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	6,508,882	6,131,949
Trade and other receivables	1,695,075	3,729,882
Inventories	52,481	10,585
TOTAL CURRENT ASSETS	8,256,438	9,872,416
NON-CURRENT ASSETS		
Trade and other receivables	219,021	219,021
Other financial assets	83,171	83,171
Property, plant and equipment	47,493,206	47,217,421
Infrastructure	138,257,476	137,551,882
Right-of-use assets	975,323	965,945
TOTAL NON-CURRENT ASSETS	187,028,197	186,037,440
TOTAL ASSETS	195,284,635	195,909,856
CURRENT LIABILITIES		
Trade and other payables	1,657,175	2,419,460
Other liabilities	232,933	232,933
Borrowings	147,321	57,167
Employee related provisions	769,684	769,684
TOTAL CURRENT LIABILITIES	2,807,113	3,479,244
NON-CURRENT LIABILITIES		
Borrowings	712,655	712,655
Employee related provisions	341,365	341,365
TOTAL NON-CURRENT LIABILITIES	1,054,020	1,054,020
TOTAL LIABILITIES	3,861,133	4,533,264
NET ASSETS	191,423,502	191,376,592
EQUITY		
Retained surplus	25,145,197	25,098,289
Reserve accounts	2,537,273	2,537,273
Revaluation surplus	163,741,032	163,741,030
TOTAL EQUITY	191,423,502	191,376,592

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

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 May 2025

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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

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

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

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Assets held for sale
- Investment property
- Estimated useful life of intangible assets
- Measurement of employee benefits
- Measurement of provisions
- Estimation uncertainties and judgements made in relation to lease

SHIRE OF YORK
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2025

2 NET CURRENT ASSETS INFORMATION

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

Current assets

Cash and cash equivalents
Trade and other receivables
Inventories

Less: current liabilities

Trade and other payables
Other liabilities
Borrowings
Employee related provisions
Other provisions

Net current assets

Less: Total adjustments to net current assets

Closing funding surplus / (deficit)

Note	Amended Budget Opening 1 July 2024	Actual as at 30 June 2024	Actual as at 30 April 2025
	\$	\$	\$
	5,771,069	6,508,882	6,131,949
	1,722,299	1,695,075	3,729,882
	52,481	52,481	10,585
	7,545,849	8,256,438	9,872,416
	(863,213)	(1,657,175)	(2,419,460)
	(267,735)	(232,933)	(232,933)
	(147,320)	(147,321)	(57,167)
	(680,904)	(769,684)	(769,684)
	(51,124)	0	0
	(2,010,296)	(2,807,113)	(3,479,244)
	5,535,553	5,449,325	6,393,172
2(b)	(1,883,026)	(1,883,025)	(1,973,179)
	3,652,527	3,566,300	4,419,993

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets

Less: Reserve accounts

Add: Current liabilities not expected to be cleared at the end of the year

- Current portion of borrowings

- Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

	(2,537,273)	(2,537,273)	(2,537,273)
	147,320	147,321	57,167
	506,927	506,927	506,927
2(a)	(1,883,026)	(1,883,025)	(1,973,179)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals

Add: Loss on asset disposals

Add: Depreciation

Total non-cash amounts excluded from operating activities

Amended Budget Estimates 30 June 2025	YTD Budget Estimates 30 April 2025	YTD Actual 30 April 2025
\$	\$	\$
(406,140)	(406,140)	0
(3,870)	3,870	0
6,817,295	5,681,020	2,864,103
6,407,285	5,278,750	2,864,103

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local governments' operational cycle.

AASB 101.10(e) **SHIRE OF YORK**
AASB 101.51 **NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**
AASB 101.112 **FOR THE PERIOD ENDED 30 APRIL 2025**

FM Reg 34 (2)(b) **3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	1,275,807	18.85%	▲
Budget apportioned 10/12th		Timing	
Rates were due 18/09/2024			
Grants, subsidies and contributions	(171,995)	(33.20%)	▼
Budget apportioned 10/12th		Timing	
waiting on project completion to acquit remaining grants			
Fees and charges	291,637	18.27%	▲
greater than budgeted revenue at new sites CRC & Recreation Centre		Timing	
Interest revenue	(26,128)	(10.41%)	▼
Full interest on Term deposits not yet receipted		Timing	
Profit on asset disposals	(406,140)	(100.00%)	▼
Budget apportioned 10/12th timing of capital acquisitions			
No trade-ins done YTD			
Expenditure from operating activities			
Employee costs	181,650	3.22%	▲
Under budget in Admin salaries due to timing of employment engagement		Permanent	
Materials and contracts	750,812	19.88%	▲
Under budget in maintenance expenditure and consultant fees		Timing	
Utility charges	34,068	8.04%	▲
Budget apportioned 10/12th		Timing	
Depreciation	2,816,917	49.58%	▲
Depreciation up to November 2024		Timing	
To be up to date for may reporting			
Finance costs	13,254	32.24%	▲
Timing of payments		Timing	
Budget apportioned 10/12th			
Insurance	(108,816)	(33.49%)	▼
building valuations came in higher, insurance exceeded budget		Permanent	
Other expenditure	311,131	55.33%	▲
Under budget in Community Resource Centre contribution and		Timing	
Rates write offs due to timing			
Loss on asset disposals	3,870	100.00%	▲
Budget apportioned 10/12th timing of capital acquisitions			
Non cash amounts excluded from operating activities	(2,414,647)	(45.74%)	▼
Depreciation run until November 2024		Timing	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,393,984)	(50.24%)	▼
Timing of term deposit maturity		Timing	
Budget apportioned 10/12th			
Outflows from investing activities			
Payments for property, plant and equipment	967,690	76.83%	▲
Major purchases delayed		Permanent	
Payments for construction of infrastructure	1,582,884	50.02%	▲
Budget apportioned 10/12th timing of capital acquisitions		Timing	

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$3.65 M	\$3.65 M	\$3.57 M	(\$0.09 M)
Closing	\$0.88 M	\$0.52 M	\$4.42 M	\$3.90 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$	% of total		\$	% Outstanding		\$	% Collected
Unrestricted Cash	\$3.59 M	58.6%	Trade Payables	\$0.30 M		Rates Receivable	\$1.83 M	74.4%
Restricted Cash	\$2.54 M	41.4%	0 to 30 Days		53.5%	Trade Receivable	\$1.90 M	% Outstanding
			Over 30 Days		46.6%	Over 30 Days		2.4%
			Over 90 Days		0.0%	Over 90 Days		2.2%

Refer to 3 - Cash and Financial Assets

Refer to 9 - Payables

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.61 M)	(\$1.39 M)	\$1.44 M	\$2.83 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$	% Variance	YTD Actual	\$	% Variance	YTD Actual	\$	% Variance
YTD Budget	\$6.77 M	18.9%	YTD Budget	\$0.52 M	(33.2%)	YTD Budget	\$1.60 M	18.3%

Refer to 12 - Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.64 M)	(\$1.65 M)	(\$0.49 M)	\$1.16 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$	%	YTD Actual	\$	% Spent	YTD Actual	\$	% Received
Amended Budget	\$0.88 M	(100.0%)	Amended Budget	\$3.32 M	(52.4%)	Amended Budget	\$3.65 M	(62.2%)

Refer to 6 - Disposal of Assets

Refer to 5 - Capital Acquisitions

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.53 M)	(\$0.09 M)	(\$0.09 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings			Reserves		
Principal repayments	(\$0.09 M)		Reserves balance	\$2.54 M	
Interest expense	(\$0.03 M)		Net Movement	\$0.00 M	
Principal due	\$0.77 M				

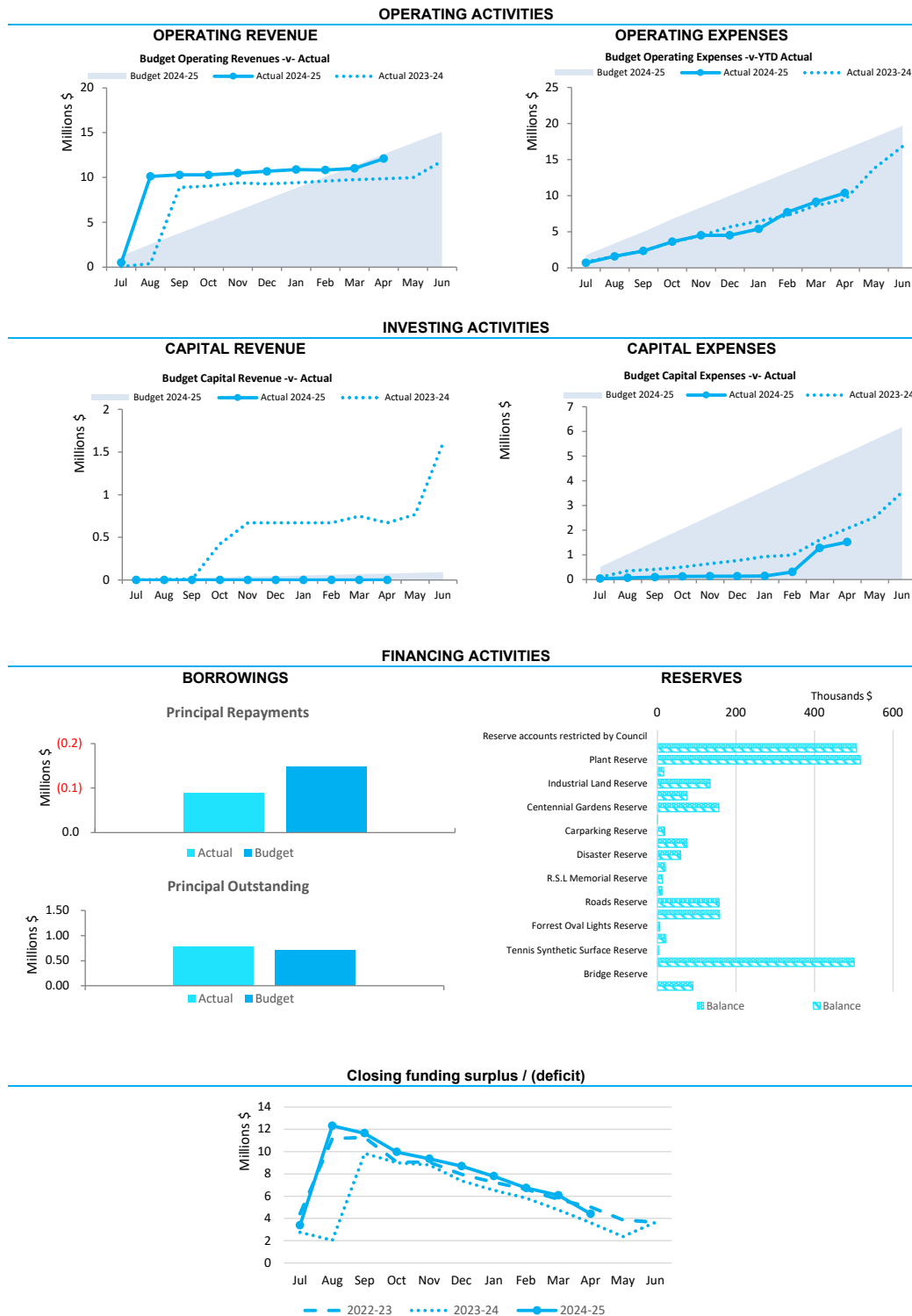
Refer to 10 - Borrowings

Refer to 4 - Cash Reserves

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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

2 KEY INFORMATION - GRAPHICAL



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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on Hand	Cash and cash equivalents	1,330	0	1,330	0	N/A	N/A	N/A
Muni Bank		1,919,074	0	1,919,074	0	N/A	N/A	N/A
Westpac Flexi	Cash and cash equivalents	5,402	0	5,402	0	Westpac	Variable	N/A
AMP	Cash and cash equivalents	28,796	0	28,796	0	AMP	Variable	N/A
AMP at Call	Cash and cash equivalents	301,890	0	301,890	0	AMP	Variable	N/A
		821,845		821,845				
Reserves Bank	Cash and cash equivalents	173,786	2,537,273	2,711,059	0	NAB	Variable	N/A
Trust Bank	Cash and cash equivalents	342,553	0	342,553	58,422	N/A	N/A	N/A
Total		3,594,676	2,537,273	6,131,949	58,422			
Comprising								
Cash and cash equivalents		3,594,676	2,537,273	6,131,949	58,422			
		3,594,676	2,537,273	6,131,949	58,422			

KEY INFORMATION

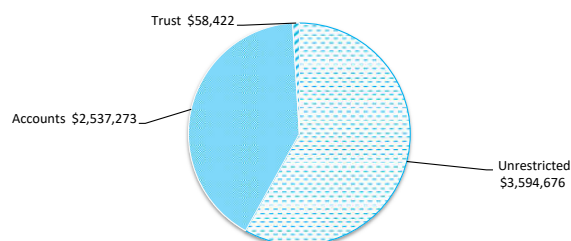
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of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

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

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

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



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by Council								
Leave Reserve	506,927	0	19,196	526,123	506,927	0		506,927
Plant Reserve	516,688	0	0	516,688	516,688			516,688
Avon River Mtce Reserve	15,426	0	0	15,426	15,426			15,426
Industrial Land Reserve	134,010	0	0	134,010	134,010			134,010
Refuse Site Develop Reserve	75,519	0	0	75,519	75,519			75,519
Centennial Gardens Reserve	156,162	0	0	156,162	156,162			156,162
Pioneer Memorial Lodge Reserve	533	20,000	0	20,533	533			533
Carparking Reserve	18,623	0	0	18,623	18,623			18,623
Building Reserve	75,380	100,000	0	175,380	75,380			75,380
Disaster Reserve	59,281	0	0	59,281	59,281			59,281
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557			19,557
R.S.L Memorial Reserve	12,600	0	0	12,600	12,600			12,600
Greenhills Townsite Development Reserve	11,221	0	0	11,221	11,221			11,221
Roads Reserve	156,884	0	0	156,884	156,884			156,884
Land & Infrastructure Reserve	158,104	0	0	158,104	158,104			158,104
Forrest Oval Lights Reserve	6,161	0	0	6,161	6,161			6,161
Bowls Synthetic Surface Reserve	20,444	0	0	20,444	20,445			20,445
Tennis Synthetic Surface Reserve	3,155	0	0	3,155	3,155			3,155
Recreation Reserve	500,598	0	(75,000)	425,598	500,597			500,597
Bridge Reserve	0	100,000	0	100,000	0			0
Swimming Pool Reserve	90,000	214,954	0	304,954	90,000			90,000
	2,537,273	434,954	(55,804)	2,916,423	2,537,273	0	0	2,537,273

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land - freehold land	31,500	26,250	0	(26,250)
Buildings - specialised	237,500	253,750	31,465	(222,285)
Furniture and equipment	152,000	126,660	88,739	(37,921)
Plant and equipment	1,429,000	852,790	171,556	(681,234)
Acquisition of property, plant and equipment	1,850,000	1,259,450	291,760	(967,690)
Infrastructure - Roads	2,857,192	2,633,700	1,463,665	(1,170,035)
Infrastructure - Bridges		0	266	266
Infrastructure - Other	411,480	488,110	71,325	(416,785)
Infrastructure - Drainage	51,200	42,660	46,330	3,670
Acquisition of infrastructure	3,319,872	3,164,470	1,581,586	(1,582,884)
Total of PPE and Infrastructure.	5,169,872	4,423,920	1,873,346	(2,550,574)
Total capital acquisitions	5,169,872	4,423,920	1,873,346	(2,550,574)
Capital Acquisitions Funded By:				
Capital grants and contributions	3,652,340	2,774,770	1,380,786	(1,393,984)
Other (disposals & C/Fwd)	879,000	0	0	0
Reserve accounts				
Leave Reserve	(19,196)		0	0
Recreation Reserve	75,000		0	0
Contribution - operations	582,728	1,649,150	492,560	(1,156,590)
Capital funding total	5,169,872	4,423,920	1,873,346	(2,550,574)

KEY INFORMATION

Initial recognition

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

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

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

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

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

Measurement after recognition

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

Reportable Value

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

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

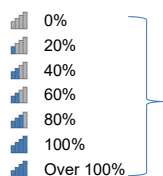
SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

INVESTING ACTIVITIES













5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total

Level of completion indicators



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

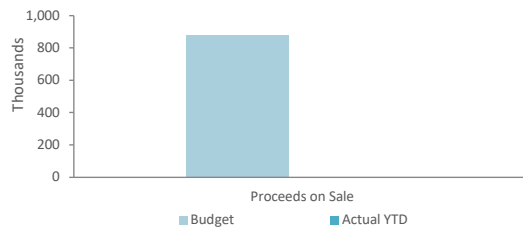
			Amended		Variance	
Account Description			Budget	YTD Budget	YTD Actual	(Under)/Over
						0
	068302	PML BUILDING CAPITAL	22,500	18,750	4,000	14,750
	112302	SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	200,000	166,660	17,631	149,029
	113029	TOWN HALL BUILDING	0	0	1,671	(1,671)
	143304	DEPOT BUILDING CAPITAL	0	14,170	8,163	6,007
	113329	FORREST OVAL REC CENTRE BUILDINGS	15,000	54,170	0	54,170
	109383	CEMETRY INFRASTRUCTURE	0	0	18,016	(18,016)
	113346	MOTOCROSS TRACK INFRASTRUCTURE	0	116,670	15,907	100,763
	042339	ADMINISTRATION VEHICLES	52,000	43,330	0	43,330
	051339	RANGER VEHICLE FIRE CONTROL	52,000	43,330	6,156	37,174
	127304	PLANT PURCHASES CAPITAL	1,221,000	679,470	165,000	514,470
	133319	PLANT & EQUIP - VEHICLE (Y000)	52,000	43,330	0	43,330
	143301	DEPOT PLANT CAPITAL PURCHASE	52,000	43,330	0	43,330

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	396,248	879,000	487,397	(4,645)	0	0	0	0
		396,248	879,000	487,397	(4,645)	0	0	0	0

