



NOTICE OF MEETING

Dear Councillors

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in Council Chambers, York Town Hall, York on Tuesday, 28 June 2022, commencing at 5.00pm.

MEETING AGENDA ATTACHED

Chris Linnell

CHRIS LINNELL
CHIEF EXECUTIVE OFFICER

Date: 16 June 2022

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Any statement, comment or decision made at a Council meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire of York must obtain, and should only rely on, written notice of the Shire of York's decision and any conditions attaching to the decision and cannot treat as an approval anything said or done at a Council meeting.

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

MISSION STATEMENT
"Building on our history to create our future"

Local Government Act 1995 (as amended)**Part 1 Introductory Matters**

1.3. Content and intent

- (1) This Act provides for a system of local government by —
 - (a) providing for the constitution of elected local governments in the State;
 - (b) describing the functions of local governments;
 - (c) providing for the conduct of elections and other polls; and
 - (d) providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.
- (2) This Act is intended to result in —
 - (a) better decision making by local governments;
 - (b) greater community participation in the decisions and affairs of local governments;
 - (c) greater accountability of local governments to their communities; and
 - (d) more efficient and effective local government.
- (3) In carrying out its functions a local government is to use its best endeavours to meet the needs of the current and future generations through an integration of environmental protection, social advancement and economic prosperity.

Part 2 Constitution of Local Government**Division 2 Local Governments and Councils of Local Governments**

2.7 The Role of Council

- (1) The Council —
 - (a) directs and controls the Local Government's affairs; and
 - (b) is responsible for the performance of the Local Government's functions.
- (2) Without limiting subsection (1), the Council is to —
 - (a) oversee the allocation of the Local Government's finances and resources; and
 - (b) determine the Local Government's policies.

Meetings generally open to the public

- 5.1.** (1) Subject to subsection (2), the following are to be open to members of the public —
- (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1) (b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
- (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —

- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.



G 10 PUBLIC QUESTION TIME

Policy Statement

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

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

2.0 Questions may be asked at the Ordinary Council Meeting and any Committee meeting on any matter affecting the Council and the Shire's operations. Questions submitted to Special Meetings of the Council will be restricted to the subject matter of the meeting.

3.0 Each questioner will be limited to two (2) questions. Statements or long preamble are not permitted.

4.0 People wishing to ask questions will be encouraged to put their questions in writing or in a prescribed form and submit them to the Chief Executive Officer prior to 10 am on the day of the meeting. This allows for an informed response to be given at the meeting. Oral questions are permitted.

5.0 Priority will be given to questions about matters on the agenda for the meeting and which are submitted in accordance with 4.0 above.

6.0 Every person who wishes to ask a question must identify themselves and register with a Council Officer immediately prior to the meeting. Subject to 5.0 above questions will be taken in the order in which people register.

7.0 Questions containing offensive remarks, reference to the personal affairs or actions of Elected Members or staff, or which relate to confidential matters or legal action will not be accepted. Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.

8.0 On receipt of a question the Presiding Member may answer the question or direct it to the Chief Executive Officer to answer. If the question is of a technical nature the Chief Executive Officer may direct the question to a senior technical officer present. If the question requires research it will be taken on notice.

9.0 There will be no debate on the answers to questions.

10.0 A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

11.0 Public Question Time guidelines incorporating this policy are being prepared and will include information on the other methods of enquiry that are available to members of the public to obtain information from the Shire.

Adopted 21 October 2013

Amended 17 September 2015

Amended 23 November 2015

Reviewed 24 October 2016

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1 OPENING

1.1 Declaration of Opening

1.2 Acknowledgement / Disclaimer

The Shire President advises the following:

“The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

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

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

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

1.3 Standing Orders

1.4 Announcement of Visitors

1.5 Declarations of Interest that Might Cause a Conflict

Councillors/Staff are reminded of the requirements of s5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed and also of the requirement to disclose an interest affecting impartiality under the Shire of York’s Code of Conduct.

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

1.6 Declaration of Financial Interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

Other members may allow participation of the declarant if the member further discloses the extent of the interest and the other members decide that the interest is trivial or insignificant or is common to a significant number of electors or ratepayers.

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

1.7 Disclosure of Interests that May Affect Impartiality

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making process.

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

2 ATTENDANCE

2.1 Members

2.2 Staff

2.3 Apologies

2.4 Leave of Absence Previously Approved

2.5 Number of People in the Gallery at Commencement of Meeting

3 QUESTIONS FROM PREVIOUS MEETINGS

3.1 Response to Previous Public Questions Taken on Notice

Nil

3.2 Response to Unasked Questions from the Previous Meeting

Nil

4 PUBLIC QUESTION TIME

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

6.7 Other procedures for question time for the public

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

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

4.1 Written Questions – Current Agenda

4.2 Public Question Time

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 PRESENTATIONS

6.1 Petitions

6.2 Presentations

6.3 Deputations

6.4 Delegates' reports

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting - 24 May 2022

Confirmation

That the minutes of the Ordinary Council Meeting held on 24 May 2022 be confirmed as a correct record of proceedings.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

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

Date	Meeting Description	Venue
03/05/2022	CEO Meeting	Shire Administration
04/05/2022	Meeting with AROC Executive Officer	Shire Administration
06/05/2022	Mayors & President's Forum	Perth
10/05/2022	CEO Meeting	Shire Administration
10/05/2022	Concept Forum	Council Chambers
11/05/2022	Field Archery Representatives Meeting	Administration
13/05/2022	State Budget Breakfast	Muresk Institute
16/05/2022	AROC Meeting	Zoom
17/05/2022	CEO Meeting	Shire Administration
17/05/2022	Agenda Briefing	Council Chambers
19/05/2022	Heritage Conference Presentation	Online/Shire Administration
24/05/2022	EMCCS Meeting	Shire Administration
24/05/2022	Ordinary Council Meeting	Lesser Hall
26/05/2022	Have Your Say Day	Lesser Hall
27/05/2022	National Reconciliation Week Breakfast	York CRC
27/05/2022	Have Your Say Day	Lesser Hall
28/05/2022	York Men's Shed Flag Raising Ceremony	York Men's Shed
31/05/2022	CEO Meeting	Shire Administration

9 OFFICER'S REPORTS

SY055-06/22 MINUTES AND RECOMMENDATIONS OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 14 JUNE 2022

- File Number:** 4.0454
- Author:** Vanessa Green, Council & Executive Support Officer
- Authoriser:** Chris Linnell, Chief Executive Officer
- Previously before Council:** Not Applicable
- Appendices:** 1. Unconfirmed Minutes - 14 June 2022 [↓](#)

NATURE OF COUNCIL’S ROLE IN THE MATTER

Legislative
Executive

PURPOSE OF REPORT

For Council to receive the Unconfirmed Minutes of the Audit and Risk Committee (the Committee) Ordinary Meeting held on Tuesday 14 June 2022, as presented in Appendix 1, and consider the Committee’s Recommendations.

BACKGROUND

The Unconfirmed Minutes of the Committee’s Meeting are provided for Council’s information.

COMMENTS AND DETAILS

At its Ordinary Meeting held on Tuesday 14 June 2022, the Committee was presented with information relating to the:

1. Finance and Costing Review – Quarter Three
2. Risk Management Update

Further details and the implications of these reports are identified within the Committee’s Minutes hence are not duplicated here, although the Committee’s recommendations were:

TABLE 1

Item	Recommendation
Finance and Costing Review Summary – Quarter Three	That, with regard to the Finance and Costing Review Summary – Quarter Three, the Audit and Risk Committee recommends to Council that it: <ol style="list-style-type: none"> 1. Resolves to accept the third quarter Finance and Costing Review Summary, as presented in Appendix 1. 2. Notes the supporting information to the third quarter Finance and Costing Review, as presented in Appendix 2. 3. Requests the Chief Executive Officer to amend the budget in accordance with the variations, as presented in Appendix 1.
Risk Management Update as at 12 May 2022	That, with regard to the Risk Management Update as at 12 May 2022, the Audit and Risk Committee recommends that Council:

	<ol style="list-style-type: none"> 1. Receives the Shire of York Risk Register Dashboard Report as at 12 May 2022, as presented in Appendix 1. 2. Notes the progress made to date regarding the actions contained in the Risk Register and that Officers will continue to work through the remaining issues and report back to the next Audit and Risk Committee Meeting in September 2022.
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IMPLICATIONS TO CONSIDER

Consultative

Audit and Risk Committee Meeting Ordinary Meeting 14 June 2022

Executive Leadership Team

Strategic

Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

Goal 4: Built for Lifestyle and Resilience

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

Policy Related

G19 Risk Assessment and Management

G25 Compliance

Financial

The financial impact of the items considered by the Committee is detailed within the meeting minutes and the individual appendices to each report.

Legal and Statutory

Local Government Act 1995, Part 7

Local Government (Audit) Regulations 1996

Risk Related

It is a legislative requirement for local governments to establish an audit committee. The Committee plays a key role in overseeing the local government’s responsibilities in relation to financial reporting, internal controls, risk management and legislative compliance. This report mitigates the risk of non-compliance.

Workforce

Not applicable

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Minutes and Recommendations of the Audit and Risk Committee Meeting held on 14 June 2022, Council:

- 1. Receives the Unconfirmed Minutes of the Audit and Risk Committee (the Committee) Meeting held on 14 June 2022, as presented in Appendix 1, and adopts the following recommendations of the Committee:**
 - a. Accepts the third quarter Finance and Costing Review Summary.**
 - b. Notes the supporting information to the third quarter Finance and Costing Review.**
 - c. Requests the Chief Executive Officer to amend the budget in accordance with the variations.**
 - d. Receives the Shire of York Risk Register Dashboard Report as at 12 May 2022.**
 - e. Notes the progress made to date regarding the actions contained in the Risk Register and that Officers will continue to work through the remaining issues and report back to the next Audit and Risk Committee Meeting in September 2022.**



UNCONFIRMED MINUTES

Audit and Risk Committee Meeting Tuesday, 14 June 2022

Date: Tuesday, 14 June 2022

Time: 3.00pm

Location: Council Chambers, York Town Hall, York

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**MINUTES OF SHIRE OF YORK
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 14 JUNE 2022 AT 3.00PM**

1 OPENING

1.1 Declaration of Opening

Cr Denese Smythe, Presiding Member, declared the meeting open at 3.00pm.

1.2 Acknowledgement / Disclaimer

The Presiding Member advised the following:

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1.3 Attendance via Electronic Means

Nil

1.4 Standing Orders

Nil

1.5 Announcement of Visitors

Nil

1.6 Declarations of Interest that Might Cause a Conflict

Nil

1.7 Declaration of Financial Interests

Nil

1.8 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

Cr Denese Smythe, Presiding Member

Cr Denis Warnick; Cr Pam Heaton; Cr Kevin Trent; Mr Peter Carden

2.2 Staff

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

2.3 Apologies

Nil

2.4 Leave of Absence Previously Approved

Nil

2.5 Number of People in the Gallery at Commencement of Meeting

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

3 QUESTIONS FROM PREVIOUS MEETINGS

Nil

4 PUBLIC QUESTION TIME

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

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

Public Question Time commenced at 3.03pm.

4.1 Written Questions – Current Agenda

Nil

4.2 Public Question Time

Nil

As there were no questions asked, Public Question Time concluded at 3.03pm.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 PRESENTATIONS

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent

Seconded: Mr Peter Carden

That the minutes of the Audit and Risk Committee Meeting held on 8 March 2022 and the Special Audit and Risk Committee Meeting held on 5 April 2022 be confirmed as a correct record of proceedings.

CARRIED: 5/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President welcomed the Committee's new member, Cr Pam Heaton.

9 OFFICER'S REPORTS

9.1 FINANCE AND COSTING REVIEW SUMMARY – QUARTER THREE

File Number:	4.0453
Author:	Alina Behan, Executive Manager Corporate & Community Services
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not applicable
Appendices:	1. Finance and Costing Review Q3 2022/23 ↓ 2. Extract from March 2022 Monthly Financial Statements ↓

NATURE OF THE AUDIT COMMITTEE'S ROLE IN THE MATTER

Review

PURPOSE OF REPORT

This report presents the results of the third quarter Finance and Costing Review (FACR) to the Audit and Risk Committee (the Committee) for its consideration and recommendation to Council.

BACKGROUND

On a quarterly basis, Officers undertake a FACR, the results of which are presented to the Committee. This process was implemented to ensure regular monitoring of income and expenditure in accordance with the adopted budget and to improve accountability, transparency and knowledge of Officers who are responsible for accounts within the budget.

The third quarter review assists to inform the budget planning process by highlighting over or under income and expenditures and forecasting the year end position. As a result, the timing of this review complements the timing for close-off of carry forwards in the development of next year's draft budget.

A comprehensive review of the 2021/22 Adopted Budget and year to date actuals to 31 March 2022 has been undertaken inclusive of the amendments previously endorsed by Council to date. Officers have reported on major variances in accordance with the reporting thresholds adopted by Council and provided comments where applicable.

COMMENTS AND DETAILS

As part of the annual budget preparation, Officers across the organisation are assigned projects and accounts within the budget for which they are responsible to monitor and manage. During April and May following the close of the third quarter, responsible Officers met with the Executive Leadership Team to analyse budgets and consider any necessary variations to the Adopted Budget. The review considers a number of factors including what has occurred during the previous three quarters, the likely operating environment over the remaining months and the estimated impact on the Shire's financial position at year end.

Following this review process, a summary of all material variances was compiled for consideration by the Committee. The total proposed adjustments in the third quarter of the 2021/22 Financial year represent a net change of \$141,818 and are presented as Appendix 1 FACR Q3 21/22.

Operating income:

Notable changes to operating include:

1. Grant funds of \$25,000 received from the National Australia Day Council to support Australia Day celebrations and the Ballardong Boodja Day.

Operating Expenses:

The third quarter review identified minor uplifts in expenses across a number of general ledger line items, but these were offset by a reduction in the operating expenditure or grant funding:

1. Public relations expenditure increased by \$12,000 due to Australia Day and the Ballarong Boodja celebrations. This was offset by significant grant funding.
2. Vehicle maintenance costs have increased due to parts scarcity and the unavailability of replacement vehicles.
3. Furniture and Equipment Administration has seen additional expenditure throughout the year due to unforeseen omissions in the original procurement for Altus systems upgrades.

Capital Programme:

Major variance to the capital program include:

1. The most significant change to the capital budget has resulted from the withdrawal from sale of 2 Dinsdale Street. This property is now required to service staff accommodation. This affects both the income from sale and the resultant transfer to reserve funding of the income.
2. The hardstand and cover initially proposed to improve amenity is no longer required to the property maintenance officer shed freeing up \$13,400 in budget to service other overruns.

The March Financial Statements (extract presented as Appendix 2) predict a \$5,234,990 surplus. This is comprised of approximately \$1 million surplus position in operating (revenue/expenses) and approximately \$2.8 million in capital. The operating surplus can be attributed to lower staffing costs due to unfilled positions, lower purchasing and higher than expected incomes across a range of programmes. The capital position is in surplus mainly due to the non-delivery of infrastructure assets. Much of this will be carried forward into the next financial year for delivery although some large items such as the new grader are expected to be received before year end.

This surplus position presents a number of risks in the following financial year:

Operational: The increased capital carry-forwards need to be considered against proposed work program for 2022/23 to ensure adequate resourcing. This will be mitigated by the increased staffing proposed in the organisational review and through the 2022/23 budgeting process.

Reputational: Residents may object to proposed rates increases noting the larger than usual surplus. This will be mitigated by communicating the works program to Council and residents.

OPTIONS

The Committee has the following options:

Option 1: The Committee could recommend to Council that it accepts the third quarter FACR and requests the Chief Executive Officer to amend the budget in accordance with the variations.

Option 2: The Committee could recommend to Council that it rejects the third quarter FACR.

Option 1 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Office of the Auditor General

Department of Local Government, Sport & Cultural Industries

Executive Leadership Team

Policy Related

F3 Significant Accounting Policies

F11 Financial Planning and Sustainability

Financial

The financial impact of the FACR for the quarter ending 31 March 2022 is presented in Appendix 1. A year end surplus of \$5,234,990 was predicted prior to the FACR process.

