CONFIRMED MINUTES

Ordinary Council Meeting
Tuesday, 28 July 2026

Date: Tuesday, 28 July 2026

Time: 5:00pm

Location: Council Chambers, York Town Hall, York

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MINUTES OF SHIRE OF YORK
ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 28 JULY 2026 AT 5:00PM

1 OPENING

1.1 Declaration of Opening

Cr Chris Gibbs, Shire President, declared the meeting open at 5pm.

1.2 Acknowledgement / Disclaimer

The Shire President advised the following:

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

Nil

1.4 Announcement of Visitors

Nil

1.5 Declaration of Proximity Interest

Nil

1.6 Declaration of Financial Interests

Nil

1.7 Disclosure of Impartiality Interest

Cr Trent SY064–07/26 - Request for Tourism Funding - York Motoring Events Inc.

2 ATTENDANCE

2.1 Members

Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President

Cr Elaine Ashford; Cr Monique Hutchinson; Cr Kevin Trent.

2.2 Staff

Alina Behan, Chief Executive Officer; Anneke Birleson, Acting Executive Manager Corporate & Community Services; Thomas Bruins, Executive Manager Infrastructure & Development Service; Rebecca Atkinson, Manager Tourism & Economic Development; Gail D'Arcy, Council Support Officer; Emma Hannington, Administration Officer

2.3 Apologies

Cr Kevin Pyke; Cr Melissa Welsh.

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

There was 1 person in the Gallery at the commencement of the meeting.

3 QUESTIONS FROM PREVIOUS MEETINGS

3.1 Response to Previous Public Questions Taken on Notice

Nil

3.2 Response to Unasked Questions from the Previous Meeting

Nil

4 PUBLIC QUESTION TIME

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

6.7 Other procedures for question time for the public

(1) A member of the public who wishes to ask a question during question time must identify themselves and register with a Council Officer immediately prior to the meeting.

(2) A question may be taken on notice by the Council for later response.

(3) When a question is taken on notice the CEO is to ensure that—

(a) a response is given to the member of the public in writing; and
(b) a summary of the response is included in the agenda of the next meeting of the Council.

(4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to—

(a) declare that he or she has an interest in the matter; and

(b) allow another person to respond to the question.

(5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.

(6) Where a member of the public provides written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.

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

(a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;

(b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or

(c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

(8) A member of the public shall have 2 minutes to submit a question.

(9) The Council, by resolution, may agree to extend public question time.

(10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.

(11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

Public Question Time commenced at 5.06pm.

4.1 Written Questions – Current Agenda

DIANE BUCKLEY

Question 1

Library Tub Chairs - Was it necessary to spend $3289.00 on 6 chairs? Did existing chairs need to be replaced, were existing chairs sold to recover costs, how often is this expense required?

Response provided by the Shire President

The existing chairs were purchased for the opening of the administration building in 1997. Many are now reaching end of life but have not yet been disposed of. Comparison quotes were sought over several years, with the focus on safety, weight bearing and flared arm rests to assist older residents to return to standing.

Question 2

Environmental Health Officer - Please provide the total cost we have spent on Consultant Phillip Swain since George left in Jan 2025? I raised this cost early in 2025. I would like our CEO to provide the figure and also an update on how we are going to get a permanent EH Officer

Response provided by the Shire President

The Shire has paid $84,780 for the Environmental Health Services of Phillip Swain since January 2025. Phil's services have been required again from April 2026 as the Shire's permanent EHO is on parental leave and advertising for a fixed term staff member to cover the leave period was unsuccessful

Question 3

Illuminart Stories in Light - What is this for, is it a permanent fixture as it is big expenditure

Response provided by the Shire President

Illuminart is the creative consultant who has been contracted through a competitive process to design the permanent lighting display as part of the Waugal Rises project. This is the initial payment for the contract. A grant of $238,002 (ex GST) was approved from Lotterywest towards funding this project.

Question 4

Engineering Design Work – Do we have to outsource this as we don't have the staff to do our own designs? Can you advise what these designs in financials by Talis Consultants were for?

Response provided by the Shire President

Engineering design is a very specific engineering skill set that is difficult for a small regional Shire to have available internally, accordingly the Shire utilises consultancy contracts to undertake this work. These payments are for two different projects being the Quellington Road reconstruction and the light industrial area upgrades. Using technical support ensures we are designing to meet the relevant standards, and the work creates a long-term outcome for the community.

Question 5

Pet Friendly Toilets - Our shire is short on funds so would like to know if a more cost effective alternative could have been utilised? $7409.60 for two pet friendly toilets seems excessive.

Response provided by the Shire President

The drink stations are for two separate drinking fountains that service both people and pets. As with all procurement we seek to provide the best outcome in a cost-effective manner to deliver long term outcomes for the community. The cost is consistent with the market and was budgeted for in the 2025/26 budget.

4.2 Public Question Time

DARLENE BARRETT

Question 1

For several months I have been asking for the streets to be cleaned up mainly the pavers, I was sent a letter saying the pavers were cleaned 6 months prior to May and don't believe that to be correct, so I have sat quietly for the past 3 months as it was going to get done at end of May and still hasn't been done would just like to know when it will eventually get done

Response provided by the Chief Executive Officer

This question was Taken on Notice for a written response at a later date.

As there were no further questions Public Question Time concluded at 5.11pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

6.1 Petitions

Nil

6.2 Presentations

Nil

6.3 Deputations

Nil

6.4 Delegates' reports

6.4.1 Cr Denese Smythe

Cr Denese Smythe, Deputy Shire President, advised she had attended the following meetings and events during June 2026:

DAY	MEETING/EVENT DESCRIPTION	VENUE
03/06/2026	Special Council Meeting	Council Chambers
09/06/2026	Audit, Risk & Improvement Committee Meeting	Council Chambers
09/06/2026	Concept Forum	Council Chambers
11/06/2026	ALGA Masterclass	Online
12/06/2026	WALGA Honours Awards	WA Museum
16/06/2026	Budget Briefing	Council Chambers
16/06/2026	Agenda Briefing	Council Chambers
19/06/2026	WALGA Zone meeting	Toodyay
23/06/2026	Ordinary Council Meeting	Council Chambers

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RESOLUTION
010726

MOVED: CR DENESE SMYTHE SECONDED: CR KEVIN TRENT

THAT THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 23 JUNE 2026 BE CONFIRMED AS A CORRECT RECORD OF PROCEEDINGS.

IN FAVOUR: CRS CHRIS GIBBS, DENESE SMYTHE, ELAINE ASHFORD, MONIQUE HUTCHINSON AND KEVIN TRENT

AGAINST: NIL

CARRIED 5/0

RESOLUTION
020726

MOVED: CR KEVIN TRENT SECONDED: CR DENESE SMYTHE

THAT THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 3 JUNE 2026 BE CONFIRMED AS A CORRECT RECORD OF PROCEEDINGS.

IN FAVOUR: **CRS CHRIS GIBBS, DENESE SMYTHE, ELAINE ASHFORD, MONIQUE HUTCHINSON AND KEVIN TRENT**

AGAINST: **NIL**

CARRIED 5/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Meetings and Events Attended

The Shire President advised he had attended the following meetings and events during June 2026:

DAY	MEETING/EVENT DESCRIPTION	VENUE
02/06/2026	York Business Association	Shire Administration
05/06/2026	CEO Meeting	Shire Administration
09/06/2026	Audit & Risk meeting	Council Chambers
09/06/2026	Concept Forum	Council Chambers
16/06/2026	CEO Meeting	Shire Administration
16/06/2026	Agenda Briefing	Council Chambers
23/06/2026	CEO Meeting	Shire Administration
23/06/2026	Ordinary Council Meeting	Council Chambers
30/06/2026	CEO Meeting	Shire Administration

9 OFFICER'S REPORTS

SY062-07/26 MULTIYEAR FUNDING ACQUITTAL 2025/26 - HARDWIRED ENTERTAINMENT PTY LTD

File Number:	**4.7711**
Author:	**Rebecca Atkinson, Manager Tourism & Economic Development**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**25 February 2025 (080225)** **24 June 2025 (060625)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Acquittal Form ⇩** **2. Financial Supporting Documents ⇩** **3. Other Supporting Documents ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the multiyear funding acquittal received from Hardwired Entertainment Pty Ltd for the 2026 York Motorcycle Festival held 21 and 22 March 2026.

BACKGROUND

Council has historically provided support for activities, organisations and events that contribute to the Shire's community, social and economic objectives through the Community Funding Program.

In certain circumstances, where Council sees significant benefit to the community of maintaining support for a project or activity on an on-going basis it may resolve to consider, via the Integrated Planning and Reporting Framework review cycle or the Annual Budget process, inclusion as a recurrent sponsorship.

At its 25 February 2025 Ordinary Meeting Council resolved to enter into a Multiyear Funding Agreement with Hardwired Entertainment Pty Ltd to ensure its activities would be supported with recurrent funding, and resolved (080225):

"That, with regard to Request for new Multiyear Funding Agreement - Hardwired Entertainment, Council:

1. ***Receives the request for multiyear funding from Hardwired Entertainment, as presented in confidential Appendix 2.***
2. ***Requests the Chief Executive Officer to negotiate and document a multiyear funding agreement with Hardwired Entertainment under the following conditions:***
   a. ***The Agreement will commence on 1 March 2025 and expire on 30 June 2027.***
   b. ***The amount of sponsorship will be provided in accordance with the table below:***

FINANCIAL YEAR	*SPONSORSHIP*	*FIRST PROGRESS PAYMENT (80%)*	*FINAL PAYMENT ON ACQUITTAL (20%)*

2024/25	***$30,000 ex GST***	***1 March 2025***	***1 June 2025*** ***or earlier upon successful acquittal***
2025/26	***$35,000ex GST***	***1 February 2026***	***1 June 2026*** ***or earlier upon successful acquittal***
2026/27	***$40,000 ex GST***	***1 February 2027***	***1 June 2027*** ***or earlier upon successful acquittal***

c. Payment will be subject to all milestone conditions of the Agreement being met on an annual basis.

3. Authorises the Shire President and Chief Executive Officer to endorse the final multiyear funding agreement.

4. Directs the Chief Executive Officer to include the above agreed amounts in the 2025/26 and 2026/27 budgeting process."

Acquittal reporting is a requirement, to be received no later than ninety (90) days following the delivery of the event. Dependant on the size, scale and frequency of funding, acquittal reporting detail varies.

COMMENTS AND DETAILS

A copy of the acquittal report for the 2025/26 funding is presented in Appendix 1 and supporting documents are presented in Appendices 2 and 3.

An overview of the acquittal report is provided below.

Purpose

To deliver a refreshed and expanded York Motorcycle Festival that improves business participation, promotes York as a regional event destination, increases visitation, and continues to support community engagement and charity alignment.

Provision

The provision of allocated funding is $35,000 for the 2025/26 financial year, with $28,000 paid before the event and the remaining $7,000 due on acceptance of the acquittal.

An additional $10,000 in sponsorship for this event was obtained by the Shire of York via the Tourism WA Regional Event Scheme. This is a multiyear agreement that ends in 2027.

Acquittal Summary

The 2026 York Motorcycle Festival was delivered by Hardwired Entertainment Pty Ltd on Saturday 21 and Sunday 22 March 2026. The event built on the success of previous years and continued to support York's profile as a leading regional destination for major events in Western Australia.

The 2026 program included the introduction of the Spellbound Street Festival, which expanded the festival's weekend offering and created additional opportunities for community participation, local business engagement, overnight stay and town centre activation.

The York Motorcycle Festival program included motorcycle displays, trade exhibitors, live entertainment, food vendors, market stalls, community organisations and appearances by internationally recognised motorcycle athlete Robbie Maddison. Robbie Maddison's involvement generated strong interest across the motorcycling community and contributed to the festival's broader promotional reach.

With thirty (30) exhibitors, traders and community organisations participated across the festival weekend, including motorcycle industry representatives, community groups, tourism operators, food and beverage vendors and specialty retailers. Attendance numbers were collected from head counts

during the day. Hardwired events acknowledge the tracking of attendance at a none ticketed open area location is difficult and will continue to investigate and implement other avenues for collection.

Marketing and promotion were delivered through a coordinated campaign including digital advertising, social media promotion, radio advertising, website content, signage, merchandise and printed collateral. The Shire of York was acknowledged across key promotional platforms, event material and public announcements. The 2026 York Motorcycle Festival t-shirts showcased the York Town Hall.

The event attracted significant sponsorship and industry support, including contributions from Shannon's Insurance, Harley-Davidson, Red Bull and Tourism WA. Total event income was $89,027.00 and total expenditure was $88,969.73, resulting in a nominal profit of $57.27.

Post-event evaluation indicated that broader economic conditions may have impacted visitor spending and attendance patterns, particularly with the event being held around the peak of the fuel supply and pricing pressures. These insights will inform future planning and support continued refinement of the York Motorcycle Festival to maximise visitation, participation and local economic benefit.

Key Takeaways

- 30 vendors
- Event expenditure $88,969
- Strong attendance despite fuel crisis peak
- Approximately 5,500 attendees
- Town Hall featured on new edition York Motorcycle Festival merchandise

Review

The Shire has received appropriate proof of financial records for the funding spends, proof of Shire acknowledgement on marketing materials and proof of attendance at program for the York Motorcycle Festival 2026. Officers are satisfied all information has been provided to acquit the funding.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the acquittal report from Hardwired Entertainment Pty Ltd and direct the Chief Executive Officer to release the final payment of $7,000 (ex GST).

Option 2: Council could choose not to accept the acquittal report from Hardwired Entertainment Pty Ltd and request that further information be provided. Should Council resolve to do so, it will need to specify the additional information required.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Hardwired Entertainment Pty Ltd

Local York CBD businesses.

Strategic

<u>Council Plan 2025-2035</u>

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 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants and Sponsorship

Financial

Subject to Council resolution, the final payment of $7,000 will be included in the 2026/27 budget.

Legal and Statutory

Nil in relation to the receipt of the acquittal.

Risk Related

Should Council choose not to accept the acquittal, this poses a reputational and compliance risk which is considered moderate and a potential financial risk which is also rated moderate. Regular reporting in accordance with multiyear and policy requirements including acceptance of acquittals through resolution provides acceptable treatment controls to manage the risks identified.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
030726

Moved: Cr Kevin Trent **Seconded: Cr Denese Smythe**

That, with regard to Multiyear Funding Acquittal 2025/26 - Hardwired Entertainment Pty Ltd, Council:

1. **Accepts the acquittal report received from the Hardwired Entertainment Pty Ltd, as presented in Appendix 1.**
2. **Directs the Chief Executive Officer to release the final milestone payment of $7,000 (ex GST) to Hardwired Entertainment Pty Ltd.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

Funding Acquittal Form

Acquittal | Office Use Only

FUNDING ACQUITTAL FORM

Instructions to complete the form:

1. Pre-filled information from previously submitted forms connected to your funding will be provided. Please check this information is correct and make any changes necessary.

2. Complete and submit this form no later than 90 days following the conclusion of your project/event.

3. Refer to the relevant guidelines to assist you in providing the most appropriate information.

If you are unsure about what is required or would like some clarity on a particular question, please contact the Shire Officer outlined in the relevant guidelines.

Funding Category

( ) Tourism ( ) Outstanding Representation ( ) Community (•) Economic Development

Organisation Information

Name of Organisation

HARDWIRED ENTERTAINMENT PTY LTD

Street Address

[redacted]

Postal Address

[redacted]

Email:

info@hardwiredentertainment.com.au

Website (if applicable)

Project Name

York Motorcycle Festival

Funding Amount

$ 35,000.00

Is your acquittal for one-off or multi-year funding?

( ) One-Off (•) Multi-Year

Date Funding Granted

12/03/2025

Date project was Delivered

22/03/2026

Who is your target sector of the community? *

[ ] Youth [ ] Seniors [ ] Disadvantaged [ ] Isolated [ ] Visitors [x] Other People of all ages

Strategic Alignment *

Describe how your project delivered against the Shire of York Council Plan 2025 - 2035 Pillars selected in your application

Style B I U Open Sans 14 A

For the 2026 York Motorcycle Festival we wanted to continue to focus on the community and the economy for the Shire of York. Engaging with local businesses and looking to strengthen the relationships that were made in 2025. We believe putting the locals first is key to building a successful event and having their support not only improves the event, but it improves the economic and financial growth for the town. We also implemented a new format to the Saturday evening and had an Australian motorcycling icon attend the event.

Changing the Saturday evening format was a key focus for us, we wanted to bring the entertainment into the heart of the town, and we did this with the Spellbound Street Festival. Moving from Avon Park was a decision based around how to get the locals more involved. Creating an event for the main street of York meant we were able to get businesses involved and provide opportunities for them that they wouldn't have got in the past. We included our BMX Stunt Team to provide high energy, family fun, brought along the amazing Morgan James from Ricochet Circus who performed for the town and brought lots of laughs and joy to the kids and adults! A local musician by the name of "Moose" was hired to play live music and did an amazing job creating a vibrant feel with his music talent. Having local food and drink vendors set up on the main street built that festival feel and provided attendees with delicious food and drinks that they could enjoy while watching and experiencing what the event had to offer. Some local businesses decided to open their doors at times they would normally be closed, contributing to the feel of the event and giving them an opportunity to increase income. We offered local stall holders to be involved, giving them priority over anyone else and kept costs as low as possible to encourage participation. Being the first time holding this event we believe it went well and was well received. Our goal was to provide the town with something fun and new and have it benefit them.

We invited Australian motorcycling icon Robbie Maddison to attend the event and were so pleased that he was able to. Robbie has been riding motorcycles since he was 4 years old and has achieved almost more than anyone else has on a dirt bike. He has held multiple world records, competed in countless competitions around the world, has won gold medals at X-Games and is a Red Bull athlete. Having Robbie attend the event was a huge success and is something we are very proud of. Thousands of people got to meet a legend of the motorcycling industry and hear some of his story during the interview held in the main street of York. We are excited to continue this trend into 2027 and have put into action a plan to bring another motorcycling celebrity to York.

With a big focus on community and economy we made some changes to the Avon Park fair that happens on the Sunday of the event. In past years a third party managed and organised this portion, in 2026 we felt this could be done differently and decided that we would take control and manage it in the best way we could. We prioritised local businesses/ stall holders. Encouraging locals to be involved and not trying to get as many stalls as possible meant they would get more opportunity to sell their products and improve financial income. we only used local food and drink businesses at the park and included a face painter from Northam to provide some fun for the children. We also had more local stalls on the main street.

Along with the improvements we made in 2025 such as the layout of the event, we believe the changes made in 2026 have been a success and has put the town first again. Without the town, there is no event, so we will continue to do this and continue to ask the locals what could be done better

Delivery of Stated Outcomes *

Please demonstrate how you successfully delivered the outcomes outlined in your application. How was this success measured? Please attach supporting documentation (if applicable) in addition to your answer below. NOTE: Do not ONLY attach a document.

Style B I U Open Sans 14 A

For the 2026 York Motorcycle Festival our outcome goals were to have more local business involvement and bring some new, fresh ideas to the event. We believe we achieved this with the following.

- The Spellbound Street Festival: A new addition for the weekend bringing new entertainment and including local businesses and people. We measured the success of this by seeing the locals who attended and those who were a part of the event. Being the first year, we can only look at the data we got and then will put that towards the 2027 event.

- Robbie Maddison: By bringing Robbie to the event we believe it brought more people to the town. A person of Robbies stature in the Moto Cross community quickly made its way around social media and we know some people who had not attended the event before came because Robbie was there. This increase in attendees contributes to more economic and financial growth for the town.

- Avon Park Fair: Reaching out to locals and giving them first opportunity to be involved continues to show we are trying to put the town first. Avon Park was made up of 90% local or close surrounding businesses, a great step forward in supporting the region.

- Hiring equipment and engaging with local businesses: In 2026 we supported more locals by using their services. We hired equipment from D&A Plumbing; our musician is a local and the stage for this was hired though a local company. Avon Waste was supported by paying for the additional waste bins the event requires. The local butcher was involved and presented with their own stall on the main street. Dennis Kickett, a local man, provided the Welcome to Country again this year. Having local food & drink vans involved in the Saturday and Sunday events provided more opportunity.

- Listening to the town: We made a few small changes to the layout regarding road closures and making sure locals were not affected by the event. In 2025 we had a few people discuss what impacted them and this year we made it a priority to rectify and work with those people to provide a positive experience for all. We believe this was achieved and had great feedback from the people involved.

- New Vendors: This year we were excited to have new vendors attend the event, 2 of which were from the Eastern States. This was a huge positive for the event as we know the word is spreading around the country. Moto Cap and Peak Moto were a great addition to the list of vendors.

Total Attendees (if applicable)

Please upload supporting documents *

DECLARATION

In affixing my name to this form I the undersigned, on behalf of and with the authority of my organisation, make the following declarations:

We declare to the best of our knowledge that the statements made in this report are true

We have recorded and retained all original invoices and receipts in accordance with the Funding Agreement. We acknowledge that the Shire of York may audit the organisation to verify the accuracy of the information contained in this acquittal

The information contained within the Statement of Income and Expenditure is complete and accurate and does not contain any misleading or fraudulent information

Relevant statutes, regulations, by-laws and requirements of any Federal, State or Local Government have been complied with

Acquittal report duly authorised by:

Title	First Name (?) *	Last Name *
	[redacted]	[redacted]

E-mail (preferred for correspondence) *	Position Held
info@hardwiredentertainment.com.au	[redacted]

By checking the box below and pressing SUBMIT, you are confirming you have the authority to act on behalf of yourself or organisation, and it will be accepted as a digital signature *

☑ I acknowledge selecting this box confirms my authority to submit this application on the behalf of myself and/or the organisation ident ified in this application and will be received as a digital signature.

Contact Us:

Shire of York 1 Joaquina Street York WA 6302 (08) 9641 0500 records@york.wa.gov.au ABN: 55 315 676 247

Next

CASH BUDGET			
Cash Income	**Total**		**Notes**
Government sponsorship			
Shire of York	$	35,000.00	
Tourism WA RES funding request	$	10,000.00	
Subtotal	**$**	**45,000.00**	
Corporate sponsorship			
Shannons Insurance	$	10,000.00	
Harley-Davidson	$	10,000.00	
Red Bull	$	1,500.00	
DRD	$	360.00	
Subtotal	**$**	**21,860.00**	
Estimated spectator revenue			
Merchandise	$	7,857.00	
Vendors YMF	$	5,380.00	
Show and Shine	$	720.00	
Admin fee	$	500.00	
Power	$	200.00	
Marquee Hire	$	5,620.00	
Spellbound/Avon Park	$	1,540.00	
Insurance	$	350.00	
Subtotal	**$**	**22,167.00**	
Total Cash Income	**$**	**89,027.00**	
Cash Expediture	**Total**		
Administration			
Management Fee	$	9,000.00	
Insurance	$	600.00	
Travel costs (fuel)	$	1,081.57	
Accommodation	$	1,315.00	
Wages	$	8,200.00	
Subtotal	**$**	**20,196.57**	
Operational costs			
Venue hire	$	2,154.00	
Misc	$	166.34	
Marquee Hire	$	7,445.90	
Welcome to Country - Dennis Kickett	$	500.00	
Fencing	$	8,312.00	
Robbie Maddison	$	3,910.00	
Tables and chairs	$	175.00	
Filmers/Photograhy	$	200.00	
Traffic Management	$	7,947.07	
First Aid	$	2,185.00	
Toilets	$	350.00	
Ricochet Circus	$	6,331.56	
Stage Spellbound	$	410.00	
Entertainment	$	12,100.00	
MC	$	350.00	
Mega Vision	$	3,230.82	
Waste Management	$	280.00	
General repairs	$	-	
Subtotal	**$**	**56,047.69**	
Marketing and promotions			
Artwork	$	300.00	
Show & Shine	$	480.00	
Posters and Flyers	$	115.00	
Signage	$	267.82	
Merchandise	$	7,342.65	
Website	$	400.00	
Newspaper advertising/ Local YBD	$	300.00	
Radio advertising	$	2,520.00	
Digital advertising	$	1,000.00	
Subtotal	**$**	**12,725.47**	
Total Cash Expenditure	**$**	**88,969.73**	
Cash Profit / Loss	**$**	**57.27**	

In-kind contributions			
Item	**Total**		**Notes**
Avon Waste			
Total	**$**	**-**	
Total	**$**	**-**	

Shire of York - York Motorcycle Festival 2026

Spendings for the 2026 event are as follows.

Fencing	$8,600.00
Traffic Management	$6,987.07
Ricochet Circus	$6,331.56
Mega Vision (PA system)	$3,230.82
First Aid	$2,185.00
Venue Hire	$1,863.64
Robbie Maddison (portion)	$1,759.64
Accommodation	$1,375.00
TMP	$960.00
Moose Nicholson (singer)	$700.00
Music Events Stage	$409.09
Toilets	$318.18
Avon Waste	$280.00

Shire funding - $35,000
Total spent - $35,030.65

Tax Invoice

York Sub Centre
[redacted]

Page 1 of 1

CHARGE TO:	SHIP TO:
HARDWIRED ENTERTAINMENT PTY LTD [redacted]	HARDWIRED ENTERTAINMENT PTY LTD

INVOICE NO:	[redacted]	**DATE:**	24/03/2026	**DUE DATE:**	07/04/2026
ACCOUNT NO:	HARDWIRENT	**ORDER NO:**	[redacted]	**CONTRACT:**	[redacted]
QUOTE NO.:		**PO NUMBER:**	[redacted]		

Item#	Description	Qty	Unit Price	Sub Total	GST	Total
EVENTSTANDCY	Country Event Standby Spell bound street festival 4-7pm plus 1 hour set up First Aid Post	4	[redacted]	$352.00	$35.20	$387.20
EVENTSTANDCY	Country Event Standby York Motorbike Festival 10am -3pm Paramedic mobile crew call out fee	1	[redacted]	$225.00	$22.50	$247.50
EVENTSTANDCY	Country Event Standby York Motorbike Festival 10am -3pm Paramedic mobile crew plus 1 hour set up	6	[redacted]	$1,080.00	$108.00	$1,188.00
EVENTSTANDCY	Country Event Standby York Motorbike Festival 10am -3pm plus 1 hour set up First Aid Post	6	[redacted]	$528.00	$52.80	$580.80

Subtotal	$2,185.00
Freight	$0.00
GST	$218.50
Total	$2,403.50

[redacted]

St John Ambulance Western Australia Ltd - Wheatbelt
[redacted]

Stondon Pty Ltd

[redacted]

AVON WASTE

Email:
Phone:
Fax:
ABN:
ACN:

[redacted]

Bill To:

Hardwired Entertainment

Tax Invoice #: [redacted]
Date: 17/03/2026
PO #:

QTY.	ITEM NO.	DESCRIPTION	PRICE Incl GST	GST	EXTENDED PRICE
28	SpecEvents	York Motorcycle Festival 2026 Hire of 28 x event bins	$11.00	$28.00	$308.00
	SpecEvents	Delivery, Service and Removal - (waived, normally $220.00)	$220.00	$0.00	

[redacted]

SALE AMOUNT	$308.00
GST	$28.00
TOTAL	$308.00
BALANCE DUE	$308.00

Please note: our terms are strictly 14 days

TABORDA

TAX INVOICE

Hardwired Entertainment Pty Ltd
[redacted]

Invoice Date
30 Mar 2026

Invoice Number
[redacted]

Reference
York Motorcycle Festival 2026

ABN
[redacted]

Taborda Contracting Pty Ltd
[redacted]

Description	Quantity	Unit Price	GST	Amount AUD
Site Address :York Motorcycle Festival - Avon Tce, York Town Centre				
Client Contact :Matt		[redacted]		
1 x Crew Leader Other Hours Docket No 1113 - 21/3/2026	10.25		10%	971.19
1 x Traffic Controller Other Hours Docket No 1113 - 21/3/2026	10.25		10%	927.63
2 x Traffic Management Vehicle Docket No 1113 - 21/3/2026	21.50		10%	301.00
1 x Crew Leader Other Hours Docket No 1117 - 22/3/2026	15.00		10%	1,421.25
2 x Traffic Controller Other Hours Docket No 1117 - 22/3/2026	30.00		10%	2,715.00
3 x Traffic Management Vehicle Docket No 1117 - 22/3/2026	46.50		10%	651.00
			Subtotal	6,987.07
			TOTAL GST 10%	698.71
			TOTAL AUD	**7,685.78**

[redacted]

VISA AMERICAN EXPRESS

View and pay online now

PAYMENT ADVICE

Customer	Hardwired Entertainment Pty Ltd
Invoice Number	[redacted]
Amount Due	**7,685.78**
Due Date	31 Mar 2026
Amount Enclosed	

Enter the amount you are paying above

To: Taborda Contracting Pty Ltd

[redacted]

Lloyd Investment Group Pty Ltd

[redacted]

Tax Invoice

INVOICE TO
Hardwired Entertainment

INVOICE NO. [redacted]
DATE 12/03/2026

DATE	DESCRIPTION	GST	AMOUNT
21/03/2026	Supply and build 4 off 1.2m x 1.8m x 300cm High Stage modules on Avon Terrace for the York Motorcycle festival.	GST	409.09

Banking Details:

[redacted]

SUBTOTAL	409.09
GST TOTAL	40.91
TOTAL	450.00
BALANCE DUE	**A$450.00**

BAS SUMMARY

RATE	GST	NET
GST @ 10%	40.91	409.09

D and A Plumbing and Gas Services

YORK WA 6302
[redacted]

D&A PLUMBING AND GAS
PL10191 | SERVICES | GF17332
DAPLUMBINGANDGAS@OUTLOOK.COM
0428 248 882

Tax invoice

Invoice number	Issue date	Due date
[redacted]	04/03/2026	11/03/2026

Bill to

[redacted]
Hardwired Entertainment

Item ID	Description	UoM	Qty	Unit price ($) *including tax*	Tax	Amount ($) *including tax*
Porta Toilet Single	Porta Toilet Single	1	2	[redacted]	GST	350.00

Notes

Hire of 2 x Portable Trailer Mounted Toilets Pick up and return to 53 Panmure Rd York on Sunday the 22nd of March

Tax	$31.82
Total Amount *(inc. tax)*	$350.00
Total paid	$0.00
Balance due	**$350.00**

TERMS AND CONDITIONS

If any invoiced amount is not received by the customer, by the mentioned due date, then without limiting company's rights, the following will be applicable.
1. ACCOUNTS PAYABLE 7 DAYS
2. Unpaid accounts beyond the credit terms will incur late interest fees @ 2% of the outstanding balance per week, or the maximum rate permitted by the law, whichever is lower.
3. We may condition future contract renewals/service renewals or suspend our services to you until such amount is paid in full.
4. All products remain property of D & A Plumbing and gas until full payment is received.
5. Interest Charges will apply to all Credit Card payments.

View your invoice online

Click here to view

How to pay

[redacted]

Due date: **11/03/2026** Balance due: **$350.00**

[redacted]

Tax Invoice

Entertainment Solutions for the York Motorcycle Festival, Saturday the 21st and Sunday the 22nd of February, 2026

From

Ricochet Circus and Entertainment PTY LTD
[redacted]

To

Hardwired Entertainment
Australia

Invoice No.
[redacted]

Date
Feb 21 2026

Invoice Due
Mar 08 2026

Description	Quantity	Rate	Amount
Travel (Ground transport) Total Travel 224kms @ .88c per km (ATO travel rate)	1	[redacted]	AUD 195.20
Accommodation in York Dates: February 21st 2026 (checking out on the morning of the 22nd - that's one night total).	1	[redacted]	AUD 227.27
Saturday 21st Entertainment Package #1 1x 30 minute A One Man Circus (Stage/Street Show) 1x 60 minute Have A Go Circus Workshop (all sound equipment provided)	1	[redacted]	AUD 2272.73
SUNDAY ADD-ON The Circus Zone 10:00am - 3:30pm -All Day Circus At Your Event- Up to 5 hours Have A Go Circus Workshops With two circus performers (with breaks) + Up to 3x 15/20 minute circus shows	1	[redacted]	AUD 3636.36

Sub Total	6,331.56
GST (10%)	633.16
Total	**AUD 6,964.72**
Paid to Date	**AUD 0.00**
Balance	

AUD 6,964.72

Invoice Note

[redacted]

Emai[redacted]

All bookings are subject to Ricochet Circus and Entertainment's full Terms and Conditions of Hire. Key terms include:

Booking & Payment
A 40% deposit is required to confirm your booking (if applicable).
Full payment is required prior to delivery or performance unless otherwise agreed.
Hire and performance charges are based on agreed times. Additional usage may incur pro-rata fees.

Cancellations
If the client cancels, 50% of the agreed fee is payable.
Cancellations within 3 weeks of the event incur the full fee.
If the performer cannot attend, every effort will be made to find a professional replacement at no extra cost. If no replacement is found, a full refund will be provided. (Note: this has never happened in 15+ years.)

Onsite Requirements
A safe and clear performance area must be provided. Unsafe or unsuitable conditions may result in the performance being shortened, modified, or cancelled—full fee still applies.
Performance areas must be clear of other acts, band gear, or obstructions (minimum 3m x 3m required).
Performances must have an audience present at the scheduled start time.
Weather conditions (rain, wind, heat, sun) may result in show modifications or cancellations. Full fee still applies.
Any accidents or damage resulting from client or crew negligence must be compensated in full.

Media
Any photos or videos taken by the client must be shared with the performer within one week of the event.
Ricochet Circus may use event media, testimonials, or logos for promotional purposes.
We may have a photographer/videographer on site during the event.

Equipment Hire
Equipment remains the property of Ricochet Circus and must be returned in clean and working condition.
The client is responsible for any loss, damage, or cleaning fees from the time of delivery until collection.
Public liability and transit insurance is covered by Ricochet Circus during delivery, set-up, and pack-down. Insurance during the event is the client's responsibility.

Acceptance of quote confirms agreement with all terms.

FROM Moose Nicholson

Supplier's ABN

9

TO Hardwired Entertainment

DATE 24/3/26

REF	DESCRIPTION	GST	TOTAL
1	gig on March 21/2026		350 00
1	gig on March 22/2026		350 00
	Bank details -		
	Name - [redacted]		
	BSB -		
	No. -		
	SUB-TOTALS		
	GST		
	TOTAL $ Including GST		700 00

Tax Invoice

Hardwired Entertainment Pty Ltd.

Maddo Enterprises PTY LTD
[redacted]

Sales Invoice

Invoice Number [redacted]
Invoice Date Mar 27, 2026

Description	**Amount**
Robbie Maddison Appearance York Motorcycle Festival. Q&A signing.	2,500.00

Tax Breakdown	**Net**	**GST**	**Incl. GST**
Standard (10%)	2,500.00	250.00	2,750.00
		Total Invoice (AUD)	**A$2,750.00**

Payment should be made by bank transfer to the following account:
MADDO ENTERPRISES PTY LTD

MADDO ENTERPRISES
[redacted]

Tax Invoice/Receipt 2026-04-07

ACCOUNT NUMBER
INVOICE NUMBER [redacted]

Shire of York

1 Joaquina Street, York WA, Australia

[redacted]

TAX INVOICE/RECEIPT FOR

Hardwired Entertainment Pty Ltd

[redacted]

INVOICE PERIOD

Any un-invoiced bookings from March 2025 to March 2026

INVOICE ISSUED

7th April 2026

TOTAL DUE 10/04/2026

$2,050.00

Includes GST of $186.36

This will show as "SpacetoCo" on your bank statement.

Thank you for using Direct Debit as your preferred payment method. We will debit your account on the 10th of April, 2026. Upon successful payment, this document will also be considered your receipt.

All amounts on this invoice/receipt are in AUD.

For any questions or concerns regarding your invoice, please contact your Host, Shire of York.

Receipt for Previous Invoice	April 2024 to April 2025
Previous Invoice Number	[redacted]
Previous Invoice Amount	
Previous Payment by Direct Debit	
Previous Amount Owing	**$0.00**

Page 1 of 2
This tax invoice/receipt has been generated by SpacetoCo on behalf of Shire of York.
SpacetoCo

Invoice

Tax Invoice - Due prior to check in, or 7 days from Invoice (unless otherwise arranged)

Settlers House York

[redacted]

Invoice Number: [redacted]
Invoice Date: 12 Mar 2026

[redacted] (Hard Wired Entertainment)

PAID

Reservation Number: [redacted]
Reservation Status: Confirmed

Arrival: 21 Mar 2026
Departure: 22 Mar 2026
Nights: 1

Adults: 3
Children: 0
Infants: 0

Date	Description	Room Number	Quantity	Item Total	Total	Payments
21 Mar 2026	SUPERIOR QUEEN with Spa	-	-	$169	$169	-
21 Mar 2026	SUPERIOR QUEEN with Spa	-	-	$169	$169	-
21 Mar 2026	SUPERIOR QUEEN with Spa	-	-	$169	$169	-
-	Credit Card Surcharge		-	-	$6.08	-
12 Mar 2026	Payment: Visa		-	-	-	$513.08
Total			-	-	**$513.08**	$513.08
Includes GST (10%)			-	-	$46.64	-
Outstanding Balance			-	-	**$0**	-

Payment Policy:

In order to secure a booking, a valid credit or debit card number is required at the time of booking. Settlers House York will usually charge your card within 60 days prior to arrival in order to confirm your booking, and we reserve the right to cancel your booking if payment can not be made. A 1.2% Surcharge will be applied to all card payments. If paying by bank transfer, this must be done shortly after booking, and prior to the reservation date unless otherwise agreed. Tax Invoice payable prior to arrival or within 7 days of issue (please note if receiving an invoice prior to arrival, the room numbers may change). If choosing this option, this would be arranged at the time of booking, and payment can be made into the following account: Bendigo Bank Acc Name - York Bella Mia Pty Ltd BSB - 633000 Acc - 170 515 803 Please email copy of remittance to settlershouseyork@westnet.com.au Should you require a Tax Invoice/receipt or anything further, please contact us by email or phone to arrange this.

[redacted]

Page 1 of 1

MEGAVISION
EVENTS • AUDIO-VISUAL • SPECIAL FX

TAX INVOICE

Hardwired Entertainment

[redacted]

Mega Vision
[redacted]
Opening Hours: Mon - Fri 9am-5pm. Sat 10am - 1pm
[redacted]

Invoice: DSP- York Motorcycle Festival- Cable Traps, Generator and Audio Equipment

Invoice Number [redacted]
Invoice Date 20/03/2026
Your Reference
Due Date 20/03/2026
Event Date

Delivery Address
York Town Centre
York
York WA

Name	Type	Quantity	Price	Discount	Total
Cable Trays					
Cable Trap - 3 Channel 900mm	Rental	15	[redacted]	76.38	114.57
				Total for Cable Trays:	**$114.57**
Generators					
7kVA Honda Generator	Rental	1	[redacted]	72.00	168.00
Fuel	Rental	1			50.00
				Total for Generators:	**$218.00**
Audio Equipment					
ALLEN & HEATH ZED6 Mixer	Rental	1	[redacted]	7.50	22.50
Clover IEC	Rental	1			0.00
ENCORE Black Roadcase 400x340x155mm	Rental	1			0.00
Speaker Stand	Rental	2		5.00	15.00
RCF 15" Speaker - ART735A	Rental	2		42.27	126.83
IEC	Rental	2		0.00	0.00
				Total for Audio Equipment:	**$164.33**
Leads and Cabling					

Page 1 of 2

MEGAVISION
EVENTS • AUDIO-VISUAL • SPECIAL FX

TAX INVOICE

Hardwired Entertainment

[redacted]

[redacted]

Opening Hours: Mon - Fri 9am-5pm. Sat 10am - 1pm

After Hours Contact: [redacted]

Invoice: DSP- York Motorcycle Festival- Cable Traps, Generator and Audio Equipment

Name	Type	Quantity	Price	Discount	Total
XLR 30m	Rental	4	[redacted]	24.55	73.65
Audio & Power Leads Pack - Up to 10 Leads	Rental	1	[redacted]	4.09	12.27
				Total for Leads and Cabling:	**$85.92**
Microphones					
SHURE SLX Wireless Microphone Kit	Rental	1	[redacted]	18.18	54.55
SHURE SLX2 Beta58A Handheld Mic	Rental	1	[redacted]	0.00	0.00
AA Battery	Rental	2	[redacted]		0.00
SHURE SLX4 Wireless Receiver	Rental	1	[redacted]	0.00	0.00
				Total for Microphones:	**$54.55**

Name	Rate	Goods	Tax
GST	10.00%	637.37	63.74

Discount	$249.97
Goods total	$637.37
Tax total	$63.74
Invoice total	$701.11

[redacted]

Page 2 of 2

MEGAVISION EVENTS • AUDIO-VISUAL • SPECIAL FX	**Bond Authority Form**

BOND PAYMENT FOR EQUIPMENT HIRE AND/OR SERVICES:

Hire Contract / Invoice **Number**	

Hire Contract / Invoice **Value**	**$**

Bond/Pre-Auth:

Pre-Authorisation on this Credit Card - ☐ **$200** ☐ **$500** ☐ **$1000**

Auth# _____

☐ Cash on Collection **- $200/$500/$1000**

Payment Terms:
* Payments made by Visa & Mastercard will incur 1.4% Surcharge.
* Bookings are only confirmed once payment has been received in full.
*** In the event any equipment is damaged or lost your bond will be held and the balance of $500/$1000 in total will be deducted from the credit card BEFORE leaving the Megavision premises.**
* In the event that your equipment hire period exceeds 7 business days, another pre-authorisation may be processed on your Credit Card or CASH Bond is required.
* Refer to the Mega Vision Sound and Lighting Hire Contract Terms and Conditions for more details.

CREDIT CARD DETAILS:

CARD TYPE (***please tick):*** VISA ☐ MASTERCARD ☐

CARDHOLDER NAME: _____

CREDIT CARD NUMBER: _____ / _____ / _____ / _____

EXPIRY DATE: _____ / _____

SIGNATURE OF ACCEPTANCE:

I authorise Mega Vision Australia Pty Ltd to charge the Credit Card as detailed on this Credit Card Authorisation Form. I hereby certify that I am an authorised user of this Credit Card and that I will not dispute the payment with my Credit Card company; so long as the transaction corresponds to the terms indicated in this form.

Name: _____ (print name)

Signature: _____ **Today's Date:** _____

Mega Vision Terms & Conditions of Hire

MEGAVISION AUSTRALIA

1. **Entire Contract** - The "Owner" means Mega Vision Sound & Lighting (ABN 74 057 089 335). "Hirer" means the Hirer & it permitted & legal personal representatives. "Goods" means all the Goods specified on the front of this document or any goods substituted pursuant to clause 24. Where any party to this Contract comprises more than 1 legal person, any covenant on the part of 2 or more persons shall be deemed to bind them jointly & separately.

2. **Hire –** As & from the commencement date, the Owner hires the Goods to the Hirer for the Hire Period. The Hirer must return, or arrange the return, of the Goods to the Owner at the Hirer's cost. The Hirer shall use the Goods in a skillful & proper manner & keep them in good & substantial condition, reasonable wear & tear excepted.

3. **Title Retention** – The Owner retains full title to the Goods, notwithstanding the possession of the Goods by the Hirer. The Hirer has a right only to use the Goods in accordance with this Contract.

4. **Hire Duration –** The Hire Period expires upon the earlier of;
   - the Hirer returning the Goods to the Owner at the Owner's address & having made all outstanding payments due under this Contract, or
   - where the Goods or part thereof are lost, destroyed or damaged, when the Hirer pays the Owner in full pursuant to clauses 11 to 14 together with any other outstanding payments due under this Contract.

5. **Late Return -** Should the Goods not be returned to the Owner on the due date, the Hirer shall pay on demand an amount equivalent to the daily rate of the Goods for each day that they are not returned.

6. **Hire Rates -** If the Hirer fails to:
   - pay any hire charges on the due date, or
   - perform or observe any other term or condition of this Contract, or
   - return the Goods or requests the Owner to recover possession of the Goods prior to the expiration of the term of this Contract, or
   - made any misrepresentations or mis-statements in the Contract

   the Hirer shall be deemed to have repudiated & be in breach of this Contract. The Owner shall be entitled to terminate this Contract & retake possession of the Goods if still in possession of the Hirer. The Owner can recover from the Hirer:
   - any money due by the Hirer under this Contract;
   - an amount equal to the balance of the installments of the total hiring charge remaining unpaid up to the termination date; &
   - if the Goods are not returned, all repossession expenses incurred by the Owner.

7. **Bond** – The Owner at their discretion may require a refundable bond to be paid before the Hire Period commences, which will be refunded to the Hirer upon return of all hire equipment in the same condition as it was received at the commencement of the Hire Period. The Owner may request to hold the Hirer's credit card details as security at which point the Hirer authorizes the Owner to hold securely their credit card details to process a bond. Any damage or losses will incur a charge to the Hirer to the full value of the equipment replacement or repair cost. This charge will be additional to the total cost of the Hire Contract & may be deducted from the bond plus a 15% administration fee. If the refundable bond is not sufficient to cover the total cost of the repair/replacement, then the balance must be paid by the Hirer to the Owner immediately. If the Hirer refuses, then these charges will be deducted from the credit card and the Hirer, having signed in agreement to the Terms & Conditions, will not dispute this transaction with the Owner or the Hirer's financial institution. Refunds to the client can take the form of payment by the Owner or credit on the Hirer's next equipment hire.

8. **Overdue Payments** – Should the Hirer not have paid all charges upfront prior to receiving the Goods, the Hirer will subsequently be invoiced for the applicable charges. Should the Hirer not pay the due amounts within the specified trading terms, the Hirer will on demand pay to the Owner interest calculated at the rate of 25% per annum on all amounts due but unpaid plus a monthly administration fee of $25.00 inc GST. The Owner reserves the right to remove all discounts on amounts due but unpaid & past the specified trading terms.

9. **Risk -** The Hirer shall inspect the Goods prior to accepting them on hire & ascertain that they are fit for the use of which they are required. Acceptance by the Hirer or any person acting on his/her behalf of the Goods shall be deemed to be conclusive evidence of inspection & approval of Goods. No responsibility is accepted by the Owner for injuries caused by the Goods (faulty or otherwise) whilst on hire.

10. **No Warranty -** Subject to the terms & conditions implied by the *Competition & Consumer Act 2010* & by any applicable statute of Western Australia which implies terms & conditions which may not be excluded, this Contract embodies all the terms & conditions of the transaction between the parties. The Hirer acknowledges

that the Owner has not given any warranty or representation to the Hirer as to the condition, quality or operation of the Goods, suitability or fitness for any ordinary or special use of the Goods, or correspondence of the Goods to any description. This applies to any time prior or during this Contract period provided the Owner warrants it is not aware of any reason why the Goods are not suitable or fit for their intended use.

11. **Return Condition -** All Goods hired out must be returned in the same condition. Failing this, the Hirer may be responsible for a cleaning or re-rolling fee (for cables & leads) & any breakages by the Hirer or any other damage to the Goods.

12. **Loss or Damage –** The Hirer will promptly notify the Owner of any loss or damage to the Equipment including date, location & circumstances**.** Any Goods lost or damaged from any cause whatsoever, (other than reasonable wear & tear) until the Goods are returned to or collected by the Owner after the Hire Period, will be paid for by the Hirer. If the Goods are irreparable then the Hirer must pay for the full replacement cost on demand from the Owner.

13. **Return of Lost Goods -** If lost Goods are subsequently found & returned to the Owner in proper condition, the Owner is not obliged to refund any payments to the Hirer, including if the Hirer has paid for any replacement costs of the said Goods.

14. **Indemnity -** The Hirer shall indemnify the Owner from & against all loss or damage to the Goods & against costs, claims, losses & expenses arising out of the use of the Goods during the Hire Period. The Hirer acknowledges the Goods are not covered by insurance under this.

15. Contract & while the Goods are in the Hirer's possession or control, it is held at the Hirer's risk. The Hirer will keep Goods safe & secure.

16. **Indemnity Payable –** The amount of indemnity payable by the Hirer to the Owner will include but is not limited to:
    - any damage to property or injury to persons or in relation to use of the Goods,
    - costs to replace & reinstate the Goods to the Owner as per clauses 6 & 11,
    - costs of repair, including freight & other charges, in connection with repair,
    - any loss incurred by the Owner in relation to any breach of this Contract,
    - any money which the Owner may have paid to make good any failure by the Hirer to satisfy any of its obligations under this Contract,
    - any money the Owner may have paid or expenses incurred to the protection or enforcement of its rights under this Contract. The Owner may require the Hirer to pay anticipated costs on demand even if not yet incurred by the Owner.

17. **Freight -** If the Hirer requests the Owner to transport the Goods to/from the Owner's premises, the Hirer will pay the Owner all charges incurred by the Owner in delivering, installing, &/or collecting the Goods in addition to the hire charges.

18. **Alteration -** The Hirer will not see, assign, mortgage, pledge, underlet, lend or deal with any of the Goods or part with the possession or any part thereof. Should the Goods be installed by the Owner, the Hirer will not remove the Goods or any part thereof from the premises without prior written consent of the Owner.

19. **Hire Use Obligations (Repairs) -** The Hirer acknowledges that no repairs of any nature whatsoever are to be affected to the Goods except under the supervision of the Owner or its appointed representative. The Hirer shall not, without the written permission of the Owner, open the outer casing of any of the Goods or in any way adjust any of the component parts contained in such a case.

20. **Hire Use Obligations (Fixture) -** The Hirer shall not install any of the Goods or affix them to any land or buildings in such a manner as to make any of them legally a fixture forming part of any freehold.

21. **Hire Use Obligations (Defacement) -** The Hirer shall not allow any plates or marks affixed to the Goods (whether in position at the time of commencement of hiring or subsequently affixed thereto by the Owner during the period of hiring) to be damaged, obliterated, defaced or covered up. The Hirer shall also be liable for any failure of loudspeakers or horn diaphragms or microphone inserts caused in the opinion of the Owner by misuse or overpowering or feedback.

Mega Vision Terms & Conditions of Hire

MEGAVISION AUSTRALIA

22. **Termination -** If the Hirer:
    - Defaults in punctual payment of any money payable under this Contract, or
    - Commits an act of bankruptcy, becomes bankrupt, enters into a scheme or arrangement with its debtors, or
    - Is a company that goes into liquidation or has a receiver or administrator, or
    - Breaches any conditions or provisions of this Contract

    then this Contract may be cancelled by the Owner free of any claim by the Hirer. The Owner may retake possession of the Goods at the cost to the Hirer & for that purpose to enter into any premises where the Goods are located.
    .
23. **Security -** The Contract establishes a security agreement between the Owner & the Hirer in relation to the Goods. The Owner can, at the Hirer's cost, register its interest in the Goods against the Hirer on the Personal Property Securities Register for the time the Hirer has possession of the Goods. If the Hirer grants a security interest to any person over the Hirer's property, that security interest must expressly exclude the Goods. If the Hirer has granted a security interest over its property to any person, before the Hirer takes possession of the Goods, that security interest must be amended to expressly exclude the Goods.

24. **Owner Attendance & Inspection -** The Owner shall have the right at all times to inspect any of the Goods & for such purpose to enter upon the premises where the Goods are being used or stored. The Hirer agrees to indemnify the Owner in respect of any claim made upon the Hirer by any third party as a result of the Owner exercising its rights of such entry. The Owner shall also have a right of entry in accordance with this clause for the purpose of removing the Goods after the termination of the Hire Period or earlier as herein before authorised. If the Hirer owns the premises, the Owner will not be liable to make good of any damage caused to the premises as a result of the Goods being removed, provided that the Owner will take such steps as are reasonable to minimise any damage to the premises. If the Hirer does not own the premise, the Owner shall make good any damage it causes to the premises as a consequence of such removal & the Hirer shall indemnify the Owner against & pay for all costs of such removal.

25. **Goods Substitution -** The Owner shall be at liberty to substitute any of the Goods the subject of this Contract with other Goods including those of a different brand or model. The substituted Goods shall be of similar standard to the original Goods. Whenever any such change is made the Owner will notify the Hirer.

26. **It is agreed between the parties that:**
    - Time is of the essence in all aspects of this Contract,
    - If any clause or part clause of this Contract is held invalid or unenforceable, then such part be severed & the remainder of the Contract to be enforceable
    - Any employee or agent of the Hirer signing on behalf of the Hirer is reasonably understood by the Owner to be a person having sufficient authority to bind the Hirer to the terms of this Contract. The person signing warrants that this is the case & the Hirer shall not repudiate such authority,
    - No waiver by either party of the breach or non-performance of any term, condition or obligation under this Contract shall be a waiver of any subsequent breach of or failure to perform the same or any other term, condition or obligation.

27. **Jurisdiction -** This Contract is governed by the laws of Western Australia & the parties' consent to the jurisdiction of the Courts of that State.

28. **Identification -** The Hirer agrees to allow the Owner to take a photograph of the Hirer for security reasons & photographic identification purposes.

Mega Vision Terms & Conditions of Hire

MEGAVISION AUSTRALIA

Why do we charge cancellation fees?

When you book with us you are requesting us to turn away other work, allocate you staff, preparation time and equipment. Equipment and paperwork are prepared the day prior to the event and staffing schedules are released up to a week in advance of your event.

Weather

The BOM is updated at 11am, please make a weather decision and inform us by noon the day prior if adverse weather conditions are likely to cause a cancellation. Although we understand that some events require decision on the morning of and we can work with this, it is understandable that we cannot reserve staff, vehicles and equipment and await your decision without raising a reasonable charge.

Cancellation Fees

48 hours + notice - 0% 24 hours + notice – 50% Day prior to event after noon - 100%

Events including services of delivery, set up, operation, pack down and pick up

It is your responsibility to notify us of any required information that affects us being able to assist in a successful event. This includes such things as;

- Load in and Load Dates/Times
- Loading Dock/Parking Access Confirmed Dates/Times
- Operation Dates/Times
- On Site Contact(s) Confirmed – Name(s) and Phone Number(s)
- Addresses and Location Information i.e. access, surface type, site maps (if applicable) etc.
- Access to power provided or secured as part of booking
- Induction information provided (if applicable) (note this is charged at an hourly rate for a technician to complete
- as part of booking)
- Site Visit completed (if applicable& warranted, this is charged at $99 within the Perth Metro Area)
- Completing an equipment review, clear understanding of what is to be provided by you as part of the booking such as a laptop, media feed, antenna signal etc.
- Payment upfront is required for all events bookings

Equipment Rental – Client Pick Up & Return

It is your responsibility to notify us of the equipment requirements and should you require our recommendation/advice, we can only do this based on the information you have provided us with and therefore limitations apply. We will always provide the best recommendation possible however when it comes to equipment rental, it is your responsibility to check that the equipment list is applicable and suitable for your needs. We are unable to be familiar with every venue and we cannot account for every environment concern that is not under our control. For powered equipment, it is your responsibility to inform us of distances to power, otherwise we will provide you with a guesstimate of extension leads. This also applies for distances between equipment that is connected via cabling, if you require specific cable lengths then you must tell us prior to your collection date.

You must provide us with the following information to have a confirmed booking in the system;

- Full Name, Full Address, Email Address and Mobile Phone Number (also Venue Address if applicable)
- An Additional Back Up Contact Mobile Number and Name
- The Name and Details of the Person Collecting/Returning your Equipment if this is Not You – we reserve the right to cancel your booking at time of pick up if this is not adhered to
- Signed Confirmation/Deposit/Full Payment forwarded at least 72 hours prior to your pick up
- If you are picking up the equipment yourself, standard policy would be that you pay on collection of equipment.
- You can pay prior if you wish to do so.

Other Important Information for all bookings

Mega Vision Terms & Conditions of Hire

MEGAVISION AUSTRALIA

It is your responsibility to understand the vehicle requirements for the collection of equipment, please ensure that you ask us if you are unsure at all. You are responsible for providing tie down straps, appropriate transport that prevent damage to our equipment – see damages in terms and conditions overleaf. It is your responsibility to understand the cabling and connections provided as part of your hire, should you plan to connect any external equipment of your own to ours, you must ensure that software requirements are up to date, inputs and outputs are available. If you require a how to guide, you must let us know. All of our equipment is updated to the latest firmware and software, therefore any external equipment you connect must be too. All cables must be returned rolled and clean or a $9.90 rolling fee will apply per 10 leads.

Please note it is policy for us to take a photocopy of your driver's license both back and front when hiring equipment from us, this will be done on equipment collection. We will also take a photo of you when collecting the equipment for identification purposes, you will be on CCTV and we will take your vehicle registration details.

We stand by the quality of our equipment and the professionalism of our employees and we offer 24-hour phone support should in the unlikely event our equipment fails. It is your responsibility to notify us of any issues and allow enough time prior to your event to set up your equipment, ensure that you are familiar with how it all works and ask any questions about anything you are unsure of at the time or prior to your pick up. Numbers are 08 9444 6556/ 0419 905 240.

Equipment pick up times and normal delivery hours are Monday to Friday 10am to 4pm. Deliveries and collections outside of these hours will be classes as after hours. Pick up times on a Saturday are 10am to 12:30pm.

WHAT IS A PRE-AUTHORISATION?

A pre-authorisation is a temporary hold of a specific amount on a credit card. The money is held as a form of bond (instead of cash) and is a common method used at car rental companies, hotels and other equipment hire businesses. Your available balance on your credit card is reduced by the amount of the pre-auth ($200). The pre-authorisation is not a processed transaction but a pending transaction. If the hire period exceeds 7 days, then CASH will be requested as security against your hire. If your Hire Value exceeds $5000 a $500 Pre-Auth will be required. If you Hire Value exceeds $10,000 a $1000 Pre-Auth will be required.

CARDS USED TO PROCESS THE PRE-AUTHORSATION

The card for a pre-authorisation MUST be a credit card (Visa or Mastercard). You can use a Visa Debit or Mastercard Debit. You cannot use EFTPOS to process a pre-authorisation (i.e. you cannot use Savings or Cheque, it must be Credit)

DOES THE PRE-AUTHORISATION TAKE MY MONEY?

No - as the amount is not a processed transaction, however the money is held from your card as a 'Pending' transaction. This means that the money has been withdrawn from your available funds but has not been processed (i.e. Mega Vision don't receive the money). When you return your equipment, the money will automatically return to your credit card, unless any equipment is damaged or lost during your hire period, at which point your bond + 15% may be held as full or part payment of repairs or replacements. Refer to Hire Terms and Conditions over for more information on balance due for repairs or replacements. Should you refuse the settle the balance require for repairs or replacements with the specified time period given to you by Mega Vision, then we will automatically deduct the balance from your credit card.

YOU WILL NOT SEE THE FUNDS GO BACK ONTO YOUR CARD

The money is held as 'Pending' - it has not technically been debited from your card hence you will not see it credited at the end of the pre-auth period. You will not see any debit or credit of the amount on your online banking or your statements. This is because it is a 'Pending' amount that has not been processed. Assuming all equipment is returned in good working order, the pre-auth amount will automatically go back onto your card within 5-7 working days. The exact length of time varies by financial institution (i.e. if you bank with NAB, you may see your funds sooner than if you bank with ANZ). Mega Vision has no control over this. The bank cannot charge you for the process of a pre-authorisation.

By booking with Mega Vision Australia Pty Ltd, you automatically agree that you have reviewed and understand our full terms, conditions and policies and that you accept them.

MEGAVISION
EVENTS • AUDIO-VISUAL • SPECIAL FX

TAX INVOICE

Hardwired Entertainment

[redacted]

Mega Vision
[redacted]

Opening Hours: Mon - Fri 9am-5pm. Sat 10am - 1pm
After Hours Contact: [redacted]

Invoice: DSOP- York Motorcycle Festival

Name	Type	Quantity	Price	Discount	Total
Ops Black Skirt- 900mm x 1.8m	Rental	1	[redacted]	0.00	0.00
Speaker Stand	Rental	2	[redacted]	8.00	12.00
				Total for Audio Equipment:	**$158.20**
Microphones					
SHURE ULXD H51 534-598MHz Dual Wireless Microphone Kit	Rental	1	[redacted]	120.00	180.00
SHURE ULXD4D H51 534-598MHz Dual Wireless Receiver	Rental	1	[redacted]	0.00	0.00
SHURE UA8 534-598MHz Rx Antenna	Rental	2	[redacted]	0.00	0.00
SHURE ULXD2 H51 Beta58A Handheld Mic	Rental	2	[redacted]	0.00	0.00
SHURE Directional Paddle	Rental	2	[redacted]	14.54	21.82
SHURE 50ohm Coax 5m	Rental	2	[redacted]	0.00	0.00
Mic Stand - Straight	Rental	2	[redacted]	5.09	7.63
				Total for Microphones:	**$209.45**
Tin horn System					
REFLEX TIN HORN HDT-60 watt	Rental	2	[redacted]	29.09	43.63
LAB GRUPPEN C28:4 Amplifier	Rental	1	[redacted]	29.09	43.64
12' Aluminum Winch Ups with T Bar	Rental	1	[redacted]	19.27	28.91
				Total for Tin horn System:	**$116.18**
Cable Trays					
Cable Trap - 3 Channel 900mm	Rental	8	[redacted]	40.74	61.10
				Total for Cable Trays:	**$61.10**
Transport					
Delivery/Pick Up Each Way (After hours) Category 5	Service	2	[redacted]		500.00

Page 2 of 3

MEGAVISION EVENTS • AUDIO-VISUAL • SPECIAL FX	**Bond Authority Form**

BOND PAYMENT FOR EQUIPMENT HIRE AND/OR SERVICES:

Hire Contract / Invoice **Number**	

Hire Contract / Invoice **Value**	**$**

Bond/Pre-Auth:

Pre-Authorisation on this Credit Card - ☐ **$200** ☐ **$500** ☐ **$1000**

Auth# _____

☐ Cash on Collection **- $200/$500/$1000**

Payment Terms:
* Payments made by Visa & Mastercard will incur 1.4% Surcharge.
* Bookings are only confirmed once payment has been received in full.
*** In the event any equipment is damaged or lost your bond will be held and the balance of $500/$1000 in total will be deducted from the credit card BEFORE leaving the Megavision premises.**
* In the event that your equipment hire period exceeds 7 business days, another pre-authorisation may be processed on your Credit Card or CASH Bond is required.
* Refer to the Mega Vision Sound and Lighting Hire Contract Terms and Conditions for more details.

CREDIT CARD DETAILS:

CARD TYPE (***please tick):*** VISA ☐ MASTERCARD ☐

CARDHOLDER NAME: _____

CREDIT CARD NUMBER: _____ / _____ / _____ / _____

EXPIRY DATE: _____ / _____

SIGNATURE OF ACCEPTANCE:

I authorise Mega Vision Australia Pty Ltd to charge the Credit Card as detailed on this Credit Card Authorisation Form. I hereby certify that I am an authorised user of this Credit Card and that I will not dispute the payment with my Credit Card company; so long as the transaction corresponds to the terms indicated in this form.

Name: _____ (print name)

Signature: _____ **Today's Date:** _____

Remit To:

Classic Hire
[redacted]

ClassicHire

Tax Invoice

Reservation	Tax Invoice#
Fri 20/3/2026	[redacted]

Customer #: 143744

Hardwired Entertainment
[redacted]

Date Out Fri 20/3/2026

Terms	Aging Date
Due upon receipt	Mon 16/2/2026

Fold Here Fold Here

Delivery Fri 20/3/2026 9:00AM
Matt 0430 504 698
York Town Centre
Lowe St Carpark
York

Pickup Mon 23/3/2026 9:00AM
Matt 0430 504 698
York Town Centre
Lowe St Carpark
York

Qty	Key	Items	Status	Hire Period	Price
120	29-333	PEDESTRIAN BARRIERS WATER FILLED	Reserved	Fri 20/3/2026 to Mon 23/3/2026	$1,152.00
	168Hrs $12.00 1week $12.00				
1	|Del	DELIVERY	Selling	Fri 20/3/2026 to	$1,150.00
1	|Pkup	PICKUP	Selling	Fri 20/3/2026 to	$1,150.00
1	HIE5#HIE-6	CROWD CONTROL BARRIERS	Reserved	Fri 20/3/2026 to Mon 23/3/2026	$3,300.00
	1week $3,300.00				
1	|Del-outside	DELIVER CCBS	Selling	Fri 20/3/2026 to	$780.00
1	|PUP-outside	PICKUP CCBS	Selling	Fri 20/3/2026 to	$780.00

[redacted]

Hire and Sales:				Subtotal:	GST:
$8,600.00				$8,600.00	$831.20

Total Amount:	$9,431.20	Discount:	$288.00	**Total Paid**	**$0.00**	**Total Due:**	**$9,143.20**

[redacted] [redacted]

Modification #1

Printed On Mon 16/2/2026 7:24:04AM Software by Point-of-Rental Software www.point-of-rental.com Contract-Params.SQL.rpt (10)

York Motorcycle Festival & Spellbound Street Festival 2026.

Vendor List

- Black dog ride
- Perth Moto Hub
- Auto Classic Motorcycles BMW
- Shannons Insurance
- WA Women Motorcycle Riders Inc
- Westcoast Motorcycle Hire
- Indian Motorcycles Perth
- Glow Gorgeous Ladies on Wheels
- Peak Moto
- Harley Davidson – Perth
- Motorcycle Council of WA
- Moto CAP
- Bikers Against Child Abuse WA Chapter
- Ulysses Club Inc
- Kevs Retro Signs
- Supermoto WA
- Teds Farm Food Truck
- Blissful Brew
- The Juice Junky
- Antons Bratwurst
- Hot Sauce Hunters Australia
- Beasty Bites
- Mild 2 Wild
- Swan River Distillery
- Konvict Jerky
- Levitzke Products
- Hi Ho Silver
- Mysitical Madness
- Biker Dogz
- Rebecca Marwick (Artwork & Prints)

York Motorcycle Festival is with **ricochet_circus** and **6 others** in **York, WA**.
20 March · Champion · Grinspoon ·

Here it is! This Sundays schedule for the York motorcycle festival! We can't wait to see you all 🔥 @westernaustralia @experienceyork @hardwiredent @shannonsinsurance #y... See more

104 23 comments 15 shares

Like Comment Share

York Motorcycle Festival is with **blackdogride_au** and **7 others**.
8 January · Thunderstruck · AC/DC ·

York Motorcycle Festival – 22 March 2026... See more

100 13 comments 44 shares

Like Comment Share

CASH BUDGET		
Cash Income	**Total**	**Notes**
Government sponsorship		
Shire of York	$ 35,000.00	
Tourism WA RES funding request	$ 10,000.00	
Subtotal	**$ 45,000.00**	
Corporate sponsorship		
Shannons Insurance	$ 10,000.00	
Harley-Davidson	$ 10,000.00	
Red Bull	$ 1,500.00	
DRD	$ 360.00	
Subtotal	**$ 21,860.00**	
Estimated spectator revenue		
Merchandise	$ 7,857.00	
Vendors YMF	$ 5,380.00	
Show and Shine	$ 720.00	
Admin fee	$ 500.00	
Power	$ 200.00	
Marquee Hire	$ 5,620.00	
Spellbound/Avon Park	$ 1,540.00	
Insurance	$ 350.00	
Subtotal	**$ 22,167.00**	
Total Cash Income	**$ 89,027.00**	
Cash Expediture	**Total**	
Administration		
Management Fee	$ 9,000.00	
Insurance	$ 600.00	
Travel costs (fuel)	$ 1,081.57	
Accommodation	$ 1,315.00	
Wages	$ 8,200.00	
Subtotal	**$ 20,196.57**	
Operational costs		
Venue hire	$ 2,154.00	
Misc	$ 166.34	
Marquee Hire	$ 7,445.90	
Welcome to Country - Dennis Kickett	$ 500.00	
Fencing	$ 8,312.00	
Robbie Maddison	$ 3,910.00	
Tables and chairs	$ 175.00	
Filmers/Photograhy	$ 200.00	
Traffic Management	$ 7,947.07	
First Aid	$ 2,185.00	
Toilets	$ 350.00	
Ricochet Circus	$ 6,331.56	
Stage Spellbound	$ 410.00	
Entertainment	$ 12,100.00	
MC	$ 350.00	
Mega Vision	$ 3,230.82	
Waste Management	$ 280.00	
General repairs	$ -	
Subtotal	**$ 56,047.69**	
Marketing and promotions		
Artwork	$ 300.00	
Show & Shine	$ 480.00	
Posters and Flyers	$ 115.00	
Signage	$ 267.82	
Merchandise	$ 7,342.65	
Website	$ 400.00	
Newspaper advertising/ Local YBD	$ 300.00	
Radio advertising	$ 2,520.00	
Digital advertising	$ 1,000.00	
Subtotal	**$ 12,725.47**	
Total Cash Expenditure	**$ 88,969.73**	
Cash Profit / Loss	**$ 57.27**	

In-kind contributions		
Item	**Total**	**Notes**
Avon Waste		
Total	**$ -**	
Total	**$ -**	

SY063-07/26 MULTIYEAR FUNDING ACQUITTAL 2025/26 - WHEATBELT ARTS AND EVENTS INC.

File Number:	**4.7711**
Author:	**Rebecca Atkinson, Manager Tourism & Economic Development**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**25 February 2025 (090220)** **22 April 2025 (070425)** **30 September 2025 (150925)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Acquittal Form ⇩** **2. Financial Supporting Documents ⇩** **3. Supporting Documents ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the funding acquittal received from Wheatbelt Arts & Events Inc (WAEi) for the Ballardong First 2026 program delivered from 24 to 26 January 2026.

BACKGROUND

Council has historically provided support for activities, organisations and events that contribute to the Shire's community, social and economic objectives through the Community Funding Program.

In certain circumstances, where Council sees significant benefit to the community of maintaining support for a project or activity on an on-going basis it may resolve to consider, via the Integrated Planning and Reporting Framework review cycle or the Annual Budget process, inclusion as a recurrent sponsorship.

At its Ordinary Meeting, held on 23 May 2023 Council resolved to approve a multiyear funding request from WAEi (Resolution 090523) to deliver the annual York Festival to the value of $28,500 per year.

On 30 January 2025 WAEi sought permission to allocate $14,250 (ex GST) of the 2025/26 funding towards the Ballardong First Australia Day event to be held in January 2026. This variation request was considered by Council at its February 2025 Ordinary Meeting where it resolved (090225):

"That, with regard to the Request to vary Multi-Year Funding Agreement - Wheatbelt Arts and Events Inc, Council:

1. ***Receives the request from Wheatbelt Arts and Events Inc for early funding release from the 2025/26 multi-year funding agreement, as presented in Appendix 1.***
2. ***Notes that a budget adjustment will be made as part of the statutory Mid-Year Budget Review to accommodate the request.***
3. ***Directs the Chief Executive Officer to provide written notice of Council's resolution to Wheatbelt Arts and Events Inc."***

The amount of $14,250 was allocated to Wheatbelt Arts and Events Inc, for the delivery of Ballardong First 2026, additional funding of $4,500 from the Australia Day Council was also allocated to Wheatbelt Arts and Events Inc, for the delivery of the event.

Acquittal reporting is a requirement, to be received no later than ninety (90) days following the delivery of the event. Dependant on the size, scale and frequency of funding, acquittal reporting detail varies.

COMMENTS AND DETAILS

A copy of the acquittal report for the 2025/26 funding is presented in Appendix 1 and supporting documents are presented in Appendices 2 and 3.

An overview of the acquittal report is provided below.

Purpose

To deliver Ballardong First 2026, a community-led celebration of Ballardong Noongar culture through storytelling, truth-telling, workshops, art, music, food and community activities that promote cultural understanding, participation and connection.

Provision

The provision of allocated funding is $14,250 for the 2025/26 financial year, with $11,400 paid before the event and the remaining $2,850 due on completion of the accepted acquittal.

An additional $4,500 was provided to WAEi from Australia Day Council Funding, received by the Shire specifically for incorporating elements and activities that reflect, respect and celebrate Aboriginal culture and contribution to a unified national identity.

Acquittal Summary

Ballardong First 2026 delivered a diverse and culturally significant program from 24 to 26 January 2026 the event placed Ballardong Noongar culture, history and storytelling at the centre of community celebration and learning in multi-locations in York.

The program provided opportunities for Aboriginal and non-Aboriginal community members to connect through cultural activities, shared experiences and meaningful conversations, contributing to greater understanding, inclusion and community connection.

Ballardong First 2026 was delivered from 24 to 26 January 2026 across multiple venues including Avon Park, York Town Hall, Gallery 152 and the Gogulyar Bilya Environmental Centre. The program was developed and delivered in partnership with Ballardong Elders, artists and cultural practitioners, ensuring strong Aboriginal leadership and cultural authenticity throughout the event.

The three-day program featured a broad range of cultural activities including truth-telling sessions, storytelling, basket weaving, music stick workshops, youth hip-hop workshops, a cooking demonstration by Zach Green - The Storyteller Chef, the exhibition opening of Mooley the Cow & Other Ballardong Yarns, a screening of Journey Home: David Gulpilil and the Bushtucker Picnic by the River community celebration.

The program attracted an estimated 600 attendees across the weekend, including approximately 200 attendees at the Bushtucker Picnic, 140 attendees across four truth-telling sessions, 100 attendees at the exhibition opening, 70 attendees at the cooking demonstration and strong participation across workshops, film screenings and cultural activities.

Ballardong First successfully supported opportunities for cultural exchange, learning and participation while providing paid opportunities for Aboriginal artists, facilitators, performers and cultural practitioners.

Marketing and promotion were undertaken through social media, website promotion, printed collateral, roadside and town banners, community networks and media coverage, including publication within the National Indigenous Times. The Shire of York was acknowledged across promotional material, event signage, program collateral and public communications.

The project attracted additional funding support from Healthway, Lotterywest, Regional Arts WA and Australia Day WA, leveraging more than $32,000 in external funding in addition to the Shire's contribution. Total project expenditure was approximately $49,979.

Feedback from attendees, volunteers and participants was positive, with strong appreciation expressed for the cultural depth of the program, the leadership of Ballardong Elders and the opportunity to engage with local Aboriginal history, stories and culture.

Post-event evaluation highlighted the importance of community-led planning, strong cultural leadership and sufficient lead time for promotion. Feedback also identified opportunities to further support Aboriginal-owned enterprises and local businesses through future program delivery.

Key Takeaways

- 12 x programmed activations within program
- 587 Attendees
- Continued strong support for event.

Review

The Shire has received appropriate proof of financial records for the funding spends, proof of Shire acknowledgement on marketing materials and proof of attendance at programs within the Ballardong First 2026 events. Officers are satisfied all information has been provided to acquit the funding.

OPTIONS

Council has the following options:

Option 1: Council could choose to accept the acquittal report from Wheatbelt Arts and Events Inc and direct the Chief Executive Officer to release the final payment of $2,850.

Option 2: Council could choose not to accept the acquittal report from Wheatbelt Arts and Events Inc and request that further information be provided. Should Council resolve to do so, it will need to specify the additional information required.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

WAEi

Strategic

<u>Council Plan 2025-2035</u>

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 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants & Sponsorship (adopted March 2025)

Financial

Subject to Council resolution the final payment of $2,850 will be included in the 2026/27 budget.

Legal and Statutory

Nil in relation to the receipt of the acquittal.

Risk Related

Should Council choose not to accept the acquittal, this poses a reputational and compliance risk which is considered moderate and a potential financial risk which is also rated moderate. Regular reporting in accordance with funding agreements and policy requirements including acceptance of acquittals through resolution provides acceptable treatment controls to manage the risks identified.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
040726

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to the Multiyear Funding Acquittal 2025/26 - Wheatbelt Arts and Events Inc. , Council:

1. **Accepts the acquittal report from Wheatbelt Arts and Events Inc., as presented in Appendix 1.**
2. **Directs the Chief Executive Officer to release the final milestone payment of $2,850 (ex GST) to Wheatbelt Arts and Events Inc.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

Funding Acquittal Form

Acquittal | Office Use Only

FUNDING ACQUITTAL FORM

Instructions to complete the form:

1. Pre-filled information from previously submitted forms connected to your funding will be provided. Please check this information is correct and make any changes necessary.

2. Complete and submit this form no later than 90 days following the conclusion of your project/event.

3. Refer to the relevant guidelines to assist you in providing the most appropriate information.

If you are unsure about what is required or would like some clarity on a particular question, please contact the Shire Officer outlined in the relevant guidelines.

Funding Category

( ) Tourism ( ) Outstanding Representation (•) Community ( ) Economic Development

Organisation Information

Name of Organisation

Wheatbelt Arts & Events, Inc.

Street Address

Postal Address

PO 435, York WA 6302

Email:

jo@yorkfestival.com.au

Website (if applicable)

yorkfestival.com.au

Project Name

Ballardong First

Funding Amount

$ 14,250.00

Is your acquittal for one-off or multi-year funding?

( ) One-Off (•) Multi-Year

Date Funding Granted

15/10/2025

Date project was Delivered

26/01/2026

Who is your target sector of the community? *

[x] Youth [x] Seniors [ ] Disadvantaged [ ] Isolated [x] Visitors [x] Other Aboriginal

Strategic Alignment *

Describe how your project delivered against the **Shire of York Council Plan 2025 - 2035** Pillars selected in your application

Style B I U Open Sans 14 A

Community and Cultural Vitality
Ballardong First placed Ballardong Noongar culture at the centre of the program, delivering cultural workshops, storytelling, performances and truth-telling sessions led by local Elders and facilitators. The event created a welcoming, inclusive space for both Noongar and non-Noongar community members to connect, learn and participate. This directly supported the Shire's goal of fostering "a strong, inclusive community supporting all cultures and generations."

Future-Ready Economy
The event contributed to York's cultural tourism offering by attracting visitors to the region over the Australia Day weekend, increasing visitation, supporting local businesses and providing paid opportunities for artists, facilitators and Aboriginal-owned enterprises. This aligns with the Shire's focus on diversifying the economy and growing tourism as a key sector.

Comfortable and Connected Places
Ballardong First activated key community spaces including Avon Park, the Town Hall and the River Conservation Society precinct, enhancing their use as places of gathering, learning and cultural exchange. This supported the Shire's objective of maintaining vibrant, accessible public spaces and reinforcing York's identity as a cultural destination.

Delivery of Stated Outcomes *

Please demonstrate how you successfully delivered the outcomes outlined in your application. How was this success measured? Please attach supporting documentation (if applicable) in addition to your answer below. NOTE: Do not ONLY attach a document.

Style B I U Open Sans 14

Ballardong First successfully delivered its intended outcomes through a culturally led, community-focused program that prioritised connection, learning and celebration of Ballardong Noongar culture.

The three-day program engaged an estimated **600 attendees across the weekend**, with strong participation across all events. Key program highlights included:

- **200 attendees at the Bushtucker Picnic**, a major community gathering
- **140 attendees at 4 x storytelling sessions (fully subscribed)**
- **100 attendees at the opening of the Mooley the Cow & Other Ballardong Yarns Exhibition**
- **40 attendees of the free screening of Journey Home: David Gulpilill**
- **70 attendees at the cooking demonstration**
- **12 participants across two youth hip hop workshops**
- **25 attendees at other activites including basket weaving workshop, music stick workshop**

The program was led by Ballardong Elders and cultural practitioners, ensuring strong Aboriginal leadership and authenticity in delivery.

Success was measured through strong attendance across multiple events, high levels of Aboriginal participation, and consistently positive feedback from attendees, volunteers and community members. High engagement in both free and ticketed elements, along with strong support for Aboriginal food and other vendors, demonstrated the program's value and future sustainability.

Overall, the project strengthened cultural understanding, supported local Aboriginal leadership, and contributed to York's cultural vibrancy and visitor experience.

Total Attendees (if applicable)

iro 600

Please upload supporting documents *

File limit has been reached.

Files (4 uploaded)

IMG_1229 sml.jpg	273.67KB
IMG_1332 sml.jpg	835.45KB
IMG_1699 sml.jpg	794.81KB
IMG_1405.JPG	10.81MB

Marketing, Media and Promotions

How was the Shire of York support recognised? (eg social media posts, logo on uniform, posters, other media etc. Please attached examples of the support)

Style B I U Open Sans 14

The Shire of York's support was recognised across all event marketing and communications, including social media, website listings, printed program, e-newsletters, posters and flyers and roadside banners. The Shire was also acknowledged in media releases and public communications.

Please upload supporting documents *

File limit has been reached.