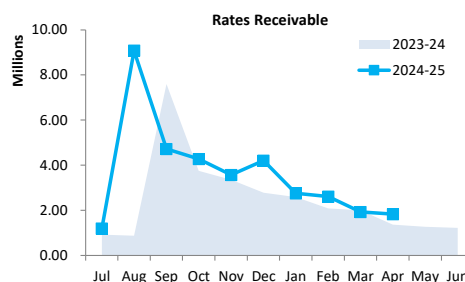


**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable	30 June 2024	30 Apr 2025
	\$	\$
Opening arrears previous year	1,057,710	1,170,219
Levied this year	8,100,167	8,043,427
Less - collections to date	(7,466,219)	(6,854,371)
Gross rates collectable	1,691,658	2,359,275
Allowance for impairment of rates receivable	(521,439)	(525,272)
Net rates collectable	1,170,219	1,834,003
% Collected	81.5%	74.4%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,074)	1,093,124	1,595	630	24,805	1,115,080
Percentage	(0.5%)	98.0%	0.1%	0.1%	2.2%	
Balance per trial balance						
Trade receivables						1,115,080
Other receivables						393,498
GST receivable						349,891
Receivables for employee related provisions						37,410
Total receivables general outstanding						1,895,879

Amounts shown above include GST (where applicable)

KEY INFORMATION

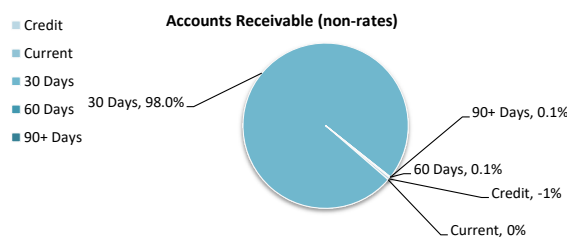
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 April 2025
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel	52,481	131,586	(173,482)	10,585
Total other current assets	52,481	131,586	(173,482)	10,585
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

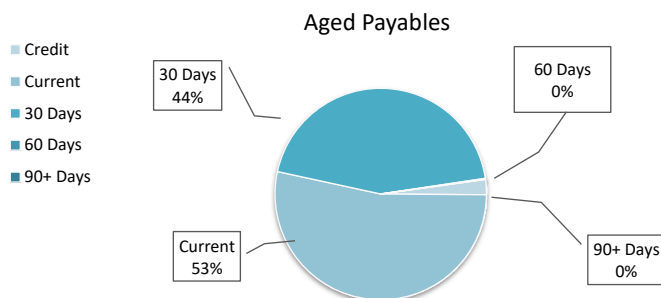
9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(2,025)	46,432	38,508	149	0	83,064
Percentage	(2.4%)	55.9%	46.4%	0.2%	0.0%	
Balance per trial balance						
Sundry creditors						299,515
ATO liabilities						384,558
Other payables						210,501
Bonds & Deposits						1,519,193
Accrued interest on long term borrowings						5,693
Total payables general outstanding						2,419,460

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Forrest Oval Stage 1	62	659,307	0	0	(38,196)	(77,596)	621,111	581,711	(20,768)	(40,333)
Forrest Oval Stage 2	63	78,390	0	0	(20,296)	(27,237)	58,094	51,153	(2,769)	(3,517)
Forrest Oval Stage 3	64	122,278	0	0	(31,662)	(42,487)	90,616	79,791	(4,319)	(5,485)
Total		859,975	0	0	(90,154)	(147,320)	769,821	712,655	(27,856)	(49,335)
Current borrowings		147,320					57,167			
Non-current borrowings		712,655					712,654			
		859,975					769,821			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2025
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Contract liabilities		232,933	0	0	0	232,933
Total other liabilities		232,933	0	0	0	232,933
Employee Related Provisions						
Provision for annual leave		509,194	0	0	0	509,194
Provision for long service leave		216,390	0	0	0	216,390
Other employee leave provisions		44,100	0	0	0	44,100
Total Provisions		769,684	0	0	0	769,684
Total other current liabilities		1,002,617	0	0	0	1,002,617

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2024	Liability	Liability	30 Apr 2025	Liability	Budget	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GRANT FUNDS (UNTIED)	0	0	0	0	0	182,210	109,540	111,536
GRANT LOCAL ROAD (UNTIED)	0	0	0	0	0	131,459	151,840	112,088
AUSTRALIA DAY COUNCIL	0	0	0	0	0	15,000	12,500	9,000
LGGS GRANTS	0	0	0	0	0	46,990	39,150	51,208
OTHER GRANTS	0	0	0	0	0	8,500	7,080	
GRANT RRG - DIRECT	0	0	0	0	0	237,537	197,940	0
GOVERNMENT GRANTS - WAUGAL RISING PROJECT					0	0	0	60,720
GRANTS - TOURISM & AREA PROMOTION					0	0	0	1,117
OPERATING GRANTS - WASTE MANAGEMENT					0	0	0	386
	0	0	0	0	0	621,696	518,050	346,055

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2024	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2025	Current Liability 30 Apr 2025	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
CEMETERY GRANT INCOME	0	0	0	0	0	9,000	7,500	0
RECREATION GRANTS - TAXABLE	0	0	0	0	0	135,000	112,500	0
ROAD TO RECOVERY GRANTS	0	0	0	0	0	701,427	584,520	0
GRANT - RRG - ROADS	224,431	0	0	224,431	34,801	2,206,370	1,838,640	1,296,929
GRANT GOVT-BLACK SPOT FUNDING	0	0	0	0	0	626,040	521,700	83,857
GRANT - RRSP - ROADS	34,801	0	0	34,801	34,801	34,801	29,000	0
GRANTS - LRCIP	8,502	0	0	8,502	8,502	381,698	318,080	0
	267,734	0	0	267,734	78,104	4,094,336	3,411,940	1,380,786

**SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025**

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 April 2025
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	58,422	0	0	58,422

SHIRE OF YORK
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2025

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
Budget adoption						876,872
122300 - York Tammin Road	020924	Capital expenses		125,000		1,001,872
122300 - Quellington Road	020924	Capital expenses		111,294		1,113,166
122401 - Quellington Road RRG	020924	Operating expenses		322,587		1,435,753
122407 - Spencers Brook Road Black Spot	020924	Capital expenses		16,125		1,451,878
125203 - RRG Grant Income	020924	Capital revenue			(322,587)	1,129,291
122400 - RTR Road Renewals	020924	Capital expenses			(132,511)	996,780
13350 - Building Reserve	020924	Non cash item			(45,000)	951,780
127308 - Plant Reserve	020924	Non cash item			(54,908)	896,872
122506 - Bridge Reserve	020924	Non cash item			(20,000)	876,872
146171 HOUSING MAINTENANCE - OTHER RENTALS	070325			8,000		884,872
042116 HOUSING MTCE - ROE STREET (EMCCS)	070325			5,000		889,872
146277 OTHER LEASE INCOME - NON TAXABLE	070325			4,701		894,573
113329 FORREST OVAL REC CENTRE BUILDINGS	070325				(10,000)	884,573
143304 DEPOT - BUILDINGS CAPITAL	070325				(17,000)	867,573
109389 CBD UPGRADE	070325				(68,000)	799,573
113346 MOTORCROSS TRACK INFRASTRUCTURE	070325				(10,000)	789,573
127304 PLANT PURCHASES CAPITAL	070325		405,636			1,195,209
122300 ROAD INFRASTRUCTURE PROJECTS	070325		15,000			1,210,209
122407 BLACKSPOT PROJECTS	070325		106,760			1,316,969
122409 LRCIP PROJECTS	070325				(15,000)	1,301,969
031118 RATES - SALARIES	070325			0		1,301,969
042109 ADMINISTRATION - SALARIES	070325			65,000		1,366,969
OUSING MAINTENANCE - 75 OSNABURG RD (EMIDS)	070325			5,000		1,371,969
042171 STAFF TRAINING/CONFERENCES	070325			0		1,371,969
042191 RELOCATION EXPENSES	070325			5,000		1,376,969
051107 FIRE BREAKS - SHIRE LAND	070325			10,000		1,386,969
052172 SUNDRY EXPENDITURE - CATS	070325				(1,000)	1,385,969
111103 SCOUT HALL	070325			3,000		1,388,969
112150 SWIMMING POOL - SALARIES	070325			1,179		1,390,147
113100 AVON PARK MAINTENANCE	070325				(5,000)	1,385,147
113106 GWAMBY/AVON ASCENT MAINTENANCE	070325				(5,000)	1,380,147
113116 MT BROWN PARK MAINTENANCE	070325			8,000		1,388,147
113117 CANDICE BATEMAN PARK MAINTENANCE	070325			13,500		1,401,647
113143 YRCC EXPENDITURE - GYM	070325			1,000		1,402,647
113149 YRCC EXPENDITURE - TENNIS	070325				(4,000)	1,398,647
113160 RECREATION - SALARIES	070325			0		1,398,647
119122 ARTS AND CULTURAL HERITAGE PLANNING	070325				(6,000)	1,392,647
125165 DEPOT MAINTENANCE	070325				(20,000)	1,372,647
128103 HOWICK ST CAR PARK	070325				(500)	1,372,147
132153 CHRISTMAS DECORATIONS/FESTIVITIES	070325			18,500		1,390,647
133192 BUILDING CONTROL EXPENSES-OTHER	070325			2,000		1,392,647
052285 SUNDRY INCOME TAX SUPPLY	070325			700		1,393,347
113221 STADIUM HIRE CHARGES	070325			4,000		1,397,347
113231 PAVILION - HIRE CHARGES	070325			600		1,397,947
113233 FORREST OVAL PRECINCT HIRE CHARGES	070325			4,500		1,402,447
113242 YRCC INCOME - HIRE	070325			2,500		1,404,947
113243 YRCC INCOME - GYM	070325			11,000		1,415,947
113249 YRCC INCOME (GREEN FEES) - TENNIS	070325			1,400		1,417,347
127198 LOSS ON SALE OF ASSETS - WORKS PLANT	070325				(100,424)	1,316,923
031132 RATE DEBT RECOVERY COST	070325				(8,000)	1,308,923
041103 ELECTION EXPENSES	070325			25,000		1,333,923
041106 REFRESHMENTS & RECEPTIONS	070325				(1,500)	1,332,423
041108 .PRINTING & STATIONERY	070325			2,500		1,334,923
041111 SUBSCRIPTIONS	070325				(3,600)	1,331,323
041114 OTHER-SUNDRY	070325			1,000		1,332,323
041121 MAINTENANCE - CHAMBERS	070325				(3,000)	1,329,323
041124 STRATEGIC PLANNING	070325				(20,000)	1,309,323
042112 HOUSING MTCE - FORBES STREET (CEO)	070325			3,000		1,312,323
042173 STAFF TELEPHONE EXPENSES	070325			1,000		1,313,323
042183 OFFICE EXPENSE - PRINTING	070325				(1,000)	1,312,323
042188 OFFICE EXP-COMPUTER EXPENSES	070325				(7,000)	1,305,323
042189 OFFICE EXP-POSTAGE/FREIGHT	070325				(6,000)	1,299,323
042193 AUDIT FEES	070325				(6,750)	1,292,573
042202 ADMIN ENGINEERING CONTRACTS	070325				(65,000)	1,227,573
077160 HEALTH CONTROL EXPENSES	070325				(40,000)	1,187,573
077166 HEALTH PROMOTIONS	070325			960		1,188,533
078113 ANALYTICAL EXPENSES	070325				(1,000)	1,187,533
101106 WASTE MANAGEMENT FACILITY MTCE	070325				(313,357)	874,176
105103 WEED / PEST CONTROL PROGRAMMES	070325			5,000		879,176
106188 CONTROL EXPENSES-SUNDRY	070325				(10,000)	869,176
106194 HERITAGE REVIEW GUIDELINES	070325				(2,000)	867,176
109137 CEMETERY MAINTENANCE	070325			15,000		882,176
111102 TOWN HALL	070325				(20,000)	862,176
113148 YRCC EXPENDITURE - BOWLS	070325			6,000		868,176
113166 OPERATIONAL & MARKETING PLAN - YRCC	070325			4,000		872,176
115124 LIBRARY EQUIPMENT	070325			7,000		879,176
125121 TRAFFIC SIGNS	070325				(500)	878,676
125170 VERGE CLEARING	070325				(106,760)	771,916
139142 STANDPIPES WATER/MAINTENANCE	070325			2,000		775,916
014204 TYRES AND TUBES	070325				(5,000)	770,916
125224 GRANTS - LRCIP	070325			253,196		1,024,112
113167 SPORTING CLUB SPONSORSHIPS	070325				(4,000)	1,020,112
138201 YORK CRC CHARGES OTHER TAX SUPPLY	070325			150,000		1,170,112
138202 TELECENTRE REIMBURSEMENTS (EX GST)	070325			60,000		1,230,112
143294 REIMBURSEMENT TAXABLE SUPPLY	070325			2,000		1,232,112
145250 REIMBURSEMENTS-WORKERS COMP	070325			1,179		1,233,291
27297 PROCEEDS SALE OF ASSETS - WORKS PLANT	070325				(523,801)	709,490
127298 PROFIT SALE OF ASSETS - WORKS PLANT	070325				(423,377)	286,113
37 REALISATION OF SALE OF ASSETS - ROAD PLANT	070325			523,801		809,914
002012 LSL RESERVE ACCUM	070325			19,196		829,110
068401 TRANSFER FROM RESERVE PML	070325			40,000		869,110
127308 TRANSFER TO RESERVE - PLANT RESERVE	070325			85,046		954,156
			2,483,859	(2,406,575)		77,284

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EFT33830	04/04/2025 BUILDING AND ENERGY	BSL COLLECTION FOR MARCH 2025	2		1,552.52
INV T6	02/04/2025 BUILDING AND ENERGY	BSL COLLECTION FOR MARCH 2025	2	1,552.52	
EFT33831	04/04/2025 CONSTRUCTION TRAINING FUND	CTF COLLECTION MARCH 2025	2		1,487.00
INV T9	03/04/2025 CONSTRUCTION TRAINING FUND	CTF COLLECTION MARCH 2025	2	1,487.00	
EFT33832	04/04/2025 JAKE MCMENAMIN	JAKE MCMENAMIN TOG BOND # 276594	2		55.00
INV T67	18/03/2025 JAKE MCMENAMIN	JAKE MCMENAMIN TOG BOND	2	55.00	
EFT33833	04/04/2025 JULIE CATHERINE BURGESS	REFUND OF KERB BOND LOT 202 (1A) ELIZABETH ST, YORK - ORIGINAL RECEIPT 270704, PAID 02/05/2025	2		1,500.00
INV T4	26/03/2025 JULIE CATHERINE BURGESS	BLDG APPLICATION 2003904 - BURGESS	2	1,500.00	
EFT33834	04/04/2025 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR MARCH 2025	2		88.00
INV T6	02/04/2025 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR MARCH 2025	2	55.00	
INV T9	03/04/2025 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE MARCH 2025	2	33.00	
EFT33835	08/04/2025 ALL HOURS PROPERTY MAINTENANCE & GLASS REPAIRS PTY LTD AFT SAARON TRUST T/A AVON GLAZING	REPAIR AND FIX PANEL TO LAUNDRY DOOR - 75 OSNABURG ROAD	1		776.73
INV INV-0637	18/02/2025 ALL HOURS PROPERTY MAINTENANCE & GLASS REPAIRS PTY LTD AFT SAARON TRUST T/A AVON GLAZING	REPAIR AND FIX PANEL TO LAUNDRY DOOR - 75 OSNABURG ROAD	1	776.73	
EFT33836	08/04/2025 DARRYS PLUMBING AND GAS	REPAIR LEAK UNDER THE BASIN IN BAR AREA AT YRCC	1		120.00
INV IV02328	19/02/2025 DARRYS PLUMBING AND GAS	REPAIR LEAK UNDER THE BASIN IN BAR AREA AT YRCC	1	120.00	
EFT33837	08/04/2025 FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	SUPPLY FOR DELIVERY 7,000L OF DISTILLATE TO THE SHIRE OF YORK DEPOT	1		12,266.17
INV 63104373	02/04/2025 FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	SUPPLY FOR DELIVERY 7,000L OF DISTILLATE TO THE SHIRE OF YORK DEPOT	1	12,266.17	
EFT33838	08/04/2025 HARDWIRED ENTERTAINMENT PTY LTD	DELIVERY OF YORK MOTORCYCLE FESTIVAL 2025 - FIRST PAYMENT - 80% OF TOTAL PAYMENT	1		27,918.00

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INV 0330	27/03/2025 HARDWIRED ENTERTAINMENT PTY LTD	HARDWIRED ENTERTAINMENT - YORK MOTORCYCLE FESTIVAL T-SHIRTS FOR RESALE AT THE YORK VISITOR CENTRE - AS PER LIST ATTACHED, HARDWIRED ENTERTAINMENT - YORK MOTORCYCLE FESTIVAL HOODIES FOR RESALE AT THE YORK VISITOR CENTRE - AS PER LIST ATTACHED	1	1,518.00	
INV 0334	28/03/2025 HARDWIRED ENTERTAINMENT PTY LTD	DELIVERY OF YORK MOTORCYCLE FESTIVAL 2025 - FIRST PAYMENT - 80% OF TOTAL PAYMENT	1	26,400.00	
EFT33839	08/04/2025 JULIE CATHERINE BURGESS	RELEASE OF PLANNING BOND - LOT 202 (1A) ELEZABETH STREET YORK - RECEIPT 270951 14/05/2024	1		15,000.00
INV 21032025	21/03/2025 JULIE CATHERINE BURGESS	RELEASE OF PLANNING BOND - LOT 202 (1A) ELEZABETH STREET YORK - RECEIPT 270951 14/05/2024	1	15,000.00	
EFT33840	08/04/2025 PHILIP SWAIN	PROVISION OF ENVIRONMENTAL HEALTH SERVICES FOR THE PERIOD MARCH 2025	1		12,228.75
INV 250303	31/03/2025 PHILIP SWAIN	PROVISION OF ENVIRONMENTAL HEALTH SERVICES FOR THE PERIOD MARCH 2025	1	12,228.75	
EFT33841	08/04/2025 SHIRE OF TOODYAY	AVON VALLEY ALLIANCE - REIMBURSEMENT FOR SHIRE OF TOODYAY - 1/5 SHARE OF COST FOR WEBSITE DOMAIN AND BROKERAGE FOR AVON VALLEY ALLIANCE	1		46.80
INV 2437	20/02/2025 SHIRE OF TOODYAY	AVON VALLEY ALLIANCE - REIMBURSEMENT FOR SHIRE OF TOODYAY - 1/5 SHARE OF COST FOR WEBSITE DOMAIN AND BROKERAGE FOR AVON VALLEY ALLIANCE	1	46.80	
EFT33842	08/04/2025 VOCUS PTY LTD	VOCUS PTY LTD - MONTHLY INTERNET SERVICE - 01/08/2024 - 31/08/2024 - ADMINISTRATION BUILDING	1		385.00
INV P1185190	01/08/2024 VOCUS PTY LTD	VOCUS PTY LTD - MONTHLY INTERNET SERVICE - 01/08/2024 - 31/08/2024 - ADMINISTRATION BUILDING	1	385.00	
EFT33843	08/04/2025 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - IAN ROGERS	1		1,039.50
INV 5515	22/07/2024 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - IAN ROGERS	1	148.50	
INV 7206	23/08/2024 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE EMPLOYMENT MEDICAL - PIP GALBRAITH	1	148.50	
INV 7311	27/08/2024 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - MEAGAN WALKER	1	148.50	
INV 12956	18/12/2024 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE EMPLOYMENT MEDICAL - ELIZABETH O'DONNELL (CLEANER)	1	148.50	