Legal and Statutory

Section 6.2 of the *Local Government Act 1995* is applicable and states:

“6.2. Local government to prepare annual budget

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

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
- (a) the expenditure by the local government; and*
 - (b) the revenue and income, independent of general rates, of the local government; and*
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) the amount it is estimated will be yielded by the general rate; and*
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
 - and*
 - (c) the fees and charges proposed to be imposed by the local government; and*
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) the form of the annual budget; and*
 - (b) the contents of the annual budget; and*
 - (c) the information to be contained in or to accompany the annual budget.”*

Regulation 5 of the *Local Government (Financial Management) Regulations 1996* details the CEO's duties in relation to financial management and states:

“5. CEO’s duties as to financial management

- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
- (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities;**and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
- (2) *The CEO is to —*
- (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.”*

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* is applicable to the budget review and states:

“33A. Review of budget

- (1) *Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.*
- (2A) *The review of an annual budget for a financial year must —*
- (a) *consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and*
 - (b) *consider the local government’s financial position as at the date of the review; and*
 - (c) *review the outcomes for the end of that financial year that are forecast in the budget.*
- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

Audit and Risk Committee Meeting Minutes

14 June 2022

- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.”*

Risk Related

Failure to monitor and financially manage budgeted projects exposes Council to significant risk. This report helps to mitigate that risk.

However, the review does not seek to make amendments below the materiality threshold unless strictly necessary. The materiality threshold is set at \$5,000 as adopted by Council. Should a number of accounts exceed their budget within these thresholds, it poses a risk that the forecasted year end position may be understated.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION


Moved: Mr Peter Carden

Seconded: Cr Kevin Trent

That, with regard to the Finance and Costing Review Summary – Quarter Three, the Audit and Risk Committee recommends to Council that it:

- 1. Resolves to accept the third quarter Finance and Costing Review Summary, as presented in Appendix 1.**
- 2. Notes the supporting information to the third quarter Finance and Costing Review, as presented in Appendix 2.**
- 3. Requests the Chief Executive Officer to amend the budget in accordance with the variations, as presented in Appendix 1.**

CARRIED: 5/0




FINANCE AND COSTING REVIEW SUMMARY 2021/22 - Quarter 3

DESCRIPTION	COA	CURRENT BUDGET	FACR IMPACT QUARTER 3	FORECASTED YEAR END	COMMENTS/JUSTIFICATION FOR REQUEST
CARRY FORWARD SURPLUS FROM QTR 2		0	(108,818)	(108,818)	ESTIMATED SURPLUS FROM MID YEAR BUDGET REVIEW REPORTED TO AUDIT AND RISK COMMITTEE 5 APRIL 2022
PUBLIC RELATIONS	41112	61,706	12,000	73,706	ADDITIONAL EXPENSES INCURRED DUE TO AUSTRALIA DAY CELEBRATIONS AND 2022 BALLARDONG BOODJA DAY OFFSET BY AUSTRALIA DAY GRANT INCOME
AUSTRALIA DAY COUNCIL MUN	41268	0	(25,000)	(25,000)	UNBUDGETED INCOME TO SUPPORT AUSTRALIA DAY CELEBRATIONS AND BALLARDONG BOODJA DAY
STRATEGIC PLANNING MUN	41124	5,000	(5,000)	0	NO PLANNED EXPENSES FOR STRATEGIC PLANNING. TO BE REPURPOSED TO SUPPORT FUNDING REQUIRED FOR SCHEDULE (4) MOTOR VEHICLE AND SUNDRY
MOTOR VEHICLE EXPENSES	42114	14,000	5,000	19,000	ADDITIONAL VEHICLE RELATED MAINTENANCE EXPENSES ADDITIONAL FUNDS REQUIRED FOR 21/22
OFFICE EXP-OFFICE EQUIP MTCE MUN	42186	29,843	(5,000)	24,843	REDUCE BY \$5K TO BE REPURPOSED TTO SUPPPORT FUNDING REQUIRED FOR SCHEDULE OFFICE EXP SUNDRY
OFFICE EXP-SUNDRY MUN	42190	20,000	5,000	25,000	ADDITIONAL FUNDS REQUIRED DUE TO INCREASED ADVERTISING AND EMPLOYMENT EXPENSES FOR RECRUITMENT
FURNITURE & EQUIPMENT ADMIN MUN	43142	100,870	13,800	114,670	ORIGINAL BUDGET \$81115 TOPPED UP IN FACR2 \$19755. ADDITIONAL \$14K REQUIRED FOR ALTUS ECM REPORTING MODULE
TRANSFER TO RESERVES FUNDS	43143	300,000	(250,000)	50,000	REDUCE BY \$250K TRANSFER NOT REQUIRED DUE WITHDRAWN SALE OF 2 DINDSALE ST
ANIMAL CONTROL SALARIES	52163	30,606	(1,500)	29,106	NO RANGER FOR PART OF THE YEAR, FUNDS TO BE REPURPOSED AS PART OF ANIMAL CONTROL EXPENSES
ANIMAL CONTROL SUNDRY EXPENDITURE	52172	500	1,500	2,000	ADDITIONAL FUNDS REQUIRED DUE TO INCREASE OF CATS IMPOUNDED


FACR 2021/22 - Quarter 3

1 of 3



FINANCE AND COSTING REVIEW SUMMARY 2021/22 - Quarter 3

DESCRIPTION	COA	CURRENT BUDGET	FACR IMPACT QUARTER 3	FORECASTED YEAR END	COMMENTS/JUSTIFICATION FOR REQUEST
PANDEMIC RESPONSE	77165	10,000	3,000	13,000	COVID SUPPORT PACKS AND RAT TESTS PURCHASED
GRANTS EXPENDITURE PROJECTS	118187	5,000	(5,000)	0	SHIRE CONTRIBUTION TO TOWN HALL CHAMBERS HONOUR BOARD PROJECT NO EXPENSES EXPECTED TO BE COMPLETED BY EOFY
ARTS AND CULTURAL HERITAGE PLANNING MUN	119122	9,000	(9,000)	0	ADJUSTED AT FACR 1 FOR PUBLIC ART PLAN HOWEVER NOT EXPECTED TO BE COMPLETED BY EOFY RAP PLAN NOT FINALISED AND CULTURAL AWARENESS TRAINING TO OCCUR IN 22/23. FUNDS TO BE REPURPOSED
AVON PARK MAINTENANCE	113100	127,043	(7,705)	119,338	REPURPOSE FUNDS NOT REQUIRED TO OTHER PARKS & GARDENS
ARBORETUM MAINTENANCE - FORD/GREY ST	113107	2,323	1,237	3,560	TOP UP REQUIRED FROM AVON PARK MAINTENANCE
TOILETS AVON PARK	113115	24,013	6,468	30,481	TOP UP REQUIRED FROM AVON PARK MAINTENANCE
TRANSFER TO RESERVE - RECREATION	113304	100,000	(100,000)	0	TRANSFER NOT REQUIRED
TRANSFER TO RESERVE - SWIMMING POOL	TBA	0	100,000	100,000	REALLOCATION OF RECREATION RESERVE FUNDING FOR FUTURE SWIMMING POOL WORKS
REGIONAL ROAD GROUP PROJECTS MUN	122401	50,000	(25,000)	25,000	REDUCED AT FACR1 REQUEST TO REDUCE DOWN TO \$25K
AREA PROMOTION MUN	132145	71,000	(6,400)	64,600	FUNDS REPURPOSED FOR DEPOT STAFF ASSISTANCE DURING EVENT PEAK PERIOD AND BANNER INSTALLATION AND REMOVAL



FINANCE AND COSTING REVIEW SUMMARY 2021/22 - Quarter 3

DESCRIPTION	COA	CURRENT BUDGET	FACR IMPACT QUARTER 3	FORECASTED YEAR END	COMMENTS/JUSTIFICATION FOR REQUEST
STAFF TRAINING/CONFERENCES MUN	42171	70,230	5,000	75,230	ADDITIONAL TRAINING EXPENSES REQUIRED UPSKILLING STAFF TO FILL VACANCIES
INFORMATION BAYS/TELEPHONE BOX	132146	2,947	2,487	5,434	SHIRE PLANT AND LABOUR EXPENSES MORE THAN BUDGETED
BANNER INSTALLATION & REMOVAL MUN	132154	2,502	2,413	4,915	ADDITIONAL BANNER EXPENSES EXPECTED DUE TO EVENT SEASON
FESTIVALS AND EVENTS - SHIRE ASSISTANCE MUN	132160	5,811	1,500	7,311	ADDITIONAL FUNDS REQUIRED FOR DEPOT STAFF ASSISTANCE DURING EVENT PEAK
PROTECTIVE CLOTHING MUN	143164	10,000	2,885	12,885	NEW STAFF ADDITIONAL PROTECTIVE CLOTHING PURCHASED
MEETING ATTENDANCE MUN	143167	8,796	3,115	11,911	ADDITIONAL TOOL BOX MEETINGS AND ADDITIONAL STAFF ATTENDEES
SAFETY MANAGEMENT MUN	143168	7,739	5,000	12,739	SAFETY MANAGEMENT TRAINING REQUIRED DUE TO ADDITIONAL STAFF
DEPOT - BUILDINGS CAPITAL MUN	143304	13,800	(13,800)	0	HARDSTAND LEAN TO SHED NO LONGER REQUIRED BY PROPERTY MAINTENANCE OFFICER
PROCEEDS - SALE OF LAND MUN	144297	(250,000)	250,000	0	EXPECTED PROCEEDS WITHDRAWN SALE OF LAND AND BUILDING OF 2 DINSDALE ST
NET IMPACT - QUARTER 3		832,729	(141,818)	690,911	



SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

	2021/22 ANNUAL BUDGET	2020/21 CURRENT BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 31/03/2022	VAR TO YTD BUDGET \$	VAR TO BUDGET %
OPERATING REVENUE						
General Purpose Funding	7,175,443	7,175,443	6,966,982	7,031,790	64,808	1%
Governance	2,720	2,720	2,007	34,978	32,971	1643%
Law/Order Public Safety	122,367	122,367	102,137	53,725	(48,412)	-47%
Health	22,800	22,800	20,794	25,845	5,051	24%
Education and Welfare	58,624	58,624	49,581	49,598	17	0%
Community Amenities	783,957	787,957	759,366	792,635	33,269	4%
Recreation and Culture	291,067	401,387	337,278	334,146	(3,132)	-1%
Transport	1,683,527	1,364,838	1,340,960	506,747	(834,213)	-62%
Economic Services	268,204	270,204	235,525	217,856	(17,669)	-8%
Other Property and Services	34,100	34,100	25,560	30,265	4,705	18%
	10,442,811	10,241,441	9,840,190	9,077,585	(762,605)	-13%
LESS OPERATING EXPENDITURE						
General Purpose Funding	(757,496)	(610,996)	(492,138)	(214,315)	277,822	-50%
Governance	(954,074)	(1,086,837)	(791,585)	(530,530)	261,055	-33%
Law, Order, Public Safety	(498,588)	(499,589)	(392,822)	(337,250)	55,573	-14%
Health	(202,490)	(248,490)	(188,193)	(169,782)	18,411	-10%
Education and Welfare	(168,968)	(178,968)	(134,109)	(93,117)	40,992	-31%
Community Amenities	(1,298,764)	(1,319,764)	(990,038)	(697,939)	292,099	-30%
Recreation and Culture	(3,297,258)	(3,566,820)	(2,676,936)	(2,445,347)	231,589	-9%
Transport	(2,681,574)	(2,751,574)	(2,084,380)	(2,569,345)	(484,965)	23%
Economic Services	(1,397,341)	(1,357,342)	(1,094,827)	(717,510)	377,317	-34%
Other Property & Services	(183,066)	(8,067)	(35,026)	(232,056)	(197,030)	563%
	(11,439,620)	(11,628,446)	(8,880,054)	(8,007,191)	872,863	-30%
Increase/(Decrease)	(996,810)	(1,387,005)	960,136	1,070,394	110,258	-207%



SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

	2021/22 ANNUAL BUDGET	2020/21 CURRENT BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 31/03/2022	VAR TO YTD BUDGET \$	VAR TO BUDGET %
ADD						
Principal Repayment Received - Loans	-	-	-	-	-	0%
(Profit)/Loss on sale of assets	248,950	248,950	248,950	(8,244)	(257,194)	0%
Movement in Contract Liabilities	-	-	-	-	-	0%
Net Change in LSL Reserve	-	-	-	2,406	-	0%
Accrued NC Leave Provisions	-	-	-	-	-	0%
Depreciation Written Back	2,585,950	2,518,950	1,889,109	2,209,716	320,607	0%
Rounding	3	4	-	-	-	0%
Total Non- Cash Items	2,834,903	2,767,904	2,138,059	2,203,878	53,413	-22%
Sub Total Operating	1,838,094	1,380,899	2,177,067	3,274,272	173,671	78%
LESS CAPITAL PROGRAMME						
Purchase Land & Buildings	(679,300)	(677,500)	(506,229)	(204,205)	302,024	-60%
Infrastructure Assets	(2,951,659)	(2,647,941)	(1,985,904)	(267,003)	1,718,901	-87%
Purchase Plant and Equipment	(1,106,000)	(1,086,250)	(817,034)	(128,142)	688,892	-84%
Purchase Furniture and Equipment	(121,710)	(152,785)	(149,202)	(53,811)	95,391	-64%
Repayment of Debt - Loan Principal	(251,899)	(251,899)	(188,901)	(178,019)	10,882	-6%
Transfer to Reserves	(408,000)	(408,000)	(4,000)	(11,288)	(7,288)	0%
	(5,518,568)	(5,224,375)	(3,651,270)	(842,467)	2,808,803	-77%
LESS FUNDING FROM						
Reserves	635,000	635,000	-	-	-	-100%
Loans Raised	-	-	-	-	-	0%
Proceeds from Asset Sale	612,000	603,200	-	89,091	89,091	-85%
Opening Funds	2,433,474	2,714,094	2,433,474	2,714,094	280,620	12%
	3,680,474	3,952,294	2,433,474	2,803,185	369,711	24%
ESTIMATED SURPLUS/(DEFICIT)	-	108,818	959,271	5,234,990	3,352,185	

9.2 RISK MANAGEMENT UPDATE AS AT 12 MAY 2022

File Number:	3.00515; 4.2641
Author:	Alina Behan, Executive Manager Corporate & Community Services
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not applicable
Appendices:	1. Risk Dashboard - May 2022 ↓

NATURE OF COMMITTEE'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report provides the Audit and Risk Committee (the Committee) with an update regarding progress on the Shire's Risk Management.

BACKGROUND

An internal Risk Working Group (RWG) has been formed to enable Officers from across the organisation to meet regularly and monitor the progress against the Risk Improvement Plan, Risk Management Framework and Register. Further, the RWG is responsible for implementation of timely and effective remedial measures to address risk management deficiencies.

The Risk Management Framework was developed to address various Regulation 17 audit recommendations aimed at improving the Shire's risk management. In addition to the Regulation 17 Reviews undertaken in 2017 and 2020, and because of the findings of the 2018/19 Financial Audit, Officers have further incorporated better practice recommendations provided by the Office of the Auditor-General into the risk register.

This report presents an update of risks identified and addressed across the organisation for consideration and recommendation to Council. As requested at the Committee's March 2022 meeting (and endorsed at Council's March 2022 Ordinary Meeting), this report will now be presented quarterly (Resolution 020322). See resolution below:

COMMITTEE RECOMMENDATION

Moved: Mr Peter Carden

Seconded: Cr Kevin Trent

That, with regard to the Risk Management Update as at 28 February 2022, the Audit and Risk Committee recommends that Council:

- 1. Receives the Shire of York Risk Register Dashboard Report as at 28 February 2022 as presented in Appendix 1.**
- 2. Notes the progress made to date regarding the actions contained in the Risk Register.**
- 3. Requests the Chief Executive Officer to report progress against the Risk Register quarterly to the Audit and Risk Committee.**

CARRIED: 3/0

COMMENTS AND DETAILS

The RWG meets regularly to review and update the risk register and prioritise actions considering potential organisational opportunities and the adverse effects that could result. The RWG monitors these risks so that organisational objectives can be achieved giving consideration to the Shire's appetite for risk.

Since the last risk update good progress has been made against some risk items. Of particular note is the commencement of Asset Management Plans for Transport/Civil and Open Spaces. These items along with the accompanying condition reports and valuations will allow for a more accurate understanding of the Shire's financial position and feed into a review of the Long-Term Financial Plan. Progress against these and the Contractor Management suite of documents will also resolve concerns raised by the Office of the Auditor General.

The RWG review for this quarter was held on 12 May 2022 and the risk dashboard updated. The dashboard report details a total of fifty-five (55) actions that are still in progress or ongoing or are new actions to be completed. The updated Risk Dashboard and Profiles is presented in Appendix 1.

Asset Sustainability

Asset Management Plans (AMPs) for transport/civil are underway with an external consultant. These were scheduled for completion in the 2021/22 financial year. However, due to COVID constraints these are not likely to be completed and received until July.

The Open Space AMP is being completed in-house. However, the condition survey and valuations will be conducted by an external consultant in 2022/23 along with the Buildings AMP valuations and conditions surveys.