Files (4 uploaded)

BALLARDONG FIRST PROGRAM 2026.pdf	3.48MB
Community matters - BF page 5.pdf	6.17MB
Image - BF poster .jpg	2.8MB
Truthtelling poster image .jpg	490.74KB

Feedback from Those Involved

What was the general feedback received from those involved, including volunteers, attendees, competitors etc? (In addition to your answer, please attached examples of the feedback if applicable)

Style B I U Open Sans 14

Feedback from attendees, volunteers and participants was very positive, with strong appreciation for the cultural depth of the program and the leadership of Ballardong Noongar Elders and facilitators. The event was described as welcoming, meaningful and engaging, with many participants valuing the opportunity to learn, connect and participate in a community setting.

Please upload supporting documents

Drag and drop up to **4** files here to upload or Choose files

FINANCIALS

Please complete the table below outlining your actual income and expenditure

NOTE: Do not included GST in your amounts provided

NOTE: If you received funding over $10,000, please attach a separate budget with a detailed breakdown, providing only overall totals in the table below.

(If you require more lines than those provided, please click the + icon to add lines in the relevant section – eg Income or Expenditure)

STATEMENT OF INCOME AND EXPENDITURE

INCOME

Description	Amount
Cash	
- Shire of York Funding (1st Drawdown = 80% of $14,250)	$ 11,400.00
- Other Funding Amounts (Healthway, Lotterywest, Regional Arts, Australia Day)	$ 32,103.00
- Applicant Contribution - tix sales	$ 540.00
- Other	$
In-Kind	
- Shire of York In-Kind	$
- Other In-Kind Contribution	$ 3,085.00

TOTAL INCOME

$ 47,128.00

EXPENDITURE

Description	Amount
Admin (Travel & Accommodation) (SOY $4608)	$ 7,615.00
Artist Expenses (SOY $3947)	$ 18,300.00
Venue hire / permits & licences (SOY $756)	$ 375.00
Hospitality & Catering	$ 900.00
Marketing & Promotions (SOY $4199)	$ 4,374.00
Production, Audio, Lighting, Staging, Video, Labour	$ 2,400.00
Event Team	$ 15,217.00
Event Crew (SOY $740)	$ 740.00
Materials	$ 57.27

TOTAL EXPENSE

$ 49,978.27

Please Upload a PDF containing supporting evidence of expenditure (invoices/receipts etc) here *

Drag and drop up to **10** files here to upload or Choose files

Files (9 uploaded)

- Black White Minimalist Simple Creative Freelancer Invoice - ZeroEmCee.pdf 113.89KB
- Invoice INV-0080 - Zach Green chef.pdf 31.43KB

Invoice INV-180 RCS venue hire.pdf	82.84KB
Mark digital - roadside banners.pdf	296.58KB
Mark digital - Vertical banners Henrietta street.pdf	296.72KB
CWA venue hire.pdf	61.4KB
SoY venue hire.pdf	296.32KB
WAEi Profit & Loss BF.pdf	15.51KB
Evidence of engagement with Ballardong First program.pdf	762.48KB

Did you expend all funds granted by the Shire of York?

(●) Yes ( ) No

Was your overall expenditure what you predicted?

(●) Yes ( ) No

Please provide an explanation below

Environmental Impacts and Other Considerations

Did the project/event impact on the environment in any way? If yes, please explain in what way and if negative, what remedial works have been undertaken to restore the impact?

Style B I U Open Sans 14

N/A

Lessons Learned

What were the key lessons learned whilst delivering the project?

Style B I U Open Sans 14

Key lessons included the importance of community-led planning and strong engagement with Ballardong Noongar Elders to guide culturally appropriate delivery, as well as clear communication across partners and allowing sufficient lead time for promotion. The event also demonstrated a willingness from attendees to purchase food from Aboriginal vendors, and as a result, future programs will shift away from providing free food at the Ballardong Picnic to better support local enterprises and ensure sustainability.

Checklist*

All Supporting documentation as requested (feedback, financials, promotional etc)

DECLARATION

In affixing my name to this form I the undersigned, on behalf of and with the authority of my organisation, make the following declarations:

We declare to the best of our knowledge that the statements made in this report are true

We have recorded and retained all original invoices and receipts in accordance with the Funding Agreement. We acknowledge that the Shire of York may audit the organisation to verify the accuracy of the information contained in this acquittal

The information contained within the Statement of Income and Expenditure is complete and accurate and does not contain any misleading or fraudulent information

Relevant statutes, regulations, by-laws and requirements of any Federal, State or Local Government have been complied with

Acquittal report duly authorised by:

Title	First Name (?) *	Last Name *
Mrs	Joanna Hazel	Bryant

E-mail (preferred for correspondence) *	Position Held
jo@yorkfestival.com.au	Program Coordinator

By checking the box below and pressing SUBMIT, you are confirming you have the authority to act on behalf of yourself or organisation, and it will be accepted as a digital signature *

☑ I acknowledge selecting this box confirms my authority to submit this application on the behalf of myself and/or the organisation ident ified in this application and will be received as a digital signature.

Contact Us:

Shire of York 1 Joaquina Street York WA 6302 (08) 9641 0500 records@york.wa.gov.au ABN: 55 315 676 247

Next

Profit and Loss
Wheatbelt Arts and Events Incorporated
For the year ended 31 March 2026

Account	Ball 1st	Total
Trading Income		
Grants	46,588.00	46,588.00
Ticket Sales	540.00	540.00
Total Trading Income	**47,128.00**	**47,128.00**
Gross Profit	**47,128.00**	**47,128.00**
Operating Expenses		
Administration (inc travel/accomm)	7,615.04	7,615.04
Artists	18,300.00	18,300.00
Catering	900.58	900.58
Event Crew	740.00	740.00
Licences/Venue hire	375.00	375.00
Marketing	4,374.07	4,374.07
Materials	57.27	57.27
Production Audio and Lighting	2,400.00	2,400.00
Event Team	15,217.00	15,217.00
Total Operating Expenses	**49,978.96**	**49,978.96**
Net Profit	**(2,850.96)**	**(2,850.96)**

Artists Fees		**7750**
Singer Natasha Eldridge	*2200*	
Chef Zach Green	*6500*	
FOH/Venue Management		**740**
AV Hire Dan Skelton	1240	
Licences/Venue Hire		**200**
Spacetoco	*277*	
Marketing		**4199**
Mark Digital	*1587*	
Mark Digital	*682*	
Community Matters	*1568*	
DB PR	*2000*	
Travel and Accommodation		**1361**
E-flight ticket Zach Green	*952.6*	
Settlers Accommodation	*1473.5*	
Total		14250

TAX INVOICE

York Festival

Invoice Date
29 Jan 2026

Invoice Number
[redacted]

Reference
[redacted]

ABN
[redacted]

Katherine John
Entertainment (KJE)
[redacted]

Description	GST	Amount AUD
York Festival Sunday 25th January, 2026 Ballardong Festival Natasha Eldridge $2,200 + GST As per detailed quote	10%	2,200.00
	Subtotal	2,200.00
	TOTAL GST 10%	220.00
	TOTAL AUD	2,420.00

[redacted]

[redacted]

TAX INVOICE

WHEATBELT ARTS & EVENTS INCORPORATED
[redacted]

Invoice Date
27 Nov 2025

Invoice Number
[redacted]

Reference
[redacted]

ABN
[redacted]

Chef Zach Pty Ltd
[redacted]

Description	Quantity	Unit Price	GST	Amount AUD
Storyteller Chef Appearance - Chef Demo - Bush Tucker Bbq	1.00	6,500.00	10%	6,500.00
			Subtotal	6,500.00
			TOTAL GST 10%	650.00
			TOTAL AUD	**7,150.00**

[redacted]

[redacted]

PAYMENT ADVICE

[redacted]

[redacted]

Daniel Skelton

Musician, Sound Engineer & Music Tutor

INVOICE

DATE: [redacted]
INVOICE [redacted]

ABN: [redacted]

[redacted]

Bill To:
York Festival
[redacted]

DESCRIPTION	AMOUNT
25/1/26: Ballardong First - AV Equipment Hire	$1000
- Technician 6 hours @ $40p/hr	$240
TOTAL	$1240.00

Payment Details: [redacted]

[redacted]

Payment Terms: 14 Days From Invoice Date

Please Reference Invoice #

Tax Invoice/Receipt 2026-02-07

ACCOUNT NUMBER [redacted]
INVOICE NUMBER [redacted]

Shire of York

1 Joaquina Street, York WA, Australia

[redacted]

TAX INVOICE/RECEIPT FOR

Wheatbelt Arts & Events, Inc.

[redacted]

INVOICE PERIOD

Any un-invoiced bookings from January 2025 to January 2026

INVOICE ISSUED

7th February 2026

TOTAL DUE 10/02/2026

$277.00

Includes GST of $25.18

This will show as "SpacetoCo" on your bank statement.

Thank you for using Direct Debit as your preferred payment method. We will debit your account on the 10th of February, 2026. Upon successful payment, this document will also be considered your receipt.

All amounts on this invoice/receipt are in AUD.

For any questions or concerns regarding your invoice, please contact your Host, Shire of York.

Receipt for Previous Invoice

Previous Invoice Number

Previous Invoice Amount

Previous Payment by Direct Debit

Previous Amount Owing

[redacted]

Page 1 of 3

This tax invoice/receipt has been generated by SpacetoCo on behalf of Shire of York.

SpacetoCo

Tax Invoice/Receipt 2026-02-07

ACCOUNT NUMBER [redacted]
INVOICE NUMBER [redacted]

Booking Details

Banners - Town Entry (Henrietta Street)

20 Henrietta Street, York WA 6302, Australia

Status	Item	Times	Charged For	Cost
Complete	Regular Booking (4 Sites) Wheatbelt Arts & Events, Inc. ID: 6939FE7CC19795C8979D6B81	Mon 5th Jan, 2026 12:00am to Midnight	24 hrs	$0.00

Space Subtotal: $0.00 **GST included:** $0.00

York Lesser Hall

1 Joaquina Street, York WA, Australia

Status	Item	Times	Charged For	Cost
Complete	Regular Booking Wheatbelt Arts & Events, Inc. ID: 695B2EB8C11512FF4FE63289	Sat 24th Jan, 2026 8:30am to 4:30pm	8 hrs	$80.00
Complete	Regular Booking Wheatbelt Arts & Events, Inc. ID: 695B2EF1C11512FF4FE63536	Sun 25th Jan, 2026 9:30am to 12:30pm	3 hrs	$30.00

Space Subtotal: $100.00 **GST included:** $10.00

Avon Park

2-14 Lowe Street, York WA 6302, Australia

Status	Item	Times	Charged For	Cost
Complete	Regular Booking Wheatbelt Arts & Events, Inc. ID: 695B2F42C11512FF4FE64891	Sun 25th Jan, 2026 4:00pm to 8:30pm	4.5 hrs	$76.50

Space Subtotal: $69.55 **GST included:** $6.95

York Town Hall Kitchen

1 Joaquina Street, York WA, Australia

Status	Item	Times	Charged For	Cost
Complete	Regular Booking Wheatbelt Arts & Events, Inc. ID: 695B433DA67B40343D13A336	Sun 25th Jan, 2026 12:30pm to 5:00pm	4.5 hrs	$49.50
	Additional Item Additional Cleaning ($41.00	Sun 25th Jan, 2026 12:30pm to 5:00pm	4.5 hrs	$41.00

This tax invoice/receipt has been generated by SpacetoCo on behalf of Shire of York.

SpacetoCo

Mark Digital Print Solutions

[redacted]

mark DIGITAL PRINT SOLUTIONS

Tax invoice

Purchase order no	Invoice number	Issue date	Due date
[redacted]	[redacted]	07/01/2026	C.O.D.

Bill to

[redacted]
The York Festival

Description	Tax	Amount ($) *excluding tax*
2PP BANNERS 2 VERSIONS BALLARDONG & JAN X 4 COPIES	GST	1,443.00
Subtotal *(exc. tax)*		$1,443.00
Tax		$144.30
Total Amount *(inc. tax)*		$1,587.30
Total paid		$0.00
Balance due		**$1,587.30**

View your invoice online

[redacted]

How to pay Invoice number: [redacted] Due date: **C.O.D.** Balance due: **$1,587.30**

Bank deposit

Bank: [redacted]
Name:
BSB:
AC#:
Ref#:

Page 1 of 1 Invoice no: [redacted] Due date: C.O.D. Balance due: $1,587.30

Lloyd Investment Group Pty Ltd

[redacted]

The York & DISTRICTS COMMUNITY MATTERS

Tax Invoice

INVOICE TO
Wheatbelt Arts & Events Inc.

INVOICE NO. [redacted]
DATE 02/01/2026

DATE	DESCRIPTION	GST	AMOUNT
02/01/2026	Display adverts in the January edition of Community Matters Newspaper	GST	1,425.45

Banking Details:

[redacted]

SUBTOTAL	1,425.45
GST TOTAL	142.55
TOTAL	1,568.00
BALANCE DUE	**A$1,568.00**

From: **Dixie Battersby** [redacted]
Subject: Invoice
Date: 8 January 2026 at 6:55 AM
To: [redacted]

D

Date: Jan 8th 2026

Dixie Battersby

[redacted]

To

Wheatbelt Arts and Events

Publicity for Ballardong [redacted]	$2000

DIXIE BATTERSBY - [redacted]

[redacted]

QANTAS

E-Ticket Itinerary, Receipt and Tax Invoice

[redacted]

Your Booking Reference

[redacted]

Important Information

- This is your E-Ticket Itinerary & Receipt/Tax Invoice. We recommend that you print this out or save this on your phone, and it is recommended you retain a copy for your records.
- Each passenger travelling needs a printed copy of this document for airport security checks.
- Please familiarise yourself with the key Conditions of Carriage, Dangerous Goods guide and other information attached.

Passenger Ticket Information

Passenger Name	Frequent Flyer No.	Ticket No.	Issued	Ticket Total
[redacted]	[redacted] Frequent Flyer Bronze	[redacted]	14 Jan 26	952.60
		Ticket Total for all passengers*		952.60 AUD

Your Itinerary

Date	Flight Number	Departing	Arriving	Status	Flight Information
23 Jan 26	QF 1717 operated by SUBSIDIARY/FRANCHISE	Darwin 4:30PM	Perth 6:45PM 23 Jan 26 Terminal 4	Economy Red eDeal Confirmed	Est journey Time: 03:45 Non-Stop Aircraft Type: Airbus A320
26 Jan 26	QF 1716 operated by SUBSIDIARY/FRANCHISE	Perth 10:35AM Terminal 4	Darwin 3:40PM 26 Jan 26	Economy Red eDeal Confirmed	Est journey Time: 03:35 Non-Stop Aircraft Type: Airbus A320

Payment Details

Date	Payment Type	Reference	Amount*
14 Jan 26	[redacted]	[redacted]	952.60 AUD

*This may appear as multiple transactions on your credit card statement

Your Receipt Details

Ticket Charges	Amount
Fare / Itinerary Taxes/Fees/Carrier Charges (Includes GST)	950.24
Card Payment Fee (excludes GST)	2.36
Total Amount Payable (Includes GST):	**952.60 AUD**

Tax Information

GST is included for taxable sales
GST Paid 86.60 AUD

Issued by
Qantas Airways 14 Jan 26

Flying With Us

Before Check-in
- Ensure that each passenger carries a printed copy of this document when travelling.
- Label your bags inside and out with your name, address and contact number at your destination.
- Check Carry-on baggage and checked baggage allowances as restrictions apply.

Getting Away On Time
- Ensure you are at the airport with enough time to complete necessary check-in, security screening and, for international flights, customs and immigration.
- Familiarise yourself with the check-in and boarding times. Information for Qantas and QantasLink flights is in the Travel Information section attached.
- Track real time flight information for Qantas, QantasLink and codeshare flights.

Check-in
- Check-in at Qantas counters at the airport. Find out more at qantas.com/checkin

Fare Restrictions - Refer to the applicable fare rules as special conditions may apply
Additional Fees: Fees may apply to some booking changes, ticket reissues and consultant-assisted services. Details are available in Schedule of Fees.

Qantas Airways Limited [redacted]
qantas.com

York Bella Mia PTY LTD

[redacted]

Tax Invoice

A.B.N. [redacted]
A.C.N.

Invoice No.: [redacted]
Date: 21/01/2026
Ship Via:

Bill To:
York Festival

Ship To:

DESCRIPTION	AMOUNT	CODE
3 nights @ $138 per night	$414.00	GST
3 x 2 nights @ $138 per night	$828.00	GST
1 night @ $138 per night	$138.00	GST
Meal 24 January	$46.50	GST
Cool drink 24 January	$16.00	GST
Meal 25 January	$26.50	GST
Cool drink 25 January	$4.50	GST

Your Order No:
Shipping Date:
Comment:
Payments direct by Card will incur a 1.2% surcharge. Online payments

Customer ABN:
Terms: Net 7

Code	Rate	GST	Sale Amount
GST	10%	$133.95	$1,339.55

Freight:	$0.00	GST
GST:	$133.95	
Total Inc GST:	$1,473.50	
Amount Applied:	$0.00	
Balance Due:	**$1,473.50**	

Printed from MYOB www.myob.com.au

Page 1 of 1

How to pay

Invoice numbe[redacted] Due date: **28/01/26** Balance due: **$1,473.50**

[redacted]

Pay online

Scan the QR code or click the link to view this invoice online

Pay securely

Ballardong First
24 - 26 January 2026
Presented by Wheatbelt Arts & Events

Ballardong First is a community-led celebration of Ballardong Noongar culture, created by Ballardong community members and supported by Wheatbelt Arts & Events Inc.

Through art, music, workshops, storytelling and truth-telling, the program invites people of all ages to connect with culture, Country and one another.

Ballardong First offers reconciliation in action — a space for listening, learning and coming together with respect.

All are welcome to join this shared journey of understanding, connection and community.

WE ARE ALL PART OF THE STORY.

Australia Day
Reflect. Respect. Celebrate.

BALLARDONG FIRST 2026

An inclusive celebration of First Nations history and culture, inviting connection through storytelling, language, art, music, dance and food.

24, 25, 26 JANUARY 2026

Avon Park, Lowe St
York Town Hall,
Gallery 152 - Avon Terrace,
The Gogulyar Bilya Environmental Centre,
7 Glebe St, York WA

healthway lotterywest Ballardong Moordit REGIONAL ARTS WA SHIRE OF York Wheatbelt Arts & Events INCORPORATED

MORE INFO & TICKETS
yorkfestival.com.au
0411 287944

SATURDAY 24 JANUARY

Art, food and music shared – learn by doing

9am - 12pm - Ballardong Music Stick drop in workshop Venue: GBEC	Learn to make traditional music sticks, sharing skills, stories and connection to Country. **FREE**
10am - 12pm - Zach Green, The Storyteller Chef Venue: York Town Hall	A live cooking demonstration exploring native ingredients, with tastings. **TICKET REQUIRED**
1.00pm - Mooley the Cow & other Ballardong Yarns Venue: Gallery 152, 152 Avon Terrace	A fresh imagining of *An Australian Parsonage* by Janet Millett — told through the lens of York's Noongar community. **FREE**
1.00 - 3.00pm - Basket Weaving Workshop Venue: GBEC	A relaxed workshop exploring weaving, texture and creative connection. **TICKET REQUIRED**
2.00 - 4.00pm - Zero EmCee Hip Hop Workshop Venue: York Town Hall	Two interactive youth workshops, guiding participants through the creative process of lyric writing, performance. **FREE BUT TICKET REQUIRED**

SUNDAY 25 JANUARY

Community celebration, shared on Country – gather and enjoy

10.00am - 12.00pm - Zero EmCee Hip Hop Workshop Venue: York Town Hall	This youth-focused program runs across two interactive workshops, guiding participants through the creative process of lyric writing, performance. **FREE BUT TICKET REQUIRED**
2pm - Journey Home, David Gulpilil Venue: GBEC	This deeply moving film traces the extraordinary life and legacy of David Gulpilil, one of Australia's most significant cultural figures. **TICKET REQUIRED**
5.00 - 8.30pm - Bushtucker Picnic by the River Venue: Avon Park	A relaxed, family-friendly evening bringing community together through culture, food, music and connection. **FREE**

MONDAY 26 JANUARY

Honest stories, shared with generosity – an invitation to listen and learn

10am - When the Roof Fell Away Janet Osborne Archaeology and History Albany Campus, UWA	An illustrated talk uncovering the hidden history of the Gerald Mission at Mile Pool and the Noongar children taken there in the 1850s.
11.45am - Truth, Kinship and Care Ann Hawke, CEO Kinship Connections	Through personal story and lived experience, Ann Hawke reflects on the Stolen Generations and their ongoing impacts.
1.30pm - The Black Pearle Tracey Kickett Audrey Narkle Nettle	A deeply personal family story of survival, kinship and love in the face of displacement and adversity.
3.15pm - Growing Up in York Yarn Dennis Kickett	A truth-telling yarn sharing the life story of growing up Aboriginal in York — from the reserve, to school, work and family life.

FREE SESSIONS
Venue: The Gogulyar Bilya Environmental Centre, 7 Glebe St

BALLARDONG FIRST 2026

SAT 24, SUN 25 & MON 26 JANUARY 2026

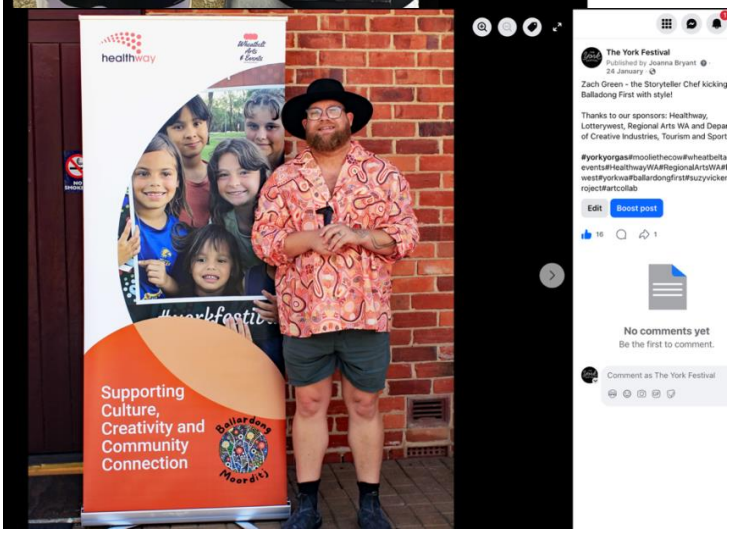
Bringing community together through culture & creativity

Zach Green - The Storyteller Chef | Zero EmCee - Hip Hop workshops | Natasha Eldridge & Kim Batty | Truthtelling | Arts & Crafts | Movie night: 'Journey Home, David Gulpilil' | Opening: Mooley the Cow & Other Ballardong Yarns | Markets | Bushtucker Picnic

Program details: yorkfestival.com.au

healthway | REGIONAL ARTS WA | Wheatbelt Arts & Events INCORPORATED | Ballardong Moorditj | lotterywest | SHIRE OF York | Australia Day

Sample of posts and articles on Ballardong First program, including Facebook page and media coverage (National Indigenous Times).



The York Festival
Published by Jenny Garroun · 30 January

A full day of history and truth telling, thankyou so much to anthropologist Janet Osborne (When the Roof Fell Away - the Gerald Mission), Anne Hawke from @KinshipConnections (Truth, Kinship & Care), Tracey Kickett & Audrey Nettle (the Black Pearle), Dennis Kickett (Growing up in York) for so many compelling stories!

#WheatbeltArts #CulturalStories #yorkfestival #frrr #lotterywest #australiadaycouncil #healthway #RegionalArtsWA #DCIT #governmentofwa

Edit Boost post

85 3 2

Most relevant

Nancy Henry
Deadly
14w Like Reply

MaOchre Art
13w Like Reply

"Most relevant" is selected, so some comments may have been filtered out.

Comment as The York Festival

SATURDAY 24 JANUARY

Art, food and music shared – learn by doing

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10.00am - 12.00pm - Zero EmCee Hip Hop Workshop Venue: York Town Hall	This youth-focused program runs across two interactive workshops, guiding participants through the creative process of lyric writing, performance. **FREE BUT TICKET REQUIRED**
2pm - Journey Home, David Gulpilil Venue: GBEC	This deeply moving film traces the extraordinary life and legacy of David Gulpilil, one of Australia's most significant cultural figures. **TICKET REQUIRED**
5.00 - 8.30pm - Bushtucker Picnic by the River Venue: Avon Park	A relaxed, family-friendly evening bringing community together through culture, food, music and connection. **FREE**

MONDAY 26 JANUARY

Honest stories, shared with generosity – an invitation to listen and learn

10am - When the Roof Fell Away Janet Osborne Archaeology and History Albany Campus, UWA	An illustrated talk uncovering the hidden history of the Gerald Mission at Mile Pool and the Noongar children taken there in the 1850s.
11.45am - Truth, Kinship and Care Ann Hawke, CEO Kinship Connections	Through personal story and lived experience, Ann Hawke reflects on the Stolen Generations and their ongoing impacts.
1.30pm - The Black Pearle Tracey Kickett Audrey Narkle Nettle	A deeply personal family story of survival, kinship and love in the face of displacement and adversity.
3.15pm - Growing Up in York Yarn Dennis Kickett	A truth-telling yarn sharing the life story of growing up Aboriginal in York – from the reserve, to school work and family life.

FREE SESSIONS
Venue: The Gogulyar Bilya Environmental Centre, 7 Glebe St

All community members and visitors are warm welcome.
Some workshops are ticketed or have limited places, so we recommend booking early.

📅 24–26 January 2026
📍 York, WA
👉 View the full program and book here:
https://www.yorkfestival.com.au/.../BALLARDONG-FIRST-2025...

Reconciliation in action. Culture shared with generosity.
We hope you'll join us. See less

Edit

130 8 20

Most relevant

Author
The York Festival
https://www.yorkfestival.com.au/.../zero-emcee-lyric.../
YORKFESTIVAL.COM.AU
Zero Emcee – Lyric &...
16w Like Reply Remove Preview

Author
The York Festival
Michelle Kickett @denniskickett
17w Like Reply

Natascha Alexandria
Kaya All- do you have a link for the hip hop workshop and movie? X
16w Like Reply

The York Festival replied · 2 repli

Comment as The York Festival

Article published in National Indigenous Times

CULTURE

York Town Hall. Image: Caravan World.

In York, the heart of the Avon, people are coming together this weekend to learn, understand and celebrate; an inclusive celebration of First Nations history and culture, inviting connection through storytelling, language, art, music, dance and food.

Ballardong First is a community-led celebration of Ballardong Noongar Culture, created by Ballardong community members and supported by Wheatbelt Arts & Events Inc.

Through art, music, workshops, storytelling and truth-telling, the program invites people of all ages to connect with culture, country and one another.

The festival kicked off on Saturday, featuring Gundjitmara Palawa storyteller chef Zach Green who cooked his traditional food of Magpie Goose whilst telling heartfelt stories of the Dreamtime and his personal journeys.

"Its really important for mobs to be able to still get the traditional food" he stated, "Being in the country and following the seasons and getting traditional foods is still a big part of our life," he told *National Indigenous Times*.

"Having an Indigenous First Nation's Festival on this weekend is always, always a good thing because I think people start to understand when it comes to this date."

The day also featured workshops such as Mooley the Cow & Other Ballardong Yarns, Basket Weaving Workshops, and Zero Emcee Hip Hop workshop.

"Over the years we have built up the festival as we have been able to get a bit more funding and we are getting a bit more media attention so we're getting more people travel to York for the weekend," said festival coordinator Jo Bryant.

"So, people travel from Perth because they don't like the really traditional Australia Day events. It's very flag-waving and there are a lot of people who are not comfortable with that (on January 26). That's what people have said to me, they have come up because they see this as an inclusive event," she said.

BALLARDONG
FIRST
BALLARDONG
FIRST 2026
SAT 24, SUN 25 & MON 26 JAN
Bringing community together through culture & creativity
Zach Green - The Storyteller Chef | Zero EmCee - Hip Hop workshops
Natasha Blurton & Kim Batty | Truthtelling | Arts & Crafts | Movie night:
'Journey Home, David Gulpilil' | Opening: Mooley the Cow & Other
Ballardong Yarns | Markets | Bushtucker Picnic by the River
Full program: yorkfestival.com.au
healthway
lotterywest
REGIONAL ARTS WA
Wheatbelt Arts & Events
Ballardong Moordit
SHIRE OF York
Australia Day

BALLARDONG FIRST 2026 TRUTHTELLING

MONDAY 26 JANUNARY

FREE SESSIONS
THE GOGULYAR BILYA ENVIRONMENTAL CENTRE, 7 GLEBE ST

10am - When the Roof Fell Away Janet Osborne Archaeology and History, Albany Campus, UWA	An illustrated talk uncovering the hidden history of the Gerald Mission at Mile Pool and the Noongar children taken there in the 1850s.
11.45am - Truth, Kinship and Care: A Journey of Strength and Responsibility Ann Hawke, CEO, Kinship Connections	Through personal story and lived experience, Ann Hawke reflects on the Stolen Generations and their ongoing impacts.
1.30pm - The Black Pearle Tracey Kickett & Audrey Narkle Nettle	A deeply personal family story of survival, kinship and love in the face of displacement and adversity. A moving truth-telling that honours the strength of Aboriginal families.
3.15pm - Growing Up in York Yarn A Life Story by Elder Dennis Kickett	A truth-telling yarn sharing the life story of growing up Aboriginal in York — from the reserve, to school, work and family life. An invitation to listen, learn and reflect together.

Full program: yorkfestival.com.au

healthway · REGIONAL ARTS WA · Wheatbelt Arts & Events INCORPORATED · Ballardong Moordit · SHIRE OF York · Australia Day Reflect. Respect. Celebrate.

SY064-07/26 REQUEST FOR TOURISM FUNDING - YORK MOTORING EVENTS INC.

Disclosure of Interest – Cr Trent – Request for Tourism Funding – York Motoring Events Inc.

Cr Trent read the Declaration - With regard to the Request for Tourism funding – York Motoring Events Inc, the matter in Item SY064-07/26, I disclose that I have an association with the applicant (or person seeking a decision). The association is I am a member of the York Motoring Events Inc. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

File Number:	**4.7711**
Author:	**Rebecca Atkinson, Manager Tourism & Economic Development**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**24 June 2025 (150625)** **28 April 2026 (080426)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Funding Application Form ⇩** **2. Budget ⇩** **3. Supporting Documents ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents a funding request from York Motoring Events Inc (YMEI) for the York Motor Show 2026.

BACKGROUND

Policy C8 – Funding: Grants and Sponsorship outline the Shire of York's framework for distributing funding, grants, and sponsorships to support community initiatives, tourism, and economic development projects that align with its strategic goals. It ensures transparent, fair, and accountable allocation of public funds, with clear criteria for eligibility, application, assessment, and reporting.

Eligible applications are assessed against the following criteria:

1. Compliance with guidelines and policy.
2. Value for investment.
3. Community, social and sporting benefit with a high rational of public over private benefit.
4. Alignment to the Council Plan 2025-2035 aspirations and outcomes.
5. Level of dedication and proven commitment demonstrated by the applicant (previous funding acquittals, matched funding contributions, project's reach and participation levels).

This report presents an application received through the Tourism Funding Program for the delivery of the York Motor Show 2026.

The event organisers for the York Motor Show is a long-standing free event that attracts vehicle enthusiasts, visitors and families to York and has previously received funding support from the Shire.

The event continues to be delivered by York Motoring Events Inc (YMEI), a volunteer-run not-for-profit organisation with a demonstrated history of successfully delivering the event.

The York Motor Show is scheduled for August 2026.

COMMENTS AND DETAILS

A copy of YMEI's application is presented in Appendix 1, a copy of the proposed budget is presented in Appendix 2, supporting documents in Appendix 3.

Application Summary

The York Motor Show is scheduled to be held on Sunday 30 August 2026 and represents one of York's established annual tourism events.

Delivered within the York town centre, the event transforms Avon Terrace, Peace Park and surrounding areas into a large-scale static display of vehicles, motorcycles, caravans, tractors and motoring exhibits, creating a vibrant and accessible visitor experience.

This event is a completely free event and does not generate any income.

The event is expected to attract approximately 3,000 attendees, including visitors from across Western Australia, interstate and internationally.

Based on information provided within the application, the event is estimated to generate approximately $600,000 in visitor expenditure through accommodation, hospitality, retail and tourism-related spending within the York district.

A key strength of the event is its integration with York's town centre businesses and visitor economy. By locating displays throughout the CBD, visitors are encouraged to engage with local cafes, restaurants, accommodation providers and retailers throughout the day. The event also complements other activities scheduled across the weekend, including the York Antique and Collectors Fair and the Mount Brown Hill Climb, encouraging extended visitor stays and increased economic activity.

The event is delivered entirely by volunteers and continues to provide opportunities for community participation across a broad range of age groups and interests. Vehicle owners, community members, local businesses and volunteers contribute to event delivery, supporting social connection and community engagement while maintaining the event's family-friendly character.

Marketing and promotion are undertaken through a combination of local and regional media, Triple M radio advertising, social media campaigns, motoring club networks, posters, banners and website promotion. The Shire of York is recognised as the major funding partner across promotional materials, media engagement and event-day announcements.

Assessment Panel

The application was assessed by a panel of three (3) Shire Officers against the criteria outlined within Policy C8 Funding: Grants and Sponsorship, including strategic alignment, community benefit, economic impact, organisational capacity and value for investment.

The internal assessment panel acknowledged that the application demonstrates strong alignment with the Shire's tourism and economic development objectives and continues to deliver measurable visitation and economic outcomes for the district. The overall average weighed score from the grants panel was in the high category with an 8.49 (out of a possible 10).

The following outlines the recommended funding schedule:

TABLE 1.

YORK MOTORING EVENTS INC *York Motor Show 2026*			
FINANCIAL YEAR	**FUNDING**	**FIRST PROGRESS PAYMENT (80%)**	**FINAL PAYMENT (20%)**

2026/27	$12,000 ex GST	Following 2026/27 budget adoption	Upon successful acquittal

OPTIONS

Council has the following options:

Option 1: Council could choose to provide $12,000 in funding support for the application as presented from York Motoring Events Inc.

Option 2: Council could choose not to provide $12,000 in funding support.

Option 3: Council could choose to provide a different amount of funding support to York Motoring Events Inc. Council will need to specify this amount.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

YMEI

Shire of York internal **a**ssessment **p**anel

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 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants and Sponsorship

Financial

If approved by Council, funding of $12,000 will be allocated to Economic Grant Funding in the 2026/27 budget. This represents approximately 6% of the total proposed Shire funding budget.

Legal and Statutory

Not applicable

Risk Related

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

The reputational risk to Council should the funding request not be supported is rated as medium.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
050726

Moved: Cr Denese Smythe **Seconded: Cr Kevin Trent**

That, with regard to Request for Tourism Funding - York Motoring Events Inc., Council:

1. **Receives the request for funding from York Motoring Events Inc, as presented in Appendix 1.**
2. **Approves a funding amount of $12,000 (ex GST) for delivery of the York Motor Show 2026.**
3. **Directs the Chief Executive Officer to include the above agreed amount in the 2026/27 budgeting process.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

Funding Application Form

Application

ORGANISATION INFORMATION

Instructions to complete the form:

1. Please answer all questions completely and as accurately as possible.
2. Provide any additional information where required and relevant, which will give a better understanding of your request.
3. Applications that do not include the necessary information may not be considered eligible for assessment.
4. If you cannot complete the form in one sitting, simply click "Save as Draft" and an email link will be sent to your nominated email address from the form. When you are ready to recommence, click the link in the email and continue your application. Once all required information is provided and requested documentation attached, the "SUBMIT" button will become available.
5. For any questions or clarification regarding the form, please send them to sam.good@york.wa.gov.au or rebecca.atkinson@york.wa.gov.au
6. You can view the Funding policy and relevant Guidelines on the Shire of York funding page.

Please select your funding category. *

The following applications accepted all year

- (●) Tourism
- ( ) Outstanding Representation
- ( ) Other (below)

The following applications accepted in April and September ONLY

- (●) Community (Includes Community, Sport, Environment and Heritage Conservation)
- ( ) Economic Development

*

YORK MOTOR SHOW

Please provide the proposed start and finish dates of your whole project

Start Date *	**End Date** *
30/08/2026	30/08/2026

Which Funding Bracket are you applying for *

- ( ) $2000 and under
- ( ) $2001 to $10,000
- (●) $10,001 and over

Funding Amount Requested *

amount excluding GST

$10,000.00

Are you applying for one-off funding or a multi-year funding? *

(●) One-off ( ) Multi-year

Does this include an event? *

(●) Yes ( ) No

Is this event / project targeted at local residents, or to attract visitors from outside the York district? *

( ) Local (●) Visitor attraction

Organisation Information

Organisation/Non-profit Corporation/Organisation hosting the event

Name of Organisation *

York Motoring Events Inc

Street Address	Town	State	Postcode
[redacted]	[redacted]	[redacted]	[redacted]

Is the address listed above the same as the mailing address?

(●) Yes ( ) No

E-mail (preferred for correspondence) *

yorkmotoringeventswa@gmail.com

Website (if applicable)

YORK MOTOR SHOW

Are you Incorporated? *

(●) Yes ( ) No

Registration Number *

[redacted]

Please upload Organisation Registration *

YMEI INC.jpg 1.28MB

Are you a registered charity or not-for-profit? *

( ) Yes (●) No

Do you have an approved committee or Board? *

(●) Yes ( ) No

Please upload Committee / Board details and Constitution *

CONSTITUTION YMEI.docx 81.31KB

YMEI AGM 2026.docx 79.65KB

Do you have an ABN? *

(●) Yes ( ) No

ABN Number *

[redacted]

If yes, are you registered for GST? *

( ) Yes (●) No

AUTHORISED CONTACT PERSON

Title	First Name (?) *	Last Name *
[redacted]	[redacted]	[redacted]

Email (preferred for correspondence) *

[redacted]

Position Held *

Secretary

Phone Number *

[redacted]

Mobile Phone Number *

[redacted]

Preferred?

○ Phone Number ◉ Mobile Number

Heartlands Veterinary Hospital.docx 14.39KB

(●) Yes ( ) No

Previous Funding

YEAR *	FUNDING PURPOSE *	ACQUITTAL ACCEPTED *	AMOUNT *
2,025	YORK MOTOR SHOW	(●) Yes ( ) No	$12,000.00

PUBLIC LIABILITY INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]		Not yet renewed, as it is an One-off Event Public & Products Liability cover. Renwed prior to the event.

PERSONAL ACCIDENT (Including Volunteers) INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	[redacted]		To be renewed prior to the event

WORKERS COMPENSATION

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
n/a			not applicable

PERSONAL INDEMNITY

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
			not applicable

OTHER INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	TYPE OF INSURANCE
			not applicable

Declaration and Checklist

Checklist *

- [x] All Supporting documentation as requested (letters of support, detailed budget, program etc)
- [x] Contact made with the relevant Shire of York officer as outlined in the Funding Guidelines prior to submitting application

Declaration and Signature of Principal Applicant

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

Printed Name *	Date Signed	Signature *
[redacted]	29-Apr-26	[redacted]

By checking the box below and pressing SUBMIT, you are confirming you have the authority to act on behalf of your organisation (if applicable) and it will be accepted as a digital signature *

- [x] I acknowledge selecting this box confirms my authority to submit this application on the behalf of myself and/or the organisation identified in this application and will be received as a digital signature.

YORK MOTOR SHOW

BUDGET ESTIMATE 2026

Application Fees	**800**
Traffic Management	**5000**
Insurance	**1500**
First Aid Post	**800**
Advertising	**3000**
Trophies/Awards	**800**
Website	**200**
Entertainment/equipment etc	**2000**
Printing & stationary	**600**
Signage	**2000**
OHS equipment	**1200**
Porta Loos	**600**
TOTAL ESTIMATED BUDGET 2026	**18,500**

YORK MOTOR SHOW

PROPOSED SPONSORSHIP/INCOME ESTIMATE 2026

Shire of York – Community Funding	**12,000**
York & Districts Bendigo Community Bank	**3,000**
Shannon's Insurance	**500**
Local Business Sponsorship	**2,500**
Vendor Fees	**500**
Total	**$18,500**

In Kind support:

Triple MMM radio	**5,000**
Vouchers/prizes (from local business's)	**900**
Avon Waste	**500**
Volunteer hours	**1,000**
Total	**7,400**

YORK MOTOR SHOW

ESTIMATED INCOME 2026

SHIRE OF YORK FUNDING	**12000**
BENDIGO BANK	**3000**
SHANNONS INSURANCE	**1000**
CURRENT FUNDS IN A/C	**2000**
OTHER SPONSORS / IN KIND	**800**
TOTAL PROJECTED INCOME	**18800**

Outlook

YORK MOTOR SHOW

From York Motoring Events [redacted]
Date Thu 6/25/2026 9:19 AM
To Rebecca Atkinson [redacted]

Hi Rebecca,
My apologies for the error on my part in the completion of the Funding Application to the SHIRE OF YORK.
The request is for $12,000 as in previous years.
Once again thank you to the Shire of York for supporting the YORK MOTOR SHOW weekend, which offers another event for visitors and our community to enjoy.
Regards
Tricia Byfield
SECRETARY
YORK MOTORING EVENTS INC

York Motoring Events Inc.

[redacted]

24th May 2026

Hi ,

Plans for this year's 15th annual York Motor Show are in progress for Sunday 30th August, along with the Mt Brown Hill climb on Saturday 29th August. Road closures will be in place along Avon Tce from Joaquina St to Macartney St and display's in Peace park.
As you are aware, the York Motor Show is run by a small group of motoring enthusiasts, for the benefit of our wonderful town. It is also a great opportunity for locals to display their pride and joy.
As a not for profit organisation, we are appreciative continued support from local sponsorship for the event. All sponsorship is acknowledged throughout the event, advertising and on our website, social media etc.
We look forward to another great day, with entertainment throughout the town during the weekend.
I can be contacted by email [redacted]

Kind regards
[redacted]
Secretary York Motoring Events Inc

Heartlands Veterinary Hospital

[redacted]

18th July 2025

[redacted]

Plans are underway for this years YORK MOTOR SHOW on Sunday 5th October and we ae working in with business's that may be affected by the road closures.
Road closures will be in place during the day along Avon Tce from Joaquina St to Macartney St. Howick street will also be closed for displays.
With this in mind, if any staff need to access the hospital the best way for entry from east of the river would be along Lowe Street and up Macartney St.
If coming from west, best access would be to go around Georgiana Street and into Macartney St.
We will make sure that Marshall's at the corner of Howick St and Macartney St prevent public carparking in your carpark.
If you have any concerns, or need further information, please feel free to contact me. We are looking forward to another great YORK MOTOR SHOW 2025.

[redacted]

SECRETARY YORK MOTORING EVENTS INC

SY065-07/26 REQUEST FOR TOURISM FUNDING - WILDFLOWER SOCIETY OF WA YORK BRANCH

File Number:	**4.7711**
Author:	**Rebecca Atkinson, Manager Tourism & Economic Development**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**25 March 2025 (030325)** **25 November 2025 (121125)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Application Form ⇩** **2. Supporting Documents ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents a tourism funding request from the Wildflower Society of Western Australia (York Branch) to support the launch of *Wildflowers of York*, a new publication showcasing the region's native flora and promoting York as a nature-based tourism destination.

BACKGROUND

Policy C8 – Funding: Grants and Sponsorship outline the Shire of York's framework for distributing funding, grants, and sponsorships to support community initiatives, tourism, and economic development projects that align with its strategic goals. It ensures transparent, fair, and accountable allocation of public funds, with clear criteria for eligibility, application, assessment, and reporting.

Eligible applications are assessed against the following criteria:

1. Compliance with guidelines and policy.
2. Value for investment.
3. Community, social and sporting benefit with a high ration of public over private benefit.
4. Alignment to the Council Plan 2025-2035 aspirations and outcomes.
5. Level of dedication and proven commitment demonstrated by the applicant (previous funding acquittals, matched funding contributions, project's reach and participation levels).

This report presents an application received through the Tourism Funding Program for the launch of *Wildflowers of York*, a publication developed by the Wildflower Society of Western Australia (York Branch). A first of its kind for York flora and fauna publications.

Funding is sought to support a public book launch and associated promotional activities designed to increase awareness of York's unique natural environment and encourage visitation during the annual wildflower season and encourage repeat visitation to York.

COMMENTS AND DETAILS

A copy of the funding application is presented in Appendix 1 and supporting documents in Appendix 2.

Application Summary

While the funding request is centred on a book launch, the proposal can be considered a strategic tourism initiative that delivers benefits extending well beyond the launch event itself.

The publication provides an enduring promotional resource showcasing York's extraordinary botanical diversity, positioning the Shire as a destination for nature-based tourism, environmental appreciation and encourages return visitation.

Wildflowers of York documents more than 600 species of native flowering plants found throughout the Avon Valley and York district, highlighting one of the region's most distinctive natural assets.

The publication has been developed as both a visitor resource and educational reference, encouraging exploration of York's bushland reserves, walking trails and natural landscapes. By creating a lasting tourism asset, the project has the capacity to continue promoting York well beyond the initial launch and throughout future wildflower seasons.

The proposed launch will be held at the York Racecourse and will include a catered community event, presentations by guest speakers and a guided visit to the York Bushland Garden. The event is expected to attract approximately eighty (80) attendees, including visitors with a demonstrated interest in native plants, conservation and regional tourism. While boutique in scale, the event targets a highly engaged visitor market that frequently travels to regional destinations to experience seasonal wildflower displays and natural landscapes.

The application demonstrates strong alignment with the Shire's strategic objectives of growing nature-based tourism and diversifying York's visitor economy. The York Bushland Garden is recognised as one of the region's significant environmental assets, and the project provides an opportunity to increase awareness of the Garden while encouraging longer visitor stays and repeat visitation during the wildflower season. The publication also supports environmental education by promoting appreciation of local biodiversity and the conservation of native flora.

The Shire of York Visitor Centre alongside the Wildflower Society will be the exclusive distributers of the book, creating a unique retail option for the Visitor Centre.

Marketing activities include promotion through local and regional media, community newsletters, gardening organisations, social media, the Voice of Avon and the Society's established membership network. The applicant also intends to leverage media interest generated through the publication and associated guest speakers to extend the promotional reach beyond the immediate event.

The Shire of York will be recognised across promotional material, event signage and event acknowledgements. The Shire of York logo will also be printed on all publications of the *Wildflowers of York.*

Assessment Panel

The application was assessed by a panel of three (3) Shire Officers against the criteria outlined within Policy C8 Funding: Grants and Sponsorship, including strategic alignment, community benefit, economic impact, organisational capacity and value for investment.

The internal assessment panel considered the proposal to represent good value for investment due to its modest funding request, strong volunteer contribution and capacity to create an enduring tourism asset that will continue promoting York's natural environment for many years. The panel noted the Wildflower Society’s substantial investment in the creation and printing of the publication and incorporation of the Shire of York logo on the book and its continued potential to bring visitation.

The project demonstrates strong strategic alignment with the Council Plan 2025–2035 by supporting environmental stewardship, community participation and sustainable tourism development, while reinforcing York's competitive position as a destination recognised for both its heritage and natural landscapes. The overall average weighed score from the internal assessment panel was in the high category with an 8.08 (out of a possible 10).

The following outlines the recommended funding schedule:

TABLE 1.

Wildflower Society of Western Australia (York Branch) *Wildflowers of York. Book Launch*			
FINANCIAL YEAR	**FUNDING**	**FIRST PROGRESS PAYMENT (80%)**	**FINAL PAYMENT (20%)**
2026/27	$4,800 ex GST	Following 2026/27 budget adoption	Upon successful acquittal

OPTIONS

Council has the following options:

Option 1: Council could choose to provide $4,800 in funding support for the application as presented from the Wildflower Society of Western Australia (York Branch).

Option 2: Council could choose not to provide $4,800 in funding support.

Option 3: Council could choose to provide a different amount of funding support. Council will need to specify what this amount is.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Wildflower Society of Western Australia (York Branch)

Shire of York internal assessment panel

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 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants and Sponsorship

Financial

If approved by Council, funding of $4,800 will be allocated to Economic Grant Funding in the 2026/27 budget. This represents approximately 2.4% of the total proposed Shire funding budget.

Legal and Statutory

Not applicable

Risk Related

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

The reputational risk to Council should the funding request not be supported is rated as medium.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
060726

Moved: Cr Denese Smythe **Seconded: Cr Kevin Trent**

That, with regard to Request for Tourism Funding - Wildflower Society of WA York Branch, Council:

1. **Receives the request for funding from Wildflower Society of Western Australia (York Branch), as presented in Appendix 1.**
2. **Approves a funding amount of $4,800 (ex GST) for the 'Wildflowers of York' book launch.**
3. **Directs the Chief Executive Officer to include the above agreed amount in the 2026/27 budgeting process.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

Funding Application Form

Application | Tourism Growth | Financial and Insurance | Declaration and Checklist | Office Use Only

ORGANISATION INFORMATION

Instructions to complete the form:

1. Please answer all questions completely and as accurately as possible.
2. Provide any additional information where required and relevant, which will give a better understanding of your request.
3. Applications that do not include the necessary information may not be considered eligible for assessment.
4. If you cannot complete the form in one sitting, simply click "Save as Draft" and an email link will be sent to your nominated email address from the form. When you are ready to recommence, click the link in the email and continue your application. Once all required information is provided and requested documentation attached, the "SUBMIT" button will become available.
5. For any questions or clarification regarding the form, please send them to sam.good@york.wa.gov.au or rebecca.atkinson@york.wa.gov.au
6. You can view the Funding policy and relevant Guidelines on the Shire of York funding page.

Please select your funding category. *

The following applications accepted all year

(●) Tourism ( ) Outstanding Representation

The following applications accepted in April and September ONLY

( ) Community (Includes Community, Sport, Environment and Heritage Conservation)

( ) Economic Development

Project / Event Title *

"Wildflowers of York" book launch

Please provide the proposed start and finish dates of your whole project

Start Date * 30/08/2026

End Date * 30/08/2026

Funding Amount Requested *

amount excluding GST

$ 4,800.00

Are you applying for one-off funding or a multi-year funding? *

(●) One-off ( ) Multi-year

Does this include an event? *

(●) Yes ( ) No

Is this event / project targeted at local residents, or to attract visitors from outside the York district? *

( ) Local (●) Visitor attraction

Organisation Information

Organisation/Non-profit Corporation/Organisation hosting the event

Name of Organisation *

Wildflower Society of Western Australia York Branch

Street Address	Town	State	Postcode
[redacted]	[redacted]	WA	6302

Is the address listed above the same as the mailing address?

○ Yes ● No

Postal Address *	Town *	State *	Postcode *
[redacted]	York	WA	6302

E-mail (preferred for correspondence) *

[redacted]

Website (if applicable)

[redacted]

Are you Incorporated? *

● Yes ○ No

Registration Number *

[redacted]

Please upload Organisation Registration *

File limit has been reached.

Files (1 uploaded)

Incorp Cert WSWA,... 441.48KB Remove

Are you a registered charity or not-for-profit? *

● Yes ○ No

Registration Number *

[redacted]

Please upload Organisation Registration *

File limit has been reached.

Files (1 uploaded)

WSWA_ACNC-registr... 41.59KB Remove

Do you have an approved committee or Board? *

● Yes ○ No

Please upload Committee / Board details and Constitution *

Drag and drop up to **5** files here to upload or Choose files

Files (2 uploaded)

2016-Constitution- FINAL 2015-Act.pdf 239.1KB Remove

WSWA York Branch Board and Committee... 13.27KB Remove

Do you have an ABN? *

● Yes ○ No

ABN Number *

[redacted]

If yes, are you registered for GST? *

● Yes ○ No

AUTHORISED CONTACT PERSON

Title	First Name ⓘ *	Last Name *

[redacted] [redacted]

Email (preferred for correspondence) *

[redacted]

Position Held *

President

Phone Number *

[redacted]

Mobile Phone Number *

[redacted]

Preferred?

○ Phone Number ◉ Mobile Number

Next

Yes No

Previous Funding

YEAR *	FUNDING PURPOSE *	ACQUITTAL ACCEPTED *	AMOUNT *
2,026	Beautifying pathways in the Grey St Bushland Garden	Yes No	$ 2,000.00

+ Add

PUBLIC LIABILITY INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	$ [redacted]	Drag and drop up to **5** files here to upload or Choose files Files (1 uploaded) Certificate of... 96.77KB Remove	

+ Add

PERSONAL ACCIDENT (Including Volunteers) INSURANCE

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
[redacted]	$ [redacted]	Drag and drop up to **5** files here to upload or Choose files Files (1 uploaded) Certificate of... 96.77KB Remove	

+ Add

WORKERS COMPENSATION

INSURANCE PROVIDER	AMOUNT	CERTIFICATE OF CURRENCY	IF NOT PROVIDED, PLEASE GIVE EXPLANATION
	$	Drag and drop up to **5** files here to upload or Choose files	We are a volunteer run organisati

+ Add

PERSONAL INDEMNITY

Funding Application Form

Application | Tourism Growth | Financial and Insurance | **Declaration and Checklist** | Office Use Only

Checklist *

- [x] All Supporting documentation as requested (letters of support, detailed budget, program etc)
- [x] Contact made with the relevant Shire of York officer as outlined in the Funding Guidelines prior to submitting application

Declaration and Signature of Principal Applicant

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

Printed Name *	Date Signed	Signature *
[redacted]	02-Jun-26	[redacted]

By checking the box below and pressing SUBMIT, you are confirming you have the authority to act on behalf of your organisation (if applicable) and it will be accepted as a digital signature *

- [x] I acknowledge selecting this box confirms my authority to submit this application on the behalf of myself and/or the organisation identified in this application and will be received as a digital signature.

Previous Next

Bellissimo York

66 Avon Terrace,
YORK,WA 6302
[redacted]

Quote

Quote number	Issue date	Expiry date
[redacted]	26/06/2026	03/07/2026

Bill to

York Wildflower Society

Description	Tax	Amount ($) *including tax*
Lunch 80 pax @ $40 pp	GST	3,200.00
	Tax	$290.91
	Total amount *including tax*	**$3,200.00**

Page 1 of 1

[redacted] Total amount: $3,200.00

The Silver Spoon

[redacted]

Phone [redacted]

Email [redacted]

QUOTE

Date 2nd June 2026

To York Wildflower Society

Morning Tea for 80 people @ $10 per head	$ 800

A mix of sweet and savoury dishes to be provided as discussed.

Thank you for the opportunity to provide this quote.

Outlook

FW: Guest speaker for York book launch

From [redacted]
Date Thu 6/25/2026 8:38 PM
To [redacted]

Hi Rebecca,
This is the emailed correspondence (request and acceptance from Kingsley Dixon to be our guest speaker at the book launch.

Cheers, Liz.

From: [redacted]
Sent: Wednesday, 27 May 2026 5:47 PM
To: [redacted]
Cc: [redacted]
Subject: RE: Guest speaker for York book launch

Dear Kingsley,

We are so pleased and honoured that you have accepted to be our guest speaker for the Launch.

Your suggestion on the title of your talk is so fitting and will promote the book and launch perfectly.

Please let me know how long you would like to have for your talk. We will devise the program and send it to you.

We will soon be sending out invitations through the WSWA branches, local environment groups, York Shire etc. We are happy to extend an invite to anyone you personally would like to attend.

Thank you for replying so promptly and for your positive enthusiasm.

Cheers,
Liz

From: [redacted]
Sent: Wednesday, 27 May 2026 7:26 AM
To: [redacted]
Subject: Re: Guest speaker for York book launch

How wonderful Liz and be absolutely delighted to speak

Might I offer a title: Why Western Australian Plants are the Most Unique on Earth

With the York region with what little remains being an extraordinary hotspot

Lovely of you to offer remuneration but this is the least I can do for the cause

Lionel: for the diary please

Best wishes

Kingsley

Get Outlook for Mac

From: [redacted]
Date: Tuesday, 26 May 2026 at 4:45 pm
To: [redacted]
Cc: [redacted]
Subject: Guest speaker for York book launch

CAUTION: This email originated from outside of UWA. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Kingsley,

I'm Liz Manning, the newly elected President of York Branch of WSWA.

York branch is preparing to publish and launch a book written by Lesley Brooker titled "Wildflowers of York". This is the culmination of many years of study and observations by Lesley in the Avon Valley area, specifically around Wallaby Hills. The book features photographs and descriptive notes for over 600 local species.
It is a wonderful offer from Lesley to gift her book to York Branch and we are excited at the chance to promote our unique flora to the general public through the pages of this book.
We will initially print 500 copies for sale, the profits of which Lesley has gifted to our Branch.

Neville Marchant is booked to launch the book.

It would be a great honour if you could be our guest speaker.

The event will be held at the York Race Course on 30th August, 2026. We hope to attract 75 + people.

We plan to start at 9.30am followed by morning tea, lunch and an afternoon visit to our Bushland Garden / nursery which showcases many local native plants propagated by our members which are available for sale to the public. The Garden has become very popular with locals and tourists, especially when plants are flowering. We aim to grow a variety of new species featured in the Book.

We are applying for a York Shire tourism grant to help cover costs of the launch. This will include your travel and associated costs.

Please let me know if you would be available and what renumeration you consider appropriate so I can include in our submission to the York Shire next week.

Warm regards,

Liz Manning

[redacted]

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SY066-07/26 REQUEST FOR TOURISM FUNDING - ALL FORD DAY INC

File Number:	**4.7711**
Author:	**Rebecca Atkinson, Manager Tourism & Economic Development**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Nil**
Disclosure of Interest:	**Nil**
Appendices:	**1. Funding Application ⇩** **2. Supported Documents ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents a funding request from All Ford Day Inc. for the delivery of the All Ford Day (WA) Cruise 2026.

BACKGROUND

Policy C8 – Funding: Grants and Sponsorship outlines the Shire of York's framework for distributing funding, grants, and sponsorships to support community initiatives, tourism, and economic development projects that align with its strategic goals. It ensures transparent, fair, and accountable allocation of public funds, with clear criteria for eligibility, application, assessment, and reporting.

Eligible applications are assessed against the following criteria:

1. Compliance with guidelines and policy.
2. Value for investment.
3. Community, social and sporting benefit with a high ratio of public over private benefit.
4. Alignment to the Council Plan 2025-2035 aspirations and outcomes.
5. Level of dedication and proven commitment demonstrated by the applicant (previous funding acquittals, matched funding contributions, project's reach and participation levels).

This report presents an application received through the Tourism Funding Program for the delivery of the All Ford Day (WA) Cruise 2026.

The event is delivered by All Ford Day Inc., a volunteer-run not-for-profit organisation that hosts a biennial Ford enthusiasts' event, alternating between a static vehicle display and a destination cruise. The 2026 event proposes York as the cruise destination.

COMMENTS AND DETAILS

A copy of the funding application is presented in Appendix 1, and supporting documentation is presented in Appendix 2.

Application Summary

The All Ford Day (WA) Cruise is scheduled to be held on Sunday, 25 October 2026 and represents an opportunity to attract significant visitation to York on a weekend without other scheduled events, further boosting York's calendar of events.

The event will see participants depart from four (4) metropolitan locations before travelling via designated cruise routes to York, with Avon Terrace serving as the final destination. With event organisers estimating the potential of up to 750 vehicle participants and an estimated 1,000 visitors and spectators are expected to attend throughout the day.

The event is free for the public to attend and is expected to activate York's town centre by encouraging visitors to explore local cafes, restaurants, retailers and visitor attractions throughout their stay. Event organisers also intend to provide participants with information promoting York's attractions, businesses and heritage experiences, encouraging increased visitor spending and repeat visitation.

Funding requested through this application is specifically sought to assist with the engagement of traffic management services required to safely facilitate the temporary road closure of Avon Terrace. While volunteers will undertake vehicle marshalling and parking management, accredited traffic management is required to meet operational and safety requirements.

The event is delivered entirely by volunteers and provides opportunities for community participation through local volunteers, Ford clubs and vehicle enthusiasts from across Western Australia. The event also celebrates automotive heritage while showcasing York's historic streetscape as a destination for regional tourism.

Marketing and promotion will be undertaken through the organisation's established Facebook page, website, participant communications and promotional handouts, with the Shire of York acknowledged as a funding partner throughout promotional material.

Assessment Panel

The application was assessed by a panel of three (3) Shire Officers against the criteria outlined within Policy C8 Funding: Grants and Sponsorship, including strategic alignment, community benefit, economic impact, organisational capacity and value for investment.

The internal assessment panel recognised the event is expected to generate significant visitation and economic activity for York during a non-activated tourism weekend. However, the panel also noted that the applicant has demonstrated a relatively low direct financial contribution towards the delivery of the event. In balancing the anticipated tourism benefits against the applicant contribution, the panel recommend partial funding.

The overall weighted score from the internal assessment panel was 6.3 which is medium, with a recommendation that Council provide a reduced amount of $3,500 (ex GST) towards the traffic management costs associated with delivering the event. All Ford Day Inc have indicated that they will fund the difference and the event will still proceed.

The following outlines the recommended funding schedule:

TABLE 1.

ALL FORD DAY INC *All Ford Day (WA) Cruise 2026*			
FINANCIAL YEAR	**FUNDING**	**FIRST PROGRESS PAYMENT (80%)**	**FINAL PAYMENT (20%)**
2026/27	$3,500 ex GST	Following 2026/27 budget adoption	Upon successful acquittal

OPTIONS

Council has the following options:

Option 1: Council could choose to provide $3,500 in funding to support the application as presented from the All Ford Day Inc.

Option 2: Council could choose not to provide $3,500 in funding support.

Option 3: Council could choose to provide a different amount of funding support. Council will need to specify what this amount is.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

All Ford Day Inc committee

Shire of York internal assessment panel

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 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

C8 Funding: Grants and Sponsorship

Financial

If approved by Council, funding of $3,500 will be allocated to Economic Grant Funding in the 2026/27 budget. This represents approximately 1.7% of the total proposed Shire funding budget.

Legal and Statutory

Not applicable

Risk Related

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

The reputational risk to Council should the funding request not be supported is rated as medium.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
070726

Moved: Cr Kevin Trent **Seconded: Cr Denese Smythe**

That, with regard to Request for Tourism Funding - All Ford Day Inc, Council:

1. **Receives the request for funding from All Ford Day Inc, as presented in Appendix 1.**
2. **Approves a funding amount of $3,500 (ex GST) for the All Ford Day (WA) Cruise 2026.**
3. **Directs the Chief Executive Officer to include the above agreed amount in the 2026/27 budgeting process.**

In Favour:	**Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**
Against:	**Nil**

CARRIED 5/0

Funding Application Form

Application | Tourism Growth | Financial and Insurance | Declaration and Checklist | Office Use Only

ORGANISATION INFORMATION

Instructions to complete the form:

1. Please answer all questions completely and as accurately as possible.
2. Provide any additional information where required and relevant, which will give a better understanding of your request.
3. Applications that do not include the necessary information may not be considered eligible for assessment.
4. If you cannot complete the form in one sitting, simply click "Save as Draft" and an email link will be sent to your nominated email address from the form. When you are ready to recommence, click the link in the email and continue your application. Once all required information is provided and requested documentation attached, the "SUBMIT" button will become available.
5. For any questions or clarification regarding the form, please send them to sam.good@york.wa.gov.au or rebecca.atkinson@york.wa.gov.au
6. You can view the Funding policy and relevant Guidelines on the Shire of York funding page.

Please select your funding category. *

The following applications accepted all year

(●) Tourism ( ) Outstanding Representation

The following applications accepted in April and September ONLY

( ) Community (Includes Community, Sport, Environment and Heritage Conservation)

( ) Economic Development

Project / Event Title *

All Ford Day (WA) - Cruise

Please provide the proposed start and finish dates of your whole project

Start Date * 25/10/2026

End Date * 25/10/2026

Funding Amount Requested *

amount excluding GST

$ 7,000.00

Are you applying for one-off funding or a multi-year funding? *

(●) One-off ( ) Multi-year

Does this include an event? *

(●) Yes ( ) No

Is this event / project targeted at local residents, or to attract visitors from outside the York district? *

( ) Local (●) Visitor attraction

Organisation Information

Organisation/Non-profit Corporation/Organisation hosting the event

Name of Organisation *

All Ford Day (Inc)

Street Address [redacted]

Town [redacted]

State [redacted]

Postcode [redacted]

Is the address listed above the same as the mailing address?

○ Yes ◉ No

Postal Address * [redacted]

Town * [redacted]

State * [redacted]

Postcode * [redacted]

E-mail (preferred for correspondence) * [redacted]

Website (if applicable)

https://www.afd.asn.au/

Are you Incorporated? *

◉ Yes ○ No

Registration Number * [redacted]

Please upload Organisation Registration *

File limit has been reached.

Files (1 uploaded)

AssociationsOnline.p... 84.42KB Remove

Are you a registered charity or not-for-profit? *

○ Yes ◉ No

Do you have an approved committee or Board? *

◉ Yes ○ No

Please upload Committee / Board details and Constitution *

Drag and drop up to **5** files here to upload or Choose files

Files (1 uploaded)

AFD Meeting Minutes.pdf 162.86KB Remove

Do you have an ABN? *

◉ Yes ○ No

ABN Number * [redacted]

If yes, are you registered for GST? *

○ Yes ◉ No

AUTHORISED CONTACT PERSON

Title

Mr

First Name (?) * [redacted]

Last Name * [redacted]

Email (preferred for correspondence) * [redacted]

Position Held * [redacted]

Phone Number*

[redacted]

Mobile Phone Number*

[redacted]

Preferred?

○ Phone Number ◉ Mobile Number

Next

QUOTE

All Ford Day Committee

Date
26 Jun 2026

Expiry
26 Jul 2026

Account Number

Quote Number
[redacted]

Reference
Traffic Management -
York Town Centre

ABN
[redacted]

LGC Traffic Management
[redacted]

This quote is an estimate only and is based on our understanding of your requirements.
Charges for labour and equipment are based on the actual items ordered and the actual time spent at the current hourly rates as stipulated on our rate cards. Refer to attached Terms & Conditions.

Description	Quantity	Unit Price	GST	Amount AUD
TRAFFIC MANAGEMENT PLANNING Non-Complex TMP (Based on Road Closure with detour, TMP ONLY not including traffic management).	1.00	[redacted]	10%	2,100.00
SHIRE APPROVAL YORK, SHIRE OF ESTIMATE ONLY - COST IS SUBJECT TO LGA PRICING	1.00	[redacted]		0.00
2 x TRAFFIC CONTROLLER FIRST 8 HR Based on 5 hour day shift (Weekday) 1 x Shift (VMB Deployment 1 week prior)	10.00	[redacted]	10%	800.00
2 x LIGHT VEHICLE WITH ARROW BOARD Based on 5 hour day shift (Weekday) 1 x Shift (VMB Deployment 1 week prior)	10.00	[redacted]	10%	200.00
2 x VARIABLE MESSAGE BOARD 1 x WEEK	2.00	[redacted]	10%	960.00

Description	Quantity	Unit Price	GST	Amount AUD
3 x TRAFFIC CONTROLLER SUNDAY Based on 8 hour (weekend) 1 x Shift	24.00	[redacted]	10%	3,432.00
2 x LIGHT VEHICLE WITH ARROW BOARD Based on 8 hour (weekend) 1 x Shift	16.00	[redacted]	10%	320.00
			Subtotal	7,812.00
			Total GST 10%	781.20
			TOTAL AUD	**8,593.20**

Fro[redacted]
Sen
To:
Subject: RE: All Ford Day - Sunday 25th October 2026

Hi [redacted]

Further to previous conversations I can confirm that Avon Waste will provide 21 general waste 240ltr bins free of charge for the upcoming Ford Day. These will be delivered on the Friday prior to the event and then emptied and removed on the Monday after the event.

If you need any more information please do not hesitate to contact me.

Regards,
[redacted]

[redacted]
Avon Waste

M [redacted]
E
Cu

Avon Waste management: *sustainable waste and recycling solutions throughout regional WA*

SY067-07/26 WHEATBELT RAIL TRAILS REPORT

File Number:	**4.9687**
Author:	**Thomas Bruins, Executive Manager Infrastructure & Development Services**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**Nil**
Disclosure of Interest:	**Nil**
Appendices:	**1. Wheatbelt Rail Trails Report ⇩** **2. Shire of York Trails Masterplan ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative / Strategic

Council is responsible for determining the policies and strategic direction of the Shire of York in accordance with section 2.7(2)(b) and (c) of the Local Government Act 1995. Consideration of the Wheatbelt Rail Trails Report is a strategic decision that reflects Council's role in planning for the future of the district, supporting regional collaboration, and advocating for infrastructure, tourism and active transport outcomes that benefit the York community and the broader Wheatbelt region.

PURPOSE OF REPORT

The purpose of this report is to present the Wheatbelt Rail Trails Report (Appendix 1), prepared by Broadview Consult Pty Ltd in May 2026, to Council for consideration and adoption.

The report provides a unified regional investment case for a connected Wheatbelt Rail Trail network linking Northam, York, Beverley, Brookton, Pingelly, Cuballing, Narrogin, Williams, West Arthur and Collie. It consolidates previous trail and cycling studies into a staged program of advocacy, governance, planning and delivery actions.

BACKGROUND

The Wheatbelt Rail Trails project proposes the development of a connected regional cycling and walking trail network linking the existing Kep Track at Northam with the Munda Biddi and Bibbulmun Track at Collie. The broader network would create a loop trail from and to Perth through the Wheatbelt and South West, delivering regional tourism, recreation, active transport and community wellbeing benefits.

The Shire of York's involvement is supported by existing strategic planning documents:

- The Avon Central Coast 2050 Cycling Strategy Avon Central Coast 2050 Cycling Strategy, prepared by the Department of Transport in collaboration with local governments including York, designates a Beverley to York Transport Trail and identifies York as a connection point on the route linking Beverley to Northam, Toodyay and the Perth Hills.
- The Shire of York Trails Masterplan 2019–2028 (Appendix 2) also identifies the long-term opportunity for residents and visitors to walk or ride between Northam and York.
- York's importance in Avon/Wheatbelt trails was highlighted by its identification as a Primary Regional/Signature Trail Destination in the Department of Local Government, Sport and Cultural Industries Concentric Circles: Guidance for Trails Tourism Close to Perth Report May 2024 perth-trail-concentric-circles-final-24-06-2024-1.pdf.

Five local governments, being the Shires of Beverley, Brookton, Pingelly, Cuballing and Narrogin, have formally adopted the Wheatbelt Rail Trails Report by Council resolution in May and June 2026. The Shire of York has now been invited to join as an equal partner in progressing the regional program.

COMMENTS AND DETAILS

The Wheatbelt Rail Trails Report consolidates the findings of several completed studies and strategies into a single investment pathway for the region. These include the Avon Central Coast 2050 Cycling Strategy, the Beverley to Narrogin feasibility work, the Narrogin to Williams Rail Trail study, the Darkan to Williams Rail Trail study and the Bunbury-Wellington 2050 Cycling Strategy.

The report concludes that the proposed network represents a high-value and manageable opportunity to create a region-defining tourism and active transport asset. The strategic vision is to establish a connected loop trail that strengthens existing trail assets, supports visitor dispersal, encourages overnight stays, and improves recreational access for local communities.

The report also indicates that connected loop trails generate higher visitation, repeat use and visitor spend than isolated out-and-back trail sections. The report estimates that a ten per cent (10%) usage uplift across connected established trails could deliver approximately $6.7 million per year in additional annual revenue. The full connected Wheatbelt Rail Trail is estimated to require approximately $22.6 million to $22.7 million in capital expenditure and approximately $680,000 in annual operating expenditure, with projected annual revenue of approximately $7.2 million and an estimated return on investment of less than three and a half (3.5) years.

For York, the project presents an opportunity to build on the town's existing heritage, tourism and recreation strengths. York is well positioned to benefit from its proximity to Perth, its established tourism profile, and its location between Northam, Beverley, Toodyay and the Perth Hills. The suggested Beverley to Northam corridor may generate significant visitor demand, particularly if the network is positioned as part of a long-distance loop trail connected to the Perth metropolitan area and the State's established trail network.

The report recommends a staged and coordinated approach to progressing the project.

- Phase 1 focuses on establishing foundations, including cross-shire support, governance arrangements, program resourcing, early risk management, corridor access advocacy and consistent trail branding.
- Phase 2 focuses on building the investment case, including preparing a decision-ready funding package, advancing access discussions with ARC Infrastructure, consolidating risks and developing a staged funding pipeline.
- Phase 3 focuses on preparing the delivery pipeline, including agency engagement, approvals, corridor access, engineering validation, economic case refinement and long-term operations and maintenance planning.
- Phase 4 relates to future construction commencement once funding, approvals and delivery arrangements are confirmed.

Adoption of the report does not commit the Shire of York to capital or operational expenditure. Rather, it provides a formal mandate for the Chief Executive Officer to participate in regional partnership discussions and advocate alongside other local governments for State and Commonwealth funding. Any future financial commitment, including contributions to detailed design, project resourcing, grant applications, construction or ongoing operations, would be the subject of a further report and Council resolution.

OPTIONS

Council has the following options:

Option 1: Council could choose to adopt the Wheatbelt Rail Trails Report as presented in Appendix 1 and partner with the other Shires on the route to progress the actions contained in the report, subject to no financial commitment being made without further Council resolution.

Option 2: Council could choose not to adopt the Wheatbelt Rail Trails Report as presented at Appendix 1 and not formally participate as a partner local government at this stage.

Option 3: Council could choose to request further information or propose modifications to the Shire of York's participation in the Wheatbelt Rail Trails project before determining whether to adopt the report.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Shire of Pingelly

No further public consultation is required prior to Council adopting the report. The Avon Central Coast 2050 Cycling Strategy and the Shire of York Trails Masterplan 2019–2028 were each informed by community and stakeholder engagement. Formal community, landholder and cultural heritage engagement specific to any future route alignment within the Shire of York would be undertaken should the project proceed to funded planning, design or delivery stages.

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.

It also aligns with broader State priorities for active transport, trail tourism, regional development and community wellbeing.

Policy Related

Nil

Financial

There are no financial implications arising from adoption of the report. The recommendation does not commit the Shire to capital or operational expenditure. Any future financial commitment, including project resourcing, detailed design, grant applications, construction, maintenance or operations, will be the subject of separate reports and Council resolutions.

Study	**Distance (KM)**	**CAPEX**	**OPEX**	**ROI**	**Revenue Annual**
AVON Central Coast 2050 Cycling Strategy *Northam-Beverley Only*	~70	$6.1M	$0.2M	<2.5 yrs	$2.6M
*Beverley-Narrogin Transport Trail**	~107.1	$9.5M	$0.26M	<5.5 yrs	$1.8M
Narrogin - Williams Rail Trail	~34	$4M	$0.8M	<4 yrs	$1M
Darkan-Williams Rail Trail	~47	$1.4M	$0.12M	<2 yrs	$1M

Collie Connection	~19	$1.7M	$0.05M	<2 yrs	$1M
Totals	**~277km**	**~$22.7M**	**~$0.68M**	**<3.5 yrs**	**$7.2M**

**Beverley-Narrogin Transport Trail capital costs are estimated to reduce by ~$7.3M if ARC were to support access along the entire corridor and existing maintenance tracks could be utilised. This would reduce the ROI to <2.5 years.*

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 planning for the future of the district 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 implement policies to maintain progress against its Council Plan, alignment with State polices and manage community requirements of the forecast demographics of York.

Description	Likelihood	Consequence	Mitigation
Loss of regional momentum if Council does not formally partner with the other Shires on the Wheatbelt Rail Trails route.	Possible	Moderate – York may have reduced influence over regional advocacy, route planning and funding priorities.	Adoption of the report provides a mandate to progress partnership discussions and participate in coordinated State and Commonwealth advocacy.
Future community concern regarding route alignment, land access or local impacts.	Possible	Moderate – unresolved concerns could delay future planning or delivery.	Undertake formal community, landholder and cultural heritage engagement before any route alignment is confirmed or works are proposed.
Expectation that adoption of the report commits the Shire to future expenditure.	Possible	Moderate – misunderstanding may create budget or reputational pressure.	Clearly state that adoption does not commit the Shire to expenditure and that any future financial commitment requires a separate Council resolution.
Failure to secure State or Commonwealth funding for future planning and delivery.	Possible	Moderate – project progression will be delayed or staged over a longer period.	Participate in a unified regional advocacy approach and support development of a staged, decision-ready funding package.

Workforce

The scope of this report can be managed within current operational capacity. Any future project delivery role or resource commitment would require further consideration by Council.

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
080726

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to Wheatbelt Rail Trails Report, Council:

1. **Adopts the Wheatbelt Rail Trails Report, prepared by Broadview Consult Pty Ltd in May 2026, as presented in Appendix 1.**
2. **Partners with the Shires of Northam, Beverley, Brookton, Pingelly, Cuballing, Narrogin, Williams, West Arthur and Collie on the route to progress the actions contained in the report, subject to no financial commitment being made without further Council resolution.**

3. Advocates to the State and Commonwealth Governments for funding to progress the Wheatbelt Rail Trails project.

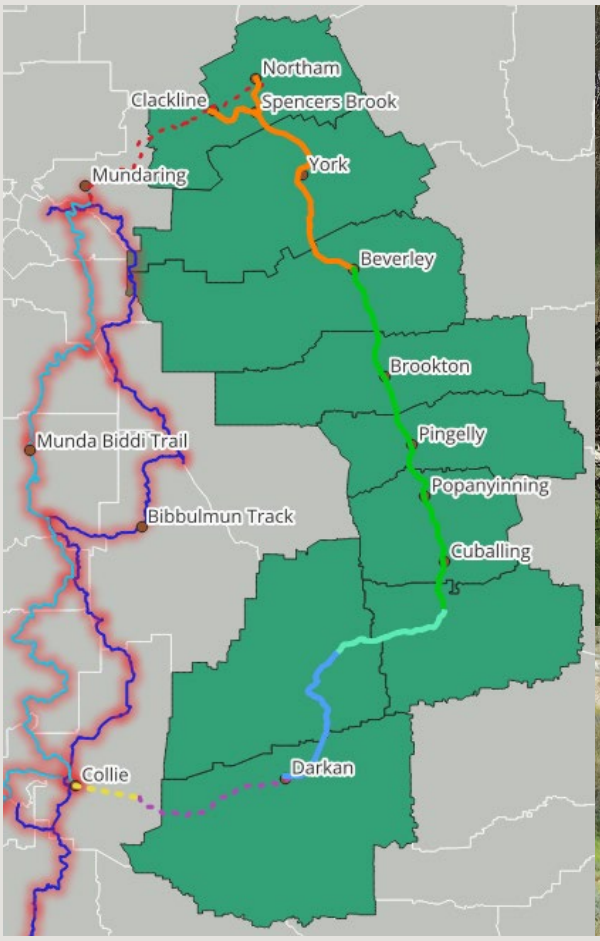
In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

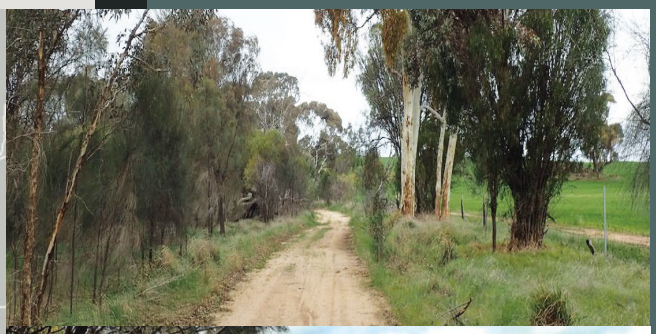
Against: **Nil**

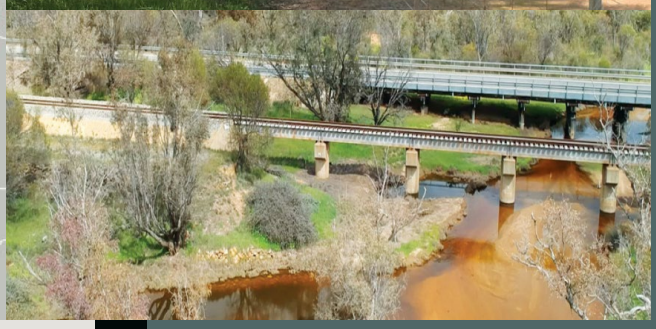
CARRIED 5/0

2026

Wheatbelt Rail Trail







Broadview CONSULT

Gemma Bassett

Broadview Consult Pty Ltd.