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INV 13320	06/01/2025 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - LEEANNE BATES (DR REMI ADEBAYO)	1	148.50	
INV 13919	23/01/2025 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE EMPLOYMENT MEDICAL - ELIZABETH BARLAS (CRC, MUSEUM & VISITOR CENTRE – CASUAL POOL)	1	148.50	
INV 15327	17/02/2025 XCEED MEDICAL SERVICES PTY LTD T/A YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL 17/02/25 - MONICA DWYER	1	148.50	
EFT33844	10/04/2025 A CLASS LINEMARKING SERVICE	WHITE DOUBLE BARRIER LINE AND GIVE WAY LINE THERMO ON TALBOT WEST/LUELFS ROAD TALBOT AS PER QUOTE 250325.	1		1,334.96
INV 250378	25/03/2025 A CLASS LINEMARKING SERVICE	WHITE DOUBLE BARRIER LINE AND GIVE WAY LINE THERMO ON TALBOT WEST/LUELFS ROAD TALBOT AS PER QUOTE 250325.	1	1,334.96	
EFT33845	10/04/2025 ANDREA CLARE WEBSTER	RATES REFUND ASSESSMENT A60550 9 SCARPIA ST YORK 6302	1		1,300.00
INV A60550	01/04/2025 ANDREA CLARE WEBSTER	RATES REFUND A60550 9 SCARPIA ST YORK 6302		1,300.00	
EFT33846	10/04/2025 ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	DETAILING OF FORD RANGER (1HMZ024) ASPER QUOTE EST0002	1		495.00
INV INV0005	02/04/2025 ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	DETAILING OF FORD RANGER (1HMZ024) ASPER QUOTE EST0002	1	495.00	
EFT33847	10/04/2025 ASV SALES & SERVICE	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X 0304-876 MANIFOLD,AUX,HYDINNOTEK22255 AS PER ESTIMATE EST10269	1		643.61
INV INV402509	25/03/2025 ASV SALES & SERVICE	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X 0304-876 MANIFOLD,AUX,HYDINNOTEK22255 AS PER ESTIMATE EST10269	1	643.61	
EFT33848	10/04/2025 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		179.50
INV 117	03/04/2025 AUSTRALIAN SERVICES UNION	UNION FEE - ASU 000118 CLINT STRICKLAND		26.50	
INV 117	03/04/2025 AUSTRALIAN SERVICES UNION	UNION FEE - ASU 000029 NEIL THOMAS		26.50	
INV 117	03/04/2025 AUSTRALIAN SERVICES UNION	UNION FEE - ASU 000433 JAYDEN STRAHAN		26.50	
INV 117	03/04/2025 AUSTRALIAN SERVICES UNION	UNION FEE - ASU 000033 ROBERT WINDSOR		26.50	
INV 117	03/04/2025 AUSTRALIAN SERVICES UNION	UNION FEE - ASU 000442 IAN ROGERS		20.50	
INV 117	03/04/2025 AUSTRALIAN SERVICES UNION	UNION FEE - ASU 000076 TREVOR BARRATT		26.50	
INV 117	03/04/2025 AUSTRALIAN SERVICES UNION	UNION FEE - ASU 000106 LINDY DEWAR		26.50	

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EFT33849	10/04/2025 AVON FENZING	SUPPLY & INSTALL APPROX 853M OF 7 LINE RINGLOCK FENCING FOR MYANARRA ROAD RESERVE WIDENING AS PER COUNCIL RESOLUTION 071123	1		10,868.00
INV 2123	07/04/2025 AVON FENZING	SUPPLY & INSTALL APPROX 853M OF 7 LINE RINGLOCK FENCING FOR MYANARRA ROAD RESERVE WIDENING AS PER COUNCIL RESOLUTION 071123	1	10,868.00	
EFT33850	10/04/2025 AVON VALLEY AG	SUPPLY AND COLLECTION OF 4 X 2" GASKET CODE: YCLG200, 1 X CAMLOCK FITTING 2" A CODE YCL200A, 1 X CAMLOCK FOTING 2" F CODE YCL200F	1		199.61
INV YI40595	07/04/2025 AVON VALLEY AG	SUPPLY AND COLLECTION OF 4 X 2" GASKET CODE: YCLG200, 1 X CAMLOCK FITTING 2" A CODE YCL200A, 1 X CAMLOCK FOTING 2" F CODE YCL200F, SUPPLY AND COLLECTION 1 X USBOK SIZE 7 REDBACK STEEL CAP BOOS CODE: USBOK7 AS PER EMAIL	1	199.61	
EFT33851	10/04/2025 BELLISSIMO YORK	STAFF CATERING - EXCEL BASICS TRAINING 5/3/2025	1		525.00
INV 00000275	20/03/2025 BELLISSIMO YORK	CATERING - EXCEL BASICS TRAINING 5/3/2025	1	525.00	
EFT33852	10/04/2025 BLING DESIGN	BLING DESIGN - QUOTE 1703 - YORK TINY DOORS 2025 FLYER INCORPORATING NEW PHOTOS PROVIDED AND UPDATED COVER DESIGN CONCEPT - A5 FLYER DOUBLE SIDED SUPPLIED 2 WAYS AS SINGLE A5 AND 2 UP ON A4 - WEB SETS X 3 KINDS - PROVIDE AS INTERNAL PRINT PDF & JPEG FILES	1		250.00
INV 2041	26/03/2025 BLING DESIGN	BLING DESIGN - QUOTE 1703 - YORK TINY DOORS 2025 FLYER INCORPORATING NEW PHOTOS PROVIDED AND UPDATED COVER DESIGN CONCEPT - A5 FLYER DOUBLE SIDED SUPPLIED 2 WAYS AS SINGLE A5 AND 2 UP ON A4 - WEB SETS X 3 KINDS - PROVIDE AS INTERNAL PRINT PDF & JPEG FILES	1	250.00	
EFT33853	10/04/2025 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL - DEPOT - 26/02/2025 - 28/03/2025 & SUPPLY R400C OXYGEN MEDICAL C SIZE - SWIMMING POOL	1		42.08
INV 5006606906	29/03/2025 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL - DEPOT - 26/02/2025 - 28/03/2025, SUPPLY R400C OXYGEN MEDICAL C SIZE - SWIMMING POOL	1	42.08	
EFT33854	10/04/2025 BUNNINGS WAREHOUSE	BUNNINGS NORTHAM - DETA 16MM X 10MM TRUNKING 4M - X 5 LENGTHS	1		38.32
INV 2182/0032442	01/04/2025 BUNNINGS WAREHOUSE	BUNNINGS NORTHAM - DETA 16MM X 10MM TRUNKING 4M - X 5 LENGTHS	1	38.32	
EFT33855	10/04/2025 BUSH CONTRACTING	SUPPLY FOR HIRE 1X WET HIRE WATER CART - SHIRE TO SUPPLY FUEL AND WATER - PRICING AS PER RFT06-2425	1		11,682.00
INV INV-0519	04/04/2025 BUSH CONTRACTING	FLOATING OF A ROLLER FOR THE SHIRE OF YORK BETWEEN BADGIN RD - MOKINE RD	1	396.00	
INV INV-0522	05/04/2025 BUSH CONTRACTING	SUPPLY FOR EXTENSION (31/3/25 - 1/4/25) 1 X WET HIRE WATER CART (FUEL AND WATE TO BE SUPPLIED BY THE SHIRE OF YORK) PRICING AS PER RFT 06-2425.	1	1,980.00	

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INV INV-0521	05/04/2025 BUSH CONTRACTING	SUPPLY FOR HIRE 1X WET HIRE WATER CART - SHIRE TO SUPPLY FUEL AND WATER - PRICING AS PER RFT06-2425	1	8,910.00	
INV INV-0524	08/04/2025 BUSH CONTRACTING	FLOATING OF A ROLLER FOR THE SHIRE OF YORK BETWEEN MOKINE RD - GUNAPINRIDGE RD ,	1	396.00	
EFT33856	10/04/2025 CASEY AUSTRALIA TOURS	COLOUR CODED FIELD GUIDE OF WESTERN AUSTRALIAN FLOWERS - 1 X BOX OF 50 - FOR RESALE AT THE YORK VISITOR CENTRE INCLUDING POSTAGE	1		235.00
INV 9323	19/03/2025 CASEY AUSTRALIA TOURS	COLOUR CODED FIELD GUIDE OF WESTERN AUSTRALIAN FLOWERS - 1 X BOX OF 50 - FOR RESALE AT THE YORK VISITOR CENTRE, POSTAGE	1	235.00	
EFT33857	10/04/2025 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	SERVICE AIR CONDITIONER UNIT AT YRCC	1		986.05
INV 00022974	24/03/2025 CENTRAL DISTRICTS AIRCONDITIONING (CDA)	SERVICE AIR CONDITIONER UNIT AT YRCC	1	986.05	
EFT33858	10/04/2025 CHRIS GIBBS	CR C GIBBS COUNCIL ATTENDANCE FEE AND COMMUNICATIONS ALLOWANCE - MARCH 2025	1		1,329.91
INV 08042025	08/04/2025 CHRIS GIBBS	CR C GIBBS COUNCIL ATTENDANCE FEE FOR MARCH 2025, CR C GIBBS COUNCIL COMMUNICATIONS ALLOWANCE FOR MARCH 2025, CR C GIBBS COUNCIL TABLET - INTERNET CHARGES FOR MARCH 2025	1	1,329.91	
EFT33859	10/04/2025 CJD EQUIPMENT PTY LTD	SUPPLY AND DELIEVER VIA THE SHIRE OF YORK TOLL ACCOUNT 2 X V12727728 BEARING, 3 X V16000840 WEAR PLATE CH78684, AS PER QUOTE 0050571850	1		998.42
INV 001220261	28/03/2025 CJD EQUIPMENT PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNTWEAR PLATE CH78685 AS PER QUOTE 0050571850	1	173.05	
INV 001220262	28/03/2025 CJD EQUIPMENT PTY LTD	SUPPLY AND DELIEVER VIA THE SHIRE OF YORK TOLL ACCOUNT 2 X V12727728 BEARING, 3 X V16000840 WEAR PLATE CH78684, AS PER QUOTE 0050571850	1	825.37	
EFT33860	10/04/2025 CLINIPATH PATHOLOGY	14 X ONSITE DRUG & ALCOHOL TESTS (INCLUDING TEN TEST SETS, LABOUR & CONSUMABLES)	1		831.93
INV SI400165	31/03/2025 CLINIPATH PATHOLOGY	14 X ONSITE DRUG & ALCOHOL TESTS (INCLUDING TEN TEST SETS, LABOUR & CONSUMABLES), TRAVEL TO YORK & RETURN (3 VISITS PER YEAR)	1	831.93	
EFT33861	10/04/2025 COUNTRY COPIERS	YORK RESIDENCY MUSEUM PHOTOCOPIER COST - 08/10/2025 - 16/01/2025	1		87.71
INV 223235	16/01/2025 COUNTRY COPIERS	YORK RESIDENCY MUSEUM PHOTOCOPIER COST - 08/10/2025 - 16/01/2025	1	87.71	
EFT33862	10/04/2025 D & A PLUMBING & GAS SERVICES	PLUMBING REPAIRS AT 2 DINSDALE STREET	1		523.32
INV 29909	11/03/2025 D & A PLUMBING & GAS SERVICES	PLUMBING REPAIRS AT 2 DINSDALE STREET, REPAIRS TO WATER FOUNTAIN AT YRCC	1	321.85	

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INV 29924	11/03/2025 D & A PLUMBING & GAS SERVICES	PLUMBING REPAIRS AT 2 DINSDALE STREET, REPAIRS TO WATER FOUNTAIN AT YRCC	1	201.47	
EFT33863	10/04/2025 DARRYS PLUMBING AND GAS	SUPPLY AND INSTALL AS PER QUOTE 00183 - NEW S/S GAS BBQ INTO EXISTING FITTINGS AND INCLUDES ALL GAS OPERATING SYSTEMS AND PUSH BUTTON OPERATION INCLUDING MOB AND DEMOB TO THE SITE OF GWAMBYGINE PARK	1		13,626.25
INV IN02426	17/03/2025 DARRYS PLUMBING AND GAS	INSPECT DRAIN WITH CAMERA AT AVON PARK TOILETS - TREE ROOT FOUND 14/03/2025	1	297.00	
INV IV02461	31/03/2025 DARRYS PLUMBING AND GAS	SUPPLY AND INSTALL AS PER QUOTE 00183 - NEW S/S GAS BBQ INTO EXISTING FITTINGS AND INCLUDES ALL GAS OPERATING SYSTEMS AND PUSH BUTTON OPERATION INCLUDING MOB AND DEMOB TO THE SITE OF GWAMBYGINE PARK	1	13,191.75	
INV IV02486	07/04/2025 DARRYS PLUMBING AND GAS	SUPPLY AND DELIEVER RETIC PARTS FOR AVON PARK	1	137.50	
EFT33864	10/04/2025 DENESE EILEEN SMYTHE	CR S SMYTHE COUNCIL ATTENDANCE FEE AND COMMUNICATIONS ALLOWANCE - MARCH 2025	1		1,329.91
INV 08042025	08/04/2025 DENESE EILEEN SMYTHE	CR S SMYTHE COUNCIL ATTENDANCE FEE - MARCH 2025, CR S SMYTHE COUNCIL COMMUNICATION FEE - MARCH 2025, CR S SMYTHE COUNCIL TABLET - INTERNET CHARGES - MARCH 2025	1	1,329.91	
EFT33865	10/04/2025 DENIS CHARLES WARNICK	CR D WARNICK DEPUTY PRESIDENT ATTENDANCE FEE, DEPUTY PRESIDENT ALLOWANCE, COMMUNICATIONS ALLOWANCE - MARCH 2025	1		1,829.76
INV 08042025	08/04/2025 DENIS CHARLES WARNICK	CR D WARNICK DEPUTY PRESIDENT ATTENDANCE FEE - MARCH 2025, CR D WARNICK DEPUTY PRESIDENT ALLOWANCE - MARCH 2025, CR D WARNICK DEPUTY PRESIDENT COMMUNICATIONS ALLOWANCE - MARCH 2025, CR D WARNICK DEPUTY PRESIDENT TABLET - INTERNET CHARGES - MARCH 2025	1	1,829.76	
EFT33866	10/04/2025 EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X STP4147 710 9003 HARNESS - ADVANCE FORESTRY AS PER QUOTE 3487 # 4	1		166.50
INV 53333#4	26/03/2025 EASTERN HILLS CHAINSAWS AND MOWERS PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X STP4147 710 9003 HARNESS - ADVANCE FORESTRY AS PER QUOTE 3487 # 4	1	166.50	
EFT33867	10/04/2025 ECHO NEWSPAPER	ADVERT IN THE ECHO NEWSPAPER - 28/03/82025	1		990.00
INV 00039855	28/03/2025 ECHO NEWSPAPER	ADVERT IN THE ECHO NEWSPAPER - 28/03/82025	1	990.00	
EFT33868	10/04/2025 ERGOLINK	PURCHASE OF EQUIPMENT PRESCRIBED IN ERGONOMIC ASSESSMENTS	1		8,502.86
INV SI-00089841	27/03/2025 ERGOLINK	PURCHASE OF EQUIPMENT PRESCRIBED IN ERGONOMIC ASSESSMENTS, PURCHASE OF EQUIPMENT PRESCRIBED IN ERGONOMIC ASSESSMENTS	1	8,502.86	

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EFT33869	10/04/2025 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES RFQ 01-2324 - MARCH 2025	1		255.18
INV URP-4636	01/04/2025 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANT SERVICES RFQ 01-2324 - MARCH 2025	1	255.18	
EFT33870	10/04/2025 FIRE AND SAFETY AUSTRALIA PTY LTD	STAFF TRAINING DEMONSTRATE FIRST ATTACK FIREFIGHTING EQUIPMENT ON SITE AT SHIRE OF YORK	1		2,300.00
INV TX039052	25/03/2025 FIRE AND SAFETY AUSTRALIA PTY LTD	STAFF TRAINING DEMONSTRATE FIRST ATTACK FIREFIGHTING EQUIPMENT ON SITE AT SHIRE OF YORK	1	2,300.00	
EFT33871	10/04/2025 FOCUS NETWORKS	SECURE WIPE SERVICE OF OLD MACHINES AND SECURITY RELATED TASKS	1		26,719.45
INV INV-11113GB	28/03/2025 FOCUS NETWORKS	OPTIONAL SECURE WIPE SERVICE OF OLD MACHINES, OPTIONAL SECURITY RELATED TASKS	1	11,107.25	
INV MPD-14719	01/04/2025 FOCUS NETWORKS	FOCUS AGREEMENT MPS DEVICE - APRIL 2025	1	7,186.30	
INV SAAS-14746	08/04/2025 FOCUS NETWORKS	FOCUS AGREEMENT MONTHLY SAASS (SOFTWARE AS A SERVICE) - APRIL 2025	1	8,425.90	
EFT33872	10/04/2025 GOVERNMENTFRAMEWORKS COM INC	2024/25 SUBSCRIPTION CONTRACT 1: CASCADE/LASERFICHE/PROCESSPRO/LOCAL GOVERNMENT FRAMEWORK + T&D CONTRACT 2: FARMER 50 FORMS / WORKFLOWS - YEAR 2 OF 5 YEARS - 03/04/2025 TO 03/06/2026	1		31,185.00
INV 7072980	03/04/2025 GOVERNMENTFRAMEWORKS COM INC	2024/25 SUBSCRIPTION CONTRACT 1: CASCADE/LASERFICHE/PROCESSPRO/LOCAL GOVERNMENT FRAMEWORK + T&D CONTRACT 2: FARMER 50 FORMS / WORKFLOWS- YEAR 2 OF 5 YEARS - 03/04/2025 TO 03/06/2026	1	31,185.00	
EFT33873	10/04/2025 HERSEYS SAFETY PTY LTD	SUPPLY VARIOUS PPE SAFETY ITEMS FOR THE DEPOT	1		1,667.38
INV INV-3947	27/03/2025 HERSEYS SAFETY PTY LTD	SUPPLY FOR DELIVERY 2 X 24PK MAGIC TREES, 24 X SPRAY AND MARK (WHITE), 5 X DUCT TAPE, 12 HEAVY DUTY WD LUBE, 100 CABLE TIES (350MM X 8MM), 100 X CABLE TIES (400MM X 8MM) AND 1 X MULI CABINET KEY., SUPPLY FOR DELIVERY 4 X AUSSIE RAKE. 6 X SHOVELS, SUPPLY FOR DELIVERY 24 X GLOVES, 12 X S/GLASSES.	1	1,350.58	
INV INV-3961	02/04/2025 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X 381-2000 PAK PUMP AND 5M X 08-30PH HOSE (1M)	1	316.80	
EFT33874	10/04/2025 KARINA MICHELE MCROBERTS	PURCHASE OF BOOKS FOR RESALE AT THE YORK VISITOR CENTRE - THE HAUNTING OF YORK BY KARINA MCROBERTS	1		90.00