Business Continuity Disruption

Staffing continues to be an issue with approximately 4-5 staff absent each week with COVID or other illnesses. Recruiting new staff has been difficult due to the lack of available talent in the market. Critical workflows were identified and reviewed as part of the Business Continuity Plan and continue to be prioritised. Recruitment and marketing processes are under review to increase staff attraction. A Housing Strategy is to be developed to support key staff placements.

Document Management Processes

Records refresher training was undertaken with all staff for the new Enterprise Content Management System. A budget allocation has been made in 2022/23 for additional records staff to complete training on behalf of all staff. Software has also been budgeted for in 2022/23 to capture social media records and fulfil compliance with the *State Records Act 2000*.

Employment Practices

Annual refresher training for Record Keeping and Procurement was conducted as part of the transition to the new Altus systems and as part of new staff inductions. Year one of the Workforce Plan will commence in 2022/23 as the organisational realignment that resulted from the gap analysis is embedded. Future years of the Workforce Plan is to be finalised following completion of the Equal Opportunity Management Plan.

Engagement

The new Engagement Framework is being developed with new engagement strategies currently being tested such as Have Your Say Day, Playgroup Catch Ups and online surveys. The effectiveness of these new strategies will be measured in the 2022/23 Community Scorecard.

Environment Management

Officers are undertaking a desktop review of research into corella management to develop new strategies for York. A mosquito spray unit has been budgeted for in 2022/23 to allow quick response to residents' concerns relating to infestations. 'Hockey stick' locations will also be reviewed to ensure they match areas of registered endangered flora.

Errors, Omissions and Delays

Works are being delayed due to unavailability of stock items. The EMIDS is working with Officers to identify items on the critical path and arrange early ordering and delivery for 2022/23.

External Theft and Fraud/Misconduct

The Fraud and Corruption Management Plan is underway with LGIS, the expected completion date being July 2022. A survey was sent to all elected members and staff to test their understanding of current control measures. A cash handling refresher update is planned for Containers for Change, the Residency Museum, Visitor Centre, Pool and Customer Service.

Safety and Security

Access and alarm systems are at their end of life at the Shire Administration and in need of review at the YRCC and Residency Museum. Project briefs have been prepared as part of the budget process for replacement in 2022/23. Safety Warden training was completed at outstations.

Ongoing/Superseded Actions

It is acknowledged that some actions were not completed as planned including:

1. Development of an asset replacement program for capital equipment and vehicles
2. Develop and implement asset management processes
3. Review compliance calendar and report to Audit and Risk Committee
4. Documents clear internal processes and system to report any potential fraud, that include anonymous reporting

In the asset space, focus has been on completing the Asset Management Plan for transport and civil assets as this is where the Shire's highest capital investment lies. Additional plans will be completed in 2022/23. The purchase of new software in 2022/23 will resolve the compliance calendar as well as provide a one stop shop for notifications and reporting. Processes for reporting of potential fraud will be developed after the completion of the Fraud and Corruption Management Plan in July/August 2022.

New actions

A number of new items have been brought to the Shire's attention during 2022 which have been added to the Risk Register. These include:

1. Review and replacement of access and alarm systems at Shire buildings
2. Development of new engagement methods to inform a new engagement framework and testing these through the community perception survey (Community Scorecard) in 2022/23
3. Review of 'hockey stick' locations for endangered flora on roadsides

Project briefs have been prepared where necessary, prioritised accordingly, and will be presented at a budget workshop for discussion prior to inclusion in the 2022/23 budget.

OPTIONS

The Committee has the following options:

Option 1: The Committee could recommend that Council requests the Chief Executive Officer to ensure all issues have been dealt with within a certain timeframe. However, Officers have focused on those issues that present the highest risk to the Shire for immediate action within current resources and will continue to work through the remaining issues on the same basis.

Option 2: The Committee could recommend that the Council accepts the Shire of York Risk Register Dashboard Report as at 12 May 2022.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER**Consultative**

LGIS

RWG

Office of the Auditor General

StrategicStrategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

Policy Related

G19 Risk Assessment and Management

Financial

Financial implications of the proposed risk mitigation strategies are presented to Council as they emerge and inform the annual budget process.

Legal and Statutory

Regulation 17 of the *Local Government (Audit) Regulations 1996* is applicable and states:

“17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review.”*

Risk Related

The development and regular update of an organisational Risk Register is a risk management tool.

Workforce

It is proposed that risk mitigation actions are undertaken within current resources. Where additional resources are required, this will be identified and submitted as part of the annual budget process.

VOTING REQUIREMENTS**Absolute Majority: No**

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent

Seconded: Cr Denis Warnick

That, with regard to the Risk Management Update as at 12 May 2022, the Audit and Risk Committee recommends that Council:

1. Receives the Shire of York Risk Register Dashboard Report as at 12 May 2022, as presented in Appendix 1.
2. Notes the progress made to date regarding the actions contained in the Risk Register.

AMENDMENT

Moved: Cr Denese Smythe

Seconded: Cr Pam Heaton

That the words “and that Officers will continue to work through the remaining issues and report back to the next Audit and Risk Committee Meeting in September 2022” be added to point 2.

CARRIED: 5/0**COMMITTEE RECOMMENDATION**

Moved: Cr Kevin Trent

Seconded: Cr Denis Warnick

That, with regard to the Risk Management Update as at 12 May 2022, the Audit and Risk Committee recommends that Council:

1. Receives the Shire of York Risk Register Dashboard Report as at 12 May 2022, as presented in Appendix 1.
2. Notes the progress made to date regarding the actions contained in the Risk Register and that Officers will continue to work through the remaining issues and report back to the next Audit and Risk Committee Meeting in September 2022.

CARRIED: 5/0

Shire of York Risk Dashboard Report May 2022					
Asset Sustainability practices			Risk Moderate	Control Adequate	
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include feet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.					
Actions	Due Date	Responsibility			
Maintenance and repairs to be documented as part of AMP's to be redone	Oct-22	TSC			
Develop asset replacement program for capital equipment and vehicles	Aug-22	EMDS/WC			
Develop and implement asset management processes	Jun-22	DSC			
Open Space Asset Management Plan to be prepared	Jun-22	EMDS			
Review Asset Management Plans and noted for Council	Jun-22	EMDS			
Prepare Asset Disposal Policy for adoption by Council	Sep-22	AGC			
Business & Community disruption			Risk High	Control Effective	
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).					
Actions	Due Date	Responsibility			
Covid Plan Work	Ongoing	EMCCS			
Staffing - illness, Attrition and Retention	Ongoing	EMCCS			
Failure to fulfill Compliance requirements, legislative, regulatory			Risk Moderate	Control Effective	
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes. In addition to the failure to maintain updated internal & public domain legal documentation.					
Actions	Due Date	Responsibility			
Review the Risk Register quarterly	Ongoing	EMCCS			
Undertake training for staff that includes refresher training on policies and procedures including changes to the Local Government Act	Ongoing	EMCCS			
Review and refresh Compliance Calendar and report to AAFC	Aug-22	EMCCS			
Document Management processes			Risk Moderate	Control Effective	
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.					
Actions	Due Date	Responsibility			
Develop a culture of good record-keeping	Ongoing	EMG			
Develop succession planning strategies	Ongoing	EMCCS			
Prepare project brief for records digitisation and disposal for consideration in 23/24 budget	Mar-23	AGC			
Employment practices			Risk Moderate	Control Adequate	
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers)					
Actions	Due Date	Responsibility			
Training needs identified as part of annual budget process	Ongoing	Executive & Supervisors			
Review Performance Management Process quarterly	Ongoing	EMCCS			
Ensure annual budget allocation to subscribe to WALGA HR assistance services	Ongoing	EMCCS			
Implement annual training program for staff that includes refresher training on policies and procedures	Ongoing	EMCCS			
Review Workforce Plan informed gap analysis project	Jul-22	EMCCS			
Engagement practices			Risk Low	Control Effective	
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.					
Actions	Due Date	Responsibility			
Implement the actions contained in the Disability Access and Inclusion Plan	Jun-22	All staff			
Develop new Engagement Framework	Dec-22	EMCCS			
Undertake Community Scorecard 2023	Jun-23	EMCCS			

Shire of York Risk Dashboard Report May 2022							
Environment management		Risk Moderate	Control Adequate	Errors, omissions & delays		Risk Moderate	Control Effective
Inadequate prevention, identification, enforcement and management of environmental issues.				Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.			
Actions	Due Date	Responsibility		Actions	Due Date	Responsibility	
Conduct a recycling education program once new waste collector contract is signed.	Dec-19	EHC		Implement a staff training program that includes refresher training on procurement	Ongoing	EMCCS	
Develop a strategy to manage corella control in the Shire of York	Dec-19	DSC		Works delayed by stock items	Ongoing	EMDS	
Implement regular street sweeping program to address bird droppings in CBD	Review	WC					
Engage contractor to undertake pigeon culling	Ongoing	EHC					
Identification of new and review of current horsey stick locations for endangered flora on roadsides	Ongoing	EMDS					
External theft & fraud (including Cyber)		Risk High	Control Adequate	IT or communication systems and infrastructure		Risk Moderate	Control Adequate
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic)				Disruption, financial loss or damage to reputation from a failure of information technology systems, instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.			
Actions	Due Date	Responsibility		Actions	Due Date	Responsibility	
Review procedures and provide refresher training on cash handling	Mar-22	FM		Investigate and implement transition to new communications provider	Jun-19	ITP	
Document clear internal processes and systems to report any potential fraud, that include anonymous reporting (Fraud & Corruption)	Jul-22	EMCCS		Improve levels of service at Shire outstations (ie museum, swimming pool, depot)	Jun-19	ITP	
Misconduct		Risk Moderate	Control Adequate	Project / Change management		Risk Moderate	Control Adequate
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.				Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.			
Actions	Due Date	Responsibility		Actions	Due Date	Responsibility	
Undertake training for all staff on HR policies and procedures	Jun-19	EMCCS		Implement an annual staff training program that includes refresher training on project management	Jun-19	EMCCS	
Develop and implement an annual staff training program that includes refresher training in HR policies and procedures	Jun-19	EMCCS		Develop and distribute project planning template to all staff	Dec-19	EMCCS	
Review cash handling procedures for outstations	Sep-19	FM		Develop and implement procedures around Grants Management	Dec-19	FM	
Develop a Fraud and Corruption Control Plan for review every 2 years	Jul-22	EMCCS		Review Project Management processes and develop checklist	Jun-22	EMDS	
Develop and implement a periodic fraud awareness training program for all staff	Aug-22	EMCCS					
Supplier / Contract management		Risk Moderate	Control Adequate	Safety and Security practices		Risk Moderate	Control Adequate
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.				Non-compliance with the Occupational Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.			
Actions	Due Date	Responsibility		Actions	Due Date	Responsibility	
Establish, maintain and monitor a register of contracts	Jun-18	TSO		Undertake training in HR policies	Mar-19	EMCCS	
Develop Statement of Business Ethics	Jun-19	EMCCS		Implement the recommendations of the Emergency Exercise report	Jun-19	TSO	
Seek explanations for non-compliance and provide information on PO before authorisation	Ongoing	EMG		Update Evacuation Plans for the Depot to include new security gates and undertake emergency exercise	Sep-19	EMDS	
Contractor Management Procedures	Aug-22	EMCCS		Access register to be developed and maintained for Depot	Sep-19	DAC	
				Undertake access and alarm upgrades at Administration and Museum	Jun-23	EMDS	

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

13 CLOSURE

The Presiding Member thanked everyone for their attendance and closed the meeting at 3.23pm.

SY056-06/22 BUSHFIRE BRIGADE POSITION

File Number:	4.0451
Author:	Sinead McGuire, Executive Manager Infrastructure & Development Services
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	Not Applicable
Appendices:	1. WALGA Arrangements for Management of Volunteer Bush Fire Brigades ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents a proposal to Council to participate in an advocacy campaign developed by the WA Local Government Association (WALGA) on the Arrangements for Management of Volunteer Bush Fire Brigades. The proposal is presented in Appendix 1.

BACKGROUND

The Volunteer Bush Fire Brigades (BFBs) have been a vital part of the regional Western Australian (WA) emergency services fabric since 1954 via a formal legislated system. Before that time, they were community volunteer service groups. In 1954 local governments were given the responsibility to establish and run BFBs. The continuation of this service by the volunteers, ensuring the continuity of the brigades along with the safety of the members, remain today as the key priorities.

The Shire of York has four (4) Brigades:

1. Burges Siding Brigade
2. Greenhills Brigade
3. Malebelling Brigade
4. Talbot Brook Brigade

WA is the only State in Australia in which local governments manage bushfire volunteers.

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as several volunteer emergency services including Volunteer Fire and Emergency Services, Volunteer Fire and Rescue Service, State Emergency Services and Marine Rescue Western Australia.

Over time the State Government has increasingly mandated duty of care requirements to the members and those charged with their management, to the point where the duty of care now extends to the volunteers themselves.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on local government responsibilities for managing BFBs. In addition, the State Government is currently drafting the Consolidated Emergency Services Act, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with the local government sector in relation to emergency management matters. In 2021 WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. One hundred and four (104) local governments responded to the Survey. Responses were provided by:

1. Thirty-six (36) Chief Executive Officers
2. Eighteen (18) Community Emergency Services Managers
3. Fifty (50) Officers

As part of the survey local governments were asked about their level of satisfaction with current arrangements for managing BFBs. Ninety-two (92) local governments (sixty-nine (69) of which manage BFBs) provided feedback indicating:

1. 93% were not wholly satisfied with the current arrangements for the management of BFBs
2. 51% expressed that their local government does not support the requirements for local governments to manage BFBs

As a result of new and proposed legislation in addition to feedback received from their surveys, WALGA is again seeking to engage with the sector on this issue. As such the Shire of York can provide an advocacy position on the issue for consideration.

COMMENTS AND DETAILS

In providing an advocacy position Council should reference the following considerations for future BFB management arrangements:

Local Government Views

As part of WALGA's 2021 Emergency Management Survey, local governments were asked about their level of satisfaction with current arrangements for managing BFBs. As mentioned above, local governments provided the following feedback:

1. 93% were not wholly satisfied with the current arrangements for the management of BFBs
2. 51% expressed that their Local Government does not support the requirements for local governments to manage BFBs

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in WA, including the management of BFBs.

Recommendations of Previous Reviews

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management. The Ferguson Report on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which several options were considered by stakeholders including:

1. A rural fire service operated within DFES
2. A rural fire service operated within DFES with autonomy
3. A dedicated rural fire service that operated independently

Options to transfer the management of all BFBs under one umbrella (DFES or other) were also explored.

The 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy (ESL) considered the extent to which the ESL should be available to fund the administrative and/or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service.

Several local governments provided submissions to the ERA Review that supported the creation of a rural fire service.

Work Health and Safety Act 2020

The requirements of the *Work Health and Safety Act 2020* (WHS Act), enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements, training and competency. The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities.

Key features of the WHS Act are provided in the following extract from the "[Overview of Western Australia's Work Health and Safety Act 2020](#)" published by the Department of Mines, Industry Regulation and Safety, and Safe Work Australia (pg. 2):

1. *"The primary duty holder is the 'person conducting a business or undertaking' (PCBU) which is intended to capture a broader range of contemporary workplace relationships*
2. *A primary duty of care requiring PCBUs to, so far as is reasonably practicable, ensure the health and safety of workers and others who may be affected by the carrying out of work*
3. *Duties of care for persons who influence the way work is carried out, as well as the integrity of products used for work, including the providers of WHS services*
4. *A requirement that 'officers' exercise 'due diligence' to ensure compliance*
5. *The new offence of industrial manslaughter, which provides substantial penalties for PCBUs where a failure to comply with a WHS duty causes the death of an individual, in circumstances where the PCBU knew the conduct could cause death or serious harm*
6. *The voiding of insurance coverage for WHS penalties, and imposition of penalties for providing or purchasing this insurance*
7. *The introduction of WHS undertakings, which are enforceable, as an alternative to prosecution*
8. *Reporting requirements for 'notifiable incidents' such as the serious illness, injury or death of persons and dangerous incidents arising out of the conduct of a business or undertaking*
9. *A framework to establish a general scheme for authorisations such as licences, permits and registrations (for example, for persons engaged in high-risk work or users of certain plant or substances), including provisions for automated authorisations"*

As a result of these WHS requirements, the Shire Administration is no longer able to provide fire rated compliance plant to assist within a fire ground and operated by staff. Historically, staff would operate plant such as a loader, grader and water truck when requested.

Volunteer Insurance

Local governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure local governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected this trend will continue.

Sector Capacity, Capability and Resourcing

Local governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements. By way of overview, local governments in WA:

1. Vary in size from less than 1.5 square kilometres to over 370,000 square kilometres
2. Have populations of just over 100 to more than 220,000 people
3. Employ fewer than 10 to over 1,000 staff

4. Have revenue (2019/20) ranging from just over \$2 million to just over \$225 million

In comparison, the Shire of York has four (4) BFBs. To oversee the management of the BFB the Shire has a 0.3FTE Community Emergency Services Manager (CESM). Administrative assistance is provided through existing staff in addition to their usual duties. Oversight through the Executive Manager Infrastructure and Development Services and the Chief Executive Officer is required.

Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way local governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which local governments encourage and support, as this contributes to the expansion of the volunteer network in the local community, whilst also building community networks and resilience.

WALGA Options for Future Management of BFBs

Four (4) options are identified for the future management of BFBs:

1. **Status Quo** - continue with the current arrangements for management of BFBs whereby the majority are managed by local government and transfer arrangements are negotiated on an ad hoc basis between DFES and local governments (or their BFBs)
2. **Improvements** - continue with the current arrangements for local government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support
3. **Hybrid Model** - local government continues to manage BFBs where they have the capacity, capability and resources to do so. However, where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES
4. **Transfer** - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories

Based on the feedback received from local governments in the WALGA Emergency Management Survey and the other considerations outlined above, WALGA proposes to support a hybrid model for the management of BFBs. A hybrid model would enable the continued management of BFBs by those local governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a local government does not.

Whatever the arrangements for future management of BFBs, it is apparent that local governments with responsibility for management of BFBs require additional support and resourcing which should be provided by the State Government, including:

1. Development of a suite of guidelines and resources to assist local governments in their management of BFBs, particularly with respect to the discharge of obligations under the WHS Act
2. Expansion of the CESM Program so that every local government with responsibility for managing BFBs has access to the Program if they wish to participate
3. Universal access to DFES training for BFBs
4. Development of mandatory and minimum training requirements including recognition of competency for volunteers

OPTIONS

Council has the following options:

Option 1: Council could choose to support option one Status Quo.

Option 2: Council could choose to support option two Improvements.

Option 3: Council could choose to support option three Hybrid (WALGA's position).

Option 4: Council could choose to support option four Transfer.

Option 4 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Council Concept Forum 14 June 2022

Strategic

Strategic Community Plan 2020-2030

Goal 2: Driving the York Economy Forward

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

Goal 4: Built for Lifestyle and Resilience

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

Goal 5: Strong Leadership and Governance

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

Policy Related

02 Volunteer Management

Financial

Nil

Legal and Statutory

The WHS Act mandates the duty of care to volunteers by the person conducting a business undertaking. Senior local government officers with decision making and budget allocation control, have a duty of care to volunteer BFB members.

As DFES is already providing a rural fire division, it could be considered that the further provision of local government managed BFBs is an inappropriate duplication of Section 3.18(3)(b) of the *Local Government Act 1995* which states:

“3.18. Performing executive functions

- (1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
- (2) In performing its executive functions, a local government may provide services and facilities.*
- (3) A local government is to satisfy itself that services and facilities that it provides —
 - (a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
 - (b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and**

(c) *are managed efficiently and effectively.”*

Sections 36 and 41 of the *Bush Fires Act 1954* are applicable and state:

“36. Local government may expend moneys in connection with control and extinguishment of bush fires

A local government may, notwithstanding anything to the contrary contained in any other Act —

- (a) *purchase and maintain appliances, equipment, and apparatus for the prevention, control and extinguishment of bush fires;*
- (b) *clear a street, road or reserve vested in it or under its control, of bush, and other inflammable material, for the purpose of preventing the occurrence or spread of a fire;*
- [(c) *deleted*]
- (d) *establish and maintain bush fire brigades as a part of its organisation for the prevention, control, and extinguishment of bush fires;*
- (e) *use any vehicle in controlling or extinguishing a bush fire or in the attempting so to do but the local government must pay to the owner or hirer of the vehicle, in respect of any damage done to a tyre of that vehicle while it was being so utilized, an amount assessed by an employee of the local government authorised by it to assess the cost of that damage;*
- (f) *assist the occupier of farm lands within its district to acquire appliances, equipment and apparatus for the prevention, control, and extinguishment of bush fires upon or threatening his land, including the sale, loan or exchange to the occupier of appliances, equipment and apparatus belonging to the local government.*

41. Bush fire brigades

- (1) *For the purpose of carrying out normal brigade activities a local government may, in accordance with its local laws made for the purpose, establish and maintain one or more bush fire brigades and may, in accordance with those local laws, equip each bush fire brigade so established with appliances, equipment and apparatus.*
- (2) *A local government shall keep a register of bush fire brigades and their members in accordance with the regulations and shall register therein each bush fire brigade established by it under subsection (1) and each member of each such brigade.*
- (2a) *A local government is to notify the FES Commissioner as soon as practicable after any changes occur in any of the details required to be recorded in the register under subsection (2).*
- (3) *A local government may at any time cancel the registration of a bush fire brigade.”*

Emergency Services Review of Legislation

The Department of Emergency Services is currently reviewing the three emergency services Acts. This represents a once in a generation opportunity to consider the best and most competent delivery of BFB services. Ensuring that WALGA is at the table in this review is critical to good outcomes for local government.

Risk Related

In transferring the management of BFBs to the State Government, the Shire will no longer be responsible for the management of this service.

This will reduce the risk of penalties being applied to the Shire because of the new WHS Act. Criminal charges may be imposed on executive staff should they fail in their duty of care under the WHS Act. A sevenfold increase in the maximum fine is now applicable to executives along with a twenty (20) year jail term. The local government body is now subject to an uninsurable fine up to \$10 million, an increase of 2.85 times from \$3.5 million.

The Shire of York does not have adequate capacity, capability, and resourcing to effectively manage its BFBs. By transferring this responsibility, the State will take over the management, supported by additional resources, experience and expertise in emergency management. This reduces the risk that the Shire will not be able to provide the level of service for BFBs to the community.

Workforce

The transfer of BFBs would result in the volunteers managed by the Shire being transferred to the management of the State Government.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Bushfire Brigade Position, Council:

- 1. Supports a position to Transfer responsibilities for management of all bushfire brigades to the State Government, as consistent with arrangements in other States and Territories.**
- 2. Requests the Chief Executive Officer to submit the Shire of York's advocacy position to the WA Local Government Association by Friday 8 July 2022.**



Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022

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www.walga.asn.au

08 9213 2000



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Acknowledgement

The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.

Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or smoir@walga.asn.au

Feedback should be provided in response to the questions via email to em@walga.asn.au by **5pm Friday 8 July 2022**.

Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards¹. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government².
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria³.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services⁴.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades⁵.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*⁶, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency⁷ and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*⁸. The Minister appoints members of the Bushfires Council and regional bushfires committees.

¹ <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

² <https://www.rfs.nsw.gov.au/about-us/history>

³ <https://www.cfa.vic.gov.au/about-us/who-we-are>

⁴ [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

⁵ [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

⁶ [TFSAAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

⁷ [Emergencies Act 2004 | Acts](#)

⁸ [Legislation Database \(nt.gov.au\)](#)

Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers⁹.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

Considerations for Future Bush Fire Brigade Management Arrangements

Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

⁹ DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

Recommendations of Previous Reviews

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service¹⁰. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service¹¹.

Work Health and Safety Act 2020

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGs) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGs Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

¹⁰ [ERA Review of the ESL, 2017, pg 185](#)

¹¹ [ERA ESL Review – summary of submissions to issues paper and draft report](#)

Volunteer Insurance

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue¹².

Sector Capacity, Capability and Resourcing

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements¹³.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million¹⁴.

Bush Fire Service and Volunteerism

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

¹² Data provided by LGIS, 17 May 2022

¹³ 2021 Local Government Emergency Management Capability report - SEMC

¹⁴ [Department of Local Government, Sport and Cultural Industries](#)

Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

Management of Bush Fire Brigades

1. The Association advocates that the State Government must provide for:

- a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to em@walga.asn.au (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.

APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements

(Positions to be considered at July 2022 State Council Meeting)

8 Emergency Management

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

8.1 Emergency Management Principles

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

8.2 State Emergency Management Framework

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

8.3 Sustainable Grant Funding Model for Emergency Management

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

8.4 Consolidated Emergency Services Act

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

8.5 Resource Sharing

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

8.6 Lessons Learnt Management

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

8.7 Emergency Services Levy

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:

1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

8.8 Local Government Grants Scheme (LGGS)

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

8.9 Expansion of the Community Emergency Services Manager (CESM) Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

8.10 Management of Bush Fire Brigades

To be developed.

SY057-06/22 DISABILITY ACCESS AND INCLUSION PLAN PROGRESS REPORT 2021/22

File Number:	4.0448
Author:	Joanna Bryant, Project Officer
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not applicable
Appendices:	1. Disability Access and Inclusion Plan 2021/22 Progress Report ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

Executive

PURPOSE OF REPORT

This item presents a review of the Shire's Disability Access and Inclusion Plan (DAIP) and the draft 2021/22 Progress Report to Council for consideration before submission to the Department of Communities' Disability Services team.

BACKGROUND

In accordance with the *Disability Services Act 1993* public authorities are required to develop and implement a DAIP that identifies barriers to access and to propose solutions to ensure equitable access to services and facilities for people with disabilities. The Shire of York adopted its current DAIP 2018-2023 on 25 June 2018 (Resolution 060618).

Local governments are required to report no later than 31 July each year on their progress in implementing their DAIPs. The Minister for Disability Services uses the information provided to develop a report that showcases the work being done by public authorities across Western Australia, highlighting examples of best practice and demonstrating the value of DAIPs. This report is tabled in Parliament and made publicly available by the Department of Communities.

COMMENTS AND DETAILS

The Shire is required to develop and implement strategies under eight (8) key outcome areas:

- Outcome 1: **General Services:** People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
- Outcome 2: **Buildings and Other Facilities:** People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
- Outcome 3: **Information and Communication:** People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
- Outcome 4: **Quality of Service:** People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
- Outcome 5: **Complaints and Safeguarding:** People with disability have the same opportunities as other people to make complaints to a public authority.
- Outcome 6: **Consultation and Engagement:** People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Outcome 7: **Employment, people and culture:** People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

The Disability Services Commission provides an on-line reporting template that officers are required to complete. The draft 2021/22 Progress Report is presented as Appendix 1 for Council's consideration.

Activities undertaken during 2021/22 to address the Shire's DAIP include:

1. Launching the public access online catalogue for the York Library improving access for people with limited transport and mobility.
2. Provision of an accessible desk for wheelchair users in the York Public Library.
3. Creating a community mailout to provide local information relating to COVID-19 delivered via mailout to allow people who are not online or able to access other channels of communication to also receive the important information.
4. Providing the Public Health Survey in a variety of formats both online and offline, and undertaking extensive community engagements to demographics including York Health Advisory Group, Reconciliation Action Plan Working Group, York District High School and York Hospital.
5. Launching an e-newsletter to update the community on Shire activities.
6. Mapping the journey of a community action request and planning a rigorous procedure to include a response to the community member that logged the request. This project is in its early stages so no community activity has occurred as yet.
7. Forming an Access and Inclusion Working Group to provide valuable input, with an access and inclusion focus, to the Shire's projects and activities. The previous Access and Inclusion Advisory Committee of Council was disbanded at the end of 2020 to allow a more inclusive structure to be formed. An RFQ was prepared seeking a suitably qualified consultant to prepare the Terms of Reference for this new working group, with this work currently in progress.
8. Creating an Equal Employment Opportunity and Diversity Policy and Equal Employment Opportunity Workforce Plan, with an expected completion date of June 2022.

OPTIONS

Council has the following options:

Option 1: Council could choose not to accept the DAIP Progress Report for 2021/22. However, the Shire is required to submit a report by no later than 29 July 2022.

Option 2: Council could choose to accept the DAIP Progress Report for 2021/22 and submit it to the Department of Communities prior to 29 July 2022.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

Department of Communities' Disability Services team

Strategic

Strategic Community Plan 2020-2030

Goal 1: The Place to Be

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

Goal 4: Our Built Environment

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

Policy Related

G17 Integrated Planning and Reporting - Planning

G18 Integrated Planning and Reporting - Reporting

Financial

Implementation of the DAIP is considered as part of the annual budget process.

Legal and Statutory

Section 29C of the Disability Services Act 1993 is applicable and states:

“29C. Annual report by Commission about plans

- (1) *As soon as practicable after each 1 July the Commission must give the Minister a report on the effectiveness of disability access and inclusion plans, and the extent to which they have been complied with, during the year that ended on the preceding 30 June.*
- (2) *The Minister must cause the report received under subsection (1) to be laid before each House of Parliament within 14 sitting days after the Minister receives it.”*

Risk Related

While it is not legislated that the Shire must submit a Progress Report, it is a requirement of the Disability Services Commission for that agency to meet its own statutory obligations. Failure to submit a Progress Report could result in a reputational risk to the Shire.

Workforce

The development and administration of the Shire’s DAIP is led by the Corporate and Community Services directorate as access and inclusion falls within this portfolio. However, responsibility for implementing the actions within the DAIP lies with relevant Officers across the organisation.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Disability Access and Inclusion Plan Progress Report 2021/22, Council:

- 1. Accepts the 2021/22 Disability Access and Inclusion Plan Progress Report, as presented in Appendix 1, noting the progress made to date.**
- 2. Requests the Chief Executive Officer to submit the 2021/22 Disability Access and Inclusion Plan Progress Report to the Department of Communities by 29 July 2022.**



Government of Western Australia
Department of Communities



Disability Access and Inclusion Plan (DAIP) Progress Report 2021/2022

DAIP Progress Reporting Template 2021/2022

[A Western Australia for Everyone: State Disability Strategy 2020-2030](#) (the Strategy) sets the foundation for building a more inclusive Western Australia. The Strategy intends to protect, uphold and advance the rights of people with disability living in Western Australia. The vision of the Strategy is that people with disability, and those who share their lives, are engaged and feel empowered to live as they choose in a community where everyone belongs.

The Strategy references the role of Disability Access and Inclusion Plans (DAIPs) as an important way of ensuring that public authorities continue to improve access and inclusion outcomes for people with disability.

Collecting information about the effectiveness of DAIPs through a Progress Report is a requirement of the [Disability Services Act 1993](#). The information will be used by the Minister for Disability Services to report to the Western Australian Parliament in by December 2022.

DAIP progress report due date is **Friday 29 July 2022**.

To send completed Progress Reports, or for enquiries, email:
statedisabilitystrategy@communities.wa.gov.au

Reporting guidelines

- You need to answer all questions.
- Submit a Word version of your report to statedisabilitystrategy@communities.wa.gov.au
- An activity is an action or initiative which advanced your DAIP strategies over the reporting period. In most cases, activities will have been completed within the reporting period. Where ongoing key actions or established practices have significantly progressed, you may consider these relevant to your report.
- Detail as many activities as you consider appropriate. The description of an activity should include:
 - Why the activity was implemented.
 - What was done.
 - The outcome or impact of the activity, and any learnings associated with the activity.
 - Where possible, include evidence such as direct quotes or feedback, quantitative/qualitative data and photos or other imagery. Permission from individuals featured in photos should be sought and made available upon request.
- Key areas of interest for the 2021/2022 Reporting period include:
 - Disability employment - In particular, any available data about the number of people with disability employed in your organisation, and where activities have increased the rate of employment under DAIP Outcome 7.
 - How the influence of your DAIP extends outside your organisation- For example activities led by agents or contractors of your organisation, or by other external parties. Please include such activities in the most appropriate outcome area.
 - Examples of innovation - Where you have adopted new approaches or techniques to enhance or safeguard access and inclusion or improved the capacity to implement and evaluate DAIP activities.

DAIP Progress Reporting Template 2021/2022

Progress Report 2021/2022

Your details

Name of public authority: Shire of York

Name of contact person: Joanna Bryant

Phone number: 08 9641 0500

Email: [REDACTED]

1. General services and events

DAIP Outcome 1: People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.

This outcome area is about enhancing or ensuring that all people can access your organisations public events and general services.

a. Describe your activities below:

Launch of the public access online catalogue for the York Library improving access for people with limited transport and mobility.

b. If you have no activities to report, please briefly detail why:

2. Buildings and facilities

DAIP Outcome 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

This outcome area is about enhancing or ensuring accessibility in the planning, design, and improvement of built infrastructure.

a. Describe your activities below:

The Shire of York Library team is working on a project to provide an accessible desk for wheelchair users in the York Public Library. The desk is required for anyone with mobility issues is able to sit or stand to use the computer. The computer will provide various height options for children, wheelchair or gopher patrons and those with mobility issues that can't sit for periods of time and limited arm mobility. The desk is expected to be installed by the EOFY.

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DAIP Progress Reporting Template 2021/2022

- b. If you have no activities to report, please briefly detail why:

No new builds or building improvements have taken place to Shire facilities in this period.

3. Information and Communication

DAIP Outcome 3: People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

This outcome area is about enhancing and ensuring that information and communications are inclusive and accessible.