May 2026

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Report Version Control

Report Name	Version	Date Submitted	Author
Wheatbelt Rail Trail	V0 Draft	23rd March 2026	Gemma Bassett
Wheatbelt Rail Trail	V1 Final	11th April 2026	Gemma Bassett
Wheatbelt Rail Trail	V2 Final	15th May 2026	Gemma Bassett

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1 Executive Summary

This report presents a clear, forward-looking strategy to progress a connected Wheatbelt Rail Trail Network, consolidating the findings of four studies completed across 2008 to 2025, and translating them into a unified investment pathway.

The Vision, 'To create a connected loop trail from and to Perth through the Wheatbelt and South West, delivering regional and metropolitan benefits.'

The evidence across the studies is consistent, the Wheatbelt network represents a high-value, manageable opportunity to create a region defining tourism and active transport asset. The Beverley–Narrogin corridor is identified as the network backbone, proposed Stage 1, connecting the strongest trail towns and enabling staged expansion to Narrogin–Williams, Darkan–Williams, Collie Connection and York-Northam.

The project aligns strongly with multiple State strategies, frameworks and priorities for regional development, active transport, tourism and community wellbeing.

Indicative estimates show Stage 1, Beverley–Narrogin, at approximately $9.5M CAPEX and ~$0.26M OPEX per year. The full connected Wheatbelt Rail Trail, linking to the South West, is estimated at ~ $22.6M CAPEX and ~$.68M annual OPEX. If ARC[1] maintenance trails were accessible, Stage 1 costs may reduce by up to ~$6.8M CAPEX. By adding new regional loops, the Wheatbelt Rail Trail strengthens the Kep Track, Bibbulmun Track and Munda Biddi Trail and boosting visitation. A 10% usage uplift is estimated to deliver ~$6.7M per year.

To progress the project, this report recommends a staged, coordinated approach:

- **Phase 1 Establish Foundations -** Build unified cross-shire support, establish governance and program resourcing, and address early risks. Develop the ARC access case and create a consistent trail brand to position the project for coordinated progress.
- **Phase 2 Build the Investment Case -** Prepare a decision-ready funding package for targeted ministers, advance ARC access through a unified shire position, consolidate risks, and define the long-term network vision. Develop a staged funding pipeline aligned to State processes and investment pathways.
- **Phase 3 Build the Delivery Pipeline -** Coordinate engagement across agencies and partners, progress approvals and corridor access, and sequence delivery. Validate engineering, strengthen the economic case, and define long-term operations and maintenance to prepare for staged construction.

A clear decision is now sought from participating Shires to endorse a unified program approach and governance model, and from the State to support corridor negotiations and establish a funding pathway for staged delivery.

[1] ARC Infrastructure is a private company that leases, manages and operates WA's rail network.

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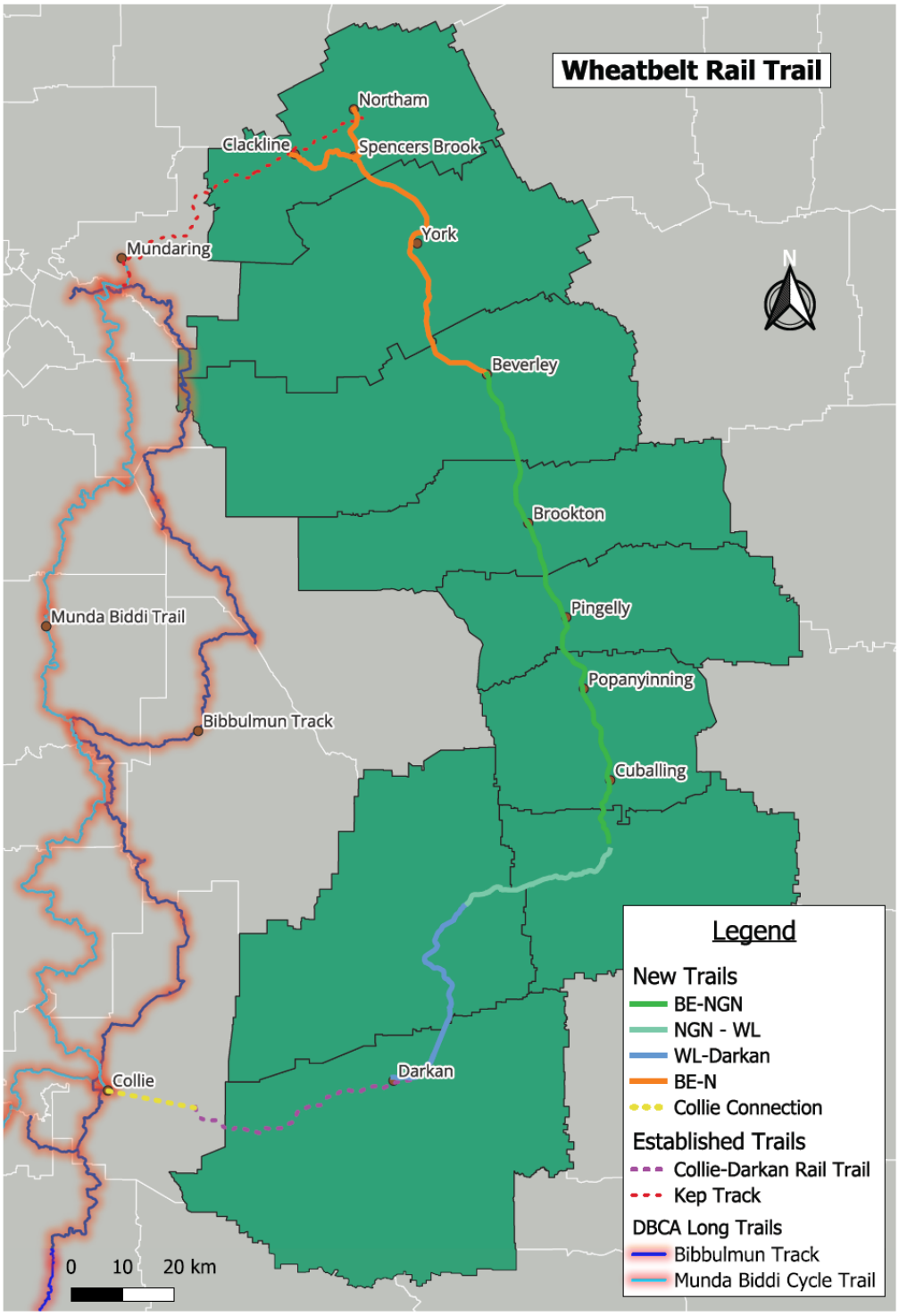

Figure 1 Wheatbelt Rail Trail - Combined Study Proposal

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2 Project Background

This report consolidates three rail-trail studies and one cycling network strategy completed between 2008 and 2025 to provide a unified, evidence-based case for major State Government investment to establish a Wheatbelt Rail Trail Network.

The studies reviewed include:

- **Avon Central Coast 2050 Cycling Strategy** (August 2023)
- **Narrogin–Williams Rail Trail Feasibility Study** (October 2024)
- **Beverley–Narrogin Transport Trail – Strategic Plan (Vol. 1)** (October 2025)
- **Beverley–Narrogin Transport Trail – Feasibility Study (Vol. 2)** (October 2025)
- **Darkan–Williams Rail Trail Feasibility Study** (November 2008)

The analysis identifies common themes, opportunities for development, indicative costs and emerging risks across the studies, with a focus on the Beverley–Narrogin rail-aligned (green) corridor and its role within the broader regional network.

It strengthens the regional development, economic, tourism, health and community benefits of both the Beverley–Narrogin corridor and the wider network, alongside the key constraints and opportunities for progressing cross-shire collaboration.

The report presents a clear, high-level funding case for State Government consideration and outlines the stakeholders required to advance a coordinated, multi-shire trail initiative.

3 Investment Business Case

3.1 Business Case

The Wheatbelt Rail Trail Network presents a significant opportunity to create a region-defining tourism and active-transport asset. By bringing together the findings of four cycling and rail-trail studies (2008–2025), this review demonstrates strong strategic need and clear regional and metropolitan benefits.

The Beverley–Narrogin corridor offers the potential to activate town centres, strengthen regional economies, and position the Wheatbelt as a nationally and internationally competitive cycling destination. The broader network (Avon Region) described across the studies further enhances regional connectivity, community wellbeing, and long-term economic resilience.

This business case establishes the strategic rationale for progressing a coordinated, cross-shire trail initiative that aligns with State priorities for tourism, regional development, active transport and community health.

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3.2 Funding Case Summary

The project presents a compelling case for State investment, offering a high-value, low-risk opportunity to deliver a region-shaping tourism asset with strong metropolitan access and measurable economic uplift across multiple towns.

A staged delivery approach, beginning with the Beverley–Narrogin corridor, provides the fastest, most cost-effective pathway to establishing a connected Wheatbelt Rail Trail network. This stage delivers immediate visibility, strong visitor demand potential, and clear alignment with State strategies for active transport, regional development, and the visitor economy.

The funding case highlights the value for money, the scalability of the network, and the key stakeholders required to advance a coordinated, multi-shire investment program.

3.3 Strategic Alignment

This project aligns strongly with six key State and Regional Strategies for cycling, regional development, health, tourism and destination management. It is further supported by three statewide frameworks, and one state commissioned methodology, that reinforce the value of safe, connected, nature-based regional trail networks.

3.3.1 Supporting Strategies

1. **Department of Transport's Long Term Cycle Network (LTCN)**
   - Delivers a designated Transport Trail linking six towns in Stage 1.
   - Strengthens the Avon Central Coast 2050 Cycling Strategy spine.
   - Provides a safe, accessible long-distance cycling corridor.
2. **Department of Local Government, Sport and Cultural Industries (DLGSC) Strategic Plan 2024–2029**
   - Strongly supports three of the five priorities – Connected communities, Prosperous Industries and Sectors, and Healthy Living:
     - Builds connected communities through shared recreation infrastructure.
     - Stimulates prosperous regional industries and tourism.
     - Promotes healthy living through active recreation.
3. **Department of Creative Industries, Tourism and Sports (CITS) WAVES 2033 – Western Australia Visitor Economy Strategy**
   - Creates a new nature-based hero experience for the Wheatbelt–Avon region.
   - Drives regional dispersal and multi-day visitation.
   - Supports tourism industry capability and new business opportunities.
4. **Wheatbelt Development Commission – Wheatbelt Regional Tourism Development Strategy 2023–2033**
   - Prioritises nature-based tourism, trails, and regional touring routes as key growth drivers.
   - Strengthens regional connectivity, visitor movement, and cross-shire collaboration.
   - Aligns with the region's 10-year goals for experience development, infrastructure investment, and industry capability.

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5. **WestCycle (with DLGSC & Department of Biodiversity, Conservation and Attractions (DBCA)) – WA Mountain Bike Strategy 2022–2032**
   - Supports the development of sustainable off-road cycling infrastructure across WA.
   - Strengthens WA's position as a national and international trail-based tourism destination.
   - Encourages regional trail networks that connect communities and diversify visitor experiences.
   - Aligns with State priorities for trail governance, environmental sustainability, and industry capability.
6. **Regional Development Australia (RDA) Strategic Plan – Wheatbelt 2025–2028**
   - Strengthens regional connectivity, liveability and economic diversification.
   - Supports cross-shire collaboration and region-shaping infrastructure.
   - Aligns with priorities for tourism development, active transport, and community wellbeing.
   - Reinforces the value of projects that enhance amenity, attract workforce, and stimulate local business.

3.3.2 Supporting Frameworks and Methodology

7. **WA Strategic Trails Blueprint 2022–2027 (DBCA & DLGSC)**
   - Provides the statewide vision for safe, connected, multi-day regional trail networks.
   - Reinforces the need for coordinated governance, consistent standards, and region-shaping trail experiences.
8. **More People More Active Outdoors (DLGSC, 2019)**
   - Defines the health, wellbeing, community and economic benefits of accessible outdoor recreation.
   - Supports investment in safe, inclusive, off-road infrastructure such as the Green Route.
9. **Australia's Golden Outback Strategic Plan 2021–2026 (AGO)**
   - Prioritises nature-based tourism, regional dispersal and multi-day touring experiences.
   - Supports cross-shire collaboration and experience development across the Wheatbelt.
10. **DLGSC – Concentric Circles - Guidance for Trails Tourism Close to Perth (2024)**
    - A State-commissioned, evidence-based method for understanding how Perth residents choose trail destinations.
    - Uses travel-time bands, 'concentric circles' to identify where trail investment delivers the strongest visitation uplift.
    - Identifies travel time as the strongest predictor of trail use, particularly for day-trip and short-break markets.

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- Demonstrates that trails located 60–120 minutes from Perth generate the highest tourism and recreation return on investment, such as the Wheatbelt Rail Trails.
- Highlights the importance of regional trail hubs with accommodation, hospitality and visitor services to support uptake.
- Emphasises the need for multi-shire coordination to avoid duplication and create coherent, market-ready trail networks.
- Identifies long-distance, signature experiences (including rail trails) as priority investment categories for attracting new markets.

The recommended staging approach commences with the Beverley–Narrogin **Green Route** because it:

- Delivers the safest, most inclusive off-highway corridor, directly supporting the LTCN, DLGSC recreation priorities, and statewide outdoor activity frameworks.
- Connects the largest cluster of towns, maximising early regional benefit, tourism dispersal and economic uplift.
- Provides the strongest strategic alignment across all State and regional strategies, including tourism, cycling, health, regional development and destination management.
- Establishes the governance, approvals and delivery model required for subsequent corridors, reducing risk and accelerating future stages.
- Aligns directly with the Concentric Circles methodology, sitting squarely within the high-value 60-120 minute Perth travel band and linking the region's most established trail towns, making it the highest-return corridor for early investment.

Further detail is provided in the 'Beverley to Narrogin' section of this report.

3.4 Regional Benefits

The Wheatbelt–Avon Regional Trail Network connects five Shires in Stage 1, and Nine Shires upon project completion. It strengthens regional tourism and small business growth, improves community health through accessible recreation, and supports local employment.

By transforming under-utilised rail corridors into vibrant public spaces and linking town centres via a safe, low-gradient cycling route, the project positions the Wheatbelt as a metro-accessible nature and heritage destination.

Each town can develop short loops, trailheads and local experiences that support daily community use and small business activation, complementing the broader regional tourism uplift.

Beverley, Brookton and Narrogin consistently emerge as the corridor's strongest tourism and service towns. With existing accommodation, hospitality and visitor services, they are natural hubs for early trail activation. Delivering Stage 1 along the Beverley–Narrogin corridor strengthens these towns first, enabling immediate regional spend and supporting small business growth.

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3.5 Metropolitan Benefits

The trail delivers significant metropolitan benefits despite being in regional WA. It is purpose-built for strong Perth uptake, offering a safe, low-gradient, family-friendly cycling and walking experience within easy day-trip reach of the city. It supports physical activity, nature-based recreation, and short-break tourism, while funnelling metropolitan visitation and spending into regional town centres and strengthening WA's portfolio of accessible outdoor experiences. The strong Perth usage of the Mundaring Trails network demonstrates the metropolitan demand for rail-trail and nature-based activities.

This network effectively opens the Wheatbelt and Avon to Perth in a way not previously possible. It creates a safe, inclusive, nature-based corridor where families, older adults, e-bike users, adventure cyclists, schools, and community groups can step into the bush for a day or overnight. It brings the regions closer to the city.

There is also a future opportunity for the proposed network to interface with Perth's Principal Shared Path (PSP) system as a high-quality, off-road metropolitan gateway. This would require separate planning, approvals and funding, and is not dependent on any on-road cycling connections.

The Concentric Circles framework confirms that Perth-accessible trails within 60–120 minutes deliver the highest visitation and participation uplift. The Wheatbelt Rail Trail corridor sits directly within this band, offering a safe, low-gradient, family-friendly experience that is uniquely positioned to attract strong metropolitan day-trip and short-break demand.

3.6 What This Means for Western Australia

A connected Wheatbelt Rail Trail network delivers a high-value, low-risk return for Western Australia, stronger regional economies, increased metropolitan visitation, improved health and wellbeing outcomes, and a region-defining nature-based tourism product aligned with State strategies.

Additionally, it has the ability to position WA as a national leader in accessible, long-distance cycling experiences, with future expansion opportunities.

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4 Study comparison

4.1 Comparative Summary

Table 1 Cross Study Comparison

Study	Shires	Distance (KM)	Scope & Purpose	Core Product
Avon Central Coast 2050 Cycling Strategy (2023)	Beverley York Northam Toodyay Chittering Gingin Dandaragan	~337 (via Road if completely linked)	Regional cycling network plan identifying primary/secondary routes, transport trails, and tourism corridors	Strategic framework for northern connections (Beverley–York–Northam–Toodyay–Perth Hills-Coastal Connections)
Beverley–Narrogin Transport Trail V1Strategic & V2 Feasibility (2025)	Beverley Brookton Pingelly Cuballing Narrogin	~101.1	Long-distance off-road transport trail linking six towns, Green (rail-aligned) + Orange (backroads) routes	Central Wheatbelt spine, major tourism and transport corridor
Narrogin–Williams Rail Trail Feasibility (2024)	Narrogin Williams	~34	Conversion of disused rail corridor into high-quality rail trail	Southern link with strong economic case and short payback period
Darkan–Williams Rail Trail Feasibility (2008)	Williams West Arthur	~47	Conversion of disused rail corridor into rail trail linking Williams to Collie–Darkan network*	Western link completing Collie–Williams–Narrogin loop

*Note Darkan-Collie Trail already exists. This Linkage would essentially expand the current 61.5 km easy (class 2) Trail, composed of Course gravel and compact earth.

In addition to the core corridor studies, two supplementary linkages should be recognised as supporting network connections:

- the Spencers Brook–Clackline spur, referenced in the *Avon Central Coast 2050 Cycling Strategy*, and
- the 'Collie Connection', identified in both the *Collie River Valley Trails Strategy* and the *Bunbury–Wellington 2050 Cycling Strategy*.

Both linkages strengthen the network by improving loop options, enhancing regional ride choices, and supporting overall network coherence. They are referenced here for context rather than full comparative assessment.

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4.2 Shared study benefits

Across all four studies, a consistent set of benefits emerged. The below distils these shared findings into the key themes, evidence and strategic implications relevant to the proposed Wheatbelt Rail Trail network.

1. **Tourism & Visitation**
   - All studies identify strong tourism potential.
   - BE–NGN survey shows 95% of respondents would use the trail.
   - NGN–WL forecasts 7,645 users per year, BE-NGN forecasts a conservative 12,645 users per year

Implication - High-value tourism product with strong metro-accessible demand.

2. **Economic Impact**
   - All studies identify strong economic uplift and increased tourism demand.
   - Economic benefits are quantified in the Estimated Financials section.

Implication - Strong ROI, supports small business, hospitality and accommodation.

3. **Health & Community**
   - Studies emphasise safe, off-road recreation.
   - Suitable for families, older riders and e-bikes.
   - Provides accessible recreation across multiple shires.

Implication - Broad community benefit and improved health and wellbeing.

4. **Regional Development**
   - Studies highlight the importance of cross-shire connectivity and the opportunity to develop the region through strong collaboration.
   - Strong support for town-to-town links and regional cohesion.

Implication - Creates a unified Wheatbelt–Avon regional network.

5. **Environmental & Cultural**
   - Opportunities for Noongar interpretation and cultural storytelling.
   - Supports heritage tourism and nature-based experiences.
   - Encourages environmental stewardship and low-impact recreation.

Implication – Strengthens and builds cultural tourism and environmental values.

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4.3 Risks and constraints

The five key risk categories identified across the studies are:

1. **Corridor and tenure (ARC Infrastructure / PTA[2])**
   - Requires early coordinated corridor negotiations, clear approvals pathway and consistent access policy.
2. **Cost escalation and engineering complexity (including flooding and watercourse crossings)**
   - Favours a single funding program and early engineering validation on high-risk segments, with climate-aware design and staging to avoid scope creep and reactive rebuilds.
3. **Governance and long-term maintenance**
   - Supports a regional governance and maintenance model (whole-of-life planning, consistent design/operations, and dedicated resourcing).
4. **Landholder and community interface**
   - Requires a consistent engagement approach and mitigation measures (fencing/crossings, rules, reporting/enforcement) across shires
5. **Fire and emergency response**
   - Requires early DFES[3] engagement and a funded fire management and emergency response plan so responsibilities do not fall onto overstretched volunteers

These risks are manageable if addressed early through a coordinated corridor access and approvals pathway, targeted engineering validation of high-cost segments, a funded whole-of-life governance and maintenance model, consistent landholder and community engagement, and DFES-led emergency response planning.

[2] Public Transport Authority
[3] Department of Fire and Emergency Services

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4.4 Opportunities for Further Development

The review identified several system-wide and study-specific opportunities to strengthen a Wheatbelt Rail Trail Network and enhance its readiness as a unified, region-wide program. The table below summarises the key development opportunities.

Table 2 Identified Opportunities for Further Development

Opportunity Category	**Cross-study summary**
Governance and delivery model	No defined regional governance or asset-management model for a continuous Wheatbelt–Avon network.
Safety, emergency and risk planning	No assessment of fire risk, climate-driven fire behaviour, or system impacts on WA's volunteer firefighting capacity. ***Emergency response planning is undeveloped.***
Brand, visitor experience and activation	No single Wheatbelt/Avon trail brand, marketing strategy, or visitor-journey design across the network.
Benefits and evaluation	No quantifiable health savings, physical activity uplift, or mental health benefits, benefits are largely qualitative. Believed data does not exist.
Digital infrastructure and data	No digital mapping, wayfinding, or data-collection strategy is defined across the program.
Economic case	No economic modelling of a connected, multi-day Interconnected Wheatbelt Rail Trail, modelling is corridor-specific or absent.
Market analysis	Limited analysis of Perth families, e-bike users, adventure cyclists, price sensitivity or seasonal patterns.
Climate, environment and resilience	Limited design framework for climate resilience, heat mitigation, shade and water access

4.5 Benchmarking and Lessons Learnt

Successful long-distance rail trails such as New Zealand's Great Rides, the Otago Central Rail Trail, the Great Victorian Rail Trail and WA's Wadandi Track demonstrate strong demand for town-to-town riding, clear economic uplift, and the importance of coordinated governance and consistent standards. These precedents confirm the viability and value of the Wheatbelt Rail Trail Network.

4.5.1 Evidence of demand from comparable trails

1. **Town-to-town riding is a proven drawcard**
    - Established networks consistently show that multi-town itineraries and strong trail-to-town interfaces drive overnight stays, higher visitor spend and repeat visitation.

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2. **WA has an existing long-distance trail market**
    - The Bibbulmun Track, Mundaring Network of Trails, including Kep Track, and Munda Biddi confirm strong local and visitor appetite for multi-day trail experiences.
3. **International precedent reinforces the opportunity**
    - New Zealand's Great Rides / NZ Cycle Trail network shows how coordinated governance, consistent standards and destination activation can scale a national trail product and attract significant domestic and international use.
4. **Recent State investment signals policy appetite**
    - The $17.5 million commitment to the Wadandi Track illustrates that long-distance trail infrastructure is already a recognised State priority when governance, staging and narrative are clear.

4.5.2 Lessons to Apply in the Wheatbelt Context

Lessons from other regional trail networks provide clear guidance on how to reduce delivery risk and maximise long-term value in the Wheatbelt. These include:

1. **Prioritise Governance**
    - Successful networks establish a lead entity, clear roles and a maintenance/asset plan before major capital delivery.
2. **Experience investment drives uptake**
    - Wayfinding, shade and water access, rest nodes, interpretation and safe crossings materially influence user satisfaction and repeat use.
3. **Tackle the most complex sections early**
    - Prioritising the highest-risk or most technically challenging segments upfront provides the blueprint for resolving similar issues elsewhere. If these constraints cannot be overcome, it is better to identify this early before investing in lower-complexity sections that cannot ultimately connect.
4. **Brand and Activation**
    - A coherent network identity, events calendar and industry partnerships increase visibility and spend per visitor.
5. **A transport-trail model broadens the market**
    - Compared with adventure-oriented products like the Munda Biddi, the proposed Wheatbelt network offers gentle gradients, town-to-town riding and accessibility for families, older riders and e-bike users. There is current opportunity in the market which an Interconnected Wheatbelt Rail Trail can fulfil.
6. **Cultural interpretation as a core experience layer**
    - The Concentric Circles framework highlights a significant opportunity to embed Aboriginal cultural interpretation into trail experiences. Integrating Noongar language, stories and cultural landscapes into the Wheatbelt Rail Trail network strengthens authenticity, deepens visitor engagement and aligns with State priorities for cultural tourism.

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5 Stage 1 - Beverley to Narrogin

The Beverley–Narrogin studies offer two complementary experiences:

- Green Route - a safe, separated, rail-aligned corridor suitable for families, older adults, e-bike users and walkers,
- Orange Route - a scenic backroads touring experience appealing to gravel riders and bike packers.

The Green Route provides the safest, most inclusive and strategically aligned foundation for Stage 1 and is the basis for this review.

Beverley, Brookton and Narrogin consistently emerge across all studies as the corridor's strongest trail towns, with multiple existing accommodation, hospitality and visitor services. Connecting these towns first delivers the highest early demand, maximises Perth-proximate visitation and establishes a strong foundation for a multi-day regional trail product.

The Beverley–Narrogin Green Route forms the network's spine, converting separate concepts into a connected, metro-accessible town-to-town experience and establishing the governance, design and delivery model for future stages.

It is recommended for Stage 1 because it:

1. **Connects the strongest tourism towns** - enabling early use and immediate regional spend.
2. **Unlocks the wider network -** linking directly to Narrogin–Williams, Darkan–Williams and Collie–Darkan, and interfacing with northern connections through the Avon Central Coast 2050 Cycling Strategy.
3. **Establishes a replicable delivery model** - by resolving the most complex approvals, tenure gaps and engineering challenges early.
4. **Demonstrates strong early demand** - with the largest Perth-proximate catchment and multiple towns suited to overnight itineraries.
5. **Delivers the strongest strategic alignment** - with DLGSC, WAVES 2033, the Long-Term Cycle Network and the Avon Central Coast 2050 Cycling Strategy.
6. **Positions WA as a national leader** - by launching a flagship long-distance transport trail and a credible pathway to a broader Wheatbelt–Avon network.

Stage 1 should commence with the Beverley–Narrogin Green Route. It delivers the network spine, captures early tourism value, resolves the highest-risk constraints first and sets the blueprint for all remaining corridors.

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6 Estimated Financials

6.1 Project Cost – Capital (CAPEX) and Operational (OPEX)

Table 3 Estimate Project CAPEX, OPEX, ROI (Return on Investment) and Annual Revenue

Study	**No. Shires**	**Distance (KM)**	**CAPEX (~$M)**	**OPEX (~$M)**	**ROI**	**Annual Revenue (~$M)**
AVON Central Cost 2050 Cycling Strategy ***Northam – Beverley Only***	3	~70	$ 6.1M	$0.2M	<2.5 yrs	$2.6M
*Beverley-Narrogin Transport Trai**	5	~107.1**	$ 9.5M	$0.26M	<5.5 yrs	$1.8M
Narrogin - Williams Rail Trail	2	~34	$4M	$0.08M	<4 yrs	$1M
Darkan-Williams Rail Trail	2	~47	$1.4M	$0.12M	<2 yrs	$1M
*Collie Connection****	1	~19	$1.7M	$0.05	<2	$1M
Wheatbelt Rail Trail Totals	**10**	**~277km**	**~$22.7M**	**~$.68M**	**<3.5 yrs**	**$7.2M**

* This has been based on the adoption of the Green Route, without access to ARC infrastructure / existing railway maintenance tracks. **Estimated 6km distance for Beverley Trailhead – Caudle Road (separate Project in progress which is costing this section due to additional engineering complexity). **'Collie Connection re-links the established Collie-Darkan trail, for the Trail Head to commence within the Collie Town Centre.

The study indicates that approximately 76% (81 km) of the Beverley–Narrogin Green Route would require full new construction because ARC Infrastructure does not currently permit rail-adjacent access. If ARC were to support access along the entire corridor and existing maintenance tracks could be utilised, Stage 1 capital costs are estimated to reduce by ~$6.8M, primarily by avoiding new earthworks, fencing, drainage reconstruction and road-reserve deviations. Publicly available data indicates that approximately 20 trains per year operate on the Beverley–Narrogin line at an average speed of 42 km/h, indicating low usage.

Table 4 Estimate Project Variance based on utilisation of ARC Infrastructure Maintenance Corridors

Stage 1 Cost Variance BE- NGN Study	**Distance (KM)**	**CAPEX (~$M)**	**OPEX (~$M)**	**ROI**	**Annual Revenue (~$M)**
Beverley-Narrogin Transport Trail ***WITHOUT ARC Infrastructure***	~107.1	$9.5M	$0.26M	<5.5 yrs	$1.8M
Beverley-Narrogin Transport Trail ***WITH ARC Infrastructure***	~107.1	$2.6M	$0.26M	<1.5 yrs	$1.8M
Estimated Variance		**$ 6.8M**	**$ -***	**4 yrs**	**$ -**

*Opportunities to reduce OPEX through shared maintenance track costs, yet to be quantified.

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6.2 Project Cost Assumptions

Not all studies provided cost estimates for CAPEX, OPEX, annual revenue or ROI. Where data was available, these figures have been used and extrapolated across the relevant trail sections. The table below outlines the source or method used for each estimate.

All figures are indicative only, extrapolated from the Beverley–Narrogin Transport Trail Volume 2: Feasibility Study, and assume minimal upgrades to existing ARC track conditions. Further investigation and refinement will be required

Table 5 Estimated Figures Assumptions

Study	**Distance**	**CAPEX**	**OPEX**	**ROI**	**Annual Revenue*****
AVON Central Cost 2050 Cycling Strategy	Est trail distance BE-N with Rail Trail Alignment*	Est Distance x $87,688 (average km/ CAPEX per BE-NGN*)	Utilise BE-NGN report reference $2465/yr per KM	CAPEX / Annual Revenue	Utilise BE-NGN report reference $254.2/day per visitor est 10,500 – 3x increase due to proximity to Kep Trail & Metro
Beverley-Narrogin Transport Trail	Report	Report plus 6km (uncosted section Caudle Road) calculated with a 15% uplift on 6km, $100840 per km due to engineering complexity**	Report est $2465/yr per KM Gov Maintenance	CAPEX / Annual Revenue	Report
Narrogin - Williams Rail Trail	Report	Report	Utilise BE-NGN report reference $2465/yr per KM	CAPEX / Annual Revenue	Report
Darkan-Williams Rail Trail	Report	Report figure x 1.5 for CPI	Utilise BE-NGN report reference $2465/yr per KM	CAPEX / Annual Revenue	Utilise BE-NGN report reference $254.2/day per visitor est 3500 – consistent with BE-NGN & NGN-WL est. visitor numbers.
*Collie Connection*****	Estimated 19km based on WA Trails	Est Distance x $87,688 (average km/ CAPEX per BE-NGN*)	Utilise BE-NGN report reference $2465/yr per KM	CAPEX / Annual Revenue	Utilise BE-NGN report reference $254.2/day per visitor est 3500 – consistent with BE-NGN & NGN-WL est. visitor numbers.

*The Beverley–Northam distance reflects only the direct York–Northam link. If the additional spur from Spencers Brook to Clackline is included (shown in Figure 1), a further 15 km is added, increasing loop options between the established Kep Track and the proposed Wheatbelt Rail Trail.
** The Beverley–Narrogin feasibility study excludes approximately 6 km of alignment, Bevereley Trailhead to Caudle Road. This cost analysis has used the report base 101.1k CAPEX benchmark of $87,688 per/km(costed) and added a 15% uplift of $100.840/km applied only to the 6km previously excluded, to reflect known higher construction complexity. A separate project is currently underway to formally cost this section.
***Annual Revenue is based on overnight stays, no cost estimate on increased revenue from additional employment opportunities such as creation of Trail Tours is included.
****Collie Connection has been included in the cost analysis for context, to reflect the circular loop which would strengthen the network by supporting overall network coherence.

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6.3 Established Trails Annual Revenue

Multiple authoritative sources, including Rail Trails Australia, and the DLGSC Concentric Circles guidance, consistently state that looped or connected routes increase visitor appeal, support higher repeat visitation, strengthen commercial viability, and increase annual revenue generation.

The Table below provides context, a 10% increase in usage across the established Bibbulmun and Mundaring Trails would generate an estimated additional $6.7 million in annual revenue.

Table 6 Estimated Established Trails enhancement with establishing the Wheatbelt Rail Trail

Trail	Distance	Type	Annual Revenue	Annual Revenue WITH Wheatbelt Rail Trails	Variance 10%
Bibbulmun	~1,000KM	Walking	$ 39M	$ 42.9M	$ 3.9M
Mundaring Trails	Various Loops,1-41km	Mixed-Use Network	$ 27.8M	$ 30.6M	$ 2.8M
Totals			**$ 66.8M**	**$ 73.5M**	**$ 6.7M**

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7 Stakeholder Summary

The studies have a broad and diverse stakeholder landscape, with several stakeholders appearing consistently, and others unique to specific corridors, highlighting the need for a coordinated, region-wide approach. Some stakeholders not identified in the studies have been within this review and incorporated below.

Table 7 Project Stakeholders

Stakeholder Category	**Stakeholders Identified Across the Studies**
State Government	PTA (Public Transport Authority), ARC Infrastructure, Department of Transport (DoT), DLGSC, Tourism WA, DBCA (Parks & Wildlife), DFES (not previously engaged, but should be), Main Roads WA
Local Government	Shires of Beverley, Brookton, Pingelly, Cuballing, Narrogin, Williams, Collie, West Arthur, Northam and York.
Traditional Owners	Noongar groups (Ballardong, Wiilman, Gnaala Karla Booja depending on corridor)
Landholders & Industry	Adjacent farmers, pastoralists, freight operators, utilities (Western Power, Water Corp), private property owners
Community & User Groups	Local residents, trail users (walkers, cyclists, e-bike users, schools, sporting clubs)
Tourism & Business	Local tourism associations, visitor centres, accommodation providers, cafes, pubs, retail, regional tourism organisations
Environmental & Heritage	Local Natural Resource Management groups, conservation volunteers, historical societies, river care groups
Emergency Services	Volunteer Bushfire Brigades (not previously engaged, but essential), St John Ambulance, WA Police, DFES (not previously engaged, but essential)
Project Delivery Partners	Consultants, engineers, surveyors, trail builders, community working groups and (recommended) Project Steering Committee

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8 Key Review Findings

The review highlights a consistent set of strategic considerations that shape the case for progressing a connected, cross-shire trail network.

1. **Beverley–Narrogin corridor as the network backbone**
   - The Beverley–Narrogin route emerges as the essential spine of the wider network, with early delivery enabling staged expansion across multiple shires.
2. **High metropolitan demand with strong regional returns**
   - The network is well positioned to attract Perth day-trip and short-break users while directing visitor spend into Wheatbelt towns and services.
3. **Clear alignment with State priorities**
   - The project aligns strongly with multiple State strategies around cycling, tourism, health and community strategies, and presents a future (currently out-of-scope) opportunity to interface with the Perth PSP network.
4. **Cost and delivery complexity concentrated in infrastructure constraints**
   - Major cost drivers include crossings, drainage, fencing, tenure limitations and agency requirements. A staged delivery approach is the most feasible pathway.
5. **Manageable risks with early intervention**
   - Key risks relate to corridor access and tenure, landholder confidence, governance and maintenance responsibilities, and emergency response planning. All are manageable if addressed early.
6. **Progress depends on coordinated leadership and dedicated resourcing**
   - Moving forward requires an agreed governance model and a funded project resource to drive cross-shire collaboration, resolve corridor access and standards, sequence delivery, and prepare a whole-of-network investment case.

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9 Proposed Next Steps and Timeline

To progress the Wheatbelt Regional Trail Network from strategy and feasibility to a fundable, staged delivery program, the following steps are recommended. These actions establish the governance, documentation and evidence base required to secure State and Local Government investment. They are structured into four phases:

1. Phase 1 – Establish Foundations and Support
2. Phase 2 – Build the Investment case and Program Pipeline
3. Phase 3 – Prepare for Delivery
4. Phase 4 – Commence Build

9.1 Phase 1 - Establish Foundations and Support

The recommended next steps have an estimated timeframe of 6-8 months, pending endorsement turnaround.

Table 8 Phase 1 Recommended Next Steps

Action	Purpose / Why It Matters	Key Activities / Detail
Council Endorsement Pack	Build unified cross-shire support and messaging	Prepare councillor-facing brief, align LGAs, confirm shared position
Cross-Shire Governance	Establish leadership and decision-making structure	Confirm lead agency, roles, responsibilities, Operations and Maintenance approach e.g MoU / Project Steering Group
Program Resourcing	Ensure dedicated capacity to drive the program	Secure Program/Project Lead and specialist support
Risk Mitigation Strategy	Address the highest-impact risks early	Agree approach to corridor/tenure, engineering, multi-shire delivery, Orange vs. Green Route
Build ARC Justification Framework	Present clear, evidence-based rationale for access	Comparative visuals, cost logic, shared briefing note/memo.
Establish Trail Brand	Create a unified, professional identity for funding readiness	Develop logo, palette, style guide and sample applications

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9.2 Phase 2 - Build the Investment Case and Program Pipeline

Phase 2 recommended next steps have an estimated timeframe of 6-8 months.

Table 9 Phase 2 Recommended Next Steps

Action	Purpose / Why It Matters	Key Activities / Detail
Ministerial/Treasury Briefing Pack	Build a decision-ready funding case	Strategic alignment, approvals pathway, investment narrative, costs
Elevate ARC Access Request	Build political support for preferred alignment	Ministerial briefing, unified shire position, utilise justification framework
Consolidated Risk Register	Create a single risk management framework	Safety, fire/emergency, landholder interface, mitigation measures
Long-Term Network Vision	Show how the full network connects	Map, narrative, regional interfaces, future PSP opportunity, established trails linkage
Funding Submission Pipeline	Prepare investment-ready proposals	Package staged submissions aligned to State pathways

9.3 Phase 3 – Prepare for Delivery

Phase 3 recommended next steps have an estimated timeframe of 12 months.

Table 10 Phase 3 Recommended Next Steps

Action	Purpose / Why It Matters	Key Activities / Detail
Stakeholder Engagement Plan	Coordinate engagement across all partners	State agencies, TOs, landholders, utilities, user groups, tourism groups
Program Staging Plan	Sequence delivery identification and manage complexity	Quick wins and parallel workstreams for complex segments identified.
Approvals & Corridor Access	Secure access and compliance requirements	ARC/PTA engagement, fencing, crossings, insurance, corridor rules
Engineering Validation	Reduce cost uncertainty and escalation risk	Targeted design on high-cost segments
Economic & Benefits Model	Strengthen the ROI case	Consistent model, sensitivity testing, quantified benefits available
Operations & Maintenance Model	Define long-term responsibilities and costs	OPEX forecast, asset ownership, service standards

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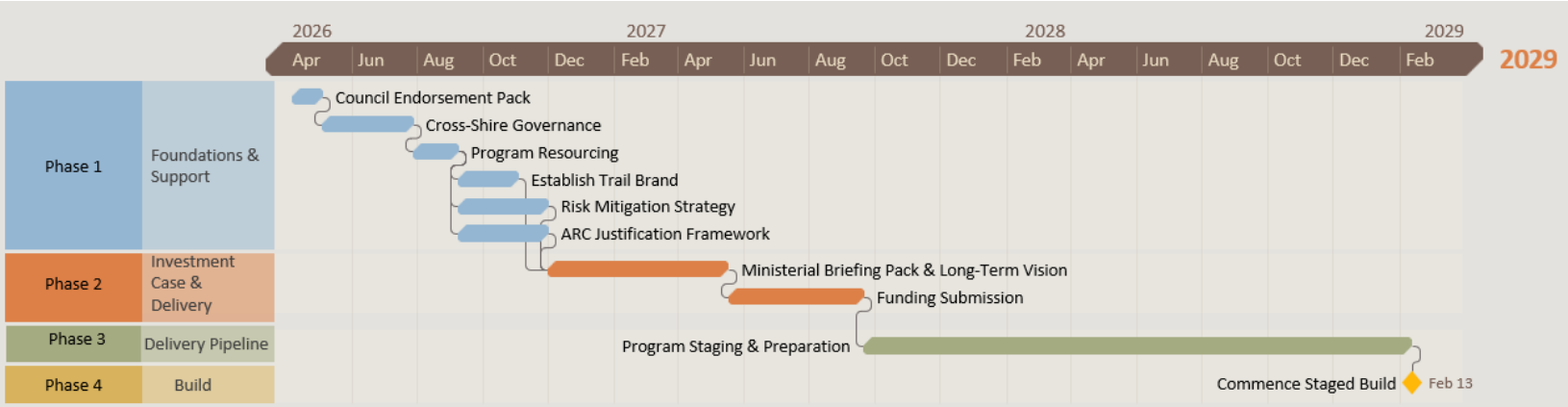
9.4 Project Timeline

Based on the key recommendations and critical tasks, the image below illustrates a plausible project timeline.

Figure 2 Project Timeline



9.5 Phase 4 – Build Commencement

Phase 4 timeframe would be quantified throughout Phases1-3.

Table 11Phase 4 Recommended Next Steps

Action	Purpose / Why It Matters	Key Activities / Detail
Phase 4 – Build Commences	Commence Staged Build	Commence Staged Build – Detail to be clarified through Phase1-3.

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10 Conclusion – Why the Project is Worth Doing

The combined evidence from the strategic and feasibility studies demonstrates that establishing an interconnected Wheatbelt–Avon regional trail network, anchored by the Beverley–Narrogin corridor, directly supports multiple State priorities across transport, tourism, health, regional development and active recreation.

Recent State investment in long-distance trail infrastructure provides a clear precedent and confirms Western Australia's appetite and capability to deliver nationally significant trail assets where governance, staging and strategic alignment are clear.

Delivering the Beverley–Narrogin corridor presents known challenges, including negotiated rail-adjacent access with ARC Infrastructure, resolution of higher-cost watercourse crossings, and coordinated delivery and maintenance across multiple local governments. These risks are well understood and manageable. Indicative estimates place Stage 1 at approximately $9.5 million CAPEX with annual OPEX of around $0.26 million, while the full Wheatbelt Rail Trail network is estimated at approximately $22.7 million CAPEX and $0.68 million per year OPEX. Importantly, access to existing ARC maintenance corridors has the potential to reduce Stage 1 capital costs by up to $6.8 million, significantly improving value for money.

The Beverley–Narrogin corridor provides the essential spine of the wider network. It delivers a safe, low-gradient, town-to-town transport trail linking six communities, captures strong metropolitan day-trip and short-break demand, and establishes the platform for staged expansion across the Wheatbelt–Avon region. It also sets the governance, delivery and operational model required to de-risk and accelerate future corridors.

With early State-led corridor negotiations, disciplined staging, and the governance and resourcing steps outlined in this report, the project is both achievable and strategically positioned to become a region-defining tourism and recreation asset for Western Australia.

This report recommends progressing the Beverley–Narrogin corridor as Stage 1 of the Wheatbelt Rail Trail program, securing participating Shires' endorsement for a unified program approach and governance model, and engaging the State to support corridor negotiations and establish a clear funding pathway for staged delivery.

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11 Supporting Documents

- PDF - Infographic Summarising 'Interconnecting Wheatbelt Rail Trails' Report
- PDF - Wheatbelt Rail Trails **map showing the proposed trail**
- PDF - Wheatbelt Rail Trails **map showing trail, accommodation & food options**

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FINAL

DRAFT

SHIRE OF YORK

TRAILS MASTER PLAN

2019 - 2028

COMMON GROUND

SHIRE OF YORK

TRAILS MASTER PLAN

2019 - 2028

Prepared by Common Ground Trails Pty Ltd for the Shire of York

Acknowledgements:

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The authors of the Shire of York Master Plan acknowledge the Traditional Custodians of the land on which we work and live, and recognise their continuing connection to land, water and community. We pay respect to Elders past, present and emerging.

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While all due care and consideration has been undertaken in the preparation of this document, Common Ground Trails Pty Ltd advise that all recommendations, actions and information provided in this document is based upon research as referenced in this document.

Common Ground Trails Pty Ltd and its employees are not qualified to provide legal, medical or financial advice. Accordingly, detailed information in this regard will require additional professional consultation in order to adequately manage and maintain the facilities and reduce risk.

COMMON GROUND

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EXECUTIVE SUMMARY

The Shire of York Trails Master Plan has been developed to guide future strategic investment in trails recreation, tourism and event development across the Shire of York, Western Australia. The Master Plan reflects the aspirations of the Shire of York to become an economically, environmentally and socially sustainable trails destination. The Trails Master Plan has been developed in line with the Shire of York Strategic Community Plan and considers the five community aspiration themes:

THE PLACE TO LIVE:

To be a place which is attractive and accessible for the young and elderly and attracts people in the middle age groups to work and settle in the Shire. The York community aspires to a balanced population structure in the long term.

A LEADER IN CULTURAL HERITAGE AND ENVIRONMENT:

To be a place which is renowned for its cultural heritage and the quality of its natural environment, and for the care taken by the community of both.

DRIVING THE YORK ECONOMY FORWARD

To have a vibrant, diverse and prosperous local economy which is sustainable in the long term, makes sustainable use of its natural and built heritage and community assets and delivers benefit in the form of local jobs, business opportunities and a positive image for the Shire.

BUILT FOR RESILIENCE:

To have secured an infrastructure base (e.g. buildings, roads, footpaths, parks, communications, water and energy ...) which is affordable, is managed at a level of risk accepted by the community, supports a sustainable environment, increases rural and town resilience, and is responsive to community needs.

STRONG LEADERSHIP AND GOVERNANCE:

To be a community where there is effective and responsive leadership and governance, a sense of collective purpose and shared direction and a willingness and desire to work together for that future.

Aligned with the Western Australian Strategic Trails Blueprint 2017-2021 this Master Plan considers bushwalk, urban walk, mountain bike, cycling, equestrian, 2WD, paddle and trailbike trails. Due to constraints within the Shire of York 4WD has not been considered in this plan.

This Master Plan was developed in partnership with community groups, the Shire of York and key land managers. Recommendations were developed by assessing the existing supply of trails and infrastructure, events, tourism and commercial products, governance, management, and promotion of trail opportunities in the Shire of York. Development models and processes derived from world's best practice in international trail destinations will provide a clear framework to guide actions and responsibilities.

The Shire of York Trails Master Plan supports the key objectives of the WA Trails Blueprint to develop a statewide network of sustainable trails, facilities and associated infrastructure; to raise the recreational and tourism profile of Western Australian trails; and to develop a diverse revenue stream to ensure economic sustainability.

The vision for trails in the Shire of York Region is:

ESTABLISH YORK AS A TRAILS TOWN, OFFERING VISITORS AND LOCALS ACCESSIBLE AND IMMERSIVE TRAIL EXPERIENCES, WHICH CAPITALISE ON THE SIGNIFICANT OPPORTUNITIES ON MOUNT BROWN, MOUNT BAKEWELL AND ALONG THE AVON RIVER. TRAILS WILL PROVIDE RECREATION OPPORTUNITIES FOR LOCALS AND ENTICE VISITORS TO THE REGION.

Supporting this vision, the four objectives key to development of the Shire of York as a trail's destination are:

1. TRAIL NETWORK

Develop a high quality trails network, creating interlinked experiences catering for all trail users and activity types.

This master plan proposes the town of York becomes an interlinked trail network providing experiences for all ages and capabilities. The master plan aims to create a trails destination that is accessible, caters for growing demand, and ensures high quality infrastructure and services. Recommendations for new trails focus on delivering trail experiences that utilise existing infrastructure, connect locals and visitors to the town centre, Mt Brown, the Avon River and Mt Bakewell. Trails should make use of natural landforms and fill the identified gaps in the existing trail offering in the Shire of York, benefiting local residents and visitors.

2. TRAIL USER EXPERIENCE

Ensure quality trail experiences, which will deliver social, economic and tourism benefits to the community.

It is important to ensure promotion of trail opportunities and experiences is appropriate to the level of development and the intended markets. This master plan recommends development of a cohesive, hierarchical marketing and promotion plan linking signage, maps and other marketing material with an online platform. Locations identified with potential for hosting events should consider the requirements for event infrastructure and sustainable revenue based models for hosting events.

The development of appropriate trail facilities in strategic locations will encourage visitation and expenditure in town, resulting in a tangible economic impact for the community. It is imperative that sustainable management models are established for facility development and ongoing management. This will provide opportunities to establish and grow businesses that compliment trail activities and encourage public and private investment in trails and associated facilities.

3. TRAILS INFRASTRUCTURE AND SERVICES

Well planned and designed facilities and services appropriate to scale and significance of trails, aimed at encouraging use of the trails network by local residents and visitors.

Infrastructure and services associated with trails are crucial to trail user experience. A thorough and coordinated approach to provision of trail information, signs, trailheads, amenities etc. will ensure trail users gain access to the experience they are seeking. The highest priority recommendation for trails infrastructure in the region is development of a signage plan covering trail heads, directional signs, and safety and emergency signage. Key to successful and sustainable infrastructure development is ensuring trail services provided match the key requirements for location significance for each trail type.

4. GOVERNANCE AND MANAGEMENT

Optimise governance and management structures across local government, trail landowners and stakeholder groups to ensure the Shire of York and the Avon Valley are positioned as trails destinations.

Previous attempts by the Shire of York to implement trails masterplans have not been successful. This master Plan is designed to be digestible and the recommendations are considered achievable. A key recommendation of this master Plan is the need for a cohesive and unified approach to trail planning and development across the shire. Central to achieving this requires an implementation plan, which the Shire of York can use as a guiding document to achieve the recommendations in this master Plan.

Effective and efficient governance and management structures are key to the sustainability and longevity of any trail development. Given the range of stakeholders with an interest in trails, there are opportunities to explore different trail management models. This Master Plan recommends exploring opportunities on private land and opportunities for local government management of trails on state managed land.

TRAIL RECOMMENDATIONS

Common Ground have identified the following trail experiences outlines in table below and in figure 1 on the following page. An implementation plan should be development to ensure a staged approach for delivery.

Short Term High Priority	Short Term Medium Priority	Medium Term Medium Priority	Long Term Low Priority
Mt Brown Network (walk, mountain bike, equestrian)	Mt Bakewell Summit Trail	Equestrian exercise area (base of Mt Bakewell)	Golf course wildflower walk
Heritage Walk Trails - rationalisation	Avon River Trail - including Access for All Trail	Mt Bakewell shared use (walk/run and mountain bike)	Paddle Trail (seasonal)
2WD Self Drive Trails - rationalisation	Trail Hub - Avon Park	Mt Bakewell mountain bike descent	York to Northam river walk (Constraints)
	Mount Bakewell private mountain bike park	Road Cycle Routes	Equestrian link -Mt Brown to Mt Bakewell base (Constraints)
	Off Road Vehicle Area - Upgrades	Touring Cycle Route	York to Bruce Rock Rail Trail (Constraints)
		Gravel Cycle Route	Walk to York (Constraints)
			Mt Observation trail network (Constraints)

Mt Bakewell Private Mountain Bike Park

Mount Bakewell has terrain which presents significant opportunity for mountain bike trails. Much of this opportunity is on freehold land, it is recommended that the Shire of York support development of trails in this area as long as their development follows recommended trail development processes and major constraints and barriers are considered appropriately. Trails should aim to protect the environmental values of the area and create a trail network that is sustainable for future generations.

Mt Bakewell Summit Trail

A steep climbing walk trail up the southern face of Mt Bakewell on Shire land will provide excellent views over the town and surrounds. The experience will be of recreational value to York residents and a tourist attraction for visitors.

Mount Brown Network

Mount Brown has numerous existing trails throughout the reserve. The network requires rationalisation and a concept plan to represent all user groups. There are many existing mountain bike trails that should be considered as part of the concept plan.

2WD Self Drive Trails

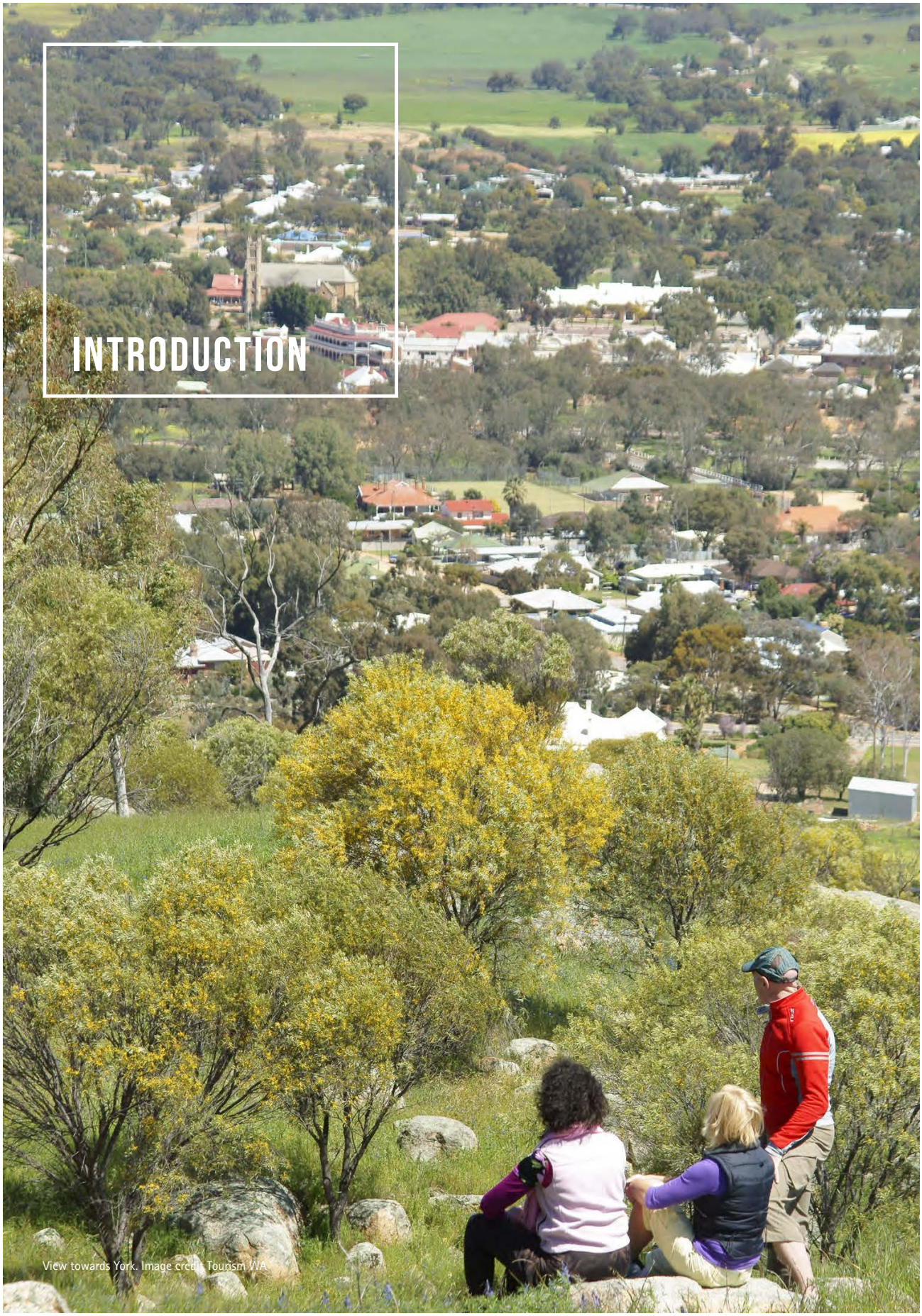
Rationalise existing self drive trails and upgrade trai information platform to digitial.

Heritage Walk Trails

Rationalise existing heritage trails in York town to 2-3 loops.

- Existing walk trail
- Existing ORV area
- Proposed walk trail
- Proposed mountain bike trail
- Proposed cycle trail
- Proposed equestrian trail
- Proposed shared use trail
- Proposed paddle trail

Figure 1. Short term priority trail recommendations



View towards York. Image credit: Tourism WA

The Shire of York is situated 100km to the east of Perth and has the opportunity to offer a range of outdoor adventure activities for both local residents and visitors to the region. The unique landforms of Mount Bakewell and Mount Brown offer an opportunity to create a trail network between the two peaks, encompassing the town centre and the Avon River.

The Shire of York is ideally situated to prosper in the growth and economic benefits of trails. Being only an hour from the Perth metropolitan area, the Shire of York has an opportunity to increase tourism market share through developing and promoting trails as an additional draw card. There are many existing reasons to visit the Shire of York, including the rich history of the town, the rolling agricultural landscapes surrounding the town and many interesting events that take place in York all year round.

Recognising the potential of the Shire of York to capitalise on trails, the brief for the Shire of York Master Plan includes a review of the full breadth of trail opportunities within Shire of York, aligned with the Western Australian Strategic Trails Blueprint 2017-2021 (the Blueprint). The vision for trails in Western Australia as defined in the Blueprint is more people using Western Australia's trail network resulting in greater community, social, cultural, economic, environmental, health and wellbeing outcomes for Western Australia.

The Shire of York has commissioned the development of two previous trails master plans (2008 and 2014). Neither of these plans have been adopted, and there has subsequently been a change of Government Officers and Councillors. The current Shire of York Councillors and Officers are motivated to implement recommendations outlined in an approved trails master Plan.

The recommendations outlined in the previous plans were sensible and appropriate at time of development. In the development of this current master Plan, the previous recommendations were reviewed. If the project was still considered to be a priority, feasible and achievable, they have been included in this plan.

ACTIVITIES

Trails considered in the Shire of York Master Plan are those outlined in the Blueprint, refer to figure 2. Note 4WD has not been considered in this plan due to constraints (see section Project Constraints on page 12). The Shire of York is not considered suitable for 4WD activities presently. Dive and Snorkel trail opportunities don't exist within the shire.

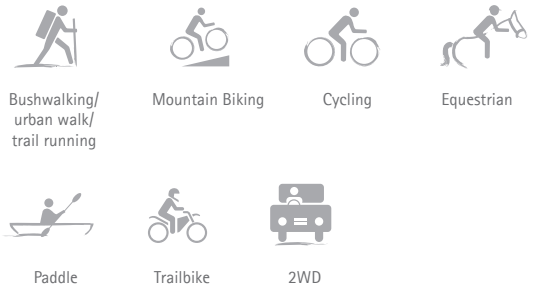


Figure 2. Activity types

PLANNING CONTEXT

The Blueprint outlined a planning structure for trails state-wide with regional trails master plans referencing all trail types falling under state-wide activity based strategies, refer to figure 3. The Shire of York Master Plan is considered a localised trail plan.

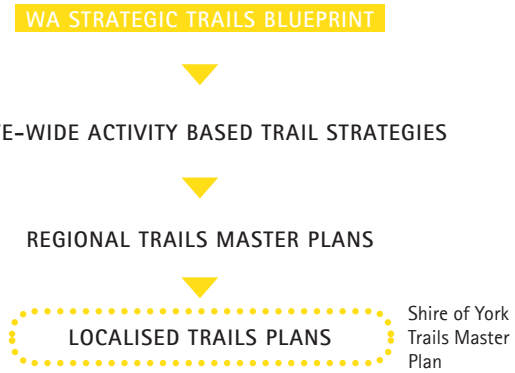
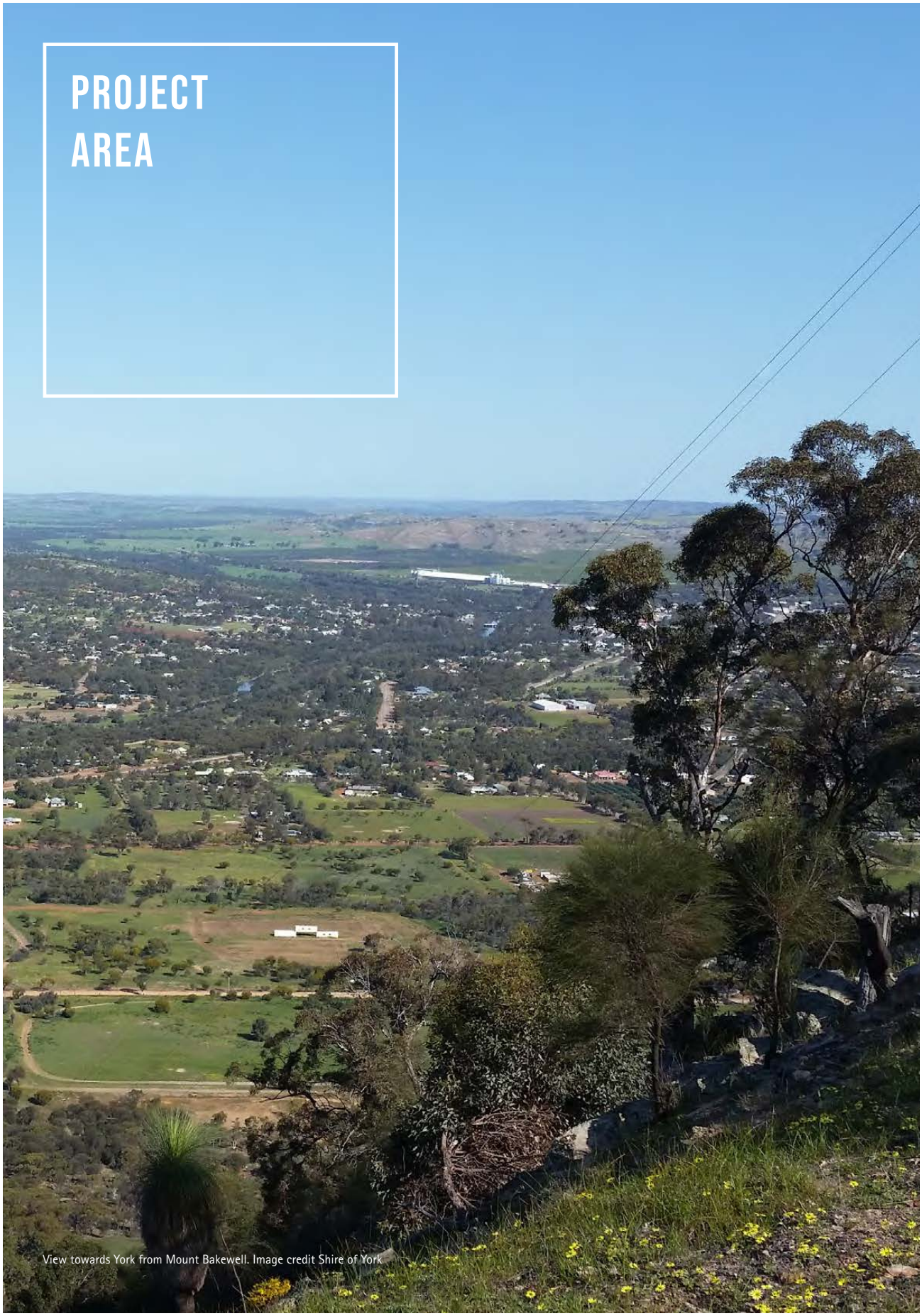


Figure 3. State-wide trails planning structure

PROJECT AREA



View towards York from Mount Bakewell. Image credit Shire of York

The project area encompasses the Shire of York and where appropriate considers other Shires in the Avon Valley. All publicly available land within the study area has been considered, including road reserves and Department of Biodiversity, Conservation and Attractions estate.

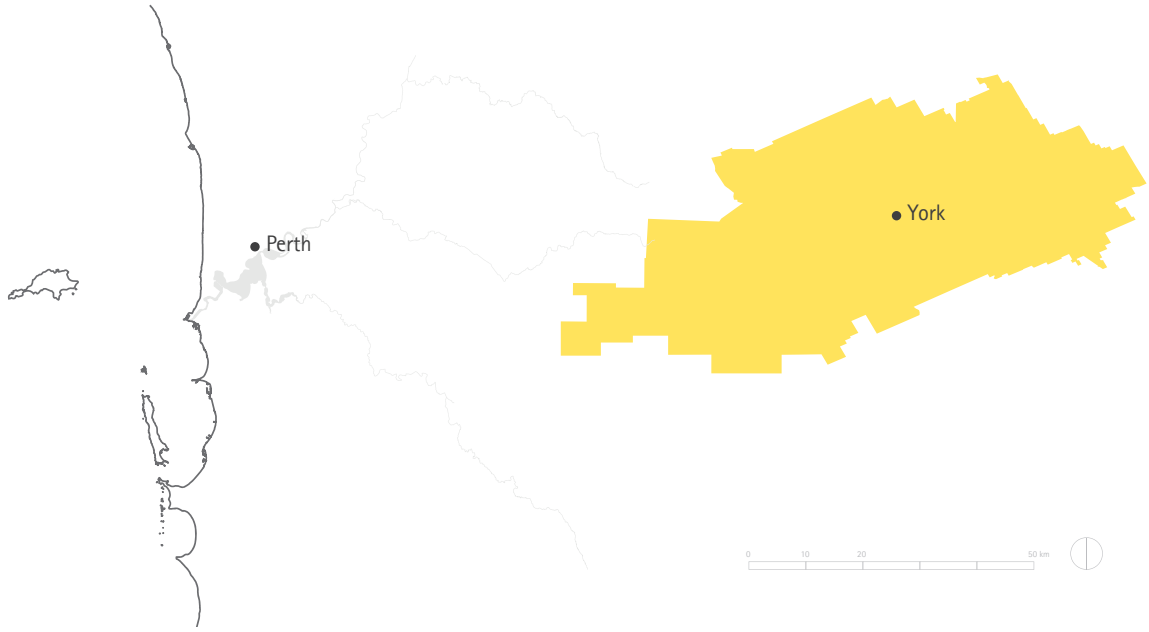


Figure 4. Project area location

ENVIRONMENTAL AND CULTURAL CONSIDERATIONS

To the west of the Shire are the forested areas of the Darling Plateau including the State forest. Primarily jarrah forest featuring banksia, grass trees and intermittent granite outcrops. Wandoo and marri dominate the lower valley slopes on the loamy soils and wildflowers are prevalent on the forest floors in springtime. (Weaving, 1994)

York townsite is built on the Avon River. Water levels in the river fluctuate annually with rainfall. The Avon River System drains 120,000 square kilometers of land mass. Seasonal flooding is not uncommon. (Weaving, 1994)

Further west the landscape is dominated by agriculture. The landscape is gently undulating with broad fields and relatively little remnant vegetation. (Weaving, 1994)

Trail based activities are inherently a nature-based activity and protection of environmental values is essential for delivering enjoyable trail experiences. By applying sustainable planning, design and construction principles, trails can protect these values, by:

- avoiding sensitive ecosystems and old growth trees
- keeping users on designated trails
- reducing fire management risk (i.e. knowing where users will be)
- applying standard trail widths, minimising the disturbance footprint and associated effects
- development provides the opportunity to rehabilitate trails that are unsustainable and impact environmentally sensitive areas
- creating stewards for the environment through facilitating a sense of community ownership of the trails
- providing recreation opportunities to improve physical and mental health
- connecting people to places
- creating economic development opportunities through tourism and visitor services
- creating passive surveillance.

Locations that are popular for trail based recreation can coincide with sites of significance for traditional owners, given they can both occur in natural, relatively undisturbed areas. There are many areas of significance within the Shire of York, including ten Registered Aboriginal Sites. (Aboriginal Heritage Inquiry System, n.d.) Should detailed site planning progress for any of the locations recommended in this master Plan, traditional owners will be consulted in accordance with the relevant legislation and any requirements of the South West Native Title Settlement.

TENURE

The areas identified within this plan as suitable for trail development are lands managed by the Shire of York.

Additionally, a private mountain biking opportunity has been identified on Mount Bakewell, which will require consultation and collaboration between land managers.

Low priority projects have been identified on Department of Biodiversity, Conservations and Attractions land. These are within Public Drinking Water Source Areas (PDWSA) and have been documented to show that they have been considered but are currently not feasible.

The land tenure along the riparian zones of the Avon River are varied. The Shire of York should attempt to gain tenure of the riparian zones, from a conservation and a recreation perspective. One day, future generations may be able to walk or ride between Northam and York along the Avon River.

PROJECT CONSTRAINTS

All areas with the potential for trail development were considered in the project area, with constraints being part of the assessment process. Some potential constraints to trail development include:

- Conflicting land uses and zoning, such as agriculture, public drinking water source areas and private land access
- Environmental constraints, such as disease risk areas, the presence of threatened species or ecological communities, topography and hydrography
- Aboriginal and non-Aboriginal heritage registered sites and sites of known significance
- Tenure constraints, where potential trails traverse differing tenure types
- Conflicts between trail users

AGRICULTURE

Agriculture is the dominant industry in the Shire of York with 136,100ha of agricultural land holdings (63% of the Shires land area) generating approximately $46.2M in production value per annum. Cereal crops (particularly wheat) are the most prevalent and valuable to the economy, followed by wool production. (York, n.d.)

DISEASE RISK AREAS (DRA)

Disease caused by Phytophthora species, a soil borne fungal pathogen, is wreaking havoc on susceptible native flora species in the southwest of WA, particularly the introduced Phytophthora cinnammomi. To contain it's spread; it is essential to follow strict hygiene protocols and avoid moving soil material between infested and uninfected areas. Disease Risk Areas (DRA) are areas of forest quarantined to try and prevent further spread of dieback. Trail based recreation activities except walking are prohibited or restricted within or adjacent to DRA's and this has been taken into account when recommending locations for development. Please note any trail development especially on DBCA estate will need to include an assessment of the extent of dieback presence on the site and implementation of appropriate planning and management protocol.

PUBLIC DRINKING WATER SOURCE AREAS (PDWSA) AND RESERVOIR PROTECTION ZONES (RPZ)

Operational Policy 13, 2012 implements the Government's response to the 2010 parliamentary committee report on recreation within public drinking water source areas. It is aimed at ensuring recreational activity in Public Drinking Water Source Areas (PDWSAs) is conducted in ways which maximise water quality to protect public health. It identifies that:

- Existing approved recreation (i.e. events and facilities) should be maintained at September 2012 approved levels. New or enhanced recreation (i.e. events and facilities) needs to be located outside proclaimed PDWSAs
- Individuals undertaking passive land based recreation activities (not part of organised events) in PDWSAs (such as trail based activities) are:
  - Not supported in Reservoir Protection Zones (RPZ) - public access in reservoir protection zones is prohibited except along public roads
  - Supported in PDWSA outer catchments, subject to recreation compatibility requirements noting that recreation cannot exceed 2012 approved levels and new or enhanced recreation needs to be located outside proclaimed PDWSAs.
  - Supported in the wellhead protection zones and outer catchments of groundwater source areas.

The 2018 review of Policy 13 was in consultation draft at the time of writing this master Plan. Restrictions outlined above are still in place. The Draft update does however outline that special consideration will be provided for proposals consistent with strategic – level recreation planning documents prepared by governments or within a government endorsed report. (DWER, 2018)

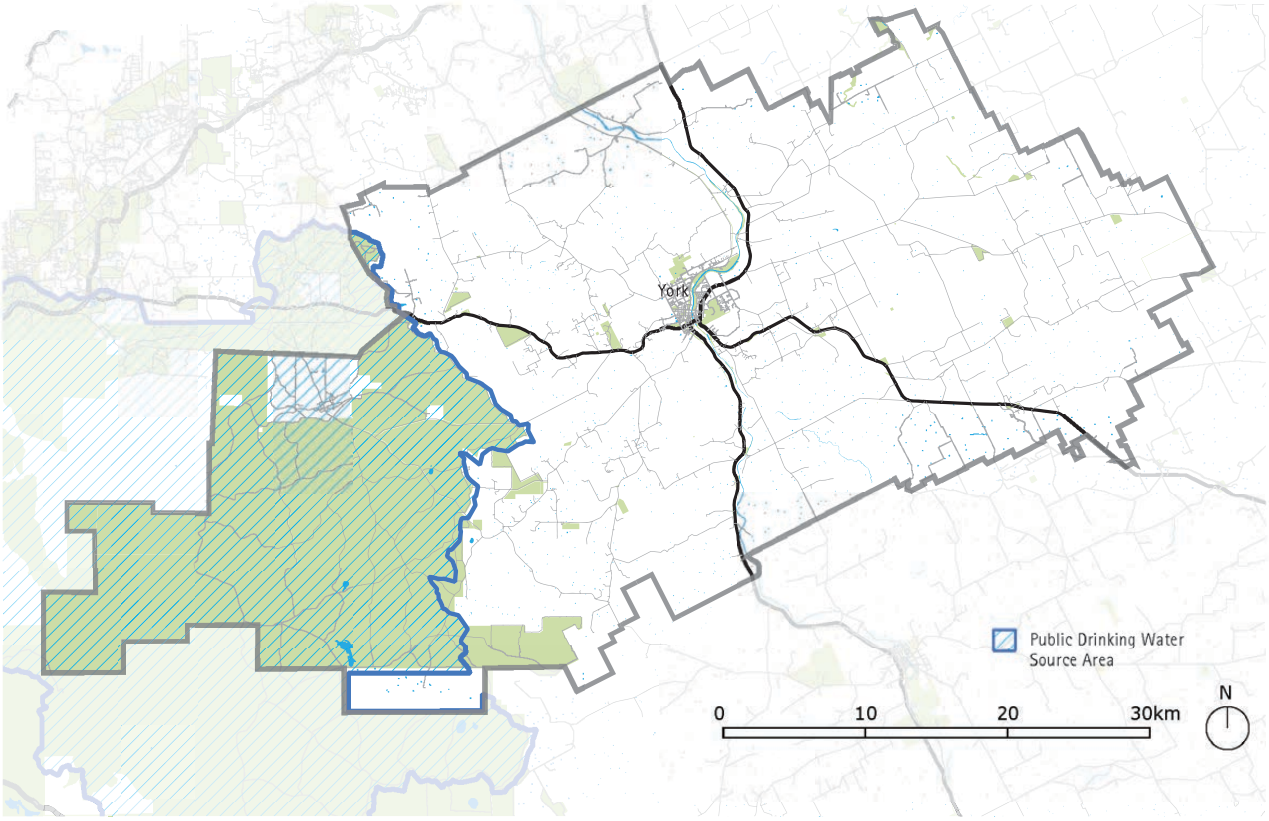


Figure 5. Project area tenure (available for public recreation) and constraints.

UNSANCTIONED TRAILS

There are currently significant amounts of trail in the Shire of York region that are unsanctioned or informal. These comprise of fire management access tracks and informal user-created trails. These trails have not been formally planned or designed nor has their construction necessarily been in accordance with best practice. In preparation of this master Plan none of the unsanctioned trails have been formally assessed for their sustainability or suitability for use.

Whilst it can be argued that the continued construction and use of unsanctioned trails is reflective of the demand in the community, it must be acknowledged that the continued construction and use of unsanctioned trails may lead to further degradation and, in some cases, irreversible impacts on environmental and heritage values. This master Plan provides the opportunity to investigate locations for potential trail development, which would include a formal assessment of some or all unsanctioned trails within the relevant areas. The outcome of the assessment could be the closure, replacement or upgrade of unsanctioned trails as part of a high quality, sustainable trail network.

From a land managers perspective, unsanctioned trails present many issues including:

- They can have an adverse effect on the site due to lack of planning and/or poor construction or maintenance. Where unsanctioned trails breach environmental legislation, for example through damage to sensitive habitats or designated wildlife and archaeological/cultural sites, they may constitute criminal offences for which the land managers may be held liable
- They can breach planning legislation, leading to enforcement action
- They can cause disruption to routine land management practices
- They can lead to conflict between user groups
- They can pose risks to those building or using unsanctioned trails and features if they are not properly designed, constructed and maintained.

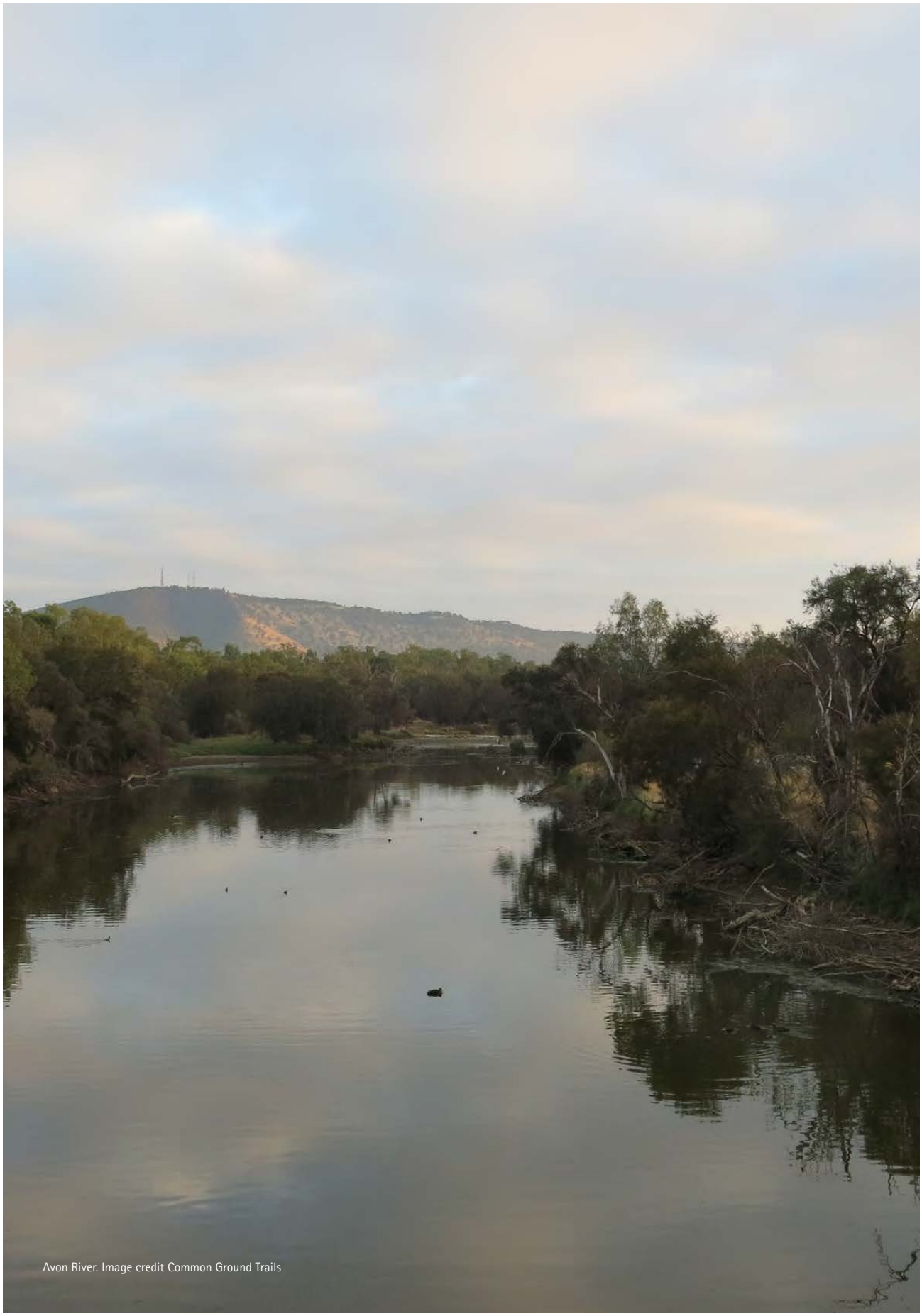
There are a few options for managing unsanctioned trails, in all instances clear, transparent and effective communication between the land manager and unsanctioned trail builder/s is required to ensure effective implementation. At one end of the scale the land manager might choose to close the trail and remove any unsafe features, at the other end there may be opportunities for trail user groups/clubs to have full responsibility for trail design, building and maintenance. Some models for management are outlined below.

Removal of unsanctioned trails - The land manager is entitled to remove unsanctioned trails..

Adoption of trails by land manager - This approach may be appropriate where the land manager is prepared to take full responsibility for the trail. This is unlikely unless the trail could be incorporated into a planned trail, and only when appropriate checks and approvals have been completed.