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INV 20032025	20/03/2025 KARINA MICHELE MCROBERTS	PURCHASE OF BOOKS FOR RESALE AT THE YORK VISITOR CENTRE - THE HAUNTING OF YORK BY KARINA MCROBERTS	1	90.00	
EFT33875	10/04/2025 KEVIN PYKE	CR K PIKE COUNCIL ATTENDANCE FEE AND COMMUNICATIONS ALLOWANCE - MARCH 2025	1		1,329.91
INV 08042025	08/04/2025 KEVIN PYKE	CR K PIKE COUNCIL ATTENDANCE FEE - MARCH 2025, CR K PIKE COUNCIL COMMUNICATIONS ALLOWANCE - MARCH 2025, CR K PIKE COUNCIL TABLET - INTERNET CHARGES - MARCH 2025	1	1,329.91	
EFT33876	10/04/2025 KEVIN RICHARD TRENT	CR T TRENT PRESIDENT ATTENDANCE FEE, PRESIDENT ALLOWANCE AND COMMUNICATIONS ALLOWANCE - MARCH 2025	1		3,976.97
INV 08042025	08/04/2025 KEVIN RICHARD TRENT	CR T TRENT PRESIDENT ATTENDANCE FEE - MARCH 2025, CR T TRENT PRESIDENT ALLOWANCE - MARCH 2025, CR T TRENT COMMUNICATION ALLOWANCE - MARCH 2025, CR T TRENT TABLET - INTERNET CHARGES - MARCH 2025	1	3,976.97	
EFT33877	10/04/2025 KYLIE ANNE WILLIAMS	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - KYLIE WILLIAMS	1		355.84
INV 01042025	01/04/2025 KYLIE ANNE WILLIAMS	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - KYLIE WILLIAMS	1	355.84	
EFT33878	10/04/2025 LLOYD FAMILY TRUST - YORK COMMUNITY MATTERS	COMMUNITY MATTERS UPDATE FOR APRIL 2025	1		1,652.70
INV 3980	28/03/2025 LLOYD FAMILY TRUST - YORK COMMUNITY MATTERS	COMMUNITY MATTERS UPDATE FOR APRIL 2025	1	1,652.70	
EFT33879	10/04/2025 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PEOPLE & CULTURE ADVISORY BOARD MASTERCLASS - LEADERSHIP AS A DRIVER OF ORGANISATIONAL CLIMATE - ONLINE ATTENDANCE BY ANNEKE BIRLESON	1		200.00
INV 42338	27/03/2025 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PEOPLE & CULTURE ADVISORY BOARD MASTERCLASS - LEADERSHIP AS A DRIVER OF ORGANISATIONAL CLIMATE - ONLINE ATTENDANCE BY ANNEKE BIRLESON	1	200.00	
EFT33880	10/04/2025 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		60.00
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000024 ROBERT MACKENZIE		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000118 CLINT STRICKLAND		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000192 ANNEKE BIRLESON		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000259 ROBERT MACEY		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000029 NEIL THOMAS		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000342 DAVID WARR		5.00	

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INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000361 CLAIRE REGENT		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000381 LUKE CURTIS		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000423 MICHAEL GLEDHILL		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000433 JAYDEN STRAHAN		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000033 ROBERT WINDSOR		5.00	
INV 117	03/04/2025 LOTTO - OUTSIDE	SOY LOTTO - OUTSIDE 000076 TREVOR BARRATT		5.00	
EFT33881	10/04/2025 LUCINDAS EVERLASTINGS	PURCHASE OF STOCK FOR RESALE AT THE YORK VISITOR CENTRE - LUCINDA'S EVERLASTINGS 10 & 20 GRAM PACKETS	1		215.00
INV 1061	19/03/2025 LUCINDAS EVERLASTINGS	PURCHASE OF STOCK FOR RESALE AT THE YORK VISITOR CENTRE - LUCINDA'S EVERLASTINGS 10 GRAM PACKETS, PURCHASE OF STOCK FOR RESALE AT THE YORK VISITOR CENTRE - LUCINDA'S EVERLASTINGS 20 GRAM PACKETS, FREIGHT	1	215.00	
EFT33882	10/04/2025 MAL AUTOMOTIVES	SERVICING OF FORD RANGER P175 (1HHY308) TO BE COMPLETE ON 4/4/25	1		1,112.53
INV 31823	24/03/2025 MAL AUTOMOTIVES	GENERAL SERVICE AND CHECK SHIRE VEHICLE 1ICQ-468 - MAZDA CX-8 - EMCCS	1	514.48	
INV 31872	04/04/2025 MAL AUTOMOTIVES	SERVICING OF FORD RANGER P175 (1HHY308) TO BE COMPLETE ON 4/4/25	1	598.05	
EFT33883	10/04/2025 MCDOWALL AFFLECK PTY LTD T/A MAD3 ENGINEERING	VARIATION FOR AMENDED ADMINISTRATION CARPARK DESIGN TO ISSUE IFC DRAWINGS AND SPECIFICATIONS.	1		1,237.50
INV INV-2167	28/03/2025 MCDOWALL AFFLECK PTY LTD T/A MAD3 ENGINEERING	VARIATION FOR AMENDED ADMINISTRATION CARPARK DESIGN TO ISSUE IFC DRAWINGS AND SPECIFICATIONS.	1	1,237.50	
EFT33884	10/04/2025 MCLEODS LAWYERS	LEGAL ADVICE & RESPONDING TO BYFORD LEGAL - LOT 91 (8) STEERE ROAD, YORK	1		1,862.96
INV 144181	31/03/2025 MCLEODS LAWYERS	LEGAL ADVICE & RESPONDING TO BYFORD LEGAL - LOT 91 (8) STEERE ROAD, YORK	1	1,862.96	
EFT33885	10/04/2025 MELODY MAY PAMPLING	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - MELODY PAMPLING	1		78.95
INV 28032025	28/03/2025 MELODY MAY PAMPLING	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - MELODY PAMPLING	1	78.95	
EFT33886	10/04/2025 MINT COLLABORATIVE	DELIVERY OF 2024/25 STAFF CULTURAL PROGRAM IN ACCORDANCE WITH RFPO2-2425 - STAFF SURVEY DEVELOPED AND ADMINISTERED	1		9,086.00
INV INV-20250324	24/03/2025 MINT COLLABORATIVE	DELIVERY OF 2024/25 STAFF CULTURAL PROGRAM IN ACCORDANCE WITH RFPO2-2425 - STAFF SURVEY DEVELOPED AND ADMINISTERED	1	9,086.00	
EFT33887	10/04/2025 MINUTEMAN PRESS MIDLAND	BUSINESS CARD ORDER FOR SAM GOOD AND LISA ASTLE	1		258.50
INV 26654	31/03/2025 MINUTEMAN PRESS MIDLAND	BUSINESS CARD ORDER FOR SAM GOOD AND LISA ASTLE	1	258.50	

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EFT33888	10/04/2025 NICHOLAS CURTIS - (YORK HOSES AND HYDRAULICS)	SUPPLY AND INSTALL PARTS FOR MINI SKIDSTEER G1JZ237 AS PER QUOTE QU-0006	1		841.24
INV INV-0167	26/03/2025 NICHOLAS CURTIS - (YORK HOSES AND HYDRAULICS)	SUPPLY AND INSTALL PARTS FOR MINI SKIDSTEER G1JZ237 AS PER QUOTE QU-0006	1	841.24	
EFT33889	10/04/2025 NORTHAM CARPETS PTY LTD	SUPPLY AND INSTALL 2X DOUBLE BLINDS IN VIBE FABRIC COLOUR BISTRO AND SOLARSCAPE WHITE GREY TO DEPOT FRONT OFFICE AND ENGINEERING OFFICE. SUPPLY AND INSTALL 1X VERTICAL BLIND IN VIBE FABRIC COLOUR BISTRO, 100MM SLATS WAND CONTROL WEIGHTS SEWN IN TO FONT OFFICE AS PER SITE MEASURE.	1		1,966.80
INV 148762	28/03/2025 NORTHAM CARPETS PTY LTD	SUPPLY AND INSTALL 2X DOUBLE BLINDS IN VIBE FABRIC COLOUR BISTRO AND SOLARSCAPE WHITE GREY TO DEPOT FRONT OFFICE AND ENGINEERING OFFICE. SUPPLY AND INSTALL 1X VERTICAL BLIND IN VIBE FABRIC COLOUR BISTRO, 100MM SLATS WAND CONTROL WEIGHTS SEWN IN TO FONT OFFICE AS PER SITE MEASURE.	1	1,966.80	
EFT33890	10/04/2025 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION 3M TRUCK BROOM MOAKCT	1		88.00
INV 912399812	26/03/2025 NUTRIEN AG SOLUTIONS	SUPPLY FOR COLLECTION 3M TRUCK BROOM MOAKCT	1	88.00	
EFT33891	10/04/2025 OFFICEWORKS	IPHONE 15, SCREEN PROTECTOR AND CASE FOR OPERATIONS MANAGER	1		3,342.16

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INV 620793310	25/03/2025 OFFICEWORKS	J. BURROWS 100% RECYCLED A4 PAPER 50 REAM HALF PALLET, PRODUCT CODE: JBRECP50R, , PURCHASE OF BINDING CARD BACKING - QUILL A4 210GSM BOARD BLACK 25 PACK, PRODUCT CODE: QU95146, , PURCHASE OF BINDING CARD BACKING NAVY - QUILL A4 210GSM BOARD ROYAL BLUE 25 PACK, PRODUCT CODE: QU95099, , PURCHASE OF KEJI A4 NOTEBOOK 120 PAGE 5 PACK, PRODUCT CODE: VALUE1205, , PURCHASE OF J.BURROWS A4 5 TAB DIVIDERS BRIGHT COLOURS, PRODUCT CODE: JB37100, , PURCHASE OF J.BURROWS MANILLA DIVIDERS A4 SUMMER COLOURS 10 TAB, PRODUCT CODE: JB32200, , PURCHASE OF J.BURROWS RECYCLED A4 MANILA FOLDERS 100 PACK BUFF, PRODUCT CODE: JBR100A4BF, , PURCHASE OF SANDISK 32GB CRUZER BLADE USB FLASH DRIVE 5 PACK, PRODUCT CODE: SDCZ50P532, , PURCHASE OF J.BURROWS STICK-IT NOTES 76X76MM YELLOW 18 PACK, PRODUCT CODE: JBNT767618, , PURCHASE OF SANIFLEX BAMBOO ANTIBACTERIAL HAND & SURFACE WIPES 300 PACK, PRODUCT CODE: SANSEW300, , PURCHASE OF COMSOL USB-C MALE TO VGA FEMALE ADAPTOR, PRODUCT CODE: COCMVFAD, , PURCHASE OF J.BURROWS GEL KEYBOARD WRIST REST FULL SIZE, PRODUCT CODE: JBWRESTFUL, , PURCHASE OF J.BURROWS 9 DRAWER CHROME TROLLEY CLEAR, PRODUCT CODE: OWTR9DRCL, , PURCHASE OF J.BURROWS A4 RECYCLED LEVER ARCH 2-RING BINDER GLOSS GREEN, PRODUCT CODE: JBGLSRLAGN, PURCHASE OF J.BURROWS A4 RECYCLED LEVER ARCH 2-RING BINDER GLOSS YELLOW, PRODUCT CODE: JBGLSRLAYW, , PURCHASE OF J.BURROWS A4 RECYCLED LEVER ARCH 2-RING BINDER GLOSS BLUE, PRODUCT CODE: JBGLSRLABE, , STANDARD REGIONAL DELIVERY FEE	1	769.31	
INV 620816205	26/03/2025 OFFICEWORKS	IPHONE 13 AND ACCESSORIES, DUAL MONITOR STAND AND 2 X MONITORS, FREIGHT	1	1,199.90	
INV 620969189	03/04/2025 OFFICEWORKS	IPHONE 15, SCREEN PROTECTOR AND CASE FOR OPERATIONS MANAGER, FREIGHT	1	1,372.95	
EFT33892	10/04/2025 OXTER SERVICES	SUPPLY OF PAPER BAGS FOR USE BY THE YORK VISITOR CENTRE - C285S0010B #10 TWIST HANDLE X 50 - 205 X 270MM	1		21.29
INV 29928	20/03/2025 OXTER SERVICES	SUPPLY OF PAPER BAGS FOR USE BY THE YORK VISITOR CENTRE - C285S0010B #10 TWIST HANDLE X 50 - 205 X 270MM	1	21.29	
EFT33893	10/04/2025 PAULA ARMSTRONG	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - PAULA ARMSTRONG	1		25.00
INV 04042025	04/04/2025 PAULA ARMSTRONG	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - PAULA ARMSTRONG	1	25.00	
EFT33894	10/04/2025 PETER ALLAN WRIGHT	CR P WRIGHT COUNCIL ATTENDANCE FEE AND COMMUNICATIONS ALLOWANCE - MARCH 2025	1		1,329.91

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INV 08042025	08/04/2025 PETER ALLAN WRIGHT	CR P WRIGHT COUNCIL ATTENDANCE FEE - MARCH 2025, CR P WRIGHT COUNCIL COMMUNICATIONS ALLOWANCE - MARCH 2025, CR P WRIGHT COUNCIL TABLET - INTERNET CHARGES - MARCH 2025	1	1,329.91	
EFT33895	10/04/2025 PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	YORK AGENCY - TRANSWA BOOKING FARES MARCH 2025 \$273.55 LESS COMMISSION \$70.72 + GST \$6.38	1		202.83
INV 3999340	31/03/2025 PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	YORK AGENCY - TRANSWA BOOKING FARES MARCH 2025 \$273.55 LESS COMMISSION \$70.72 + GST \$6.38,	1	202.83	
EFT33896	10/04/2025 REGAN JONES	REIMBURSEMENT OF VOLUNTEER FIRE FIGHTER REGAN JONES FOR FOOD AND WELFARE FOR THE WILBERFOCE FIRE ON 25/02/2002	1		130.70
INV 25022025	09/04/2025 REGAN JONES	REIMBURSEMENT OF VOLUNTEER FIRE FIGHTER REGAN JONES FOR FOOD AND WELFARE FOR THE WILBERFOCE FIRE ON 25/02/2002	1	130.70	
EFT33897	10/04/2025 ROUS ELECTRICAL	REPLACE LIGHT SENSOR IN CHANGE ROOMS AT FORREST OVAL GROUNDS	1		1,769.00
INV 00004171	17/03/2025 ROUS ELECTRICAL	REPLACE LIGHT SENSOR IN CHANGE ROOMS AT FORREST OVAL GROUNDS	1	638.00	
INV 00004172	17/03/2025 ROUS ELECTRICAL	REPLACE TWO DOWN LIGHTS IN MENS TOILETS AT AVON PARK	1	242.00	
INV 00004179	21/03/2025 ROUS ELECTRICAL	REPLACE LIGHT NEXT TO BARBEQUE AT AVON PARK	1	320.00	
INV 00004182	24/03/2025 ROUS ELECTRICAL	INSTALL 3 DOWN LIGHTS AT SHIRE UNIT AT ROE STREET	1	250.00	
INV 00004183	24/03/2025 ROUS ELECTRICAL	INSTALL SENSOR LIGHT ON FRONT PORCH - STAFF UNIT ROE STREET	1	319.00	
EFT33898	10/04/2025 SCAVENGER SUPPLIES AND FIRE SAFETY	BFB PPE HELMET & IDENTIFICATION ARCH STICKERS	1		497.20
INV INV-22034	28/02/2025 SCAVENGER SUPPLIES AND FIRE SAFETY	BFB PPE HELMET & IDENTIFICATION ARCH STICKERS	1	497.20	
EFT33899	10/04/2025 SCOTT PRINTERS PTY LTD T/A SCOTT PRINT	PRODUCTION OF 2025 VISITOR BROCHURE AS PER SPECIFICATIONS - COVER 200GSM UNCOATED - TEXT 110GSM UNCOATED - A5 PORTRAIT - 24PP PLUS COVER - SADDLE STAPLED, PACKED AND DELIVERED TO YORK WA - X 10,000 COPIES	1		7,434.90
INV 189,073	18/03/2025 SCOTT PRINTERS PTY LTD T/A SCOTT PRINT	PRODUCTION OF 2025 VISITOR BROCHURE AS PER SPECIFICATIONS - COVER 200GSM UNCOATED - TEXT 110GSM UNCOATED - A5 PORTRAIT - 24PP PLUS COVER - SADDLE STAPLED, PACKED AND DELIVERED TO YORK WA - X 10,000 COPIES	1	6,155.60	
INV 189,192	24/03/2025 SCOTT PRINTERS PTY LTD T/A SCOTT PRINT	PRODUCTION OF A3 MAPS AS PER SPECIFICATIONS - Q439,589 - 100GSM WHITE UNCOATED FSC MIX - PRINTED IN 4 COLOUR PROCESS - PACKED IN CARTONS AND DELIVERED TO YORK WA - X 2,500 COPIES (50 PADS OF 50 PAGES EACH)	1	1,054.90	
INV 189564	03/04/2025 SCOTT PRINTERS PTY LTD T/A SCOTT PRINT	SCOTT PRINTERS - TINY DOOR FLYERS 2025 - 500 X FLYERS 150GSM GLOSS ART - 2PP A5 - DELIVERED TO YORK VISITOR CENTRE - AS PER QUOTE 440143	1	224.40	