- a. Describe your activities below:
 1. Community mailout created to provide local information relating to Covid-19 – delivered via mailout to allow people who are not online or able to access other channels of communication to receive the important information too.
 2. Public Health Survey – provided in both online and offline, extensive community engagements to demographics including York Health Advisory Group, Reconciliation Action Plan Working Group, York District High School, York Hospital.
 3. Launch of e-newsletter to offer a further channel for community to be kept informed – previously not offered.
- b. If you have no activities to report, please briefly detail why:

4. Quality of service

DAIP Outcome 4: People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

This outcome area is about enhancing and ensuring that the quality and range of your services and processes are consistent, inclusive, or readily adjust to people's needs.

- a. Describe your activities below:

No activities.
- b. If you have no activities to report, please briefly detail why:

In previous years the Shire has undertaken in house Diversity and Accessibility workshops. Due to resources this has not occurred this year.

5. Complaints and safeguarding

DAIP Outcome 5: People with disability have the same opportunities as other people to make complaints to a public authority.

DAIP Progress Reporting Template 2021/2022

This outcome area is about enhancing and ensuring that complaints mechanisms effectively receive and address complaints from any members of the community, staff or customers.

a. Describe your activities below:

Work has started to improve the Action Request report and response process by mapping the journey of an action request and planning a more rigorous procedure to include a response to the community member that logged the request. This project is in its early stages so no community activity has occurred yet.

b. If you have no activities to report, please briefly detail why:

6. Consultation and engagement

DAIP Outcome 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

This outcome is about enhancing and ensuring consultation and engagement strategies consider the ways in which all people can participate to inform information, strategies, or decision-making processes of an organisation.

a. Describe your activities below:

The Shire is planning to form an Access & Inclusion Working Group and we are seeking community input into the Terms of Reference for the group. The Working Group will provide valuable input with an access and inclusion focus to the Shire's projects and activities. The previous Committee of Council 'Access and Inclusion Advisory Committee' was disbanded at the end of 2020 to allow a more inclusive structure to be formed. An RFQ was prepared seeking a suitable qualified consultant to prepare the Terms of Reference for this new group and this work is currently in progress.

b. If you have no activities to report, please briefly detail why:

7. Employment, people, and culture

DAIP Outcome 7: People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

This outcome is about your organisation's activity in directly employing people with disability; and enhancing the recruitment and maintenance of the employment of people with disability.

a. Describe your activities below:

The Shire is in the process of creating an Equal Employment Opportunity and Diversity policy and Equal Employment Opportunity Workforce Plan. Completion date June 2022.

b. If you have no activities to report, please briefly detail why:

c. Does your organisation have any supplementary data to share about the rate of disability employment as a proportion of your workforce, including any targets?

No

General feedback

DAIP Progress Reporting Template 2021/2022

If you have anything else you wish to share about your organisation's experiences, please include below:

Thank you for completing the 2021/2022 DAIP Progress Report.

SY058-06/22 2022 PROPOSED WONGBOREL/MT BROWN MOUNTAIN BIKE EVENTS - UPDATED

File Number: 4.0452

Author: Doy Wongsak, Safety & Compliance Officer

Authoriser: Sinead McGuire, Executive Manager Infrastructure & Development Services

Previously before Council: 21 December 2021 (031221)

Appendices: Nil

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents corrected dates from Perth Mountain Bike Club and Peel Districts Mountain Bike Club requesting the use of Wongborel/Mt Brown for mountain bike events in the 2022 calendar year.

BACKGROUND

At its December 2021 Ordinary Meeting Council considered the use of Wongborel/Mt Brown for three (3) mountain bike events in 2022 and resolved (Resolution 031221):

“That, with regard to the 2022 Proposed Wongborel/Mt Brown Mountain Bike Events, Council:

- 1. Approves the use of Wongborel/Mt Brown for the following dates subject to the event documentation submitted for each event meeting the requirements of Policy C5 - Public Events in York and its associated guidelines:***
 - a. WA Gravity Enduro event on Saturday 6 and Sunday 7 August 2022.***
 - b. Peel Districts Mountain Bike Club competition on Saturday 13 and Sunday 14 August 2022.***
 - c. Perth Mountain Bike Club event on Saturday 27 and Sunday 28 August 2022.”***

Unfortunately, there was a mix up with the dates and club names between clause (b) and (c) from the resolution hence the matter is represented to Council for correction.

COMMENTS AND DETAILS

Perth Mountain Bike Club and Peel Districts Mountain Bike Club are seeking correction to correlate the correct club to the correct dates for the delivery of the proposed events utilising the use of Wongborel/Mt Brown.

Perth Mountain Bike Club - WA State Series Cross Country Olympics (XCO) Mountain Bike Round 8 - Sunday 14 August 2022

There is no material change to the request presented to Council at its December 2021 Ordinary Meeting.

Perth Mountain Bike Club will proceed with the resolved Resolution (031221) to use a 5km trail on Wongborel/Mt Brown. The 5km racing trail course will run over existing single tracks and firebreaks used as part of the proposed WA Gravity Enduro (WAGE) event and will utilise the Wongborel/Mt

Brown picnic area as the riders' village hub. It is anticipated that the event will attract between 150–200 competitors.

Peel Districts Mountain Bike Club (PDMBC) - Downhill State Series Round 5 Competition – Saturday 27 and Sunday 28 August 2022

There is no material change to the request presented to Council at its December 2021 Ordinary Meeting.

PDMBC will proceed with the resolved Resolution (031221) to use four (4) trails on Wongborel/Mt Brown of varying grades for the competition. The Downhill Mountain biking racing trails proposed will run over existing single tracks and firebreaks as part of the proposed WAGE event and will be utilising the Wongborel/Mt Brown picnic area as the riders' village hub. The summit carpark will be closed to enable the shuttle services access to the area during event competition. It is anticipated the event will attract between 100–150 competitors.

OPTIONS

Council has the following options:

Option 1: Council could choose to reject the request to use Wongborel/Mt Brown for the proposed events. However, Council's previous resolution approved the use of the area under the same arrangements.

Option 2: Council could choose to approve the use of Wongborel/Mt Brown for the proposed events with the corrected dates.

Option 2 is the recommended option.

IMPLICATIONS TO CONSIDER

Consultative

PDMBC

Perth Mountain Bike Club

Strategic

Strategic Community Plan 2020-2030

Goal 1: The Place to Be

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

Goal 2: Driving the York Economy Forward

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

Policy Related

C5 Public Events in York

Financial

As highlighted previously to Council in December 2021, no financial support is requested from the events. However, some in-kind support from the Shire maybe required to:

1. Allocate resources to remediate Wongborel/Mt Brown picnic area and summit carparks prior to the intended usage to improve safety, accessibility and ensure it is well presented.
2. Consider additional waste disposal units for the site to meet demand.
3. Allocate resources to advertise the events proposed and limited summit access during events for the community's awareness.

Anticipated costs to undertake the operational elements detailed could be considered in-house utilising available operational budgets.

Legal and Statutory

All Council supported events would still need to comply and be assessed against any statutory policies and legislation.

Risk Related

The events detailed in this report proposed are rated as medium - high risk due to the nature of the competitions proposed and the inherent risks associated to mountain biking competitions.

Should Council not support the Officer's recommendation, implications may include:

1. Significant impact on the prospect of event organisers utilising York's reserves as an adventure-based location in the future, subsequently impacting York's reputation as an event town and reducing tourism and business development opportunities.
2. Loss of potential economic spend generated through the events.
3. Reputational impacts as positive interest has been received from the mountain bike community to include York in the 2022 racing calendar to reinvigorate York's positioning as a town that offers a range of mountain biking disciplines.

Workforce

The recommendations detailed in this report can be undertaken in-house utilising existing resources.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the 2022 Proposed Wongborel/Mt Brown Mountain Bike Events - Updated, Council:

1. **Approves the use of Wongborel/Mt Brown for the following dates subject to the event documentation submitted for each event meeting the requirements of Policy C5 - Public Events in York and its associated guidelines:**
 - a. **Perth Mountain Bike Club event on Sunday 14 August 2022.**
 - b. **Peel Districts Mountain Bike Club competition on Saturday 27 and Sunday 28 August 2022.**

SY059-06/22 DELEGATES TO THE 2022 WA LOCAL GOVERNMENT CONVENTION

File Number:	4.0454
Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	27 July 2021 (170721)
Appendices:	1. WALGA Notice of Annual General Meeting ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents Council with information regarding the 2022 WA Local Government Convention for determination of attendees and the appointment of voting delegates for the WALGA Annual General Meeting (AGM).

BACKGROUND

The WA Local Government Convention will be held from Sunday 2 October 2022 to Tuesday 4 October 2022 at Crown Perth.

The theme for the 2022 Local Government Convention is "*Embracing Change*". With increasing community expectations, legislative reform, and a rapidly changing economic, social and political environment, local governments must find new ways of serving and engaging with their communities, doing business and strengthening their influence. This Convention will explore changes to the local government landscape over the coming years and how the sector can come together to inform, guide and embrace change.

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

A copy of the Notice of AGM is presented in Appendix 1. WALGA is expecting the Convention program to be released in the next two (2) weeks.

COMMENTS AND DETAILS

Discussion at Council's June 2022 Concept Forum indicated that Shire President, Cr Denese Smythe would like to attend. Cr Pam Heaton and Cr Kevin Trent also indicated a potential interest in attending. 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 Zone delegates (which in the Shire's case happens to be the Shire President and Deputy President of the WALGA Avon-Midland Country Zone). Alternatively, Council may wish to appoint other delegates to vote on its behalf.

IMPLICATIONS TO CONSIDER**Consultative**

Council Concept Forum 14 June 2022

StrategicStrategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

Policy Related

E2 – Councillors: Training and Continuing Professional Development

E3 – Councillors: Travel - Accommodation

Financial

The Convention Registration for a full delegate is \$1,200 and for WALGA Life Members it is complimentary. Further costs will be incurred for attendance at the Australian Local Government Women's Association (WA) AGM and Breakfast, Convention Breakfast and Gala Dinner. Accommodation costs are \$170 per night per room. Free parking is available on site. Reimbursement of travel expenses to Perth and return to attend the Convention is also payable by the Shire.

The following expenses will not be covered by the Shire:

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

Legal and Statutory

Nil

Risk Related

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

Workforce

Senior staff will also be attending the Convention.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the Delegates to the 2022 WA Local Government Convention (WALGA), Council:

- 1. Authorises Cr Denese Smythe, Shire President, to attend the 2022 WALGA Local Government Convention as a Full Delegate.**
- 2. Approves the following Elected Members to attend the 2022 WALGA Local Government Convention as Full Delegates, should they choose to do so:**
 - a. Cr Pam Heaton**
 - b. Cr Kevin Trent (WALGA Life Member)**
- 3. Agrees to cover the following costs for each attendee:**
 - a. Full Delegate registration fee**
 - b. Gala Dinner**
 - c. Australian Local Government Women's Association (WA) Breakfast – female Councillors only**
 - d. Convention Breakfast**
 - e. Accommodation including breakfast at the hotel**
 - f. Travel expenses to Perth and return to attend the Convention**
- 4. Will not pay for the following:**
 - a. Alcohol and mini bar expenses**
 - b. Evening meals (not associated with the Convention Program)**
 - c. Partner Activities**
- 5. Appoints Cr Denese Smythe and the Chief Executive Officer as voting delegates for the Shire of York, with Cr Pam Heaton and Cr Kevin Trent listed as proxy voting delegates, at the WALGA Annual General Meeting.**



Notice
of
Annual General Meeting
and
procedural information
for submission of motions

Crown Perth
Monday, 3 October 2022

Deadline for submission of motions:
Friday, 12 August 2022



2022 Local Government Convention and AGM general information

WALGA Annual General Meeting

The Annual General Meeting (AGM) for the Western Australian Local Government Association (WALGA) will be held from 9:00am on **Monday, 3 October 2022**. The formal Agenda will begin at 11:30am after a short morning tea break. The AGM should be attended by up to two Voting Delegates from all Member Local Governments. Lunch will be provided at the conclusion of the meeting.

Cost for attending

Attendance at the AGM is **free of charge** to all Elected Members and staff from Member Local Governments. Voting Delegates and Proxies must register their attendance in advance. Please use the registration form provided at the end of this document. Observers (non-voting) are also welcome to attend the AGM, but registration is essential via our website.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the AGM. Motions should be submitted in writing to the Chief Executive Officer of WALGA. A template motion can be found on our website [here](#).

The closing date for submission of motions is **5:00pm Friday, 12 August**.

*Please note that any motions proposing alterations or amendments to the WALGA Constitution must be received by **5:00pm Friday, 22 July** in order to satisfy the 60-day constitutional notification requirement.*

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.



Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria:

Motions will be included in the Agenda where they:

1. are consistent with the objects of the Association (refer to clause 3 of the [Constitution](#));
2. demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws); or
5. Are clearly worded and unambiguous in nature.

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions as per the [Advocacy Positions Manual](#) (as the matter has previously been considered and endorsed by WALGA).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Kathy Robertson, Executive Officer Governance on (08) 9213 2036 or krobertson@walga.asn.au.

Further information about the 2022 Local Government Convention can be found on our website at www.walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the AGM after the closing date unless the WALGA President determines that it is of an urgent nature, sufficient to warrant immediate debate, and Delegates resolve accordingly at the meeting. Please refer to the [AGM Standing Orders](#) for details.

Handwritten signature of Karen Chappel in blue ink.

President Cr Karen Chappel JP
WALGA President

Handwritten signature of Nick Sloan in blue ink.

Nick Sloan
Chief Executive Officer

EMAIL BACK

Voting Delegate Registration 2022 WALGA Annual General Meeting



All Member Councils are entitled to be represented by two voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Monday, 3 October 2022 at Crown Perth.

In the event one or both of the registered Voting Delegates is unable to attend, provision is made for two Proxy Voting Delegates to be registered.

Only registered Voting Delegates or Proxies will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please complete, sign and return this form before **5:00pm Friday, 23 September**.

VOTING DELEGATES	PROXY VOTING DELEGATES
Name of Voting Delegates:	Name of Proxy Voting Delegates:
Delegate 1:	Proxy 1:
Delegate 2:	Proxy 2:
<p>Local Government: Shire/Town/City of</p> <p>Signature of Chief Executive Officer:</p> <p style="text-align: right;">Date:</p>	

**ON COMPLETION, PLEASE EMAIL TO: krobertson@walga.asn.au
Attention: Kathy Robertson, Executive Officer Governance**

Please Note:

- All Voting Delegates must present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) and identification tag to gain entry to the AGM.
- Observers (non-voting) are also welcome to attend the AGM, however registration is essential.
- Registration as a Voting Delegate is separate to any registration as a Convention Delegate.
- For further information or to register as an AGM Observer or Convention Delegate, please visit our website at www.walga.asn.au or contact Kathy Robertson on (08) 9213 2036.

www.walga.asn.au

SY060-06/22 OUTSTANDING RATES AND CHARGES - PAYMENT AGREEMENTS

File Number:	4.2386
Author:	Ann Schall, Finance Officer - Rates & Debtors
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	22 February 2022 (090222)
Appendices:	1. Applications for Payment Agreement - Confidential

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report provides Council with details regarding payment arrangement applications the Shire has received that do not qualify under Delegation DE3-3 – Agreement as to Payment of Rates and Service Charges.

This report seeks Council's approval to accept the Officer's recommendations regarding the proposed arrangements, as presented in confidential Appendix 1.

BACKGROUND

The current Policy F1 - Revenue Collection Policy and Delegation DE3-3 Agreement as to Payment of Rates and Service Charges authorises the Chief Executive Officer to accept payment arrangements for outstanding rates and charges where there are no arrears and the balance will be paid in full by 30 June of the relevant financial year. Any applications outside this scope are to be presented to Council for review and acceptance or rejection. Any application for a payment arrangement relating to sundry debtor charges must be referred to Council as there is no current delegation.

COMMENTS AND DETAILS

Council has approved twenty-four (24) applications for the 2021/22 financial year. The majority of these agreements expire on 30 June 2022.

The Shire has received three (3) further applications for the 2021/22 financial year that do not qualify under Delegation DE3-3 and therefore require Council consideration.

The applicants are claiming financial difficulties or hardship because of their circumstances.

Confidential Appendix 1 details the current debts and a brief reason why the debtors cannot meet the standard payment options. The table also provides an Officer's recommendation for each application.

Applications are assessed on a case-by-case basis, taking into consideration people's circumstances, in accordance with Principle (c) of Policy F1.

Any application approved is subject to the condition where any default may result in debt recovery action being taken without further notice.

OPTIONS

Council has the following options:

Option 1: Council could approve the applications for payment arrangements as presented in Confidential Appendix 1.

Option 2: Council could choose which applications to approve or reject.