Volunteering agreements - An agreement is developed following discussion between a land manager and trail user group/club about options for volunteer maintenance of trails. The agreement needs to be clear on where responsibilities lie and trails may need to be improved to meet standards for classification.

Agreements with formal user groups/clubs - A land manger enters into an agreement with a formal trail user group/club that has a governance structure, training provision and insurance for trail work. The agreement could take a variety of forms depending on the aims and objectives of both parties and could include responsibilities for building trails, risk assessments, trail inspections, repair and decommissioning. The agreement should also set out points of contact and set out processes for any joint decision making.


Avon River. Image credit Common Ground Trails

DEMOGRAPHICS

The Shire of York has a population of 3,606 (Census, 2016) across a total area of approximately 2,150 square kilometres. The Shire's population is forecast to be 4,260 in 2026, as depicted in the Western Australia Tomorrow population forecasts using the highest growth scenario. Much of this potential growth is likely to occur within the York town centre. (Department of Planning, 2016)

The Shire of York has a median age of 50 years old, with an even distribution of male and female, 48.9% and 51.1% respectively. There are 652 families, and children aged 0 - 14 years make up 17.8% of the population and people aged 65 years and over make up 27.8% of the population. (Stastics, 2016)

It is critical for young children to interact with their natural environment both to develop a positive regard for the environment and to flourish as healthy individuals. Continued participation in outdoor recreation is also important for maintaining quality of life into our later years. Recreational trails will assist Shire of York residents' young and old, to maintain quality of life.

SHIRE OF YORK VISITATION

The Shire of York is a popular tourist destination reporting an average of 172,505 tourist visits annually. The Shire has a rich history, with history dating back thousands of years. There are nearly 100 known Noongar cultural sites in the area surrounding the Shire of York. These include caves, some of which are the homes of mythological beings, ceremonial sites, rock art, paintings and artefacts.

York was the first Western Australian inland town to be settled by Europeans in 1831, two years after Perth was settled in 1829. There is a fascinating array of Victorian and Federation architectural styles, making it a very interesting and beautiful town to visit.

There is a strong community focus, with regular events held including multiple local festivals. In springtime the Shire of York bursts into fields of yellow, as the Canola crops go into flower. There also pockets of bushland that are carpeted in wildflowers.

The Shire of York is popular with the adventure tourism market, drawn to the town by Sky Dive York, and the Off Road Vehicle Areas, both situated on the north east of town.

Although dominated by the day trip visitor, optimising the region's overnight and multi-day market is critical to increasing the economic value of tourism in the local market.

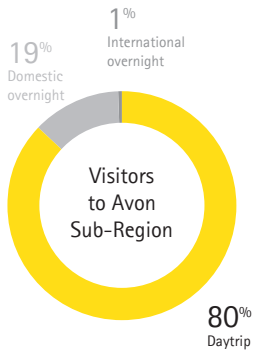


Figure 6. Breakdown of visitors to Avon Sub-Regions by type, 2006 to 2011. Source: Avon Sub-Regional Economic Strategy 2013.

Whilst a large percentage of the trail market will be day-trippers, trail visitors tend to stay longer in an area than average visitor markets, as they seek out multi trail options and off trail experiences.

The United Nations World Tourism Organisation (UNWTO) identified in their Global Report on Adventure Tourism (2013) that by nature, adventure travellers are;

- less sensitive to deficiencies in hard tourism infrastructure, such as airports and paved roads
- more sensitive to soft tourism infrastructure, such as signage, high-quality guide training and clean trails
- they tend to seek a variety of activities during their holiday, not limited to their primary reason to travel
- appreciate destinations that offer a greater diversity of active and immersive activities. (UNWTO, 2013)

Table 1. Key tourism assets and factors motivating visitors as outlined in 'York A Strategy for Tourism Development 2013).

Key Tourism Assets	Factors Motivating Visitors
Heritage	Heritage architecture Heritage building restoration Heritage urban walk trails
Entrepreneurship	Skydive York York Racecourse
Natural Surrounds	Mount Brown Reserve Mount Bakewell Mount Observation Avon Park The Avon River
Festivals	York Jazz Festival York Spring Garden Festival Festival of Motoring Timeless Treasures Antique Auction York Agricultural Show Wheels for Hope Motorcycle Festival (a 2-day event) York Easter Antiques Fair York Cup
Accommodation	Over 35 facilities including: Bed and breakfasts Guest houses Hotels Motels Country retreats Self-contained cottages Farm stays Caravan park
Dining	16 existing dining options in town, and an additional 3 in the surrounding area
Retail and Facilities	34 existing off-trail experiences including shops, galleries, sights, museums, Mount Brown reserve, the Avon River and the ORV area

MARKET SEGMENTS AND MOTIVATORS

Trail Users come from a variety of backgrounds and are categorised according to whether trail usage was their primary motivation for travel or as an incidental activity. When assessed against key tourism markets identified by Tourism WA and Tourism Australia (refer Table 2) there are noted similarities.

There are three distinct trail user markets that include locals, 'destination trail users' and 'trail users while on holiday'. Further research is required to determine the size and potential for growth of these markets, as well as the benefits and impacts resulting from increased visitation to the Shire of York.

LOCALS

Trails are key attractions for visitors looking for quality nature-based experiences. Equally important are the local users, many of whom have worked hard to drive the development of trails so others may enjoy them and without whose efforts many trails would not exist. The local trail user market includes trail users who reside in or near the Shire of York. There is potential for sustainable growth in participation within the local trail user markets through ensuring appropriate and sufficient trails are provided and community volunteer sporting and trail care groups are encouraged and supported.

DESTINATION TRAIL USERS

The destination trail user market includes experienced trail users who regularly travel with the trails as a primary motivator. They have likely visited other Australian or international trails destinations. They seek high quality trail with good supporting infrastructure in scenic / natural locations. Locations that combine desirable terrain with tourist activities and infrastructure have the best market appeal for destination trail users. This group also includes event participants who travel to a destination specifically for the event, typically spending additional time pre or post event to explore the area. Destination Trail Users are more likely to be "Dedicated Discoverers" under Tourism WA's segmentation of Experience Seekers.

TRAIL USERS WHILE ON HOLIDAYS

The trail users while on holidays market includes typically less experienced trail users, whose primary motivator for travel is not the trails. They generally comprise the leisure market and represent the largest market potential. This market view trail use as a secondary motivation for their visit and will participate in trail activities incidentally. They will likely hire equipment as required. They may place less emphasis on the trail and more on accessibility of the facility, the setting and nearby attractions and amenities. These users are usually found in 'holiday' destinations and are seeking a unique holiday experience, relating to either culture, nature, cities, comfort, leisure, cafes/restaurants etc. Locations that combine these tourist attractions with trail opportunities have the best market appeal for this market segment. York already has notable visitation due to the marvelous Heritage values of the town, and busy events calendar. Trails will enhance visitors experience and may encourage extended stays.

MARKET SEGMENTATION COMPARISON

When assessed against the segments of the key markets identified by Tourism WA and Tourism Australia it can be seen that the two types of trail tourists share many common traits.

Table 2. Tourism market segment comparison.

IDENTIFIED TOURISM MARKET	DESTINATION TRAIL USERS	TRAIL USERS WHILE ON HOLIDAY
Experience Seekers		
International visitors that prefer to travel to new and different places	✓	✓
Highly predisposed to Australia's offer	✓	✓
More likely to stay longer, spend more and disperse to regional areas	✓	
Found among all age groups, income levels and geographic locations	✓	✓
And are seeking;		
Authentic personal experiences	✓	✓
Social interactions	✓	✓
Meeting and interacting with the locals	✓	✓
Experiencing something different from their normal day-to-day life	✓	✓
Understanding and learning about different lifestyles and cultures	✓	✓
Participating in the lifestyle and experiencing it, rather than observing it	✓	✓
Challenging themselves – physically, emotionally and/or mentally	✓	
Visiting authentic destinations that are not necessarily part of the tourist route	✓	✓
Exposure to unique and compelling experiences	✓	✓
Dedicated discoverers		
Visitors travelling primarily for learning and new experiences	✓	✓
Those who want to discover something new	✓	✓
Aspirational Achievers		
Visitors travelling primarily for relaxation and indulgence		✓
Those who view travel and holidays as a reward for their hard work and success in life	✓	✓

MARKET MOTIVATORS AND NEEDS

Diversity

A large quantity and variety of trail types and classifications located in varied terrain and topography.

Uniqueness

Iconic, memorable and fun experiences in a unique setting. Typically in a natural landscape, with high visual and emotional value and often connected to an attraction.

Quality

A range of high quality experiences, predominantly on purpose designed trail. Also relates to the provision of quality information, services and infrastructure.

Accessibility

Trails located within close proximity of residences and short stay accommodation. Also relates to the provision of cohesive, well signed, mapped and promoted trails. Connectivity to other trails, transport, services and infrastructure increase accessibility from the trails. Visitor services to improve accessibility for less experienced users.

Community

An established user group community offering market credibility, a sense of belonging and camaraderie through events, volunteer support and social engagement.

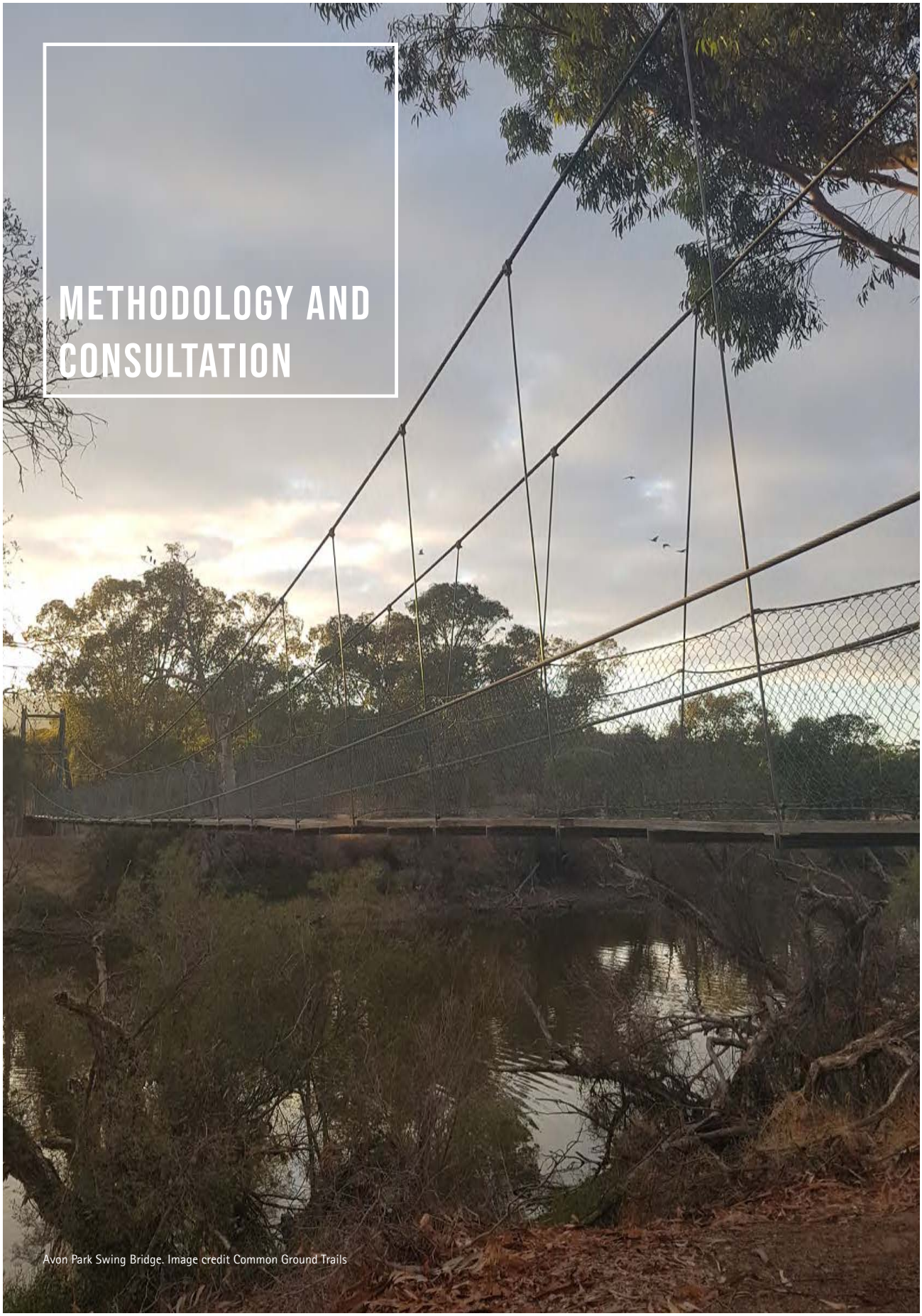
PLANNING CONTEXT

View from Mount Bakewell. Image credit Ian Humphrey

The Western Australian Strategic Trails Blueprint 2017-2021 (the Blueprint) provides the overarching framework for consistent and coordinated planning, development and management of quality trails and trail experiences across Western Australia. Under the Blueprint sits State-wide activity based trails strategies which flow into regional trails master plans and then localised trail master plans. The following table outlines existing strategic planning documents and strategies and master plans relating to trails which have informed the Shire of York Trails Master Plan.

Table 3. Relevant planning documents

DOCUMENT	SUMMARY
Government Planning & Policy	
Shire of York Strategic Community Plan 2016-2026	A long-term planning document that sets out the community's vision and aspirations for the future, and the key strategies we will need to focus on to achieve our aspirations.
DRAFT Shire of York Local Planning Strategy (2019)	The Local Planning Strategy is a key priority of the Strategic Community Plan. It sets a framework for the Shire to update the local planning scheme and policies to reflect the community's aspirations and priorities.
Shire of York Access & Inclusion Plan 2018-2023	The purpose of the Plan is to identify barriers to access and propose solutions to ensure that everyone has equal access to services and facilities in the Shire of York.
York. A Strategy for Tourism Development (2013)	The strategy outlines the many strengths of the community, guides future development of the tourism sector based on these strengths, and recognises opportunities for future growth.
DRAFT Liveable Neighbourhoods (2015) Department of Planning Western Australian Planning Commission	Liveable Neighbourhoods is the Western Australian Planning Commission's operational policy for the design and assessment of structure plans and subdivision to guide the future development of Perth and Peel and the State's regional centres.
First Interim State Public Health Plan for Western Australia (2016) Department of Health	Objective 1 Empowering and enabling people to make healthy lifestyle choices. Policy Priority 1.2 A more active WA ▪ Promote environments that support physical activity and reduced sedentary behaviour ▪ Reduce barriers and increase opportunities for physical activity across all populations ▪ Increase understanding of the benefits of physical activity and encourage increased activity at all stages of life ▪ Motivate lifestyle changes to reduce sedentary behaviour Policy Priority 1.3 Curbing the rise in overweight and obesity ▪ Promote environments that support people to achieve and maintain a healthy weight
Operational Policy 13: recreation within public drinking water source areas on Crown land DRAFT update for public comment (2018) Department of Water and Environment Regulation	The intent of this policy is to protect drinking water quality and public health by managing recreation in public drinking water source areas on Crown land.
Trail Planning and development	
Western Australian Strategic Trails Blueprint 2017-2021	Provides background on growth and trends in trails; Summarises current situation in WA, supply, demand; Identifies issues for trail development in WA. Provides guiding principles, strategic directions and actions for consideration across the state. Is a guide for consistent and coordinated planning, development and management of quality trails and trail experiences across WA.
Western Australian Mountain Bike Strategy 2015 – 2020	Identifies priority areas for development of mountain bike trails, racing, events, participation and tourism.
Western Australian Mountain Bike Management Guidelines (Draft), Parks and Wildlife, 2016	Provides guidelines for development and management of all mountain bike trails in WA. Aspiration to be adopted by all land managers.
Western Australia Hiking Strategy (in preparation) 2019	Proposes opportunities and benefits of bushwalking and trail running for Western Australia. Addresses existing challenges and provides guidance and structure for decision makers, land managers, trail planners and the community. Advises on infrastructure and facilities, trail classifications, Code of Conduct, Management and Governance
Taking the Reins, The Western Australian Recreational Horse Trail Strategy 2015	Proposes opportunities and benefits of horse trail riding for Western Australia. Addresses existing challenges and provides guidance and structure for decision makers, land managers, trails planners and the community. Advises on infrastructure and facilities, trail classifications, Code of Conduct, Management and Governance
Back on Track, WA State Trail Bike Strategy 2008	Proposes opportunities and benefits of trail bike riding for Western Australia. Addresses existing challenges and provides guidance and structure for decision makers, land managers, trails planners and the community. Advises on infrastructure and facilities, trail classifications, Code of Conduct, Management and Governance



METHODOLOGY AND CONSULTATION

Avon Park Swing Bridge. Image credit Common Ground Trails

METHODOLOGY

In order to develop a Trails Master Plan for the Shire of York the following methodology was employed:

PROJECT DEFINITION

In consultation with the Project Management Group, the projects underlying philosophy goals and aspirations were identified. Relevant facilities both national and state were benchmarked for their characteristics and relevant literature was reviewed, including a status review of actions listed in the 2008 and 2014 Trails Master Plans.

STAKEHOLDER AND COMMUNITY CONSULTATION

Meetings and workshops were conducted with key stakeholders and trail user groups. A trail use survey was conducted including an online survey and an interactive map allowing respondents to place pins on specific locations and detail existing issues and potential trail opportunities.

TRAILS AUDIT AND DETAILED GAP ANALYSIS

On the ground audits of existing trails and potential locations for new trails were conducted. These audits also included a brief assessment of all associated infrastructure. An analysis of the trail demand in comparison to the current supply of trails and trail types in each location was also conducted.

CONSTRAINT DEFINITION AND OPPORTUNITY PLANNING

The Shires opportunities and constraints including potential facilities, existing trails and social, cultural, environmental and physical constraints, were identified and reviewed.

PRELIMINARY FINDINGS REVIEW AND VISION DEVELOPMENT

The preparation and presentation of preliminary findings identifying constraints, opportunities and proposed priorities was presented as a Vision document to the project management group and was published for public feedback.

REVIEW AND HANDOVER

Draft documentation, Vision review and final documentation and distribution of Shire of York Trails Master Plan

CONSULTATION

Consultation undertaken as part of development of the Shire of York Trails Master Plan was an inclusive and valuable process which has informed project outcomes. Stakeholder and community input assisted in developing a long term vision for trails in the Shire and contributed to a better understanding of the following issues:

- Existing trails and extent of use
- Local constraints and aspirations
- Potential locations suitable for trail development
- Opportunities for ongoing management
- Overall consultation highlighted the increasing demand for high quality trail experiences.

PROJECT MANAGEMENT GROUP

A Project management Group (PMG) was established to determine the overall priorities for the project and provide guidance throughout the development of the Master Plan The group included representatives from the Shire of York, the Department of Local Government, Sport and Cultural and Common Ground Trails.

STAKEHOLDER CONSULTATION

The purpose of stakeholder consultation was to inform the relevant parties of the Master Plan process and objectives, seek information on local and regional opportunities and constraints, review priority locations and identify potential governance structures.

The following organisations and groups were invited to provide input into the Master Plan:

- Department of Biodiversity Conservation and Attractions – Parks and Wildlife (DBCA)
- Department of Local Government, Sport and Cultural Industries (DLGSC)
- Shire of York
- DLGSC Wheatbelt
- Avon Valley Track & Trails Group
- Recreational Trailbike Riders Association of WA Inc
- Western Trails Alliance
- Shire of Quairading
- York Pony Club
- Avon Branch of the Wildflower Society of WA
- Avon Valley Environmental Society Inc
- River Conservation Society Inc
- York Avon Valley Tourism -
- Chair of York Business Association
- Adult Riding Clubs Association of WA
- Alzheimer's WA
- Avon Valley Therapeutic Equestrian Centre
- Balkuling Horse and Pony Club
- Bicycling Western Australia
- CWA
- Cycling Without Age
- Donkey Society of WA Inc
- Friends of Bibbulmun Track
- Greenhills Progress Association
- Retirees WA
- River Conservation Society
- RSL York Subbranch
- Senses
- St. John Ambulance York Subcentre
- Talbot Brook Community Group
- The York Society
- Tipperary Miniature Donkey Stud
- Trails WA
- WA Endurance Riders Association (WAERA) Inc
- WA Horse Council
- WA Mountain Biking Association
- Wheatbelt Women's Health Hub
- York Community Resource Centre
- York Garden Club
- York Men's Shed Inc.
- York Pony Club
- York Probus Club
- York Seniors Mobility group
- York Visitors Centre
- York Weight Watchers
- York YouthCare council
- Swimming Club
- Netball Club
- Hockey Club
- Off road riding club

USER GROUP CONSULTATION

The following groups attended workshops:

- Avon Valley Tracks and Trails
- Representatives from the local Ballardong community
- River Conservation Society
- Recreational Trailbike Riders Association of WA Inc
- The Shire of York
- Perth Trail Series participants
- York Hand Gliding
- Ultra Series WA
- Walk to York – David Hovell
- Western Trails Alliance

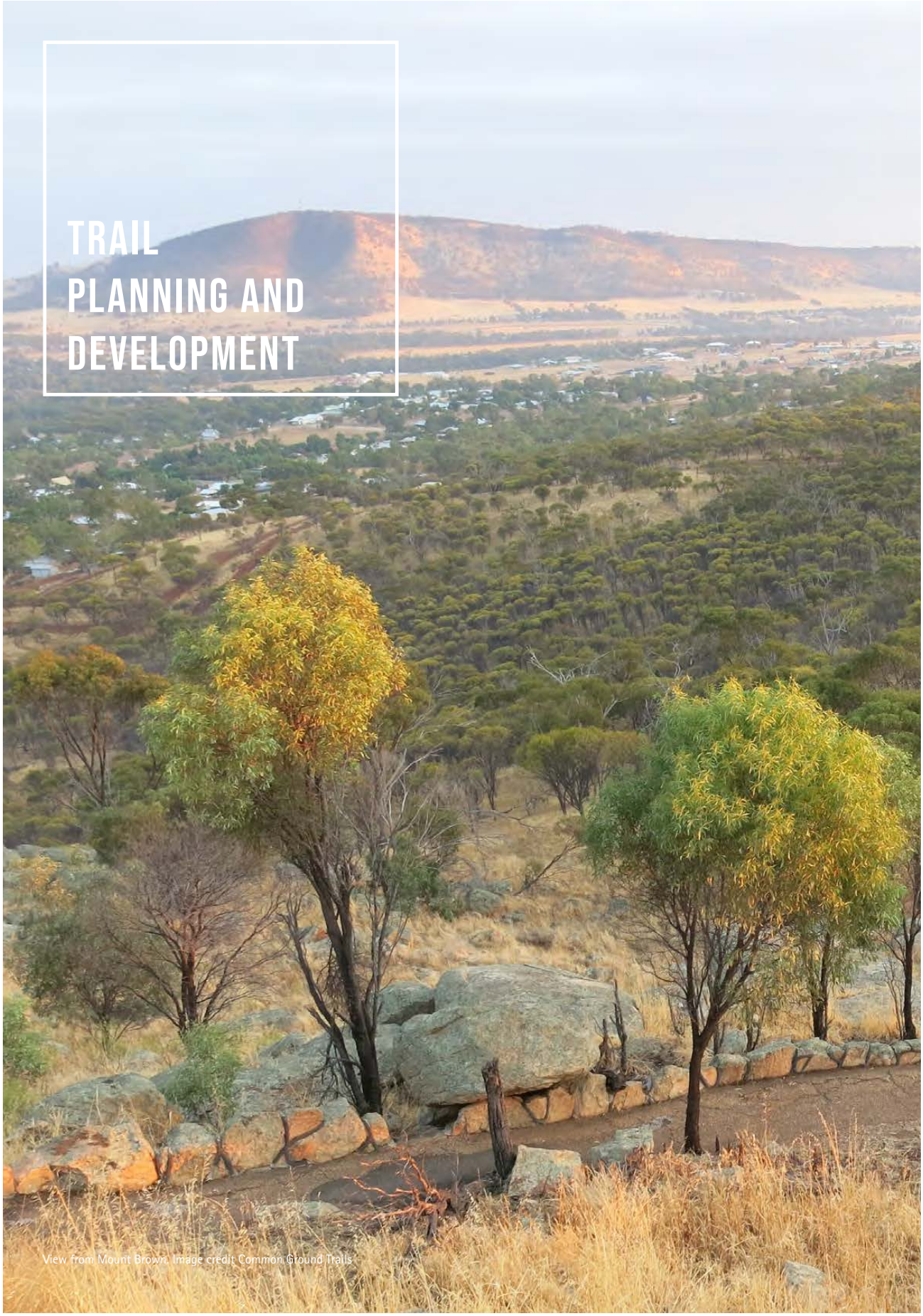
User group consultation identified gaps in the supply of trails, trail opportunities, club capacity to assist in the trail development process and current issues relating to trails.

An online trail user survey was distributed to the wider community as part of the information gathering process. This Survey was distributed through the user group networks, Local Government networks and social media. The comment period was three weeks and a total of 334 responses were received.

The survey proved a useful tool in providing an insight into trail use patterns and preferences for trails and development locations. It also identified where respondents recreate, how often and in some cases barriers to participation.

Key User group consultation outcomes:

- There is high existing demand for trails in the Shire of York
- There is a lack of variety of trail type and classification
- There is a keen interest from residents and visitors for trail experiences and supporting facilities in the Shire of York


TRAIL
PLANNING AND
DEVELOPMENT
View from Mount Brown. Image credit Common Ground Trails

Successful and sustainable trails require strategic location planning, which involves understanding trail types, users and classifications, these are outlined in the following pages.

A number of strategies are employed to ensure the appropriate trail models and trail types are developed in the appropriate locations. Factors for consideration include location significance, spatial distribution, event requirements and trail model detail.

Regional master planning has not been undertaken in the Wheatbelt, but investigations identified that York is likely a regionally significant trail town with regionally significant opportunities for walk, mountain bike and equestrian.

Whilst the Off-Road Vehicle facility is only significant locally in scale, it plays a much more important role due to the lack of provision of Off-Road facilities close to the Perth metropolitan area.

TRAIL HIERARCHY

A number of strategies are employed to ensure the appropriate trail models and trail types are developed in the appropriate locations. Factors for consideration include location significance, spatial distribution, event requirements and trail model detail. Table 4 below provides an overview of the significance hierarchy for trails.

Table 4. Significance Hierarchy

NATIONAL	REGIONAL	LOCAL
A trail facility for a large population centre and/or a tourism resource that caters for at least a week of unique trail based opportunities	A trail facility for a small population centre or large community and/or a tourism resource that caters for short breaks or weekend trips	A trail facility for a small community and/or a tourism resource that caters for day trips

LOCATION SIGNIFICANCE

Location significance defines the scale, reach and connectedness for trail development in a given location. It also identifies the supporting services and infrastructure that is required to meet the significance rating. The location significance indicates a population centre or area's opportunity, including the desired recreation and tourism outcomes.

Priority locations for trail development in the project area have been categorised as being nationally, regionally or locally significant. All locations, when being developed, should be consistent with the relevant development procedures and standards (refer to page 38 Trail Development).

Locally significant locations cater for community based trail use with tourism demand limited to day visits. Facilities are developed within a 10-15km zone from population centres unless servicing existing recreation and camp sites, or significant population centres where alternate opportunities do not exist. Locally significant locations can develop around the trail town and trail centre models, but can also be stand-alone individual and networked trail systems. They contain limited services and infrastructure but may host events if suitable. Locations of local significance may develop limited trail types and classifications and can expect demand from surrounding regional and national locations.

Regionally significant locations cater for small population centres or large communities and/or tourism resources that cater for short breaks or weekend trips. Facilities should be developed within a 15-20km zone, and be focused around a primary trail centre or trail town model. They provide a minimum level of services and infrastructure and can host national and regional events. Locations of regional significance should encompass broad trail types and classifications. Regional locations will see demand for trails from surrounding nationally significant locations.

Nationally significant locations capture the tourism market for at least a week of unique trail experiences and can provide a large recreation resource for a major population centre. They are developed to cater for international, interstate and intrastate tourism as a priority and facilities fall within a 20-25km zone, or 30 minutes driving. Trail development is focused around a primary trail town model and can include trail centres, networks or individual trails. Locations of national significance should develop all trail types and classifications where appropriate. These locations will experience very high demand and should provide a high level of services and infrastructure for trail users and also have the ability to cater for major international and/or national events.

TRAIL MODELS

Recognising that trail opportunities for local communities and visitors are enhanced by the development of clusters of linked trails in different localities/ environments this master Plan looks at identifying the features that make successful trails, networks and trail towns as defined in the Blueprint (DSR+, 2017).

A trail model defines the extent of development for a trail facility. Depending on a number of factors, the scale of trail model can vary significantly from individual trails up to trail centres and trail towns. The type of trail model should be appropriate to the significance rating of the trail facility and where possible, allow for opportunities to generate revenue that can sustain the development. Refer Table 5 for a summary of trail models relating to significance level.

Development of a trail facility based on a trail model does not preclude other types of trails from being developed within or nearby the location. The potential integration and conflict management associated with user groups in the area would be managed through further stages of planning.

INDIVIDUAL TRAILS

Trails come in a variety of types and configurations and are defined by their model, system, use, direction and classification. They can accommodate a range of user types.

Individual linear or looped trails are generally not considered as a development model for a destination. Long distance trails can link individual trails and can also be the precursor to developing a destination. Small individual trails typically form part of a trail town, centre or network model.

Short Linear Trails

These are linear, marked routes which can be completed in under a day and are of varying lengths. They are generally marked in two directions as they need to be used as a return journey. Short linear trails are often associated with key visitor attractions such as summits, vistas, headlands and beaches, and may include campgrounds or huts.

Long Distance Linear Trails

Long distance trails often connect towns or locations. These are long multi-day routes which start and finish in different locations and may be broken up into smaller sections. They can be iconic tourism products however the market for end to end use is relatively limited and often specialised.

Loop Trails

Generally, the same attributes as linear trails except they start and finish in the same location.

TRAIL NETWORK

A trail network is a single site with multiple signed and mapped trails of varying type and classification, with no visitor centre and limited user facilities. A trail network may be standalone within a population centre or individual location, or form part of a trail centre or trail town. If not part of a trail town, trail networks are often located away from population centres, or in a location that does not provide essential visitor services.

Trail networks suit locations where demand does not exist for significant development and there is no supporting population centre. They also suit locations close to residential population centres as passive recreation facilities for community use.

With careful planning, trail networks can be designed to accommodate staged development with a view to becoming a trail centre as demand increases.

TRAIL CENTRE

A trail centre is a single site with dedicated visitor services and trail facilities, provided by a single trail provider. It includes multiple signed and mapped trails of varying type and classification. A trail centre can be part of a trail town and incorporates a trail network. They are typically located close to major population centres or iconic locations.

TRAIL TOWN

A trail town is a population centre or popular recreation destination that offers a wide range of high quality trails as well as related services, facilities, businesses, strong branding and supportive governance. They can incorporate trail centres and typically have multiple trail networks. A trail town may consist of multiple sites, hosting several signed and mapped trails of varying type and classification.

Trail facilities such as car parking and visitor services are available within the vicinity, typically provided by independent businesses. In order to appeal to the market majority, it is important trail towns are user friendly and have high quality directional signage and maps.

Trail towns benefit from having a single central information and service centre to promote and provide access to trails. Although different, these can act similarly to a trail centre. Trail towns should have at least one cohesive trail network offering multiple classifications and trail types within a single uninterrupted area (for example, with no major road crossings).

To be classed as a Trail Town a location/town needs to be assessed and accredited as per the Blueprint.

TRAIL PRECINCT

A precinct may be designated where there are a number of major opportunities within close proximity to each other and a major population centre. Models can be linked strategically through physical infrastructure or promotion and marketing to create a large and diverse trail destination.

Due to its scale, a precinct has the capacity to serve a variety of different trail user types through the provision of user-infrastructure at individual sites.

Table 5. Trail models, significance, scope and extent

	INDIVIDUAL TRAILS	TRAIL NETWORK	TRAIL CENTRE	TRAIL TOWN	TRAIL PRECINCT
National Significance	Only if part of trail town	Only if part of trail town	✔	✔	✔
Regional Significance	Only if part of trail town	✔	✔	✔	✖
Local Significance	✔	✔	✖	✖	✖
Population centre based user services & facilities	✖	✖	✖	✔	✔
Site-based user services & facilities	✖	✖	✔	✔	✔
Associated infrastructure	✔	✔	✔	✔	✔
Multiple trail models	✖	✖	✖	✔	✔
Multiple trails	✖	✔	✔	✔	✔
Single trail	✔	✖	✖	✖	✔

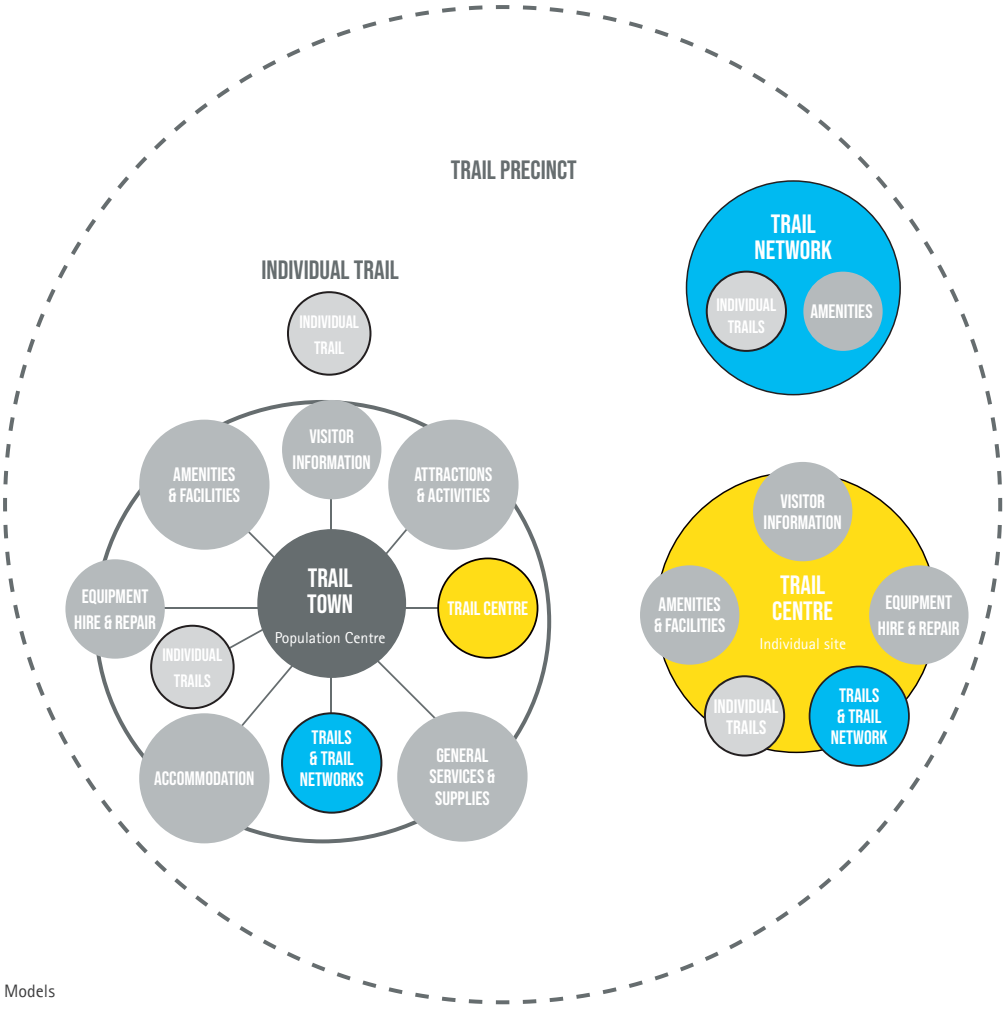
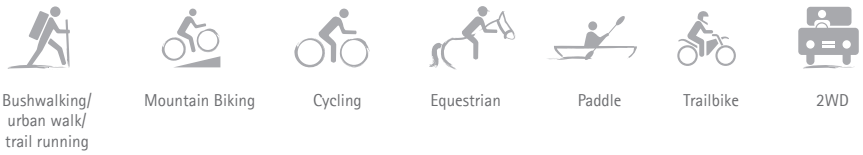


Figure 7. Trail Models

TRAIL TYPES

Trails are pathways or routes that are used for recreation, tourism and appreciation of natural and cultural values. Trails are developed both as local community infrastructure and as a visitor experience (DLGSC, 2017). Trails considered in this master Plan are those outlined in the Blueprint, note dive/snorke and 4WD trails have not been considered:



The following pages contain trail type summaries outlining defined user types and trail classification within each trail type and providing an overview of location significance criteria. Table 6 below outlines the key requirements for each location significance rating.

Table 6. Location Requirements

KEY REQUIREMENTS	NATIONAL	REGIONAL	LOCAL
GENERAL			
Tourism market	●	◉	○
Recreation resource	◉	◉	●
Accommodation	●	◉	○
Cafe	●	◉	○
Visitor Services	●	◉	○
Visitor information	●	●	●
Car Parking	●	●	●
Toilets	●	●	◉
Showers	◉	◉	○
Trail Signage	●	●	●
Trail Mapping	●	●	●
Event Infrastructure	●	◉	○
MOUNTIAN BIKE/CYCLE			
Bike sales/repair	●	◉	○
Bike hire	●	●	○
EQUESTRIAN			
Float parking	●	●	●
Adequate space at trail head to saddle up	●	●	●
Horse agistment	●	◉	○
Waste management	●	●	○
PADDLE			
Canoe/kayak launch structure	●	●	◉
Canoe/Kayak hire	●	●	○
Trailbike/4WD			
Access to fuel supply	●	●	○

● Critical
◉ Preferable
○ Non-essential

BUSHWALKING / URBAN WALK / TRAIL RUNNING

USER TYPES

Bushwalking and Trail Running user types fall on a spectrum from recreational to enthusiast (DLGSC, 2019). Recreational walker and runners typically use the trails close to home whereas enthusiasts are willing to travel to experience specific trails.

TRAIL CLASSIFICATION

Walk trail classification follows the Australian Walking Track Grading System (Parks Victoria, 2010) and is implemented as a voluntary standard.

- Grade 1 - No bush walking experience required. Flat even surface with no steps or steep sections. Suitable for wheelchair users who have someone to assist them. Walks no greater than 5km.
- Grade 2 - No bush walking experience required. The track is a hardened or compacted surface and may have a gentle hill section or sections and occasional steps. Walks no greater than
- Grade 3 - Suitable for most ages and fitness levels. Some bush walking experience recommended. Tracks may have short steep hill sections a rough surface and many steps. Walks up to 20km.
- Grade 4 - Bush walking experience recommended. Tracks may be long, rough and very steep. Directional signage may be limited.
- Grade 5 - Very experienced bush walkers with specialised skills, including navigation and emergency first aid. Tracks are likely to be very rough, very steep and unmarked. Walks may be more than 20km

LOCATION SIGNIFICANCE CRITERIA

CRITERIA	NATIONAL	REGIONAL	LOCAL
Experience/natural attraction	Close proximity to major population centre and/or high scenic quality	Moderate to high Scenic quality	Low to high scenic quality
Spectrum of opportunity	Short walks, day walks and multi day walks or multiple day walks, a minimum of 40km of trail.	Short walks and day walks, up to 40km of trail	Short walks and day walks, up to 10km of trail
Proportion of quality single track	> 70%	> 50%	> 80%
Location	< 180 km from airport/major transport links	< 40km from 15,000 population	Selected areas
Road Access	< 20k from major HWYs	< 10km from HWY and primary roads	Must have clear public access
Exclusion zones	> 90km from another national scale centre	> 45km from another national or regional scale centre	
Other	Must be within 1km of a national or state road	Must be within 1km of a national or state road	
Trail Classification Range	Mixture of trail classifications. Grade 1 and 2 required as a minimum	Mixture of trail classifications. Grade 1 and 2 required as a minimum	Grade 1- 5

MOUNTAIN BIKING

USER TYPES

Mountain Bikers are typically divided into five user types based on trail requirements and expectations (Department of Biodiversity Conservation and Attractions, 2015).

TYPE	REASON FOR MTB TRAVEL	TRAVEL NEEDS AND MOTIVATORS	RECREATION NEEDS AND MOTIVATORS	TRAIL STYLE	CLASSIFICATIONS SOUGHT	MARKET POTENTIAL
Leisure	Secondary	Accessibility & uniqueness	Accessibility and quality	Touring & Cross Country	White to Green	Large
Enthusiast	Primary	Diversity and quality	Accessibility and quality	Cross Country, All Mountain & Park	Green to Blue	Moderate
Sport	Primary	Community and diversity	Diversity	Cross Country & All Mountain	Green to Double Black	Small but influential
Independent	Secondary	Uniqueness and diversity	Diversity	Touring Cross Country & All Mountain	White to Blue	Small
Gravity	Primary	Community and quality	Accessibility	Free Ride, Down Hill & Park	Blue to double black	Small

TRAIL CLASSIFICATION

Mountain biking trail classifications are guided by the Western Australian Mountain Bike Guidelines. Trails are rated from easiest through to extremely difficult.

- Easiest (White Circle)- Likely to be a fire road or wide single track with a gentle gradient, smooth surface and free of obstacles.
- Easy (Green Circle) - Likely to be a combination of fire road or wide single track with a gentle gradient, smooth surface and relatively free of unavoidable obstacles.
- Moderate (Blue Square) - Likely to be a single trail with moderate gradients, variable surface and obstacles.
- Difficult (Black Diamond) - Likely to be a challenging single trail with steep gradients, variable surface and many obstacles.
- Extreme (Double Black Diamond) - Extremely difficult trails will incorporate very steep gradients, highly variable surface and unavoidable, severe obstacles.

LOCATION SIGNIFICANCE CRITERIA

CRITERIA	NATIONAL	REGIONAL	LOCAL
Length of trails	> 80km	20km-80km	Up to 20km
Number of loops	4+	2+	2+
Proportion of single track	> 50%	> 50%	>80%
Minimum area of site	> 1500ha	> 500ha	>250ha
Location	< 180 km from airport/major transport links	< 40km from 15,000 population	Selected areas
Road Access	< 20k from major HWYs	< 10km from HWY and primary roads	Must have clear public access
Exclusion zones	> 90km from another national scale centre	> 45km from another national or regional scale centre	
Other	Must be within 1km of a national or state road	Must be within 1km of a national or state road	
Trail Classification Range	Mixture of trail classifications. Green and Blue required as minimum.	Mixture of trail classifications. Green and Blue required as minimum.	Green Circle – double black diamond

CYCLE

USER TYPE

The peak body for cycling in WA Westcycle defines the following user types.

- Commuting
- Road
- Track
- Mountain bike
- Cyclocross
- BMX
- Touring
- Race

This strategy considers road, cyclocross (gravel) and touring under the trail type cycling.

TRAIL CLASSIFICATION

There is no standard for classification of cycle trails considered under cycling trails in this master Plan.

LOCATION SIGNIFICANCE CRITERIA

CRITERIA	NATIONAL	REGIONAL	LOCAL
Spectrum of opportunity	Range of defined routes	Range of defined routes	Range of defined routes, focus on local connections
Location	< 180 km from airport/major transport links	< 40km from 15,000 population	Selected areas
Road Access	< 20k from major HWYs	< 10km from HWY and primary roads	Must have clear public access
Exclusion zones	> 90km from another national scale centre	> 45km from another national or regional scale centre	
Other	Must be within 1km of a national or state road	Must be within 1km of a national or state road	

EQUESTRIAN

USER TYPE

Horse riders can be divided into four user types based on distance and recreation or event based riding (ATHRA, 2015).

TYPE	STYLE
Horse Trail Riding	Riding outside of enclosed areas for pleasure, challenge, experience and educational outcomes
Endurance Riding	A more active and intense form of recreational or competitive horse riding Typically involves riding in organised events generally on loop trails with distances of approximately 80km
Horse Trekking	Long distance point to point riding involving either the use of pack horses or support vehicles to carry overnight camping equipment and supplies, or base camp style which involves self catering and overnight camping.
Harness Driving	Hitching the horse to a 2 or 4 wheel vehicle and driving on the trails.

TRAIL CLASSIFICATION

Classification of Horse Trails in WA is based on the National ATHRA model which includes

- Easy (Class 1) Green
- Moderate (Class 2) Blue
- Advanced (Class 3) Black

LOCATION SIGNIFICANCE CRITERIA

CRITERIA	NATIONAL	REGIONAL	LOCAL
Experience / natural attraction	Close proximity to major population centre and/or high scenic quality.	Moderate to high Scenic quality	Low to high scenic quality
Spectrum of Opportunity	Short rides, day rides and multi day rides or multiple day rides, a minimum of 80km of trail.	Short rides and day rides, up to 80km of trail	Short rides and day rides, up to 20km of trail
Location	< 180 km from major transport links	< 40km from 15,000 population	Selected areas
Road Access	< 20k from major HWYs	< 10km from HWY and primary roads	Must have clear public access
Exclusion zones	> 90km from another national scale centre	> 45km from another national or regional scale centre	
Other	Must be within 1km of a national or state road	Must be within 1km of a national or state road	
Trail Classification Range	Mixture of trail classifications, easy and moderate required as a minimum	Mixture of trail classifications.	Easy - Advanced

PADDLE

USER TYPE

There is no State Strategy for paddling currently and as such user types are not defined. For the purpose of this Common Ground planning documentation user types are defined as leisure paddler, recreation paddler and sport paddler. Craft considered include all non-motorised watercraft.

TRAIL CLASSIFICATION

An International River Guiding System exists to categorise white water trail experiences.

- Grade I: Easy Rivers that are flat with slow moving water and the occasional small or simple rapid.
- Grade II: Novice Rivers that frequently have rapids which are moderately sized with small and simple waves and eddies.
- Grade III: Intermediate For a rafter with some training and proficiency, these rivers are easily navigated.
- Grade IV: Advanced These rivers are considered to be very challenging, with long stretches of rapids with irregular waves.
- Grade V: Expert These rivers have all the same issues as grade IV does, however it is going to be more extreme.
- Grade VI: Unraftable.

LOCATION SIGNIFICANCE CRITERIA

CRITERIA	NATIONAL	REGIONAL	LOCAL
Experience/natural attraction	Close proximity to major population centre and/or high scenic quality	Moderate - high scenic quality	Low - High scenic quality
Spectrum of opportunity	Short trips, day trips and multi day trip options	Short trips and day trips	Short trips and day trips
Location	< 180 km from airport/major transport links	< 40km from 15,000 population	Selected areas
Road Access	< 20k from major HWYs	< 10km from HWY and primary roads	Must have clear public access
Exclusion zones	> 90km from another national scale centre	> 45km from another national or regional scale centre	
Other	Must be within 1km of a national or state road	Must be within 1km of a national or state road	
Trail Classification Range	Mixture of trail classifications.	Mixture of trail classifications.	Mixture of trail classifications.

TRAILBIKE

USER TYPE

Recreational Trail Bike riders can be divided into user types based on riding style and rider objectives (Trail Bike Management Australia, 2007)

TYPE	STYLE
Destination riding/Touring	A destination ride is a ride to somewhere and back again, ranging from a couple of kilometres of single loop up to many hundreds of kilometres covered over several days.
Cross Country	Informal riding in wide open spaces
Family Trails	Similar style and character to a destination ride, but with allowance made fro restricted capabilities of smaller bikes and younger riders.
Freestyle	An extension of Cross country riding with inclusion of features such as obstacle and jumps providing added challenge for riders.
Circuit Riding	Moto-cross style circuits, in a relatively confined space containing berms, jumps catering to differing levels of technical ability.
Competitive Events	Organised events

The table below outlines the type of trailbike registration available in WA and where each level of registration allows riders to ride. This strategy has only considered ORV areas and public roads and trails.

PRIVATE PROPERTY/ CLUB TRACK	ORV AREA	EVENTS	PUBLIC ROADS AND TRAILS
Driver's license not required		Driver's license required	
No registration			
Off road registration			
Class B Conditional registration			
Class A full road registration			

For the purpose of this master Plan circuit riding within ORV areas is the only user type that is discussed. This is due to constraints within the Shire of York for other user types presently.

TRAIL CLASSIFICATION

There are currently no defined trail classifications for trail bike trails.

LOCATION SIGNIFICANCE CRITERIA

CRITERIA	NATIONAL	REGIONAL	LOCAL
Length of trails	> 100km	40km-150km	Up to 20km
Number of loops	4+	2+	2+
Proportion of single track	> 50%	> 50%	>80%
Minimum area of site	> 3000ha	> 1000ha	>250ha
Location	< 180 km from airport/major transport links	< 40km from 15,000 population	Selected areas
Road Access	< 20k from major HWYs	< 10km from HWY and primary roads	Must have clear public access
Exclusion zones	> 90km from another national scale centre	> 45km from another national or regional scale centre	
Other	Must be within 1km of a national or state road	Must be within 1km of a national or state road	

2WD

2WD trails that traverse the Shire of York are typically aimed at the tourist market and being on sealed roads don't have a classification. The typical structure of these trails is based on paper maps available from the visitor centre, or downloadable on the Shire Website. The maps identify numerous routes through the Shire with points of interest.

View from Mount Brown. Image credit Common Ground Trails

TRAIL DEVELOPMENT

Ensuring sustainable trails both from a management and trail experience perspective requires a thorough development process. As outlined in the DRAFT DLGSC Trail Development Series, working within a standardised methodology is especially important in high conservation areas and building rigor into the development process ensures high quality outcomes on the ground. (DLGSC, 2019)

Following adoption of the Shire of York Trails Master Plan the trail development process involves 8 stages and involves a constant evaluation, review and improvement process as trails are extended or revised. Table7 provides a summary of the trail development process.

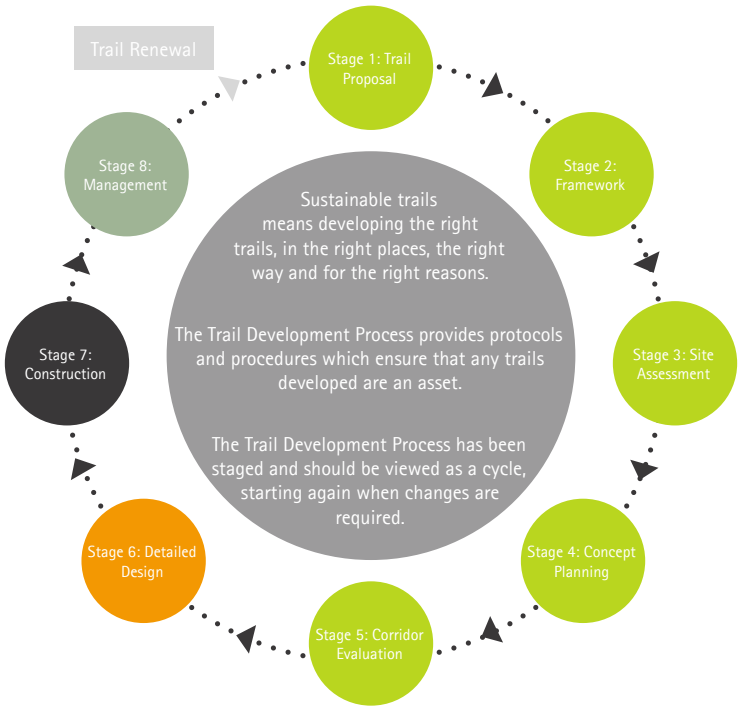


Figure 8. Trail development process. Source: WA Mountain Bike Management Guidelines.

DEVELOPMENT DRIVERS

The needs and drivers of the various markets are different and need to be considered when developing a location.

Trails can be both a primary motivator for travel and an activity undertaken whilst a traveler is visiting an area for another primary purpose. It can also be an activity undertaken by residents of a community surrounding trail facilities.

Apart from primary motivators, development drivers for a location or site will make it attractive to visitors. When assessing the locations in the Shire of York, the development drivers were considered, as outlined in Table 7.

Table 7. Potential Drivers for trail development

DEVELOPMENT DRIVER	DEVELOPMENT CONSIDERATIONS
Recreation	▪ Located within proximity to or with good access from major population centres ▪ Diversity of trail experiences
Events	▪ Event-specific infrastructure designed to cater for racing particular to specific styles and formats to industry standards ▪ Emphasis on quality of trails and facilities
Tourism	▪ Located within proximity to other tourism experiences, accommodation and visitor services ▪ Align to unique landscape and biodiversity experiences
Community	▪ Located within proximity to or with good access from major population centres ▪ Existing community involvement ▪ Ensure good engagement and involvement of community based trail bodies ▪ Emphasis on quality of trails and facilities

TRAIL DEVELOPMENT AND MANAGEMENT MODELS

There are numerous case studies from around Australia and the world that demonstrate public and private investment in trails and associated facilities provides significant, sustainable benefits to local communities, and local and regional economies (Angus and Associates, 2013; Zovko, 2013). These benefits include local community engagement and enjoyment, increased participation in recreational activity, the ability to attract a dedicated trails market, business and sponsorship opportunities and economic benefits for the local areas as well as the broader regional and State economies.

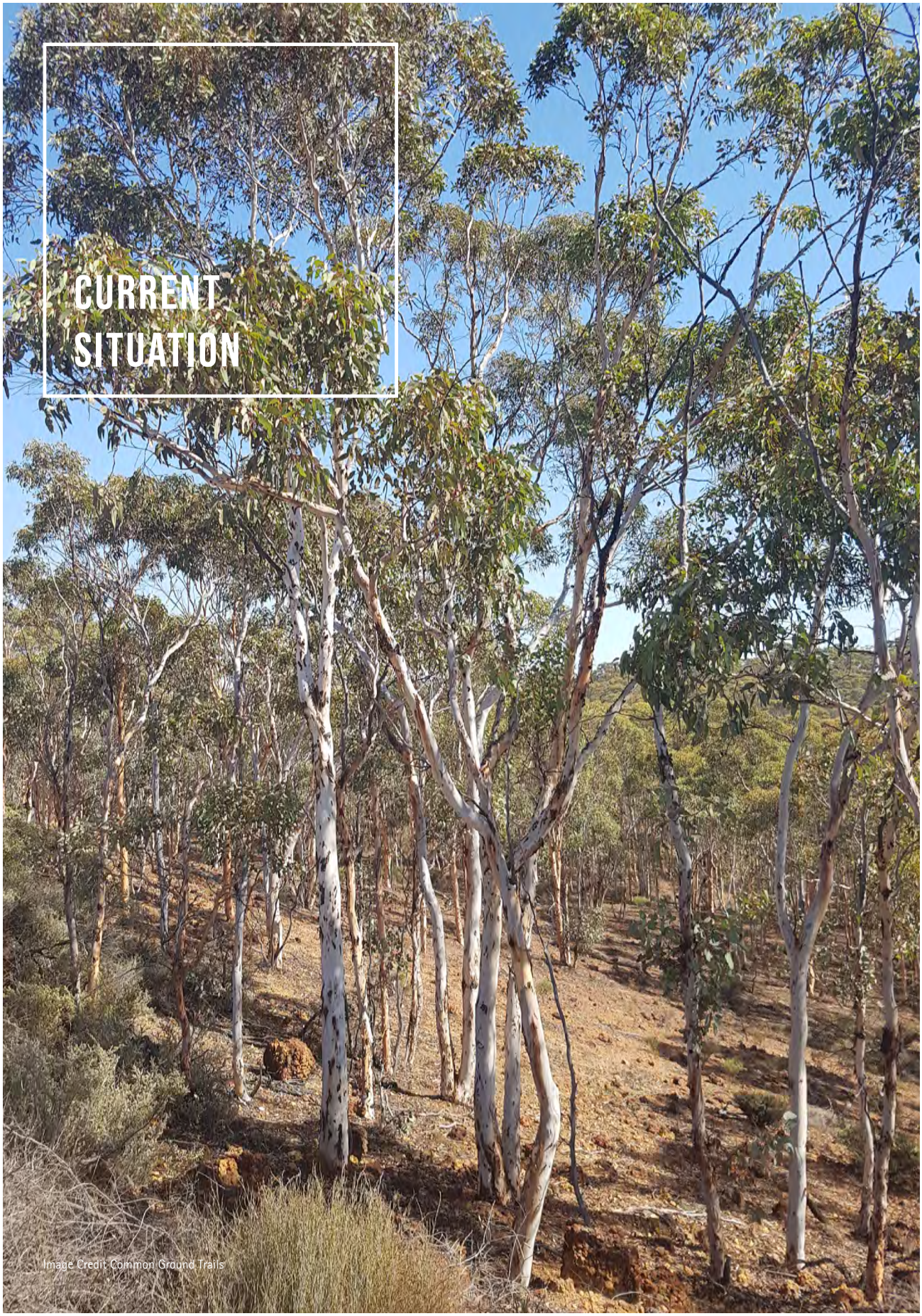
Investment returns are indicated by:

- The successful, long term diversification of local economies via expansion in the tourism sector
- Measurable increases in visitation through trail counts, overnight stays and visitor spending
- An increase in the local population and a decrease in the local unemployment rate

Trails may be located on public or private land and may be managed by public or private entities exclusively or by both in partnership arrangements. Trail management models within the Shire of York should be investigated. Private enterprise should be supported by the Shire to provide trail experiences and facilities where appropriate, alleviating the Shire from management requirements. The Shire should support community involvement in the design and management of trails and advocate for the Shire of York's trail offerings online and in publications.

Table 8. Comparison of management models

	PUBLIC	PRIVATE	PARTNERSHIP
Description	• Government agency has sole management responsibility of the trail facility. • Commercial and event operators may contribute financially to the management of trails.	• Private land owner has sole management responsibility of the trail facility.	• Multiple stakeholders share management responsibility of the trail facility. • Partners could include non-government incorporated agencies, such as peak bodies, state government bodies, private bodies, foundations or trusts, and volunteer bodies. • Volunteers may contribute to the management of trails.
Advantages	• Clarity on roles and responsibilities. • Majority of tenure is Crown land. • Consistent approach to development processes and standards.	• No political interference with decision making. • Can be flexible and responsive to market preferences and trends. • Can provide a specific and unique experience to fill a gap without consideration of broader priorities.	• Leverage a broad support base for maintenance, development, funding, events and promotion. • Multiple funding contributors. • Risk can be shared. • Funding can come from a range of partners. • Single management entity to take responsibility on behalf of stakeholders.
Disadvantages	• Maintaining the status quo will mean limitations on resourcing. • Political pressures lead to uncoordinated priorities. • Grants not always available to government bodies.	• No examples in Shire of York to date. • Decisions can be made, such as trail closures, with no public consultation. • Caters to a limited market.	• Larger number of stakeholders. • Potential for political pressures to influence decision-making.


CURRENT
SITUATION
Image Credit: Common Ground Trails

LANDSCAPE ANALYSIS

There are many factors that influence trail planning and use, including access, proximity to population, landscape character, tenure, and natural and cultural values, these have been summarised for the Shire of York in the following pages.

ACCESS

The Shire of York is connected to Perth, a major population centre, by public transport. Trans WA operates bus services passing through York once daily.

The Shire of York is easily accessible via the Great Eastern Highway, and the Great Southern Highway from Perth. Situated between Northam and Beverly, York is accessible from the north and the south.

Accessibility to new trail experiences should be considered in all planning, ensuring there is sufficient, safe car parking facilities at trail heads, and ensuring safe access and egress to trail head locations.

TOPOGRAPHICAL FEATURES

York is located on the Darling Plateau with a landscape characterised by a dissected, rolling landscape with major v-shaped river valleys and scattered rough granitic outcrops. Mount Brown, Mount Bakewell and Mt Observation are the highest points within the shire offering views across the surrounding woodland and agricultural landscapes. The Avon River transects the Shire South to North and offers paddling opportunities.

TENURE

The areas identified for recreation within the project area are located on a variety of tenures, including, State forest, bushland reserves and local parks, and recreation reserves. Generally private land has not been considered except in cases where proposals are located adjacent public reserves.

PARTICIPATION AND DEMAND

PARTICIPATION IN RECREATIONAL ACTIVITY

The Shire of York Trails Master Plan supports Local Governments obligations under the Public Health Act 2016 to produce a Public Health Plan, part of which is to provide spaces to enable the health and well-being of Shires population.

One in five Australians experience a mental health condition in a given year and almost one in two will experience a mental health condition at some point in their lifetime. (ABS, 2008) Physical exercise, socialising, and spending time in nature are known to be recommended complementary and preventative treatments for anyone suffering, or at risk from suffering, from mental health conditions.

Across Australia participation in sport and physical recreation has seen a significant downturn when comparing the last two latest Participation in Sport and Recreation (Australia) surveys outlined in table 9 below. This decrease has been noted by the Australian Bureau of Statistics and is in line with increased incidence of overweight and obesity (particularly amongst children), and the associated costs to individuals, communities and governments. Compelling evidence shows that increased levels of physical activity can bring wide-ranging benefits to communities, which extend beyond physical health to include benefits around mental health, personal wellbeing and social cohesion. Making recreational facilities accessible in all communities is a critical strategy for increasing physical activity and preventing obesity.

Table 9. Persons participating in Sport and Physical Recreation 2016-17

Activity	Participants 2016-17	Change from 2011-2012
Cycling (does not distinguish between road, mountain bike and BMX)	1,151,900	-15.7%
Bushwalking	285,600	-34.5%
Canoeing / Kayaking	129,700	-8%
Cross Country Running	70,600	-14.9%
Horse riding / Equestrian activities / Polo	142,000	-4.5%
Trail Bike Riding	41,500	-36.3%
4WD / Drive	No data	No data

Overall males tended to engage in recreational activity at a greater rate than females, primarily due to the high participation rates in cycling/BMXing. Whilst females were more likely to walk or horse ride for exercise than males; males were more likely than females to participate in cycling/BMXing, canoeing and trail bike riding as shown in table 10 below.

Table 10. Persons participating in Sport and Physical Recreation 2016-17

Activity	Male participation rate (%)	Female participation rate (%)
Cycling / BMXing	8.5	4
Bushwalking	1.4	1.7
Canoeing / Kayaking / Dragon boat racing	0.8	0.5
Cross Country Running	0.3	0.4
Horse riding / Equestrian activities / Polo	0.2	1.2
Trail Bike Riding	0.1	0

The Australian Sports Commission (Australian Sports Commission, 2010) reports that walking (excluding bushwalking) continues to be the most popular activity nationally, across gender and age demographics. Cycling is rated the fourth most popular activity, followed by running (fifth most popular) and bushwalking (eighth most popular).

An estimated 2.7 million overnight visitors to WA participated in nature-based activity in 2015-2016, 27% of all the State's overnight visitors and an increase of 15% a year from 2012 (DSR, 2017).

PARTICIPATION IN TRAIL BASED ACTIVITIES

Community participation in trail based activities is hard to quantify. Formal data on actual use is limited to information collected by the user survey as part of the consultation process. The same can be said for trail based tourism in the region – anecdotally, visitors are known to use existing trail facilities but there is little specific data available. While participation statistics are limited for the project area, information on general visitor numbers and demographics has been drawn from a number of sources to ascertain current participation levels and predict expected demand in the future.

BARRIERS

Barriers to participation in trail related activities vary across the trail types. A recent survey in the Perth and Peel region outlined the barriers to participation, as displayed in Table 12 below. The main barrier to participation in the Shire of York presently is lack of facilities and lack of available experiences. When developing experiences in the Shire of York the barriers to participation should be considered, and factored into design, signage and marketing.

Table 11. Participation barriers

TRAIL TYPE	BARRIERS
Bushwalking / urban walk / trail running	▪ Availability of trail related information ▪ Safe place to park car ▪ Accessibility of trailheads
Mountain Bike	▪ Perceptions of mountain biking being an extreme sport ▪ Limited understanding of the benefits ▪ Under supply and inaccessibility of appropriate trails ▪ Restricted opportunity for skill building and progression.
Equestrian	▪ Expense of owning a horse ▪ Availability of trail information ▪ Under supply of trails close to agistment and that are horse specific ▪ Transport to trails ▪ Parking availability
Paddle	▪ Expense of equipment ▪ Unclear progression pathways ▪ Availability of trail related information
4WD	▪ Expense of equipment ▪ Availability of information on where can legally drive
Trail bike	▪ Expense of equipment ▪ Availability of information on where can legally ride ▪ Lack of Off Road Vehicle areas for ORV registered bikes

ACCESS & ACCESSIBILITY

The term 'access' can have a variety of meanings in trail planning. For the purpose of the Shire of York Trails Master Plan, the meanings of access and accessibility are as follows:

Access is the means or opportunity to approach or enter a physical place to undertake trail based activities.

Accessibility is the degree to which a trail opportunity is available to as many people as possible.

The Shire of York Trails Master Plan aims to support and reinforce the implementation of the Blueprint by making trails accessible in the Shire of York. Strategies include:

- Increasing the availability and attractiveness of trails and trail facilities
- At trail locations, offer opportunities for people to participate, progress and fine tune skills and training
- Offering a range of trails that suit different levels of technical difficulty
- Linking facilities with and advocating for other means of access than private vehicle (for example, public transport and bike paths)
- Offering visitor services to inexperienced trail users, such as equipment hire, maps and guides

Recognising that not every location can be developed to provide for all trail types, the Shire of York Trails Master Plan focuses on:

- Providing certain types of opportunities in the most appropriate sites
- Utilising existing infrastructure and assets where feasible
- Focusing development on a select number of sites
- Connecting trail experiences creating a network around the townsite
- Delivering high quality infrastructure and trails where development occurs, to ensure high utilisation with minimal maintenance

TRAIL USER SURVEY

To understand the existing trends in trail use across the Shire of York a trail user survey was conducted. The online survey consisted of a survey and an interactive map where users could drop pins locating existing trails or potential new trail opportunities. The survey was distributed widely through local government networks, trail user clubs, and social media.

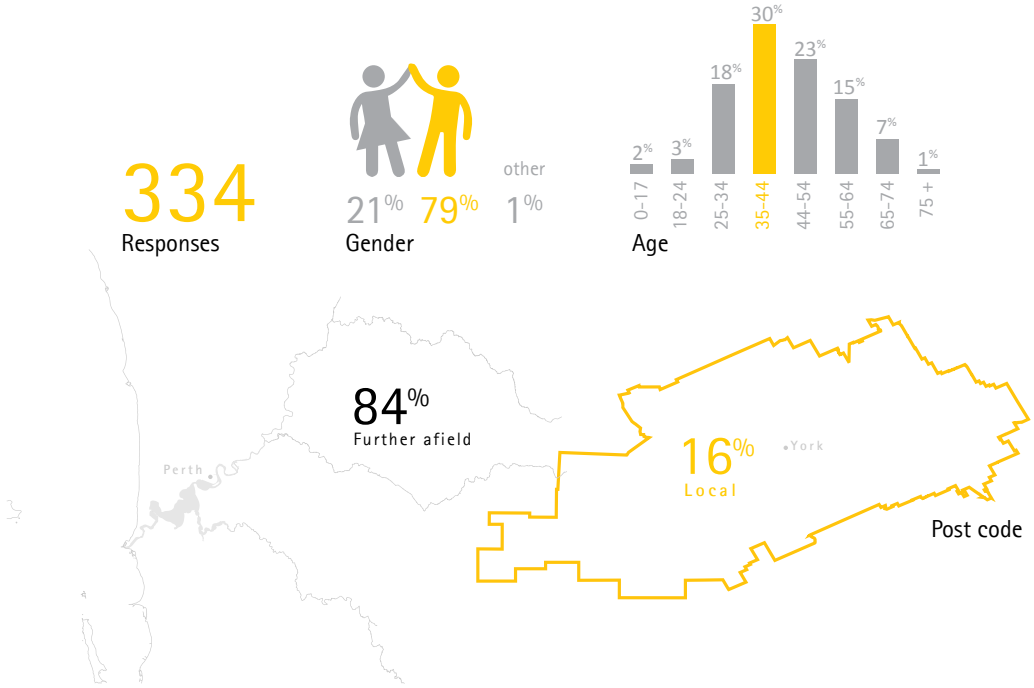


Figure 9. York Trail User Survey respondents gender, age and location of residence.

In using the data gathered from the survey it is important to note potential for survey bias where trail enthusiasts are likely to fill out such surveys but those new to trails are less likely to participate. This results in results skewed towards intermediate and advanced trail users.

Common responses from the survey indicated:

- Trail users are multi-disciplinary participating in a range of trail based recreation activities
- By developing trails and facilities, the Shire of York has the potential to encourage and attract new visitors, as 84% of respondent did not live in the Shire of York.
- There is a lack of trail facilities in the Shire of York presently
- There is a keen mountain bike market that is interested in York as a mountain bike destination
- Trail users are willing to travel larger distances to reach trails with 50% of respondents indicating they'd be willing to travel 100km or more.

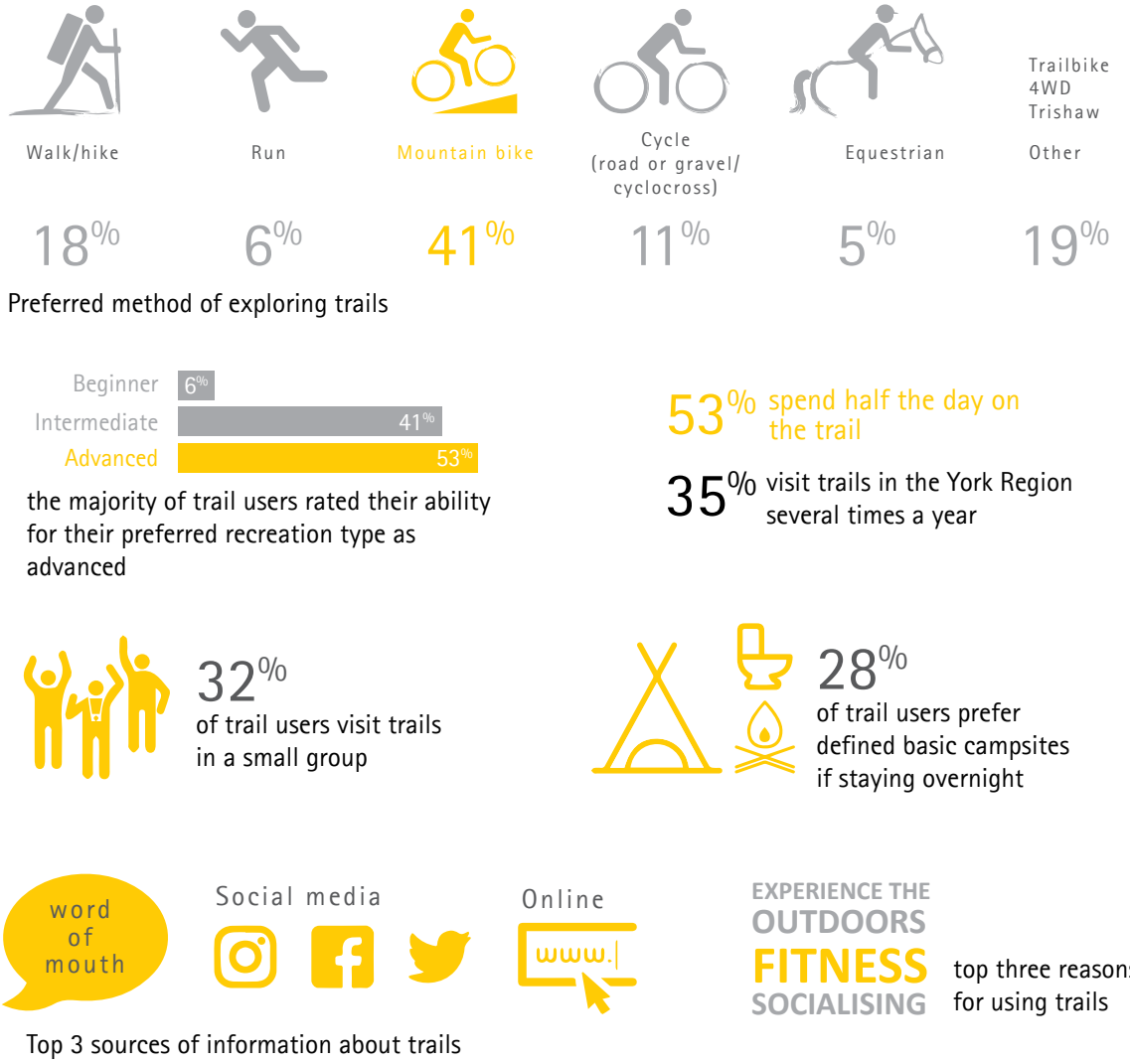


Figure 10. York Trail User Survey results summary.

TRAIL SUPPLY

The Shire of York currently has a limited range of informal trails across the different trail user types. The trail audit completed as part of this Master Plan collected basic information on all designated trails across the Shire and investigated areas that may be suitable for experience development.

There are no designated trail networks in the Shire of York presently. There is a suite of official 2WD trails, highlighting the Shires main points of interest. The information for 2WD options is extensive, and could be overwhelming to visitors, especially those that English is not their first language.

There are 5 separate suggested heritage walk trails in the townsite. The heritage buildings in York are magnificent, and arguably some of the best examples of Victorian and Federation architecture in the State. The urban heritage walk trail app is easy to use and provides excellent information on each point of interest.

The York visitor centre promotes 4 walk trails. The Avon River, Golf Links reserve, Mount Brown and Mount Observation. The leaflets are text only, with no maps, and there is no wayfinding signage on any of the walks, making them very hard for visitors to navigate.

A website called WalkGPS highlights 5 unmarked bushwalking routes through state forest and national park. These routes highlight some of the best forest landscapes in the Shire of York but are not advisable for entry level bushwalkers, as they required experience in navigation. (Osborne, 2003)

York is fortunate to be home to 1 of the states 6 gazetted Off Road Vehicle areas. The facility is managed by the Shire and currently receives high weekend visitation. There is little information available about the facility out with the Recreational Trail Riders' Associate of WA website.

TRAIL SIGNIFICANCE

For consistency each trail has been classified according to their significance at a state, regional and local level. Classification for WA's trails and trail networks as per the Blueprint is as follows.

STATE TRAILS

An extended trail or trail network that is of sufficient quality and with appropriate facilities, products and services to be recognised beyond the State and to attract visitors to WA.

REGIONAL TRAILS

A major trail or trail network that services a population centre or large regional community, with facilities and services of a standard and appeal that could attract visitors from outside the region.

LOCAL TRAILS

A trail that services the local community and provides facilities suited to local use. Some local trail may have potential for development to regional status.

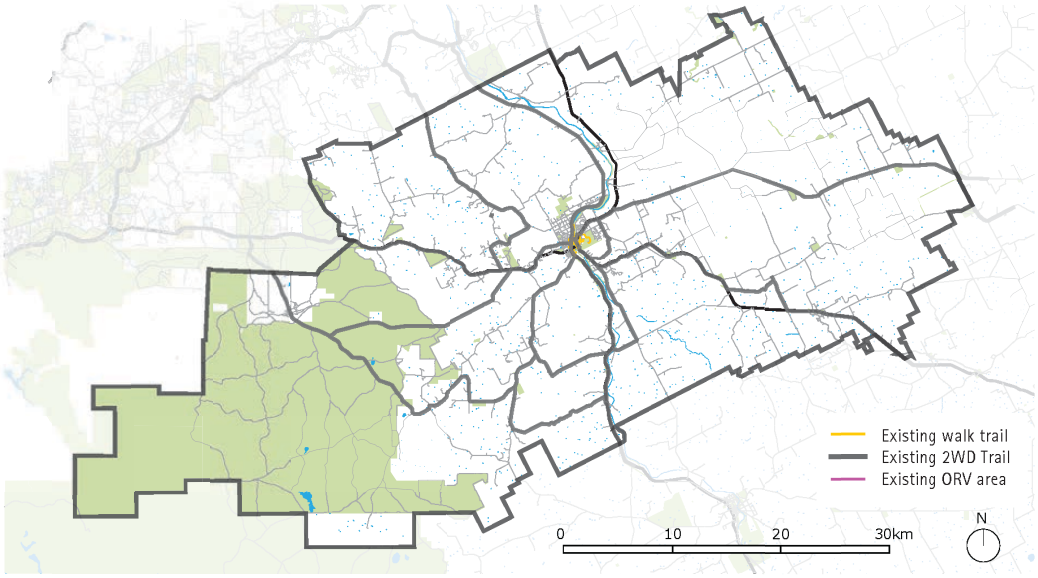


Figure 11. Existing trail supply

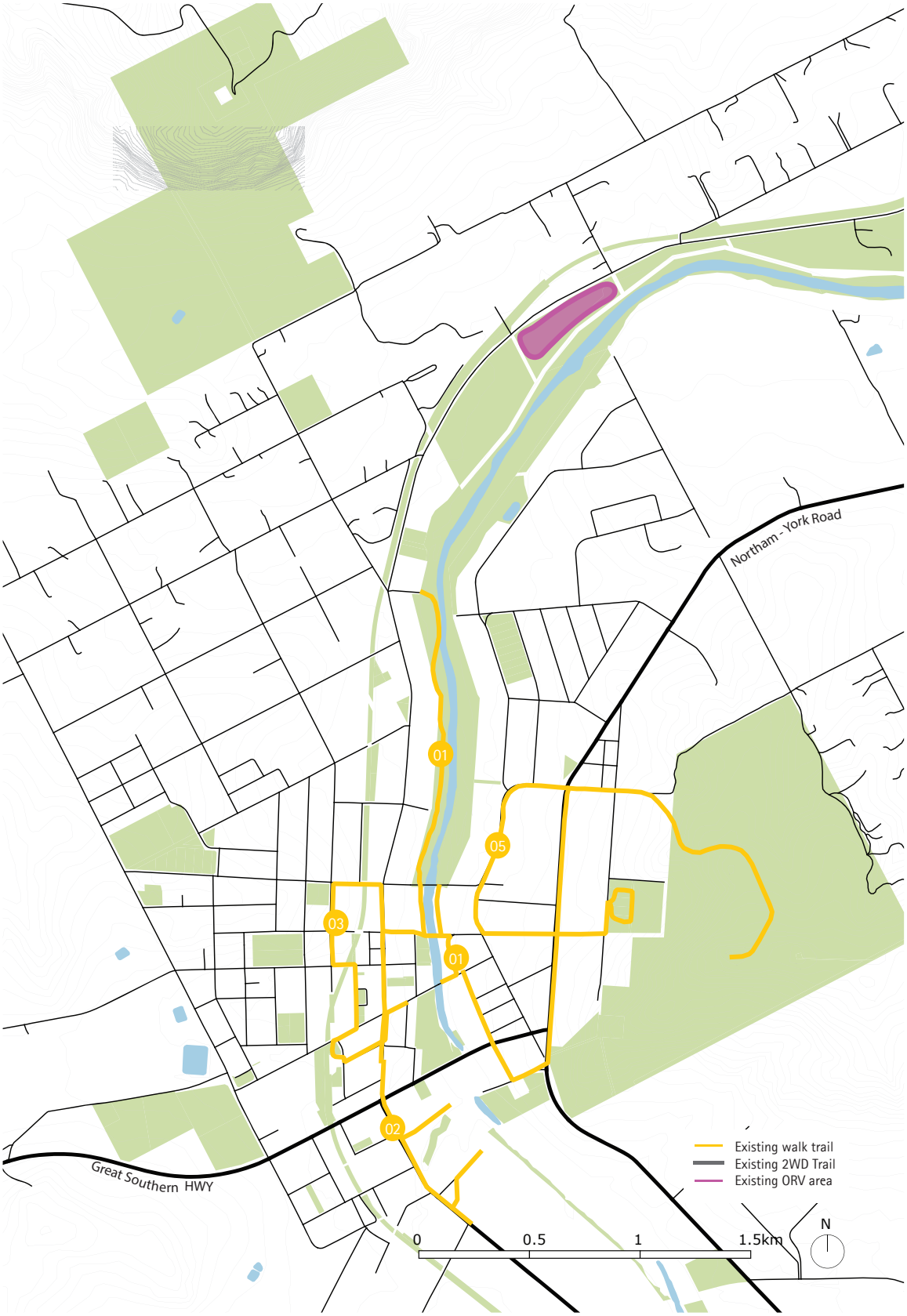


Figure 12. Existing trail supply

BUSHWALKING / URBAN WALK / TRAIL RUNNING TRAILS

Bushwalking in the Shire of York is undertaken in a relatively ad-hoc fashion. Walkers utilise the Avon river, unsanctioned trails around Mt Brown, and various cross country walks.