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EFT33900	10/04/2025 SEEK LIMITED	JOB ADVERT - ADMINISTRATION OFFICER (CUSTOMER SERVICE)	1		858.00
INV 701078489	06/03/2025 SEEK LIMITED	JOB ADVERT - ADMINISTRATION OFFICER (CUSTOMER SERVICE)	1	489.50	
INV 701104048	21/03/2025 SEEK LIMITED	JOB ADVERTISEMENT - PRINCIPAL ENVIRONMENTAL HEALTH OFFICER	1	368.50	
EFT33901	10/04/2025 SHARLA SIMUNOV	STAFF REIMBURSEMENT - SHARALA SIMUNOV FOR MORNING TEA FOR STAFF FAREWELL - JACK NUNN	1		104.00
INV 31032025	31/03/2025 SHARLA SIMUNOV	STAFF REIMBURSEMENT - SHARALA SIMUNOV FOR MORNING TEA FOR STAFF FAREWELL - JACK NUNN	1	104.00	
EFT33902	10/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		135.00
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000106 LINDY DEWAR		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000179 SHARLA SIMUNOV		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000192 ANNEKE BIRLESON		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000302 SASHA TOMLIN		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000314 GEOFFREY HEATON		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000340 CHRISTOPHER LINNELL		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000348 LAURA APPLETON		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000349 ALINA BEHAN		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000358 VANESSA GREEN		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000361 CLAIRE REGENT		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000372 SHELLEY HALL		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000405 DEBORAH HUNT		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000406 REBECCA PALUMBO		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000407 MARK APPLETON		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000413 GAIL DARCY		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000420 REBECCA ATKINSON		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000422 ANGELA PLICHOTA		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000428 AMI HANNINGTON		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000429 SAMANTHA GOOD		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000431 ALLAN BRADY		5.00	

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INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000435 CODEY REDMOND		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000439 NICOLA GORS		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000442 IAN ROGERS		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000445 SUSAN KROUZECKY		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000456 LEEANNE BATES		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000459 GEORGIA BOLWELL		5.00	
INV 117	03/04/2025 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	SOY LOTTO - INSIDE 000064 CINDY KEEBLE		5.00	
EFT33903	10/04/2025 SHRED-X PTY LTD	HIRE OF BIN, COLLECTION & DISPOSAL - MARCH AND APRIL 2025	1		122.68
INV 02351442	31/03/0205 SHRED-X PTY LTD	HIRE OF BIN, COLLECTION & DISPOSAL - MARCH AND APRIL 2025	1	122.68	
EFT33904	10/04/2025 STATEWIDE TRAFFIC SERVICES	SUPPLY TRAFFIC CONTROL AND TRAFFIC MANAGEMENT FOR THE SHIRE OF YORK DRAINAGE WORKS ON TALBOT RD AND TALBOT WEST RD SLKS HAVE BEEN PROVIDED - THE DATES REQUIRED ARE WEDNESDAY 26.03.2025 TO FRIDAY 28.03.2025	1		5,600.30
INV 00000938	31/03/2025 STATEWIDE TRAFFIC SERVICES	SUPPLY TRAFFIC CONTROL AND TRAFFIC MANAGEMENT FOR THE SHIRE OF YORK DRAINAGE WORKS ON TALBOT RD AND TALBOT WEST RD SLKS HAVE BEEN PROVIDED - THE DATES REQUIRED ARE WEDNESDAY 26.03.2025 TO FRIDAY 28.03.2025	1	5,600.30	
EFT33905	10/04/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - DISTIBUTION PERTH 14/03/2025 AND ASV SALES 25/03/2025	1		298.52
INV 0582-S337610	23/03/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - TOTALLY WORKWEAR - 17/03/2025	1	56.94	
INV 0583-S337761	30/03/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - DISTIBUTION PERTH 14/03/2025 AND ASV SALES 25/03/2025	1	100.11	
INV 0583-S337610	30/03/2025 TEAM GLOBAL EXPRESS PTY LTD	COURIER FEES FOR ENVIRONMENTAL HEALTH SAMPLING - MARCH - EUROFINS 21/03/2025 & WA STATE LABS 24/03/2025	1	82.51	
INV 0584-S337610	06/04/2025 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR THE SHIRE OF YORK WORKS DEPOT - EASTERN HILLS 26/03/2025	1	58.96	
EFT33906	10/04/2025 THE FLOUR MILL CAFE YORK	CATERING FOR STAFF WORKSHOP 1 APRIL 2025	1		90.45
INV #15313	20/03/2025 THE FLOUR MILL CAFE YORK	CATERING FOR STAFF WORKSHOP 1 APRIL 2025	1	90.45	

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EFT33907	10/04/2025 THE YORK SOCIETY (INC)	THE YORK SOCIETY - MULTI YEAR FUNDING FOR 24/25FY COUNCIL RESOLUTION 100523 : FIRST PAYMENT 80% - \$8,000 EX GST	1		8,000.00
INV A&C10067	08/03/2025 THE YORK SOCIETY (INC)	THE YORK SOCIETY - MULTI YEAR FUNDING FOR 24/25FY COUNCIL RESOLUTION 100523 : FIRST PAYMENT 80% - \$8,000 EX GST	1	8,000.00	
EFT33908	10/04/2025 TOURIST DESIGNS	TOURIST DESIGNS - SUPPLY OF MAGNETS, KEYRINGS, MUGS, COASTERS, POSTCARDS, STICKERS, TOTE , HANSELL POUCHES AND POSTAGE	1		374.15
INV TD06030	31/03/2025 TOURIST DESIGNS	TOURIST DESIGNS - SUPPLY OF MAGNETS FOR RESALE AT THE YORK VISITOR CENTRE - VARIOUS DESIGNS - 80 IN TOTAL, TOURIST DESIGNS - SUPPLY OF HANGSELL POUCHES FOR MAGNETS FOR RESALE AT THE YORK VISITOR CENTRE - 80 IN TOTAL, TOURIST DESIGNS - SUPPLY OF COASTERS FOR RESALE AT THE YORK VISITOR CENTRE - 24 IN TOTAL, POSTAGE AND PACKAGING	1	374.15	
EFT33909	10/04/2025 TREE TECH AUSTRALIA	PRUNE BACK A LARGE GUM TREE AWAY FROM THE SERVICE AT 50 SUBURBAN RD CARRY OUT ALL THE PRE START ITEMS INCLUDING SAFETY AND HAZARD CHECKS AND REMOVE ALL DEBRIS FROM SITE AS PER QUOTE 0215	1		1,736.00
INV INV-0318	30/03/2025 TREE TECH AUSTRALIA	COMPLETE TREE PRUNING FOR WESTERN POWER ON KNOTTS ROAD YORK AS PER QUOTE QU-0245	1	440.00	
INV INV-0319	30/03/2025 TREE TECH AUSTRALIA	PRUNE BACK A LARGE GUM TREE AWAY FROM THE SERVICE AT 50 SUBURBAN RD CARRY OUT ALL THE PRE START ITEMS INCLUDING SAFETY AND HAZARD CHECKS AND REMOVE ALL DEBRIS FROM SITE AS PER QUOTE 0215	1	1,296.00	
EFT33910	10/04/2025 VANESSA JAYDE GREEN	STAFF REIMBURSEMENT - MEALS TRAVEL AND CONNECTIVITY - LGCOG EAA FORUM - VANESSA GREEN	1		760.36
INV 28032025	28/03/2025 VANESSA JAYDE GREEN	STAFF REIMBURSEMENT - TRAVEL AND ACCOMMODATION FOR LGGOG FORUM - VANESSA GREEN	1	234.77	
INV 08042025	08/04/2025 VANESSA JAYDE GREEN	STAFF REIMBURSEMENT - MEALS TRAVEL AND CONNECTIVITY - LGCOG EAA FORUM - VANESSA GREEN	1	525.59	
EFT33911	10/04/2025 VISIMAX SAFETY PRODUCTS	SUPPLY AND FREIGHT SNAKE HANDLING EQUIPMENT FOR RANGERS VEHICLE	1		1,054.74

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INV INV-1548	04/03/2025 VISIMAX SAFETY PRODUCTS	SKU 40191 SNAKE REPTILE AND CAPTURE BAG AND FRAME, SKU 40686 DANGEROUS VENOMOUS SNAKE STICKERS, SKU 40622 SNAKE TONGS, SKU 40196 SNAKE HOOK, FREIGHT FOR SNAKE HANDLING EQUIPMENT	1	603.02	
INV INV-1544	24/03/2025 VISIMAX SAFETY PRODUCTS	SKU: 40191 SNAKE CAPTURE BAG AND FRAME, SKU: 40622 SNAKE TONGS, SKU: 40197 SNAKE HOOK, FREIGHT FOR SNAKE HANDLING ITEMS	1	451.72	
EFT33912	10/04/2025 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT ADMINISTRATION BUILDING 01/04/2025 - 30/04/2025	1		78.45
INV 4755694	06/04/2025 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT ADMINISTRATION BUILDING 01/04/2025 - 30/04/2025	1	78.45	
EFT33913	10/04/2025 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ATTENDANCE FOR CAROL LITTLEFAIR & SAMANTHA GOOD AT WALGA ABORIGINAL FORUM 9 APRIL 2025	1		92.00
INV SC-00478	21/09/2023 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	CANCELLATION OF SHORT COURSE STAFF EMPLOYEE SHELLEY HALL	1	-638.00	
INV WES24-26	16/05/2024 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	REGISTRATION - WASTE AND ENVIRONMENT SUMMIT AND TOUR - CR K TRENT, REGISTRATION - WASTE AND ENVIRONMENT SUMMIT AND TOUR - LINDON MELLOR	1	350.00	
INV AEF25-88	26/03/2025 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	ATTENDANCE FOR CAROL LITTLEFAIR & SAMANTHA GOOD AT WALGA ABORIGINAL FORUM 9 APRIL 2025	1	380.00	
EFT33914	10/04/2025 WHEATBELT ARTS & EVENTS	WHEATBELT ARTS AND EVENTS INC. MULTI YEAR FUNDING - EARLY FUNDING RELEASE - COUNCIL RESOLUTION 090225 - YEAR 3 \$80% 1ST DRAW DOWN BALANCE TO BE PAID ON AQUITTAL	1		12,540.00
INV 00000135	01/04/2025 WHEATBELT ARTS & EVENTS	WHEATBELT ARTS AND EVENTS INC. MULTI YEAR FUNDING - EARLY FUNDING RELEASE - COUNCIL RESOLUTION 090225 - YEAR 3 \$80% 1ST DRAW DOWN BALANCE TO BE PAID ON AQUITTAL	1	12,540.00	
EFT33915	10/04/2025 WILDFLORA FACTORY PTY LTD	WILDFLORA FACTORY - PURCHASE OF WILDFLOWER SEEDS FOR RESALE AT YORK VISITOR CENTRE - GIFT FOLDERS	1		233.97
INV INV-103878	27/03/2025 WILDFLORA FACTORY PTY LTD	WILDFLORA FACTORY - PURCHASE OF WILDFLOWER SEEDS FOR RESALE AT YORK VISITOR CENTRE - SEED PACKETS AS PER ATTACHED LIST, WILDFLORA FACTORY - PURCHASE OF WILDFLOWER SEEDS FOR RESALE AT YORK VISITOR CENTRE - GIFT FOLDERS, POSTAGE AND HANDLING - MEDIUM BOX	1	233.97	
EFT33916	10/04/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES FOR ADMINISTRATION BUILDING 17/03/2025	1		982.36
INV 9047526483	17/03/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES FOR ADMINISTRATION BUILDING 17/03/2025	1	589.88	
INV 9047580018	25/03/2025 WINC AUSTRALIA PTY LIMITED	SUPPLY HP TONERES FOR PHOTOCOPIER CAYNA, MAGNETS AND YELLOW ADMINISTATION BUILDING	1	392.48	

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EFT33917	10/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA CONSUMABLES FOR YORK COMMUNITY RESOURCE CENTRE MARCH 2025	1		18.33
INV 000064120733	31/03/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA CONSUMABLES FOR YORK COMMUNITY RESOURCE CENTRE MARCH 2025	1	12.88	
INV 000064120721	31/03/2025 YORK & DISTRICT CO-OPERATIVE LTD	MISCELLANEOUS ITEMS/REFRESHMENTS FOR YORK RESIDENCY MUSEUM - MARCH 2025	1	5.45	
EFT33918	10/04/2025 YORK BRANCH THE WILDFLOWER SOCIETY OF WA	WILDFLOWER SOCIETY OF YORK COMMUNITY GRANT FUNDING APRIL 2024 - PAYMENT 2 - 10% - \$ 300 EX GST (\$ 330 INCLUDING GST) PAYABLE UPON SUCCESSFUL ACQUITTAL	1		330.00
INV 27032025	27/03/2025 YORK BRANCH THE WILDFLOWER SOCIETY OF WA	WILDFLOWER SOCIETY OF YORK COMMUNITY GRANT FUNDING APRIL 2024 - PAYMENT 2 - 10% - \$ 300 EX GST (\$ 330 INCLUDING GST) PAYABLE UPON SUCCESSFUL ACQUITTAL, ,	1	330.00	
EFT33919	17/04/2025 ANIMAL ARK PTY LTD	STAFF TRAINING - DBCA PARKS & WILDLIFE SERVICES LICENSED VENOMOUS SNAKE HANDLING TRAINING COURSE - ANGELA PLICHOTA	1		451.00
INV 17297	20/02/2025 ANIMAL ARK PTY LTD	STAFF TRAINING - DBCA PARKS & WILDLIFE SERVICES LICENSED VENOMOUS SNAKE HANDLING TRAINING COURSE - ANGELA PLICHOTA	1	451.00	
EFT33920	17/04/2025 ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	DETAILING FOR HYUNDAI VENUE (1HSZ886) AS PER QUOTE EST0001	1		440.00
INV INV0006	02/04/2025 ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	DETAILING FOR HYUNDAI VENUE (1HSZ886) AS PER QUOTE EST0001	1	440.00	
EFT33921	17/04/2025 AUSCO MODULAR PTY LTD	HIRE OF OFFICE. CONTRACT 0060006565 AT DEPOT - 01/04/2025 - 30/04/2025	1		916.06
INV 7478912	01/04/2025 AUSCO MODULAR PTY LTD	HIRE OF OFFICE. CONTRACT 0060006565 AT DEPOT - 01/04/2025 - 30/04/2025	1	916.06	
EFT33922	17/04/2025 AVON VALLEY TYRE SERVICE	SERVICING, BRAKE PAD REPLACEMENT, AND BRAKE FLUID FLUSH FOR Y96 (P166)	1		827.75
INV IV0000000878	11/04/2025 AVON VALLEY TYRE SERVICE	SERVICING, BRAKE PAD REPLACEMENT, AND BRAKE FLUID FLUSH FOR Y96 (P166)	1	827.75	
EFT33923	17/04/2025 BLUE ASSIST PTY LTD T/A THE TRUSTEE FOR BLUE ASSIST TRUST	BLUE ASSIST ANNUAL ALARM MONITORING SERVICES - YORK VISITOR CENTRE - 13/04/2025 - 13/5/2025	1		20.00
INV INV-18828	13/04/2025 BLUE ASSIST PTY LTD T/A THE TRUSTEE FOR BLUE ASSIST TRUST	BLUE ASSIST ANNUAL ALARM MONITORING SERVICES - YORK VISITOR CENTRE - 13/04/2025 - 13/5/2025	1	20.00	
EFT33924	17/04/2025 BLUE FORCE PTY LTD	MONITORING FEES IP AND GPRS COMMERCIAL ALARM MONITORING SERVICE FOR YORK RECREATION CONFERENCE CENTRE - 01/04/2025 - 30/06/2025	1		269.05

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INV 227649	01/04/2025 BLUE FORCE PTY LTD	MONITORING FEES IP AND GPRS COMMERCIAL ALARM MONITORING SERVICE FOR YORK RECREATION CONFERENCE CENTRE - 01/04/2025 - 30/06/2025	1	269.05	
EFT33925	17/04/2025 CALTEX AUSTRALIA PTY LTD	CALTEX STAR CARD FUEL PURCHASES - MARCH 2025	1		2,103.32
INV 141718338-9	31/03/2025 CALTEX AUSTRALIA PTY LTD	CALTEX FUEL CARD PURCHASES - 10/03/25 & 20/03/2025 - EMDIS - LINDON, CALTEX FUEL CARD PURCHASES - 01/03/25 - MANAGER OF PROJECTS - REBECCA P, CALTEX FUEL CARD PURCHASES - 14/3/25 & 21/03/2025 - ACTING DEVELOPMENT SERVICES MANAGER - SHARLA, CALTEX FUEL CARD PURCHASES - 03/-3/2025 & 06/03/2025 - CEO - CHRIS, CALTEX FUEL CARD PURCHASES - 03/03/2025 & 06/03/2025 - CEO - CHRIS GST FREE, CALTEX FUEL CARD PURCHASES - 25/03/2025 - ACTING EMCCS - REBECCA P, CALTEX FUEL CARD PURCHASES - 08/03/25, 16/03/25. 21/03/25 & 29/03/25 - ACTING CEO - ALINA, CALTEX FUEL CARD PURCHASES - 04/03/25, 12/03/25, 18/03/25, 26/03/25 - MANAGER OF FINANCE - CODEY, CALTEX FUEL CARD PURCHASES - 26/03/25 - MANAGER OF FINANCE - CODEY GST FREE, CALTEX FUEL CARD PURCHASES - 02/03/25, 04/03/25, 07/03/25, 19/03/25 & 25/03/2025 - MANAGER OF DEVELOPMENT SERVICES - JACK, CALTEX FUEL CARD PURCHASES - 02/03/25, 07/03/25 & 19/03/25 MANAGER OF DEVELOPMENT SERVICES - JACK GST FREE, CALTEX FUEL CARD PURCHASES - 21/03/25 - MALEBELLING FIRE TRUCK	1	2,103.32	
EFT33926	17/04/2025 CARMEN BRAIDWOOD	STAFF TRAINING - MEDIA TRAINING - 4/4/2025	1		5,280.00
INV INV-1679	11/04/2025 CARMEN BRAIDWOOD	STAFF TRAINING - MEDIA TRAINING - 4/4/2025	1	5,280.00	
EFT33927	17/04/2025 CHEM-DRY BETTA FINISH (YORK)	CARPET CLEANING SERVICES AT YORK COMMUNITY RESOURCE CENTRE: FUNCTION ROOM, BOARD ROOM AND CHAIRS	1		1,605.80
INV # YORK2	30/01/2025 CHEM-DRY BETTA FINISH (YORK)	CARPET CLEANING SERVICES AT YORK COMMUNITY RESOURCE CENTRE: FUNCTION ROOM, CARPET CLEANING SERVICES AT YORK COMMUNITY RESOURCE CENTRE: BOARD ROOM, CARPET CLEANING SERVICES AT YORK COMMUNITY RESOURCE CENTRE: ALL UPHOLSTERED CHAIRS	1	1,605.80	
EFT33928	17/04/2025 CJD EQUIPMENT PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X V12729879 DRIVER GKN-SIDE RING	1		109.08
INV 001229308	14/04/2025 CJD EQUIPMENT PTY LTD	SUPPLY AND DELIVER VIA THE SHIRE OF YORK TOLL ACCOUNT 1 X V12729879 DRIVER GKN-SIDE RING	1	109.08	
EFT33929	17/04/2025 CODEY REDMOND	STAFF REIMBURSEMENT - PARKING FOR MOORES NUTS AND BOLTS TRAINING 04/04/2025 - CODEY REDMOND	1		19.18