Option 3: Council could reject all requests for payment arrangements.

Option 1 is the recommended option, noting that Officers have worked with the applicants regarding their current financial circumstances and ability to pay. One of the principles of Policy F1 is that people's circumstances are considered. Default by the applicant on payments made under the arrangement may result in debt recovery action.

IMPLICATIONS TO CONSIDER

Consultative

Individual ratepayers

Strategic

Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

Policy Related

F1 Revenue Collection Policy

Delegation DE3-3 - Agreement as to Payment of Rates and Service Charges

Financial

The total debt associated with the payment arrangements relating to rates and charges as at 31 May 2022 is \$5,731.65.

This represents approximately 0.47% of the total outstanding rates and charges as at 31 May 2022.

Legal and Statutory

Section 6.49 of the *Local Government Act 1995* is applicable and states:

“6.49. Agreement as to payment of rates and service charges

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.”

Risk Related

The Financial Impact risk is Insignificant (1).

The Likelihood of recurrence is Possible (3).

The overall risk rating is Low (3).

The risk can be considered acceptable as there is a policy in place to control and manage the risk. Should any debtors default on their arrangement, debt recovery action can be taken to recover the due amounts.

The financial risk reduces as the debts are paid.

Workforce

The scope of this report will have a minor impact on the workforce relating to ongoing monitoring of payments.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to Outstanding Rates and Charges - Payment Agreements, Council:

- 1. Approves the applications for payment agreements, as presented in confidential Appendix 1.**
- 2. Notes that any default on the agreements may result in debt recovery action.**

SY061-06/22 FINANCIAL REPORT - MAY 2022

File Number:	4.0453
Author:	Kristy Livingstone, Acting Finance Manager
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not Applicable
Appendices:	1. Monthly Financial Statements - May 2022 ↓ 2. Creditors' Payment Listing - May 2022 ↓ 3. Credit Card Transaction Summary - April 2022 ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative
Review

PURPOSE OF REPORT

The purpose of financial reporting and the preparation of monthly financial statements is to communicate information about the financial position and operating results of the Shire of York to Council and the community as well as monitor the local government's performance against budgets.

BACKGROUND

Local governments are required to prepare general purpose financial reports in accordance with the *Local Government Act 1995*, the *Local Government (Financial Management) Regulations 1996* and the *Australian Accounting Standards*.

A statement of financial activity and any accompanying documents are to be presented to the Council at an ordinary meeting of the Council within two months after the end of the month to which the statement relates. The Statement of Financial Activity summarises the Shire's operating activities and non-operating activities.

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

COMMENTS AND DETAILS

This report is presented for Council's consideration and provides information for the period ended 31 May 2022 and includes the following:

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

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 May 2022.

Outstanding Rates and Services

The total outstanding rates balance at the end of May 2022 was \$1,203,429 compared to \$1,180,333 at the end of May 2021.

Current Year	Properties	31/05/2022	%		Properties	31/05/2021	%
3 years and over	76	\$ 505,409	42%		75	\$ 416,384	35%
2 years and over	87	\$ 165,685	14%		84	\$ 175,856	15%
1 year and over	120	\$ 192,430	16%		125	\$ 258,074	22%
Total Aged		\$863,524	72%			\$850,315	72%
Current Rates	754	\$339,905	28%		736	\$330,019	28%
Total Rates Outstanding		\$1,203,429				\$1,180,333	

Officers continue to work with the Shire’s debt collection agency, CS Legal, to resolve some long outstanding debts in the two (2) years and over categories. In addition, Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

Outstanding Sundry Debtors

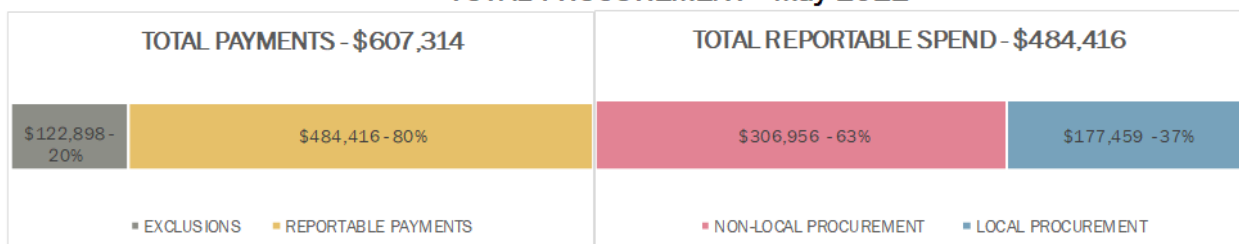
The figure for total outstanding sundry debtors as at 31 May 2022 was \$63,903 compared to \$135,635 as at 31 May 2021.

Current Year	31/05/2022	%		31/05/2021	%
90 days and over	\$30,668	48%		\$30,634	23%
60 days and over	\$386	1%		\$191	0%
30 days and over	\$14,340	22%		\$61,512	45%
Current	\$18,509	29%		\$43,298	32%
Total Debtors Outstanding	\$63,903			\$135,635	

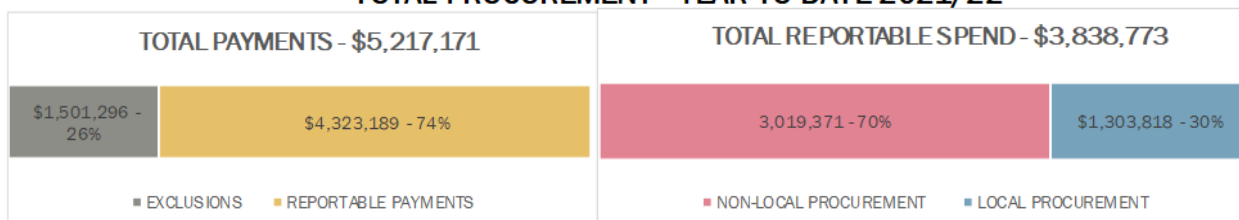
Local procurement

In addition to the ‘York Dollar\$ Shop Local’ scheme and to further support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of May, Officers report the following in relation to local procurement, noting that 37% of payments were made to local businesses during the month. Officers further report the overall average of reportable local spend for the 2021/22 financial year to date was 30% at the end of May.

TOTAL PROCUREMENT - May 2022



TOTAL PROCUREMENT - YEAR TO DATE 2021/22



The above figures provide an indication of the levels of local procurement as a percentage of reportable payments. It is important to note that in development of the above tables, several exclusions apply and are not included in the reportable totals. These include, but are not limited to, payments made for the following:

1. Superannuation
2. Goods and Services Tax
3. Department of Fire and Emergency Services
4. Local Government Insurance Services
5. WA Local Government Association
6. WA Treasury Corporation
7. Office of the Auditor General
8. Utilities (Synergy, Telstra, Water Corporation)
9. Placement of Shire term deposits

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER

Consultative

Not applicable

Strategic

Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

Policy Related

F2 Procurement

F6 Credit Cards

F5 Authority to make payments from Trust and Municipal Funds

Delegation DE3.1 Authority to make Payments from Trust and Municipal Funds

Financial

This report and its appendices provide a summary of the financial position of the Shire at the end of the reporting period. The figures reported are an estimate only and are subject to adjustments prior to finalisation of the 2020/21 annual financial report.

Legal and Statutory

Local Government Act 1995

"6.10. Financial Management Regulations may provide for —

- (a) the security and banking of money received by a local government; and*
- (b) the keeping of financial records by a local government; and*
- (c) the management by a local government of its assets, liabilities and revenue; and*
- (d) the general management of, and the authorisation of payments out of —*
 - (i) the municipal fund; and*
 - (ii) the trust fund, of a local government.*

Local Government (Financial Management) Regulations 1996

13. *Payments from municipal fund or trust fund by CEO (Act s. 6.10)*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
34. *Financial activity statement required each month (Act s. 6.4)*
- (1A) *In this regulation —*
- committed assets** *means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
 - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
 - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
 - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
 - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
 - (b) *by program; or*
 - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.”*

Risk Related

It is a requirement of the *Local Government (Financial Management) Regulations 1996* that local governments prepare a Statement of Financial Activity within two (2) months after the end of the reporting period. This report mitigates the risk of non-compliance with the Regulations.

Workforce

Not applicable

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regards to the Financial Report - May 2022, Council:

1. Receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 31 May 2022 as summarised below:

May 2022

MUNICIPAL FUND	AMOUNT (\$)
Cheque Payments	0
Payroll Debits	197,857.99
Electronic Funds Payments	549,422.04
Payroll Debits - Superannuation	23,120.93
Bank Fees	1,417.47
Corporate Cards	4.00
Exetel NBN Fees	396.00
Fuji Xerox Equipment Rental	0.00
Fire Messaging Service	<u>1,529.88</u>
Sub total - Municipal	773,748.31
TRUST FUND	
Electronic Funds Payments	5,488.25
Cheque Payments	0
Direct Debits Licensing	<u>117,095.55</u>
Sub total - Trust	122,583.80
TOTAL DISBURSEMENTS	896,332.11



**SHIRE OF YORK
MONTHLY STATEMENTS
FOR THE PERIOD ENDED 31 MAY 2022**

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3 INCOME AND EXPENDITURE STATEMENT BY PROGRAMME

4 STATEMENT OF CURRENT ASSETS AND LIABILITIES

5 STATEMENT OF FINANCIAL POSITION

6-10 STATEMENT OF FINANCIAL ACTIVITY WITH VARIANCE REPORT

11 OPERATING STATEMENT - YRCC

Report Purpose

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

Statement of Financial Activity by reporting program

is presented at page 5 and shows a balance as at 31 May 2022

\$ 5,547,310

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

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

Reviewed by: Alina Behan
 Executive Manager Corporate and Community Services

Date prepared: Monday, 13 June 2022



SHIRE OF YORK
INCOME AND EXPENDITURE STATEMENT BY NATURE OR TYPE

	2021/22 ADOPTED BUDGET	YTD CURRENT BUDGET	2021/22 YTD ACTUAL
REVENUE			
General Rates	6,323,098	6,322,999	6,325,773
Operating Grants,Subsidies and Contributions	1,047,688	974,277	2,320,849
Fees and Charges	1,185,255	1,256,656	1,312,633
Interest Earnings	89,200	81,741	107,754
Other Revenue	211,616	198,650	233,550
	8,856,857	8,834,323	10,300,560
EXPENDITURE			
Employee Costs	(4,391,976)	(3,926,459)	(3,806,468)
Materials and Contracts	(3,041,331)	(3,148,395)	(2,185,559)
Utility Charges	(393,383)	(366,685)	(301,792)
Depreciation	(2,585,950)	(2,308,911)	(2,700,538)
Interest Expense	(83,383)	(76,406)	(69,278)
Insurance	(240,340)	(213,308)	(284,919)
Other Expenditure	(454,308)	(381,491)	(340,713)
	(11,190,671)	(10,421,655)	(9,689,267)
<i>Increase/(Decrease)</i>	(2,333,813)	(1,587,332)	611,293
Non-operating Grants and Subsidies	1,585,953	1,264,514	605,860
Profit on Asset Disposal	-	-	11,260
Loss on Asset Disposal	(248,950)	(248,950)	-
	1,337,003	1,015,564	617,120
NET RESULT	(996,810)	(571,768)	1,228,413



**SHIRE OF YORK
INCOME AND EXPENDITURE STATEMENT BY PROGRAMME
FOR THE PERIOD ENDED 31 MAY 2022**

	2020/21 ANNUAL BUDGET	2021/22 YTD ACTUAL
REVENUE		
General Purpose Funding	7,175,443	8,475,121
Governance	2,720	39,559
Law, Order, Public Safety	122,367	76,435
Health	22,800	26,609
Education and Welfare	58,624	55,942
Community Amenities	783,957	832,700
Recreation and Culture	291,067	339,246
Transport	1,683,527	783,499
Economic Services	268,204	250,616
Other Property & Services	34,100	37,952
	10,442,810	10,917,679
EXPENDITURE		
General Purpose Funding	(757,496)	(258,348)
Governance	(954,074)	(797,626)
Law, Order, Public Safety	(498,588)	(398,742)
Health	(202,490)	(194,843)
Education and Welfare	(168,968)	(107,119)
Community Amenities	(1,298,764)	(895,185)
Recreation and Culture	(3,297,258)	(2,911,299)
Transport	(2,681,574)	(3,018,197)
Economic Services	(1,397,341)	(811,806)
Other Property and Services	(183,066)	(296,101)
	(11,439,620)	(9,689,267)
<i>Change in net assets resulting from operations Gain/(Reduction)</i>	(996,810)	1,228,413



**SHIRE OF YORK
STATEMENT OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDED 31 MAY 2022**

CURRENT ASSETS	YTD AUDITED ACTUAL 30/06/2021	YTD ACTUAL 31/05/2022
Cash and cash equivalents	4,359,858	5,543,385
- Investments Reserves	2,658,820	2,670,273
Sundry Debtors	912,201	970,933
Sundry Debtors General	31,053	57,118
Stock on Hand	34,902	82,468
SUB-TOTAL	7,996,833	9,324,175
LESS CURRENT LIABILITIES		
Sundry Creditors	(1,705,643)	(259,660)
Less Contract Liabilities	(556,588)	(495,088)
Loan Liability	(251,899)	533
Leave Provisions	(916,209)	(908,275)
	(3,430,340)	(1,662,490)
Net Current Assets	4,566,494	7,661,685
Add back Cash Backed Reserves	(2,658,820)	(2,670,273)
Add Back Current Loan Liability	251,899	(533)
Add Back Leave Reserve Balance	554,521	556,927
SUB-TOTAL	(1,852,400)	(2,113,879)
NET CURRENT ASSETS - SURPLUS/(DEFICIT)	2,714,094	5,547,805



**SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2022**

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

	Audited Actual 30/06/2021 \$	Actual 31/05/2022 \$
Current assets		
Cash and cash equivalents	4,359,858	5,543,385
Cash Backed Reserves	2,658,820	2,670,273
Rates and Sundry Debtors Outstanding	912,201	970,933
Other Debtors	31,053	57,118
Inventories/Stock	34,902	82,468
Total current assets	7,996,833	9,324,175
Non-current assets		
Trade and other receivables	124,589	124,589
Investment in LG House Trust	73,807	73,807
Property, plant and equipment	33,264,885	32,812,198
Infrastructure	104,247,781	102,835,271
Total non-current assets	137,711,061	135,845,864
Total assets	145,707,895	145,170,039
Current liabilities		
Trade and other payables	1,705,643	259,660
Provisions	916,209	908,275
Contract Liabilities (Unspent Tied funds)	556,588	495,088
Interest-bearing loans and borrowings	251,899	-533
Total current liabilities	3,430,340	1,662,490
Non-current liabilities		
Interest-bearing loans and borrowings	1,372,916	1,372,916
Provisions	118,062	118,062
Total non-current liabilities	1,490,977	1,490,977
Total liabilities	4,921,317	3,153,467
Net assets	140,786,578	142,016,572
Equity		
Accumulated surplus	33,881,563	33,205,661
Change in net assets resulting from operations	(266,196)	1,228,413
Asset revaluation reserve	104,512,391	104,512,391
Other reserves	2,658,820	3,070,108
Total equity	140,786,578	142,016,572



SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

	2021/22 ANNUAL BUDGET	2021/22 CURRENT BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 31/05/2022	VAR TO YTD BUDGET \$	VAR TO BUDGET %
OPERATING REVENUE						
General Purpose Funding	7,175,443	7,175,443	7,105,916	8,475,121	1,369,205	19%
Governance	2,720	2,720	2,453	39,559	37,106	1513%
Law, Order Public Safety	122,367	122,367	106,263	76,435	(29,828)	-28%
Health	22,800	22,800	22,126	26,609	4,483	20%
Education and Welfare	58,624	58,624	55,599	55,942	343	1%
Community Amenities	783,957	787,957	778,374	832,700	54,326	7%
Recreation and Culture	291,067	402,387	381,379	339,246	(42,133)	-11%
Transport	1,683,527	1,364,838	1,356,876	783,499	(573,377)	-42%
Economic Services	268,204	270,204	258,611	250,616	(7,995)	-3%
Other Property and Services	34,100	34,100	31,240	37,952	6,712	21%
	10,442,811	10,241,441	10,098,837	10,917,679	818,842	5%
LESS OPERATING EXPENDITURE						
General Purpose Funding	(757,496)	(610,996)	(570,356)	(258,348)	312,007	-55%
Governance	(954,074)	(1,086,837)	(954,237)	(797,626)	156,611	-16%
Law, Order, Public Safety	(498,588)	(499,589)	(459,394)	(398,742)	60,652	-13%
Health	(202,490)	(248,490)	(228,347)	(194,843)	33,504	-15%
Education and Welfare	(168,968)	(178,968)	(163,911)	(107,119)	56,792	-35%
Community Amenities	(1,298,764)	(1,319,764)	(1,209,602)	(895,185)	314,417	-26%
Recreation and Culture	(3,297,258)	(3,566,820)	(3,269,144)	(2,911,299)	357,845	-11%
Transport	(2,681,574)	(2,751,574)	(2,529,020)	(3,018,197)	(489,177)	19%
Economic Services	(1,397,341)	(1,357,342)	(1,271,440)	(811,806)	459,634	-36%
Other Property & Services	(183,066)	(8,067)	(15,154)	(295,737)	(280,583)	1852%
	(11,439,620)	(11,628,446)	(10,670,605)	(9,688,903)	981,702	-15%
Increase/(Decrease)	(996,810)	(1,387,005)	(571,768)	1,228,777	1,800,544	-223%



SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2022

	2021/22 ANNUAL BUDGET	2021/22 CURRENT BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 31/05/2022	VAR TO YTD BUDGET \$	VAR TO BUDGET %
ADD						
Principal Repayment Received - Loans	-	-	-	-	-	0%
(Profit)/Loss on sale of assets	248,950	248,950	248,950	(11,260)	(260,210)	0%
Movement in Contract Liabilities	-	-	-	-	-	0%
Net Change in LSL Reserve	-	-	-	2,406	-	0%
Accrued NC Leave Provisions	-	-	-	-	-	0%
Depreciation Written Back	2,585,950	2,518,950	2,308,911	2,700,538	391,627	0%
Rounding	3	4			-	0%
Total Non- Cash Items	2,834,903	2,767,904	2,557,861	2,691,685	131,418	-5%
Sub Total Operating	1,838,094	1,380,899	2,177,067	3,920,462	1,931,962	113%
LESS CAPITAL PROGRAMME						
Purchase Land & Buildings	(679,300)	(677,500)	(599,391)	(210,779)	388,612	-65%
Infrastructure Assets	(2,951,659)	(2,687,941)	(2,463,901)	(443,695)	2,020,206	-82%
Purchase Plant and Equipment	(1,106,000)	(1,086,250)	(996,486)	(180,269)	816,217	-82%
Purchase Furniture and Equipment	(121,710)	(152,785)	(151,588)	(122,066)	29,522	-19%
Repayment of Debt - Loan Principal	(251,899)	(251,899)	(230,879)	(252,432)	(21,553)	9%
Transfer to Reserves	(408,000)	(408,000)	(8,000)	(411,288)	(403,288)	0%
	(5,518,568)	(5,264,375)	(4,450,245)	(1,620,529)	2,829,716	-64%
LESS FUNDING FROM						
Reserves	535,000	535,000	-	400,556	400,556	-25%
Loans Raised	-	-	-	-	-	0%
Proceeds from Asset Sale	612,000	603,200	-	132,727	132,727	-78%
Opening Funds	2,433,474	2,714,094	2,433,474	2,714,094	280,620	12%
	3,580,474	3,852,294	2,433,474	3,247,378	813,904	-9%
ESTIMATED SURPLUS/(DEFICIT)	(100,000)	(31,182)	160,296	5,547,310	5,575,582	

**SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

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

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

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and

(b) budget estimates to the end of the month to which the statement relates; and

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

(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and

(e) the net current assets at the end of the month to which the statement relates.

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

OPERATING REVENUE	YTD BUDGET	YTD ACTUALS	VAR TO YTD BUDGET \$	VAR TO YTD BUDGET %
General Purpose Funding	\$7,105,916	\$8,475,121	\$1,369,205	19%
Financial Assistance grants received in advance for 22/23				
Governance	\$2,453	\$39,559	\$37,106	1513%
National Australia Day grant \$24k received not budgeted, Contribution Taxable Supplies \$4.9k higher than budgeted.				
Law, Order Public Safety	\$106,263	\$76,435	-\$29,828	-28%
Bushfire Risk Mitigation projected but not happened yet. ESL grant received \$4.3k short will balance by end of year and dog registration charges received \$1.4k higher.				
Health	\$22,126	\$26,609	\$4,483	20%
Trading Public Place charges were \$2.8k more and Septic Tank fee charge was more by \$1.3k				
Education and Welfare	\$55,599	\$55,942	\$343	1%
Within Variance threshold				
Community Amenities	\$778,374	\$832,700	\$54,326	7%
Within Variance threshold				
Recreation and Culture	\$381,379	\$339,246	-\$42,133	-11%
Within Variance threshold				
Transport	\$1,356,876	\$783,499	-\$573,377	-42%
Roads to recovery grant \$274k, LRCl grant \$591k, Footpath grant \$105k programs to happen yet. Timing issues with other grants. Commission Licensing Revenue was \$8k more.				
Economic Services	\$258,611	\$250,616	-\$7,995	-3%
Within Variance threshold.				
Other Property and Services	\$31,240	\$37,952	\$6,712	21%
Housing Rent income, ATO Reimbursements received more than expected.				
	\$10,098,837	\$10,917,679	\$818,842	8%

**SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

OPERATING EXPENDITURE	YTD BUDGET	YTD ACTUALS	VAR TO BUDGET	VAR TO BUDGET
General Purpose Funding	-\$570,356	-\$258,348	\$312,007	-55%
Rate Incentive, Valuation expenses are lower than ytd budget. Admin overhead allocations to fall within place over the year. Rates write off \$41k less and Rate debt recovery \$76k less.				
Governance	-\$954,237	-\$797,626	\$156,611	-16%
Public Relation \$18k, Election expenses \$4.7k, Conference and training expenses are \$10k less, Admin overheads \$194k are lower than budget. Fringe benefits expenses will fall in place by end of year. Few of the expenses may even out over the year and major had been reviewed at mid budget review.				
Law, Order, Public Safety	-\$459,394	-\$398,742	\$60,652	-13%
Fire control salaries are \$10.8k less, Fire control and fire break expenses less by \$11.9k and Community emergency services are \$10k less. Emergency storm \$4.3 more not projected and Bushfire risk mitigation project expenditure projected but not happened yet.				
Health	-\$228,347	-\$194,843	\$33,504	-15%
Within Variance threshold. EHO Vehicle trade not happened yet and health control expenses \$3k less.				
Education and Welfare	-\$163,911	-\$107,119	\$56,792	-35%
Early Childhood Hub expenses less by \$10.6k, garden maintenance \$6k less, Pioneer memorial \$4.5 less and education expenses short by \$3.1k. Admin overheads \$22k may even out over the year.				
Community Amenities	-\$1,209,602	-\$895,185	\$314,417	-26%
Planning salaries \$18k less, Recycling services \$25k less, Community plans \$6.6k less, other Community maintenance expenses are \$10.6k less. Waste collection and Bulk Rubbish Verge Collection invoices to even out.				
Recreation and Culture	-\$3,269,144	-\$2,911,299	\$357,845	-11%
Within Variance threshold.				
Transport	-\$2,529,020	-\$3,018,197	-\$489,177	19%
Road maintenance general \$336k is more which is the main variance in this program. Depreciation Expense will even out end of the year.				
Economic Services	-\$1,271,440	-\$811,806	\$459,634	-36%
Earthquake mitigation project and the economic development strategy are the main variance. Tourism and area promotion expenses will even out in coming months. Area promotion was \$53.4k less, Standpipes was \$41.6k less, Dial Implementation was \$23.4k less than budgeted.				
Other Property & Services	-\$15,154	-\$295,737	-\$280,583	1852%
PHO Vehicle sale, Public Works Overhead and Plant operations, sundry expenditure and housing maintenance expenses to fall within place in coming months.				
	-\$10,670,605	-\$9,688,903	\$981,702	-9%

**SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 31 MAY 2022**

CAPITAL PROGRAMME	YTD BUDGET	YTD ACTUALS	VAR TO BUDGET	VAR TO BUDGET
Purchase Land & Buildings	-\$599,391	-\$210,779	\$388,612	-65%
Swimming pool renewals not happened yet, Administration front counter not competed to date.				
Infrastructure Assets	-\$2,463,901	-\$443,695	\$2,020,206	-82%
Timing variance of the budgets with Road to recovery projects, Regional road group projects and LRCl projects.				
Purchase Plant and Equipment	-\$996,486	-\$180,269	\$816,217	-82%
Plant purchases reviewed at mid budget review and will fall in place in coming months.				
Purchase Furniture and Equipment	-\$151,588	-\$122,066	\$29,522	-19%
Altus payroll and records timing issue with the invoices.				
Repayment of Debt - Loan Principal	-\$230,879	-\$252,432	-\$21,553	9%
Within Variance threshold and timing issues which will fall in place in coming months.				
Transfer to Reserves	-\$8,000	-\$411,288	-\$403,288	5041%
Trails Project transferred to Recreation Reserve.				
	<u>-\$4,450,245</u>	<u>-\$1,620,529</u>	<u>\$2,829,716</u>	<u>-64%</u>
LESS FUNDING FROM				
Reserves	0.00	400556.00	\$400,556	0%
Within Variance threshold				
Loans Raised	0.00	0.00	\$0	0%
Within Variance threshold				
Proceeds from Asset Sale	0.00	132727.27	\$132,727	0%
Within Variance threshold				
Opening Funds	\$2,433,474	\$2,714,094	\$280,620	12%
Opening Funding balance finalised				
	<u>\$2,433,474</u>	<u>\$3,247,378</u>	<u>\$813,904</u>	<u>33%</u>



**YORK RECREATION AND CONVENTION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 31 MAY 2022**

	2021/22 ADOPTED BUDGET	2021/22 YTD BUDGET	2021/22 YTD ACTUAL 31/05/2022	% OF TOTAL BUDGET	MOVEMENT JUL-APR	2021/22 YTD ACTUAL 30/04/2022
REVENUES						
FORREST OVAL LIGHTS INCOME	0	660	730	0%	0	730
YRCC INCOME - HIRE	0	1,265	1,376	0%	0	1,376
YRCC INCOME - GYM	0	7,007	7,641	0%	0	7,641
YRCC INCOME - CONFERENCES	8,000	13,101	14,168	177%	0	14,168
YRCC INCOME - BAR	35,000	82,500	89,829	257%	0	89,829
YRCC INCOME - CAFE/RESTAURANT	38,000	64,163	69,918	184%	0	69,918
YRCC INCOME - CANTEEN	5,000	9,163	9,996	200%	0	9,996
YRCC INCOME - GREEN FEES - BOWLS	0	0	74	0%	0	74
YRCC INCOME - GREEN FEES - TENNIS	0	0	487	0%	0	487
	86,000	177,859	194,219	226%	0	194,219
COST OF SALES						
YRCC EXPENDITURE - GYM	(5,000)	(23,837)	(8,504)	170%	0	(8,504)
YRCC EXPENDITURE - CONFERENCES	(7,898)	(24,651)	(19,996)	253%	0	(19,996)
YRCC EXPENDITURE - BAR	(35,415)	(52,613)	(56,153)	159%	(11)	(56,142)
YRCC EXPENDITURE - CAFE/RESTAURANT	(38,704)	(99,627)	(108,057)	279%	0	(108,057)
YRCC EXPENDITURE - CANTEEN	(5,000)	(13,739)	(14,118)	282%	0	(14,118)
YRCC EXPENDITURE - BOWLS	(9,880)	(9,042)	(7,844)	79%	0	(7,844)
YRCC EXPENDITURE - TENNIS	(9,880)	(9,042)	(6,254)	63%	(951)	(5,304)
	(111,777)	(232,551)	(220,927)	198%	(962)	(219,965)
GROSS PROFIT	11,832	11,832	415,146	3509%	962	414,184
CENTRE COSTS						
FORREST OVAL CONVENTION CENTRE	(64,900)	(48,092)	(51,050)	79%	(636)	(50,414)
YRCC MARKETING & PROMOTIONS	(1,500)	(3,190)	(3,480)	232%	0	(3,480)
RECREATION - SALARIES	(183,490)	(108,614)	(113,273)	62%	0	(113,273)
RECREATION - SUPERANNUATION	(26,606)	(13,387)	(13,905)	52%	(233)	(13,672)
YRCC OPERATIONAL & MARKETING PLAN	(321,000)	(248,413)	(212,662)	66%	(54,441)	(158,220)
	(597,496)	(421,696)	(394,370)	66%	(55,311)	(339,060)
PROFIT/(LOSS)	(585,664)	(409,864)	20,776	-4%	56,272	75,125

Date: 08/06/2022
Time: 4:44:49PM

Shire of York
Creditors Payment Listing - May 2022

USER: Wendy Stringer
PAGE: 1

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT27750	04/05/2022 ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - APRIL 2022	1		1,255.93
INV CRS PMT	04/05/2022 ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - APRIL 2022	1	1,255.93	
EFT27751	04/05/2022 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - APRIL 2022	1		3,256.48
INV CRS PMT	04/05/2022 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - APRIL 2022	1	3,256.48	
EFT27752	04/05/2022 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - APRIL 2022	1		1,603.51
INV CRS PMT	04/05/2022 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - APRIL 2022	1	1,603.51	
EFT27753	04/05/2022 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - APRIL 2022	1		1,255.93
INV CRS PMT	04/05/2022 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - APRIL 2022	1	1,255.93	
EFT27754	04/05/2022 PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - APRIL 2022	1		1,255.93
INV CRS PMT	04/05/2022 PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - APRIL 2022	1	1,255.93	
EFT27755	04/05/2022 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - APRIL 2022	1		1,255.93
INV CRS PMT	04/05/2022 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - APRIL 2022	1	1,255.93	
EFT27756	04/05/2022 STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - APRIL 2022	1		1,255.93
INV CRS PMT	04/05/2022 STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - APRIL 2022	1	1,255.93	
EFT27757	04/05/2022 SYNERGY	ELECTRICITY	1		3,443.06
INV 785488350	31/03/2022 SYNERGY	ELECTRICITY 1/3/22-31/03/22 - POWERWATCH LIGHTING	1	1,052.17	
INV 254322430	13/04/2022 SYNERGY	ELECTRICITY 11/2/22-12/04/22 - DEPOT	1	1,114.29	
INV 335462800	13/04/2022 SYNERGY	ELECTRICITY 9/03/2 -12/04/22 - ADMIN, TOWN HALL & YVC	1	1,276.60	
EFT27758	09/05/2022 ALLWEST PLANT HIRE AUSTRALIA PTY LTD	GRADER HIRE 14/2/22-28/2/22 - VARIOUS SHIRE JOBS	1		5,344.88
INV 23902	28/02/2022 ALLWEST PLANT HIRE AUSTRALIA PTY LTD	GRADER HIRE 14/2/22-28/2/22 - VARIOUS SHIRE JOBS	1	5,344.88	
EFT27759	09/05/2022 AUSQ TRAINING	WORK SITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER TRAINING - 16-18/05/22 - 6 X STAFF	1		4,996.00
INV 7292	31/03/2022 AUSQ TRAINING	WORK SITE TRAFFIC MANAGEMENT AND TRAFFIC CONTROLLER TRAINING - 16-18/05/22 - 6 X STAFF	1	4,996.00	

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EFT27760	09/05/2022 AUSTRALIAN GROWN	21/22 STAFF UNIFORMS - YVC	1		472.51
INV SI36497	04/02/2022 AUSTRALIAN GROWN	21/22 STAFF UNIFORMS - YVC	1	472.51	
EFT27761	09/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES	1		129.50
INV 4	21/04/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 4	21/04/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 4	21/04/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 4	21/04/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 4	21/04/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
EFT27762	09/05/2022 AVON ARC TEST & TAG	TEST AND TAG 77 X FIRE EXTINGUISHER APPLIANCES	1		885.50
INV 2566	16/03/2022 AVON ARC TEST & TAG	TEST AND TAG 77 X FIRE EXTINGUISHER APPLIANCES	1	885.50	
EFT27763	09/05/2022 AVON VALLEY TYRE SERVICE	SUPPLY AND FIT 4 X TYRES - Y397	1		1,196.00
INV 0003339	01/03/2022 AVON VALLEY TYRE SERVICE	SUPPLY AND FIT 4 X TYRES - Y397	1	1,196.00	
EFT27764	09/05/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION	1		108,869.87
INV 00048615	11/02/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 11/2/22	1	12,678.47	
INV 00048638	25/02/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 25/2/22	1	23,370.81	
INV 00048879	11/03/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 11/3/22	1	12,902.33	
INV 00049162	25/03/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 25/3/22	1	23,670.63	
INV 00049625	08/04/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 8/4/22	1	12,587.89	
INV 00049641	22/04/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 22/4/22	1	23,659.74	
EFT27765	09/05/2022 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC MANAGEMENT FEES - MARCH 2022	1		29,942.64
INV B033860	05/03/2022 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC MANAGEMENT FEES - MARCH 2022	1	29,942.64	
EFT27766	09/05/2022 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT 21/22 - EXPERIENCE YORK (APRIL 2022)	1		990.00
INV 0162	13/04/2022 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT 21/22 - EXPERIENCE YORK (APRIL 2022)	1	990.00	
EFT27767	09/05/2022 BUSH CONTRACTING	SUMMARY OF CHARGES PLANT HIRE	1		2,992.00