Based on the user survey (refer to figure 13) there is a similar balance between the number of male and female participants. Most participate with a friend or partner, or in groups less than 6 people. If staying overnight the preference was defined basic camping. Trail runners represented 22% of the respondents and other trail types that walking and trail running respondents participated in were mountain biking, cycling and Off Road Vehicle activities.

Table 12. Existing Bushwalk/Urban Walk/Trail Running trails

	Trail Name	Trail Significance	Length (km)	Classification	Visitor Services Quality	Trail Quality	Trail Manager
01	Avon River Trail	Local	3.8	Grade 2	Average	Average	SOY
02	Heritage Trail – Walk 1 Avon Terrace	Local	1.5	Grade 1	Average	Average	SOY
03	Heritage Trail – Walk 2 Blandstown	Local	2	Grade 1	Average	Average	SOY
04	Heritage Trail – Walk 3 Commerce Institutions & Industry	Local	2	Grade 1	Average	Average	SOY
05	Heritage Trail – Walk 4 The east bank	Local	6	Grade 1	Average	Average	SOY
06	York Cemetery Historical Walk Trail	Local	0.3	Grade 2	Average	Average	SOY

Figure 13. Bushwalk / Urban Walk user group survey responses.

BUSHWALKING / URBAN WALK / TRAIL RUNNING GAPS AND DESIRED IMPROVEMENTS

Table 13. Bushwalking / Urban Walk / Trail Running gaps and desired improvements

ISSUE	GAPS	DESIRED IMPROVEMENTS
Market	Current participation rates state-wide for walking (recreation) and bushwalking are high and growing. It is assumed that with population growth there will be more people seeking walking experiences.	Accessible recreational walk trails in the Shire of York.
Demand	State-wide participation rates for walking are high and 18% of those surveyed noted bushwalking is their preferred activity. Trail running is an emerging trail use which is growing in popularity, and 22% of surveyed walkers already participate in trail running.	Experiences that cater for walkers and runners in the Shire of York.
Participation	A sustainable trails community requires a strong leisure and beginner cohort but 99% of those surveyed said they were intermediate or advanced (noting the survey bias towards trail enthusiasts).	Improve access and growth in beginner participation.
Location Significance	The Shire of York is currently of local significance for walking.	The Shire of York is recognised as an area of regional significance for walking.
Trail significance	The experiences existing in the Shire of York are of local significance.	The Shire of York has trail experiences of regional significance.
Infrastructure and Facilities	National, regional and local locations have minimum infrastructure and facilities requirements, but the Shire of York is lacking in basic requirements such as trail signage and trail mapping.	The Shire of York has the key requirements to be of regional significance.
Quality	Trail users are seeking a high quality trail experience. There are limited experiences in the Shire of York, that are of average quality.	Consolidated and high quality experiences in the Shire of York.
Quantity	There are limited experiences in the Shire of York, totaling 15.6km. The Avon River Trail is the only experience considered as a bushwalk. 99% of surveyed individuals preferred forest or open plain walking.	A selection of high quality forest and open plain walking options in the Shire of York.
Uniqueness and Experience	The Avon River is a major point of interest in the town. It is underutilised. The two main landscape features Mt Brown and Mt Bakewell are also under utilised and would both provide unique walking experiences.	The Shire of York has a variety of unique walking experiences.
Usability	Trail systems should be easy to navigate and intuitive, but the survey indicated that signage was below average, and the availability of trail related information was also not sufficient	The Shire of York has accessible walking experiences with clear trailhead and directional signage.
Trail Classification	All existing trails in the Shire of York are short and Class 2. There is a lack of experiences suitable for all, including those who are mobility impaired. Additionally, there are no trails for people wishing to spend a few hours on a trail, runners to cover large distances, or opportunities for beginners to advance.	The Shire of York has a diverse array of trail classifications catering for individuals across a capability spectrum, allowing access for all.

MOUNTAIN BIKE TRAILS

There are no sanctioned mountain bike trails in the Shire of York. Mountain bike participation is increasing exponentially, riders are increasing in competence and they are seeking new, diverse experiences across the state. There are a number of unsanctioned mountain bike trails designed and ridden by passionate and competent mountain bikers. These trails have been utilised for events, and in 2019 there are 3 events on Mt Brown. The trails suit riders with a high level of ability and are not suitable for beginners. There is opportunity to rationalise existing trails and design additional trails on Mt Brown to cater for all level of rider and provide excellent event facilities.

Figure 14. MTB user group survey responses.

MOUNTAIN BIKE TRAIL GAPS AND DESIRED IMPROVEMENTS

Table 14. Mountain Bike Trail gaps and desired improvements

ISSUE	GAPS	DESIRED IMPROVEMENTS
Market	An estimated 264,000 (13.2%) Perth residents ride for recreation in a typical week. Perth is one of the fastest growing capital cities in the country and Shire of York in only an hour drive from Perth. There are currently no sanction mountain biking opportunities in the Shire of York.	The Shire of York has designated high quality mountain bike trails which are attractive to local residents, surrounding Shires and Perth metropolitan area.
Demand	The existing trails in the Shire of York are unsanctioned, i.e. have either informal access (have no formal authorisation from land manager) or have been illegally constructed within public reserves	The Shire of York has a supply of trails that provide quality experience and meet current and future demand.
Participation	A sustainable trails community requires a strong leisure and beginner cohort but 100% of those surveyed said they were intermediate or advanced (noting the survey bias towards trail enthusiasts).	The Shire of York has mountain bike trails that are appealing to beginners, intermediate and advanced riders.
Location Significance	As there are no sanctioned mountain biking trails in the Shire of York there is currently no location significance.	The Shire of York prioritises investment in providing quality experience and facilities creating a regionally significant mountain biking location.
Infrastructure and Facilities	National, regional and local locations have minimum infrastructure and facilities requirements. The Shire of York has many existing elements, which accompanied by quality trail networks, could put York on the map as a trail town.	The Shire of York has infrastructure and facilities sufficient to cater for the significance of the mountain biking experiences.
Quality	Trail users are seeking a high quality trail experience but there are no sanctioned trails in the Shire of York presently.	The Shire of York has a selection of high quality mountain biking experiences.
Quantity	Trail users are seeking a high quality trail experience but there are no sanctioned trails in the Shire of York presently.	The Shire of York has a selection of high quality mountain biking experiences.
Uniqueness and Experience	Presently there are no sanctioned mountain biking opportunities in the Avon Valley. The closest facilities are situated on the Darling Scarp. Mountain bike trails in the Shire of York could offer a different trail style and experience.	The Shire of York has mountain bike experiences that differ from those available on the Darling Scarp.
Usability	Trail systems should be easy to navigate and intuitive. The existing unsanctioned trails on Mt Brown present a good opportunity to utilise trails that already exist, to rationalize the network and create complimentary experiences for all levels of riders.	The Shire of York has accessible, cohesive trail networks, with good signage and comprehensive pre-visit trail information.
Trail Classification	There are no sanctioned mountain bike trails in the Shire of York. The existing unsanctioned trails on Mt Brown are intermediate to advanced. Rationalisation will allocate clear classifications to the trails and identify opportunities for trails suitable for beginners through to advanced.	The Shire of York has a suitable mix of classifications of trails, allowing progression of trail users and challenge to advanced riders.

CYCLE TRAILS

It should be noted that a key action of the Western Australia Bicycle Network (WABN) Plan 2014-2031 is to improve planning for cycling in the regions. Specifically, to identify gaps in existing cycling networks, plan for future growth corridors, and produce strategic and operational plans for identified regional centres and surrounding areas.

A Wheatbelt 2050 Cycling Strategy is currently in development, focusing on towns that border the Perth metropolitan area. This Master Plan takes in to account the current deliverability of trail experiences in the Shire of York. The Wheatbelt 2050 Cycling Strategy may create opportunity for increased scope and create opportunities to access funding to implement the priorities detailed in the strategy. The implementation plan for this master Plan should take this in to account.

CYCLE TRAIL GAPS AND DESIRED IMPROVEMENTS

Table 15. Cycle Trail gaps and desired improvements

ISSUE	GAPS	DESIRED IMPROVEMENTS
Market	In 2018 Western Australian cycle participation rate was 11.6% (SportAus, 2018). Online open data sources show eat maps of rider movement around the Shire of York. Many riders will cover large distances and there is more scope to encourage riders to incorporate the Shire of York into their routes.	The Shire of York and York townsite are inviting locations to cycle, stop for coffee or lunch, and/or utilise as an overnight stop.
Participation	Heat maps of the Shire of York show cycling activity. The respondents to the recent survey who's preferred activity was cycling was 11%, which is in line with statewide participation. The 2017 Western Australia Bike Network Plan acknowledges there has been an increase in recreational riding over the past 15 years. (Transport, 2017) York is perfectly placed to accommodate cyclists, both local and visitors,	York is a vibrant cycling destination, with residents and visitors utilsing cycle as a method of transport and recreation.
Location Significance	The Shire of York does not have enough trail or adequate facilities to rate as a nationally or regionally significant cycling location.	The Shire of York has designated cycling routes and facilities making it a regional cycling destination.
Trail Significance	No cycling trails in the Shire of York are classified as regional or state significance.	The Shire of York is a main destination on a regional cycle trail.
Infrastructure and Facilities	National, regional and local locations have minimum infrastructure and facilities requirements. The Shire of York has many existing elements, which accompanied by quality cycling routes could put York on the map as a trail town.	The Shire of York has infrastructure and facilities to support regionally significant cycling.
Location	A majority of those surveyed indicated they'd be willing to travel up to 100 km to access trail experiences.	Develop cycling opportunities within the Shire of York for both local residents and visitors. Consider routes from the townsite and linking York to the Darling Scarp and the Perth Metropolitan area.
Quality	Safety of on road cycle routes is the main concern for riders.	The Shire of York has safe cycling routes on sealed and unsealed roads. The Shire has sufficient safety signage on designated cycling routes.
Uniqueness and Experience	Uniqueness is a primary travel motivator. York does not promote cycling as an activity in the Shire.	The Shire of York has a great opportunity to promote an alternative cycling experience. The rolling agricultural landscape and tree lined gravel roads are attractive riding landscapes to a variety of cyclists.
Usability	Trail systems should be easy to navigate and intuitive. There are no designated cycling routes in the Shire of York presently.	The Shire of York has multiple cycling routes visible and accessible from the townsite, inviting experiences accessible from the Perth metropolitan area and excellent pre-visit trail information.

Figure 15. Cycle user group survey responses.

EQUESTRIAN TRAILS

There are many horse owners in the Shire of York. Many exercise their horses on their own property, on the road reserves or travel further afield for more varied riding experiences. There are no designated equestrian trail experiences on offer in the Shire of York.

The York Racecourse is situated at the base of Mt Bakewell and is home to York Racing Inc, which includes the York Turf and Harness Club. The racecourse is host to thoroughbred events. Other equestrian uses include shows, gymkhanas, rallies, clinics, sales and breed assessment days. Increasing participation in equestrian in the Shire of York will not only be of benefit to the residents, visitors and the Shire, but also to York Racing Inc.

There were only 16 respondents to the recent survey that identified their preferred activity as equestrian (refer to figure 16) The majority were female and aged 44-54. Most rate their technical ability intermediate and seek more challenge to advance skills. The majority of respondents ride alone, which is reflective of utilsing their own property to participate. Almost 82% of riders prefer forest experiences, which are lacking in the Shire of York. Over 50% were members of a club, and 69% find out about trails by following social media pages

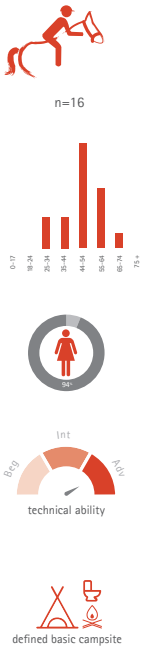


Figure 16. Equestrian user group survey responses.

EQUESTRIAN TRAIL GAPS AND DESIRED IMPROVEMENTS

Table 16. Equestrian Trail gaps and desired improvements

ISSUE	GAPS	DESIRED IMPROVEMENTS
Market	There are many horse owners in the Shire of York, and if there were sufficient float parking people would travel for trail experiences.	The Shire of York has designated equestrian opportunities on Crown land.
Participation	A sustainable trails community requires a strong leisure and beginner cohort but none of the riders in the Shire of York identified as beginners.	Improve access and growth in beginner participation. There is also potential for engagement of aged or retired riders from various disciplines.
Location Significance	There are no equestrian tail experiences within the Shire of York.	York has equestrian trails that encourage participation by Shire residents, and encourage visitation from riders traveling from out with the Shire.
Infrastructure and Facilities	There are no equestrian tail experiences within the Shire of York, therefore no trailhead, signage or float parking facilities.	The Shire of York is known for providing equestrian trail experiences and offers introductory opportunities for beginners and visiting riders.
Quality	Trail users are seeking a high quality trail experience but there are no equestrian tail experiences within the Shire of York.	The Shire of York has equestrian trail experiences that cater for local riders with sufficient signage and road crossing points. There is provision of sufficient parking of horse floats and area to saddle up, to encourage visitors to travel to the Shire of York.
Uniqueness and Experience	There are no equestrian tail experiences within the Shire of York. If there were sufficient equestrian trail opportunities in the Shire of York, there could be an opportunity for a commercial trail ride provider.	The Shire of York has equestrian experiences that encourage local riders to venture further afield, encourage visitation by equestrian from surrounding Shires, and provide an opportunity for a commercial provider to provide trail experiences.
Usability	There are no equestrian tail experiences within the Shire of York.	The Shire of York has a cohesive equestrian experience encouraging participation by locals and visitors, including wayfinding signage, warning and etiquette signage and pre-visit trail information.
Trail Classification	There are no equestrian trail experiences within the Shire of York.	The Shire of York has equestrian trail experiences that allow for beginner participation and encourage progression in capability of existing riders.

TRAIL BIKE TRAILS

Recreational trail bike riding takes many forms from riding on motocross-style circuits, to long distance off-road touring. The Shire of York is fortunate to have one of Western Australia's 6 gazetted Off Road Vehicle areas within close proximity to town and the Perth Metropolitan area.

In order to access designated Off Road Vehicle areas in Western Australia vehicles are required to have standard road registration or ORV registration. ORV Registration fees go into an Off Road Vehicle fund, which assists in maintenance and upgrades to Off Road Vehicle areas.

The existing facility is a small MX circuit but attracts many visitors over the weekends and holidays. There is significant potential to attract events and clubs (there is anecdotal evidence to suggest this is already happening). Off trail facilities include toilet, gas barbeque, covered shelter, car parking and vehicle loading ramp.

In the recent survey (refer to figure 17) 94% of trail bike riders were male and the largest age bracket represented was 35-44. Many riders also participated in bushwalking and mountain biking. Only 4% identified themselves as beginners, and the majority of riders were seeking half day and full day trail experiences.

TRAIL BIKE TRAIL GAPS AND DESIRED IMPROVEMENTS

Table 17. Trail Bike Trail gaps and desired improvements

ISSUE	GAPS	DESIRED IMPROVEMENTS
Market	The state Trail bike strategy suggests there were 50,000 trailbikes in WA 2008. There is insufficient data available regarding the growth in the market since then, but there is anecdotal evidence that there is a large market that could benefit the Shire of York. The advent of affordable Electric motorcycles may exponential increases in users.	The Shire of York facility encourages visitation from surrounding Shires and the Perth metropolitan area.
Demand	17% of survey respondents indicated trail biking is their preferred activity.	Improve supply of trails that provide quality experience.
Participation	A sustainable trails community requires a strong leisure and beginner cohort but only 4% of those surveyed said they were beginners (noting the survey bias towards trail enthusiasts).	The Shire of York facility has experiences suitable for beginners and families. Some ORV areas have installed trail counters available to monitor the usage at the facility
Trail Significance	The Shire of York ORV areas is of local significance in size but is of regional significance given its proximity to the Perth metropolitan area, and the lack of ORV facilities in the region.	As the circuit is in a designated gazetted areas there are no current desired improvements to increase trail significance.
Infrastructure and Facilities	The existing facility has a small, dated composting toilet, a single shelter and a single barbeque. There is also poor delineation of site boundaries.	Toilet facilities that can accommodate current and future user numbers. Sufficient off trail facilities to create a family friendly facility. Clear site boundaries which protect riders and surrounding environment. Noise bunding and tree planting to assist with dampening of noise emissions.
Quantity	The existing facility is approximately 4Ha and consists of a small practice MX circuit, a junior circuit and a small trail riding area away from the tracks. There is sufficient room for future expansion within the current boundaries and the gazettal area extends into the farm area to the west.	The opportunity to expand the current facility within the currently gazetted area by upgrading the small trail riding area and creating a child friendly/introductory circuit. There is potential to improve the peewee trail to be more suitable for younger riders and attract more families to the region.
Uniqueness and Experience	The circuit in the Shire of York is unique in that it is 1 of only 6 facilities across the state.	The Shire of York's Off Road Vehicle facility is a family friendly experience, encouraging families to travel to York to participate.
Usability	The condition of the circuit is currently exceptional due to recent upgrades to the facility by the Shire of York. It is considered one of the benchmarks for Off Road Vehicle areas in the state. A great example of what can be done as a model for distributed, smaller areas to provide facilities.	Improve signage in town directing users to the facility and increase pre-visit trail information by uploading the facility and associated user information on to the Trails WA website. Inclusion of the ORV area on the Shire of York town Map.

Figure 17. Trail bike user group survey responses.

2WD TRAILS

There are currently 14 Shire of York specific self-drive 2WD trails, and 3 drive trails that incorporate York as a place of interest.

2WD TRAIL GAPS AND DESIRED IMPROVEMENTS

Table 18. 2WD Trail gaps and desired improvements

ISSUE	GAPS	DESIRED IMPROVEMENTS
Market	There is limited data available regarding the current and potential 2WD trail user market.	The Shire of York is appealing to day trippers and overnight visitors that wish to explore the Avon Valley by car.
Uniqueness and Experience	There are existing points of interest in the Shire that are not being well promoted. Inclusion on the Trails WA website would increase visibility.	The Shire of York is a must visit destination when seeking a 2WD experience.
Usability	There are currently 14 Shire of York specific self-drive 2WD trails, and 3 drive trails that incorporate York as a place of interest. The level of information presented to a visitor is overwhelming. The existing brochures have written descriptions of the routes making it very hard to navigate, especially for those that English is not their first language.	The Shire of York has easily understood 2WD trail signage and mapping. All points of interest are easily identified, and suggested itineraries are easy to follow and available on Trails WA.

Image Credit Common Ground Trails

GOVERNANCE AND MANAGEMENT

EXISTING GOVERNANCE

The stakeholders involved in trail development can be very diverse. Local Governments, Regional Councils, Community Advisory Committees, Development Commissions, Tourism Bodies, Government Departments and user group bodies all play a vital role in the governance of trails.

Typically, trail development bodies across the state have worked in isolation, however, more recently there has been a movement towards cooperative governance structures. The emerging hierarchy of trail governance in the Shire of York includes the key bodies outlined in table 13 below.

Table 19. Key governance bodies

Governance Body	Role
WA Trails Reference Group	Advises on implementation of State trail strategies and monitors progress and proposed actions and outcomes reporting back to government and industry.
Avon Valley Tracks and Trails	Community based advisory body.
Trails WA	Established to raise funds and carry out projects to further the development and promotion of trails.
Bushwalking	
Bushwalking WA	Peak Body for bushwalking/hiking in WA.
Mountain biking	
Westcycle	Peak body for cycling and oversees all variations of cycling including mountain biking in WA.
Cycling	
Westcycle	Peak body for cycling and oversees all variations of cycling in WA.
Equestrian	
ATHRA	Peak body for equestrian recreation in Australia.
Trailbike	
Recreation Trailbike Riders Association	Peak body for trailbike recreation in WA.

Each of these bodies typically has an interest in both trail advocacy and events. They have, or aspire to have, formal structures and are capable of assisting the trail development process. Trails in a number of locations rely heavily on volunteer trail bodies for sustainable development and management of the activity.

There is opportunity to develop sound governance structures supporting trails within the Shire of York by combining representatives from relevant organisations. It is important that the Shire of York takes a lead role in managing trails on Crown land and supports local groups and governance bodies to reach agreed outcomes and goals.

EXISTING MANAGEMENT

The existing experiences within the Shire of York are under the Shires management. The Avon River trail is within Shire reserve and is managed by the Infrastructure Services Department. In 2018 there were fire mitigation works carried out through the riparian habitats on the east and west banks of the Avon River in the townsite. These works will allow for emergency management access but have also created extensions to the existing Avon River trail. The trail base is blue metal, which is accommodating to bicycles and prams.

The Shire of York is responsible for keeping the urban heritage walk trail brochures and app up to date, and the 2WD self-guided drive brochures current.

VOLUNTEER TRAIL MANAGEMENT

Trail users are passionate about building and maintaining trails, and typically 'custodian' communities naturally form around popular trail networks and parks. There is an opportunity in the Shire of York to build rewarding relationships between the community and the Shire, to maintain and promote trail experiences within the Shire of York.

Good facility management is key to ensuring a sustainable and consistent product which can be promoted confidently. Whilst the responsibility for management generally lies with the trail owner, it is possible to create partnerships to involve volunteers in some of these activities, such as:

- Trail auditing inspections and condition reporting
- Trail building initiatives
- Event support

Incorporating clear roles and responsibilities for volunteer bodies in the ongoing management of trails can yield a number of positive outcomes, including:

- Reduced management costs through using volunteer resources,
- Creation of stewards for the environment
- Creating a fun and vibrant community
- Strengthened relationships and networks

GOVERNANCE AND MANAGEMENT GAPS AND DESIRED IMPROVEMENTS

Issue	Gaps	Desired improvements
Management and Maintenance	There is limited capacity in the Shire of York for the Shire officers to manage and maintain trails. Quality standards and trail management and maintenance documentation. The Draft DLGSC trail develop series should be used as a guide.	The Shire of York staff have access to guidelines and standards for trail maintenance. AS2156.1_2001 Walking Track Classification and Signage and AS 2156.2_2001 Infrastructure Design. The DRAFT DLGSC Trails Development Series documents will be published in 2019.
Resourcing	The Shire are currently resourced to deliver the existing works plan that exclude trail maintenance.	Internal Shire of York staff are aware of trail maintenance standards. The Shire of York partner with community groups to manage and maintain the Shires trail assets.
Funding	DLGSC and LotteryWest joint funding is one of the only avenues for trail funding currently, with only $1 million available across all trail types statewide. The Shire of York, State and Federal Government and private investors are also a potential funding sources for trails.	The Shire of York has access to appropriate funding of trail infrastructure, with a focus on planning, design and construction of quality networks in the Shire of York.
Research	Trail use data across the Shire of York is limited as is market visitation data.	The Shire of York has a clear picture of who they are as a trail's destination, who their trail users are and the markets they are providing for.

PROMOTION AND MARKETING

Promotion of trails can increase recreation, tourism and event markets. Trail destinations that can harness the power of word-of-mouth marketing will build a strong brand and market presence. The Shire of York does not presently promote or market trails. There is an opportunity to develop a simple promotion and marketing plan to introduce the Shire of York as a trail destination, as trail experiences continue to develop across the Shire.

Various tourism bodies are responsible for promoting the Shire of York. Destination Perth is the official travel website for the Shire of York. The Avon Valley is well represented on the Destination Perth website, and this is the prefect platform to promote the Shire of York as a trail's destination following experience development. Avon Tourism is an additional platform for promotion of experiences in the Avon Valley, including the Shire of York and offers opportunities to operators in the area to promote through their website and brochures. York Visitor Centre is situated on Avon Terrace, the main street in the town of York, and reported over 36,270 visitors through the doors in 2017/18. User friendly maps, apps and websites will assist the visitor centre in promoting the experiences on offer in the Shire, resulting in greater visitor experience, return visitation and excellent word of mouth promotion.

Trails WA is a free resource providing detailed information on recreational trail experiences, including maps and imagery. Land managers are responsible for creating an account and uploading their trail experiences on to the Trails WA platform. The Shire of York should invest resources in promoting the Shire of York via Trails WA.

PROMOTION AND MARKETING GAPS AND DESIRED IMPROVEMENTS

Issue	Gaps	Desired improvements
Trail Experiences	Lack of trail experiences with the Shire of York.	Multiple trail experiences for different trail users in the Shire of York. Providing opportunities for recreation users, through to enthusiasts. An experience that differentiates the Shire of York to the surrounding areas, ensuring Avon Vally visitors have York on their itinerary.
Trail Information	Current trail information is available from the Visitor Centre in York. The brochures consist of written descriptions of routes to be followed but are not way-marked trails.	Up to date information available on Trails WA website. Trailhead and directional signage on sanctioned trails.
Tourism	There are currently limited marketable tourism products.	High class trail facilities, and a value proposition that can be promoted to engage and attract trail tourists and general tourists.
Promotion	Limited promotion of the Shire of York.	A coordinated marketing and branding of Shire of York experiences to improve understanding and promotion of all trail opportunities in the Shire.

EVENTS

Social and competitive events contribute to the creation of strong trail user communities. Events can be a major motivator for some cohorts within each trail user type and often play a significant part in increasing participation.

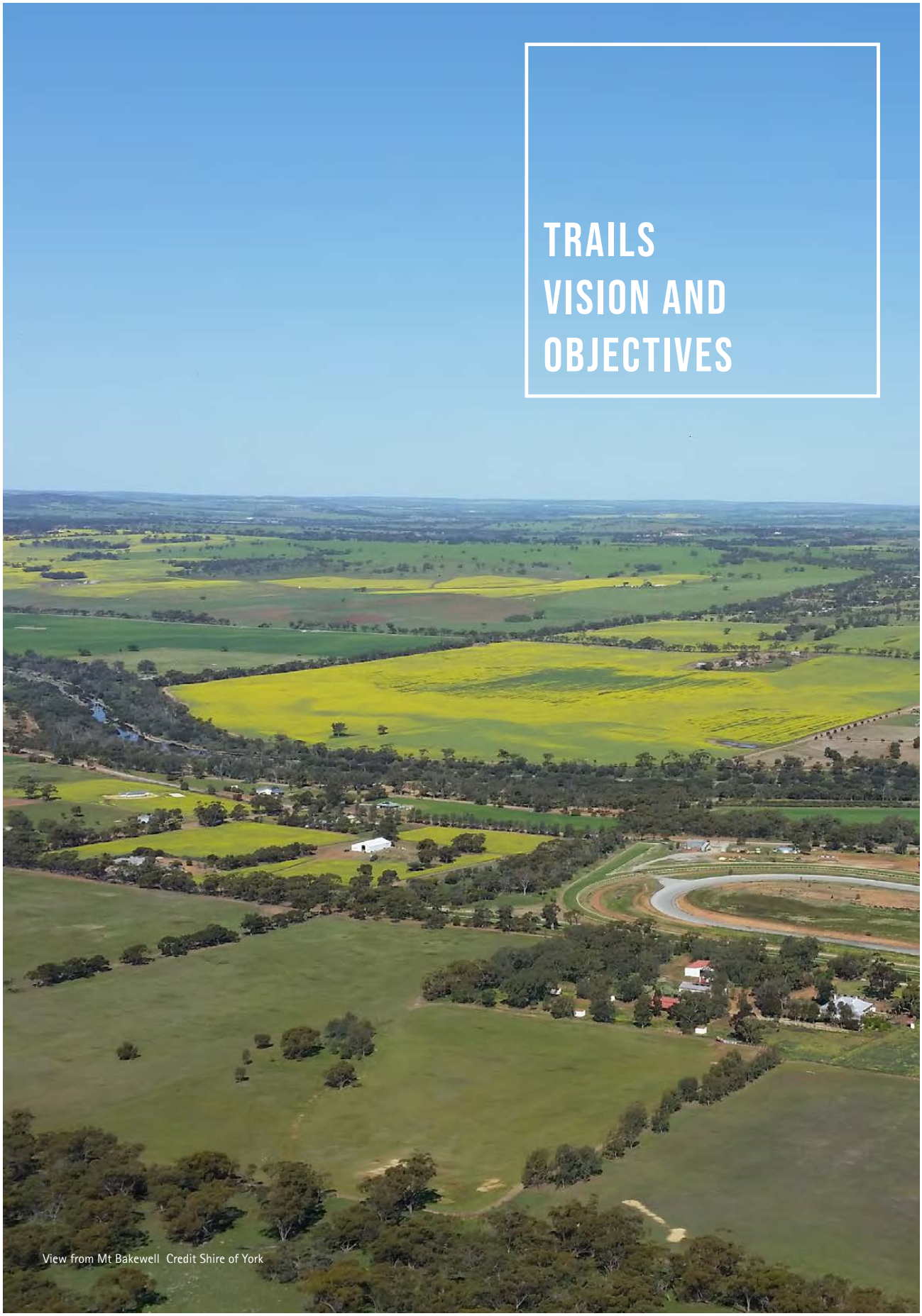
Suitable trails and adequate infrastructure are required to run national and regional events. Social events require less specific infrastructure but still require quality trails and visitor services. The Shire has the potential in terms of setting and location to be hosting more events including cycling, equestrian and trail running.

Event	Location	Details
Mountain Biking		
WA Gravity Enduro	Mt Brown	Successful inaugural event in 2018, racing marked trails on Mt Brown. Participation is capped at 370 competitors.
WA State Downhill	Mt Brown	Peel District mountain bike club state downhill
XCO State Series	Mt Brown	Perth Mountain Bike Club cross country race.
Cycling		
York Cycling Festival	York	CycleSport WA event that has a variety of cycling events over 2 days. There is a selection of races for all ages and capabilities, including a Mt Brown hill climb. In 2018 CycloSportif was incorporated into the York Cycling Festival.
Cyclo Sportif	York	A fun event hosted by Bicycling WA that offers a scenic ride that combines the best of flat open country roads and undulating hills. This year we are offering a choice of four distances: A - 108km, B - 79km, C - 54km and a family friendly (and reasonably flat) 25km.
Numbat Cup	Mt Brown	Perth Mountain Bike Club cyclocross race

EVENTS GAPS AND DESIRED IMPROVEMENTS

Issue	Gaps	Desired improvements
Event Facilities	The Shire of York lacks suitable trails and infrastructure for state, national and international events.	The Shire of York has facilities and infrastructure that can support state, national and international events.

TRAILS VISION AND OBJECTIVES



View from Mt Bakewell Credit Shire of York

VISION

ESTABLISH YORK AS A TRAILS TOWN, OFFERING VISITORS AND LOCALS ACCESSIBLE AND IMMERSIVE TRAIL EXPERIENCES, WHICH CAPITALISE ON THE SIGNIFICANT OPPORTUNITIES ON MOUNT BROWN, MOUNT BAKEWELL AND ALONG THE AVON RIVER.TRAILS WILL PROVIDE RECREATION OPPORTUNITIES FOR LOCALS AND ENTICE VISITORS TO THE REGION.

OBJECTIVES

1. TRAIL NETWORK

Develop a high quality trails network catering for all trail users and activity types.

2. TRAIL USER EXPERIENCE

Ensure quality trail user experiences, which will deliver social, economic and tourism benefits to the community.

3. TRAILS INFRASTRUCTURE AND SERVICES

Well planned and designed facilities and services appropriate to scale and significance of trails, aimed at encouraging use of the trails network by local residents and visitors.

4. GOVERNANCE AND MANAGEMENT

Optimise governance and management structures across trail landowners and stakeholder groups to ensure the Shire of York and the Avon Valley are positioned as trails destinations.

RECOMMENDATIONS
Image Credit: Tourism WA

The Shire of York Master Plan provides a framework to guide the strategic development of trails in the Shire of York working towards achieving the vision. Recommendations have been developed based on analysis of the current situation, user survey, stakeholder and community engagement and presented under each of the objectives identified for trails in the Shire of York.

For each recommendation the project lead and partners have been identified and implementation timeframes specified.

Project leads and partners include the following:

SOY - Shire of York

DPLH - Department of Planning, Lands and Heritage

Recommendations have been categorised into the following planning horizons:

Short Term High Priority – planned works to be developed within 1-3 years

Short Term Medium Priority - planned works to be developed within 1-5 years

Medium term– planned works to be developed with 5-10 years

Long term – planned works to be completed after 2028 (beyond the scope of this master Plan)

Longer planning and implementation horizons have been specified where it is viewed the recommendation is not a high priority.

Cost estimates have been provided for proposed trails in Appendix A.

OBJECTIVE 1. TRAIL NETWORK

DEVELOP A HIGH QUALITY TRAILS NETWORK CATERING FOR ALL TRAIL USERS AND ACTIVITY TYPES.

Recommendations for new trails focus on delivering the trail experiences that showcase the best of the Shire of York. Trail recommendations are outlined in the following pages. The recommendations outlined below will help development of new trails and ongoing management, ensuring quality is consistent and experiences are to a high standard.

RECOMMENDATION		PROJECT LEAD	PARTNERS	TIMEFRAME
1.1	Develop an implementation plan which includes a timeline for the delivery of priority trails, consistent with the trail development process outlined in Table 14 below.	SOY		Short/ ongoing
1.2	Conduct a thorough condition audit of all existing trails and related facilities and keep up to date.	SOY	Community Groups	Short/ ongoing
1.3	Establish a central database for trails data and upload all trail information on to Trails WA website.	SOY		Short/ ongoing
1.4	Ensure appropriate engagement with Aboriginal stakeholders is undertaken in all stages of trail development, consistent with relevant legislation and the South West native title settlement.	All stakeholders	DPLH	Ongoing

Table 20. Trail development process.

Source: WA Mountain Bike Management Guidelines.

	STAGE	OUTCOME	
PLANNING	1. PROPOSAL	The proposed area is either supported in principle for trail development, or is not supported due to environmental, social or cultural constraints. Or proposal to identify suitable areas.	DESKTOP
	2. FRAMEWORK	A project outline, developed by project steering group (stakeholders), including: project objectives, project management model, stakeholder roles, target market, requirements, standards, execution, and ongoing trail management model.	DESKTOP
	3. SITE ASSESSMENT	Undertake a broad scale study of the area and identify constraints, soil types, vegetation etc.	DESKTOP
	4. CONCEPT PLANNING	Identify opportunities and conceptual trail plan including infrastructure requirements produced. Broad trail corridors are physically flagged in the field.	DESKTOP
	5. CORRIDOR EVALUATION	Detailed assessment of corridor.	DESKTOP
	6. DETAILED DESIGN	Detailed trail design produced and physically flagged in the field, including: trail classifications, technical trail features (TTFs), construction types and specifications.	FIELD
CONSTRUCTION	7. CONSTRUCTION	Trail is constructed in line with the detailed design.	FIELD
MANAGEMENT	8. MANAGEMENT	Management plan implemented detailing maintenance and monitoring requirements.	FIELD

TRAIL RECOMMENDATIONS

Recommendations for existing trails have been provided based on trail audits, previous trails masterplanning, outcomes of the public survey and community consultation.

Recommendations for new trails focus on delivering the trail experiences that showcase the best of the Shire of York. The landscape features within Shire of York that have potential to provide iconic trail experiences are outlined in figure 18. The proposed trails outlined in the following pages are not intended to preclude any locations from development, should there be opportunity, stakeholder support, available funding and a sustainable management model.

This master plan has identified priority sites, future development processes may lead to additional opportunities or constraints being identified. Private development can supplement provision of trails from government and should be assessed and supported if deemed appropriate.

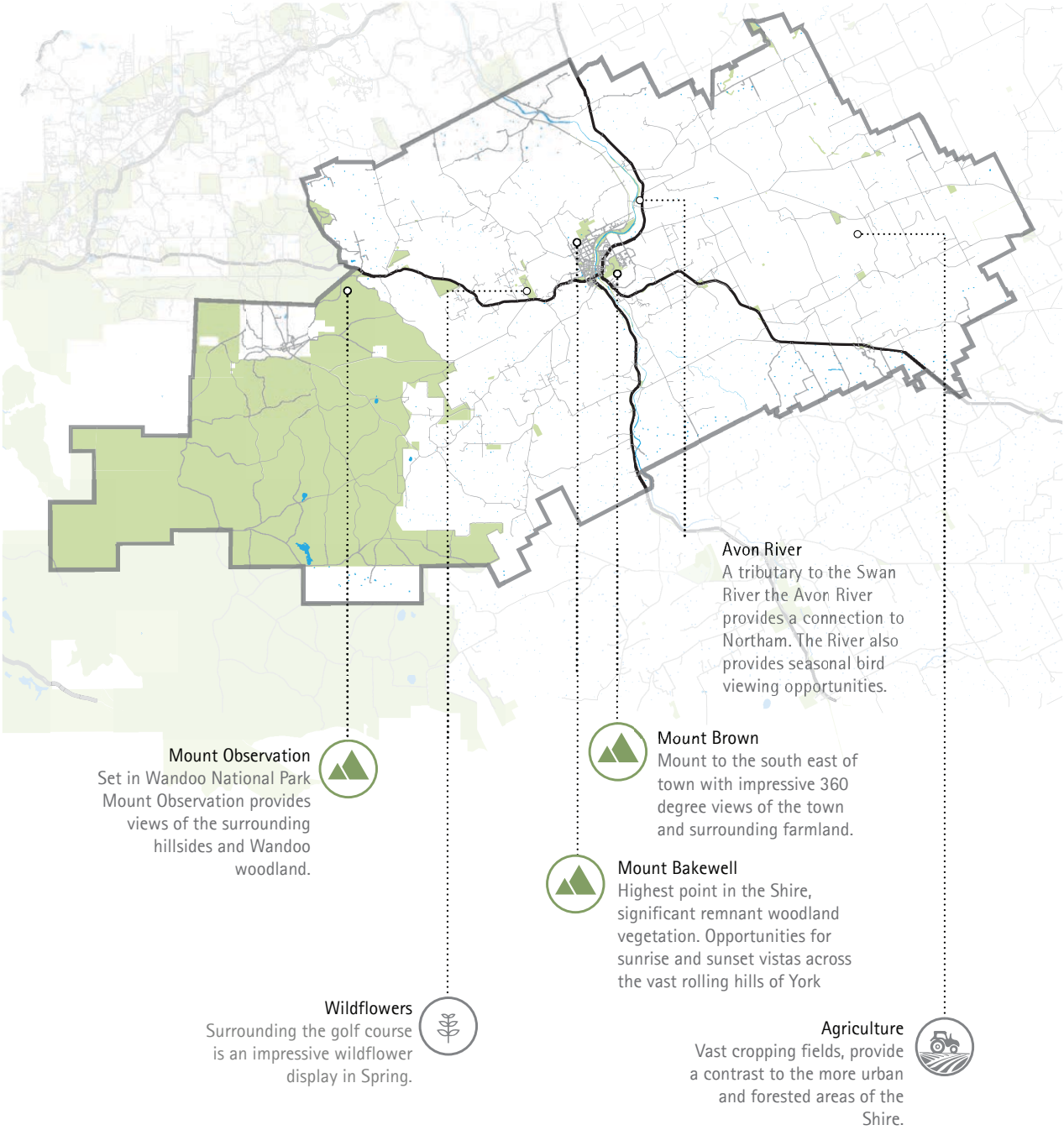


Figure 18. Iconic landscape experiences in the Shire of York.

REGION OVERVIEW

The Shire of York has numerous landscapes of interest, and there are many areas where trail experiences could be developed. Three main areas have been identified as focal points, Mt Brown, Mt Bakewell and the Avon River. In addition to the three focal areas, the existing urban heritage walk trails and self drive trails have been identified as priorities to update.

It is important that the Shire of York progresses with projects that are deliverable and of benefit to both residents and visitors. Once priority projects are established the Shire can then focus on showcasing all of the other assets the Shire has to offer. There are some wonderful sites throughout the Shire reserves which have seasonal wildflowers and very interesting bird life. Many of these areas can be accessed presently, although creating trail experiences would open the experiences up to more people.

Three focus areas:

	MOUNT BROWN	MOUNT BAKEWELL	THE AVON RIVER
Walk Trail	✓	✓	✓
Mountain Bike Trail	✓	✓	✓
Equestrian Trail	✓		
Trail Head	✓	✓	✓
Directional Signage	✓	✓	✓
Warning Signage (road crossings, user conflicts and etiquette etc.)	✓	✓	✓
Car Parking	✓	✓	✓
Toilets	✓	✓	✓
Environmental Assessments (Flora/Fauna/Dieback)	✓	✓	✓
Aboriginal Engagement (SWALC)	✓	✓	✓

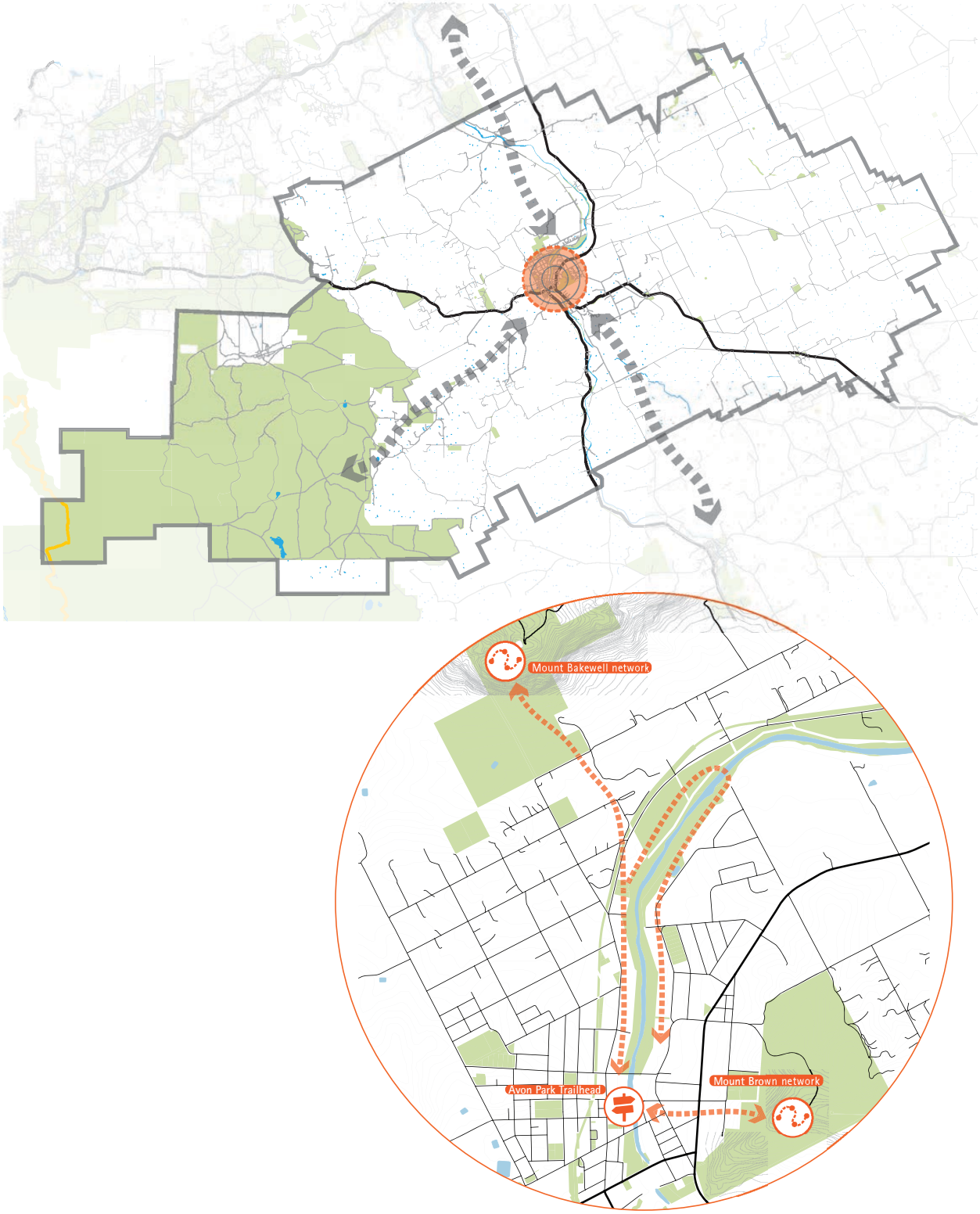


Figure 19. Region overview, three focus areas for trails - Mount Brown, Mount Bakewell and the Avon River, broader connections into York and these trail networks should also be considered.

BUSHWALKING / URBAN WALK / TRAIL RUNNING

Bushwalking in the Shire of York has been ad-hoc to date. The only designated walking experiences are the urban heritage walks and the Avon River Trail.

The Avon River Trail

The Avon River Trail has been documented in past planning documents and is recognised as an asset to the town of York, for both residents and visitors. Recent works have provided additional access either side of the river. The preferred type of walking trail is a loop walk (DLGSC, 2019). Ideally there would be a range of loop trails of varying distance departing from a Trail Hub in Avon Park. Where feasible the trail should be grade 1, access for all.

There is an underutilised area of bushland to the south of the Balladong bridge. This area should be considered as an extension of the access for all trail. Birdlife on the river fluctuates annually and a bird hide containing interpretive panels would be of interest to both locals and visitors and add to the experience on the Avon River Trail.

Mt Bakewell Summit Trail

My Bakewell is the highest peak in the Shire of York and local residents have reported people regularly asking how you get to the top. The views from the top of Mt Bakewell are extensive, and it is a location where both sunset and sunrise can be witnessed.

There is an opportunity to create a challenging climbing trail, which would be an experience that would challenge fitness, provide excellent views and provide locals and visitors an exciting way to access the summit of Mt Bakewell.

An additional meandering trail would create a loop experience and offer a lesser grade gradual ascent and decent of the mountain. This trail could be dual use with mountain bikers utilsing as a climbing trail only.

Mt Bakewell is a place of significance to Aboriginal people and further engagement should be carried out should the Shire progress with the summit trail.

Mt Brown

Many people already walk the unsanctioned trails on Mt Brown. The summit is a short 1.5km walk from Avon Park and offers wonderful views across the town and of Mt Bakewell to the north west. The current trails ascend the slope at a precarious gradient, which is not inviting for many walkers. There is no signage, which makes it difficult to navigate if you are not familiar with the tracks. The alternative route is a 3km walk up the bitumen Pioneer Road.

There is an opportunity to create an inviting, grade 2 or 3 walk trail to the summit of Mt Brown. There is also an opportunity to create a loop trail around the summit, allowing for views across the Shire and may provide vantage points for spectators to watch mountain biking events.

The summit infrastructure is dated, and the signage needs replacement. There is scope for an impressive lookout, with interpretative panels and seating. A site re-design should be considered to incorporate increased visitor flow and events.

MOUNTAIN BIKING

Mountain biking has become increasing popular in York following numerous successful events on the unsanctioned trails on Mt Brown. Event managers have mapped and monitored trails before and after events. Photos taken prior to 2019 events have highlighted that there have been erosion issues occurring since the trails were used for events in 2018. This is likely due to increased number of riders coming to York to practice on the trails before events, and the increased visibility of the York trails due to social media.

Environmental studies (flora, fauna and dieback) should be carried out across the Mt Brown reserve and a detailed concept design created to develop a sustainable trail network servicing multiple trail users.

The existing unsanctioned trails are very attractive to a portion of the mountain biking community. Any development and rationalisation of the existing network should take this into account, and the Shire should work closely with the York mountain bike community and event organisers to ensure the integrity of the York trails are not lost. There is however a need to provide entry level and progressively challenging experiences to riders at the beginner end of the spectrum. Mt Brown reserve is of sufficient size to cater for all level of abilities.

A concept plan allows for proper management of the reserve and offers opportunity for community involvement in design, management, maintenance and rehabilitation programs.

CYCLE

Cycle trails can be relatively low cost to implement if utilsing existing infrastructure. A number of routes should be established and mapped. Simple wayfinding signage could be attached to existing signage, and strategically located warning signage should be considered.
The Wheatbelt Cycle Network plan, currently in development by the Department of Transport, should be consulted prior to proceeding with any further planning for cycling in York.

Future Rail Trail

The railway line between York and Bruce Rock is no longer functional. There are still railway tracks on the western section, but the rails have been removed between Quairading and Bruce Rock. A rail trail linking the York townsite to Bruce Rock would create a multi-day experience and would create an easy day ride out to Greenhills Pub and the Greenhills Heritage Trail. It is currently unknown if the train line will become active again as transport methods and fuel innovations continue. Should the tracks be removed from the western end of the line, a rail trail should be considered.

EQUESTRIAN

The Shire of York, and especially York townsite is home to many horse and pony owners. There is a high density of small acreage properties in town, and larger properties towards the periphery of town.

There are currently no public equestrian exercise areas or trails in the Shire of York. The west of the shire is within public drinking water catchment area, therefore is not suitable for equestrian activity.

Equestrian opportunities around Mt Brown should be investigated by developing a concept design of the Mt Brown reserve. A trail around the perimeter of the reserve would create a 5km loop. There is a requirement for float parking and sufficient area to saddle up to accommodate riders coming from further afield.

The base of Mt Bakewell has previously been identified as an equine precinct. There is a lot of equestrian activity, including the York Racecourse. Further consultation and community engagement are required to determine a suitable public horse exercise area within Shire reserve and determine a suitable trail head location. The Shire of York has thoroughbred racing and training, and interactions between horses and other recreational users needs careful consideration.

The equestrian community would benefit from a trail linking an equine precinct to Mt Brown, crossing the river and connecting via Red Swamp Place. This should be a long-term aim. Easy navigation and multiple exercise opportunities would assist York to be an attractive location for horse owners, create a commercial equestrian opportunity and increase equestrian interest in general resulting in support for the York Racing facility.

PADDLE

There is an opportunity for seasonal paddling in the Shire of York. The Avon River can be high flowing in winter, but during dryer months the river can cease to flow entirely. An Avon River paddling experience is feasible and can be achieved by creating access to the river for people to climb in and out of boats. The ecology of the riverbanks and surrounds should be considered for environmental value to ensure river access is not detrimental to habitat, or river flow. A clear line of portage should be available for individuals to carry watercraft from vehicles to the water.

Educational signage about safety should be displayed at the access point highlighting the fluctuating flow of the Avon River, the possibility of submerged objects, and additional safety information.

2WD

There are 14 Shire of York brochures that outline self-drive opportunities within the Shire, and an additional 3 trails that note York as a destination in the itinerary. There is a lot of detail in the brochures, and they lead to many points of interest. The brochures do not contain maps, rather written directions, which can be complicated. Written directions are also very difficult for people that English is not their first language, or anyone wishing to drive the trails on their own.

A solution to the overwhelming content within the drive trail brochures is to develop a Shire of York point of interest map. Each point should be numbered, and the reverse of the map should have information on each site. A list of recommended itineraries may help those that do not wish to plan the entire drive themselves and give an indication of timeframes.

Recommended itineraries could be uploaded on to the Trails WA website. Detailed information on each site can be loaded on to Trails WA, including maps and images.

TRAIL BIKE

The Shire of York is fortunate to have one of Western Australia's 6 gazetted Off Road Vehicle areas within close proximity to town and the Perth Metropolitan area. There are many trail bikes and off road vehicles looking for areas to recreate across the state. Creation of inviting off road vehicle areas encourages skills development and competence of young riders, discourages riding in other areas and can create a social atmosphere and an exciting day out for the entire family.

The existing ORV area could be enhanced for riders and local residents. Extensions to the facility should include noise buffers such as vegetation and earth bunding. Electric bikes are becoming more readily available, and there is a likelihood that in the future many ORV will be electric, reducing the requirement for noise buffering solutions.

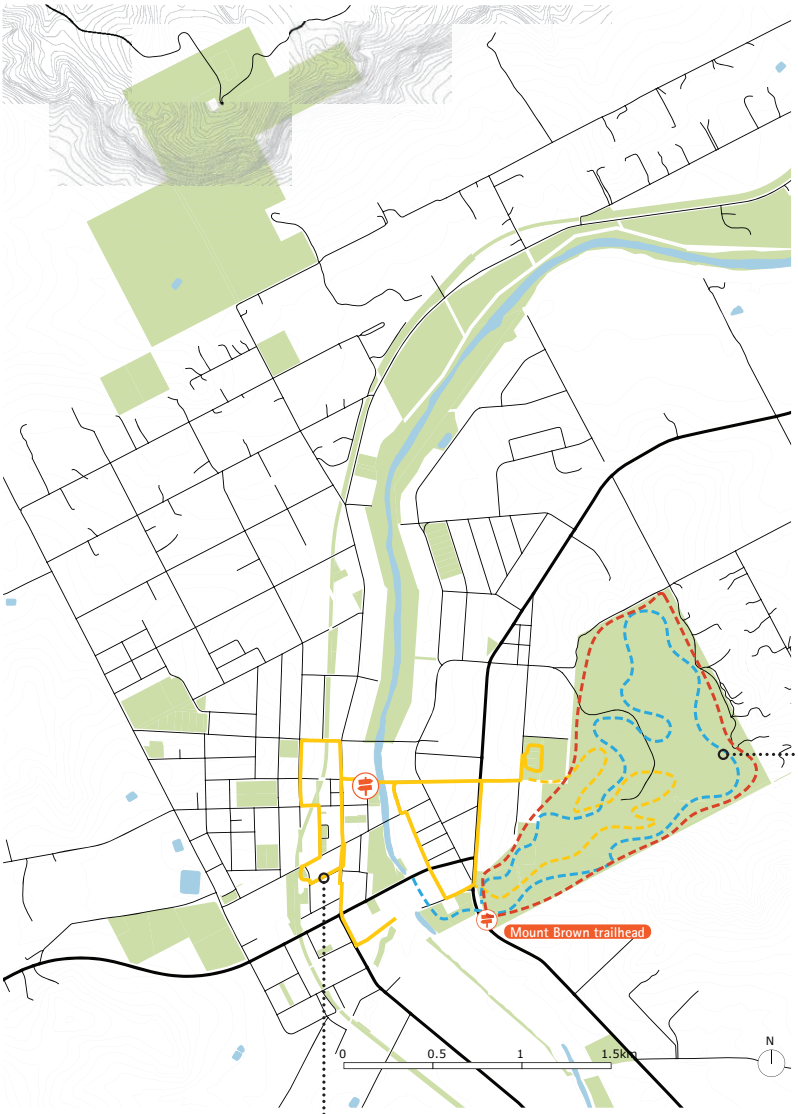
SHORT TERM RECOMMENDATIONS

HIGH PRIORITY

The following trail recommendations are considered high prioirty for development, please note trail alignments are indicative only. Refer to Appendix A for more detail on each trail.

Self Drive Trails

Rationalise existing self drive trails and upgrade trai information platform to digitial.



Mount Brown Network

Mount Brown has numerous existing trails throughout the reserve. The network requires rationalisation and a concept plan to represent all user groups. There are many existing MTB trails that should be considered as part of the concept plan.

Heritage Trails

Rationalise existing heritage trails in York town to 2-3 loops.

- Existing walk trail
- Existing ORV area
- Proposed walk trail
- Proposed mountain bike trail
- Proposed cycle trail
- Proposed equestrian trail
- Proposed shared use trail
- Proposed paddle trail

SHORT TERM RECOMMENDATIONS

MEDIUM PRIORITY

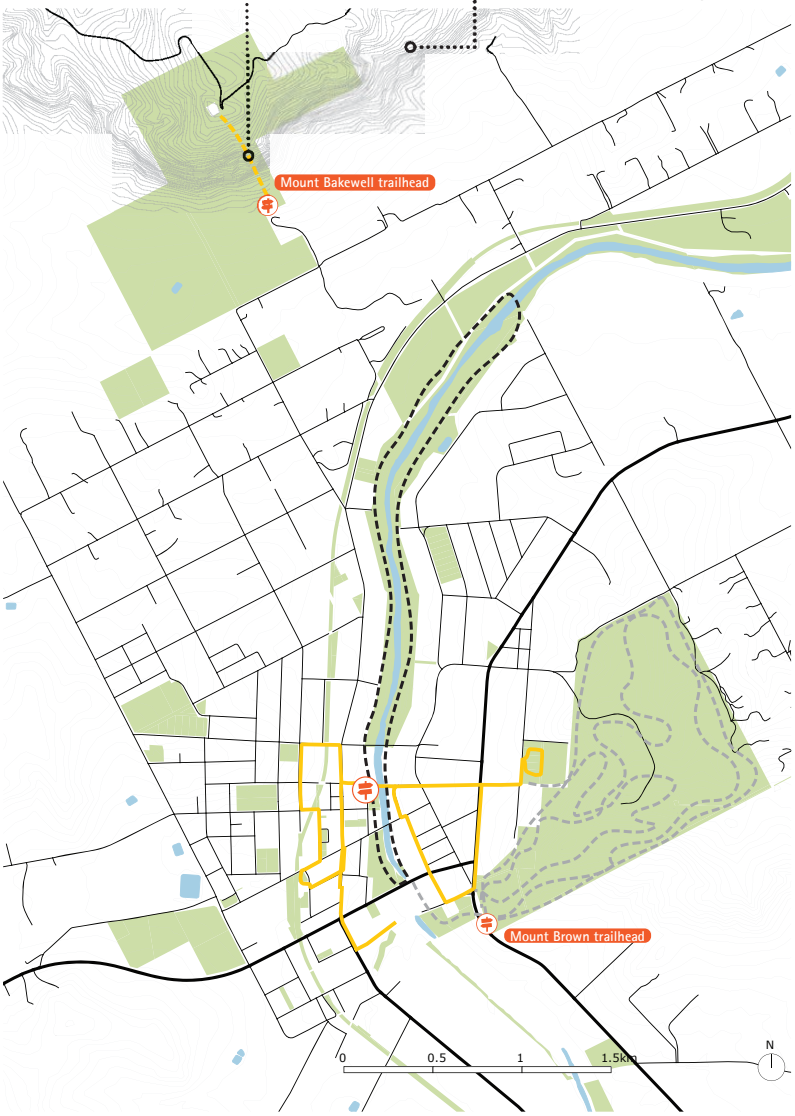
The following trail recommendations are considered high prioirty for development, please note trail alignments are indicative only. Refer to Appendix A for more detail on each trail.

Mt Bakewell Private MTB

Mount Bakewell has terrain which presents significant opportunity for mountain bike trails. Much of this opportunity is on freehold land, it is recommended that the Shire of York support development of trails in this area as long as their development follows recommended trail development processes and major constraints and barriers are considered appropriately. Trails should aim to protect the environmental values of the area and create a trail network that is sustainable for future generations.

Mt Bakewell Summit Trail

A steep climbing walk trail up the southern face of Mt Bakewell on Shire land will provide excellent views over the town and surrounds. The experience will be of recreational value to York residents and a tourist attraction for visitors.



- Existing walk trail
- Existing ORV area
- Proposed walk trail
- Proposed mountain bike trail
- Proposed cycle trail
- Proposed equestrian trail
- Proposed shared use trail
- Proposed paddle trail

MEDIUM TERM RECOMMENDATIONS

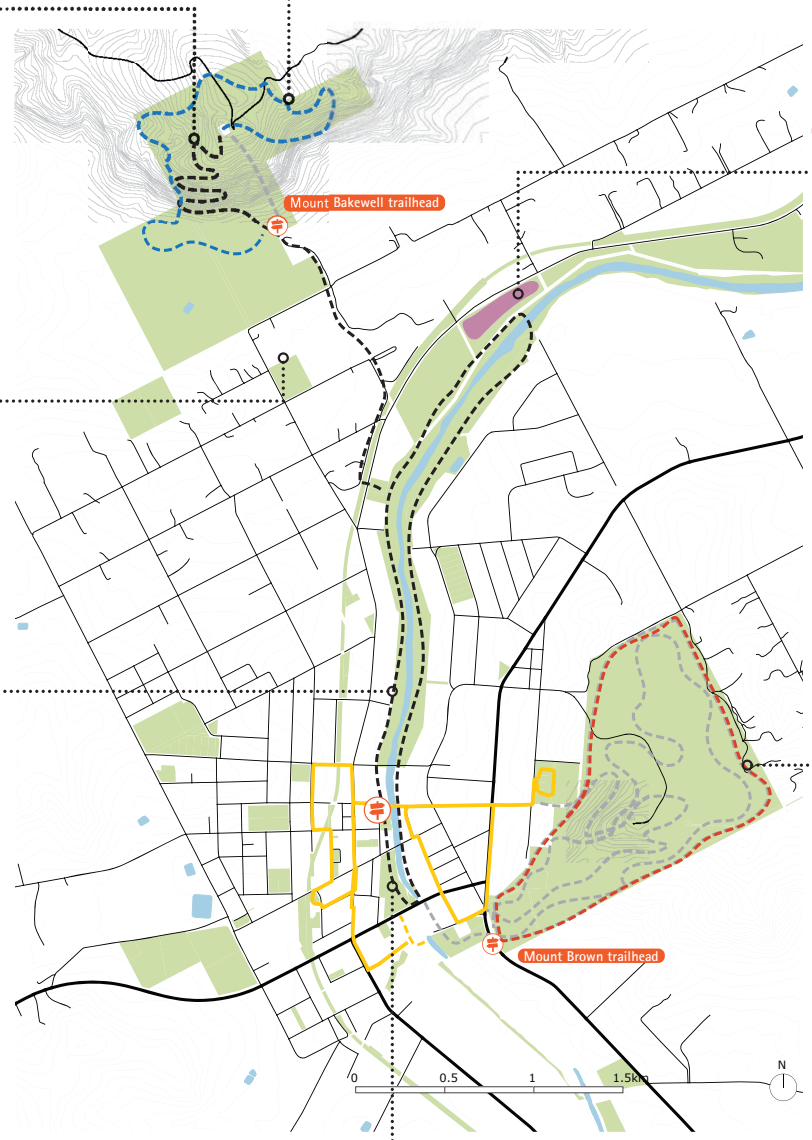
The following trail recommendations are considered medium prioirty for development, please note trail alignments are indicative only. Refer to Appendix A for more detail on each trail.

Mount Bakewell MTB

A descending trail off of the top of Mt Bakewell (blue classification maximum), creating a connection to private MTB precinct on the top, and creating a loop MTB experience from the base of Mt Bakewell.

Mt Bakewell Shared Use

A shared use trail creating a walk/run loop. Single direction travel for MTB (Climb), and dual directional travel for walk/run. Trail to be constructed to green MTB classification.



York ORV Area

Expand and upgrade to cater for beginner trails and consider upgrading delineation of the site for river protection. Noise barriers such as trees, earth bunds and or noise walls should also be considered. Add to Trails WA website, erect signage in town directing users to facility.

Mount Bakewell Equestrian Exercise Area

Establish an equestrian exercise area in Shire reserve.

Avon River Trail

The Avon River Trail is gradually extending and there is potential to create a link between Mt Brown and Mt Bakewell.

Mount Brown Equestrian Trail

Establish an equestrian trail on existing fire roads around Mount Brown.

- Existing walk trail
- Existing ORV area
- Proposed walk trail
- Proposed mountain bike trail
- Proposed cycle trail
- Proposed equestrian trail
- Proposed shared use trail
- Proposed paddle trail
- Proposed trail higher priority

Avon River Trail

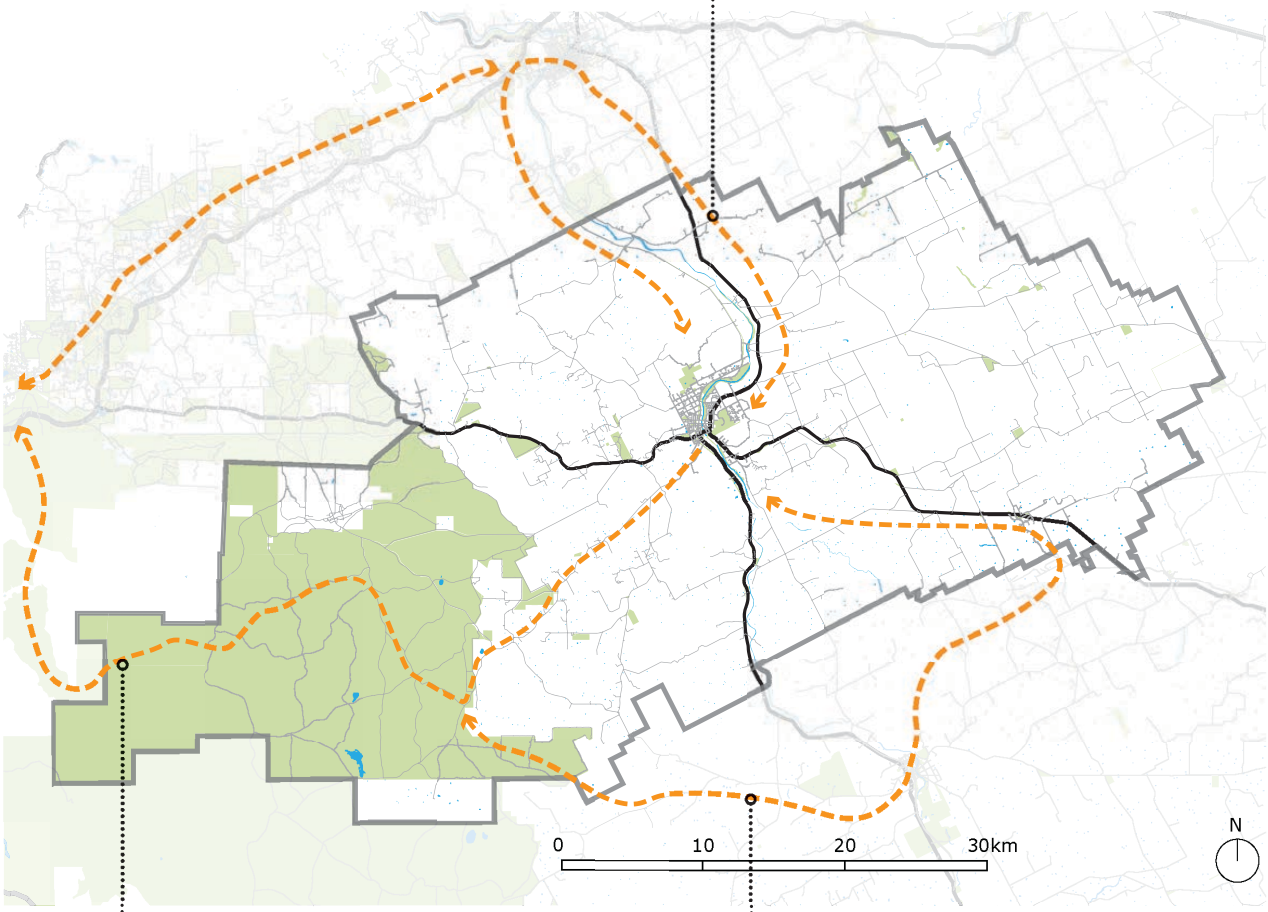
Access for All – Class 1 trail proposed from Pioneer Park to Red Mile Road, connecting the over 55's village to the river. There is an opportunity for a nature walk through remnant vegetation between Balladong Road and Red Mile Road. Seasonal birdlife congregating on the Avon River merits a bird hide with ramped access to allow for access for all and should be accompanied by interpretation.

MEDIUM TERM RECOMMENDATIONS

The following trail recommendations are considered medium prioirty for development, please note trail alignments are indicative only. Refer to Appendix A for more detail on each trail.

Road Cycle Routes

York to Northam – York to Beverley - Proposed road loops of varying distance will be detailed in the master plan. Online platforms show high cycle use presently, mapping and outlining designated routes will offer visitors additional cycling activities.



Touring Route

Mundaring, Northam (via Kep Track), York, Pickering Brook, Mundaring. York is the perfect half way point for a 2-3 day cycle. Riders can travel on the Kep track from Mundaring to Northam, then travel Northam to York (via river trail in the future), and then back via gravel roads and through existing roads within the Mundaring State Forest to Pickering Brook. The trail will then connect to the proposed Perth Hills Trail Loop, connection on to the Munda Biddi to return to Mundaring.

Gravel Cycle Route

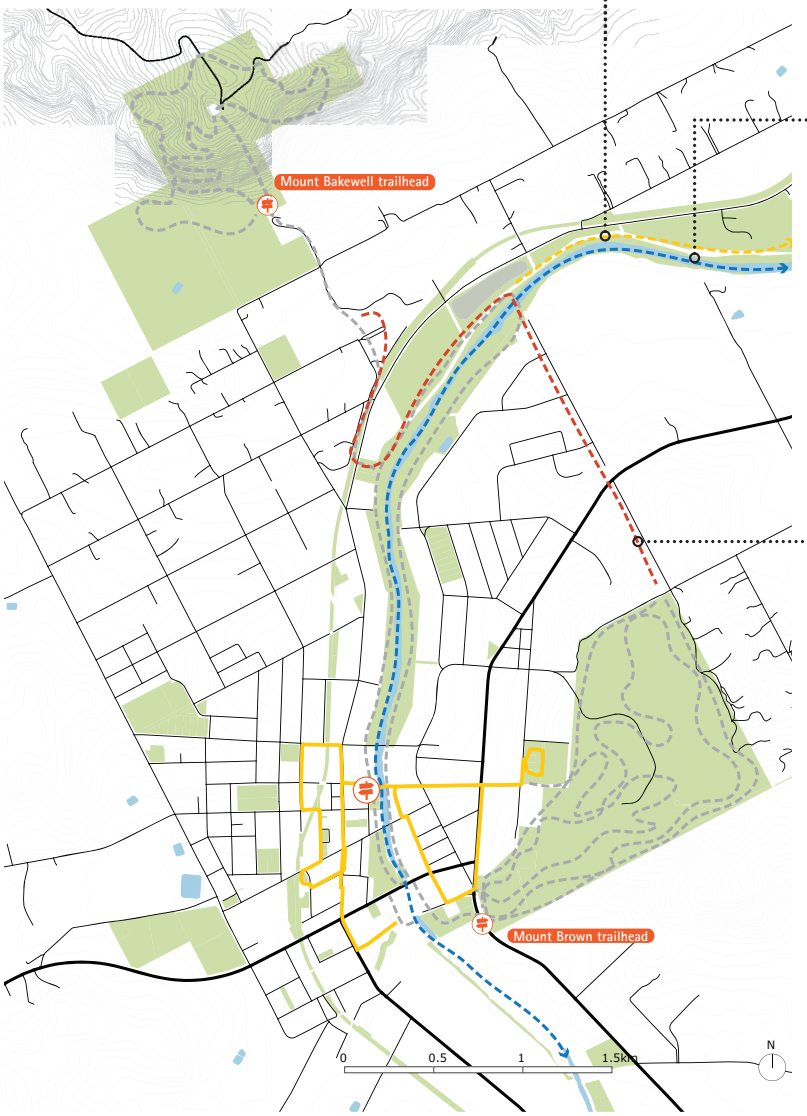
York, Talbot, Beverley, Greenhills, York – full day cycle opportunities from town, seasonally taking in the canola fields and wildflowers. If a rail trail comes to fruition in the future the trail can link it at Greenhills Inn.

LONG TERM RECOMMENDATIONS

The following trail recommendations are considered low prioirty for development, please note trail alignments are indicative only. Refer to Appendix A for more detail on each trail.

York to Northam River Trail

Long term planning for Shire to re-claim foreshore and eventually connect York and Northam via trail. Currently restricted by land tenure.



Paddle Trail

Gwambygine to York, York to Northam – Seasonal opportunity to paddle from York to Northam, and Gwambygine to York. These routes could be mapped and measured and added to Trails WA.

Equestrian Trail

Long term plans for a river crossing at the bottom of Red Swamp Place will allow for long loop along the river, and an equestrian connection from Mt Brown to the racecourse and Mount Bakewell

- Existing walk trail
- Existing ORV area
- Proposed walk trail
- Proposed mountain bike trail
- Proposed cycle trail
- Proposed equestrian trail
- Proposed shared use trail
- Proposed paddle trail
- Proposed trail higher priority

LONG TERM RECOMMENDATIONS

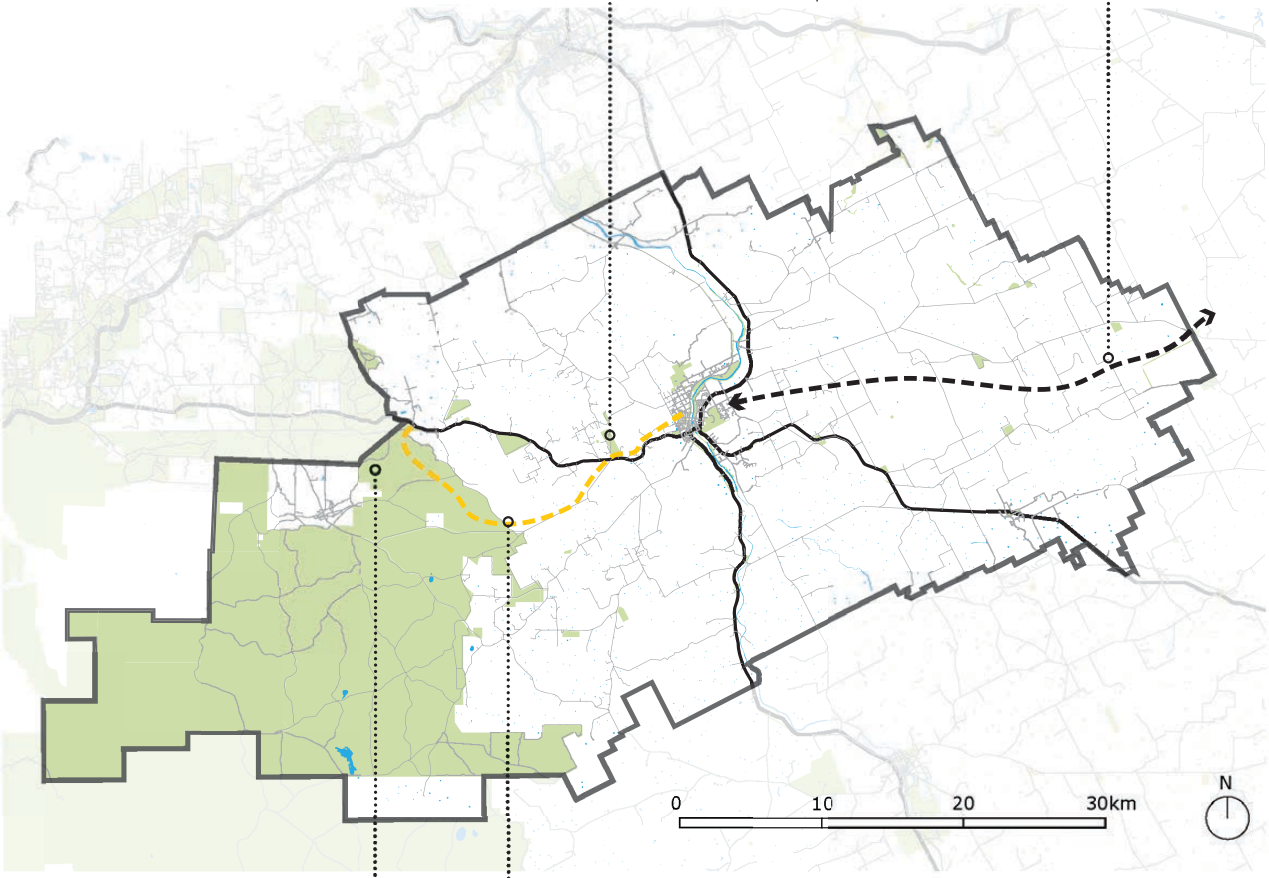
The following trail recommendations are considered low prioirty for development, please note trail alignments are indicative only. Refer to Appendix A for more detail on each trail.

Golf Course wildflower walk

Seasonal wild flower walk. Terrain is good for a simple class 2, low maintenance walk trail. A loop walk, with interpretation and views out towards Mt Bakewell.

York to Bruce Rock Rail trail

Review if tracks are removed off of the alignment. Investigate use of service roads adjacent to tracks. Seasonal inundation with water will require infrastructure investment.



Walk to York

Subject to changes in the PDWSA policy 13 investigate potential for walk trail connecting Mount Observation to York.

Mount Observation trail network

Subject to changes in the PDWSA policy 13 investigate potential for walk trail loops and a mountain bike loop.

OBJECTIVE 2. TRAIL USER EXPEREINCE

ENSURE QUALITY TRAIL USER EXPERIENCES, WHICH WILL DELIVER SOCIAL, ECONOMIC AND TOURISM BENEFITS TO THE COMMUNITY.

It is important to ensure promotion of trail opportunities and experiences is appropriate to the level of development and the intended markets. On an ongoing basis, it will be important to maintain up to date, accurate trail information to ensure accurate communication and accessibility for users.

Events can provide considerable economic benefit to the local communities in which they are hosted. With implementation of this master plan, there will be opportunities to create new events, improve existing events and support the development of the high performance environment. These opportunities will be of interest to organisations already running events as well as the existing and emerging private event promoters' market. It will be important to manage the increase in competition in the events market, and to grow it sustainably, ensuring adequate infrastructure and support.

RECOMMENDATION		PROJECT LEAD	PARTNERS	TIMEFRAME
2.1	Record and analyse trail usage data and market visitation for all existing and new trail facilities. Establish a central reporting system to provide information for the industry.	SOY		Short/ ongoing
2.2	Develop a marketing and promotion strategy that establishes a trail brand and identifies promotional opportunities through partnership with Experience Perth, Avon Valley Tourism and Tourism WA.	SOY		Short/ ongoing
2.3	Ensure locations identified for hosting events consider the requirements for event infrastructure and sustainable revenue based models for hosting events.	All stakeholders		Ongoing
2.4	Develop a coordinated marketing presence, linking signage, maps and other marketing collateral to increase awareness of the trails and services in the Shire of York Region. Use Trails WA as the online platform.	SOY		Short/ ongoing
2.5	Encourage and support new trail business opportunities and identified gaps in service provision.	SOY		Short/ ongoing

OBJECTIVE 3.
TRAILS INFRASTRUCTURE AND SERVICES

WELL PLANNED AND DESIGNED FACILITIES AND SERVICES APPROPRIATE TO SCALE AND SIGNIFICANCE OF TRAILS, AIMED AT ENCOURAGING USE OF THE TRAILS NETWORK BY LOCAL RESIDENTS AND VISITORS.

Infrastructure and services associated with trails are crucial to trail user experience. A thorough and coordinated approach to provision of trail information, signs, trailheads, amenities etc. will ensure trail users gain access to the experience they are seeking and prompt return visits.

RECOMMENDATION		PROJECT LEAD	PARTNERS	TIMEFRAME
3.1	Develop signage plan for trails in the Shire of York (covering trail heads, directional signs, safety and emergency signage), with consistent branding and in line with Australian Standards where available.	SOY		Short/ ongoing
3.2	Support the Shire of York visitor centre staff and facilities to be a central contact and information point for trails, supported by an online platform (Trails WA).	SOY		Short/ ongoing
3.3	Develop a visible and accessible central trail head/hub in Avon Park which outlines trail experiences in the Shire of York. Update and upgrade as additional trail experiences are developed.	SOY		Short/ ongoing
3.4	Ensure trail services provided match the key requirements for location significance for each trail type.	SOY		Short/ ongoing

OBJECTIVE 4. GOVERNANCE AND MANAGEMENT

OPTIMISE GOVERNANCE AND MANAGEMENT STRUCTURES ACROSS TRAIL LANDOWNERS AND STAKEHOLDER GROUPS TO ENSURE THE SHIRE OF YORK AND THE AVON VALLEY ARE POSITIONED AS TRAILS DESTINATIONS.

Key to the sustainability and longevity of any trail development is an effective and efficient governance and management structure. It is recommended that a Shire of York develop an implementation plan and identify key stakeholders for each aspect of the master Plan. Consultation with stakeholders from all trail types, neighboring landowners and local businesses is important for feasible concept design and will optimise results.