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INV 09042025	09/04/2025 CODEY REDMOND	STAFF REIMBURSEMENT - PARKING FOR MOORES NUTS AND BOLTS TRAINING 04/04/2025 - CODEY REDMOND	1	19.18	
EFT33930	17/04/2025 COUNTRY COPIERS	PHOTOCOPYING CHARGES FOR SHIRE OF YORK AND CUSTOMERS AT YORK COMMUNITY RESOURCE CENTRE - 09/03/25 - 07/04/25	1		575.60
INV 224357	07/04/2025 COUNTRY COPIERS	YORK RESIDENCY MUSEUM SERVICE COST PHOTOCOPIER 09/03/2025 - 07/04/2025	1	48.36	
INV 224358	07/04/2025 COUNTRY COPIERS	MAINTENANCE FOR THE SHIRE OF YORK DEPOT PRINTER - 09/03/25 - 07/04/25	1	106.37	
INV 224359	07/04/2025 COUNTRY COPIERS	YORK VISITOR CENTRE SERVICE COST PHOTOCOPIER - 09/03/25 - 07/04/25	1	135.07	
INV 224394	07/04/2025 COUNTRY COPIERS	PHOTOCOPYING CHARGES FOR SHIRE OF YORK AND CUSTOMERS AT YORK COMMUNITY RESOURCE CENTRE - 09/03/25 - 07/04/25	1	285.80	
EFT33931	17/04/2025 CREDIT MANAGEMENT AUSTRALIA POST	AUSTRALIA POST - PARCEL POST AND 50 X PREPAID PARCELS - 21/03/2025	1		961.83
INV 1013929522	03/04/2025 CREDIT MANAGEMENT AUSTRALIA POST	ADMINISTRATION OFFICE POSTAGE CHARGES - MARCH 2025	1	246.82	
INV 1013929522	03/04/2025 CREDIT MANAGEMENT AUSTRALIA POST	AUSTRALIA POST - PARCEL POST AND 50 X PREPAID PARCELS - 21/03/2025	1	565.83	
INV 1013929522	03/04/2025 CREDIT MANAGEMENT AUSTRALIA POST	AUSTRALIA POST - 10 X PREPAID PARCELS MEDIUM - 28/03/2025	1	149.18	
EFT33932	17/04/2025 DARRYS PLUMBING AND GAS	LOCATE TREE ROOTS IN OUTLET PIPE UNDER CONCRETE AND REMOVE AT AVON PARK TOILETS	1		2,895.97
INV IV02467	01/04/2025 DARRYS PLUMBING AND GAS	REPLACE BURST FLEXI PIPE AND MIXER IN KITCHEN SINK - FORBES STREET	1	266.97	
INV IV02468	01/04/2025 DARRYS PLUMBING AND GAS	LOCATE TREE ROOTS IN OUTLET PIPE UNDER CONCRETE AND REMOVE AT AVON PARK TOILETS	1	2,189.00	
INV IV02496	10/04/2025 DARRYS PLUMBING AND GAS	REPAIR DRINKING FOUNTAIN - SUPPLY AND REPLACE JUG FILL TAP SPOUT - YRCC	1	440.00	
EFT33933	17/04/2025 DATA # 3 LIMITED	FOXIT PDF EDITOR ANNUAL SUBSCRIPTION 9 LICENCES TO 03/06/2025	1		313.50
INV SIN000282013	09/04/2025 DATA # 3 LIMITED	FOXIT PDF EDITOR ANNUAL SUBSCRIPTION 9 LICENCES TO 03/06/2025	1	313.50	
EFT33934	17/04/2025 DEPARTMENT OF PLANNING LANDS AND HERITAGE	APPLICATION FEE SECTION 16 FOR UNIVERSITY OF WESTERN AUSTRALIA WELL ARCHAEOLOGY IN YORK	1		250.00
INV IN507411	25/03/2025 DEPARTMENT OF PLANNING LANDS AND HERITAGE	APPLICATION FEE SECTION 16 FOR UNIVERSITY OF WESTERN AUSTRALIA WELL ARCHAEOLOGY IN YORK	1	250.00	
EFT33935	17/04/2025 FOCUS NETWORKS	H DRIVE STRUCTURE CHANGES - TICKET 155675	1		2,763.75
INV INV-11158G	10/04/2025 FOCUS NETWORKS	H DRIVE STRUCTURE CHANGES - TICKET 155675	1	2,260.50	
INV 14760	11/04/2025 FOCUS NETWORKS	AGREEMENT MONTHLY MPS DEVICE SUPPORT - 4 X AFTER HOURS REMOTE SUPPORT - MARCH 2025	1	503.25	

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EFT33936	17/04/2025 HERRING STORER ACOUSTICS ROCHDALE HOLDINGS PTY LTD	YORK MOTOCROSS AREA ENVIRONMENTAL ACOUSTIC ASSESSMENT AS PER SCOPE PROVIDED BY PAUL DALY ON 6 DECEMBER 2024.	1		4,807.00
INV 00025215	15/04/2025 HERRING STORER ACOUSTICS ROCHDALE HOLDINGS PTY LTD	YORK MOTOCROSS AREA ENVIRONMENTAL ACOUSTIC ASSESSMENT AS PER SCOPE PROVIDED BY PAUL DALY ON 6 DECEMBER 2024.	1	4,807.00	
EFT33937	17/04/2025 INK STRATEGY	MAJOR STRATEGIC REVIEW PHASE 6 FINALISE COUNCIL PLAN IN ACCORDANCE WITH RFQ Q10-2425	1		3,025.00
INV INV-0163	01/04/2025 INK STRATEGY	MAJOR STRATEGIC REVIEW PHASE 6 FINALISE COUNCIL PLAN IN ACCORDANCE WITH RFQ Q10-2425	1	3,025.00	
EFT33938	17/04/2025 KLEENWEST DISTRIBUTORS	SUPPLY OF TOILET SUPPLIES FOR SHIRE OF YORKS BUILDINGS	1		850.96
INV 00106985	02/04/2025 KLEENWEST DISTRIBUTORS	SUPPLY AND DELIVER 1 X KWD 2PLY TOILET ROLLS6001, SUPPLY AND DELIVER 3 X KWD 2PLY TOILET ROLLS6001, SUPPLY AND DELIVER 2 X SLIMLINE HANDTOWEL, SUPPLY AND DELIVER 1 X SLIMLINE HANDTOWEL, SUPPLY AND DELIVER 1 X SLIMLINE HANDTOWEL, SUPPLY AND DELIVER 1 X JUMBO TOILE ROLLS PREMIUM, SUPPLY AND DELIVER 2 X JUMBO TOILE ROLLS PREMIUM, SUPPLY AND DELIVER 1 X KWD HAND SOAP 20L, SUPPLY AND DELIVER 1 X CHUX ROLLS, SUPPLY AND DELIVER 1 X CHUX ROLLS, SUPPLY AND DELIVER 1 X CHUX ROLLS, SUPPLY AND DELIVER 1 X NEUTRA KLEEN 20L, SUPPLY AND DELIVER 1 X NEUTRA KLEEN 20L, SUPPLY AND DELIVER 1 X TOILET BRUSH	1	850.96	
EFT33939	17/04/2025 KLK FARMS PTY LTD T/A JONLORRIE FARMS	GRAVEL SUPPLY FOR ROAD CONSTRUCTION UP TO 9000M3 CHARGED AS PER USAGE REPORT	1		34,688.50
INV INV-0210	01/04/2025 KLK FARMS PTY LTD T/A JONLORRIE FARMS	GRAVEL SUPPLY FOR ROAD CONSTRUCTION UP TO 9000M3 CHARGED AS PER USAGE REPORT	1	34,650.00	
INV INV-0213	09/04/2025 KLK FARMS PTY LTD T/A JONLORRIE FARMS	SUPPLY FOR COLLECTION 10 CUBES OF GRAVEL FOR THE MONTH OF MARCH 2025	1	38.50	
EFT33940	17/04/2025 MARK ONE VISUAL PROMOTIONS PTY LTD	SUPPLY 30 X ALASKAN PINE GARLANDS 2.7 X 35, BATTERY OPERATED WITH LIGHTS INC INITIAL SET OF BATTERIES AND HEAVY DUTY CABLE TIES	1		3,993.00
INV 00220411	28/11/2024 MARK ONE VISUAL PROMOTIONS PTY LTD	SUPPLY 30 X ALASKAN PINE GARLANDS 2.7 X 35, BATTERY OPERATED WITH LIGHTS INC INITIAL SET OF BATTERIES AND HEAVY DUTY CABLE TIES	1	3,993.00	
EFT33941	17/04/2025 NETLINK GROUP PTY LTD	MITEL MIVOICE BUSINESS SOFTWARE ASSURANCE (AS OF HANDSET) X 16 NEW USER LICENCES AND 36 X USER/DEVICE LICENSES	1		720.50

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INV 72283	10/04/2025 NETLINK GROUP PTY LTD	MITEL SOFTWARE ASSURANCE, GST, MITEL MIVoice BUSINESS SOFTWARE ASSURANCE (AS OF HANDSET) X 16 NEW USER LICENCES AND 36 X USER/DEVICE LICENCES	1	720.50	
EFT33942	17/04/2025 NICOLA GORS	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - NIKKI GORS	1		179.95
INV 15042025	15/04/2025 NICOLA GORS	STAFF REIMBURSEMENT - UNIFORM ALLOWANCE - NIKKI GORS	1	179.95	
EFT33943	17/04/2025 OFFICEWORKS	SUPPLY BRATECK GAS SPRING DUAL MONITOR ARM, ERGONOMIC MOUSE, ERGONOMIC KEYBOARD INCLUDING FREIGHT	1		276.90
INV 621011673	07/04/2025 OFFICEWORKS	BRATECK GAS SPRING DUAL MONITOR ARM, ERGONOMIC MOUSE, ERGONOMIC KEYBOARD, FREIGHT	1	276.90	
EFT33944	17/04/2025 QUAIRADING EARTHMOVING CO	WIN & STOCKPILE 5000M3 OF GRAVEL AT GOLDFIELDS ROAD GRAVEL PIT, MOBILISATION AND PLANT COSTS AS PER QUOTE PROVIDED 17.03.2025.	1		14,960.00
INV 00019503	31/03/2025 QUAIRADING EARTHMOVING CO	WIN & STOCKPILE 5000M3 OF GRAVEL AT GOLDFIELDS ROAD GRAVEL PIT, MOBILISATION AND PLANT COSTS AS PER QUOTE PROVIDED 17.03.2025.	1	14,960.00	
EFT33945	17/04/2025 SANOKIL	SUPPLY OF SANITARY WASTE UNITS AND SERVICING TO MUSEUM, TOWN HALL, AVON PARK TOILETS, ADMINISTRATION BUILDING, DEPOT, HOWICK STREET TOILETS, CANDICE BATEMAN PARK TOILETS, GWAMBYGINE PARK TOILETS AND SWIMMING POOL APRIL 2025	1		625.90
INV 20175379	01/04/2025 SANOKIL	MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - YORK MUSEUM 2024/25, MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - TOWN HALL 2024/25, MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - AVON PARK 2024/25, MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - ADMIN 2024/25, MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - DEPOT 2024/25, MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - CANDICE BATEMAN PARK TOILETS 2024/25, MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - GWAMBYGINE PARK TOILETS 2024/25, SUPPLY OF SANITARY WASTE UNITS AND SERVICING FOR - SWIMMING POOL 2024/25	1	317.90	
INV 20175379	01/04/2025 SANOKIL	SUPPLY 12 X SANITARY WASTE DISPOSAL AT YRCC AND 4 X NAPPY WASTE DISPOSAL UNITS - APRIL 2025	1	308.00	
EFT33946	17/04/2025 SEEK LIMITED	ADVERTISEMENT ROAD MAINTENANCE GENERAL HAND	1		957.00
INV 701128282	01/04/2025 SEEK LIMITED	ADVERTISEMENT ROAD MAINTENANCE GENERAL HAND	1	478.50	

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INV 701143826	10/04/2025 SEEK LIMITED	JOB ADVERTISEMENT - MANAGER DEVELOPMENT SERVICES	1	478.50	
EFT33947	17/04/2025 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES MARCH 2025	1		18,435.84
INV 31882	03/04/2025 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES MARCH 2025	1	18,435.84	
EFT33948	17/04/2025 SHIRE OF TOODYAY	LONG SERVICE LEAVE REIMBURSEMENT FOR TABITHA BATEMAN	1		17,522.20
INV 2509	26/03/2025 SHIRE OF TOODYAY	LONG SERVICE LEAVE REIMBURSEMENT FOR TABITHA BATEMAN	1	17,522.20	
EFT33949	17/04/2025 ST JOHN AMBULANCE ASSOCIATION - YORK	VENUE HIRE 1 APRIL 2025 STAFF WORKSHOP	1		110.00
INV FAINV0128556	03/04/2025 ST JOHN AMBULANCE ASSOCIATION - YORK	VENUE HIRE 1 APRIL 2025 STAFF WORKSHOP	1	110.00	
EFT33950	17/04/2025 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (NORTHAM)	FIRST AID TRAINING FOR ADMINISTRATION AND DEPOT STAFF AND APPOINTED FIRST AID OFFICERS 03/12/2024	1		2,550.00
INV FAINV0128825	11/04/2025 ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (NORTHAM)	FIRST AID TRAINING FOR ADMINISTRATION AND DEPOT STAFF AND APPOINTED FIRST AID OFFICERS 03/12/2024	1	2,550.00	
EFT33951	17/04/2025 STATEWIDE TRAFFIC SERVICES	SUPPLY FOR ONE DAY TOW BEHIND SWEEPER BROOM FOR WORKS ON TALBOT WEST ROAD THURSDAY 26.03.2025	1		550.00
INV 00000939	31/03/2025 STATEWIDE TRAFFIC SERVICES	SUPPLY FOR ONE DAY TOW BEHIND SWEEPER BROOM FOR WORKS ON TALBOT WEST ROAD THURSDAY 26.03.2025	1	550.00	
EFT33952	17/04/2025 TALIS CONSULTANTS	PROVISION OF CONSULTANCY SERVICES FOR MARCH 2025 - YORK MACARTNEY ST DESIGN	1		4,688.75
INV 34170	31/03/2025 TALIS CONSULTANTS	PREPARE CAD PLANS FOR SUBMISSION TO WESTERN POWER - PROJECT WORK YORK LIA WP SUPPORT - 31/03/2025	1	385.00	
INV 34171	31/03/2025 TALIS CONSULTANTS	PROVISION OF CONSULTANCY SERVICES FOR MARCH 2025 - YORK MACARTNEY ST DESIGN	1	4,303.75	
EFT33953	17/04/2025 THE FLOUR MILL CAFE YORK	SUPPLY OF CATERING TO BE DELIVERED TO THE YORK CRC AT 4:00PM ON TUESDAY 8TH APRIL 2025 - FOR THE FUNDING GUIDELINES INFORMATION EVENING.	1		206.00
INV #15316	02/04/2025 THE FLOUR MILL CAFE YORK	SUPPLY OF CATERING TO BE DELIVERED TO THE YORK CRC AT 4:00PM ON TUESDAY 8TH APRIL 2025 - FOR THE FUNDING GUIDELINES INFORMATION EVENING.	1	206.00	
EFT33954	17/04/2025 TIM DAVIES LANDSCAPING PTY LTD	DEVELOP CONCEPT DESIGN FOR 142 AVON TERRACE GREEN SPACE	1		1,504.80
INV SI-133493	31/03/2025 TIM DAVIES LANDSCAPING PTY LTD	DEVELOP CONCEPT DESIGN FOR 142 AVON TERRACE GREEN SPACE	1	1,504.80	