RECOMMENDATION		PROJECT LEAD	PARTNERS	TIMEFRAME
4.1	The Shire of York forms a sub-committee of officers responsible for delivery of the trails master plan.	SOY	Community Groups	Short/ ongoing
4.2	Develop a volunteer program to assist in the ongoing management of trails, and the environments they exist in, involving local clubs and organisations. Ensure the program is accessible, well promoted, coordinated and adequately resourced.	SOY	Community Groups	Medium/ ongoing
4.3	Conduct an annual review of the master plan recommendations to monitor progress and ensure outcomes are achieved.	SOY		Ongoing
4.4	Prepare a policy and process to guide access to private land, with consideration given to lease or licensing arrangements. Work with private landowners to develop public trails on Mt Bakewell.	SOY		Medium
4.5	Utilise policy and process to work with private landowners to develop public trails along the Avon River .	SOY		Long

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APPENDIX A

TRAIL RECOMMENDATIONS

The following tables provide more detail regarding each trail proposal. Proposed trails focus on delivering the trail experiences that showcase the best of the Shire of York and fill the identified gaps in the existing trail offer. The proposed trails outlined are not intended to preclude any other trails from development, should there be opportunity, stakeholder support, available funding and a sustainable management model. All trail development should follow appropriate trail development process as outlined in Appendix B.

This planning process has identified priority trails, future development processes may lead to additional opportunities or constraints being identified. Private development can supplement provision of trails from government and should be supported where they meet the objectives of the final master plan.

For each existing trail and recommended new trail the following have been identified:

Trail Priority

Proposed trail recommendations have been categorised into the following planning horizons:

Short Term High Priority – planned works to be developed within 1-3 years

Short Term Medium Priority - planned works to be developed within 1-5 years

Medium term– planned works to be developed with 5-10 years

Long term – planned works to be completed after 2028 (beyond the scope of this master Plan)

Economic Impact

Economic Impact refers to the potential for the trail to have an economic impact for the region. It also assess the potential for the trail to generate revenue for ongoing management. The higher the rating the more economic value the trail potentially has.

Community > Tourism

Community > Tourism rating refers to the nature of the trail opportunity being primarily related to community recreation value or tourism value. The higher the rating the more potential for tourism value the trail has.

Opportunity

The opportunity rating refers to the potential value of the trail experience, taking into consideration the landscape features, scope and scale of trail, accessibility and support infrastructure.

Redevelopment need / deliverability

For existing trails - the need for redevelopment to bring the quality of the trail in line with the opportunity. The higher the rating the less need for redevelopment.

For proposed trails - the deliverability rating refers to the general location of the trail considering trail supply, management, planning and land use. The higher the rating the more easily delivered the trail improvements/development is.

EXISTING TRAILS

	TRAIL NAME	TRAIL SIGNIFICANCE	LENGTH (KM)	CLASSIFICATION	VISITOR SERVICES QUALITY	TRAIL QUALITY	TRAIL MANAGER
	TRAIL MODEL	TRAIL PRIORITY		ECONOMIC IMPACT	COMMUNITY > TOURISM	OPPORTUNITY	REDEVELOPMENT NEED
	URBAN WALK						
01	Heritage Trail 1	Local	1.2	Grade 1	Average	Average	Shire of York
	Individual Trail	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
	Previous master plans suggest rationalising heritage trails to create 2-3 loops. Common Ground trails support amalgamation and rationalising to create 2-3 loops, upgrade app and upload routes on to Trails WA website. The existing app is very informative and easy to use. It was released in 2014, and updated in 2017. There have been significant advances in app capability in the past 5 years, and this app could be slightly more attractive to a larger audience.						
02	Heritage Trail 2	Local	1.4	Grade 1	Average	Average	Shire of York
	Individual Trail	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
03	Heritage Trail 3	Local	1.8	Grade 1	Average	Average	Shire of York
	Individual Trail	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
04	Heritage Trail 4	Local	5.1	Grade 1	Average	Average	Shire of York
	Individual Trail	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
05	York Cemetery Heritage Trail	Local	0.5	Grade 2	Average	Average	Shire of York
	Individual Trail	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
06	Avon Walk Trail	Local	16	Grade 1	Average	Average	Shire of York
	Individual Trail	Medium		●●●○○	●●●●●	●●●○○	●●●●●
	Self Drive Trails						
07	Self Drive Trail 1 - Gwambygine	Local	24	Easy	Average	Average	Shire of York
	Individual Trail - Loop	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
	Common Ground suggest a rationalisation of the existing drive trail suite. Amalgamate in to one map displaying points of interest, similar to the Margaret River Region map, and accompany with suggested routes. Ideally Avon Tourism update the map on their webiste - very poor detail presently. A drive trail map, with a similar level of information to the Heritage Trail app.						
08	Self Drive Trail 2 - Railway Road	Local	5.6	Easy	Average	Average	Shire of York
	Individual Trail - one way	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
09	Self Drive Trail 3 - Spencers Brook/ Mokine	Local	73	Easy	Average	Average	Shire of York
	Individual Trail - Loop	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
10	Self Drive Trail 4 - Sandgate Road	Local	32	Easy	Average	Average	Shire of York
	Individual Trail - Loop	Short - High		●●●○○	●●●●●	●●●○○	●●●●●
11	Self Drive Trail 5 - Helena Road	Local	58	Easy	Average	Average	Shire of York
	Individual Trail - Loop	Short - High		●●●○○	●●●●●	●●●○○	●●●●○
12	Self Drive Trail 6 - York to York via Talbot	Local	66	Easy	Average	Average	Shire of York
	Individual Trail - Loop	Short - High		●●●○○	●●●●●	●●●○○	●●●●○
13	Self Drive Trail 7 - Ghost Towns Tour	Local	87	Grade 1	Average	Average	Shire of York
	Individual Trail	Short - High		●●●○○	●●●●●	●●○○○	●●●●●
	TRAILBIKE						
14	York Off Road Vehicle Area	Regional	4Ha	Varies	Average	Average	Shire of York
	Trail network	Medium		●●●●○	●●●●●	●●●●●	●●○○○
	Expand and upgrade to cater for beginner trails and consider upgrading delineation of the site for river protection. Noise barriers such as tree, vegetation bund and or noise walls should also be considered. Add to Trails WA website, erect signage in town directing users to facility,						

PROPOSED TRAILS

RECOMMENDATION	TRAIL PRIORITY	LENGTH (KM)	TRAIL SIGNIFICANCE	PROJECT LEAD	PROJECT PARTNERS	TIMEFRAME
TRAIL MODEL			ECONOMIC IMPACT	COMMUNITY > TOURISM	OPPORTUNITY	DELIVERABILITY
SHARED USE						
Avon River Trail	Short - Medium		Local	Shire of York	River Cons. Society	Medium
Individual Trail			●●●○○	●●●●○	●●●●○	●●●●●
Multi-use trail providing a loop trail arounf the Avon River. Class 1 on the western side of the river from Balladong over 55's community in to town. Surface to remain as is along fire access. Long term planned river crossing at the base of Red Swamp Place. Crossing to be built to accomodate walk, bike and equestrian. Link Avon River Trail up to the existing fire trails on either side of the river, creating a full loop experience for walkers, runners and cyclists, and a linking trail for equestrian from Mt.Brown to the base of Mt.Bakewell.						
Mt. Bakewell Shared Use	Long	2	Regional	Shire of York	AVTAT	Medium
Individual Trail			●●○○○	●●●○○	●●○○○	●●●○○
A meandering trail to compliment the proposed climbing walk trail. This trail will be an easy (green) mountain bike ascent trail, linking riders to the top of Mt Bakewell, and offering walkers an alternative ascent or decsent, creating a loop walk. Common Gorund suggest this trail be considered if a private mountain bike facility is constructed on the top of Mt Bakewell.						
WALK TRAIL						
Mt Bakewell - Summit Trail	Short - Medium	1	Regional	Shire of York	AVTAT	Short
Individual Trail			●●●●○	●●●●●	●●●●○	●●○○○
Mt Bakewell is the highest point in the Shire of York, with an elevation of 417m. The summit of Mt Bakewell is the perfect vantage point to view the town of York and surrounding Shire. The sunrise and sunset can both be viewed from the summit of Mt Bakewell. A steep, steady, climbing trail on Shire land to the summit of Mt Bakewell will provide the community and visitors with a recreational opportunity that is challenging and rewarding. An opportunity such as a challenging climb will attract a number of people, as there are no other opportunities like this in the surrounding area. A complimentary meandering trail is also proposed should a private mountain biking facility be developed on Mt. Bakewell. The meandering trail will also create a loop with the challenging climb trail, which enthusiasts may come and use for incline training.						
Mt Brown	Short - High	5	Local	Shire of York	AVTAT	Short
Individual Trail			●●○○○	●●●●○	●●●●○	●●●●●
A walk starting at the trail hub in Avon Park. Heading east over the Swing Bridge and up past the cemetery, the trail will lead up to Mt Brown look out. Tha lignment will then follow the exising stone descent to the carpark area, passing the ablutions, then cross over the road and round the top of Mt Brown, opening up views to the south. The trail will return to the base of the hill, crossing the road and joining the Avon River Trail via the Residency Museum and Clifford St. The distance from the Trail Hub in Pioneer Park to Mt Brown lookout is 1.5km. This can also be walked as a linear trail, with a 3km return.						
Avon River Trail - Access for all	Short - Medium	0.9	Local	Shire of York	AVTAT, River Cons. Society	Medium
Section of Trail			●●○○○	●●●○○	●●○○○	●●●●●
Access for all trail from the trail head in Pioneer Park up past Balladong Road bridge. Trail to continue under the Balladong Road bridge for short bush-walk experience, with ramped access to a birdhide on the river. A ramp to be installed to link the Balladong over 55's community, from Balladong road, down on to the Avon River Trail.						
Golf Course wild flower walk	Long	0.9	Local	Shire of York	Wild Flower Society, AVTAT	Medium
Indvidual Trail			●●○○○	●●●○○	●●○○○	●●●●●
Seasonal wildflower walk at the Golf Course. Relatively low cost class 2 trail. Good material for easy graded walk trail, and relatively low maintenance if constructed well. Interpretation requirement with imagery of plants and seasonal flowers.						
PADDLE						
Avon River Paddle Trail	Long	10 -35	Regional	Shire of York	AVTAT, River Cons. Society	Medium
Individual Trail (Seasonal)			●●○○○	●●●○○	●●○○○	●●●●●
Seasonaly there is an opportunity to paddle from Gwambygine to York, and York to Northam.						

PROPOSED TRAILS – CONTINUED

RECOMMENDATION	TRAIL PRIORITY	LENGTH (KM)	TRAIL SIGNIFICANCE	PROJECT LEAD	PROJECT PARTNERS	TIMEFRAME
TRAIL MODEL			ECONOMIC IMPACT	COMMUNITY > TOURISM	OPPORTUNITY	DELIVERABILITY
MOUNTAIN BIKE (MTB)						
Mt. Brown - XC	Short - High	20	Regional	Shire of York	SOY MTB Community	Short
Trail Network			●●●●●	●●●●●	●●●●●	●●●●●
There are a number of existing MTB tails on Mt. Brown. Common Ground recommend that the Shire work with the local MTB community to rationalise existing trails, and begin santioning the trails.						
Mt. Bakewell MTB	Medium	2	Regional	Shire of York	Land owners & York MTB Community	Medium
Trail Network			●●○○○	●●●●○	●●●○○	●●○○○
A descending trail off of the top of Mt Bakewell (blue classification maximum), creating a connection to private MTB precinct on the top, and creating a loop MTB experience from the base of Mt Bakewell.						
Mt. Bakewell Private MTB	Medium	7-10	Regional	Land owners & York MTB Community	Shire of York	Medium
Trail Network			●●○○○	●●●●○	●●●○○	●●○○○
Mount Bakewell has terrain which presents significant opportunity for mountain bike trails. Much of this opportunity is on freehold land, it is recommended that the Shire of York support development of trails in this area as long as their development follows recommended trail development processes and major constraints and barriers are considered appropriately. Trails should aim to protect the environmental values of the area and create a trail network that is sustainable for future generations.						
CYCLE						
Road Loop - York to Northam	Medium	70	Local	Shire of York		Medium
Individual Trail			●●●○○	●●●○○	●●●●○	●●●●●
Online platforms indicate high use road riding between York and Northam.						
Gravel Route TBD - York Talbot Beverly	Medium	90	Local	Shire of York	DOT	Medium
Individual Trail			●●●○○	●●●○○	●●●●○	●●●●●
Gravel trail loop, taking in the York landscapes, passing Talbot Hall, Beverly and out past Greenhills pub and Heritage Trail. Ideally cycling back along the York to Greenhills rail trail, but in the meantime designing a route along existing roads						
Touring Loop - Mundaring/ Kep Track/ Northam/ York / Pickering Brook	Medium	>200	Local	Shire of York	DOT	Medium
Trail network			●●●○○	●●●○○	●●●●○	●●●●●
Mundaring, Northam (via Kep), York, Pickering Brook, Mundaring. York is the perfect half way point for a 2-3 day cycle. Riders can travel on the Kep track from Mundaring to Northam, then travel Northam to York (via river trail in the future), and then back via gravel roads and through existing roads within the Mundaring State Forest to Pickering Brook. The trail will then connect to the proposed Perth Hills Trail Loop, connection on to the Munda Biddi to return to Mundaring.						

PROPOSED TRAILS – CONTINUED

RECOMMENDATION	TRAIL PRIORITY	LENGTH (KM)	TRAIL SIGNIFICANCE	PROJECT LEAD	PROJECT PARTNERS	TIMEFRAME
TRAIL MODEL			ECONOMIC IMPACT	COMMUNITY > TOURISM	OPPORTUNITY	DELIVERABILITY
EQUESTRIAN						
Mount Bakewell Equestrian Exercise area	Medium	5	Local	Shire of York		Medium
			●●●○○	●●○○○	●●●○○	●●●●●
Establish an equestrian trail in reserves surrounding the racecourse.						
Mount Brown Equestrian Trail	Medium	6	Local	Shire of York		Medium
			●●●○○	●●○○○	●●●●○	●●●●●
Establish an equestrian trail on existing fire roads around Mount Brown						
Equestrian Link	Long		Local	Shire of York		Long
			●●●○○	●●●○○	●●●○○	●●○○○
Long term plans for a river crossing at the bottom of Red Swamp Place will allow for long loop along the river, and an equestrian connection from Mt Brown to the racecourse and Mt Bakewell						

PROPOSED OPPORTUNTIES WITH CURRENT CONSTRAINTS

RECOMMENDATION	TRAIL PRIORITY	LENGTH (KM)	TRAIL SIGNIFICANCE	PROJECT LEAD	PROJECT PARTNERS	TIMEFRAME
TRAIL MODEL			ECONOMIC IMPACT	COMMUNITY > TOURISM	OPPORTUNITY	DELIVERABILITY
MOUNTAIN BIKE (MTB)						
Mt. Observation	Long	15	Local	Shire of York	SOY MTB Community	Short
Individual Trail			●●●●●	●●●●●	●●●●●	●○○○○
Area within Public Drinking Water Source Area and protected under Recretional Policy 13						
WALK TRAIL						
Walk to York	Long	70	Local	Shire of York		Long
Individual Trail			●●●○○	●●●○○	●●●●○	●○○○○
Area within Public Drinking Water Source Area and protected under Recretional Policy 13						
Mt. Observation	Long	10	Local	Shire of York		Long
Trail Network			●●●○○	●●●○○	●●●●○	●○○○○
Area within Public Drinking Water Source Area and protected under Recretional Policy 13						
York to Northam River Trail	Long	30	Local	Shire of York		Long
Individual Trail			●●●○○	●●●○○	●●●●○	●○○○○
Property boundaries are to the middle of the Avon River or to the high water mark. Shire should consider re-claiming the river edges when properties are sold for conservation and recreation.						
SHARED USE						
York to Bruce Rock Rail Trail	Long	30	Local	Shire of York		Long
Individual Trail			●●●○○	●●●○○	●●●●○	●○○○○
Railway not accessible. There are still train tracks on the railway line between York and Greenhills. In the future, should these tracks be removed, the Shire should consider a rail trail from York to Bruce Rock. The Greenhills pub is a good distance for a cycle, or horse ride.						

APPENDIX B

COSTINGS

RESOURCING AND FUNDING OPPORTUNITIES

Funding for trails varies and most projects that are successful in receiving grants and sponsorship are well planned and form part of a wider strategy and or master Plan. They have benefits, ether environmental, social and/or economic. Well developed project plans, business cases and sound concept design will assist in gaining support.

Many grants programs are short lived, or change focus over time, therefore funding opportunities should be continually review. Some potential funding sources include:

- Federal Government
- State Government - DBCA
- State Government - DLGSC (Lottery West)
- Local Government
- Grants
- Public Private Partnership
- Crowd Funding
- Entrepreneurial Contributions
- Large Enterprises

Potential funding and partnership opportunities relevant to this project include:

- Australia Council - Community Partnerships - www.australiacouncil.gov.au
- BUPA Health Foundation Grants Program - www.bupa.com.au
- •Commonwealth Bank Staff Community Fund - www.commbank.com.au
- Community Business Bureau (CBB)Community Development Grants www.cbb.com.au
- Department of Local Government and Communities: Youth Activities Grants - www.communitieswa.gov.au/grants
- Department of Sports and Recreation - www.dsr.wa.gov.au
- Foundation for Rural and Regional Renewal Grants - www.frrr.org.au
- Harold Mitchell Foundation - www.haroldmitchellfoundation
- Healthway Aboriginal Health Project - www.healthway.wa.gov.au
- Healthway Health Promotion Project Grants and Sport and Racing sponsorship - www.healthway.wa.gov.au
- Lotterywest - Community spaces outdoor - www.lotterywest.wa.gov.au/grants
- Lotterywest - Trails - www.lotterywest.wa.gov.au/grants/grant-types/trails
- RAC Sponsorship - Community Partnerships - www.rac.com.au
- SportAus Move it AUS – participation and infrastructure grants - www.sportaus.gov.au
- Telstra Foundation Social Innovation - www.telstrafoundation.com

COST ESTIMATES

Cost of signage will be determined following detailed trail audit of existing signage and development of a signage plan for the region (refer to recommendation 3.1.

For proposed trails the cost estimates outlines in table 21 on the following page are provided for each development stage (note trail proposals are typically done internally by the land manager, framework and corridor evaluation are based on trail significance, management cost is 5% of construction).

Table 21. Cost Estimates

TRAIL NAME	TRAIL SIGNIFICANCE	APPROXIMTAE DISTANCE (KM)	PROPOSAL FRAMEWORK	SITE ASSESSMENT	CONCEPT PLANNING	CORRIDOR EVALUATION	DETAILED DESIGN	CONSTRUCTION	MANAGEMENT
				$2/m	$1/m		$3/m	$40/m	
BUSHWALK/URBAN WALK/TRAIL RUN									
Mt Brown Walk Trail linear	Regional	3	$4K	$6K	$3K	$10K	$9K	$120K	$6K
Mt Brown Walk Trail linear with loop at summit	Regional	5	$4K	$10K	$5K	$10K	$15K	$200K	$10K
Avon River Trail – Short Loop	Local	4	$2K	$10K	$5K	$5K	$15K	$200K	$10K
Avon River Trail – Long Loop	Local	10	$2K	$20K	$10K	$5K	$30K	$600K	$30K
Avon River Trail Access for All extension, plus bird hide	Local	1	$2K	$2K	TBC	$5K	TBC	TBC	TBC
Note Concept Development, Detailed Design and Construction cost are to be confirmed as there are additional civil requirements for infrastucure.									
Mt Bakewell – Summit Trail	Local	1.5	$2K	$20K	$10K	$5K	$20K	TBC	TBC
Note Construction costs will be determined by design outcomes.									
Golf Course – Wildflower walk	Local	1.5	$2K	$3K	$3K	$5K	$5K	$60K	$3K
River Trail -York to Northam (shared use)	Local	Long term low priority – feasibility and costing should be carried out as cost estimates now will not represent cost in future.							
MOUNTAIN BIKE									
Mt Brown - MTB	Regional	10-20	$4K	$30K	$15K	$10K	$45K	$600K	$30K
Mt Bakewell – MTB Private	Regional	10-15							
Mt Bakewell – MTB public green trail (shared use with walking)	Local	2	$2K	$4K	$3K	$5K	$6K	$80K	$4K
Mt Bakewell – MTB public descent trail	Local	2	$2K	$4K	$3K	$5K	$6K	$80K	$4K
EQUESTRIAN									
Mt Brown Periphery Loop	Regional	6	$4K	$6K	$15K	$10K	$18K	$240K	$12K
Mt Bakewell – horse exercise area TBD at the base of Mt Bakewell	Local								
North South connection – Mt Brown to Mt Bakewell Equestrian precinct.	Long term low priority – feasibility and costing should be carried out as cost estimates now will not represent cost in future.								
CYCLE									
Road Cycle Routes	Trails utilise existing infrastructure								
Touring Cycle Route	Trails utilise existing infrastructure								
Gravel Cycle Route	Trails utilise existing infrastructure								
PADDLE									
Avon River Trail	Paddle craft launch infrastructure will vary in cost depending on design and materials.								

SY068-07/26 MINUTES OF THE ACCESS AND INCLUSION ADVISORY GROUP MEETINGS HELD JULY 2025 - JUNE 2026

File Number:	**4.9687**
Author:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**23 November 2021 (301121)** **22 July 2025 (040724)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Confirmed Minutes - AIAG 2025/26 ⇩** **2. DAIP Progress Report 2025/26 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents the Confirmed Minutes of the Access & Inclusion Advisory Group (the Group) Meetings held between July 2025 and June 2026, to Council. Also presented is the Disability Access and Inclusion Plan Progress Report 2025/26, for noting.

BACKGROUND

At its Ordinary Meeting, held on 22 July 2025, Council resolved (040725):

"That, with regard to the Minutes of the Access and Inclusion Advisory Group Meetings held July 2024 - June 2025, Council:

1. ***Receives the Minutes of the Access and Inclusion Working Group Meeting held on 31 July 2024, as presented in Appendix 1.***
2. ***Receives the Minutes of the Access and Inclusion Working Group Meeting held on 20 November 2024, as presented in Appendix 2.***
3. ***Notes the Disability and Access Inclusion Plan Progress Report, as presented in Appendix 3.***
4. ***Directs the Chief Executive Officer to submit the Disability and Access Inclusion Plan Progress Report to the Department of Communities.***
5. ***Directs the Chief Executive Officer to present the Minutes of the Access and Inclusion Advisory Group annually in line with the Disability and Access Inclusion Plan reporting."***

COMMENTS AND DETAILS

Group Meetings

The Group's Terms of Reference require the Group to meet a minimum of four (4) times per year, and then on an as need basis to inform Council projects.

A total of five meetings were held between January and June 2026. Meetings were not held earlier in the year due to staff and member availability.

A summary of the topics presented and discussed are outlined below. The confirmed minutes are presented in Appendix 1.

Meeting Date	Summary of Meeting
14 January 2026	• Review of Draft Age Friendly Strategy & Action Plan. • Review of Draft Youth Development Strategy and Action Plan. • Update on Disability Access and Inclusion Progress Reporting. • Update on Shire projects. • Overview of upcoming Shire events and initiatives.
25 February 2026	• Update on Macartney Street Project including discussion on preliminary design and funding. • Update on Swimming Pool Project including formation of a community advisory group. • Review of temporary Accommodation guidelines from an inclusivity lens. • General discussion, including the topic of ageism.
15 April 2026	• Update on Macartney Street Project including provision of Collaboration Plan and Charter for the Group's endorsement. • Update on Swimming Pool Project – Expression of Interest out for Community Advisory Group, members were invited to nominate and circulate the information. • Update on changes to staff. • Review of Terms of Reference. • General Discussion including CRC services and website accessibility.
20 May 2026	• Update on Macartney Street Project, including latest version of project designs and a presentation from a representative of York Co-op in relation to the long-term vision for the existing Co-operative building. • Update on Swimming Pool Project – Outcome from EOI for Community Advisory Group. • Staffing update. • Review of Terms of Reference and Code of Conduct, given low attendance additional meeting called specifically to finalise these documents. • General Discussion including computer and Wi-Fi access at the CRC.
10 June 2026	• Final review and acceptance of Terms of Reference and Code of Conduct • Preview and feedback of possible promotional materials for EOI for new members and discussion about methods of promotion to ensure a broad audience and engagement.

Terms of Reference & Code of Conduct

In accordance with Council Policy G9 – Reference or Working Groups, the term of membership is normally for a period of two (2) years and is to generally align with the local government election cycle, unless otherwise specified in the groups' Terms of Reference.

Between July and December 2025, the group did not meet and membership reduced. This presented an opportunity for a review of the existing Terms of Reference with the existing Group. This would then set the basis for an Expression of Interest for new members.

The Terms of Reference were first discussed with the Group at its April meeting. As part of these discussions, it was identified that the Terms of Reference adopted in 2023 included a requirement for members to comply with the Shire's Policy E1 - Code of Conduct: Council Members, Committee Members and Candidates.

As the group is not a formal Committee under Section 5.8 of the *Local Government Act 1995*, the group considered Policy E1 was not fit for purpose. Officers prepared a Code of Conduct specifically for the Group based on the Group's feedback on the challenges they have encountered and expectations for the future.

The new Terms of Reference and Code of Conduct were accepted by the Group at their June 2026 meeting. The accepted documents reflect the flexibility of the group and meet inclusivity objectives.

Officers note that Policy G9 will need to be reviewed to better reflect and enable flexibility for advisory groups to determine their own Code of Conduct.

The next step is for Shire Officers to issue a public Expression of Interest (EOI) for new members. The Group have discussed strategies to enable sustained membership and engagement with the Group including advertising for the EOI.

Strategies identified include:

- Direct advertising (social media, newspaper, noticeboards)
- Direct invitations to known relevant groups and community members
- Invitations to attend meetings without requiring membership, with the hopes that membership eventuates.

Officers are working towards finalising the EOI for release in August.

Disability Access and Inclusion Progress Report

The Disability Services Act 1993 requires public authorities to develop and implement a Disability Access and Inclusion Plan (DAIP) and report annually on the progress made against the seven DAIP outcomes.

These reports are used by the Minister for Disability Services to compile an annual progress report to Parliament.

For Council's noting, the Shire of York's DAIP Progress Report for 2025/26 is presented in Appendix 2. The Progress Report was submitted to the Department of Communities on 14 July 2026 and outlines the Shire's progress against the DAIP Action Plan and outcomes.

Key completed outcomes include:

1. Provision of opportunities for people living with a disability and the community to comment on access and inclusion to services, infrastructure, significant planning processes - *Macartney Street Project Consultation and Communication*.
2. Expanding library programs and materials for people with disability.
3. Delivery of an intergenerational event – *Music Across the Generations held at Ballardong Gardens*.
4. Improvements to Wayfinding signage.
5. Development of staff intranet to improve accessibility of key documents and for information sharing.
6. Incorporate accessible design features as part of any new or planned upgrades to facilities and/or public open space – *River Walk Trail Extension*.

Future Reporting

To ensure Council are actively informed of the Group's activities and the Shire's progress towards access and inclusion outcomes, Officers propose the Group minutes be provided more regularly. The minutes are of an operational nature and no decision making of Council is required. Therefore, Officers are recommending that the minutes are provided less formally as an attachment to the next Concept Forum following each meeting.

OPTIONS

Council has the following options:

Option 1: Council could choose to note the 2025/26 DAIP Progress Report and minutes of the Access and Inclusion Advisory Group and direct the Chief Executive Officer to continue to present minutes annually along with the Disability Access and Inclusion Progress Report.

Option 2: Council could choose to note the 2025/26 DAIP Progress Report and minutes of the Access and Inclusion Advisory Group and direct the Chief Executive Officer to present the Group minutes at the next available Concept Forum following each meeting.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Not Applicable

Strategic

Council Plan 2025 - 2035

Pillar 1: Community and cultural vitality

A strong, inclusive community supporting all cultures and generations.

Pillar 4: Comfortable and connected places

Enduring heritage identity, quality infrastructure and built form.

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

G9 Reference or Working Groups

Financial

Actions identified in the Shire's Access and Inclusion Plan for 2026/27 will require an appropriate budget allocation in the 2026/27 budget.

Legal and Statutory

The Disability Services Act 1993 (the Act) requires public authorities to report annually on the implementation of its DAIP.

Risk Related

Not completing the reporting obligations under the Act would be a legislative non-compliance with an overall low risk rating. Monitoring and documenting progress throughout the year ensures reporting can be completed before the due date.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
090726

Moved: Cr Kevin Trent **Seconded: Cr Monique Hutchinson**

That, with regard to the Minutes of the Access and Inclusion Advisory Group Meetings held July 2025 - June 2026, Council:

1. **Receives the Minutes of the Access and Inclusion Advisory Group Meetings held during 2025/26 as presented in Appendix 1.**
2. **Notes the Disability and Access Inclusion Plan Progress Report, as presented in Appendix 2.**
3. **Directs the Chief Executive Officer to present the minutes of the Access and Inclusion Advisory Group as an appendix circulated with the next Concept Forum Agenda following each meeting.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

AIAG Minutes

Meeting Date: 14 January 2026

Access & Inclusion Advisory Group

Meeting Minutes

Date:	14 January 2026
Time:	5:31pm
Location:	Community Resource Centre, Function Room
In Attendance:	Samantha Good, Manager Community & Place, Shire of York – Chair Allison Abra, Community Development Officer, Shire of York - Minutes Marjorie Kerkhoff, Community Member Liz Christmas, Community Member Louise Draper-Sevenson, Community Member VIA Teams: Val Menezes, Health Self Wellness Inc, York Gemma John – Project Officer, Shire of York Kelly Tenni - Wanslea
Apologies:	Bev Penny, Community Member Joe Fitch – People with Disabilities WA Scott Hollier – Centre for Accessibility Australia Holly Parker - Wanslea Bonnie Bellenzier - Wanslea Cr Monique Hutchison – Healthy Self Wellness Inc, York

1. **Welcome and Introductions**

1.1 Acknowledgement of Country by Marjorie Kerkhoff
1.2 Wanslea representatives Holly Parker and Bonnie Bellenzier no longer employed due to funding cuts.
- Kelly Tenni will attend via teams in the interim.
1.3 Introduction of Allison Abra, Community Development Officer, Shire of York.

2. **Review DRAFT Age Friendly Strategy & Action Plan 2026-2031 and DRAFT Youth Development Strategy & Action Plan 2026-2031, facilitated by Gemma John.**

2.1 Half hour discussion with advisory Group Members and opportunity to provide feedback, facilitated by Gemma John.
- General discussion R.E. community consultation, scope of service area, inclusive events, and workshops.
- Plans are in draft form, not for distribution and for the committees' eyes only.

3. **Update on Shire Works & Disability Access & Inclusion Reporting**

3.1 Sam provided update on Disability Access & Inclusion Plan reporting to Department of Communities.
- Sam provided overview of DAIP report as part of the State Disability Strategy.

- 2024/2025 report was submitted July 2025.
3.2 Key achievements for 2024/2025
- Customer service desk at Shire admin office raised
- Collaboration with PWDWA
- Business accessibility audit made available to local business owners.
- Access & Inclusion Expo and Forum held May 2025
- Next report due July 2026
3.3 McCartney Street development
- Shires project team sought feedback from members of the Access & Inclusion group regarding sign off on corner development opposite IGA.
- A&I group provided valuable feedback regarding level crossovers which has been noted.

4. Overview of upcoming Shire events & Initiatives

4.1 Allison Abra presented Australia Day 2026 brief – Schedule is on track, access to bathrooms via wheelchair ramp up to YRCC, event near edge of grass, two wheelchair exits from YRCC Function Room.
- Discussion regarding viability of Australia Day event at Avon Park for 2027.
4.2 Seniors Expo – Review and feedback of the A&I expo from
- To attend events, Seniors would benefit from: Comfortable seating, interactive devices to allow Seniors to evaluate devices before they purchase, weekend time slot and advertise further in advance.
4.3 EOI for free local accessibility audits
- Overview submitted November, waiting notification of outcome from Centre for Accessibility. This will allow us to assess our website for accessibility, which is an identified action on our A&I plan.

5. Feedback / Correspondence IN / Reports

5.1 Scott Hollier no longer available. Email advice sent to Sam Good 12 January 2026 – Read to the group.

To the AIG committee,
I'm writing to extend my apologies for the need to step down from the committee. Unfortunately, my work commitments on Wednesdays require me in the office in Perth 8:30am – 5pm after which I travel back to York, so it has clashed with the meeting time and sadly I don't anticipate this changing.
As such my ability to attend meetings will remain an issue. However please know that as a passionate York resident I'm very much available to support the group out of session and if there's an y guidance you need, especially on digital access, you are welcome to get in touch any time through my mobile 0430 351 909 or email scott.hollierA@accessibility.org.au. Thank you for your understanding and thank you all for your important work.

6. Open floor

6.1 6 weekly meetings for next 4 meetings at 5:30pm
- Meeting dates are February 25th, April 8th, May 20th, 1 July at the CRC Function Room.
- Provide 2 weeks' notice prior to A&IG meetings.

AIAG Minutes

Meeting Date: 25 February 2026

Access & Inclusion Advisory Group

Meeting Minutes

Date:	25 February 2026
Time:	5.30pm
Location:	Community Resource Centre, Boardroom
In Attendance:	Samantha Good, Manager Community & Place, Shire of York - Chair Louise Draper-Sevenson, Community Member Marjorie Kerkhoff, Community Member Monique Hutchinson, Healthy Self Wellness York Inc Bev Penny, Community Member Liz Christmas, Community Member Rebecca Palumbo, A/EMIDS, Shire of York, *Guest Presenter*
Apologies:	Allison Abra, Community Development Officer Val Menezes, Healthy Self Wellness York Inc Joe Fitch, Individual Disability Advocate, PWDWA Kelly Tenni, Wanslea

Meeting started at: 5.31pm

1. Welcome & Introductions

1.1 Acknowledgement of Country, read by Marjorie Kerkhoff
1.2 Introduction of attendees.
- Rebecca Palumbo, acting EMIDS for the Shire of York - guest attendee to provide an update on Shire Access & Inclusion works.

1.3 Apologies.
- Allison Abra is on annual leave.
- Joseph Fitch was planning to attend via. Teams but has sent late apology.
- Kelly Tenni, Wanslea

2. Review of Previous Minutes

2.1 The minutes of the meeting held on 14 January 2026 are confirmed as a true and correct record.
- Moved: Louise Draper-Sevenson
- Seconded: Marjorie Kerkhoff
- Carried

3. Update on Shire Works

3.1 Overview of preliminary design for the corner of Macartney Street and Avon Terrace (ie corner opposite IGA) redevelopment presented by Rebecca Palumbo. Design drawing tabled and circulated to members.

- Shire has applied for $100K funding for the project through Streets Alive, a community-led funding program delivered by Town Team Movement in partnership with Main Roads WA and the Western Australian Local Government Association (WALGA).
- Rebecca acknowledged the contribution from members of the AIAG and thanked them for their input into the design phase. Their feedback provided invaluable insights, and the design was amended to incorporate their advice regarding level crossings.
- The design plan shows changes to traffic flow, carparking, crossovers and parkland area which is Phase 1 of the project. Phase 2 incorporates plans for an accessible toilet and changing place but still awaiting State Government's release of funding.
- Details regarding sign posting are still to be confirmed.
- The same rules regarding the use of skateboards, scooters and e-scooters that apply to Avon Terrace will apply to the Macartney Street upgrades from Avon Terrace down to Lowe Street. Appropriate signage would be installed at the time.
- The Shire will have to apply to MRD to have speed limit reduced to 40km.
- No additional, disabled specific bays have been incorporated into the plan at this stage and there are existing disabled bays on Avon Terrace (in front of IGA entrance). Until IGA submit an application and plans for renovations, indicating where their main entrance/s will be, the Shire is unable to confirm exact positions; however, four oversize parking bays have been allowed for on McCartney Street side.
- Final design for Macartney Street will incorporate wide footpaths, seating and minimal level changes
- Group were advised that it is still early days with many items still to be confirmed, however the aim is for a fully inclusive and accessible space.
- The intention is to use concrete instead of paving, and furniture/equipment suppliers with a wide range of items suitable for those with mobility and sensory issues.
- Government Gazette is not a requirement in this situation.

3.2 Update on Pool Development

- The Shire has appointed an architect.
- A skills-based, community Advisory Group is to be formed to help guide the project with representation to include, but not limited to, the York Swimming Club, the Access & Inclusion Advisory Group, youth recreation & programming, Swim Teachers & Schools, Seniors, the Shire's Pool Manager, and additional, appropriate 'subject matter experts' as required.
- AIAG members can nominate to be on the pool advisory group. An expression of interest will be circulated.
- A 'Major Projects' page has been set up on the Shire's website to keep community informed of progress. Members encouraged to check it regularly for the latest updates.

4. Review of Temporary Accommodation Guidelines

4.1 Advisory Group members were asked to review this Shire document for inclusive language overall and for any words or phrases they would suggest changing.

- Monique Hutchison - Suggestion made that for those dealing with mental health conditions or emotional issues (which is often the case when people are dealing with a housing crisis), that a lot of information and official speak at the start may deter them from proceeding further. Consideration could be given to a softer, shorter introduction which may make the document less intense.

- Suggestion to incorporate a "book-an-appointment" with Development Services, online through the Shire website, to make it easier for people to ask questions about a Shire process.
- Liz Christmas – no problem with the inclusivity of the document, but some grammatical corrections required:
  - Page 4 – Point 4: Full stop after 'documentation' and new sentence from 'Please'.
  - Page 4 – Point 6: Split into two sentences. Full stop after 'comment' and new sentence from 'Neighbour'.
  - Page 4 – Point 8: Full stop after 'Approval issued' and new sentence from 'It is.'

- Louise Draper-Sevenson – Language is good, but there is no mention of what happens after the 24 months.
  Rebecca Palumbo – Currently legislation is silent. The last paragraph on page 2, referring to the requirement for a current Building Permit, will be removed.

- Clarification regarding the purpose of the Guidelines:
  To ensure a consistent and transparent process when issuing approvals for temporary accommodation.
  The initiative is designed to:
  - Encourage people to move out of rentals and into their own homes
  - Help people by providing temporary accommodation on their own blocks (e.g. Parents assisting children or elderly parents)
  - Assist when planning ancillary accommodations

Rebecca Palumbo left the meeting at approximately 6.40pm

5. Feedback / Correspondence IN:

5.1 Incoming email received from Louise Draper-Sevenson on the 24 February 2026 and tabled for discussion at this meeting.
Louise provided comment regarding Ageism as a form of discrimination and provided the following sources as reference:
- Link to the World Health Organisation's website and definition of Ageism
- Copy of report from Pingelly's 'Giving Ageism the Boot' program

(Copies of both printed and provided to the group)

- Louise requested the group action the following. Updates below in Italic:
  - Read the WHO definition of ageism &
  - Read the first 10 pages (Executive Summary) of the Pingelly report 'Giving Ageism the Boot'.
    Copies of both provided at meeting

  - Change the wording on p11 of the Shire's DRAFT Age Friendly Strategy to put social connection as the key factor in wellbeing for older people.
    Gemma John, Project Officer for the Shire of York provided a reply by email on the 25 February 2026 stating that she is happy to adjust this wording to mention social isolation first.
  - Formally invite Staying in Place York & Surrounds (SIPYAS) to join the AIAG

SIPYAS, and specifically Tegan Montgomery, have been invited to participate, but have had to decline previously due to workload.
According to the AIAG Terms of Reference, AIAG members serve a two-year period and then must call for Expressions of Interest for new members. This would be timely opportunity to reach out to SPIYAS again.

6. Open Floor

6.1 Response to Louise's comments regarding the CRC's inability to cooperate with and contribute fully to York's Aged Friendly policies and programs, due to it being owned and managed by the Shire of York.

- Sam explained that it is the Shire of York's Age Friendly strategy, which is guided by extensive community consultation, and as the CRC is the community arm of the Shire of York, it is intrinsically involved in the development and delivery of a large proportion of the initiatives. The fact that the CRC is Shire owned eliminates the additional obstacle of having to negotiate with an additional stakeholder.
- The group discussed the limitations around the CRC's communication channels and the possibility of the CRC having its own Facebook page to widen its reach and engagement. General agreement all round.

6.2 Members encouraged to contact the Shire before commenting on Facebook.

- Sam explained that a recent initiative run by Advocare was shared with community via the Shire's social media. Louise had replied to the post complaining about the format/readability of the Shire's flyer and that there was no information available anywhere on the Shire's website. This was because it was not a Shire initiative or event, and the flyer was not produced by the Shire of York. As members of the AIAG it is important that we are disseminating correct information and members are urged to call for clarification before posting on social media.

7. Next Meeting Date & Adjournment

Next meeting – ~~Wednesday 8 April 2026 @ 5.30pm~~ Re-scheduled to:

Wednesday 15 April 2026 @ 5.30pm - in CRC Boardroom

Meeting closed at: 7.45pm

Minutes recorded by: Sam Good, MCP

AIAG Minutes

Meeting Date: 15 April 2026

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Access & Inclusion Advisory Group

Meeting Minutes

Date:	15 April 2026
Time:	5.30pm
Location:	Community Resource Centre, Boardroom
In Attendance:	[AB] Anneke Birleson, Acting Executive Manager Corporate and Community (Chair) [LL] Leanne Lee CRC Admin/CSO (Minute Taker) [LDS] Louise Draper-Sevenson, Community Member [MK] Marjorie Kerkhoff, Community Member [VM] Val Menezes, Healthy Self Wellness York Inc [LC] Liz Christmas, Community Member [RP] Rebecca Palumbo, A/EMIDS, Shire of York, *Guest Presenter*
Apologies:	Bev Penny, Community Member Monique Hutchinson, Healthy Self Wellness York Inc

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Meeting started at: 5.30pm

1. Welcome & Introductions

- Acknowledgement of Country, read by Marjorie Kerkhoff
- Introduction of attendees.
  - Anneke Birleson, Acting Executive Manager Corporate and Community (Chair)
  - Leanne Lee Acting Community Development Officer/CRC Customer Service Officer (Minute Taker)
  - Rebecca Palumbo, Acting EMIDS for the Shire of York - guest attendee to provide an update on Shire Access & Inclusion works.
- Apologies.
  - Bev Penny, Community member.
  - Joseph Fitch resigned from Group

2. Review of Previous Minutes

- The minutes of the meeting held on 25 February 2026 are confirmed as a true and correct record.
  - Moved: Marjorie Kerkhoff : Seconded: Louise Draper-Sevenson : Carried

3. Update on Shire Works

- Update : Overview of the Re-imagine Macartney Street Project presented by Rebecca Palumbo.
  - Copy of *Collaboration Plan and Charter provided to all group Members (Annexure 1A)*
  - Shire has been successful in obtaining Grant for $100K funding for the project.
  - RP Town Team Movement has folded, and RP requested DAI Group consider, review and endorse Collaboration Plan.
  - RP again acknowledged the invaluable support provided by AIAG into the design phase. Their feedback provided invaluable insights, and the design was amended to incorporate

their advice regarding level crossings. RP advised Shire is keen to keep Group involved in the process going forward.
- RP requested group consider the proposal and respond within 14 days.
- RP advised Shire anticipated project will commence 26/27 Financial Year subject to identification of further suitable funding opportunities.
- LDS and LC to review proposal and provide feedback by 30 April 26

- Update on Pool Development presented by Rebecca Palumbo
  - The Shire has called for Expressions of Interest to form a skills-based*, Community Advisory Group (Annexure 1B)*
  - Representation to include, but not limited to, the York Swimming Club, Access & Inclusion Advisory Group, youth recreation & programming, Swim Teachers & Schools, Seniors, the Shire's Pool Manager, and additional, appropriate 'subject matter experts' as required.
  - RP requested AIAG nominate a representative to serve on the advisory group.
  - RP requested AIAG members circulate information to suitable interested Community members.

  RP left the meeting 17.50PM.

- Update Status/timeline for replacement of Roles – Manager Community and Place (AIAG Chair); Community Development Officer (AIAG Secretary Agenda and Minutes) presented by Anneke Birleson
  - AB advised applications had been received for both roles. Currently reviewing applications, with interviews to be conducted. Expected new roles should be filled within next 4-6 weeks (depending on successful applicant/s availability)

  - Group members encouraged to email either Anneke.birleson@york.wa.gov.au or leanne.lee@york.wa.gov.au (or both) for any concerns, enquiries, updates or suggested agenda items

4. Review of Terms of Reference for Advisory Group members

- Advisory Group members were asked to review *Terms of Reference (Annexure 2)*
- Document was reviewed line by line within the meeting by attending group members.
  - "The Access and Inclusion Working Group" be changed to The Access and Inclusion Advisory Group".
  - AIMS & FUNCTIONS,
    - "working" changed to "advisory".
    - 1.2 Update reference (currently listed as (DAIP) 2018-2023)
  - MEMBERSHIP
    - Representative of at least two Community organisations- could also include Men's Shed, Staying in Place, CWA, York Education@Home, Women's Hub etc. Suggestion that two members can nominate from same organisation with one member attending the meeting at any given time.

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- OPERATING PROCEDURES
  - 1.1 The Working Group will consist of at least ten members, including the Chairperson.
  - 1.2 The Working Group will meet a minimum of four times per year. All members and community group nominated representatives are expected to achieve at least an 80% attendance rate.
  - 1.5 The Shire's *Code of Conduct for Council Members, Committee Members and Candidates (Annexure 3)* will be reviewed at the next meeting.
  - 1.7 The Chairperson will be the SOY Manager, Community and Place.
  - 1.9 Wherever possible, a quorum should be present at each meeting. A quorum is defined as 50% of members or five members, whichever is greater.
  - 1.10 Decisions will be determined by majority vote. The Chairperson may authorise a secret ballot where they consider it appropriate.
  - 1.12 To be reviewed.

5. Feedback / Correspondence IN:

- Nil Received

6. Open Floor

- VM queried whether York CRC was providing community assistance in the same capacity as the previous York CRC. LL advised that all previous services continue to be provided to community members, with the exception of secretarial services. LL noted that a number of professional businesses within the town are available to provide secretarial services. LL further advised that there is an increasing demand from community members for assistance with digital technology.
- LDS queried current progress of SOY Age Friendly Plan. AB advised it was anticipated draft would be submitted to Council May 2026.
- LC advised Community Member had approached her asking if AIAG had been approached with the formation of Tiny Homes Policy. AB advised matter was currently under review and subject to relevant Federal/State/Local Government Policy decisions.
- VM provided her personal email address to be used for her AIAG correspondence.
- LDS commented that she found the Shire of York website difficult/frustrating to navigate.
- LC queried how Agenda Items were tabled. AB advised Agenda suggestions would be welcome for inclusion from all Group members. Group members were requested to forward via email any item to be considered for Agenda two weeks prior to scheduled meeting.
- LDS requested clarification regarding Confidentially of AIAG members when discussing items at meetings. AB discussed difference between agenda items requiring confidentiality to be observed and agenda items which were for general discussion and dissemination through the Community. Moving forward, items considered to be Confidential are to be marked as such.
- LDS queried whether further thought had been given to York Community Resource Centre having own Facebook page, separate to Shire of York. Concern was raised by AB and LL regarding ability to effectively and professionally populate dedicated Facebook page, security and monitoring of posts and legal issues arising from posts.
- AB sought clarification from group members for ways to reach out to Community members, particularly when circulating Expression of Interest and general call to action items/ information. Group suggested maintaining Facebook posts, Community Matters (appears to be extremely relevant to Community members), appropriate signage and 'direct to organisation' approach. LL

advised CRC maintained a listing of all Community Groups and would provide to AB for appropriate circulation of information.

- MK sought clarification of what is Policy vs Law VS Procedure vs Local Government Act vs Local laws. More specifically, a community member had approached her seeking clarification of the "law" requiring indigenous persons to return to the York Mission by a certain time.
  AB suggested she could contact Carol Littlefair Arts and Cultural Heritage Officer for guidance. AB advised she would also seek clarification on MK's behalf.

7. Next Meeting Date & Adjournment

AB thanked the Group Members for their time and commitment to the Group.

Next meeting scheduled for Wednesday 20 May 2026 @ 5.30pm - in CRC Boardroom

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Meeting closed at: 7.06pm

Minutes recorded by: Leanne Lee

AIAG Minutes

Meeting Date: 20 May 2026

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Access & Inclusion Advisory Group

Meeting Minutes

Date:	20 MAY 2026
Time:	5.30pm
Location:	Community Resource Centre, Boardroom
In Attendance:	[AB] Anneke Birleson, Acting Executive Manager Corporate and Community (Chair) [LL] Leanne Lee CRC Admin/CSO (Minute Taker) [LDS] Louise Draper-Sevenson, Community Member [MH] Monique Hutchinson, Healthy Self Wellness York Inc [RP] Rebecca Palumbo, A/EMIDS, Shire of York, *Guest Presenter* [AM] Andrew Mirza York Coop, *General Manager Guest Presenter*
Apologies:	Bev Penny, Community Member Liz Christmas, Community Member

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Meeting started at: 5.30pm

1. Welcome & Introductions

- Acknowledgement of Country, read by Anneke Birleson
- Introduction of attendees.
  - Anneke Birleson, Acting Executive Manager Corporate and Community (Chair)
  - Leanne Lee Acting Community Development Officer/CRC Customer Service Officer (Minute Taker)
  - Rebecca Palumbo, Acting EMIDS for the Shire of York - guest attendee to provide an update on Shire Access & Inclusion works.
  - Andrew Mirza York Coop, *General Manager Guest Presenter* York Co-op
- Apologies.
  - Bev Penny, Community member.
  - Liz Christmas, Community member

2. Review of Previous Minutes

- The minutes of the meeting held on 25 February 2026 are confirmed as a true and correct record.
  - Moved: LDS

3. Correspondence

  - Minutes previous meeting circulated to all members via email
  - Draft Code of Conduct and Terms of reference circulated to all members via email
  - Collaboration Plan and Charter circulated to all members via email for members' consideration

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4. Update on Shire Works

Reimagine Macartney Street Project Update

- Rebecca Palumbo (RP) provided a further overview of the Reimagine Macartney Street Project and distributed copies of the Collaboration Plan and Charter for members' consideration. An electronic copy had also been circulated prior to the meeting; however, no comments were received.
- RP invited the Access and Inclusion Advisory Group (AIAG) to formally consider, review and endorse the Collaboration Plan and Charter. She acknowledged the significant contribution made by AIAG during the design phase, noting that the group's feedback had been instrumental in refining the project design, particularly in relation to level crossings. RP advised that the Shire was keen to maintain the group's involvement as the project progresses.
- Copies of the latest project plans were provided to attendees for final review.
- RP invited Andrew Mirza to present the York Co-operative's long-term vision for the redevelopment of the existing Co-operative building. Concept plans were provided to members for consideration (copy attached).AM emphasised that the proposed works are contingent upon future funding opportunities, with the immediate focus remaining on the development and upgrade of the car parking facilities.
- LDS sought clarification regarding the respective responsibilities of the Shire of York (SOY) and the York Co-operative. RP advised that the Shire is responsible for delivering Stage 1 works, including the streetscape upgrade, while the York Co-operative is responsible for the proposed parking area deliverables. RP further clarified that the Co-operative owns the adjoining shop property, while the Shire is responsible for the street upgrade works and leases the land proposed for the community park.
- MH requested clarification regarding the selection of angled parking bays, noting concerns raised by some community members. RP explained that angled parking would maximise the number of available bays while retaining parallel parking along the street.
- LDS expressed concern regarding pedestrians crossing the roadway in proximity to vehicles entering and exiting parking bays. RP advised that Stage 1 works would not be affected by these concerns and outlined several design features incorporated following community consultation. These include the creation of defined "rooms" within the streetscape, seating areas facing outward for ease of access, and substantial landscaping along Macartney Street. RP noted that some design elements may require minor adjustment during later construction stages, including potential repositioning of parking bays to minimise risks associated with shopping trolleys and pedestrian movements.
- LDS requested information regarding the dimensions of the proposed parking bays. RP advised that all bays would be a minimum of 2.5 metres wide, exceeding the Australian Standard minimum width of 2.4 metres, and would accommodate larger four-wheel-drive vehicles. RP also confirmed that ACROD bays had been incorporated into the design, together with several wider bays intended for users requiring additional space, such as parents with prams. Following further discussion, RP advised that the Shire would continue to consider the concerns raised and provide updates at future meetings.
- MH endorsed the Collaboration Plan and Charter and expressed appreciation for the opportunity AIAG had been given to contribute to the project. RP supported these comments and thanked members for their ongoing participation and valuable input.

AM left the meeting

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- As a quorum was not present, endorsement of the Collaboration Plan and Charter was sought via email following the meeting. The following motion was subsequently carried:

- *"The Access and Inclusion Advisory Group has been part of the planning for the Reimagine Macartney Street Project and is pleased to see the pedestrian raised platform incorporated into the design. The Group welcomes ongoing updates and discussions at future meetings."*
- **Moved:** Liz Christmas
  Seconded: Monique Hutchinson
  Outcome: Carried

York Memorial Swimming Pool Development

- Rebecca Palumbo (RP) provided an update on the York Memorial Swimming Pool Development project. The Shire of York (SOY) received 15 submissions in response to the Expression of Interest process to establish a skills-based Community Advisory Group (Annexure 1B).
- RP advised that the submissions represented a broad cross-section of community interests; however, no applications were received from the youth representation category.

RP left the meeting at 4.40 pm.

Staffing Update

- Anneke Birleson (AB) provided an update on the recruitment status and timelines for the Manager Community and Place (AIAG Chair) and Community Development Officer (AIAG Secretary) positions.
- AB advised that the Manager Community and Place position would not be filled at this stage and that oversight of the AIAG would continue under her direction. Responsibilities associated with the York Memorial Swimming Pool and Arts and Culture portfolios would also be managed by AB.
- Management of York Recreation and Community Centre (YRCC) Gym memberships would remain with the Community Resource Centre (CRC).
- AB advised that final interviews for the Community Development Officer position had been completed, with a preferred applicant identified. The anticipated commencement date was 25 May 2026.

5. Review of Terms of Reference for Advisory Group members

- Members were reminded that they had previously been requested to review the Advisory Group Terms of Reference (Annexure 2) and Code of Conduct.
- Amendments discussed at the previous meeting had been incorporated into the revised documents, which were subsequently circulated to members via email for further review.
- No additional feedback was received.
- Given the low attendance at the meeting, AB proposed that a special meeting be convened solely to consider adoption of the Terms of Reference and Code of Conduct.

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- Members agreed that a special meeting be held on 10 June 2026 at 5.30 pm.

6. Open Floor

- MH advised that community members had raised concerns regarding access to public computers and Wi-Fi services outside normal CRC operating hours.
- LL clarified the CRC is open to the public from 9.00 am to 2.00 pm, Monday to Friday. Staff are also available by appointment between 2.00 pm and 4.00 pm to assist with more complex enquiries.
- LL advised free Wi-Fi access is available 24 hours a day, subject to service availability, with login details displayed on the main entrance door. The CRC will continue to support community members requiring additional assistance.
- LDS sought clarification regarding processes for the dismissal of Advisory Group members, including matters relating to attendance, personal or professional conduct, and conflicts of interest.
- AB advised that many of these matters would be addressed through the Code of Conduct currently under review. She further advised that she investigate complaint management processes used by other local governments in relation to advisory group members.
- MH expressed her appreciation for the positive direction of the AIAG and looked forward to strengthening community connections following the recruitment of additional members through the Expressions of Interest process.
- LL thanked members for their ongoing contribution to the AIAG and expressed confidence in the incoming Community Development Officer assuming responsibility for Minute taking for the group.

7. Next Meeting Date & Adjournment

- AB thanked members for their time, commitment and ongoing contribution to the Advisory Group.
- **Next Meetings**
- Special Meeting: Wednesday, 10 June 2026 at 5.30 pm – Adoption of the Terms of Reference and Code of Conduct.
- Ordinary Meeting: Wednesday, 1 July 2026 at 5.30 pm – Boardroom, Community Resource Centre.
- **Meeting Closed:** 7.27 pm
- **Minutes Recorded By:** Leanne Lee

Meeting closed at: 7.27pm

Minutes recorded by: Leanne Lee

AIAG Minutes

Meeting Date: 10 June 2026

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Access & Inclusion Advisory Group

Meeting Minutes

Date:	10 June 2026
Time:	5.30pm
Location:	Community Resource Centre, Boardroom
In Attendance:	[AB] Anneke Birleson, Acting Executive Manager Corporate and Community (Chair) [EC] Elissa Currie, Community Development Officer [BP] Bev Penny, Community Member [LDS] Louise Draper-Sevenson, Community Member [LC] Liz Christmas, Community Member [HO] Hailey Osborne, CRC Customer Service Officer (Minute Taker)
Apologies:	Marjorie Kerkhoff, Monique Hutchinson

Meeting started at: 5.37pm

1. Welcome & Introductions

- Acknowledgement of Country, read by Anneke Birleson
- Introduction of new CRC staff:
  Elissa Currie, Community Development Officer
  Hailey Osborne, Customer Service Officer (minute taker)
- AB thanked the group for attending an additional meeting stating that the purpose of meeting is to review the Code of Conduct (CoC) and Terms of Reference (ToR). Once the group approves these documents the group can then look at Expressions of Interest (EOI) to get more members. Documents can change/be reviewed at a later date.

2. Terms of Reference Discussion

- BP stated was happy with the document.
- LC queried whether the AIAG needs to be included in 3.3(a) on the Governance Policies: Reference and Working Groups document.

  3.3 Council or the Administration may terminate the appointment of any any member prior to the expiry of their term, if:
  (a) any member is found to be in breach of the principles of the Policy E1 – Code of Conduct, Coucil Members, Committee Members and Canditates.

  AB stated that the policy will need to be reviewed as holding this group to Policy E1 could be considered overly prescriptive for the format of the group.
- LC noted that she had no issues.
- LDS queried the operating procedures on page 2. 4 meetings per year and at least 10-12 people. AB noted that the group may include additional members and that members may delegate a representative to attend on behalf of their group.
- LDS referred to page 1 Membership and how private enterprise could have a possible conflict of interest in being involved in the group. Groups and business would need to be impartial.
- LDS queried decision making process and whether it was possible to vote by email. AB agreed and stated that email would be possible.

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- Regarding point 12 page 2 and minutes being shared. AB said this has been taken off the website and that we're just required to record. BP said it used to be a legal requirement when it was a committee. LDS shared some concern about names being included in minutes and asked if names can be removed. AB mentioned the Privacy Act and will check requirements. Referring to the Freedom of Information Act anything identifiable is redacted but will get advice from Governance.
- AB mentioned the group does not make decisions, but advises.
- BP mentioned that the Shire does not need to take on what the group advises.
- AB said that the Shire can work on messaging for members if they are approached by people in the community. This is what can be said by members for consistency.
- EC asked how are members currently receiving feedback. AB said feedback is received both informally and through formal surveys and feedback.

3. Code of Conduct Discussion

- LDS queried if the terms 'acknowledge and validate' under guiding principles would be better than 'value and actively listen' as actively listen is a buzz word. To validate what a person has said, you don't have to agree but it is an acknowledgment. BP and LC agreed.
- LDS asked about confidentiality and that the group needs to know when things are confidential for example the McCartney Street plans. AB agrees documents need to be marked and explicitly stated when not to be shared outside of this group.
- LDS said they were the 'ears on the ground' to what the community thinks so greyer area than employees and councillors. AB said we can make it very clear with messaging and members can reach out to EC and AB.

4. Adopting the Code of Conduct and Terms of Reference

- Code of Conduct adopted by members of the the AIAG *with the change of 'Acknowledge and validate' replacing 'Value and actively listen' under Guiding Principles*
  Moved: Bev Penny
  Seconded: Liz Christmas
  Outcome: Carried unanimously (5/5)

- Terms of Reference adopted by members of the AIAG with no changes
  Moved: Bev Penny
  Seconded: Louise Draper-Sevenson
  Outcome: Carried unanimously (5/5)

5. Media Engagement for AIAG Expressions of Interest (EOI)

- AB let the members know that Allan (SoY marketing) has compiled the following for promotion of the AIAG
  - Social media tiles
  - EOI formal invitation – Why, what's involved, who the group is looking for, how to apply/get involved
  - Visual posters – Your voice, your community
- AB asked the group what avenues they would like to promote. Suggestions included Community Matters, paper flyers, radio, website, IGA, post office and GWN. Members can share on different Facebook groups but the Shire is unable to.
- EC queried who are we advocating for and what groups could be targeted. It as discussed that Northam group representatives can be involved. If members know people/groups suitable can invite them to submit an EOI. If you think of anything else please let AB or EC know.

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6. Open Floor

- LDS brought up that people often find they are isolated and if there was a directory of groups/individuals that the information could be passed onto them.
- EC said the CRC are updating the contact list and tailoring it down to subjects and making sure the details are up-to-date.
- EC said the CRC will be working on Welcome to York packs. The York Society used to do this.
- Query about could information be put in mail boxes. AB said need to be careful with unsolicited material being sent out.
- EC will bring a proposed pack to the group. Discussion about there being a possible intergenerational activity for the bags with Michelle Kickett maybe running an art workshop.
- AB said the group would be consulted about the information presented. Is it accessible and suitable.

7. Next Meeting Date & Adjournment

- AB thanked members for their time.
- **Next Meetings:** Wednesday, 1 July 2026 at 5.30 pm – Boardroom, Community Resource Centre.
- **Meeting Closed:** 6:23pm
- **Minutes Recorded By:** Hailey Osborne

Meeting closed at: 6:23pm

Minutes recorded by: Hailey Osborne

Access and Inclusion Advisory Group

TERMS OF REFERENCE

BACKGROUND

The Access and Inclusion Advisory Group was formed in response to feedback obtained via a community survey and two "Have Your Say" workshops held in the Shire of York in May 2022. The is to be formed in line with Shire Policy *G9 – Reference or Working Groups*.

PURPOSE

To serve as the 'voice of inclusion' for the Shire of York's diverse community.

AIMS & FUNCTIONS

The Advisory Group will:

- Provide advice to Council to enhance the Shire of York as an inclusive community that is accessible for all residents and visitors, and such advice will be reflected in the Shire's policies, programs and events; and
- Provide advice on the implementation of the Shire's Access and Inclusion Plan (AIP) 2024-2029; and
- Review the AIP annually.

MEMBERSHIP

In order to ensure the widest possible representation, the Shire will invite nominations from interested parties, and would especially welcome nominations from the following:

- Individuals with a 'lived experience' of disability and other mental and/or physical barriers to participating equally and fully in community life;
- Family members and/or carers of people with a 'lived experience';
- Individuals from or advocating on behalf of a range of age groups (early years, youth, middle-aged, and senior citizens);
- Individuals from minority groups, including Culturally and Linguistically Diverse (CALD) and Aboriginal and Torres Strait Islander (ATSI) peoples, and the LGBTQIA+ community;
- Representatives of at least two community service organisations e.g. aged care facilities, hospitals, volunteer groups, and organisations providing various support and assistance;
- Individuals with a strong sense of 'active citizenship'; and
- Compassionate people who wish to develop and maintain a connected community, with a 'LETS' ethos, i.e. Listen, Ask, Talk and Share (adapted from the City of Albany's Compassionate Albany Charter which may be found here).

OPERATING PROCEDURES

1. The membership of the Advisory Group will comprise of at least 10 to 12 people, including the Chairperson.
2. The Advisory Group will meet a minimum of four times per calendar year and aim for attendance by at least 80% of members.
3. Membership of the Advisory Group shall be for a period of two years, after which there will be a membership spill and nominations will again be invited.
4. In order to maintain their membership for an initial fixed period of two years, members must attend a minimum of two meetings per calendar year.
5. Members must comply with the Advisory Group's Code of Conduct at all times.
6. The Advisory Group has the authority to second individuals (on a voluntary basis) from outside the group who can contribute particular experience, expertise or insight.
7. The Chairperson is the Shire's Executive Manager Corporate and Community Services or another appropriate Shire employee as delegated by the Chairperson.
8. The Chairperson will preside over all meetings and be responsible for the orderly conduct of meetings.
9. Wherever possible, a quorum should be present at each meeting; the quorum being fifty percent (50%) or a minimum of five (5) members including the Chairperson.
10. The decision-making process will primarily be by consensus but may be by secret ballot conducted during the meeting, as determined by the Chairperson. The result will be announced by the Chairperson at the meeting and the majority opinion will prevail. Where necessary, the Chairperson will have the casting vote. Decisions will not be made in the absence of a quorum.
11. Administrative support will be provided by the Shire. This employee will work closely with the Chairperson to ensure that Agendas are available no less than three working days prior to each meeting and Minutes are available no later than ten working days after each meeting.
12. The employee providing administrative support will ensure that Agendas and Minutes are recorded on the Shire's electronic record-keeping system and shred with the Group. Upon request, Agendas and Minutes will also be made available in alternative formats such as large print, electronic format (disk or email), and audio or Braille.
13. In order to facilitate participation by as many members of the Advisory Group as possible, the Shire will identify suitable local meeting venues. It also recommends that the meeting times and formats (via Zoom or Teams, for example) are conducive to optimum attendance.

RELEVANT LEGISLATION

Disability Services Act 1993
Disability Services Regulations 2004
Disability Discrimination Act 1992 (Cth)
Equal Opportunity Act 1984

Access and Inclusion Advisory Group

CODE OF CONDUCT

PURPOSE

This Code of Conduct outlines shared expectations to support a respectful, inclusive, and effective Advisory Group.

It aims to:

- Create a safe and welcoming environment for all members
- Support open, respectful, and constructive discussions
- Provide clarity on the role of members in contributing to the group and representing the community

SCOPE

This Code of Conduct applies to all members of the York Access and Inclusion Advisory Group for the duration of their membership.

GUIDING PRINCIPLES

Members agree to:

- Treat all people with respect, dignity and courtesy
- Acknowledge and validate diverse perspectives and lived experiences
- Contribute in a positive, constructive and solution-focused manner
- Support an environment where everyone feels safe to speak and be heard

ROLE OF MEMBERS

Members are expected to:

- Share insights based on lived experience, community knowledge and/or professional expertise
- Contribute in a way that supports the collective purpose of improving access and inclusion
- Represent broader community perspectives where possible, not only personal views
- Work collaboratively to provide balanced, practical advice to the Shire

PARTICIPATION AND MEETINGS

Members agree to:

- Attend meetings regularly or advise if they are unable to attend
- Come prepared and actively participate in discussions
- Respect the role of the Chair in facilitating fair and orderly meetings
- Allow all members the opportunity to contribute

COMMUNICATION AND WORKING TOGETHER

Members agree to:

- Communicate respectfully, even where views differ
- Be open to diverse opinions and willing to consider alternative perspectives
- Avoid personal criticism, offensive language or disruptive behaviour

- Raise concerns constructively and in a timely manner
- When using email to share information or discuss a Group related matter all Group members are to be copied in.

CONFIDENTIALITY AND INFORMATION SHARING

The Advisory Group recognises that members:

- Are part of the community and may communicate with others outside the group
- Play a valuable role in sharing information and gathering feedback

Members agree to:

- Respect information identified as confidential or not for public sharing
- Not disclose sensitive or confidential information without permission
- Use discretion when discussing Advisory Group matters externally
- Clearly distinguish between:
    - Personal views
    - Advisory Group discussions
    - Formal Council decisions

CONFLICTS OF INTEREST

Members agree to:

- Declare any actual, potential or perceived conflict of interest
- Act in good faith and in the interests of the community
- Avoid situations where personal or financial interests could improperly influence their contribution

CONDUCT OUTSIDE MEETINGS

Members acknowledge their role as community representatives and agree to:

- Act respectfully when referring to the Advisory Group or the Shire in public
- Not engage in behaviour that could bring the Advisory Group or the Shire into disrepute
- Continue to engage with the community in a positive and inclusive way

ADDRESSING CONCERNS

If concerns arise regarding behaviour:

- They should be raised respectfully with the Chair or Shire representative
- Matters will be addressed through open discussion with a focus on constructive resolution
- Where needed, the Shire may take reasonable steps to address ongoing issues, including reviewing membership

COMMITMENT

By participating in the Access & Inclusion Advisory Group, members agree to uphold this Code of Conduct and support a respectful, inclusive and collaborative environment.

I confirm that I have read and understood the York Access and Inclusion Advisory Group Code of Conduct and agree to abide by its terms for the duration of my membership.

_____ _____

Print name ***Signature***

_____

Date

Government of **Western Australia**
Department of **Communities**

Disability Access and Inclusion Plan (DAIP) Progress Report 2025-2026

Reporting period: 1 July 2025 – 30 June 2026

The *Disability Services Act 1993* requires public authorities to:

- develop and implement a Disability Access and Inclusion Plan (DAIP).
- report annually on the progress made in achieving the seven DAIP outcomes.

Please submit your completed DAIP Progress Report 2025-2026 (in Word format only) to StateDisabilityStrategy@communities.wa.gov.au by **4.30pm, Wednesday 15 July 2026.**

PUBLIC AUTHORITY DETAILS

Public Authority Name	Shire of York
Contact Person	Elissa Currie
Position Title	Community Development Officer
Email	records@york.wa.gov.au
Phone	(08) 96410500
Date DAIP lodged with Department of Communities	17/02/2025
Date DAIP published on public authority's website	11/02/2025
Website link for published DAIP	Council Documents » Shire of York
Has your public authority taken all practical measures to ensure its DAIP is implemented by relevant agents and contractors?	Yes

Completing Sections 1-7

Sections 1-7 require public authorities to list the **actions** implemented against each of the seven DAIP outcomes. DAIPs can list strategies only, or both strategies and actions. Where your DAIP includes Strategies only, the DAIP actions will be in an implementation plan, action plan or other internal working document.

What is a Strategy and what is an Action?

A **strategy** is a broad direction or approach to be taken to achieve a desired outcome.

An **action** is the activity, project or program delivered to achieve a strategy. An action is not the individual tasks, checklists or steps to complete the action.

DAIP examples:

1. Strategies only: City of Mandurah and Department of Treasury
   OR
2. Strategies and actions: City of Perth and Child and Adolescent Health Service.

To complete the tables in Sections 1-7:

- Column 1 – Strategy Number
  - Enter the number of your DAIP Strategy (text is not required).
- Column 2 – DAIP Action
  - Copy and paste the action wording from your DAIP, internal working document, operational or implementation plan.
- Column 3 - SDS outcome:
  - select one State Disability Strategy outcome from 1 – 15. Refer to State Disability Strategy Outcomes Guide (provided with this template) to identify the most appropriate outcome.
- Progress status select from:
  - **To be commenced**: the action is not scheduled to start yet.
  - **In progress**: the action is underway or is incorporated into business as usual.
  - **Completed**: the action has been implemented and completed.
  - **Not progressed**: the action has been delayed or is discontinued.

SECTION 1: DAIP OUTCOME 1 – SERVICES AND EVENTS

People with disability have the same opportunities as other people to access the services and events of a public authority.

QUESTION	ANSWER
Did your authority organise events in 2025-2026 that positively impacted community attitudes towards people with disability? If yes, indicate the event: ☐ International Day of People with Disability ☐ Other: (list events here) Due to staffing capacity and resignations over this period no events were held. Events that contribute to positive community attitude change are those that: • Raise the profile of people with disability. • Facilitate community interaction between the general public and people with disability. • Incorporate explicit disability awareness activities. For example: an Auslan choir, wheelchair basketball, sensory room.	No

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Include representatives of Access and Inclusion Advisory Group (AIAG) in: • events planning, • hosting events and presentations, annual review/ audit of programs and events.	13. Voices are heard	In Progress
2	Review and improve the event checklist and promote its availability to staff and external event hosts.	7. Welcomed and accepted	In Progress
2	Include special requirements section in the Experience York app.	15. Information	To be commenced
3	Provide opportunities for people with disability and the community to comment on access and inclusion to services, infrastructure, significant planning processes e.g. annual calls for feedback, feedback after experiencing services or facilities	13. Voices are heard	Completed
3	Allocate budget to expand library programs and materials for people with disability.	8. Recreation, Social, Arts and Culture	Completed
3	Build connections and encourage community members to help each other out e.g. put bins out for people who need	7. Welcomed and accepted	In Progress

3	Include diverse voices in Youth Committee and development of Youth Strategy.	13. Voices are heard	In Progress
3	Involve volunteers in delivery of library books to those who need	8. Recreation, Social, Arts and Culture	In Progress
4	Promote accessible and inclusive services in or around York	15. Information	In Progress
	Prioritise business and community grants for those who provide access for people with disability	8. Recreation, Social, Arts and Culture	In Progress
4	Collaborate with local community groups and services to deliver an Intergenerational Seniors Appreciation event aimed at and inclusive of children	8. Recreation, Social, Arts and Culture	Completed
4	Collaborate with local agencies to plan an Access & Inclusion Expo	7. Welcomed and accepted	To be commenced
4	Investigate more accessible parking outside IGA & Post Office	5. Community Infrastruce	In Progress

SECTION 2: DAIP OUTCOME 2 – BUILDINGS AND FACILITIES

People with disability have the same opportunities as other people to access the buildings and facilities of a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Ensure an independent access auditor is used for all significant facility, precinct or public open space development or upgrade projects undertaken	5. Community Infrastruce	To be commenced
1	Raise relevant staff awareness about best practice in access and inclusion e.g. universal design.	5. Community Infrastruce	In Progress
2	Include “accessibility” in the development of Operational Plans for a range of assets	5. Community Infrastruce	To be commenced
2	Continue to explore a Changing Places facility.	5. Community Infrastruce	In Progress
3	Incorporate accessible design features as part of any new or planned upgrades to facilities and/or public open space	5. Community Infrastruce	In Progress
3	Improve signage to key accessible locations e.g. toilets and parking.	5. Community Infrastruce	In Progress
4	Provide a fact sheet to advocate to local business the requirements for and the benefits of providing accessible and inclusive buildings and facilities	15. Information	To be commenced

SECTION 3: DAIP OUTCOME 3 – INFORMATION

People with disability receive information from a public authority in a format that enables them to access the information as readily as other people.

QUESTION	ANSWER
Does your authority have accessible formats of your Disability Access and Inclusion Plan? Accessible formats include: accessible word and pdf versions, audio, Easy Read.	YES

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Check all documents for digital accessibility issues using built-in checkers in Word, Excel, PowerPoint, Outlook, and Adobe Acrobat.	15. Information	To be commenced
1	Conduct an audit of style guide and all front facing documents to ensure consistency and compliance with accessibility standards.	15. Information	To be commenced
1	Involve AIAG in testing, reviewing and providing feedback on information and communications.	15. Information	In Progress
2	Ensure inclusive language and imagery reflects diversity in the community	15. Information	In Progress
2	Provide publicly available information about accessible and inclusive services and facilities including toilets, ACROD parking, quiet times and sensory spaces at events or facilities such as library, on website and in other formats e.g. brochures.	15. Information	In Progress
3	Check/audit that website conforms to the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.2 Level AA standard.	15. Information	To be commenced
3	Develop intranet so it is easy for staff to locate key documents.	15. Information	Completed
3	Embed Australian Standard 301.549 - *Accessibility requirements suitable for public procurement of ICT products and services - into* procurement policies to guide and support information and communication technology (ICT) procurement processes.	15. Information	To be commenced

SECTION 4: DAIP OUTCOME 4 – SERVICE QUALITY

People with disability receive the same level and quality of service from the staff of a public authority as other people receive.

QUESTION	ANSWER
Did your authority deliver training in 2025-2026 that improved staff capacity to respond positively to people with disability? If yes, what type of training was provided: ☐ Disability awareness ☐ Disability awareness refresher ☐ Other: (list training here) For Other: Examples include: disability confident recruiter, Auslan, Easy Read.	No

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Provide initial training at onboarding stage.	7. Welcomed and accepted	To be commenced
1	Provide annual refresher training/videos on intranet	7. Welcomed and accepted	To be commenced
1	Involve AIAG in service evaluation	13. Voices are heard	In Progress
2	Include access & inclusion training in the onboarding of all new staff and councillors	7. Welcomed and accepted	In Progress
3	Implement suggestions from O'Brien Harrop audit	5. Community Infrastruce	In Progress
4	Provide publicly available information about accessibility in the Shire Including toilets, ACROD parking, quiet times and sensory spaces at events or facilities such as library.	15. Information	In Progress
4	Provide publicly available information about accessibility in the Shire Including toilets, ACROD parking, quiet times and sensory spaces on website and in other formats e.g. brochures.	15. Information	In Progress

SECTION 5: DAIP OUTCOME 5 – COMPLAINTS

People with disability have the same opportunities as other people to make complaints to a public authority.

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Increase awareness of complaint procedures e.g. broaden mechanisms to share it, regular updates to community to "let us know is an issue for us to address"	13. Voices are heard	In Progress
1	Develop a checklist/procedure for how we action complaints	15. Information	In Progress

2	Include access and inclusion information in the new registration/booking system “SpacetoCo” for venue bookings.	15. Information	To be commenced
2	Implement utilisation of event checklist to ensure access and inclusion requirements are addressed.	13. Voices are heard	To be commenced
3	Include provision of feedback about the outcomes in any checklist or procedure on actioning complaints.	15. Information	To be commenced
3	Share the results of consultations through a variety of channels.	15. Information	In Progress

SECTION 6: DAIP OUTCOME 6 – CONSULTATION

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

QUESTION	ANSWER
Does your authority have a DAIP advisory, reference or working group with members who have lived experience of disability? A DAIP advisory, reference or working group is one whose purpose is to: • Shape your public authority’s access and inclusion initiatives. • Raise the profile of access and inclusion within your public authority. • Influence change in policy and practices relating to access and inclusion.	Yes

DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Increase awareness of complaint procedures e.g. broaden mechanisms to share it, regular updates to community to “let us know is an issue for us to address”	13. Voices are heard	In Progress
1	Develop a checklist/procedure for how we action complaints	15. Information	In Progress
2	Include access and inclusion information in the new registration/booking system “SpacetoCo” for venue bookings.	15. Information	To be commenced
2	Implement utilisation of event checklist to ensure access and inclusion requirements are addressed.	13. Voices are heard	To be commenced
3	Include provision of feedback about the outcomes in any checklist or procedure on actioning complaints.	15. Information	To be commenced
3	Share the results of consultations through a variety of channels.	15. Information	In Progress

SECTION 7: DAIP OUTCOME 7 – EMPLOYMENT

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

QUESTION	ANSWER
Local Government: How many elected members disclose they have disability?	**0**
State Government: Does your authority have a government board/s? If yes, how many board members disclose they have disability?	Choose an item. Choose an item.

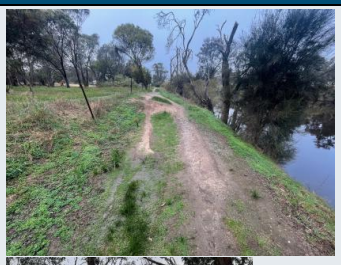
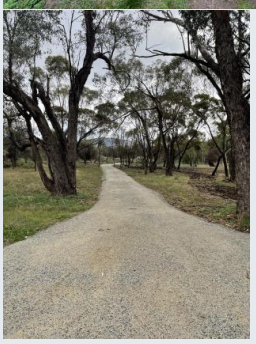
DAIP Strategy No.	DAIP ACTION	SDS OUTCOME	PROGRESS STATUS
1	Formalise relationships with service providers e.g. Essential Personnel	2. Employment and economic independence	To be commenced
1	Ensure recruitment opportunities are shared with service providers.	2. Employment and economic independence	To be commenced
1	Explore opportunities for traineeships, job customisation, internships and volunteering opportunities to support skills development.	2. Employment and economic independence	In Progress
2	Amend procurement processes to prioritise contractors that provide employment opportunities for people with disability	2. Employment and economic independence	To be commenced
3	Explore Disability Confident Recruiter recognition through Australian Network on Disability.	2. Employment and economic independence	To be commenced

SECTION 8: ACHIEVEMENTS

- Select three achievements – the third must be an achievement from either DAIP Outcome 3, 4, 5, or 6.
- Limit the achievement description to 150 words maximum.
- Achievements must demonstrate at least one of the following:
  - Resulted in positive change: what happened and what changed.
  - Innovation: implemented or created something new to address a need, gap or solve a problem.
  - Improvement in disability access and inclusion practice. For example: building project progressing from minimum standards to application of universal design principles.
  - Outcomes: where change has been measured. For example: increased awareness, satisfaction, knowledge, confidence.

Photos

- Insert a maximum of two photos per achievement.
- Only submit photos where permission to publish the image has been obtained.
- Photos should be in jpeg format and be a minimum of 300 dpi.

ACHIEVEMENT 1 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 2, Buildings and Facilities	
Photos: ☒ Permission to publish confirmed ☒ Minimum 300 dpi	
Achievement: Incorporate accessible design features as part of any new or planned upgrades to facilities and/or public open space **River Walk Trail Extension** The River Walk Trail Extension project has significantly improved accessibility, safety, and usability for residents and visitors enjoying the local river environment. Prior to the upgrade, this section of the trail consisted of an unconstructed pathway that was often muddy, uneven, and difficult to navigate, particularly during wet weather conditions. The newly constructed extension now provides an accessible surface, creating a continuous pathway that is safer for users of all ages and abilities. By removing barriers to access, the project encourages increased participation in outdoor recreation and promotes healthy, active lifestyles within the community. The enhanced pathway also allows more people to connect with the natural surroundings and enjoy the river precinct year-round. This important infrastructure improvement delivers lasting community benefits by enhancing accessibility, reducing safety risks, and creating a more inclusive experience for all trail users.	

ACHIEVEMENT 2 (maximum word count: 150)	Photos (max. 2)
Achievement is from DAIP Outcome: 1. Events and Services	
Photos: ☒ Permission to publish confirmed ☒ Minimum 300 dpi	
Achievement: Intergenerational Seniors Appreciation event aimed at and inclusive of children **"Music Across the Generations"** Residents at BaptistCare Ballardong Gardens enjoyed a lively and heartwarming Music Across the Generations event that brought together residents, children, staff, and community members through the joy of music. The morning featured a performance by a professional musician, with residents singing along, clapping, and enjoying familiar tunes. The atmosphere became even more vibrant when a local childcare group joined the event, delighting residents with their enthusiastic singing and cheerful energy. A highlight of the morning was the interactive instrument session, where children and residents played percussion instruments together. The activity encouraged participation, creativity, and meaningful connections across generations, creating plenty of laughter and smiles. The event promoted wellbeing, social engagement, and community spirit, demonstrating how music can bring people of all ages together. The morning concluded with a shared morning tea, providing an opportunity for everyone to relax, chat, and reflect on the wonderful memories created through this special intergenerational experience.	

ACHIEVEMENT 3 (maximum word count: 150)	Photos (insert max. 2)
Achievement is from DAIP Outcome: 3, Information	
Photos: ☒ Permission to publish confirmed ☒ Minimum 300 dpi	

Achievement: Provide opportunities for people with disability and the community to comment on access and inclusion to services, infrastructure, significant planning processes e.g. annual calls for feedback, feedback after experiencing services or facilities.

And

Involve AIAG in testing, reviewing and providing feedback on information and communications.

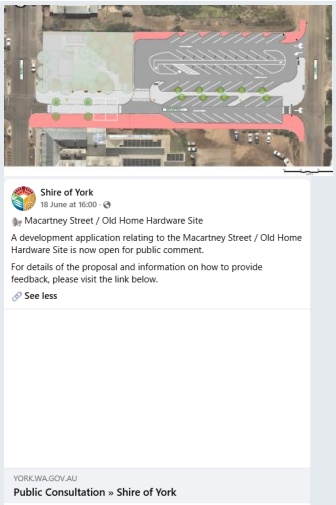
Macartney Street Pedestrian Precinct Consultation and Communication

The Shire of York's Access and Inclusion Advisory Group continued to support accessibility and inclusion initiatives throughout 2025–26. Meeting regularly throughout the year, the group provided valuable community input, reviewed governance documents, and prepared for the recruitment of new members through an upcoming Expression of Interest process. Their ongoing commitment contributes to creating a more inclusive and accessible York for all residents and visitors.

A key achievement during the reporting period was the group's involvement in the development of the Macartney Street Pedestrian Precinct. Feedback from members, including lived-experience perspectives, helped inform the design process and ensure accessibility and inclusion considerations were incorporated into planning outcomes and project development.

The project was supported by a comprehensive communication and engagement approach. Information and updates were provided through a range of accessible channels, including on-site signage, the Shire of York website, and social media platforms in both written and video formats. These measures promoted community awareness, participation, and equitable access to project information.

See hyperlink below for site signage and video.



SECTION 9: DAIP ACTIONS IN DIGITAL FORM

If your public authority produced video or social media clips to promote and demonstrate the impact of any of your DAIP actions or activities – please include hyperlinks below.

DAIP stories in digital form

Did your authority produce video or social media clips on any DAIP actions/activities in 2025-2026?	YES
If yes, please provide hyperlinks to digital content if publicly available online.	
Hyperlink 1: Macartney Street Concept Design – Have Your Say	
Hyperlink 2: Join us for Celebrating York Seniors	
Hyperlink 3 Town Hall Lift Update The Town Hall	

Please submit your completed Disability Access and Inclusion Plan (DAIP) Progress Report 2025-2026 to: StateDisabilityStrategy@communities.wa.gov.au **by 4.30pm, Wednesday 15 July 2026.**

SY069-07/26 DELEGATES TO THE 2026 WA LOCAL GOVERNMENT ASSOCIATION CONVENTION

File Number:	**4.9680**
Author:	**Emma Hannington, Council Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**27 June 2023 (130623)** **25 June 2024 (100624)** **22 July 2025 (120725)**
Disclosure of Interest:	**Nil**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents Council with information regarding the 2026 WA Local Government Convention (the Convention) for determination of attendees and the appointment of voting delegates for the WALGA Annual General Meeting (AGM).

BACKGROUND

The Convention will be held from Wednesday 16 to Friday 18 September 2026 at the Perth Convention & Exhibition Centre. Themed *Tomorrow's World*, the Convention reflects the rapidly changing environment facing Local Governments across Western Australia. From emerging technologies and shifting community expectations to economic pressures and global uncertainty, it explores the rapidly changing challenges and opportunities facing the sector.

WALGA Local Government Convention 2026 | WALGA

The AGM will be held on the afternoon of Thursday 17 September 2026 and is free to attend. All member Councils are entitled to be represented by two (2) voting delegates at the AGM. Voting delegates must be registered prior to the AGM and only registered or proxy registered delegates are entitled to exercise voting entitlements on behalf of member Councils.

The previous Conventions have been attended by Councillors Trent, Smythe and Gibbs.

COMMENTS AND DETAILS

Discussion at Council's July 2026 Concept Forum indicated that Councillors Trent, Smythe and, Gibbs would like to attend the Convention. In addition, senior staff will be attending the Convention.

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

In previous years the date of the Ordinary Meeting of Council for September was altered to accommodate WALGA Conference attendance, however for 2026 the earlier date and later weekday start allows causes no interruption to Council process.

OPTIONS

Council has the following options:

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

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

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Council Concept Forum 14 July 2026

Strategic

Council 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 registration for a full delegate is $1,300, and for WALGA Life Members (Cr Kevin Trent) it is complimentary. Single day delegate costs are $650, although if only attending the AGM, this is free. Further costs are incurred for attendance at the Australian Local Government Women's Association (WA) AGM and Breakfast, Convention Breakfast, Gala or WALGA Zone Dinner. Accommodation costs are estimated at $215-$450 per night per room. Reimbursement of travel expenses to Perth and return to attend the Convention are also payable by the Shire.

The following expenses will not be covered by the Shire:

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

An allocation will be made in the 2026/27 budget at GL: 041102 – Conference and Training Expenses to cover the costs of attendance.

Legal and Statutory

Nil

Risk Related

If it is not represented at the AGM and Convention, Council risks not being fully informed on important issues affecting local government in Western Australia.

Workforce

Senior staff will also be attending the Convention.

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
100726

Moved: Cr Elaine Ashford **Seconded: Cr Kevin Trent**

That, with regard to Delegates to the 2026 WA Local Government Association Convention, Council:

1. **Authorises Cr Gibbs, Cr Smythe and Cr Trent to attend the 2026 WALGA Local Government Convention as Full or Day Delegates, noting Councillor Trent is a WALGA Life Member.**
2. **Agrees to cover the following costs for each attendee:**
    a. **Full or Day Delegate registration fee (as applicable)**
    b. **Gala or WALGA Zone Function**
    c. **Australian Local Government Women's Association (WA) Breakfast (female Councillors only)**
    d. **Convention Breakfast**
    e. **Accommodation including breakfast at the hotel (where applicable)**
    f. **Travel expenses to Perth and return to attend the Convention**
3. **Will not pay for the following:**
    a. **Alcohol and mini bar expenses**
    b. **Evening meals (not associated with the Convention Program)**
    c. **Partner Activities**
4. **Appoints Councillor Chris Gibbs and Councillor Denese Smythe as voting delegates for the Shire of York, with Councillor Kevin Trent listed as the proxy voting delegate, at the WALGA Annual General Meeting, which is free to attend, to be held during the Convention.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

SY070-07/26 INVESTMENTS - JUNE 2026

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Investment Register - June 2026 ⇩**

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

Details of the Shire's current term deposits and bank balances are presented in Appendix 1.

There were two (2) maturing Reserve investments, that were reinvested with Westpac Banking Corporation as follows:

- (TD 032113 743253) the principal and interest balance of $1,074,503.84 was reinvested for 365 days at 5.61%.
- (TD 036107 299633) the principal and interest balance of $1,040,939.51 was reinvested for 365 days at 5.51%.

There were two (2) maturing Municipal investments, that that were reinvested as follows:

- (NAB TD LC 312738) the principal and interest balance of $1,505,054.79 was reinvested for thirty-two (32) days at 4.10%.
- (Westpac TD 036107 299617) had $500,000 withdrawn to invest on a shorter term to meet cashflow needs. A balance of $2,576,668.49 including interest was reinvested for 183 days at 5.32%.

A new Municipal investment of $500,000 was placed for ninety-two (92) days at 5.19%. This investment is funding for the Light Industrial Area project and will be needed for short term cashflow commitments.

2025/26 Year to Date (YTD) Municipal interest totalling $160,775.61 has been received and receipted as at 30 June 2026.

The following investments were placed in June 2026:

Banking Institution	Fund	Term Days	Investment Value	Investment Rate
Westpac Banking Corporation	Municipal	183	$ 2,576,668.49	5.32%
Westpac Banking Corporation	Municipal	92	$ 500,000.00	5.19%
National Australia Bank	Municipal	32	$ 1,505,054.79	4.10%
Westpac Banking Corporation	Reserve	365	$ 1,074,503.84	5.61%
Westpac Banking Corporation	Reserve	365	$ 1,040,939.51	5.51%

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Standard and Poor's Australia - Global Credit Ratings

Financial institutions

Strategic

Council 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.

A review of Policy F4 – Investments was adopted by Council at its Ordinary Meeting held on 23 June 2026 (Resolution 150626).

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
110726

Moved: Cr Denese Smythe **Seconded: Cr Kevin Trent**

That, with regard to Investments - June 2026, Council:

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

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

SHIRE OF YORK INVESTMENT PORTFOLIO
30 June 2026

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										
LIA Funding	Westpac Banking Corp	AA-	Saturday, 20 June 2026	Sunday, 20 December 2026	**183**	2,576,668.49	22%	5.32%	2,645,395.65	**68,727.16**
LIA Funding	Westpac Banking Corp	AA-	Wednesday, 24 June 2026	Thursday, 24 September 2026	**92**	500,000.00	4%	5.19%	506,540.82	**6,540.82**
Muni	National Australia Bank	AA-	Thursday, 25 June 2026	Monday, 27 July 2026	**32**	1,505,054.79	13%	4.10%	1,510,464.74	**5,409.95**
MUNICIPAL - Interest Bearing NCDs/TDs						**4,581,723.28**	**39%**	**4.87%**	**4,662,401.21**	**80,677.93**
MUNICIPAL - Other funds										
	Municipal Account 118630623	A-				3,753,223.35	32%	0.00%	3,753,223.35	**0.00**
Flex-i	Westpac	AA-				32,403.91	0%	0.15%	32,403.91	**0.00**
	AMP Business Saver	BBB+				26.02	0%	2.00%	26.02	**0.00**
MUNICIPAL - Other						**3,785,653.28**	**33%**		**3,785,653.28**	**0.00**
RESERVE - Interest Bearing NCDs/TDs										
	Westpac Banking Corp	AA-	Wednesday, 9 June 2027	Thursday, 8 June 2028	**365**	1,074,503.84	9%	5.61%	1,134,783.51	**60,279.67**
	Westpac Banking Corp	AA-	Wednesday, 21 January 2026	Tuesday, 21 July 2026	**180**	633,599.63	5%	4.49%	647,629.09	**14,029.46**
	Westpac Banking Corp	AA-	Saturday, 20 June 2026	Sunday, 20 June 2027	**365**	1,040,939.51	9%	5.51%	1,098,295.28	**57,355.77**
RESERVE - Interest Bearing NCDs/TDs						**2,749,042.98**	**24%**	**5.05%**	**2,880,707.87**	**131,664.89**
RESERVE - Other funds										
	Reserve Acct 119521748	A-				6,151.87	0%	0.00%	6,151.87	**0.00**
RESERVE - Other						**6,151.87**	**0%**		**6,151.87**	**0.00**

TRUST - Interest Bearing NCDs/TDs										
T2/SUBDIVISIONS	Bendigo Bank	A-	Friday, 29 May 2026	Friday, 29 January 2027	**245**	39,764.79	0.34%	4.40%	40,939.21	**1,174.42**
T40 I/SECTIONS 2513	Bendigo Bank	A-	Friday, 29 May 2026	Friday, 29 January 2027	**245**	37,305.85	0.32%	4.40%	38,407.65	**1,101.80**
T77 C/OVERS 2514	Bendigo Bank	A-	Friday, 29 May 2026	Friday, 29 January 2027	**245**	46,030.14	0.40%	4.40%	47,389.61	**1,359.47**
TRUST - Interest Bearing NCDs/TDs						**123,100.78**	**1%**	**4.40%**	**126,736.47**	**3,635.69**
TRUST - Other funds										
	Trust Acct 118630649	A-				390,395.54	3%	0.00%	390,395.54	**0.00**
TRUST - Other						**390,395.54**	**3%**		**390,395.54**	**0.00**
TOTALS						**11,636,067.73**	**100%**	**4.77%**	**11,852,046.24**	**215,978.51**

Reconcilation

by rating	Value of Investments/Bank accounts	
AA-	7,363,170.17	**63%**
A-	4,272,871.54	**37%**
BBB+	26.02	**0%**
TOTAL	**11,636,067.73**	**100%**

Summary of Amounts

TD's by bank			Bank Accounts - Bendigo Bank	
Bendigo Bank	123,100.78	**2%**	Municipal	3,753,223.35
AMP Banking	0.00	**0%**	Reserve	6,151.87
National Australia Ban	1,505,054.79	**20%**	Trust	390,395.54
Westpac Banking Corp	5,825,711.47	**78%**	AMP At call	0.00
			AMP Notice	26.02
			Wespac Flex-i	32,403.91
	7,453,867.04	**100%**	**30-Jun-26**	**$ 4,182,200.69**
			Total Cash	**11,636,067.73**

Interest Earnings			Total Cash by Fund	
Fund	**Adopted Budget**	**Year to Date Actual**	**Fund**	
Municipal	$ 50,000.00	$ 160,775.61	Municipal	**8,367,376.56**
Reserve	$ 100,000.00	$ 109,051.54	Reserve	**2,755,194.85**
Trust	$ -	$ -	Trust	**513,496.32**
Total	**$ 150,000.00**	**$ 269,827.15**	**Total**	**11,636,067.73**

SY071-07/26 LIST OF ACCOUNTS PAID USING TRANSACTION CARDS FOR THE PERIOD 1 TO 30 JUNE 2026

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Business & Purchase Card Transaction - June 2026 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

To present the list of payments made by authorised employees using credit, debit and other purchasing cards for the period 1 to 30 June 2026 (Appendix 1).

BACKGROUND

Regulation 13A of the *Local Government (Financial Management) Regulations 1996* requires a list of payments made using credit, debit or other purchasing cards to be presented to Council at the next Ordinary Meeting of Council after the list has been prepared. Regulations prescribe the information to be contained in the report.

Where appropriate, Officers have been authorised to make payments using credit cards in accordance with the Finance Policy F6 – Corporate Credit Card. The Chief Executive Officer (CEO) has authorised use of fuel cards for purchasing fuel to meet operational requirements. The list of payments made by authorised employees using transaction cards has been prepared for all payments made since the previous period reported.

COMMENTS AND DETAILS

Payments using credit, debit or other purchasing cards for the period 1 to 30 June 2026 total $2,487.38. Appendix 1 provides the detail required by legislation.

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 Corporate Credit Card Policy

Financial

There are no financial implications associated with this item. All payments have been made in accordance with provisions of the current budget, relevant policy requirements and authorisations.

Legal and Statutory

Local Government (Financial Management) Regulations 1996

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.

Risk Related

This item has been evaluated against the Shire's Risk Management Framework, Risk Assessment Matrix. If Council choose not to accept the Officers' recommendation this would present a compliance risk. The perceived level of risk is Moderate prior to treatment. Acceptance of the recommendation presented would reduce the risk to Minor.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
120726

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to List of Accounts Paid Using Transaction Cards for the Period 1 to 30 June 2026 Council:

1. **Receives the List of Accounts Paid Using Transaction Cards for the Period 1 to 30 June 2026 as presented in Appendix 1.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

MONTHLY LIST OF FUEL CARD TRANSACTIONS
June 2026

DATE	SUPPLIER	REGO	MODEL	ODOMETER	AMOUNT ($)
CARD: 5418 0780					
5/06/2026	Reddy Express Northam	1HSA231	2022 Mazda CX5 Auto AWD SUV	73563	76.68
5/06/2026	Wex Australia	1HSA231	2022 Mazda CX5 Auto AWD SUV		0.50
11/06/2026	S24 Sawyers Valley	1HSA231	2022 Mazda CX5 Auto AWD SUV	74094	73.36
18/06/2026	S24 Sawyers Valley	1HSA231	2022 Mazda CX5 Auto AWD SUV	74617	72.39
26/06/2026	Smiths Shell Service	1HSA231	2022 Mazda CX5 Auto AWD SUV	75175	35.14
26/06/2026	Wex Australia	1HSA231	2022 Mazda CX5 Auto AWD SUV		0.50
					258.57
CARD: 5983 4647					
29/06/2026	Puma Energy York Roadhouse	1HVF884	2023 Mazda CX5 Auto AWD Wagon	16179	74.00
					74.00
CARD: 5260 5069					
31/05/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	64348	82.48
31/05/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
14/06/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	64640	68.40
14/06/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
21/06/2026	Dunnings Northam	1IBY541	SUBARU OUTBACK WAGON	65000	67.41
21/06/2026	Wex Australia	1IBY541	SUBARU OUTBACK WAGON		0.50
					219.79
CARD: 6245 1553					
3/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	75589	1.58
3/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	75589	98.88
3/06/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
7/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	76004	0.82
7/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	76004	51.43
7/06/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
13/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	76655	1.40
13/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	76655	87.77
13/06/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
21/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	77311	1.35
21/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	77311	84.38
21/06/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
28/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	78007	1.44
28/06/2026	BP The Lakes 1903	1ICQ468	MAZDA CX-8 SPORT AUTO	78007	90.01
28/06/2026	Wex Australia	1ICQ468	MAZDA CX-8 SPORT AUTO		0.50
					421.56
CARD: 7445 3878					
9/06/2026	Caltex Glen Forrest	Y8804	MG ZS SEDAN	38063	65.56
17/06/2026	Dunnings Northam	Y8804	MG ZS SEDAN	38600	68.43
17/06/2026	Wex Australia	Y8804	MG ZS SEDAN		0.50
25/06/2026	Dunnings Northam	Y8804	MG ZS SEDAN	38967	61.88
25/06/2026	Wex Australia	Y8804	MG ZS SEDAN		0.50
					196.87
				TOTAL	**1,170.79**

MONTHLY LIST OF BUSINESS CREDIT CARD TRANSACTIONS
June 2026

DATE	TRANSACTIONS		AMOUNT ($)
CARD: M203 Executive Manager Corporate & Community Services			
3/06/2026	Survey Monkey - 12 month subscription		468.00
6/06/2026	Intuit Mailchip - E-newsletter		20.19
20/06/2026	MAL Automotives - Bus inspection for vehicle registration renewal		286.40
29/06/2026	Card fee x 2		8.00
			782.59
		TOTAL	**782.59**

MONTHLY LIST OF WOOLWORTHS CARD TRANSACTIONS
June 2026

DATE	INVOICE NUMBER	BRANCH	PURCHASE		AMOUNT ($)
5/06/2026	TI-018B2-179044	BIG W Midland Gate	Books for Library		494.00
5/06/2026	TI-018B2-179045	BIG W Midland Gate	Books for Library		40.00
				TOTAL	**534.00**

TOTAL CARD PURCHASES	**$ 2,487.38**

SY072-07/26 LIST OF PAYMENTS MADE FROM THE MUNICIPAL AND TRUST FUNDS FOR THE PERIOD 1 TO 30 JUNE 2026

File Number:	**4.9726**
Author:	**Denise Gobbart, Manager Finance**
Authoriser:	**Anneke Birleson, Acting Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Disclosure of Interest:	**Nil**
Appendices:	**1. Creditor Payments - June 2026 ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

To present the list of accounts paid by the Chief Executive Officer (CEO) under delegated authority for the period 1 to 30 June 2026 (Appendix 1).

BACKGROUND

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid to be presented to Council at the next Ordinary Meeting of Council after the list has been prepared.

Regulations prescribe the information to be contained in the report.

Under Delegation 1.1.17, Council has delegated to the CEO to make payments from the Municipal and Trust funds, and this function is also sub delegated to other officers, by the CEO as appropriate.

The schedule of accounts has been prepared for all payments of accounts made since the previous period reported.

COMMENTS AND DETAILS

The following is a summary of the accounts and payments made for the period 1 to 30 June 2026 and presented in detail at Appendix 1.

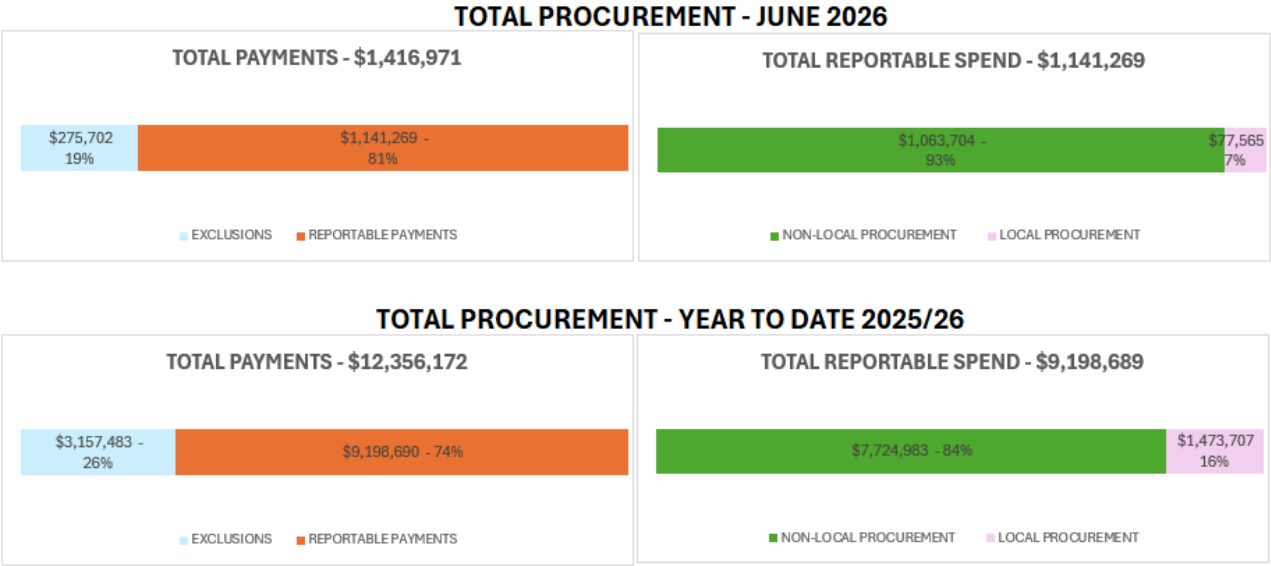
MUNICIPAL FUND	**AMOUNT ($)**
Electronic Payments (EFT 36199 – EFT 36360)	1,316,224.41
Cheque Payments (31957 - 31960)	12,016.30
Direct Debits	88,730.52
Sub Total	**1,416,971.23**
Payroll Net Salaries	342,998.18
Total - Municipal	**1,759,969.41**

TRUST FUND	
Electronic Funds Payments	0.00
Cheque Payments	0.00
Direct Debits Licensing	99,333.00
Total - Trust	**99,333.00**
TOTAL ACCOUNTS PAID	**1,859,302.41**

Appendix 1 does not include 'Payroll Net Salaries' or 'Direct Debits Licensing' as these transactions are recorded into the Shire's financial system (SynergySoft) through a general journal or receipting.

Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of June 2026, Officers report the following in relation to local procurement, noting that 7% of payments were made to local businesses by the end of June, with the year-to-date (YTD) figure standing at 16%.



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
10. Elected Member Allowances

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

F5 Authority to make payments from Trust and Municipal Funds

DL 1.1.17 Payments from the Municipal or Trust Funds

Financial

There are no financial implications associated with this item. All payments have been made in accordance with provisions of the current budget, relevant policy requirements and authorisations.

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."

Regulation 13 of the Local Government (Financial Management) Regulations 1996 is applicable and states:

"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.

(b) recorded in the minutes of the meeting at which it is presented."

Risk Related

This item has been evaluated against the Shire's Risk Management Framework and Risk Assessment Matrix. If Council choose not to accept the Officers' recommendation, this presents a compliance risk. The perceived level of risk is Moderate prior to treatment. Acceptance of the recommendation presented would reduce the risk to Minor.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RESOLUTION
130726

Moved: Cr Kevin Trent **Seconded: Cr Denese Smythe**

That, with regard to the List of Payments made from the Municipal and Trust Funds for the Period 1 to 30 June 2026, Council

1. **Receives the list of accounts totalling $1,859,302.41 as summarised below:**

MUNICIPAL FUND	AMOUNT ($)
Electronic Payments (EFT 36199 – EFT 36360)	1,316,224.41
Cheque Payments (31957 - 31960)	12,016.30
Direct Debits	88,730.52
Sub Total	1,416,971.23
Payroll Net Salaries	342,998.18
Total - Municipal	1,759,969.41
TRUST FUND	
Electronic Funds Payments	0.00
Cheque Payments	0.00
Direct Debits Licensing	99,333.00

Total - Trust	**99,333.00**
TOTAL ACCOUNTS PAID	**1,859,302.41**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

Date: 07/07/2026
Time: 8:18:13AM

Shire of York
LIST OF PAYMENTS JUNE 2026

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
31957	04/06/2026 SHIRE OF YORK - PAY CASH	CONTAINERS FOR CHANGE REIMBURSEMENT	1		3,140.00
INV 04062026	04/06/2026 SHIRE OF YORK - PAY CASH	CONTAINERS FOR CHANGE REIMBURSEMENT	1	3,140.00	
31958	15/06/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 15/06/2026	1		4,005.40
INV CFC REIMBURS	15/06/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 15/06/2026	1	4,005.40	
31959	19/06/2026 SHIRE OF YORK - PAY CASH	JUNE 2026 PETTY CASH RECOUP	1		494.30
INV 0626PETTYCAS	18/06/2026 SHIRE OF YORK - PAY CASH	JUNE 2026 PETTY CASH RECOUP	1	494.30	
31960	25/06/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 24/06/2026	1		4,376.60
INV CFC REIMBURS	24/06/2026 SHIRE OF YORK - PAY CASH	CFC REIMBURSEMENT 24/06/2026	1	4,376.60	
EFT36199	02/06/2026 SYNERGY	ELECTRICITY USAGE 09/04/2026-08/05/2026 - SWIMMING POOL	1		1,518.99
INV 2520012264	12/05/2026 SYNERGY	ELECTRICITY USAGE 09/04/2026-08/05/2026 - SWIMMING POOL	1	1,518.99	
EFT36200	04/06/2026 ARCHIVAL SURVIVAL	ARCHIVAL SUPPLIES - MUSEUM	1		1,837.31
INV 84972	18/05/2026 ARCHIVAL SURVIVAL	ARCHIVAL SUPPLIES - MUSEUM	1	1,837.31	
EFT36201	04/06/2026 AUSTRALIAN AND NEW ZEALAND RECYCLING PLATFORM LIMITED	40FT CONTAINER HIRE - APRIL 2026	1		148.50
INV INV 0250	30/04/2026 AUSTRALIAN AND NEW ZEALAND RECYCLING PLATFORM LIMITED	40FT CONTAINER HIRE - APRIL 2026	1	148.50	
EFT36202	04/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		259.00
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 151	28/05/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 151	28/05/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 151	28/05/2026	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT36203	04/06/2026	AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 26/05/2026	1		44,532.00
INV PAYG PPE 26/0	02/06/2026	AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 26/05/2026	1	44,532.00	
EFT36204	04/06/2026	AVON VALLEY TYRE SERVICE	CENTURY BATTERY FOR ISUZU Y482 - P168	1		280.00
INV INV 1414	22/05/2026	AVON VALLEY TYRE SERVICE	CENTURY BATTERY FOR ISUZU Y482 - P168	1	280.00	
EFT36205	04/06/2026	BAKERS CREEK PTY LTD	REPAIRED DAMAGED FLOOR BOARDS AT TOWN HALL	1		552.00
INV 656	19/05/2026	BAKERS CREEK PTY LTD	REPAIRED DAMAGED FLOOR BOARDS AT TOWN HALL	1	552.00	
EFT36206	04/06/2026	BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 32 ANDREWS AVENUE YORK	1		990.00
INV 2025929	20/05/2026	BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 32 ANDREWS AVENUE YORK	1	330.00	
INV 2025930	20/05/2026	BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 17 PELHAM STREET YORK	1	330.00	
INV 2025931	20/05/2026	BASICS APPROVAL SERVICES	BUILDING SURVEYING SERVICES - 32 ALFRED STREET YORK	1	330.00	
EFT36207	04/06/2026	BEILBY RECRUITMENT	CEO RECRUITMENT - 2ND AND 3RD INVOICING	1		11,945.51
INV BESI08023	30/04/2026	BEILBY RECRUITMENT	CEO RECRUITMENT - 2ND AND 3RD INVOICING	1	11,945.51	
EFT36208	04/06/2026	BLING DESIGN	BOOKLETS AND POSTERS FOR YORKIDS EVENT	1		450.00
INV 2089	26/05/2026	BLING DESIGN	BOOKLETS AND POSTERS FOR YORKIDS EVENT	1	450.00	
EFT36209	04/06/2026	BUGMAN PEST SERVICES (GREENPALM HOLDINGS P/L)	RODENT PROGRAM INSPECTION & INSTALLED STATIONS - DEPOT	1		165.00
INV INV 20260424	24/04/2026	BUGMAN PEST SERVICES (GREENPALM HOLDINGS P/L)	RODENT PROGRAM INSPECTION & INSTALLED STATIONS - DEPOT	1	165.00	
EFT36210	04/06/2026	CATHERINE NICOLA MINCHERTON	LIGHTNING CAT FIRE TWIRLING FOR YORKIDS EVENT	1		320.00
INV INV 1045	12/05/2026	CATHERINE NICOLA MINCHERTON	LIGHTNING CAT FIRE TWIRLING FOR YORKIDS EVENT	1	320.00	
EFT36211	04/06/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES MAY 2026	1		4,109.17
INV 03062026	03/06/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES MAY 2026	1	4,109.17	
EFT36212	04/06/2026	D & A PLUMBING & GAS SERVICES	REPLACED DRAIN BASKET - 75 OSNABURG ROAD	1		169.40

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
INV 37612629	26/05/2026	D & A PLUMBING & GAS SERVICES	REPLACED DRAIN BASKET - 75 OSNABURG ROAD	1	169.40	
EFT36213	04/06/2026	DARRYS PLUMBING AND GAS	GREASE ARRESTOR CLEANING MAY 2026 - YRCC	1		583.00
INV IV03798	05/05/2026	DARRYS PLUMBING AND GAS	GREASE ARRESTOR CLEANING MAY 2026 - YRCC	1	385.00	
INV IV03869	29/05/2026	DARRYS PLUMBING AND GAS	REPAIRS TO LEAKING TAP AT RV PARK	1	198.00	
EFT36214	04/06/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES MAY 2026	1		1,872.08
INV 03062026	03/06/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES MAY 2026	1	1,872.08	
EFT36215	04/06/2026	DENNIS FREDERICK KICKETT	WELCOME TO COUNTRY FEE - RECONCILIATION DAY EVENT	1		307.00
INV 8	15/05/2026	DENNIS FREDERICK KICKETT	WELCOME TO COUNTRY FEE - RECONCILIATION DAY EVENT	1	307.00	
EFT36216	04/06/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES MAY 2026	1		1,369.75
INV 03062026	03/06/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES MAY 2026	1	1,369.75	
EFT36217	04/06/2026	EUGENE BRISLAN	REFUND OF GYM TOGGLE BOND	1		55.00
INV T67	13/05/2026	EUGENE BRISLAN	REFUND OF GYM TOGGLE BOND	1	55.00	
EFT36218	04/06/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DISTILLATE - DEPOT	1		13,010.08
INV 783253	29/05/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	DISTILLATE - DEPOT	1	13,010.08	
EFT36219	04/06/2026	GREENSTYLE NOMINEES PTY LTD T/AS ATAMA FURNITURE	6 X TUB CHAIRS - LIBRARY	1		3,289.00
INV 6722	21/05/2026	GREENSTYLE NOMINEES PTY LTD T/AS ATAMA FURNITURE	6 X TUB CHAIRS - LIBRARY	1	3,289.00	
EFT36220	04/06/2026	INFORMATION SERVICES AND TECHNOLOGY THE TRUSTEE FOR THE STEVENSON FAMILY TRUST	2026 MOSAIC SUPPORT PLAN, 4 LICENSES - MUSEUM	1		235.00
INV INV N0141	07/05/2026	INFORMATION SERVICES AND TECHNOLOGY THE TRUSTEE FOR THE STEVENSON FAMILY TRUST	2026 MOSAIC SUPPORT PLAN, 4 LICENSES - MUSEUM	1	235.00	
EFT36221	04/06/2026	JIBRALEA PTY LTD T/A YORK NEWSAGENCY	STATIONERY - VC	1		45.00

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 29600008325S	25/05/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	STATIONERY - VC	1	18.00	
INV 29600008326C	25/05/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	STATIONERY - VC	1	27.00	
EFT36222	04/06/2026 KEVIN PYKE	ELECTED MEMBERS ALLOWANCES MAY 2026	1		1,369.75
INV 03062026	03/06/2026 KEVIN PYKE	ELECTED MEMBERS ALLOWANCES MAY 2026	1	1,369.75	
EFT36223	04/06/2026 KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES MAY 2026	1		1,369.75
INV 03062026	03/06/2026 KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES MAY 2026	1	1,369.75	
EFT36224	04/06/2026 KEYNOTE PIANO SERVICES	TUNE PIANO IN TOWN HALL	1		250.00
INV 260514	14/05/2026 KEYNOTE PIANO SERVICES	TUNE PIANO IN TOWN HALL	1	250.00	
EFT36225	04/06/2026 LESCHENAULT PRESS	PUBLISH DR MARION KICKETT'S BOOK - INSTALLMENT 1	1		14,575.00
INV LPYS26122	20/05/2026 LESCHENAULT PRESS	PUBLISH DR MARION KICKETT'S BOOK - INSTALLMENT 1	1	14,575.00	
EFT36226	04/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		75.00
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT36227	04/06/2026 MARION KICKETT	TRAVEL ALLOWANCE - RECONCILIATION DAY EVENT	1		176.00
INV 4570	01/06/2026 MARION KICKETT	TRAVEL ALLOWANCE - RECONCILIATION DAY EVENT	1	176.00	
EFT36228	04/06/2026 MCLEODS LAWYERS	LEGAL ADVICE FOR ALLAWUNA LANDFILL - APRIL 2026	1		1,020.80
INV 151414	30/04/2026 MCLEODS LAWYERS	LEGAL ADVICE FOR ALLAWUNA LANDFILL - APRIL 2026	1	1,020.80	
EFT36229	04/06/2026 MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES MAY 2026	1		1,369.75
INV 03062026	03/06/2026 MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES MAY 2026	1	1,369.75	
EFT36230	04/06/2026 MICHELLE JOAN BATEMAN	SPEAKERS FEE - RECONCILIATION DAY EVENT	1		307.50
INV 8799354	31/05/2026 MICHELLE JOAN BATEMAN	SPEAKERS FEE - RECONCILIATION DAY EVENT	1	307.50	
EFT36231	04/06/2026 MICHELLE KICKETT	ARTWORK COMMISSION FOR ABORIGINAL RIVER TRAIL PHASE 2	1		750.00
INV 21	01/06/2026 MICHELLE KICKETT	ARTWORK COMMISSION FOR ABORIGINAL RIVER TRAIL PHASE 2	1	750.00	
EFT36232	04/06/2026 MODULAR WA	REFUND OF KERB BOND - LOT 4 (100) GEORGIANA ST, YORK - PAID 20/01/2025 RECEIPT 276049	1		1,500.00
INV T4	21/05/2026 MODULAR WA	REFUND OF KERB BOND - LOT 4 (100) GEORGIANA ST, YORK - PAID 20/01/2025 RECEIPT 276049	1	1,500.00	
EFT36233	04/06/2026 MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES MAY 2026	1		1,369.75
INV 03062026	03/06/2026 MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES MAY 2026	1	1,369.75	
EFT36234	04/06/2026 NICOLE PARKER	REIMBURSMENT FOR BOOK BAGS & BOOKMARKS FOR LIBRARY/STORYTIME	1		49.38
INV 13052026	13/05/2026 NICOLE PARKER	REIMBURSMENT FOR BOOK BAGS & BOOKMARKS FOR LIBRARY/STORYTIME	1	49.38	
EFT36235	04/06/2026 OXTER SERVICES BC & RM HAYNES	CARRY BAGS FOR TOWN GREENING TUBE STOCK GIVEAWAY	1		104.62
INV 31432	14/05/2026 OXTER SERVICES BC & RM HAYNES	CARRY BAGS FOR TOWN GREENING TUBE STOCK GIVEAWAY	1	104.62	
EFT36236	04/06/2026 PERTH PRESSURE WASHER HIRE & SALES PTY LTD	FLAT SURFACE CLEANER, TROLLEY KIT, HOSE REEL - P122	1		2,860.00
INV 2374	29/05/2026 PERTH PRESSURE WASHER HIRE & SALES PTY LTD	FLAT SURFACE CLEANER, TROLLEY KIT, HOSE REEL - P122	1	2,860.00	
EFT36237	04/06/2026 PRO 1 SECURITY PTY LTD	SECURITY MONITORING FEES JULY-SEPTEMBER 2026 - MUSEUM	1		178.75
INV INV 85869	16/05/2026 PRO 1 SECURITY PTY LTD	SECURITY MONITORING FEES JULY-SEPTEMBER 2026 - MUSEUM	1	178.75	

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EFT36238	04/06/2026 R.W KADEN & T KADEN	BALLOON ARTIST FOR YORKIDS EVENT	1		1,200.00
INV 1009	08/05/2026 R.W KADEN & T KADEN	BALLOON ARTIST FOR YORKIDS EVENT	1	1,200.00	
EFT36239	04/06/2026 RAECO	BOOK COVERING MATERIALS - LIBRARY	1		964.11
INV 611958	08/05/2026 RAECO	BOOK COVERING MATERIALS - LIBRARY	1	964.11	
EFT36240	04/06/2026 REBECCA LOUISE PALUMBO	REIMBURSEMENT FOR UNIFORMS	1		616.32
INV 25052026	25/05/2026 REBECCA LOUISE PALUMBO	REIMBURSEMENT FOR UNIFORMS	1	616.32	
EFT36241	04/06/2026 REBECCA MAY REID	REIMBURSEMENT FOR UNIFORMS	1		101.40
INV 20052026	20/05/2026 REBECCA MAY REID	REIMBURSEMENT FOR UNIFORMS	1	101.40	
EFT36242	04/06/2026 ROUS ELECTRICAL	REPAIRED OUTSIDE LIGHTS AND ADJUST TIME CLOCK - GYM	1		1,320.00
INV 4550	21/05/2026 ROUS ELECTRICAL	REPLACED FAULTY LIGHT SWITCH IN FEMALE TOILET AT REC CENTER BASKETBALL COURTS	1	300.00	
INV 4551	21/05/2026 ROUS ELECTRICAL	REPLACED DOWN LIGHT IN MENS TOILET - AVON PARK	1	220.00	
INV 4552	21/05/2026 ROUS ELECTRICAL	REPAIRED UP LIGHTS ON FRONT FACADE OF ADMIN BUILDING THAT ALUMINATE FLAGS	1	350.00	
INV 4554	22/05/2026 ROUS ELECTRICAL	REPAIRED OUTSIDE LIGHTS AND ADJUST TIME CLOCK - GYM	1	450.00	
EFT36243	04/06/2026 SCOTT PRINTERS PTY LTD	YORKIDS BROCHURES	1		388.30
INV 200298	19/05/2026 SCOTT PRINTERS PTY LTD	YORKIDS BROCHURES	1	388.30	
EFT36244	04/06/2026 SHANE LEE	SPEAKERS FEE - RECONCILIATION DAY EVENT	1		307.50
INV 62956705	02/06/2026 SHANE LEE	SPEAKERS FEE - RECONCILIATION DAY EVENT	1	307.50	
EFT36245	04/06/2026 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES - APRIL 2026	1		21,477.15
INV 33903	08/05/2026 SHIRE OF NORTHAM	OLD QUARRY ROAD TIPPING FEES - APRIL 2026	1	21,477.15	
EFT36246	04/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		140.00
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 151	28/05/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36247	04/06/2026 SMITHS SHELL SERVICE	RECOVER VEHICLE FROM FORREST STREET AND TRANSPORT TO DEPOT - REGISTRATION 1CKK694	1		247.00
INV 18315360	07/05/2026 SMITHS SHELL SERVICE	UNLEADED - P122	1	25.00	

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INV 18315599	11/05/2026	SMITHS SHELL SERVICE	UNLEADED FOR JERRY CANS - DEPOT	1	67.00	
INV 18316104	20/05/2026	SMITHS SHELL SERVICE	RECOVER VEHICLE FROM FORREST STREET AND TRANSPORT TO DEPOT - REGISTRATION 1CKK694	1	155.00	
EFT36248	04/06/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (BELMONT)	FIRST AID TRAINING - REBECCA REID	1		180.00
INV FAINV0140755	13/05/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD (BELMONT)	FIRST AID TRAINING - REBECCA REID	1	180.00	
EFT36249	04/06/2026	TERESA O'BRIEN (FUNDANGOS)	FACE PAINTING FOR YORKIDS EVENT	1		1,150.00
INV FUN869	06/05/2026	TERESA O'BRIEN (FUNDANGOS)	FACE PAINTING FOR YORKIDS EVENT	1	1,150.00	
EFT36250	04/06/2026	THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY (INC)	2026-2027 ANNUAL MEMBERSHIP - MUSEUM	1		110.00
INV INV 5530	20/05/2026	THE ROYAL WESTERN AUSTRALIAN HISTORICAL SOCIETY (INC)	2026-2027 ANNUAL MEMBERSHIP - MUSEUM	1	110.00	
EFT36251	04/06/2026	THE TRUSTEE FOR NOVOFIT UNIT TRUST	PREVENTATIVE MAINTENANCE CHECK ON EQUIPMENT AT YRCC GYM	1		841.50
INV INV0062193	11/05/2026	THE TRUSTEE FOR NOVOFIT UNIT TRUST	PREVENTATIVE MAINTENANCE CHECK ON EQUIPMENT AT YRCC GYM	1	594.00	
INV INV0062194	11/05/2026	THE TRUSTEE FOR NOVOFIT UNIT TRUST	CABLE REPAIR ON YRCC GYM EQUIPMENT	1	247.50	
EFT36252	04/06/2026	UNIQUELY MUNGARTYOK (JAMTREE WOMAN)	VARIOUS ITEMS FOR RESALE - VC	1		2,280.00
INV 92402001	05/05/2026	UNIQUELY MUNGARTYOK (JAMTREE WOMAN)	VARIOUS ITEMS FOR RESALE - VC	1	2,280.00	
EFT36253	04/06/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	RATES IN LOCAL GOVERNMENT COURSE - NASIR GARBA	1		1,243.00
INV SI 018622	18/05/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	RATES IN LOCAL GOVERNMENT COURSE - NASIR GARBA	1	1,243.00	
EFT36254	04/06/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHEMENTS FOR EVENT - MUSEUM	1		636.91
INV 03 3826	09/04/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	SUPPLIES - MUSEUM	1	49.40	
INV 03 7177	22/04/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	LAUNDRY LIQUID - MUSEUM	1	9.00	
INV 05 8248	23/04/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	BLU TACK - MUSEUM	1	7.40	
INV 02 9500	05/05/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS & SUPPLIES - MUSEUM	1	44.44	
INV 02 5021	14/05/2026	YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	25.93	

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INV 02 5184	15/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - CRC	1	2.65	
INV 02 5238	15/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	86.10	
INV 04 1095	19/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHEMENTS FOR EVENT - MUSEUM	1	217.35	
INV 02 7653	20/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	TEA BAGS - ADMIN	1	4.00	
INV 05 2816	21/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	33.80	
INV 02 8560	22/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - DEPOT	1	130.90	
INV 02 0694	26/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	25.94	
EFT36255	04/06/2026 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - ELISSA CURRIE	1		148.50
INV 43377	20/05/2026 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL - ELISSA CURRIE	1	148.50	
EFT36256	04/06/2026 YORK GOLF CLUB	FAMILY FUN DAY FOR YORKIDS EVENT	1		200.00
INV 2680	12/05/2026 YORK GOLF CLUB	FAMILY FUN DAY FOR YORKIDS EVENT	1	200.00	
EFT36257	04/06/2026 YORK MITRE 10	GIFT CARDS FOR OUTSIDE STAFF SAFETY BONUS	1		2,026.41
INV 10110802	16/04/2026 YORK MITRE 10	RETIC PARTS - MUSEUM	1	25.80	
INV 10114561	06/05/2026 YORK MITRE 10	WET AND DRY VACUUM - LIBRARY	1	230.00	
INV 10116141	14/05/2026 YORK MITRE 10	DRILL JOBBER REFILL SET - TOOLS	1	20.55	
INV 10116303	15/05/2026 YORK MITRE 10	GIFT CARDS FOR OUTSIDE STAFF SAFETY BONUS	1	600.00	
INV 10116903	18/05/2026 YORK MITRE 10	SHOWER ROSE - FORREST OVAL	1	44.90	
INV 10117002	19/05/2026 YORK MITRE 10	TROFORTE TREE TABLETS - PARKS	1	124.00	
INV 10117139	20/05/2026 YORK MITRE 10	SPRAY PAINT - AVON PARK	1	47.67	
INV 10117256	20/05/2026 YORK MITRE 10	WIPER REFILL - P157	1	17.29	
INV 10117390	21/05/2026 YORK MITRE 10	PAINT - AVON PARK	1	202.38	
INV 10117391	21/05/2026 YORK MITRE 10	SHOWER ROSE X 2 - FORREST OVAL	1	89.80	
INV 10118046	25/05/2026 YORK MITRE 10	SPRAY PAINT & SPEEDGRIP DISCS - AVON PARK	1	201.13	
INV 10118220	26/05/2026 YORK MITRE 10	HOLES FILLER - AVON PARK	1	29.49	
INV 10118303	26/05/2026 YORK MITRE 10	KEY CUT, SEEDLING PLANTS, WHEELIE BINS, DOOR MAT SCRAPER - MUSEUM	1	255.40	
INV 10118439	27/05/2026 YORK MITRE 10	HEATERS - VC	1	138.00	
EFT36258	08/06/2026 SYNERGY	ELECTRICITY USAGE 08/04/2026-12/05/2026 - YRCC	1		5,522.30

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INV 2082637645	14/05/2026 SYNERGY	ELECTRICITY USAGE 08/04/2026-12/05/2026 - ADMIN, TOWN HALL, VC	1	2,076.00	
INV 2296008817	14/05/2026 SYNERGY	ELECTRICITY USAGE 08/04/2026-12/05/2026 - YRCC	1	3,446.30	
EFT36259	08/06/2026 WATER CORPORATION OF WA	WATER USAGE 13/03/2026-15/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - MANNAVALE ROAD STANDPIPE	1		2,658.36
INV 90 07951 69 4	18/05/2026 WATER CORPORATION OF WA	WATER USAGE 13/03/2026-15/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - MANNAVALE ROAD STANDPIPE	1	2,658.36	
EFT36260	10/06/2026 WATER CORPORATION OF WA	SUPPLY & INSTALL OF WATER SERVICE FOR FIREFIGHTING PURPOSES - LOT 500 QUELLINGTON ROAD	1		3,393.30
INV 90 26185 07 5	12/05/2026 WATER CORPORATION OF WA	SUPPLY & INSTALL OF WATER SERVICE FOR FIREFIGHTING PURPOSES - LOT 500 QUELLINGTON ROAD	1	3,393.30	
EFT36261	10/06/2026 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MAY 2026	1		51.75
INV T9	03/06/2026 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MAY 2026	1	51.75	
EFT36262	10/06/2026 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL REIMBURSEMENT FOR MAY 2026	1		1,324.15
INV T6	03/06/2026 DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL REIMBURSEMENT FOR MAY 2026	1	1,324.15	
EFT36263	10/06/2026 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR MAY 2026	1		48.25
INV T9	03/06/2026 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR MAY 2026	1	8.25	
INV T6	03/06/2026 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR MAY 2026	1	40.00	
EFT36264	16/06/2026 WATER CORPORATION OF WA	WATER USAGE 25/03/2026-25/05/2026 - LINCOLN STREET STANDPIPE	1		3,417.26
INV 90 07879 10 0	22/05/2026 WATER CORPORATION OF WA	WATER USAGE 24/03/2026-21/05/2026 - CEMETERY	1	728.90	
INV 90 07890 50 2	26/05/2026 WATER CORPORATION OF WA	WATER USAGE 25/03/2026-25/05/2026 - LINCOLN STREET STANDPIPE	1	1,867.44	
INV 90 14664 93 3	26/05/2026 WATER CORPORATION OF WA	WATER USAGE 25/03/2026-25/05/2026 - CANDICE BATEMAN PARK	1	713.84	
INV 90 07884 26 8	28/05/2026 WATER CORPORATION OF WA	WATER USAGE 30/03/2026-27/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - 38 FRASER STREET	1	107.08	
EFT36265	17/06/2026 WATER CORPORATION OF WA	WATER USAGE 24/03/2026-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - RAILWAY ROAD STANDPIPE	1		36,629.31
INV 90 07876 05 7	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 - WAR MEMORIAL	1	596.38	

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INV 90 07882 51 0	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - SHOWGROUNDS	1	110.41	
INV 90 07882 53 7	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 26/03/206-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - 51 SOUTH ST YRCC	1	1,591.75	
INV 90 07882 54 5	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 - 51 SOUTH ST FORREST OVAL TANK	1	7,388.44	
INV 90 07876 06 5	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - AVON PARK TOILETS	1	1,917.11	
INV 90 07879 95 2	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 25/03/2026-26/05/2026 - MUSEUM	1	728.90	
INV 90 07880 26 7	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 - OLD CEMETERY	1	442.76	
INV 90 07880 66 2	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 25/03/2026-26/05/2026 - DEPOT	1	102.41	
INV 90 07881 58 5	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 25/03/2026-26/05/2026 - SKATE PARK	1	15.06	
INV 90 07881 92 1	27/05/2026 WATER CORPORATION OF WA	SERVICE CHARGES 01/05/2026-30/06/2026 - TOWN HALL & ADMIN	1	456.81	
INV 90 07946 74 8	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 24/03/2026-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - GWAMBYGINE ROAD STANDPIPE	1	4,141.40	
INV 90 07946 88 7	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 24/03/2026-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - RAILWAY ROAD STANDPIPE	1	18,394.11	
INV 90 07947 16 9	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 24/03/2026-26/05/2026 - GWAMBYGINE TOILETS	1	120.48	
INV 90 23508 71 3	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 25/03/2026-26/05/2026 - RV DUMP POINT	1	72.29	
INV 90 07890 25 4	27/05/2026 WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 - 25 SOUTH STREET PEACE PARK	1	141.56	
INV 90 07881 67 3	27/05/2026 WATER CORPORATION OF WA	SERVICE CHARGES 01/05/2026-30/06/2026 - RADIO STATION	1	99.24	
INV 90 07884 30 5	28/05/2026 WATER CORPORATION OF WA	WATER USAGE 30/03/2026-27/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - 2 DINSDALE STREET	1	98.87	
INV 90 07884 52 4	28/05/2026 WATER CORPORATION OF WA	SERVICE CHARGES 01/05/2026-30/06/2026 - 24 FORD STREET	1	49.62	
INV 90 07890 03 5	29/05/2026 WATER CORPORATION OF WA	WATER USAGE 31/03/2026-28/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - 17 FORBES STREET	1	161.71	
EFT36266	18/06/2026 APTELLA PTY LTD	CALIBRATION AND TOUCH SCREEN REPLACEMENT - P109	1		4,457.20
INV PSI 0496060	21/04/2026 APTELLA PTY LTD	CALIBRATION AND TOUCH SCREEN REPLACEMENT - P109	1	4,457.20	
EFT36267	18/06/2026 ARBFIRM PTY LTD	PRUNE LIMBS, 1 COMPLETE REMOVAL AND STUMP GRIND - PEACE PARK	1		3,575.00
INV 877	20/05/2026 ARBFIRM PTY LTD	PRUNE LIMBS, 1 COMPLETE REMOVAL AND STUMP GRIND - PEACE PARK	1	3,575.00	

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EFT36268	18/06/2026 ASV SALES & SERVICE	POSI TRACK SKIDSTEER ASV RT-65	1		114,702.70
INV SO378375	28/05/2026 ASV SALES & SERVICE	POSI TRACK SKIDSTEER ASV RT-65	1	114,702.70	
EFT36269	18/06/2026 AUSCO MODULAR PTY LTD	MULTIPURPOSE UNIT HIRE - JUNE 2026	1		943.49
INV 7533749	01/06/2026 AUSCO MODULAR PTY LTD	MULTIPURPOSE UNIT HIRE - JUNE 2026	1	943.49	
EFT36270	18/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		259.00
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		20.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
INV 152	11/06/2026 AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS/CONTRIBUTIONS		26.50	
EFT36271	18/06/2026 AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 09/06/2026	1		42,974.00
INV PAYG PPE 09/0	11/06/2026 AUSTRALIAN TAXATION OFFICE - PAYG	ATO PAYG PPE 09/06/2026	1	43,156.00	
EFT36272	18/06/2026 AVON VALLEY AG	20L VORAXOR HERBICIDE, 10L FULLTEC MAX, 20L RANGA 240 - WEED CONTROL	1		16,918.00
INV YI50331	03/06/2026 AVON VALLEY AG	20L PLATINUM XTRA 360 DRUMS - WEED CONTROL	1	1,551.00	
INV YI50550	12/06/2026 AVON VALLEY AG	20L VORAXOR HERBICIDE, 10L FULLTEC MAX, 20L RANGA 240 - WEED CONTROL	1	15,367.00	
EFT36273	18/06/2026 AVON VALLEY TYRE SERVICE	REPLACED SWEEPER TYRE - P151	1		239.80
INV INV 1467	03/06/2026 AVON VALLEY TYRE SERVICE	REPLACED SWEEPER TYRE - P151	1	239.80	
EFT36274	18/06/2026 AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1		28,256.16
INV 77035	29/05/2026 AVON WASTE	MONTHLY RENTAL OF HOOK BIN FOR MATTRESS RECEIVAL AT TRANSFER STATION - MAY 2026	1	132.00	
INV 77036	29/05/2026 AVON WASTE	GENERAL WASTE AND RECYCLING SERVICES	1	28,124.16	

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EFT36275	18/06/2026	BLUE FORCE PTY LTD	RECTIFIED FAULTS WITH MAIN STREET CCTV	1		1,355.75
INV 248310	21/05/2026	BLUE FORCE PTY LTD	RECTIFIED FAULTS WITH MAIN STREET CCTV	1	1,355.75	
EFT36276	18/06/2026	BOC GASES	GAS AND CONTAINER RENT 28/04/2026-28/05/2026	1		43.31
INV 5006894353	29/05/2026	BOC GASES	GAS AND CONTAINER RENT 28/04/2026-28/05/2026	1	43.31	
EFT36277	18/06/2026	CALTEX AUSTRALIA PTY LTD	FUEL CARD PURCHASES MAY 2026	1		1,680.81
INV 141 718 338 9	31/05/2026	CALTEX AUSTRALIA PTY LTD	FUEL CARD PURCHASES MAY 2026	1	1,680.81	
EFT36278	18/06/2026	CIRCUITWEST INC	PRESENTER FEE DRIP DROP PLAY - YORKIDS EVENT	1		3,300.00
INV INV 1516	11/06/2026	CIRCUITWEST INC	PRESENTER FEE DRIP DROP PLAY - YORKIDS EVENT	1	3,300.00	
EFT36279	18/06/2026	CITY OF SWAN	2025/26 GRADUATE ENGINEER SECONDMENT	1		142,005.78
INV 63233	11/06/2026	CITY OF SWAN	2025/26 GRADUATE ENGINEER SECONDMENT	1	142,005.78	
EFT36280	18/06/2026	CLAIRE REGENT	REIMBURSEMENT FOR UNIFORMS	1		40.00
INV 15062026	15/06/2026	CLAIRE REGENT	REIMBURSEMENT FOR UNIFORMS	1	40.00	
EFT36281	18/06/2026	CLASSIC HOME & GARAGE INNOVATIONS	REFUND OF KERB BOND 26 ALFRED STREET, YORK - RECEIPT NUMBER 278726 - PAID ON 24/06/2025	1		1,500.00
INV T4	17/06/2026	CLASSIC HOME & GARAGE INNOVATIONS	REFUND OF KERB BOND 26 ALFRED STREET, YORK - RECEIPT NUMBER 278726 - PAID ON 24/06/2025	1	1,500.00	
EFT36282	18/06/2026	COMMUNITY RESOURCES LIMITED T/A SOFT LANDING	MATTRESS RECYCLING SERVICE MAY 2026	1		1,980.72
INV INV102940	31/05/2026	COMMUNITY RESOURCES LIMITED T/A SOFT LANDING	MATTRESS RECYCLING SERVICE MAY 2026	1	1,980.72	
EFT36283	18/06/2026	COUNTRY COPIERS	COPY COSTS 03/03/2026-01/06/2026 - MUSEUM	1		325.65
INV 229290	01/06/2026	COUNTRY COPIERS	COPY COSTS 04/05/2026-01/06/2026 - VC	1	89.43	
INV 229289	01/06/2026	COUNTRY COPIERS	COPY COSTS 04/05/2026-01/06/2026 - DEPOT	1	71.65	
INV 229292	01/06/2026	COUNTRY COPIERS	COPY COSTS 03/03/2026-01/06/2026 - MUSEUM	1	164.57	
EFT36284	18/06/2026	CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES MAY 2026 - ADMIN	1		154.81
INV 1014770652	03/06/2026	CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES MAY 2026 - ADMIN	1	154.81	

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EFT36285	18/06/2026	CWA - YORK BRANCH	ROOM BOOKING - ON SITE STAFF SUPPORT SERVICES	1		50.00
INV 2605 02	29/05/2026	CWA - YORK BRANCH	ROOM BOOKING - ON SITE STAFF SUPPORT SERVICES	1	50.00	
EFT36286	18/06/2026	DARRYS PLUMBING AND GAS	REBUILD THE RPZD ON WILBERFORCE ROAD STANDPIPE	1		2,006.55
INV IV03780	21/04/2026	DARRYS PLUMBING AND GAS	CLEAR SEWER BLOCKAGE - DEPOT	1	148.50	
INV IV03901	09/06/2026	DARRYS PLUMBING AND GAS	REPAIRS TO STANDPIPE ON RAILWAY ROAD	1	148.50	
INV IV03899	09/06/2026	DARRYS PLUMBING AND GAS	REBUILD THE RPZD ON WILBERFORCE ROAD STANDPIPE	1	825.00	
INV IV03900	09/06/2026	DARRYS PLUMBING AND GAS	INSPECTED FAULTY GATE VALVE - WILBERFOCE ROAD STANDPIPE	1	148.50	
INV IV03907	10/06/2026	DARRYS PLUMBING AND GAS	REPLACED FOUNTAIN TAP - BASKETBALL HALL	1	324.95	
INV IV03922	10/06/2026	DARRYS PLUMBING AND GAS	REPLACED SINK SPOUT IN CLEANERS CLOSET - TOWN HALL	1	258.67	
INV IV03914	10/06/2026	DARRYS PLUMBING AND GAS	REPAIRED MAINS WATER LEAK ON SOUTH STREET IN SPORTS GROUNDS	1	152.43	
EFT36287	18/06/2026	DATA # 3 LIMITED	FOXIT PDF EDITOR SUBSCRIPTION 04/06/2026-03/06/2027	1		5,912.50
INV SIN000375142	30/05/2026	DATA # 3 LIMITED	FOXIT PDF EDITOR SUBSCRIPTION 04/06/2026-03/06/2027	1	5,912.50	
EFT36288	18/06/2026	DENNIS FREDERICK KICKETT	ON COUNTRY CONSULTATION MONGERS RESERVE PLAN	1		307.50
INV 5	11/06/2026	DENNIS FREDERICK KICKETT	ON COUNTRY CONSULTATION MONGERS RESERVE PLAN	1	307.50	
EFT36289	18/06/2026	ELAINE ELIZABETH ASHFORD	REFUND ELECTION CANDIDATE DEPOSIT	1		100.00
INV T13	08/06/2026	ELAINE ELIZABETH ASHFORD	REFUND ELECTION CANDIDATE DEPOSIT	1	100.00	
EFT36290	18/06/2026	ELIZABETH ANN BARLAS	REIMBURSEMENT FOR UNIFORMS	1		79.99
INV 31052026	03/06/2026	ELIZABETH ANN BARLAS	REIMBURSEMENT FOR UNIFORMS	1	79.99	
EFT36291	18/06/2026	ESAFETY SUPPLIES	KEEP DOGS ON LEADS SIGNS - AVON PARK, PEACE PARK, ANIMAL CONTROL	1		321.79
INV INV 62634	19/05/2026	ESAFETY SUPPLIES	KEEP DOGS ON LEADS SIGNS - AVON PARK, PEACE PARK, ANIMAL CONTROL	1	321.79	
EFT36292	18/06/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	200L OF KEROSENE - DEPOT	1		1,144.00
INV 780351	22/05/2026	FUEL DISTRIBUTORS OF WESTERN AUSTRALIA PTY LTD	200L OF KEROSENE - DEPOT	1	1,144.00	
EFT36293	18/06/2026	FULTON HOGAN INDUSTRIES PTY LTD	PROGRESS CLAIM 1 - ROAD RECONSTRUCTION WORKS QUELLINGTON ROAD	1		595,727.23
INV 21290333	11/05/2026	FULTON HOGAN INDUSTRIES PTY LTD	PROGRESS CLAIM 1 - ROAD RECONSTRUCTION WORKS QUELLINGTON ROAD	1	595,727.23	

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EFT36294	18/06/2026 GATE BOYS PTY LTD	INSTALLED ORV TRACK ENTRY GATE	1		13,183.89
INV 13853F	28/05/2026 GATE BOYS PTY LTD	INSTALLED ORV TRACK ENTRY GATE	1	12,281.89	
INV 13970F	28/05/2026 GATE BOYS PTY LTD	INSTALLED GSM UNIT FOR ORV TRACK ENTRY GATE	1	902.00	
EFT36295	18/06/2026 HAMES SHARLEY (WA) PTY LTD	DESIGN SERVICES - FORREST OVAL PRECINCT VISION PLAN MAY 2026	1		9,157.50
INV WA019139	29/05/2026 HAMES SHARLEY (WA) PTY LTD	DESIGN SERVICES - FORREST OVAL PRECINCT VISION PLAN MAY 2026	1	9,157.50	
EFT36296	18/06/2026 HILLS CONCRETE PTY LTD	CONCRETE WATER TROUGH - CANDICE BATEMAN PARK	1		635.00
INV 3162	25/05/2026 HILLS CONCRETE PTY LTD	CONCRETE WATER TROUGH - CANDICE BATEMAN PARK	1	635.00	
EFT36297	18/06/2026 ILLUMINART STORIES IN LIGHT	DESIGN CONSULTANCY FOR LIGHT INSTALL AVON PARK WAUGAL RISING - MILESTONE 2 PAYMENT	1		18,652.40
INV INV 45501259	03/06/2026 ILLUMINART STORIES IN LIGHT	DESIGN CONSULTANCY FOR LIGHT INSTALL AVON PARK WAUGAL RISING - MILESTONE 2 PAYMENT	1	18,652.40	
EFT36298	18/06/2026 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA LTD (NSW)	NAMS PLUS SUBSCRIPTION FEE 01/07/2026-30/06/2027	1		1,182.50
INV 50355	22/05/2026 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA LTD (NSW)	NAMS PLUS SUBSCRIPTION FEE 01/07/2026-30/06/2027	1	1,182.50	
EFT36299	18/06/2026 JANET ANNE KULASALU	REFUND OF GYM TOGGLE BOND #942	1		55.00
INV T67	02/06/2026 JANET ANNE KULASALU	REFUND OF GYM TOGGLE BOND #942	1	55.00	
EFT36300	18/06/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	A4 CARDS - ADMIN	1		96.00
INV 296000083334	09/06/2026 JIBRALEA PTY LTD T/A YORK NEWSAGENCY	A4 CARDS - ADMIN	1	96.00	
EFT36301	18/06/2026 JORDAN WILLIAM GALLACHER	MAKE AND SUPPLY 18 FLY SCREENS - BASKETBALL HALL	1		2,860.00
INV 205	03/06/2026 JORDAN WILLIAM GALLACHER	MAKE AND SUPPLY 18 FLY SCREENS - BASKETBALL HALL	1	2,860.00	
EFT36302	18/06/2026 KEVIN RICHARD TRENT	REFUND ELECTION CANDIDATE DEPOSIT	1		100.00
INV T13	08/06/2026 KEVIN RICHARD TRENT	REFUND ELECTION CANDIDATE DEPOSIT	1	100.00	
EFT36303	18/06/2026 KLK FARMS PTY LTD T/A JONLORRIE FARMS	24M3 OF GRAVEL - HAMERSLEY SIDING ROAD	1		92.40
INV INV 0485	03/06/2026 KLK FARMS PTY LTD T/A JONLORRIE FARMS	24M3 OF GRAVEL - HAMERSLEY SIDING ROAD	1	92.40	

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EFT36304	18/06/2026 KYLIE ANNE WILLIAMS	REIMBURSEMENT FOR UNIFORMS	1		251.88
INV 15062026	15/06/2026 KYLIE ANNE WILLIAMS	REIMBURSEMENT FOR UNIFORMS	1	251.88	
EFT36305	18/06/2026 LOCAL GEOTECHNICS	STOCK PILE GRAVEL TESTING	1		7,150.00
INV INV 5235	02/06/2026 LOCAL GEOTECHNICS	STOCK PILE GRAVEL TESTING	1	7,150.00	
EFT36306	18/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		75.00
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 LOTTO - OUTSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36307	18/06/2026 MARION KICKETT	PHASE 4 EDITORS FEES FOR YORK RESERVE BOOK	1		2,376.00
INV 4571	01/06/2026 MARION KICKETT	BOOKS FOR RESALE - VC	1	200.00	
INV 45672	11/06/2026 MARION KICKETT	PHASE 4 EDITORS FEES FOR YORK RESERVE BOOK	1	2,000.00	
INV 4573	16/06/2026 MARION KICKETT	TRAVEL ALLOWANCE FOR YORK RESERVE BOOK	1	176.00	
EFT36308	18/06/2026 MAXIM KONOWALOW	PIGEON CULL AT TOWN HALL	1		550.00
INV 36	11/06/2026 MAXIM KONOWALOW	PIGEON CULL AT TOWN HALL	1	550.00	

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EFT36309	18/06/2026	MCLEODS LAWYERS	LEGAL ADVICE - RECOVERY OF UNPAID RATES MAY 2026	1		1,685.74
INV 151835	29/05/2026	MCLEODS LAWYERS	LEGAL ADVICE - RECOVERY OF UNPAID RATES MAY 2026	1	1,685.74	
EFT36310	18/06/2026	MELISSA DIANNE WELSH	REFUND ELECTION CANDIDATE DEPOSIT	1		100.00
INV T13	08/06/2026	MELISSA DIANNE WELSH	REFUND ELECTION CANDIDATE DEPOSIT	1	100.00	
EFT36311	18/06/2026	MONICA DWYER	REIMBURSEMENT FOR WORKING WITH CHILDRENS CHECK	1		87.00
INV 05062026	05/06/2026	MONICA DWYER	REIMBURSEMENT FOR WORKING WITH CHILDRENS CHECK	1	87.00	
EFT36312	18/06/2026	MONIQUE THERESA HUTCHINSON	REFUND ELECTION CANDIDATE DEPOSIT	1		100.00
INV T13	08/06/2026	MONIQUE THERESA HUTCHINSON	REFUND ELECTION CANDIDATE DEPOSIT	1	100.00	
EFT36313	18/06/2026	NUTRIEN AG SOLUTIONS	15KG WG SIMAGEN BAG - PARKS	1		275.51
INV 914372821	23/04/2026	NUTRIEN AG SOLUTIONS	15KG WG SIMAGEN BAG - PARKS	1	164.41	
INV 914438947	06/05/2026	NUTRIEN AG SOLUTIONS	TRUCK WASH 20L - DEPOT	1	111.10	
EFT36314	18/06/2026	OCTAGON LIFTS PTY LTD T/A OCTAGON-BKG LIFTS	REPLACED BUTTON BOARD TO TOWN HALL LIFT	1		1,717.09
INV 77072	12/06/2026	OCTAGON LIFTS PTY LTD T/A OCTAGON-BKG LIFTS	REPLACED BUTTON BOARD TO TOWN HALL LIFT	1	1,717.09	
EFT36315	18/06/2026	PHILIP SWAIN	ENVIRONMENTAL HEALTH SERVICES - MAY 2026	1		6,000.00
INV 260501	31/05/2026	PHILIP SWAIN	ENVIRONMENTAL HEALTH SERVICES - MAY 2026	1	6,000.00	
EFT36316	18/06/2026	PLAY HARD SPORTS EQUIPMENT	BASKETBALL TOWER - CANDICE BATEMAN PARK	1		5,511.00
INV 5708	10/06/2026	PLAY HARD SPORTS EQUIPMENT	BASKETBALL TOWER - CANDICE BATEMAN PARK	1	5,511.00	
EFT36317	18/06/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION MAY 2026	1		128.23
INV 399340 MAY	03/06/2026	PUBLIC TRANSPORT AUTHORITY OF WESTERN AUSTRALIA	TRANSWA TICKET SALES AND COMMISSION MAY 2026	1	128.23	
EFT36318	18/06/2026	REBECCA MARWICK INVESTMENTS PTY LTD (T/A REBECCA MARWICK)	YOGA SESSIONS 19/03/2026-16/04/2026	1		1,402.50
INV 5	14/04/2026	REBECCA MARWICK INVESTMENTS PTY LTD (T/A REBECCA MARWICK)	YOGA SESSIONS 19/03/2026-16/04/2026	1	742.50	

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INV 7	02/06/2026	REBECCA MARWICK INVESTMENTS PTY LTD (T/A REBECCA MARWICK)	YOGA SESSIONS 21/04/206-28/05/2026	1	660.00	
EFT36319	18/06/2026	RIVER CONSERVATION SOCIETY INC	HOSTING AND REFRESHMENTS - RECONCILIATION DAY EVENT	1		300.00
INV INV 206	05/06/2026	RIVER CONSERVATION SOCIETY INC	HOSTING AND REFRESHMENTS - RECONCILIATION DAY EVENT	1	300.00	
EFT36320	18/06/2026	ROUS ELECTRICAL	REPAIRED LIGHT IN MENS TOILET - TOWN HALL	1		165.00
INV 4566	08/06/2026	ROUS ELECTRICAL	REPAIRED LIGHT IN MENS TOILET - TOWN HALL	1	165.00	
EFT36321	18/06/2026	RUBEK AUTOMATIC DOORS	REPAIRED AUTOMATIC SLIDING DOORS - ADMIN BUILDING	1		1,541.65
INV 46017	27/05/2026	RUBEK AUTOMATIC DOORS	REPAIRED AUTOMATIC SLIDING DOORS - ADMIN BUILDING	1	1,541.65	
EFT36322	18/06/2026	SHARON BISHOP	OUTSTANDING REPRESENTATION SPONSORSHIP - WANDERERS AUSTRALIA INTERNATION NETBALL TOUR PROGRAM 2026/27	1		500.00
INV 10426	10/06/2026	SHARON BISHOP	OUTSTANDING REPRESENTATION SPONSORSHIP - WANDERERS AUSTRALIA INTERNATION NETBALL TOUR PROGRAM 2026/27	1	500.00	
EFT36323	18/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS	1		141.00
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026	SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	

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INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		6.00	
INV 152	11/06/2026 SHIRE OF YORK SOCIAL CLUB - LOTTO INSIDE	PAYROLL DEDUCTIONS/CONTRIBUTIONS		5.00	
EFT36324	18/06/2026 SNAP PRINTING MIDLAND	PRINTING OF ADVERTISING FLYERS FOR MUSEUM	1		275.00
INV F069 221064	05/06/2026 SNAP PRINTING MIDLAND	PRINTING OF ADVERTISING FLYERS FOR MUSEUM	1	275.00	
EFT36325	18/06/2026 STEPHEN CARRICK ARCHITECTS PTY LTD	SCOPE OF WORKS FOR TOWN HALL ROOF REPAIRS	1		8,190.38
INV 2175	28/05/2026 STEPHEN CARRICK ARCHITECTS PTY LTD	SCOPE OF WORKS FOR TOWN HALL ROOF REPAIRS	1	5,467.88	
INV 2181	11/06/2026 STEPHEN CARRICK ARCHITECTS PTY LTD	HERITAGE ADVISORY SERVICE - MAY 2026	1	2,722.50	
EFT36326	18/06/2026 Sanokil WA	ANNUAL SERVICE OF SANITARY WASTE DISPOSAL UNITS	1		508.75
INV W00001377	01/06/2026 Sanokil WA	ANNUAL SERVICE OF SANITARY WASTE DISPOSAL UNITS	1	508.75	
EFT36327	18/06/2026 TALIS CONSULTANTS	CONSULTANCY SERVICES APRIL 2026 - PROJECT WORK DRAWINGS, TECHNICAL SUPPORT CIVIL ENGINEER	1		11,485.71
INV 39646	31/03/2026 TALIS CONSULTANTS	CONSULTANCY SERVICES MARCH 2026 - PROJECT WORK DRAWING, STAGE 4 TECHNICAL CONSULATATION YORK QUELLINGTON RD	1	1,842.83	
INV 40036	30/04/2026 TALIS CONSULTANTS	CONSULTANCY SERVICES APRIL 2026 - PROJECT WORK DRAWINGS, TECHNICAL SUPPORT CIVIL ENGINEER	1	7,359.00	

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INV 40194	31/05/2026 TALIS CONSULTANTS	CONSULTANCY SERVICES MAY 2026 - INITIATION AND INVESTIGATION WORKS YORK LIA DESIGN	1	2,283.88	
EFT36328	18/06/2026 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - LIBRARY, JASON SIGNMAKERS	1		280.81
INV 625 S337610	17/05/2026 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - LIBRARY, JASON SIGNMAKERS	1	219.99	
INV 626 S337610	31/05/2026 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES - HERSEY'S SAFETY	1	60.82	
EFT36329	18/06/2026 TUTT BRYANT EQUIPMENT	REPAIRS TO FUEL TANK FILLER AND DOOR STRUTS OF BOMAG ROLLER - P186	1		428.56
INV TIV000002687	12/05/2026 TUTT BRYANT EQUIPMENT	REPAIRS TO FUEL TANK FILLER AND DOOR STRUTS OF BOMAG ROLLER - P186	1	428.56	
EFT36330	18/06/2026 VISTAPRINT AUSTRALIA PTY LIMITED	FLAG KIT AND ACCESSORIES - YORKIDS EVENT	1		1,139.81
INV 236718743	31/05/2026 VISTAPRINT AUSTRALIA PTY LIMITED	FLAG KIT AND ACCESSORIES - YORKIDS EVENT	1	986.83	
INV 236718743	31/05/2026 VISTAPRINT AUSTRALIA PTY LIMITED	TOWN HALL STICKERS FOR VISITORS	1	152.98	
EFT36331	18/06/2026 VOCUS PTY LTD	UC ACCESS - JUNE 2026	1		385.00
INV P1460370	01/06/2026 VOCUS PTY LTD	UC ACCESS - JUNE 2026	1	385.00	
EFT36332	18/06/2026 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT RENTAL AND SERVICE JUNE 2026	1		81.39
INV 5456446	01/06/2026 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT RENTAL AND SERVICE JUNE 2026	1	81.39	
EFT36333	18/06/2026 WESTWIDE WINDSCREENS PTY LTD	CHIP REPAIR TO HINO BEAVER TAIL TRUCK WINDSCREEN - P156	1		121.00
INV INV 27383	26/05/2026 WESTWIDE WINDSCREENS PTY LTD	CHIP REPAIR TO HINO BEAVER TAIL TRUCK WINDSCREEN - P156	1	121.00	
EFT36334	18/06/2026 WHEATBELT ENDURANCE RIDERS INC	COMMUNITY FUNDING PAYMENT	1		2,000.00
INV 47	04/06/2026 WHEATBELT ENDURANCE RIDERS INC	COMMUNITY FUNDING PAYMENT	1	2,000.00	
EFT36335	18/06/2026 WHEATBELT OFFICE & BUSINESS MACHINES	COPY COSTS 04/05/2026-01/06/2026 - ADMIN	1		552.78
INV 229291	01/06/2026 WHEATBELT OFFICE & BUSINESS MACHINES	COPY COSTS 04/05/2026-01/06/2026 - ADMIN	1	552.78	
EFT36336	18/06/2026 WINC AUSTRALIA PTY LIMITED	STATIONARY SUPPLIES - ADMIN	1		402.00
INV 9050466442	14/05/2026 WINC AUSTRALIA PTY LIMITED	STATIONARY SUPPLIES - ADMIN	1	370.30	
INV 9050522861	22/05/2026 WINC AUSTRALIA PTY LIMITED	SCREEN PROTECTOR FOR IPHONE - ADMIN	1	31.70	
EFT36337	18/06/2026 WOODLANDS DISTRIBUTORS PTY LTD	PET FRIENDLY DRINK STATION - CANDICE BATEMAN PARK	1		7,409.60
INV INV 1499	12/06/2026 WOODLANDS DISTRIBUTORS PTY LTD	PET FRIENDLY DRINK STATION - MUSEUM	1	3,358.30	