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EFT33955	17/04/2025 TUTT BRYANT EQUIPMENT	SUPPLY 1 X BOMAG BW2HRH ROLLER AS PER Q-56998 - SERIAL NUMBER 961538521556 - ENGINE NUMBER 13066830 - MANUFACTURED 2025 - TRADE IN VOLVO AD160GX	1		181,500.00
INV 008026707	07/04/2025 TUTT BRYANT EQUIPMENT	RFQ 07-2425 SUPPLY AND DELIVER 1X BW28RH MULTI TYRE ROLLER TO THE SHIRE OF YORK WORKS DEPOT, COLLECT TRADE IN 2012 STEEL DRUM VOLVO SD160DX ROLLER	1	181,500.00	
EFT33956	17/04/2025 VOCUS PTY LTD	VOCUS LANDLINE CHARGES - IP VOICE CALL CHARGES MARCH 2025 AND IP TEL SERVICES AND SIP LINES APRIL 2025	1		959.96
INV P1284792	01/04/2025 VOCUS PTY LTD	VOCUS PTY LTD MANAGED EQUIPMENT HARDWARE AND UC ACCESS 1/4/2025 - 30/04/2025	1	385.00	
INV 81021-020425	02/04/2025 VOCUS PTY LTD	VOCUS LANDLINE CHARGES - IP VOICE CALL CHARGES MARCH 2025 AND IP TEL SERVICES AND SIP LINES APRIL 2025	1	574.96	
EFT33957	17/04/2025 WAJON PUBLISHING COMPANY	WAJON PUBLISHING COMPANY - 10 X COLOUR GUIDES TO SPRING WILDFLOWERS PART 3 ESPERANCE & THE WHEATBELT - FOR RESALE AT THE YORK VISITOR CENTRE INCLUDING POSTAGE	1		152.50
INV 00003452	24/03/2025 WAJON PUBLISHING COMPANY	WAJON PUBLISHING COMPANY - 10 X COLOUR GUIDES TO SPRING WILDFLOWERS PART 3 ESPERANCE & THE WHEATBELT - FOR RESALE AT THE YORK VISITOR CENTRE, POSTAGE	1	152.50	
EFT33958	17/04/2025 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING - WALGA - RATES IN LOCAL GOVERNMENT - CLERICAL - NIKKI GORS	1		1,199.00
INV SI-013693	10/04/2025 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	STAFF TRAINING - WALGA - RATES IN LOCAL GOVERNMENT - CLERICAL - NIKKI GORS	1	1,199.00	
EFT33959	17/04/2025 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER SERVICE CHARGES ADMINISTRATION - 04/02/2025 - 09/03/2025	1		859.46
INV 223997	09/03/2025 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER SERVICE CHARGES ADMINISTRATION - 04/02/2025 - 09/03/2025	1	859.46	
EFT33960	17/04/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES FOR ADMINISTRATION FOR APRIL 2025	1		929.03
INV 9047565227	21/03/2025 WINC AUSTRALIA PTY LIMITED	SUPPLY HP LASER JET 202A BLACK TONER CARTRIDGE - YRCC	1	159.08	
INV 9041567861	24/03/2025 WINC AUSTRALIA PTY LIMITED	SUPPLY HPLJ 202A CAYAN TONER CARTRIDGE FOR PRINTER AT YRCC	1	196.24	
INV 9047724856	14/04/2025 WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY SUPPLIES FOR ADMINISTRATION FOR APRIL 2025	1	573.71	
EFT33961	17/04/2025 WOOLWORTHS GROUP LIMITED	PURCHASE OF NEW BOOK RELEASES AND REQUESTED ITEMS FOR THE LIBRARY	1		232.00
INV TI-018B2-1790	11/04/2025 WOOLWORTHS GROUP LIMITED	PURCHASE OF NEW BOOK RELEASES AND REQUESTED ITEMS FOR THE LIBRARY	1	232.00	

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EFT33962	17/04/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA YORK SUNDRY SUPPLIES & REFRESHMENTS FOR ADMINISTRATION - MARCH 2025	1		570.31
INV 000006412055	31/03/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA YORK SUNDRY SUPPLIES & REFRESHMENTS FOR ADMINISTRATION - MARCH 2025	1	351.31	
INV 000006412505	31/03/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA YORK VISITOR CENTRE - PURCHASE OF 3 X FRANTELE SPRING WATER 24X600ML - 19/3/2025	1	35.35	
INV 000006412055	31/03/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA YORK PURCHASE OF KITTY LITTER AND CLEANING PRODUCTS - 8/3/2025	1	33.65	
INV 000064120734	31/03/2025 YORK & DISTRICT CO-OPERATIVE LTD	IGA YORK SUNDRY PURCHASES FOR WORKS DEPOT - MARCH 2025	1	150.00	
EFT33963	17/04/2025 YORK MITRE 10	MITRE 10 JANUARY 2025 SUPPLY OF MAINTENANCE MATERIALS FOR SHIRE BUILDINGS	1		1,409.32
INV 101093	01/02/2025 YORK MITRE 10	MITRE 10 JANUARY 2025 - TOILET SEAT FOR AVON PARK TOILETS 06/01/2025, MITRE 10 JANUARY 2025 - ALUMINIUM FLAT 50X3X2 AND PKT 100 CABLE TIES 07/01/2025, MITRE 10 JANUARY 2025 - KEYS CUT BLANK - TOWN HALL 08/01/2025, MITRE 10 JANUARY 2025 - MOP BUCKET6 PEDAL 16LT YELLOW - CRC 08/01/2025, MITRE 10 JANUARY 2025 - CLIP CORD COM ADHESIVE SMALL - ADMIN BUILDING 09/01/2025, MITRE 10 JANUARY 2025 - TAPE CLOTH ASS COL 48MMX4.5M- ADMIN BUILDING 14/01/2025, MITRE 10 JANUARY 2025 - TAPE CLOTH ASS COL 48MMX4.5M- ADMIN BUILDING 14/01/2025, MITRE 10 JANUARY 2025 - EXHAUST FAN - FORBES STREET CEO - 15/01/2025, MITRE 10 JANUARY 2025 - PRESSURE SPRAYER 1LT AND BATTERY 12 VOLT - DEPOT 15/01/2025, MITRE 10 JANUARY 2025 - HOLES AW LOCK, 2 X DRILL BITS AND DBOLT - ADMIN BUILDING - 16/01/2025, MITRE 10 JANUARY 2025 - 4MM GOOF REPAIR PLUG 20 PK - OLD CEMETERY 16/01/2025, MITRE 10 JANUARY 2025 - NIGHT LATCH RIM BRASS PLATED - TOWN HALL 20/01/2025, MITRE 10 JANUARY 2025 - 24 PACK AAA BATTERIES HEAVEY DUTY - ADMIN BUILDING 22/01/2025, MITRE 10 JANUARY 2025 - PLANTS FOR AUSTRALIA DAY - PUBLIC RELATIONS 23/01/2025, MITRE 10 JANUARY 2025 - TOILET SEAT DOUBLE FLAP CARE - AVON PARK 28/01/2025, MITRE 10 JANUARY 2025 - 2 PK X WALL PLUGS 7X35MM, 4 PK METAL SCREW THREAD S/STEEL, 1PK ZINC PLATED NUT BOLT - CENTENERY UNITS - 28/01/2025, MITRE 10 JANUARY 2025 - MONKEY GRIP TIE DOWNS 3 X 50MM X 4 METRE AND 9 METRE- ISUZU TRUKK 30/01/2025, MITRE 10 JANUARY 2025 - HIRE OF 2 X KWIK GAS REFILL 9KG AUSTRALIA DAY 17/01/2025, MITRE 10 JANUARY 2025 - POLYPROPYLENE ROPE AND SNAP HOOK ISUZU DMAX - DEPOT 20/01/2025, MITRE 10 JANUARY 2025 - 3 X NIGHT LATCH RIM BRASS PLATED - CRC 21/01/2025, MITRE 10 JANUARY 2025 - 3 DRILL BITS 1/8N, 8.00MM & 6.00 MM - CRC 21/01/2025	1	1,147.83	
INV 101093	01/02/2025 YORK MITRE 10	MITRE 10 JANUARY 2025 PURCHASES PRESSURE SPRAYER 2LT 06/01/25 & 10KG SEAMUNGUS, 8KG WETTA SOILD AND DYNAMIC LIFTER - DEPOT 29/01/2025	1	193.44	

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INV 101093	01/02/2025 YORK MITRE 10	MITRE 10 JANUARY 2025 - PURCHASE OF HOSE CONNECTOR, SHOWER HEAD AND MOP - SWIMMING POOL 16/01/2025	1	48.10	
INV 101093	01/02/2025 YORK MITRE 10	MITRE 10 JANUARY 2025 - PURCHASE OF FAIRY RAINBOW HOUSE 20CM - VISITORS CENTRE	1	19.95	
EFT33964	17/04/2025 DEBBIE LEE DAVISON	DEBBIE LEE DAVISON REFUND TOGGLE BOND #275431	2		55.00
INV T67	09/04/2025 DEBBIE LEE DAVISON	DEBBIE DAVISON - 1 MTH MEMBERSHIP	2	55.00	
EFT33965	17/04/2025 DENESE EILEEN SMYTHE	DENESE SMYTHE REFUND CAT TRAP BOND # 276861	2		100.00
INV T1	09/04/2025 DENESE EILEEN SMYTHE	DENESE SMYTHE TRAP 6	2	100.00	
EFT33966	17/04/2025 EMMA KEENAN	EMMA KEENAN REFUND TOGGLE BOND # 275860	2		55.00
INV T67	09/04/2025 EMMA KEENAN	EMMA KEENAN - TOGGLE BOND	2	55.00	
EFT33967	17/04/2025 KIMBERLEY STUART LODER	KIM LODER REFUND CAT TRAP BOND # 277293	2		100.00
INV T1	09/04/2025 KIMBERLEY STUART LODER	KIM LOADER 27 RAILWAY ROAD YORK	2	100.00	
EFT33968	17/04/2025 STACEY LEANNE STEVENS	STACEY STEVENS REFUND CAT TRAP BOND # 277101	2		100.00
INV T1	09/04/2025 STACEY LEANNE STEVENS	STACEY STEVENS CAT TRAP 6	2	100.00	
EFT33969	17/04/2025 STUART MACLEOD	STUART MACLEOD #275565 REFUND GYM TOGGLE BOND	2		55.00
INV T67	14/04/2025 STUART MACLEOD	GYM TOGGLE - STUART MACLEOD	2	55.00	
DD17812.1	03/04/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 01/04/2025	1		33,628.19
INV SUPERANNUA	03/04/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 01/04/2025	1	33,628.19	
DD17833.1	15/04/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 15/04/2025	1		33,115.04
INV SUPERANNUA	15/04/2025 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 15/04/2025,	1	33,115.04	
DD17870.1	01/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 01/04/2025 - TRANSACTION FEES MARCH 2025, FEES TRANSFER, DD GST AND TYRO FEES MARCH 2025	1		180.95

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INV 01042025	01/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES TRANSACTION FEES MARCH 25, BANK CHARGES FEE TRANSFER, BANK CHARGES DIRECT DEBIT FTS DE PROCESS GST, BANK CHARGES DIRECT DEBIT MARCH 25 TYRO FEES 0396397015, BANK CHARGES DIRECT DEBIT MARCH 25 TYRO FEES 0396397368	1	180.95	
DD17872.1	01/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 01/04/2025 - BPAY MONTHLY FEE	1		341.11
INV 01042025	01/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 01/04/2025 - BPAY MONTHLY FEE	1	341.11	
DD17873.1	03/04/2025 SYNERGY	ELECTRICITY CHARGES - USAGE AND SUPPLY CHARGES - 17/12/24 - 18/02/25 - HOWICK TOILETS, PEACE PARK AND 404 STREET LIGHTS 25/01/2025 - 25/02/2025	1		8,415.49
INV 02042025	13/03/2025 SYNERGY	ELECTRICITY CHARGES - USAGE AND SUPPLY CHARGES - 17/12/24 - 18/02/25 - HOWICK TOILETS - LOT 5004 HOWICK STEET, ELECTRICITY CHARGES - USAGE AND SUPPLY CHARGES - 17/12/24 - 18/02/25 - PEACE PARK - LOT 17 SOUTH STREET, ELECTRICITY CHARGES - STREETLIGHT TARRIF - 25/01/2025 - 24/02/2025 - 404 STREETLIGHTS	1	8,415.49	
DD17874.1	03/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 03/04/2025 - CBA MERCHANT CHARGES MUSEUM, ADMIN, TRUST AND DIRECT DEBIT DE FEES - 203610	1		924.70
INV 03042025	03/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES - CBA MERCHANT FEES - MUSEUM - 03/04/2025, BANK CHARGES - CBA MERCHANT FEES - ADMINISTRATION TRUST - 03/04/2025, BANK CHARGES - CBA MERCHANT FEES - ADMINISTRATION MUNI - 03/04/2025, BANK CHARGES - DIRECT DEBIT DE FEES - 203610 - 03/04/2025	1	924.70	
DD17875.1	07/04/2025 NODE1 INTERNET	BUSINESS INTERNET CHARGES FOR ADMINISTRATION BUILDING, MUSEUM, DEPOT, 2 DINSDALE AND 30/IP ADDRESS RANGE FROM 01/04/2025 - 30/04/2025	1		1,616.70
INV 6219718	01/04/2025 NODE1 INTERNET	N1 BUSINESS FIBRE ADMINISTRATION - 01/04/2025 - 30/04/2025, N1 BUSINESS FIBRE RESIDENCY MUSEUM - 01/04/2025 - 30/04/2025, N1 BUSINESS FIBRE DEPOT - 01/04/2025 - 30/04/2025, 30/IP ADDRESS RANGE - 10/04/2025 - 30/04/2025, HOME EVERYDAY 50/20MB 2 DINSDALE - 01/04/2025 - 30/04/2025	1	1,616.70	
DD17876.1	07/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 07/04/2025 - DIRECT DEBIT DE FEES - 203610	1		0.75
INV 07042025	07/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 07/04/2025 - DIRECT DEBIT DE FEES - 203610	1	0.75	

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DD17877.1	08/04/2025 SYNERGY	ELECTRICITY CHARGES - USAGE AND SUPPLY CHARGES 21/12/25 - 24/02/25 OLD CEMETERY - LOT 17 BALLADONG STREET	1		133.41
INV 430153700	19/03/2025 SYNERGY	ELECTRICITY CHARGES - USAGE AND SUPPLY CHARGES 21/12/24 - 24/02/25 - OLD CEMETERY LOT 17 BALLADONG STREET	1	133.41	
DD17878.1	08/04/2025 WATER CORPORATION OF WA	WATER CHARGES - USAGE AND SERVICE 01/03/25 - 30/04/2025 - MANNAVALE ROAD STANDPIPE - METRE # FK1850055	1		2,785.38
INV 9007951694	18/03/2025 WATER CORPORATION OF WA	WATER CHARGES - USAGE AND SERVICE 01/03/25 - 30/04/2025 - MANNAVALE ROAD STANDPIPE - METRE # FK1850055	1	2,785.38	
DD17879.1	12/04/2025 BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NBN INTERNET CONNECTION FOR CRC - 06/04/2025 - 05/05/2025	1		193.00
INV 6239956	06/04/2025 BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NBN INTERNET FOR THE YRCC - 06/04/2025 - 05/05/2025	1	84.00	
INV 6239956	06/04/2025 BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NBN INTERNET CONNECTION FOR CRC - 06/04/2025 - 05/05/2025	1	109.00	
DD17880.1	08/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 08/04/2025 - DIRECT DEBIT DE FEES 203610	1		1.35
INV 08042025	08/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 08/04/2025 - DIRECT DEBIT DE FEES 203610	1	1.35	
DD17881.1	10/04/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 12/02/25 - 08/04/2025 - ADMINISTRATION BUILDING 70%, TOWN HALL 20% AND VISITORS CENTRE 10%	1		1,506.25
INV 335462800	21/03/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 12/02/25 - 08/04/2025 - ADMINISTRATION BUILDING 70%, ELECTRICITY CHARGES USAGE AND SUPPLY 12/02/25 - 08/04/2025 - TOWN HALL 20%, ELECTRICITY CHARGES USAGE AND SUPPLY 12/02/25 - 08/04/2025 - VISITORS CENTRE 10%	1	1,506.25	
DD17882.1	10/04/2025 WATER CORPORATION OF WA	WATER SERVICE CHARGE 01/03/25 - 20/04/2025 - AVON RADIO STATION - 26 BAKER STREET	1		96.82
INV 9007881673	25/03/2025 WATER CORPORATION OF WA	WATER SERVICE CHARGE 01/03/25 - 20/04/2025 - AVON RADIO STATION - 26 BAKER STREET	1	96.82	
DD17883.1	11/04/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 12/02/25 - 11/03/25 - YRCC LOT 292 SOUTH STREET	1		3,720.29

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INV 435029400	24/03/2025 SYNERGY	ELECTRICITY CHARGES USAGE AND SUPPLY 12/02/25 - 11/03/25 - YRCC LOT 292 SOUTH STREET	1	3,720.29	
DD17884.1	11/04/2025 WATER CORPORATION OF WA	WATER USAGE 29/01/2025 - 20/03/2025 - LINCON STANDPIPE 1 NORTHAM-YORK ROAD - METER # WFK0150044	1		8,402.60
INV 9007890502	21/03/2025 WATER CORPORATION OF WA	WATER USAGE 29/01/2025 - 20/03/2025 - LINCOLN STANDPIPE 1 NORTHAM-YORK ROAD - METER # WFK0150044	1	8,402.60	
DD17885.1	11/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 11/04/2025 DIRECT DEBIT DE FEES-203610	1		11.25
INV 11042025	11/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BANK CHARGES 11/04/2025 DIRECT DEBIT DE FEES-203610	1	11.25	
DD17886.1	14/04/2025 WATER CORPORATION OF WA	WATER USAGE 30/01/25 - 21/03/25 AND SERVICE CHARGES 01/03/25 - 30/04/25 - RV DUMP JANET MILLET LANE, CEMETERY 83 HERBERT ROAD AND MUSEUM 5 BROOK STREET	1		1,478.18
INV 14042025	14/04/2025 WATER CORPORATION OF WA	WATER USAGE 30/01/25 - 21/03/25 AND SERVICE CHARGES 01/03/25 - 30/04/25 - RV DUMP JANET MILLET LANE, WATER USAGE 30/01/25 - 21/03/25 AND SERVICE CHARGES 01/03/25 - 30/04/25 - CEMETERY 83 HERBERT ROAD, WATER USAGE 30/01/25 - 21/03/25 AND SERVICE CHARGES 01/03/25 - 30/04/25 - MUSEUM 5 BROOK STREET	1	1,478.18	
DD17887.1	16/04/2025 WATER CORPORATION OF WA	WATER CORP USAGE FROM 03/02/2025 TO 25/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR BALLADONG GARDENS, ADMIN CAR PARK,SHOWGROUNDS, GWAMBYGIE TOILETS, CRC, CARIAGES DINER, ADMIN BUILDING AND TOWN HALL, WAR MEMORIAL, PEACE PARK, YRCC, OLD CEMETERY, RAILWAY STANDPIPE AND FORREST OVAL TANKS.	1		59,911.27

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 16042025	16/04/2025 WATER CORPORATION OF WA	WATER CORP USAGE FROM 03/02/2025 TO 25/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR BALLADONG GARDENS, WATER CORP SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR OLD INFANT HEALTH NOW ADMIN CAR PARK, WATER CORP USAGE FROM 03/02/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR SHOWGROUNDS, WATER CORP USAGE FROM 29/01/2025 TO 25/03/2025 FOR GWAMBYGINE TOILETS, WATER CORP USAGE FROM 03/02/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR CRC 89 AVON TERRACE, WATER CORP USAGE FROM 03/02/2025 TO 25/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR CARRIAGES DINER 1 SOUTH STREET, WATER CORP USAGE FROM 31/01/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR TOWN HALL, WATER CORP USAGE FROM 31/01/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR ADMIN BUILDING, WATER CORP USAGE FROM 03/02/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR WAR MEMORIAL, WATER CORP USAGE FROM 03/02/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR PEACE PARK, WATER CORP USAGE FROM 03/02/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 YRCC 51 SOUTH STREET, WATER CORP USAGE FROM 31/01/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR OLD CEMETERY AVON TERRACE, WATER CORP USAGE FROM 03/02/2025 TO 25/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR AVON PARK TOILETS, WATER CORP USAGE FROM 29/01/2025 TO 25/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR RAILWAY ROAD STANDPIPE, WATER CORP USAGE FROM 03/02/2025 TO 24/03/2025 AND SERVICE CHARGES FROM 01/03/2025 TO 30/04/2025 FOR FORREST OVAL	1	59,911.27	
DD17888.1	17/04/2025 WATER CORPORATION OF WA	WATER CORP - USAGE CAHRGES 03/02/2025 - 26/03/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 FOR SWIMMING POOL, BURGESS STANPIOE, RAILWAY SIDING STANDPIPE, GWAMBYGINE STANDPIPE, TRANSFER STATION, 23 FORD STREET, 38 FRASER STREET, 2 DINSDALE AND HOWICKS TOILETS AND WHITLEY PARK	1		31,913.89

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 17042025	17/04/2025 WATER CORPORATION OF WA	WATER CORP - USAGE CAHRGES 03/02/2025 - 26/03/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 FOR WHITLEY PARK, WATER CORP - USAGE CAHRGES 03/02/2025 - 26/03/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 FOR HOWICKS TOILETS, WATER CORP - USAGE CAHRGES 03/02/2025 - 26/03/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 FOR SWIMMING POOL, WATER CORP - SERVICE CHARGES 01/03/2025 - 30/04/2025 FOR 38 FRASER - STAFF HOUSING, WATER CORP - SERVICE CHARGES 01/03/2025 - 30/04/2025 FOR 2 DINDALE - STAFF HOUSING, WATER CORP - SERVICE CHARGES 01/03/2025 - 30/04/2025 FOR 24 FORD STREET - STAFF HOUSING, WATER CORP - USAGE CHARGES 30/01/2025 - 26/03/2025 FOR BURGESS STANPIPE, WATER CORP - USAGE CHARGES 30/01/2025 - 26/03/2025 FOR HAMERSLEY SIDING STANDPIPE, WATER CORP - USAGE CHARGES 30/01/2025 - 26/03/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 GWAMBYGINE STANDPIPE, WATER CORP - USAGE CHARGES 30/01/2025 - 26/03/2025 - TRANSFER STATION	1	31,913.89	
DD17889.1	17/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BENDIGO BANK CHARGES 17/04/2025 - DIRECT DEBIT DE FEES - 203610	1		17.70
INV 17042025	17/04/2025 YORK COMMUNITY FINANCIAL SERVICES - BENDIGO BANK	BENDIGO BANK CHARGES 17/04/2025 - DIRECT DEBIT DE FEES - 203610, .BENDIGO BANK CHARGES 17/04/2025 - DIRECT DEBIT DE FEES - 203610, .BENDIGO BANK CHARGES 17/04/2025 - DIRECT DEBIT DE FEES - 203610	1	17.70	
DD17890.1	22/04/2025 WATER CORPORATION OF WA	WATER CORP USAGE CHARGES 06/02/2025 - 01/04/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 - 17 FORBES STREET, CENTENNIAL UNITS RETICULATION AND FORD-GREY BORE	1		1,620.49
INV 22042025	22/04/2025 WATER CORPORATION OF WA	WATER CORP USAGE CHARGES 06/02/2025 - 01/04/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 - 17 FORBES STREET, , WATER CORP USAGE CHARGES 06/02/2025 - 01/04/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 - CENTENNIAL UNITS RETICULATION , , WATER CORP USAGE CHARGES 06/02/2025 - 01/04/2025 AND SERVICE CHARGES 01/03/2025 - 30/04/2025 - FORD/GREY STREET BORE	1	1,620.49	
DD17891.1	22/04/2025 SYNERGY	ELECTRICITY SUPPLY CHARGES 01/03/2025 - 31/03/2025 - POWERWATCH AND STREET LIGHTING TAFIFF ON 404 STREET LIGHTS 25/02/2025 - 24/03/2025	1		8,136.36
INV 22042025	22/04/2025 SYNERGY	ELECTRICITY SUPPLY CHARGES 01/03/2025 - 31/03/2025 - POWERWATCH 1000 MH WP, ELECTRICITY SUPPLY CHARGES 25/02/2025 - 24/03/2025 - STREETLIGHTING TAFIFF ON 404 STREETLIGHTS	1	8,136.36	

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
DD17892.1	22/04/2025 YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BENDIGO BANK CHARGES - 22/04/2025 - DIRECT DEBIT DE FEES-203610	1		0.90
INV 22042025	22/04/2025 YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BENDIGO BANK CHARGES - 22/04/2025 - DIRECT DEBIT DE FEES-203610	1	0.90	
DD17893.1	23/04/2025 WATER CORPORATION OF WA	WATER CORP SERVICE CHARGES FROM 01/03/2025 - 30/04/2025 - STAFF HOUSING	1		96.82
INV 23/04/2025	23/04/2025 WATER CORPORATION OF WA	WATER CORP SERVICE CHARGES FROM 01/03/2025 - 30/04/2025 - 75 OSNABURG ROAD, WATER CORP SERVICE CHARGES FROM 01/03/2025 - 30/04/2025 - 51 ROE STREET	1	96.82	
DD17894.1	28/04/2025 SYNERGY	ELECTRICTY CHARGE USAGE 28/02/2025 - 31/03/2025 AND SUPPLY CHARGES ON PEAK AND OFF PEAK - SWIMMING POOL	1		2,692.06
INV 108761310	03/04/2025 SYNERGY	ELECTRICTY CHARGE USAGE 28/02/2025 - 31/03/2025 AND SUPPLY CHARGES ON PEAK AND OFF PEAK - SWIMMING POOL	1	2,692.06	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	782,685.58
2	TRUST FUND BANK	5,147.52
TOTAL		787,833.10



SHIRE OF YORK

BUSINESS CREDIT CARD SUMMARY
MARCH 2025***BUSINESS CARD 1 (M202) – EXECUTIVE MANAGER INFRASTRUCTURE AND DEVELOPMENT SERVICES***

TOTAL PURCHASES March 2025	\$290.00
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02.03.2025	STEPHEN DORAN – TRAINING AI IN LOCAL GOVERNMENT	\$286.00
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30.03.2025	MONTHLY CREDIT CARD FEE - BENDIGO BANK	\$4.00
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BUSINESS CARD 2 (M203) – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

TOTAL PURCHASES March 2025	\$1,735.35
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15.03.2025	HOTEL BOOKING.COM – ACCOMMODATION FOR CARAVAN AND CAMPING SHOW – MANAGER TOURISM ECONOMIC DEVELOPMENT	\$984.60
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25.03.2025	STRETCH NOW PTY LTD – PURCHASE 2 X ANTI-BLUE LIGHT SCREENS WORK HEALTH AND SAFETY OFFICER	\$282.90
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26.03.2025	VOLUNTEERING AUSTRALIA – PURCHASE 55 X LANYARD'S COMMUNITY DEVELOPMENT OFFICER	\$217.00
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30.03.2025	SHIRE OF YORK TRUST – DEPARTMENT OF TRANSPORT – PAYMENT FOR REGISTRATION P180 EXCAVATOR UNTIL 30/06/2025	\$59.40
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30.03.2025	SHIRE OF YORK TRUST – DEPARTMENT OF TRANSPORT – PAYMENT FOR REGISTRATION P179 ROAD ROLLER UNTIL 30/06/2025	\$25.35
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30.03.2025	UNITED FASTNERS WA – PURCHASE 80 X GALVANISED SQUARE WASHERS GLEBE ST BRIDGE HANDRAIL REPAIRS	\$158.10
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30.03.2025	MONTHLY CREDIT CARD FEE – BENDIGO BANK	\$4.00
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**MONTHLY LIST OF FUEL CARD
TRANSACTIONS APRIL REPORT 2025**

DATE	SUPPLIER	REGO	MODEL	ODOMETER	AMOUNT
31/03/2025	PUMA ENERGY YORK ROADHOUSE	1HSA231	MAZDA CX5 SEDAN WAGON	58341	\$89.02
1/04/2025	PUMA ENERGY YORK ROADHOUSE	1HVF884	MAZDA CX5 MAXX AWD WAGON		\$71.72
4/04/2025	BP THE LAKES 1903	Y8804	MAZDA 3 TOURING SEDAN	16639	\$1.25
4/04/2025	WEX AUSTRALIA	Y8804	MAZDA 3 TOURING SEDAN	16639	\$0.50
4/04/2025	BP THE LAKES 1903	Y8804	MAZDA 3 TOURING SEDAN	16639	\$78.48
4/04/2025	PUMA ENERGY YORK ROADHOUSE	1HMZ024	MAZDA CX5 SEDAN WAGON	84000	\$115.32
5/04/2025	AMPOL MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO	44819	\$99.01
5/04/2025	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO	44819	\$0.50
7/04/2025	S24 SAWYERS VALLEY	1HSA231	MAZDA CX5 SEDAN WAGON	58978	\$85.82
9/04/2025	PUMA ENERGY YORK ROADHOUSE	Y8804	MAZDA 3 TOURING SEDAN	17147	\$73.83
11/04/2025	PUMA ENERGY YORK ROADHOUSE	1IBY541	SUBARU OUTBACK WAGON	40719	\$44.72
13/04/2025	BP THE LAKES 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	44770	\$1.34
13/04/2025	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO	44770	\$0.50
13/04/2025	BP THE LAKES 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	44770	\$84.00
15/04/2025	PUMA ENERGY YORK ROADHOUSE	1HMZ024	MAZDA CX5 SEDAN WAGON	85149	\$121.65
16/04/2025	PUMA ENERGY YORK ROADHOUSE	1HSA231	MAZDA CX5 SEDAN WAGON	59589	\$89.71
17/04/2025	PUMA ENERGY YORK ROADHOUSE	Y8804	MAZDA 3 TOURING SEDAN	17640	\$73.72
17/04/2025	COLES EXPRESS VASSE	1ICQ468	MAZDA CX-8 SPORT AUTO	45362	\$79.99
17/04/2025	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO	45362	\$0.50
21/04/2025	CALTEX MUNDARING	1ICQ468	MAZDA CX-8 SPORT AUTO	46102	\$90.65
22/04/2025	S24 GUILDFORD	1HSA231	MAZDA CX5 SEDAN WAGON	60166	\$72.35
24/04/2025	PUMA ENERGY YORK ROADHOUSE	1IBY541	SUBARU OUTBACK WAGON	4759	\$73.01
28/04/2025	CALTEX MUNDARING	1HSA231	MAZDA CX5 SEDAN WAGON	606163	\$70.07
28/04/2025	PUMA ENERGY YORK ROADHOUSE	1HMZ024	MAZDA CX5 SEDAN WAGON	85772	\$127.50
29/04/2025	AMPOL MIDVALE	1ICQ468	MAZDA CX-8 SPORT AUTO	46828	\$89.89
29/04/2025	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO	46828	\$0.50
TOTAL					\$1,635.55

SY056-05/25 INVESTMENTS - APRIL 2025

File Number:	4.7714
Author:	Codey Redmond, Manager Finance
Authoriser:	Rebecca Palumbo, Acting Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Disclosure of Interest:	Nil
Appendices:	1. Investment Register April ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

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

BACKGROUND

Policy F4 - Investment requires Council to review the performance of its investments monthly. In accordance with the Policy, a report of investments is presented to Council to provide a summary of investments held by the Shire of York.

COMMENTS AND DETAILS

The Shire of York Investment Portfolio includes the following items that highlight Council's investment portfolio performance:

1. Council's Investments
2. Application of Investment Funds
3. Investment Performance

There were two (2) maturing investments in April 2025. The municipal investment term deposit was resumed into operating funds to support cash flow requirements and the reserves term deposit was reinvested for a further three (3) months.

2024/25 Year to Date (YTD) Municipal and Trust interest totalling \$156,597.83 has been received and receipted or reinvested as of 30 April 2025. Reserves interest of \$6,432.45 was received on the most recent term deposit maturity.

Further details of the Shire's current term deposits and bank balances are presented in Appendix 1.

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER**Consultative**

Standard and Poor's Australia - Global ratings

Financial institutions

StrategicCouncil Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance

The Shire's public finances are sustainable in the short and long-term.

Policy Related

F4 Investment

Delegation 1.1.19 - Power to Invest and Manage Investments

Financial

Revenue from investments is a funding source for the Shire and assists in maintaining the value of reserve funds. Policies and procedures are in place to ensure appropriate, responsible, and accountable measures protect the Shire's funds.

Legal and Statutory

Section 6.14 of the *Local Government Act 1995* is applicable and states:

“6.14. Power to invest

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

Regulations 19 and 19C of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

“19. Investments, control procedures for

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

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

- (1) *In this regulation —*
authorised institution *means —*

- (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
- (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

foreign currency means a currency except the currency of Australia.

- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
 - (a) *deposit with an institution except an authorised institution;*
 - (b) *deposit for a fixed term of more than 3 years;*
 - (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
 - (d) *invest in bonds with a term to maturity of more than 3 years;*
 - (e) *invest in a foreign currency.”*

Risk Related

Funds are invested with various financial institutions in accordance with the global credit framework outlined in the Shire's investment policy to reduce risk.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to Investments - April 2025, Council:

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



SHIRE OF YORK INVESTMENT PORTFOLIO

30 April 2025

Reference	Deposit Institution	S & P's	Investment Date	Maturity Date		Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity
MUNICIPAL - Interest Bearing NCDs/TDs										
	AMP Banking	BBB	Monday, 13 January 2025	Monday, 14 April 2025	91	510,900.44	9%	5.05%	517,332.89	6,432.45
MUNICIPAL - Interest Bearing NCDs/TDs						510,900.44	9%	5.05%	517,332.89	6,432.45
MUNICIPAL - Other funds										
	Municipal Account 118630623	BBB+				1,914,669.85	32%		1,914,669.85	0.00
	Westpac Flex-i	AA-				5,402.13	0%		5,402.13	0.00
	AMP Banking At call	BBB				28,795.86	0%		28,795.86	0.00
	AMP Banking Notice	BBB				301,889.89	5%		301,889.89	0.00
MUNICIPAL - Other						2,250,757.73	38%		2,250,757.73	0.00
RESERVE - Interest Bearing NCDs/TDs										
	AMP Banking	BBB	Thursday, 12 December 2024	Monday, 16 June 2025	186	1,003,684.94	17%	5.00%	1,029,258.35	25,573.41
	AMP Banking	BBB	Thursday, 23 January 2025	Wednesday, 23 April 2025	90	607,141.99	10%	4.50%	613,574.44	6,432.45
	Bendigo Reserve				0	550,116.01	9%	4.00%	550,116.01	0.00
RESERVE - Interest Bearing NCDs/TDs						2,160,942.94	36%	4.75%	2,192,948.80	32,005.86
RESERVE - Other funds										
	Reserve Acct 119521748	BBB+				550,116.01	9%		550,116.01	0.00
RESERVE - Other						550,116.01	9%		550,116.01	0.00
TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	37,710.74	0.63%	4.50%	39,421.12	1,710.38
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	35,378.81	0.59%	4.50%	36,983.42	1,604.61
T77 C/OVERS 2514	Bendigo Bank	BBB+	Wednesday, 29 January 2025	Thursday, 29 January 2026	365	68,063.59	1.14%	4.50%	71,150.62	3,087.03

TRUST - Interest Bearing NCDs/TDs 141,153.14 2% 4.50% 147,555.16 6,402.02

TRUST - Other funds

Trust Acct 118630649 BBB+ 342,553.25 6% 342,553.25 0.00

TRUST - Other 342,553.25 6% 342,553.25 0.00

TOTALS 5,956,424 100% 4.77% 6,001,264 44,840

Reconciliation		
by rating	Value of Investments/Bank accounts	
AA-	5,402.13	0%
BBB+	2,948,492.25	55%
BBB	2,452,413.12	45%
TOTAL	5,406,307.50	100%

Summary of Amounts			
TD's by bank		Bank Accounts - Bendigo Bank	
Bendigo Bank	141,153.14	6%	Municipal 2,250,757.73
AMP Banking	2,121,727.37	94%	Reserve 2,711,058.95
National Australia Bank	0.00	0%	Trust 330,332.43
Westpac Bank	0.00	0%	AMP At call 28,795.86
			AMP Notice 301,889.89
			Westpac Flex-i 5,402.13
	2,262,880.51	100%	30-Apr-25 \$ 5,628,236.99
			Total Cash 7,891,117.50

Interest Earnings			Total Cash by Fund	
Fund	Adopted Budget	Year to Date Actual	Fund	
Municipal	\$ 70,000.00	\$ -	Municipal	2,761,658.17
Reserve	\$ 47,000.00	\$ -	Reserve	2,711,058.95
Trust	\$ -	\$ -	Trust	483,706.4
Total	\$ 117,000.00	\$ -	Total	\$ 5,956,423.51

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

13 MEETING CLOSED TO THE PUBLIC

13.1 Matters for which the Meeting may be closed

Nil

13.2 Public Reading of resolutions to be made public

14 CLOSURE