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INV INV 1494	12/06/2026 WOODLANDS DISTRIBUTORS PTY LTD	PET FRIENDLY DRINK STATION - CANDICE BATEMAN PARK	1	4,051.30	
EFT36338	18/06/2026 WOOLWORTHS GROUP LIMITED	PURCHASE OF BOOKS FOR LIBRARY	1		534.00
INV TI 018B2 1790	05/06/2026 WOOLWORTHS GROUP LIMITED	PURCHASE OF BOOKS FOR LIBRARY	1	40.00	
INV TI 018B2 1790	05/06/2026 WOOLWORTHS GROUP LIMITED	PURCHASE OF BOOKS FOR LIBRARY	1	494.00	
EFT36339	18/06/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	GIFT CARDS - OUTSIDE STAFF SAFETY BONUS	1		806.77
INV 05 1810	15/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	GIFT CARDS - OUTSIDE STAFF SAFETY BONUS	1	500.00	
INV 05 2483	18/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ALL STAFF ANNUAL REFRESHER TRAINING	1	116.14	
INV 02 1328	27/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - CRC	1	4.49	
INV 05 4067	29/05/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	14.24	
INV 02 3708	02/06/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - MUSEUM	1	9.25	
INV 02 4371	03/06/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - ADMIN	1	7.38	
INV 03 7268	05/06/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS FOR STAFF FAREWELL	1	47.00	
INV 04 4923	08/06/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	19.43	
INV 03 8246	09/06/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	MILK - DEPOT	1	24.00	
INV 03 8729	11/06/2026 YORK & DISTRICT CO-OPERATIVE LTD (IGA)	REFRESHMENTS - ADMIN	1	64.84	
EFT36340	18/06/2026 YORK AND DISTRICT CO-OPERATIVE LIMITED	WATER SERVICE CHARGES 01/05/2026-30/06/2026	1		250.65
INV 15	29/05/2026 YORK AND DISTRICT CO-OPERATIVE LIMITED	WATER SERVICE CHARGES 01/05/2026-30/06/2026	1	250.65	
EFT36341	18/06/2026 YORK BOWLING CLUB INC	FINAL PAYMENT OF GRANT FUNDING	1		6,664.57
INV INV 0146	26/05/2026 YORK BOWLING CLUB INC	FINAL PAYMENT OF GRANT FUNDING	1	6,664.57	
EFT36342	18/06/2026 YORK EARLY YEARS NETWORK INC	COMMUNITY GRANT FUNDING FIRST MILESTONE PAYMENT	1		1,600.00
INV 1	03/06/2026 YORK EARLY YEARS NETWORK INC	COMMUNITY GRANT FUNDING FIRST MILESTONE PAYMENT	1	1,600.00	
EFT36343	18/06/2026 YORK MITRE 10	WASHERS, SCREWS, COUPLINGS, CENTRE PUNCH - P122	1		76.09
INV 10119478	03/06/2026 YORK MITRE 10	9V BATTERIES - FORBES STREET	1	15.45	
INV 10120838	11/06/2026 YORK MITRE 10	WASHERS, SCREWS, COUPLINGS, CENTRE PUNCH - P122	1	60.64	
EFT36344	24/06/2026 WATER CORPORATION OF WA	WATER USAGE 30/03/226-28/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - SWIMMING POOL	1		6,663.40

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INV 90 07882 16 6	28/05/2026	WATER CORPORATION OF WA	WATER USAGE 26/03/2026-27/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - CRC	1	355.22	
INV 90 07946 72 1	28/05/2026	WATER CORPORATION OF WA	WATER USAGE 25/03/2026-27/05/2026 - HAMERSLEY SIDING STANDPIPE	1	1,087.33	
INV 90 07965 28 7	28/05/2026	WATER CORPORATION OF WA	WATER USAGE 26/03/2026-27/05/2026 - TRANSFER STATION	1	42.17	
INV 90 07890 85 2	28/05/2026	WATER CORPORATION OF WA	WATER USAGE 30/03/2026-27/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - CENTENNIAL UNITS	1	998.45	
INV 90 07891 75 9	28/05/2026	WATER CORPORATION OF WA	WATER USAGE 30/03/2026-27/05/2026 - 27 GREY STREET ARBORETUM	1	644.57	
INV 90 07946 37 7	28/05/2026	WATER CORPORATION OF WA	WATER USAGE 25/03/2026-27/05/2026 - BURGES SIDING STANDPIPE	1	512.04	
INV 90 07882 25 4	29/05/2026	WATER CORPORATION OF WA	WATER USAGE 30/03/2026-28/05/2026 - HOWICK STREET TOILETS & PARK	1	165.66	
INV 90 07882 56 1	29/05/2026	WATER CORPORATION OF WA	WATER USAGE 30/03/226-28/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - SWIMMING POOL	1	2,857.96	
EFT36345	26/06/2026	ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	INTERIOR AND EXTERIOR DETAILING ON MAZDA CX5 - P178	1		440.00
INV 139	29/10/2025	ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	INTERIOR AND EXTERIOR DETAILING ON MAZDA CX5 - P178	1	440.00	
EFT36346	26/06/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES JUNE 2026	1		4,109.17
INV 30062026	30/06/2026	CHRIS GIBBS	ELECTED MEMBERS ALLOWANCES JUNE 2026	1	4,109.17	
EFT36347	26/06/2026	CINDY REA KEEBLE	REIMBURSEMENT FOR LIBRARY BOOK PURCHASE AND UNIFORM	1		186.90
INV 16062026	16/06/2026	CINDY REA KEEBLE	REIMBURSEMENT FOR LIBRARY BOOK PURCHASE AND UNIFORM	1	186.90	
EFT36348	26/06/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES JUNE 2026	1		1,872.08
INV 30062026	30/06/2026	DENESE EILEEN SMYTHE	ELECTED MEMBERS ALLOWANCES JUNE 2026	1	1,872.08	
EFT36349	26/06/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES JUNE 2026	1		1,369.75
INV 30062026	30/06/2026	ELAINE ELIZABETH ASHFORD	ELECTED MEMBERS ALLOWANCES JUNE 2026	1	1,369.75	
EFT36350	26/06/2026	KEVIN PYKE	ELECTED MEMBERS ALLOWANCES JUNE 2026	1		1,369.75
INV 30062026	30/06/2026	KEVIN PYKE	ELECTED MEMBERS ALLOWANCES JUNE 2026	1	1,369.75	
EFT36351	26/06/2026	KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES JUNE 2026	1		1,369.75
INV 30062026	30/06/2026	KEVIN RICHARD TRENT	ELECTED MEMBERS ALLOWANCES JUNE 2026	1	1,369.75	

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EFT36352	26/06/2026 MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES JUNE 2026	1		1,369.75
INV 30062026	30/06/2026 MELISSA DIANNE WELSH	ELECTED MEMBERS ALLOWANCES JUNE 2026	1	1,369.75	
EFT36353	26/06/2026 MELODY MAY PAMPLING	REIMBURSEMENT FOR UNIFORMS	1		108.00
INV 15062026	15/06/2026 MELODY MAY PAMPLING	REIMBURSEMENT FOR UNIFORMS	1	108.00	
EFT36354	26/06/2026 MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES JUNE 2026	1		1,369.75
INV 30062026	30/06/2026 MONIQUE THERESA HUTCHINSON	ELECTED MEMBERS ALLOWANCES JUNE 2026	1	1,369.75	
EFT36355	26/06/2026 REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR UNIFORMS	1		704.02
INV 17062026	17/06/2026 REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR TOURISM CONFERENCE PARKING & MEALS, TABLE CLOTH FOR VC DISPLAY	1	137.13	
INV 19062026	19/06/2026 REBECCA LEE-ANNE ATKINSON	REIMBURSEMENT FOR UNIFORMS	1	566.89	
EFT36356	26/06/2026 REBECCA MAY REID	REIMBURSEMENT FOR UNIFORMS	1		33.60
INV 24062026	24/06/2026 REBECCA MAY REID	REIMBURSEMENT FOR UNIFORMS	1	33.60	
EFT36357	26/06/2026 SEAN EDWARD O'DONNELL	REIMBURSEMENT FOR UNIFORMS	1		214.97
INV 23/06/2026	23/06/2026 SEAN EDWARD O'DONNELL	REIMBURSEMENT FOR UNIFORMS	1	214.97	
EFT36358	26/06/2026 Tameka CUMMINGS	PHASE 4 ARTWORK COMMISSION	1		750.00
INV 1	25/06/2026 Tameka CUMMINGS	PHASE 4 ARTWORK COMMISSION	1	750.00	
EFT36359	26/06/2026 VERITY ANGHARD WHITE	REFUND OF ELECTION CANDIDATE DEPOSIT VERITY WHITE	1		100.00
INV T13	26/06/2026 VERITY ANGHARD WHITE	REFUND OF ELECTION CANDIDATE DEPOSIT VERITY WHITE	1	100.00	
EFT36360	26/06/2026 VICKI MARIE & COLIN BORRETT	CROSSOVER SUBSIDY PAYMENT - 3 BOUVERIE ROAD	1		575.00
INV 10062026	10/06/2026 VICKI MARIE & COLIN BORRETT	CROSSOVER SUBSIDY PAYMENT - 3 BOUVERIE ROAD	1	575.00	
DD19411.1	11/06/2026 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION PPE 09/06/2026	1		34,739.38
INV SUPERANNUA	11/06/2026 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION PPE 09/06/2026	1	34,739.38	
DD19416.1	07/06/2026 NODE1 INTERNET	NETWORK ACCESS JUNE 2026 - ADMIN, MUSEUM, DEPOT	1		1,631.70

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INV 6792747	01/06/2026	NODE1 INTERNET	NETWORK ACCESS JUNE 2026 - ADMIN, MUSEUM, DEPOT	1	1,631.70	
DD19416.2	12/06/2026	BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NETWORK ACCESS 06/06/2026-05/07/2026 - YRCC, CRC	1		193.00
INV 6806076	06/06/2026	BOSLEY HOLDINGS PTY LTD (SWOOP NO REGISTERED)	NETWORK ACCESS 06/06/2026-05/07/2026 - YRCC, CRC	1	193.00	
DD19416.3	25/06/2026	SYNERGY	ELECTRICITY USAGE 25/04/2026-24/05/2026 - STREET LIGHTING	1		7,679.32
INV 2172531366	04/06/2026	SYNERGY	ELECTRICITY USAGE 25/04/2026-24/05/2026 - STREET LIGHTING	1	7,679.32	
DD19416.4	24/06/2026	SYNERGY	ELECTRICITY USAGE 01/05/2026-31/05/2026 - POWERWATCH 1000 MH WP	1		1,184.47
INV 2540014058	04/06/2026	SYNERGY	ELECTRICITY USAGE 01/05/2026-31/05/2026 - POWERWATCH 1000 MH WP	1	1,184.47	
DD19416.5	01/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		288.95
INV 01062026	01/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	288.95	
DD19416.6	02/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		4.70
INV 02062026	02/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	4.70	
DD19416.7	03/06/2026	COMMONWEALTH BANK - CLIENT SUPPORT	CBA EFTPOS MERCHANT FEES	1		689.98
INV 03062026	03/06/2026	COMMONWEALTH BANK - CLIENT SUPPORT	CBA EFTPOS MERCHANT FEES	1	689.98	
DD19416.8	05/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		8.70
INV 05062026	05/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	8.70	
DD19427.1	15/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		0.45
INV 15062026	15/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	0.45	

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DD19427.2	26/06/2026	WATER CORPORATION OF WA	WATER USAGE 31/05/2026-09/06/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - 75 OSNABURG ROAD	1		534.99
INV 90 16178 46 1	10/06/2026	WATER CORPORATION OF WA	WATER USAGE 31/03/2026-09/06/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - CEO RESIDENCE	1	419.71	
INV 90 16178 48 8	10/06/2026	WATER CORPORATION OF WA	WATER USAGE 31/05/2026-09/06/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - 75 OSNABURG ROAD	1	115.28	
DD19439.1	19/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		11.70
INV 19062026	19/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	11.70	
DD19439.2	17/06/2026	WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - CARRIAGE DINER	1		1,248.83
INV 90 07876 02 2	27/05/2026	WATER CORPORATION OF WA	WATER USAGE 26/03/2026-26/05/2026 & SERVICE CHARGES 01/05/2026-30/06/2026 - CARRIAGE DINER	1	1,248.83	
DD19439.3	30/06/2026	TELSTRA	MOBILE PHONE SERVICE 11/06/2026-10/07/2026 AND CALLS TO 10/06/2026	1		1,950.85
INV 3334864703 JU	11/06/2026	TELSTRA	MOBILE PHONE SERVICE 11/06/2026-10/07/2026 AND CALLS TO 10/06/2026	1	1,950.85	
DD19439.4	15/06/2026	TELSTRA	LAND LINE PHONE RENTAL 25/05/2026-24/06/2026	1		295.25
INV 943 4282 000 I	29/05/2026	TELSTRA	LAND LINE PHONE RENTAL 25/05/2026-24/06/2026	1	295.25	
DD19449.1	25/06/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING PPE 23/06/2026	1		35,860.72
INV SUPERANNUA	25/06/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING PPE 23/06/2026	1	35,860.72	
DD19452.1	26/06/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 23062026 - DEB HUNT	1		14.81
INV SUPERANNUA	26/06/2026	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL ENDING 23062026 - DEB HUNT	1	14.81	
DD19466.1	29/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		2.40
INV 29062026	29/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	2.40	

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD19476.1	25/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		11.85
INV 25062026	25/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	11.85	
DD19476.2	14/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	EMCCS CREDIT CARD MAY 2026	1		2,161.92
INV M203MAY202	31/05/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	EMCCS CREDIT CARD MAY 2026	1	2,161.92	
DD19476.3	26/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		0.15
INV 26062026	26/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	0.15	
DD19482.1	11/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1		11.40
INV 11062026	11/06/2026	YORK COMMUNITY FINANICAL SERVICES - BENDIGO BANK	BANK FEES	1	11.40	
DD19482.2	29/06/2026	EXETEL PTY LTD	INTERNET CHARGES AND HOSTING FEE JULY 2026 - ADMIN	1		205.00
INV E86023048	14/06/2026	EXETEL PTY LTD	INTERNET CHARGES AND HOSTING FEE JULY 2026 - ADMIN	1	205.00	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	**1,416,971.23**
TOTAL		**1,416,971.23**

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

QUESTION - CR TRENT

Will Council be mounting a culling campaign to remove the pigeons from York, I have noticed an increase in those birds and each year have to put money in the budget for eradication programs, wondering do we have money coming up in next year?

RESPONSE – CHIEF EXECUTIVE OFFICER

Yes we put money into the budget every year to eradicate pests, obviously budget has not been adopted but allowance has been made in the up coming budget and have recently conduct some activities last month and continue to be vigilant in that space.

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

MOTION

RESOLUTION 140726

Moved: Cr Kevin Trent **Seconded: Cr Denese Smythe**

That Council agrees to accept and consider the Late Report -

SY073-07/26 - Review of the Register of Delegated Authority.

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0

SY073-07/26 REVIEW OF THE REGISTER OF DELEGATED AUTHORITY

File Number:	**4.7712**
Author:	**Gail D'Arcy, Council Support Officer**
Authoriser:	**Alina Behan, Chief Executive Officer**
Previously before Council:	**25 June 2024 (070624)** **24 June 2025 (160625)** **30 June 2026 (140626)**
Disclosure of Interest:	**Nil**
Appendices:	**1. Register of Delegated Authority ⇩**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents amendments to the 2025/26 review of the Register of Delegated Authority to Council for consideration.

BACKGROUND

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

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

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

Sections 5.18 and 5.46 of the Act require that a Register of Delegated Authority be maintained and reviewed at least once each financial year. The Register of Delegated Authority was last reviewed by Council at its June 2026 meeting for the 2025/26 financial year (140626) in accordance with that requirement.

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

COMMENTS AND DETAILS

Following the June 2026 Ordinary Meeting it was observed that a number of formatting errors were present in the Register of Delegated Authority along with some references to obsolete roles. In addition, the entirety of section 10, relating to delegations under the Planning and Development Act 2011 was not present.

The register has now been updated and is now re-submitted for Council adoption.

The revised Register of Delegated Authority consists of:

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

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

Other than the reinstatement of section Delegation 10.1.1 there are relatively minor changes with only a small number of amendments proposed. A copy of the reviewed Register of Delegated Authority with tracked changes is presented in Appendix 1.

The table below details the proposed changes.

TABLE 1.

DELEGATION	TITLE	PROPOSED CHANGE
Sub-Delegation	Global	Removal of any remaining references to Manager Development Services, Planner and Building Surveyor in line with the outsourcing of these technical functions.
2.1.1	Permit Authority (Local Government)	Updated title to provide delegation clarity

4.1.5	Approval to Breed Cats	New Delegation
10.1.1	Town Planning Matters	Reinstated

It should be noted that Council is unable to make determinations or suggest amendments to the subdelegates contained in the delegations, as these are matters to be determined by the Chief Executive Officer as they relate to employees. However, in the interests of transparency and accountability, the subdelegates have been included in the document presented to Council, and thus the public, for information purposes only.

OPTIONS

Council has the following options:

Option 1: Council could choose not to adopt the reviewed Register of Delegated Authority.

Option 2: Council could choose to limit the delegations to the Chief Executive Officer.

Option 3: Council could choose to adopt the reviewed Register of Delegated Authority.

Option 3 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team and Designated Officers

WALGA

Strategic

Council Plan 2025-2035

Pillar 5: Strong governance, responsive leadership

Community-informed, responsive leadership and strong governance.

Policy Related

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

Financial

Nil

Legal and Statutory

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

"5.18. Register of delegations to committees

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

5.42. Delegation of some powers and duties to CEO

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

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

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

** Absolute majority required.*

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

5.43. Limits on delegations to CEO

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

(a) any power or duty that requires a decision of an absolute majority of the council;

(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

(c) appointing an auditor;

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;

(f) borrowing money on behalf of the local government;

(g) hearing or determining an objection of a kind referred to in section 9.5;

(ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;

(h) any power or duty that requires the approval of the Minister or the Governor;

(i) such other powers or duties as may be prescribed.

5.44. CEO may delegate powers and duties to other employees

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

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

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —

***conditions** includes qualifications, limitations or exceptions.*

5.45. Other matters relevant to delegations under this Division

(1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

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

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

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

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

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

9.10. Appointment of authorised persons

(1) In this section —

***law** means any of the following —*

(a) this Act;

(b) the Caravan Parks and Camping Grounds Act 1995;

(c) the Cat Act 2011;

(d) the Cemeteries Act 1986;

(e) the Control of Vehicles (Off-road Areas) Act 1978;

(f) the Dog Act 1976;

(g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);

(h) a written law prescribed for the purposes of this section;

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

(2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.

(3) An appointment under subsection (2) is subject to any specified conditions or limitations.

(4) The CEO must give to each person appointed under subsection (2) an identity card that —

(a) on the front of the card, sets out —

(i) the name and official insignia of the local government; and

(ii) the name of the person; and

(iii) a recent photograph of the person;

and

(b) on the back of the card, specifies each law to which the person's appointment relates.

*(5) A person appointed under subsection (2) (the **authorised person**) must —*

(a) carry their identity card at all times when performing functions under a specified law; and

(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.

(6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence."

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

"5.74. Terms used

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

***address** means —*

(a) in relation to a person other than a corporation, the last residential or business address of the person known to the person disclosing the address in a return; or

(b) in relation to a corporation, the address of the registered office or principal place of business of the corporation in the State or, where there is no such office or place, the address of the principal office or place of business of the corporation in the place in which it is incorporated or taken to be registered; or

(c) in relation to any real property, the postal address of the property or the particulars of title of the property;

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

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

(a) a body corporate that is incorporated within Australia or an external Territory and is a public authority or an instrumentality or agency of the Crown; or

(b) a corporation sole; or

[(c), (d) deleted]

(e) an association, society, institution or body incorporated, or taken to be incorporated, under the Associations Incorporation Act 2015;

***designated employee** means —*

(a) a CEO; and

(b) an employee, other than the CEO, to whom any power or duty has been delegated under Division 4; and

(c) an employee who is a member of a committee comprising council members and employees; and

(d) an employee nominated by the local government to be a designated employee;

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

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

(a) a parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant of the relevant person or of the relevant person's spouse or de facto partner;

(b) the relevant person's spouse or de facto partner or the spouse or de facto partner of any relative specified in paragraph (a),

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

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

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

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

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

(b) if the last return lodged by the relevant person was an annual return, the period of 12 months ending on 30 June in that year;

***start day** means —*

(a) in the case of a council member, the day on which he or she made the declaration referred to in section 2.29; or

(b) in the case of a designated employee, the day on which the person became a designated employee.

(2) A reference in this Subdivision to a disclosure concerning any income, corporation or any other thing (not being real property), includes a reference to a disclosure concerning any income derived, corporation incorporated (or taken to be registered), or other thing arising or received, outside this State.

(3) For the purposes of this Subdivision, loans made, or goods or services supplied, to a relevant person by 2 or more related bodies corporate (as defined in the Corporations Act 2001 of the Commonwealth) are taken to have been made or supplied by a single corporation.

5.75. Primary returns

(1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.

(2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.

(3) This section does not apply to a person who —

(a) has lodged a return within the previous year; or

(b) has, within 3 months of the start day, ceased to be a relevant person.

Penalty: $10 000 or imprisonment for 2 years.

5.76. Annual returns

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

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

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

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

"18G. Delegations to CEOs, limits on (Act s. 5.43)

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

(a) section 7.12A(2), (3)(a) or (4); and

(b) regulations 18C and 18D.

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

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

(a) how the person exercised the power or discharged the duty; and

(b) when the person exercised the power or discharged the duty; and

(c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty."

Risk Related

A local government is required to review the Register of Delegated Authority at least once every financial year. The last review was undertaken in June 2026 thus meeting this requirement.

An appropriate framework of delegations:

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

Workforce

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

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

VOTING REQUIREMENTS

Absolute Majority: Yes

RESOLUTION
150726

Moved: Cr Kevin Trent **Seconded: Cr Elaine Ashford**

That, with regard to the Review of the Register of Delegated Authority, Council:

1. **Notes the last review of its Register of Delegated Authority, in accordance with Section 5.46(2) of the *Local Government Act 1995*, was conducted in June 2026 for the 2025/26 financial year.**
2. **Adopts the amended Register of Delegated Authority, as presented in Appendix 1.**
3. **Authorises the Chief Executive Officer to make any necessary minor typographical and formatting changes to the Register of Delegated Authority prior to publication.**

In Favour: **Crs Chris Gibbs, Denese Smythe, Elaine Ashford, Monique Hutchinson and Kevin Trent**

Against: **Nil**

CARRIED 5/0 BY ABSOLUTE MAJORITY

Shire of York
Register of Delegated Authority

Reviewed 28 July 2026

REVIEW

Reviewed by	Date approved	References
Council	27 Nov 2017	Reviewed
Council	17 Dec 2018	Reviewed
Council	25 Nov 2019	Reviewed
Council	22 Dec 2020	Reviewed
Council	21 Dec 2021	Reviewed
Council	27 Jun 2023	Reviewed - Resolution #140623
Council	25 Jun 2024	Reviewed - Council Resolution #070624
Council	23 Jun 2026	Reviewed - Council Resolution #140626
Council	28 Jul 2026	Reviewed - Council Resolution TBA

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INTRODUCTION

Introduction

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

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

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

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

Definitions

The terms used throughout this register are defined below:

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

"***Conditions***": a description of when the delegation/ authorisation can / cannot be used or the time frame for which the delegation/ authorisation is valid.
"***Delegate***": the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

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

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

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

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

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

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

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

Foundation for Delegation

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

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

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

Review of Delegations

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

Standard Conditions on Delegations

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

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

Record of Actions and Decisions

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

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

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

Primary and Annual Returns

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

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

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

Matters which cannot be Delegated

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

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

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

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

Delegation by the Chief Executive Officer to an Employee

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

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

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

Acting Through another person

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

"(2) Nothing in this Division is to be read as preventing —
(a) a local government from performing any of its functions by acting through a person other than the CEO; or
(b) a CEO from performing any of his or her functions by acting through another person."

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

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

Using Delegations to make decisions

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

Conflicts of Interest

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

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

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

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

DELEGATIONS

01 Local Government Act 1995 Delegations

Local Government Act 1995

01.1 Council to CEO

Delegation	**1.1.1 Compensation - Damage Incurred when Performing Executive Functions**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.22(1) Compensation s.3.23 Arbitration
Function	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Delegates	CEO
Conditions	a. Delegation is limited to settlements which do not exceed a material value of $5,000. Settlements over that value are to be presented to Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution #140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section changed to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate** **Express power or duty delegated**	**1.1.2 Powers of Entry** 01 Local Government Act 1995 Delegations Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government Act 1995:* s.3.28 When this Subdivision applies s.3.31 General procedure for entering property s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency
Function	1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to authorise persons to enter onto land, premises or thing, without consent of the owner / occupier, unless the owner / occupier objects [s.3.31(2)] 3. Authority to give notice of entry [s.3.32]. 4. Authority to seek and execute an entry under warrant [s.3.33]. 5. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 6. Authority to give notice and effect entry by opening a fence [s.3.36].
Delegates **Conditions**	CEO a. Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Ranger Environmental Health Officer
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Local Government Act 1995:* s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry. s.3.34(2) Entry in an emergency
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.18	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Adjusted to include additional provisions as set out in the WALGA template.	

Delegation	**1.1.3 Declare Vehicle is Abandoned Vehicle Wreck**
Head of power **Delegator**	01 Local Government Act 1995 Delegations Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	CEO
Conditions	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.1.4 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 3, Division 3, Subdivision 3.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE1.10	Resolution # 140623
25 Jun 2024	Amended delegation	Correction to Conditions to refer to Delegation 1.1.4. Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a sub-delegate	

Delegation	**1.1.4 Confiscated or Uncollected Goods**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.46 Goods may be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Function	1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]. 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 4. The period after which gods may be sold or otherwise disposed of under subsection (2b) is: a. For perishable goods – 3 days. b. For animals – 7 days. c. For prescribed non-perishable goods – one month. d. For other non-perishable goods – 2 months.
Delegates	CEO
Conditions	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than $20,000 may, in accordance with r.30 of the *Local Government (Functions and General) Regulations 1996*, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. NOTE – declared abandoned vehicle wreck may only be removed and impounded by a person duly authorised under s.3.40A(1). c. The Delegation can only be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995:* Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.11, DE1.12 and DE1.13	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Wording in Conditions modified to include new reference to vehicles.	

Delegation	**1.1.5 Disposal of Sick or Injured Animals**
Head of power	01 Local Government Act 1995 Delegations
Delegator **Express power to delegate** **Express power or duty delegated** **Function**	Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government Act 1995:* s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].
Delegates	CEO
Conditions	Delegation only to be used where a record is retained which evidences the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates **Subdelegate conditions**	Executive Manager Infrastructure and Development Services Ranger Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework **Record keeping** **Date adopted** **Adoption references**	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. 27 June 2023 Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE1.14	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Authority to recover expenses removed from this delegation. Manager Development Services removed as a sub-delegate.	

Delegation	**1.1.6 Close Thoroughfares to Vehicles**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Function	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: a. Give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and b. Consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which s.3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or
Delegates	CEO
Conditions	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)] (relevant to a Townsite only). c. Limited to temporary road closures only. Permanent closure of roads must be determined by Council and subject to compliance with Land Administration Act 1987, s.58. d. Where the closure is required for the conduct of an event, the requirement of the Road Traffic (Events on Roads) Regulations 1991 will be applied. e. Reasons where the Chief Executive Officer would determine an application for the temporary closure of a thoroughfare, include but are not limited to the following: i. In cases of emergency. ii. Where in the opinion of the Chief Executive Officer that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally. iii. For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991. iv. Where the Council is undertaking repair and maintenance works to a thoroughfare.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate	Conditions on the original delegation also apply to the sub-delegations, excluding the power
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995*: Part 3, Division 3, Subdivision 3 *Road Traffic (Events on Roads) Regulations 1991* *Local Government (Uniform Local Provisions) Regulations 1996* *Thoroughfares Local Law* *Local Government Property Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Date**	**Date**	**References**
24 Oct 2016	Amended delegation	Reviewed – 24 October 2016 – Replaced DE24 in part	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
21 Dec 2021	New delegation	New – 21 December 2021 - replaces DE1.1, DE1.2, DE1.3 and DE1.4	---
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Additional condition added to excluded permanent road closures	

Delegation	**1.1.7 Obstruction of Footpaths and Thoroughfares**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated**	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government (Uniform Local Provisions) Regulations 1996:* r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Function **Delegates**	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. Prevent damage to the footpath; or b. Prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for
Express power to subdelegate **Subdelegates**	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* Penalties under the *Uniform Local Provisions Regulations* are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* *Road Traffic (Events on Roads) Regulations 1991* *Thoroughfares Local Law* *Local Government Property Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.8 Gates Across Public Thoroughfares**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9 (6)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Each approval provided must be recorded in the Shire of York's statutory Register of Gates in accordance with ULP r.8.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Policy	Policy G28 – Gates Across Road Reserves
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.9 Public Thoroughfare - Dangerous Excavations**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures. Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.10 Crossing - Construction, Repair and Removal**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Uniform Local Provisions) Regulations 1996:* r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7 (2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Function	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the local government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996.* b. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995* *Thoroughfares Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - replaces DE4-2	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.11 Private Works on, over or under Public Places**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Delegates	CEO
Conditions	a. Actions under this Delegation must comply with procedural requirements detailed in the *Local Government (Uniform Local Provisions) Regulations 1996*. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Uniform Local Provisions) Regulations 1996* – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the *Local Government Act 1995*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
17 Dec 2017	Amended delegation	Amended 17 December 2018	---
27 Jun 2023	Amended delegation	Amended - Replaces DE4-1	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.12 Expressions of Interest for Goods and Services**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r24 Person expressing interest to be notified of outcome
Function	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23 & r24].
Delegates	CEO
Conditions	a. A determination to call for Expressions of Interest may only occur where the procurement or disposal is identified in Annual Budget allocations.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees.
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures.
Policy	*Policy F2 - Procurement* *Policy F9 - Panels of Pre-Qualified Suppliers* *WALGA Procurement Toolkit*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Documentation to be recorded in the relevant EOI File.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE5-4	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.13 Tenders for Goods and Services - Call Tenders**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14 (5)].
Delegates	CEO
Conditions	a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. The proposed goods or services are required to fulfil a routine contract related to the day to day operations of the local government; or ii. A current supply contract expiry is imminent; and iii. The value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

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

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE5-5	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.14 Tenders for Goods and Services - Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.57 Tenders for providing goods or services *Local Government (Functions and General) Regulations 1996:* r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Function	1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: a. The extent to which each tender satisfies the criteria for deciding which tender to accept; and b. To accept the tender that is most advantageous within the $250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into OR the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of $100,000 whichever is the lesser value [F&G r.21A(a)]. 9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	CEO

Conditions	a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised –consider process contract implications. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: i. The total consideration under the resulting contract is $250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract before entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, except the power of sub-delegation. c. The performance of sub-delegation under Function 8 only applies to lump sum contracts and is to align with the authorised limits contained in financial delegations.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	*WALGA Subscription Service – Procurement Toolkit* *F2 Procurement Policy*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
28 Mar 2023	New delegation	Adopted – 28 March 2023	Resolution 420323
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Conditions Section modified to improve clarity.	

Delegation	**1.1.15 Panels of Pre-Qualified Suppliers for Goods and Services**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Functions and General) Regulation 1996:* r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Function	1. Authority to determine that a there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those
Delegates	CEO
Conditions	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is $250,000 or less and the expense is included in the adopted Annual Budget.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Each sub-delegate may only use the sub-delegation in regard to contracts that are within the scope of the incumbent's position role and responsibilities. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Functions and General) Regulations 1996* – prescribe applicable statutory procedures
Policy	*WALGA Subscription Service – Procurement Toolkit* *Policy F2 - Procurement* *Policy F9 – Panels of Pre-Qualified Suppliers*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.16 Disposing of Property**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.3.58(2) & (3) Disposing of Property
Function	1. Authority to dispose of property to: a. The highest bidder at public auction [s.3.58(2)(a)]. b. The person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58 (3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Delegates	CEO
Conditions	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of $50,000 or less. c. When determining the method of disposal: i. Where a public auction is determined as the method of disposal: • Reserve price has been set by independent valuation. • Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. ii. Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. iii. Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: • Negotiate the sale of the property up to a -10% variance on the valuation; and • Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the property is determined as being less than $20,000 (F&G r.30(3) excluded disposal) may be undertaken: i. Without reference to Council for resolution; and ii. In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees

Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE1.15 and DE1.16	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 June 2026	Amended Delegation	Additional functions added to improve the delegation	

Delegation	**1.1.17 Payments from the Municipal or Trust Funds**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Financial Management) Regulations1996:* r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	CEO
Conditions	a. Authority to make payments is subject to annual budget limitations. b. Access to electronic funds transfer software, passwords and encryption information is to be restricted to the CEO, Executive Manager Corporate & Community Services, Executive Manager Infrastructure & Development Services and the Manager Finance.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services Manager Finance
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5, and Policy F5 – Authority to Make Payments from the Trust and Municipal Funds. c. Payments by Cheque and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or an Executive Manager.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* *Local Government (Financial Management) Regulations 1996* - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. *Local Government (Audit) Regulations 1996*
Policy	Department of Local Government, Industry Regulation and Safety *Operational Guideline No.11 – Use of Corporate Credit Cards* Department of Local Government, Industry Regulation and Safety Accounting Guidelines and Circulars *Policy F2 - Procurement* *Policy F5 – Authority to Make Payments from the Trust and Municipal Funds*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Each payment from the municipal or trust funds is to be noted on a list complied for each month which is to be presented to the next Ordinary Meeting of Council.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments

Date	Type	Amendment	References
18 Apr 2016	New delegation	Adopted 18 April 2016 to replace DE1	---
24 Oct 2016	Amended delegation	Amended – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-1	Resolution # 140623
25 Jun 2024	Amended delegation	Additional Condition relating to donations. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Authority to make donations removed as inconsistent with *Local Government (Financial Management) Regulations1996:* r.12(1)(a). This will be included in a future revision of Policy C8 Funding: Grants and Sponsorship. Updated to reflect the new Department of Local Government, Industry Regulation and Safety	

Delegation	**1.1.18 Defer, Grant Discounts, Waive or Write Off Debts**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.12 Power to defer, grant discounts, waive or write off debts
Function	1. Waive a debt which is owed to the Shire of York [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of York [s.6.12(1)(b)].
Delegates	CEO
Conditions	a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed $1,000 per debtor. b. A debt relating to interest accrued on a rate or service charge may only be written off where the dollar value does not exceed $400 (suspension and/or write off) per property per annum in accordance with Policy F10 Financial Hardship: Rates and Charges. c. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of York, or where the value of the debt makes recovery attempts uneconomical. d. Write off of debts greater than these values must be referred to Council for a decision. e. An application for fee waiver or concession may only be granted where the applicant completes a Request for Fee Waiver Application Form, and the amount is less than $1,000. This includes, but is not limited to such things as: venue hire, bus hire, chair hire etc. Applications of $1,000 or more must go to Council for approval. f. A debt relating to small rates balances may only be written off if the value does not exceed $5 per property per financial year.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations: • 1.1.21 Agreement as to Payment of Rates and Service Charges • 1.1.23 Recovery of Rates and Service Charges • 1.1.24 Recovery of Rates Debts – Require Lessee to Pay Rent
Policy	*Policy F10 – Financial Hardship – Rates & Charges*

Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Where the write off relates to rates, relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus. In accordance with r.42 of the Local Government (Financial Management) Regulations 1996, the total amount of money written off is to be reported in the Annual Report.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
21 Dec 2012	New delegation	NEW 21 December 2021 Replaces DE3.4, DE3.7 & DE3.12	---
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Adjusted to include the write off of small rates balances, and Policy F1 and F10. A subsequent amendment to Policy F1 will be required.	

Delegation	**1.1.19 Power to Invest and Manage Investments**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.14 Power to invest *Local Government (Financial Management) Regulations 1996:* r.19 Investments, control procedures for
Function	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Delegates	CEO
Conditions	a. All investment activity must comply with the Financial Management r.19C and Policy F4 - Investment. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be presented to the next Ordinary Meeting of Council. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Manager Finance
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. A decision to invest must be jointly confirmed by two Delegates, one of whom is the Chief Executive Officer.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government (Financial Management) Regulations 1996* – refer r.19C Investment of money, restrictions on (Acts.6.14(2)a))
Policy	*Policy F4 - Investment*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE3-2	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 June 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation	**1.1.20 Rate Record Amendment**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.39(2)(b) Rate record
Function	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Delegates	CEO
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate & Community Services Manager Finance
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Decisions under this delegation may be referred for review by the State Administration
Policy	*Policy F8 – Rates Exemptions for Charitable Purposes.*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Sub delegates amended to include Manager Finance	

Delegation	**1.1.21 Agreement as to Payment of Rates and Service Charges**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Policy F1 – Revenue Collection and F10 – Financial Hardship – Rates and Charges. b. Agreements must be in writing and, subject to the policy F1 – Revenue Collection and Policy F10 – Financial Hardship – Rates and Charges, must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	EMCCS
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	*Policy F1 – Revenue Collection* *Policy F10 – Financial Hardship – Rates and Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain) i*n accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-3	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2024	Amended delegation	Amended to include Policy F1 – Revenue Collection and increase sub delegation	

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

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

23 June 2026	Amended delegation	Wording was added to the conditions to improve the delegation Sub delegates amended to include EMCCS and Manager Finance	

Delegation **Head of power** **Delegator** **Express power to delegate** **Express power or duty delegated**	**1.1.23 Recovery of Rates or Service Charges** 01 Local Government Act 1995 Delegations Local Government *Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO *Local Government Act 1995:* s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function **Delegates**	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears CEO
Conditions	Decisions under this delegation must comply with Policies F1 – Revenue Collection and F10 – Financial Hardship – Rates and Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates **Subdelegate conditions**	EMCCS Manager Finance Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Rates & Charges (Rebates & Deferments) Act 1992* *Valuation of Land Act 1978* *Fire & Emergency Services Act 1998*
Policy	*Policy F1 – Revenue Collection* *Policy F10 – Financial Hardship – Rates & Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted **Adoption references**	27 June 2023 Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-8	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 June 2026	Amended delegation	Sub delegates amended to include EMCCS and Manager Finance	

Delegation	**1.1.24 Recovery of Rates Debts - Require Lessee to Pay Rent**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.60 Local Government may require lessee to pay rent
Function	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of York [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Delegates	CEO
Conditions	a. Decisions under this delegation must comply with Policy F10 – Financial Hardship – Rates and Charges.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	EMCCS Manager Finance
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The sub-delegation does not include Function 2, this Function must be determined by the Chief Executive Officer.
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. *Local Government Act 1995* – refer s.6.61 and s.6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. *Rates & Charges (Rebates & Deferments) Act 1992* *Valuation of Land Act 1978* *Fire & Emergency Services Act 1998*
Policy	*Policy F10 – Financial Hardship – Rates and Charges*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-9	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
2 Jun 2026	Amended delegation	Include EMCCS and Manager Finance in sub delegation	

Delegation	**1.1.25 Rate Record - Objections**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government Act 1995:* s.6.76 Grounds of objection
Function	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76 (4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Delegates	CEO
Conditions	a. An extension is not to be granted for a period exceeding six weeks.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Decisions under this delegation may be referred for review by the State Administration
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	DE3-5 Adopted 18 April 2016; DE3-6 New 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE3-5 and DE3-6	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.26 Appoint persons to receive and withdrawal of complaints**
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express power or duty delegated	*Local Government (Model Code of Conduct) Regulations 2021:* r.11(3) Complaint about alleged breach
Function	1. Authority to appoint one (1) or more persons for the purpose of receiving and withdrawals of complaints in accordance with the *Local Government (Model Code of Conduct) Regulations 2021* [r.11(3)]. 2. Authority to approve the complaint form and any future amendments to the form [r.11 (2)(a)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy E1 Code of Conduct: Council Members, Committee Members & Candidates Policy E11 Council Code of Conduct Division 3 Complaint Handling Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	22 August 2023
Adoption references	Resolution # 060823
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
23 Aug 2022	New delegation	NEW	Resolution # 150822
22 Aug 2023	Amended delegation	Aligned with WALGA template, missed in initial adoption of reviewed Delegations Register hence re-presented to Council for adoption	Resolution # 060823
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**1.1.27 DAP – Engage Consultant to assist in preparing Responsible Authority Report**
Head of power **Delegator**	01 Local Government Act 1995 Delegations Local Government
Express power to delegate **Express power or duty delegated**	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees *Local Government (Development Assessment Panels) Regulations 2025*: Reg. 5(2)(b) Performance of relevant DAP function
Function	Authority to engage a person who is not an employee of the local government, and who the delegate believes to be suitably qualified, to assist in the preparation of a responsible authority report [r.5(2)(b)].
Delegates **Conditions**	CEO a. Must comply with the adopted Policy F2 - Procurement and the threshold for incurring liabilities applicable to the delegate's position title.
Express power to subdelegate **Subdelegates**	Local Government (Development Assessment Panels) Regulations 2025: Reg. 5(1)(a) Performance of relevant DAP function Executive Manager Infrastructure and Development Services
Subdelegate conditions	Not applicable
Statutory framework **Policy**	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Policy E1 Code of Conduct: Council Members, Committee Members & Candidates Policy E11 Council Code of Conduct Division 3 Complaint Handling Policy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	
Adoption references **Last reviewed**	 23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
23 Jun 2026	New delegation	NEW	

01.2 Local Law Delegations to the CEO

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

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Principal Environmental Health Officer added as subdelegate	

02 Building Act 2011 Delegations
Building Act 2011 Delegations

02.1 Council to CEO

Delegation	**2.1.1 Permit Authority (Local Government)**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. a. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor *Building Regulations 2012* – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT *Building Services (Registration Act) 2011* – Section 7 *Home Building Contracts Act 1991* – Part 3A, Division 2 – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Wording of title modified to improve clarity. Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.2 Demolition Permits**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit *Building Regulations 2012:* r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Function	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. a. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] b. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub- delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit *Building Services (Complaint Resolution and Administration) Act 2011* Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*

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

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.3 Occupancy Permits or Building Approval Certificates**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration *Building Regulations 2012:* r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Function	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* s.59 Time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT *Building Services (Complaint Resolution and Administration) Act 2011* – Part 7, Division 2 *Building and Construction Industry Training Levy Act 1990* *Heritage Act 2018*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.

Date adopted	27 June 2023
Adoption references **Last reviewed**	Resolution# 140623 25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.4 Designate Employees as Authorised Persons**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.96(3) Authorised persons s.99(3) Limitation on powers of authorised person
Function	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. NOTE: An *authorised person* for the purposes of s.96(3) and s.99(3) is not an *approved officer* or *authorised officer* for the purposes of r.70 of the *Building Regulations 2012.*
Delegates	CEO
Conditions	Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Building Act 2011:* s.97 Each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**2.1.5 Building Orders**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.88 Finishes of walls close to boundaries s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Function	1. Authority to make Building Orders in relation to: a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed Building Order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a Building Order [s.117]. 4. If there is non-compliance with a Building Order, authority to cause an authorised person to: a. Take any action specified in the order; or b. Commence or complete any work specified in the order; or c. Of any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to s.110 of the Building Act 2011. 7. Authority to, for the purpose of imposing a condition under s.27 or making a building order, specify the way in which an outward facing side of a particular close wall must be finished if — a. there are no regulations as mentioned in subsection (2) that apply to the wall; and b. the finish for the outward facing side of the wall is not set out in the plans and specifications that were specified in the applicable certificate of design compliance for the building permit for the wall.
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services

Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The sub-delegation does not include performing Functions 5 and 6. These can only be undertaken by authority of the Chief Executive Officer.
Statutory framework	*Building Act 2011:* s.88 Finishes of walls close to boundaries s.111 Notice of proposed building order other than building order (emergency) s.112 Content of building order s.113 Limitation on effect of building order s.114 Service of building order Part 9 Review - s.122 Building orders – application for review by SAT
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation **Head of power** **Delegator** **Express power to delegate**	**2.1.6 Inspection and Copies of Building Records** 02 Building Act 2011 Delegations Local Government *Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates **Subdelegate conditions** **Statutory framework**	Executive Manager Infrastructure and Development Services a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. This delegation can only be exercised where the landowner has signed the application form (excluding requests from State agencies). *Building Act 2011* - s.146 Confidentiality *Freedom of Information Act 1992* *State Records Act 2000*
Policy **Record keeping** **Date adopted**	Policy O8 – Employee Code of Conduct Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus. 27 June 2023
Adoption references **Last reviewed**	Resolution# 140623 25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.7 Referrals and Issuing Certificates**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Act 2011:* s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of York's District [s.145A(2)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* *Building Regulations 2012*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended - Replaces DE6-1	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as Subdelegates	

Delegation	**2.1.8 Private Pool Barrier - Alternative and Performance Solutions**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.51 Approvals by permit authority
Function	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner/occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file.
Statutory framework	*Building Act 2011* *Building Regulations 2012* Swimming Pool provisions – AS1926.1 Standards (as amended)
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 202	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	

Delegation	**2.1.9 Smoke Alarms - Alternative Solutions**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Any variation request is to be discussed with the Chief Executive Officer prior to approval, with evidence being retained on the property file. b. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Building Act 2011* *Building Regulations 2012*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Date adopted	27 June 2023
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Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Addition of Executive Manager Infrastructure and Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services and Building Surveyor as subdelegates	

Delegation	**2.1.10 Appointment of Approved Officers and Authorised Officers**
Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Building Act 2011:* s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	*Building Regulations 2012:* r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with r. 70(1) and (1A) of the Building Regulations 2012. *NOTE: Only employees delegated under s.5.44(1) of the Local Government Act 1995 with power under s.9.19 or s.9.20 may be appointed as "approved officers".* 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with r.70(2) of the Building Regulations 2012. *NOTE: Only employees appointed under s.9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s.9.16 of that Act may be appointed as "authorised officers" for the purposes of r70(2) of the Building Regulations 2012.*
Delegates	CEO
Conditions	Decisions under this delegated authority should be in accordance with r.5 of the *Building Regulations 2012.*
Express power to subdelegate	*Building Act 2011:* s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Building Regulations 2012:* r.70(3) Each authorised officer must be issued a certificate of appointment.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

03 Bush Fires Act 1954 Delegations

Bush Fires Act 1954 Delegations

03.1 Council to CEO, President and Bush Fire Control Officer

Delegation	**3.1.1 Make Request to FES Commissioner - Control of Fire**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.13(4) Duties and powers of bush fire liaison officers
Function	1. Authority to request on behalf of the Shire of York that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13 (4)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link Attain in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.2 Prohibited Burning Times - Vary**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to President and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8)).
Express power or duty delegated	*Bush Fires Act 1954:* s.17(7) Prohibited burning times may be declared by Minister *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17 (7)].
Delegates	Shire President Chief Bush Fire Control Officer
Conditions	Shire President and Chief Bush Fire Control Officer to act jointly
Express power to subdelegate	a. Decisions under s.17(7) must be undertaken jointly by both the Shire President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Subdelegate conditions	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954* *Conservation and Land Management Act 1984* *Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Documentation confirming the procedural requirements of s.17(7B) and (8) have been complied with are to be recorded within the Shire's records management system.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE6-3	Resolution # 140623
25 Jun 2024	Amended delegation	Replacement of Shire President with Chief Executive Officer as a Delegate. Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Replacement of Chief Executive Officer Shire President with as a Delegate as this function cannot be sub-delegated.	

Delegation	**3.1.3 Prohibited Burning Times - Control Activities**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023

Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.4 Restricted Burning Times - Vary and Control Activities**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land *Bush Fire Regulations 1954:* r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Function	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 9. Authority to recover the cost of measures taken by the Shire of York or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Delegates	CEO

Conditions	a. The delegation of power granted under Function 4 is only to be exercised where the Chief Bush Fire Control Officer is unable or unwilling to make a determination in this regard OR the decision to refuse a permit to burn has been made by the Chief Bush Fire Control Officer.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
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Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**3.1.5 Control of Operations Likely to Create Bush Fire Danger** 03 Bush Fires Act 1954 Delegations Local Government *Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.27D Requirements for carriage and deposit of incendiary material *Bush Fires Regulations 1954:* r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Function	1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: a. A person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. A person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. A person using explosives [r.39D(2)]. d. A person using fireworks [r.39E(3)]. 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. *Note: this authority is also prescribed*
Delegates **Conditions** **Express power to subdelegate** **Statutory framework** **Record keeping** **Date adopted**	CEO Nil Nil – Sub-delegation is prohibited by s.48(3) *Bush Fires Act 1954* *Bush Fire Regulations 1954* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. 27 June 2023
Adoption references **Last reviewed**	Resolution# 140623 25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**3.1.6 Burning Garden Refuse/Open Air Fires** 03 Bush Fires Act 1954 Delegations Local Government *Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 *Bush Fires Regulations 1954:* r.27(3) Permit, issue of

Function	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].
	2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].
	  a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].
	  b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].
	3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:
	  a. Camping or cooking [s.25(1)(a)].
	  b. Conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].
	4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].
	5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].

Delegates	CEO
Conditions	a. Function 1 is only to be exercised where the Chief Executive Officer can be satisfied that approval is not likely to create a fire hazard.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fire Regulations 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

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Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.7 Firebreaks**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.33 Local government may require occupier of land to plough or clear firebreaks
Function	1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of York: a. Clearing of firebreaks as determined necessary and specified in the notice; and b. Act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. As a separate or coordinated action with any other person carry out similar actions [s.33(1)]. d. Determine that these matters have been acted upon to the satisfaction of the Shire of York. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Delegates	CEO
Conditions	The Bush Fire Brigades are to be consulted where the notice is intended to be amended.
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Addition of Function 1.d.	

Delegation	**3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.38 Local Government may appoint bush fire control officer
Function	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of York [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Amended – Replaces DE6-20	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.9 Control and Extinguishment of Bush Fires**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. 2. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954* *Bush Fires Regulations 1954* *Conservation and Land Management Act 1984* Department of Biodiversity, Conservation and Attractions Forest Management Plan 2014-23
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.10 Recovery of Expenses Incurred through Contraventions of this Act**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.58 General penalty and recovery of expenses incurred
Function	Authority to recover expenses incurred as a result of an offence against the *Bush Fires Act 1954*, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of York or those on behalf of the Shire of
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**3.1.11 Prosecution of Offences**
Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	*Bush Fires Act 1954:* s.48 Delegation by local government
Express power or duty delegated	*Bush Fires Act 1954:* s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil – Sub-delegation is prohibited by s.48(3)
Statutory framework	*Bush Fires Act 1954:* s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
27 Jun 2023	Amended delegation	Amended - Replaces DE6-5	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

04 Cat Act 2011 Delegations
Cat Act 2011 Delegations

04.1 Council to CEO

Delegation	**4.1.1 Cat Registrations**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function**	*Cat Act 2011:* s.44 Delegation by local government *Cat Act 2011:* s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags *Cat Regulations 2012* Schedule 3, cl.1(4) Fees Payable 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of York's District [Regs. Sch.
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate **Subdelegates**	*Cat Act 2011:* s.45 Delegation by CEO of local government Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions **Statutory framework**	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Function 5 can only be exercised by the Chief Executive Officer. *Cat Regulations 2012:* r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation	**4.1.2 Cat Control Notices**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.26 Cat control notice may be given to cat owner
Function	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of York's District [s.26].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Regulations 2012:* r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation **Head of power** **Delegator**	**4.1.3 Recovery of Costs - Destruction of Cats** 04 Cat Act 2011 Delegations Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat Act 2011:* s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions **Statutory framework** **Record keeping** **Date adopted** **Adoption references**	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. *Cat Act 2011* *Cat Local Law* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. 27 June 2023 Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---

23 Jun 2026	Amended delegation	Removal of Manager Development Services as a Subdelegate. Add Ranger as a sub delegate.	

Delegation	**4.1.4 Applications to Keep Additional Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated	*Cat (Uniform Local Provisions) Regulations 2013:* r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 3. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the *Cat (Uniform Local Provisions) Regulations 2013*. b. The limit of delegation is up to four (4) cats. c. The Ranger is to inspect the premises to ensure compliance with the factors relevant to a determination as contained in the Shire of York *Cat Local Law*. d. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council
Express power to subdelegate	*Cat Act 2011:* s.45 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Cat Act 2011* *Cat Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Nov 2019	New delegation	New – 25 November 2019	---
22 Dec 2022	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaced DE6-19	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Removal of Manager Development Services as a Subdelegate	

Delegation	**4.1.5 Approval to Breed Cats**
Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	*Cat Act 2011:* s.44 Delegation by local government
Express power or duty delegated **Function**	*Cat Act 2011*: s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Delegates	CEO
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the *Cat Act 2011*.
Express power to subdelegate **Subdelegates** **Subdelegate conditions**	*Cat Act 2011:* s.45 Delegation by CEO of local government Executive Manager Infrastructure and Development Services Ranger a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework **Record keeping** **Date adopted**	*Cat Regulations 2012:* r.20 Cat control notice [s.23(3)], prescribes the Form of the notice. *Cat Local Law* Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. 27 June 2023
Adoption references	Resolution# 140623
Last reviewed	23 June 2026

Amendments			
Date	**Type**	**Amendment**	**References**
23 Jun 2026	New delegation	NEW	---

05 Dog Act 1974 Delegations
Dog Act 1974 Delegations

05.1 Council to CEO

Delegation	**5.1.1 Refuse or Cancel Registration**
Head of power **Delegator**	05 Dog Act 1974 Delegations Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: a. The applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of two or more offences against this Act, the *Cat Act 2011* or the *Animal Welfare Act 2002*; or b. The dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or c. The delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept. d. The dog is required to be microchipped but is not microchipped; or e. The dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of York's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant/owner has not applied to the State Administration Tribunal for the decision to be
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. *(NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub- delegation)*
Subdelegates **Subdelegate conditions**	Executive Manager Infrastructure and Development Services a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.

Statutory framework	*Dog Act 1976:* s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6). *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.2 Recovery of Moneys Due Under this Act**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(5) Power to seize dogs
Function	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Dog Act 1976* *Dog Regulations 2013* Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared) *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**5.1.3 Dispose of or Sell Dogs Liable to be Destroyed** 05 Dog Act 1974 Delegations Local Government *Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub- delegation)
Subdelegates **Subdelegate conditions** **Statutory framework**	Executive Manager Infrastructure and Development Services Ranger a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. The Development Services Coordinator and Ranger are to jointly agree, with evidence retained on file, before use of the delegated authority is exercised. *Dog Act 1976* *Dogs Local Law*
Record keeping **Date adopted**	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. 27 June 2023
Adoption references **Last reviewed**	Resolution# 140623 25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23 Jun 2026	Amended delegation	Removal of Manager Development Services as a subdelegate	

Delegation	**5.1.4 Declare Dangerous Dog**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.5 Dangerous Dog Declared or Seized - Deal with Objections and Determine when to Revoke**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] a. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub-delegation).
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power**	**5.1.6 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice** 05 Dog Act 1974 Delegations
Delegator **Express power to delegate**	Local Government *Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33H(5) Local government may revoke declaration or proposal to destroy
Function	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: a. a notice declaring a dog to be dangerous; or b. a notice proposing to cause a dog to be destroyed.
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976*
Record keeping **Date adopted**	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. 27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.7 Determine Recoverable Expenses for Dangerous Dog Declaration**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.33M(1)(a) Local Government expenses to be recoverable
Function	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the local government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)].
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub - delegation)
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Dog Act 1976* *Dogs Local Law*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**5.1.8 Approval to Keep More than Two Dogs**
Head of power	05 Dog Act 1974 Delegations
Delegator	Local Government
Express power to delegate	*Dog Act 1976:* s.10AA Delegation of local government powers and duties
Express power or duty delegated	*Dog Act 1976:* s.26 Limitation as to numbers
Function	1. Authority to provide an exemption as to the number of dogs able to be kept at a particular premises, allowing the keeping of more dogs than is permitted under the Shire's Dogs Local Law [s.26(3)].
Delegates	CEO
Conditions	a. The Chief Executive Officer is permitted to sub-delegate to employees [s.10AA(3)]. b. Delegates are to adhere to the requirements prescribed in the Shire's Dogs Local Law and Policy C7 – Keeping of Three to Six Dogs. c. Surrounding neighbours are to be consulted on an application and where an objection to an application is received, the matter is to be presented to Council for determination. d. The Ranger must inspect the premises to ensure means exist to effectively confine the dogs within the premises.
Express power to subdelegate	*Dog Act 1976:* s.10AA(3) Delegation of local government powers and duties. (NOTE – sub-delegation is only permitted where delegation to the CEO expressly authorises sub -delegation)
Subdelegates	Executive Manager Infrastructure and Development Services Ranger
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal. *Dog Act 1976* *Dogs Local Law*
Policy	*Policy C7 – Keeping of Three to Six Dogs*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996.* This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
24 Oct 2016	New delegation	NEW – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
22 Dec 2020	Amended delegation	Amended – 22 December 2020	---
27 Jun 2023	Amended delegation	Replaces DE6-13	Resolution # 140623
25 Jun 2024	Amended delegation	Addition of Manager Development Services as a Subdelegate. Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Removal of Manager Development Services as a subdelegate	

06 Food Act 2008 Delegations
Food Act 2008 Delegations

06.1 Council to CEO

Delegation	**6.1.1 Prohibition Orders and Certificates of Clearance**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the *Food Act 2008* [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Delegates	CEO Principal Environmental Health Officer Executive Manager Infrastructure and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express power to subdelegate	Nil – *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Policy	*Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
23-Jun-26	Amended delegation	Title renaming to include Certificates of Clearance	

Delegation	**6.1.2 Food Business Registrations**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Delegates	CEO Principal Environmental Health Officer Executive Manager Infrastructure and Development Services
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. *Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA* ii. *Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No. 1* iii. *WA Priority Classification System* iv. *Verification of Food Safety Program Guideline*
Express power to subdelegate	Nil – F*ood Regulations 2009* do not provide for sub-delegation
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal *Food Act 2008*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Adopted – 18 April 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-7	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**6.1.3 Appoint Authorised Officers and Designated Officers**
Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	*Food Act 2008:* s.118Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express power or duty delegated	*Food Act 2008:* s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the *Public Health Act 2016*, to be a Designated Officer for the purposes of issuing Infringement Notices under the *Food Act 2008* [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement
Delegates	CEO
Conditions	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: i. *Appointment of Authorised Officers as Meat Inspectors* ii. *Appointment of Authorised Officers* iii. *Appointment of Authorised Officers – Designated Officers only* iv. *Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer*
Express power to subdelegate	Nil – *Food Regulations 2009* do not provide for sub-delegation
Statutory framework	*Food Act 2008:* s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
18 Apr 2016	New delegation	Reviewed & Adopted - 18 April 2016 - Replaces DE-17	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-6	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

07 Graffiti Vandalism Act 2016 Delegations

Graffiti Vandalism Act 2016 Delegations

07.1 Council to CEO

Delegation	**7.1.1 Give Notice Requiring Obliteration of Graffiti**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function** **Delegates**	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government *Graffiti Vandalism Act 2016:* s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who CEO
Conditions **Express power to subdelegate**	Nil *Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation. b. Function 2 can only be exercised by the Chief Executive Officer.
Statutory framework	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal. *Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum. Details of how the Shire gave effect to the notice, including photographs of graffiti removed is to be recorded and registered in Altus Records and linked to the property file.
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**7.1.2 Notices - Deal with Objections and Give Effect to Notices** 07 Graffiti Vandalism Act 2016 Delegations Local Government *Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: a. Determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and b. To give notice to the affected person, before taking the necessary
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	Decisions under this delegation may be referred for review by the State Administration Tribunal.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**7.1.3 Obliterate Graffiti on Private Property**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.25(1) Local government graffiti powers on land not local government property
Function	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Delegates	CEO
Conditions	a. Subject to exercising Powers of Entry as specified in Division 4 of the *Graffiti Vandalism Act 2016*
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Corporate & Community Services Executive Manager Infrastructure and Development Services
Subdelegate conditions	a. Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory	*Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**7.1.4 Powers of Entry**
Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	*Graffiti Vandalism Act 2016:* s.16 Delegation by local government
Express power or duty delegated	*Graffiti Vandalism Act 2016:* s.28 Notice of entry s.29 Entry under warrant
Function	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Delegates	CEO
Conditions	Nil
Express power to subdelegate	*Graffiti Vandalism Act 2016:* s.17 Delegation by CEO of local government
Subdelegates	Nil
Subdelegate conditions	Not applicable
Statutory framework	*Graffiti Vandalism Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

08 Health (Miscellaneous Provisions) Act 1911 Delegations

Health (Miscellaneous Provisions) Act 1911 Delegations

08.1 Council to CEO

Delegation	**8.1.1 Powers of Local Government - Appointment of Deputy**
Head of power	08 Health (Miscellaneous Provisions) Act 1911 Delegations
Delegator	Local Government
Express power to delegate	*Health (Miscellaneous Provisions) Act 1911:* s.26 Powers of local government
Express power or duty delegated	As listed in 'Function'.
Function	Authority to appoint and authorise any person to be the Shire of York's deputy and in that capacity to exercise and discharge all or any of the powers and functions of the local government, including: 1. *Part IV – Division 4 (Sanitary Convenience)* 2. *Part IV – Division 7 (Pollution of Water)* 3. *Part V – Division 1 (House unfit for occupation)* 4. *Part VI – Public Buildings Part VII – Division 1 (Nuisances)* 5. *Health (Air Handling & Water Systems) Regulations 1994* 6. *Health (Aquatic Facilities) Regulations 2007* 7. *Health (Cloth Materials) Regulations 1985* 8. *Construction Camps Regulations 1988* 9. *Health (Construction Work) Regulations 1973* 10. *Health (Garden Soil) Regulations 1998* 11. *Health (Offensive Trade Fees) Regulations 1976* 12. *Health (Pesticides) Regulations 2011* 13. *Health (Prescribed Insect Pests) Regulations 1991* 14. *Health (Public Buildings) Regulations 1992* 15. *Health (Skin Penetration) Procedure Regulations 1998* 16. *Health (Temporary Sanitary Conveniences) Regulations 1997* 17. *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* 18. *Health Act (Laundries and Bathrooms) Regulations* 19. *Health Act (Sewerage Drainage and Underground Water Supply) Regulations 1974* 20. *Health Act (Underground Water Supply) Regulation 1959* 21. *Fly Eradication Regulations* 22. *Piggeries Regulations 1979* 23. *Shire of York Health Local Law* 2007
Delegates	CEO
Conditions	Nil
Express power to subdelegate	Nil
Subdelegates	Nil
Subdelegate conditions	Not Applicable

Statutory framework	Health (Miscellaneous Provisions) Act 1911
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
24 Oct 2016	New delegation	New – 24 October 2016	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
27 Jun 2023	Amended delegation	Replaces DE6-14	Resolution # 140623
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

09 Public Health Act 2016 Delegations

Public Health Act 2016 Delegations

09.1 Council to CEO

Delegation	**9.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate **Express power or duty delegated** **Function**	*Health (Asbestos) Regulations 1992:* r.15D(7) Infringement Notices *Health (Asbestos) Regulations 1992*: r.15D(5) Infringement Notices 1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the *Criminal Procedure Act 2004* Part 2
Delegates	CEO
Conditions	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D (6)].
Express power to subdelegate	Nil – the *Health (Asbestos) Regulations 1992* do not provide a power to sub-delegate
Statutory framework	*Criminal Procedure Act 2004* – Part 2
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation	**9.1.2 Enforcement Agency Reports to the Chief Health Officer**
Head of power	09 Public Health Act 2016 Delegations
Delegator	Enforcement Agency (which means the Local Government vide s.4 definition)
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016:* s.22 Reports by and about enforcement agencies
Function	1. Authority to prepare and provide to the Chief Health Officer, the local government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of York [s.22(1)]. 2. Authority to prepare and provide to the Chief Health Officer, a report detailing
Delegates	CEO Principal Environmental Health Officer
Conditions	Nil
Express power to subdelegate	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Statutory framework	*Public Health Act 2016:* s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain)* in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

Delegation **Head of power** **Delegator** **Express power to delegate**	**9.1.3 Designate Authorised Officers** 09 Public Health Act 2016 Delegations Enforcement Agency (which means the Local Government vide s.4 definition) *Public Health Act 2016:* s.21 Enforcement agency may delegate
Express power or duty delegated	*Public Health Act 2016* s.24(1) and (3) Designation of authorised officers
Function	1. Authority to designate a person or class of persons as authorised officers for the purposes of: a. The *Public Health Act 2016* or other specified Act b. Specified provisions of the *Public Health Act 2016* or other specified Act c. Provisions of the *Public Health Act 2016* or another specified Act, other than the specified provisions of that Act. Including: a. An environmental health officer or environmental health officers as a class; OR b. A person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. A mixture of the two. [s.24(1) and (3)].
Delegates **Conditions**	CEO a. Subject to each person so appointed being; i. Appropriately qualified and experienced [s.25(1)(a)]; and ii. Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express power to subdelegate **Statutory framework**	Nil – Unless a Regulation enacted under the *Public Health Act 2016* specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)]. *Public Health Act 2016:* s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority *Criminal Investigation Act 2006,* Parts 6 and 13 – refer s.245 of the *Public Health Act 2016* *The Criminal Code, Chapter XXVI* – refer s.252 of the *Public Health Act 2016*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.

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Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---

10 Planning and Development Act 2011 Delegations

10.1 Council to CEO

Delegation	**10.1.1 Town Planning Matters**
Head of power	10 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	*Local Government Act 1995:* *s.5.42(b) Delegation of some powers or duties to the CEO* *s.5.43 Limitations on delegations to the CEO* *s.5.44 CEO may delegate powers and duties to other employees* *s.5.45 Other matters relevant to delegations under this Division* *s.5.46 Register of, and records relevant to, delegations to CEO and employees.*
Express power or duty delegated	*Planning and Development Act 2005* *Planning and Development (Local Planning Schemes) Regulations 2015 - Schedule 2 (Deemed Provisions) clauses 82, 83 & 84* *Shire of York Local Planning Scheme No.3*
Function	Council delegates its authority and power to the Chief Executive Officer in accordance with Clauses 82 and 83 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as follows: **Advertising Applications for Development Approval** Public advertising of development applications in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 201*5 when specifically required or deemed necessary due to concerns regarding potential impacts, including referrals to adjoining and other nearby landowners, State government agencies and essential service providers. **Consideration and Final Determination of Applications for Development Approval** Approve development applications with a use class permissibility classification of 'P', 'D' and 'A' in Table 1 (i.e. Zoning Table) of the Local Planning Scheme in accordance with Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, and impose conditions as required where: 1. the proposed development is compliant with all relevant standards and requirements, including any proposed variations thereto where no substantial impacts are considered likely to occur; and 2. no valid planning objections have been received (if advertised). Where any valid planning objections are received during public advertising of a development application for a single house or any development associated with a single house, excluding development of or associated with a heritage protected place, the Chief Executive Officer shall determine the application as required by Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Approve an application to amend any aspect of a previously approved development application which, if amended, would not substantially change the development approved as per clause 77 in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

	Grant an extension of development approval for up to two (2) years with or without changes to any conditions of approval as per clause 77 in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Refusal of all development applications where: 1. the proposed use is not permitted (i.e. use permissibility classification of 'X' in Table 1 (i.e. Zoning Table) of the Local Planning Scheme; 2. and/or where the development does not comply with a mandatory requirement of the Local Planning Scheme, or with the non-discretionary provisions of the Residential Design Codes. Cancel a development application where the applicant has, pursuant to clause 65A in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, failed to provide further information or material that the local government reasonably requires to determine the application. Cancel a development approval previously granted where the owner of the land has submitted an application to do so or the owner has failed to comply with one (1) or more conditions of development approval and the non-compliance has given rise to significant issues and impacts that have resulted in formal, valid complaints to the local government. **Use Not Listed** To determine if a use not specifically listed in the Zoning Table (Table1) of the Local Planning Scheme is consistent, may be consistent or is not consistent with the objectives of the zone and publicly advertise a development application in accordance with Clause 64 of the *Planning and Development (Local Planning Schemes) Regulations 2015* where the use may be consistent with the objectives of the subject land's relevant zoning classification. Finally determine development applications for any use not specifically listed in the Zoning Table (Table 1) of the Local Planning Scheme where: 1. the proposed development is compliant with all relevant standards and requirements, including any proposed variations thereto where no substantial impacts are considered likely to occur; and \ 2. no valid planning objections have been received during public advertising within the specified time. **Waiving of Development Application Fees** Waive the statutory fee payable for an application for development approval where the applicant and/or owner (as appropriate) is a registered not-for-profit organisation and the proposed development is for community benefit. **Authorisation of Temporary Works and Uses** Authorise any temporary works and/or uses for more than forty-eight (48) hours in any twelve(12) month period pursuant to the exemption to the need for development approval afforded by clause 61(1) and clause 61(2)(f) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. **Directions Regarding Unauthorised Development** To give written direction/s in relation to unauthorised development and to authorise any action available to the local government under the *Planning and Development Act 2005* incidental to such written direction, including but not limited to: 3. issuing a notice to remove, pull down, take up, or alter the development and to restore the land as nearly as practicable to its

condition immediately before the development started, to the satisfaction of the local government; and/or

4. obtaining legal advice where necessary to assist in the performance of the abovementioned delegations.
5. These powers shall not be exercised in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

Appeals
Provision of written and oral responses to planning appeals, mediated settlements resulting from appeals, and State Administrative Tribunal's requests for reconsideration when an affected person has applied to the State Administrative Tribunal to review a reviewable determination under the Local Planning Scheme in accordance with Part 14 of the *Planning and Development Act 2005*.

Subdivision Applications
Prepare and submit formal responses to the Western Australian Planning Commission (WAPC) in relation to all strata, survey strata and green title subdivision applications (including amalgamations and/or amendments to previous approvals) with due regard for the WAPC's Model Subdivision Conditions Schedule (as amended) and the standards and requirements of the Local Planning Scheme including any associated local planning policies of relevance, the Residential Design Codes and WAPC Development Control Policy 3.4 - Subdivision of Rural Land (as applicable).

Issue formal subdivision clearances where the relevant local government conditions of subdivision approval by the WAPC have been satisfied and all relevant application fees have been paid by the proponent.

Structure Plans
Assessment and processing of applications for structure plans, including any amendments there to and revocation when required, in accordance with the procedural requirements of Part 4 in Schedule 2 of the of the *Planning and Development(Local Planning Schemes) Regulations 2015*.

Local Development Plans
Assessment and processing of applications for local development plans, including any amendments thereto, in accordance with the procedural requirements of Part 6 in Schedule 2 of the of the *Planning and Development (Local Planning Schemes)Regulations 2015*.

Advertising Extensions for Local Planning Scheme Amendments
To extend the advertising period for local planning scheme amendments where it is considered necessary to provide adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors' meetings, workshops etc.).

Miscellaneous
Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Local Planning Scheme, including, but not limited to sufficient information required for the processing of proposals (including development applications, structure plans, local development plans), referral and advertising of such proposals, and interpretation of Local Planning Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.

	The execution of any documents or instruments required to fulfill a condition(s) of subdivision or development approval. no valid planning objections have been received during public advertising within the specified time. **Important Note:** The delegations outlined above do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above to Council for formal consideration and final determination after having regard to the circumstances of a particular case.
Delegates	CEO

Conditions	All matters determined under delegated authority are to be provided to Council at the first available Concept Forum.
	
	Clause 4 – Waiving of Development Application Fee and Clause 5 – Authorisation of Temporary Works and Uses can only be determined under delegated authority by the Chief Executive Officer. For clarity, the Executive Manager Infrastructure and Development Services cannot make determinations on matters regarding those Clauses.
	
	With the exception of single houses or any development associated with a single house, excluding development of or associated with a heritage-protected place, an officer to whom delegated authority is granted to finally determine development applications is not to exercise that authority in the following circumstances and shall refer all applications to a meeting of Council for formal consideration and final determination:
	
	1. Where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination;
	2. Where the delegated decision would be contrary to the intent of a previous decision made by Council, or any law or regulation;
	3. Where any written objection is received from any statutory agency;
	4. Where the proposal is inconsistent with the general objectives and/or intent of a Local Planning Policy, approved Structure Plan, approved Local Development Plan, or the discretionary provisions of the Local Planning Scheme;
	5. Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Local Planning Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer: the objections can be overcome by imposing a condition(s) on the approval, or the development proposal is amended by the applicant in accordance with the local government's requirements; or the objection does not relate to valid planning and development issues associated with the proposal.
	6. Where, in the opinion of the Chief Executive Officer:
	  1. any of the requirements of this delegation are not satisfied;
	  2. or there is insufficient certainty as to whether the application complies with the intent of the Local Planning Scheme, any relevant Local Planning Policy or an approved Local Development Plan;
	  3. or it would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application;

4. or the decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or
5. any condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of York.

Subdivision applications are required to be presented to Council for consideration where the proposed subdivision will result in the creation of twenty (20) lots or more and/or the application is inconsistent with an approved Structure Plan.

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

1. Whether to commence prosecution action through the Council's solicitors;
2. Whether to apply for an injunction to the Supreme Court under Section 216 of the *Planning and Development Act 2005*;
3. The obtainment of urgent legal advice where that advice would exceed $5,000 excluding GST and there are no specific funds allocated within the budget or funds allocated by a resolution of Council; and

The determination of a position with respect to any mediation process resulting from an appeal to the State Administrative Tribunal against a decision on a proposal that was previously determined by the Shire.

Structure Plans
Prior to the commencement of advertising of any new structure plan, or amendments thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal.

All new structure plans, or amendments thereto, are to be referred to Council after being advertised for public comment.

Any recommendation to the Western Australian Planning Commission pursuant to clause 20(2) in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as to whether a proposed structure plan, or amendment thereto, may be determined by the Chief Executive Officer after being advertised for public comment provided that:

1. Any objection received does not, in the opinion of the Chief Executive Officer, raise relevant planning considerations;
2. Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions;
3. Elected members are provided with five (5) working days in which to request that the proposal be referred to Council for determination; and
4. The recommendation does not include any significant modifications to the advertised structure plan or amendments thereto.

Local Development Plans
Prior to the commencement of advertising of any new local development plan, or amendments thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish,

	the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal. A local development plan, or amendments thereto, may be determined by the Chief Executive Officer, after being advertised for public comment provided that: 1. Any objection received does not, in the opinion of the Chief Executive Officer, raise relevant planning considerations; 2. Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions; 3. Elected members are provided with five (5) working days in which to request that the proposal be referred to Council for determination; 4. The determination will not result in a refusal of or require significant modifications to the advertised local development plan or amendments thereto.
Express power to subdelegate	*Local Government Act 1995:* s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure and Development Services
Subdelegate conditions	Conditions on the original delegation also apply to the sub-delegations, excluding the power of sub-delegation.
Statutory framework	*Planning and Development Act 2005*
Record keeping	Each instance of this delegation being exercised is to be recorded in the Register of Exercised Delegations (available in Attain via the following link *Attain*) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*. This Register is reported to Council in conjunction with the Concept Forum.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
22 Apr 2003	New delegation	22 April 2003	---
1 May 2004	Amended delegation	Endorsed Reviewed - May 2004	---

1 Jul 2004	Amended delegation	Reviewed & Amended - July 2005	---
19 Jul 2004	Amended delegation	Endorsed - 19 July 2004	---
18 Jul 2005	Amended delegation	Endorsed - 18 July 2005	---
23 Jan 2006	Amended delegation	Amended & Endorsed - 23 January 2006	---
18 Jun 2007	Amended delegation	Endorsed - 18 June 2007	---
24 Oct 2016	Amended delegation	Reviewed – 24 October 2016 (replaces DE5)	---
27 Nov 2017	Amended delegation	Amended – 27 November 2017	---
25 Jun 2024	Amended delegation	Wording in Record Keeping Section modified to improve clarity.	---
24 Jun 2025	Amended delegation	Significant rewrite of delegation. Inclusion of Manager Development Services as sub-delegate.	Resolution# 160625
28 Jul 2026	Amended delegation	Reinstated delegation	

11 Statutory Authorisations and Delegations to Local Government from State Entities

STATUTORY AUTHORISATIONS AND DELEGATIONS TO LOCAL GOVERNMENT FROM STATE GOVERNMENT ENTITIES

11.1 Council to CEO

Delegation	**11.1.1 Noise Control - Environmental Protection Notices [Reg.65(1)]**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 of the *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* — Government Gazette No. 47. pg. 919 - 19 March 2004 All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in
Function	All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice. Persons to whom delegation made— This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995.*
Delegates	CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Delegation	**11.1.2 Noise Management Plans - Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 Pursuant to section 20 of the Act, delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, powers and duties under the *Environmental Protection (Noise) Regulations 1997,* other
Function	Any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995,* powers and duties under the Environmental Protection (Noise) Regulations 1997, other than this power of delegation, in relation to— a. waste collection and other works—noise management plans relating to specified works under regulation 14A or 14B; b. bellringing or amplified calls to worship—the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi); c. community activities—noise control notices in respect of community noise under regulation 16; d. motor sport venues—noise management plans in relation to motor sport venues under Part 2 Division 3; e. shooting venues—noise management plans in relation to shooting venues under Part 2 Division 4; f. calibration results—requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4; g. sporting, cultural and entertainment events—approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation— i. Sub regulation 18(13)(b) is not delegated.
Delegates	CEO
Conditions	Sub regulation 18(13)(b) is not delegated.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
		Nil	

Delegation	**11.1.3 Noise Management Plans - Construction Sites**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 *Environmental Protection Act 1986*
Express power or duty delegated	*Instrument of delegation* Government Gazette No 71, 16 May 2014 Delegation No 119 Pg. 1548 Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the *Local Government Act 1995*; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the
Function	Pursuant to section 20 of the Act, delegate to the holder for the time being of the offices of— a. Chief Executive Officer under the Local Government Act 1995; and b. to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act, all powers and duties in relation to noise management plans under regulation 13 of the
Delegates	CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
		Nil	

11.2 Planning and Development Act 2005

Delegation	**11.2.1 Instrument of Authorisation - Local Government CEOs - Sign Development Applications for Crown Land as Owner**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Minister for Lands
Express power to delegate	Section 267A *Planning and Development Act 2005*
Express power or duty delegated	*Instrument of delegation* By section 7(1) of the *Land Administration Act 1997* authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Function	In respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.
Delegates	CEO
Conditions	See Column 3 of the *Schedule*
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments

Date	Type	Amendment	References
		Nil	---

Delegation	**11.2.2 WA Planning Commission - Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Western Australian Planning Commission
Express power to delegate	Section 16 *Planning and Development Act 2005*
Express power or duty delegated	*Instrument of Delegation* - Government Gazette 29 January 2021 DEL 2020/01 (Pg. 449). The Western Australian Planning Commission (the WAPC) may delegate any function to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.
Function	A. To delegate to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; B. To delegate to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1; C. To amend "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.
Delegates	CEO
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
		Nil	---

11.3 Main Roads Act 1930

Delegation	**11.3.1 Traffic Management - Events on Roads**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) *Road Traffic Code 2000*
Express power or duty delegated	*Instrument of Delegation* - Traffic Management for Events - CODE OF PRACTICE (Pg. 41)
Function	Local Government ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any: i. "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*; ii. race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or iii. public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984;* or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Statutory framework	*Traffic Management for Events CODE OF PRACTICE*
Date adopted	27 June 2023
Adoption references	Resolution# 140623

Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
		Nil	---

Delegation	**11.3.2 Traffic Management - Road Works**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the *Road Traffic Code 2000*
Express power or duty delegated	Instrument of Delegation - *Traffic Management for Works on Roads* - CODE OF PRACTICE (Pg. 77) Local Government ('Authorised Body') by itself, its employees, consultants, agents and contractors (together 'Representatives') to, from the date indicated [in the Instrument of Authorisation], erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Function	Erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction.
Delegates	CEO
Conditions	SUBJECT ALWAYS to the following terms and conditions: a. the Authorised Body shall at all times observe, perform and comply with the provisions of the 'Traffic Management for Works on Roads Code of Practice' (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ('the Code') referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone; b. the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and c. the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.
Date adopted	27 June 2023
Adoption references	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
		Nil	---

11.4 Road Traffic (Vehicles) Act 2012

Delegation	**11.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles**
Head of power	11 Statutory Authorisations and Delegations to Local Government from State Entities
Delegator	Department of Transport
Express power to delegate	Pursuant to the *Road Traffic (Vehicles) Regulations 2014*
Express power or duty delegated	Approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under: a. the *Local Government Act 1995;* b. regulations made under the *Local Government Act 1995;* c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d);
Function	To perform functions on its behalf under: a. the *Local Government Act 1995*; b. regulations made under the *Local Government Act 1995;* c. a local law; d. any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1 976*); or e. any combination of the above paragraphs (a) to (d); As special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the Regulations, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the Regulations.
Delegates	CEO
Conditions	1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a
Date adopted	27 June 2023
Adoption	Resolution# 140623
Last reviewed	25 June 2024

Amendments			
Date	**Type**	**Amendment**	**References**
		Nil	---

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

Nil

14 CLOSURE

The Shire President thanked everyone for their attendance and closed the meeting at 5.40pm.

The minutes were confirmed by the Council as a true and accurate record at the Council Meeting held on 25 August 2026.

SHIRE PRESIDENT
Cr Chris Gibbs