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INV 6351	24/04/2022 BUSH CONTRACTING	SUPPLY 5 TONNE EXCAVATOR FOR 4 DAYS (APRIL 2022) - RTR PROJECT WATERFALL RD	1	2,200.00	
INV 6352	28/04/2022 BUSH CONTRACTING	FLOAT VIBRATING ROLLER FROM WATERFALL RD TO SHIRE OF YORK DEPOT 11/4/22 - RTR PROJECT WATERFALL RD	1	792.00	
EFT27768	09/05/2022 BUTLER SETTINERI (AUDIT) PTY LTD	PERFORM AUDIT OF CAPITAL PROJECTS 2018-2021 AND PROVIDE REPORT ON FINDINGS	1		3,850.00
INV 128632	22/04/2022 BUTLER SETTINERI (AUDIT) PTY LTD	PERFORM AUDIT OF CAPITAL PROJECTS 2018-2021 AND PROVIDE REPORT ON FINDINGS	1	3,850.00	
EFT27769	09/05/2022 CJD EQUIPMENT PTY LTD	SUPPLY NIPPLE - GRADER VOLVO G930 2012 Y130	1		100.51
INV 002406838	13/04/2022 CJD EQUIPMENT PTY LTD	SUPPLY NIPPLE - GRADER VOLVO G930 2012 Y130	1	100.51	
EFT27770	09/05/2022 DARRYS PLUMBING AND GAS	GRAVE EXCAVATION 4/3/22 CB236 - CEMETERY	1		297.00
INV 8739	30/03/2022 DARRYS PLUMBING AND GAS	GRAVE EXCAVATION 4/3/22 CB236 - CEMETERY	1	297.00	
EFT27771	09/05/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT	1		304.03
INV 4	21/04/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		304.03	
EFT27772	09/05/2022 DIANE DRURY	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	1		132.00
INV	22/04/2022 DIANE DRURY	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL	1	132.00	
EFT27773	09/05/2022 FOCUS NETWORKS	MICROSOFT OFFICE 365 ENTERPRISE E3	1		29.70
INV 9575	14/04/2022 FOCUS NETWORKS	MICROSOFT OFFICE 365 ENTERPRISE E3	1	29.70	
EFT27774	09/05/2022 FUEL DISTRIBUTORS	SUPPLY & DELIVER 5000L X DISTILLATE AND 1000L X UNLEADED FOR SHIRE DEPOT	1		11,381.18
INV 53102972	03/05/2022 FUEL DISTRIBUTORS	SUPPLY & DELIVER 5000L X DISTILLATE AND 1000L X UNLEADED FOR SHIRE DEPOT	1	11,381.18	
EFT27775	09/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES FOR DOGS	1		650.00
INV 2911	27/03/2022 HAWKE VIEW KENNELS	DOG SEIZED UNDER WARRANT IN-22/3/22 OUT-27/3/22	1	175.00	
INV 2913	02/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES FOR DOGS (DOG POUND) IN-2/4/22	1	75.00	
INV 2915	06/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES FOR DOGS (DOG POUND) IN-6/4/22	1	400.00	

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EFT27776	09/05/2022 IT VISION	CORPORATE SYSTEMS REPLACEMENT	1		34,470.61
INV 36409	31/12/2021 IT VISION	CORPORATE SYSTEMS REPLACEMENT RFQ 07-2021 - PURCHASE AND IMPLEMENT ALTUS ENTERPRISE CONTENT MANAGEMENT SYSTEM	1	32,769.00	
INV 36682	31/03/2022 IT VISION	CORPORATE SYSTEMS REPLACEMENT RFQ 07-2021 - IMPLEMENTATION SERVICES (TRAVEL EXPENSES) - ALTUS PAYROLL	1	1,701.61	
EFT27777	09/05/2022 ITR PACIFIC PTY LTD	SUPPLY AND DELIVER 20 X GRADER BLADES, 50 X BOLT PLOW & 50 X NUTS - GRADER Y205 & Y130	1		1,999.80
INV 508565	13/04/2022 ITR PACIFIC PTY LTD	SUPPLY AND DELIVER 20 X GRADER BLADES, 50 X BOLT PLOW & 50 X NUTS - GRADER Y205 & Y130	1	1,999.80	
EFT27778	09/05/2022 LANDGATE	CERTIFICATE OF TITLES	1		108.80
INV 1137448	01/11/2021 LANDGATE	CERTIFICATE OF TITLE - 48 CHRISTIE RETREAT, YORK - PLANNING APPLICATION AND CERTIFICATE OF TITLE FOR 6031 QUAIRADING-YORK RD, MT HARDEY (REQUEST # 61607583) - DEVELOPMENT APPLICATION	1	54.40	
INV 1175448	01/04/2022 LANDGATE	CERTIFICATE OF TITLE - LOT 102 & 103 (2) DINSDALE ST, YORK	1	54.40	
EFT27779	09/05/2022 MAL AUTOMOTIVES	SUPPLY TOW BAR SECTIONS - 1GTN498 UTILITY 2021 FORD RANGER	1		369.97
INV 27870	11/04/2022 MAL AUTOMOTIVES	SUPPLY TOW BAR SECTIONS - 1GTN498 UTILITY 2021 FORD RANGER	1	369.97	
EFT27780	09/05/2022 MANJIMUP MONOGRAMS	SUPPLY 3 X ZW760 SIZE 8 SAND COLOURED SHIRTS WITH THE WA RANGER LOGO - RANGER SERVICES	1		211.75
INV	11/04/2022 MANJIMUP MONOGRAMS	SUPPLY 3 X ZW760 SIZE 8 SAND COLOURED SHIRTS WITH THE WA RANGER LOGO - RANGER SERVICES	1	211.75	
EFT27781	09/05/2022 MARKET CREATIONS AGENCY PTY LTD	EDITS TO ANNUAL REPORT	1		264.00
INV IQ29-2	25/03/2022 MARKET CREATIONS AGENCY PTY LTD	EDITS TO ANNUAL REPORT	1	264.00	
EFT27782	09/05/2022 MORRIS PEST & WEED CONTROL	REINSPECT 8 X BRIDGES - TREATED FOR ACTIVE TERMITES	1		1,709.40
INV 1836	15/03/2022 MORRIS PEST & WEED CONTROL	REINSPECT 8 X BRIDGES - TREATED FOR ACTIVE TERMITES	1	1,709.40	
EFT27783	09/05/2022 NETLINK GROUP PTY LTD	MITEL SOFTWARE ASSURANCE TECHNICAL SUPPORT - ADMIN PHONE SYSTEM	1		1,137.95
INV 49644	03/02/2022 NETLINK GROUP PTY LTD	MITEL SOFTWARE ASSURANCE TECHNICAL SUPPORT - ADMIN PHONE SYSTEM	1	481.25	

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INV 49380	21/02/2022 NETLINK GROUP PTY LTD	MITEL SOFTWARE ASSURANCE TECHNICAL SUPPORT - ADMIN PHONE SYSTEM	1	656.70	
EFT27784	09/05/2022 NORTHAM CARPET COURT	SUPPLY & INSTALL 5MM VINYL PLANKS TO RANGERS OFFICE AT DEPOT	1		1,936.00
INV 146966	04/04/2022 NORTHAM CARPET COURT	SUPPLY & INSTALL 5MM VINYL PLANKS TO RANGERS OFFICE AT DEPOT	1	1,936.00	
EFT27785	09/05/2022 NUTRIEN AG SOLUTIONS	SUPPLIES	1		511.43
INV 906241781	14/01/2022 NUTRIEN AG SOLUTIONS	SUPPLY 2 X BOXES NITRILE HEAVY DISPOSABLE GLOVES XL 100PK - PARKS AND GARDEN OFFICER	1	65.93	
INV 906638195	28/03/2022 NUTRIEN AG SOLUTIONS	SUPPLY 15 X AGRI SUPLHATE OF AMMONIA 25KG - HOCKEY FIELDS AND FORREST OVAL	1	445.50	
EFT27786	09/05/2022 PETER BAILEY BUILDING SERVICES	INSTALL SHEET FLOORING - TOWN HALL KITCHEN UPGRADES	1		835.00
INV 12142	31/03/2022 PETER BAILEY BUILDING SERVICES	INSTALL SHEET FLOORING - TOWN HALL KITCHEN UPGRADES	1	835.00	
EFT27787	09/05/2022 PETTY CASH	PETTY CASH RECOUP	1		392.30
INV PETTY	13/04/2022 PETTY CASH	MUSEUM	1	119.70	
INV PETTY	13/04/2022 PETTY CASH	ADMIN	1	272.60	
EFT27788	09/05/2022 ROUS ELECTRICAL	RECONNECT DISHWASHER - TOWN HALL KITCHEN	1		143.00
INV 00003267	08/04/2022 ROUS ELECTRICAL	RECONNECT DISHWASHER - TOWN HALL KITCHEN	1	143.00	
EFT27789	09/05/2022 SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT - APRIL 2022	1		272.28
INV 20098376	01/04/2022 SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT - APRIL 2022	1	272.28	
EFT27790	09/05/2022 SHARLA SIMUNOV	REIMBURSEMENT FOR POLICE CLEARANCE AND MEDICAL - PLANNER	1		222.60
INV	13/04/2022 SHARLA SIMUNOV	REIMBURSEMENT FOR POLICE CLEARANCE AND MEDICAL - PLANNER	1	222.60	
EFT27791	09/05/2022 SHIRE OF BEVERLEY	REIMBURSEMENT - CESM RECOUP 1/1/22-31/3/22	1		5,570.88
INV 8301	13/04/2022 SHIRE OF BEVERLEY	REIMBURSEMENT - CESM RECOUP 1/1/22-31/3/22	1	5,570.88	
EFT27792	09/05/2022 SIMON ANGELO ZANI	SUPPLY OF 3292M ³ OF GRAVEL RTR PROJECT - WATERFALL RD	1		12,674.20
INV 14	04/04/2022 SIMON ANGELO ZANI	SUPPLY OF 3292M ³ OF GRAVEL RTR PROJECT - WATERFALL RD	1	12,674.20	
EFT27793	09/05/2022 THE WORKWEAR GROUP	21/22 STAFF UNIFORMS	1		381.25

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INV 13715952	05/01/2022 THE WORKWEAR GROUP	21/22 STAFF UNIFORMS	1	381.25	
EFT27794	09/05/2022 TOLL IPEC PTY LTD	FREIGHT - 23/3/22	1		194.81
INV 0465	27/03/2022 TOLL IPEC PTY LTD	FREIGHT - 23/3/22	1	194.81	
EFT27795	09/05/2022 VALLEY FORD/ NORTHAM HYUNDAI	SUPPLY 1 X SPARE KEY - 1GTN498 FORD RANGER	1		289.86
INV 1421832	12/04/2022 VALLEY FORD/ NORTHAM HYUNDAI	SUPPLY 1 X SPARE KEY - 1GTN498 FORD RANGER	1	289.86	
EFT27796	09/05/2022 VOICE OF THE AVON	90% OF YEAR 1 PAYMENT FOR 2021/22FY SPONSORSHIP - VOICE OF AVON AND SHIRE OF YORK MULTIYEAR AGREEMENT	1		2,970.00
INV 220405	08/04/2022 VOICE OF THE AVON	90% OF YEAR 1 PAYMENT FOR 2021/22FY SPONSORSHIP - VOICE OF AVON AND SHIRE OF YORK MULTIYEAR AGREEMENT	1	2,970.00	
EFT27797	09/05/2022 WESTWIDE WINDSCREENS	REPLACE WINDSCREENS	1		2,156.00
INV 2804	20/04/2022 WESTWIDE WINDSCREENS	REPLACE WINDSCREEN FORD EVEREST 1GXA712 - TO BE CLAIMED THROUGH INSURANCE	1	984.50	
INV 2803	20/04/2022 WESTWIDE WINDSCREENS	REPLACE WINDSCREEN FORD TRANSIT CUSTOM 1HJB866 - TO BE CLAIMED THROUGH INSURANCE	1	1,171.50	
EFT27798	09/05/2022 WINC.	SUPPLIES	1		567.42
INV	28/03/2022 WINC.	SUPPLY 20 X INSTANT ANTIBACTERIAL HAND SANITISER PUMP BOTTLE 500ML - COVID SAFETY	1	436.48	
INV	28/03/2022 WINC.	SUPPLY 12 X ANITBACTERIAL WET CAN WIPES - ADMIN	1	130.94	
EFT27799	09/05/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS – MARCH 2022	1		370.64
INV 641207214	31/03/2022 YORK & DISTRICT CO-OPERATIVE LTD	INTEREST CHARGES 31/3/22	1	0.38	
INV 641205928	01/04/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN, YVC, & DEPOT) - MARCH 2022	1	370.26	
EFT27800	09/05/2022 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES (DEPOT, ADMIN, YVC, YRCC & MUSEUM) - MARCH 2022	1		1,793.77
INV YSHIRE	31/03/2022 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES (DEPOT, ADMIN, YVC, YRCC & MUSEUM) - MARCH 2022	1	1,793.77	
EFT27801	13/05/2022 ANNE MICHELLE HARFFEY	REFUND CAT TRAP BOND #256814	2		89.00

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INV T1	26/04/2022 ANNE MICHELLE HARFFEY	REFUND CAT TRAP BOND #256814	2	89.00	
EFT27802	13/05/2022 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR APRIL 2022	2		679.25
INV T6	09/05/2022 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR APRIL 2022	2	679.25	
EFT27803	13/05/2022 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR APRIL 2022	2		321.75
INV T9	09/05/2022 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR APRIL 2022	2	321.75	
EFT27804	13/05/2022 DARIN STUART SHEPHERD	REFUND SWIPE CARD BOND # 170859 CARD RETURNED	2		50.00
INV T47	10/05/2022 DARIN STUART SHEPHERD	REFUND SWIPE CARD BOND # 170859 CARD RETURNED	2	50.00	
EFT27805	13/05/2022 GA & LD SAUNDERS	REFUND SWIPE CARD BOND # 166389 CARD RETURNED	2		50.00
INV T47	10/05/2022 GA & LD SAUNDERS	REFUND SWIPE CARD BOND # 166389 CARD RETURNED	2	50.00	
EFT27806	13/05/2022 GAVIN STEWART THORN	REFUND SWIPE CARD BOND # 166988	2		50.00
INV T47	27/04/2022 GAVIN STEWART THORN	REFUND SWIPE CARD BOND # 166988	2	50.00	
EFT27807	13/05/2022 GOODA JUDDER ABORIGINAL CORPORATION	SUMMARY OF KEY BONDS	2		550.00
INV T83	26/04/2022 GOODA JUDDER ABORIGINAL CORPORATION	TOWN HALL BOND REFUND #238220 EVENT CANCELLED	2	500.00	
INV T83	26/04/2022 GOODA JUDDER ABORIGINAL CORPORATION	KEY BOND REFUND #238220 EVENT CANCELLED	2	50.00	
EFT27808	13/05/2022 J & E TESTERINK	REFUND STANDPIPE CARD # 166416 CARD RETURNED	2		50.00
INV T47	10/05/2022 J & E TESTERINK	REFUND STANDPIPE CARD # 166416 CARD RETURNED	2	50.00	
EFT27809	13/05/2022 JOHN WILLIAM HOOPER	REFUND SWIPE CARD BOND # 167518 CARD RETURNED	2		50.00
INV T47	10/05/2022 JOHN WILLIAM HOOPER	REFUND SWIPE CARD BOND # 167518 CARD RETURNED	2	50.00	
EFT27810	13/05/2022 NUTRIEN AG SOLUTIONS	NUTRIEN AG REFUND BUS BOND #253735	2		200.00
INV T33	26/04/2022 NUTRIEN AG SOLUTIONS	NUTRIEN AG REFUND BUS BOND #253735	2	200.00	
EFT27811	13/05/2022 PREMIERE EVENTS	PREMIERE EVENTS MULTI BOND REFUND M/CYC FEST #256810	2		1,500.00
INV T83	26/04/2022 PREMIERE EVENTS	PREMIERE EVENTS MULTI BOND REFUND M/CYC FEST #256810	2	1,500.00	
EFT27812	13/05/2022 SHIRE OF YORK	SUMMARY OF REFUNDS	2		548.25
INV T47	26/04/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK SWIPECARD DAMAGED #203183	2	50.00	

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INV T47	26/04/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK CARD LOST #166371	2	50.00	
INV T47	27/04/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK CARD LOST # 238115	2	50.00	
INV T47	27/04/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK CARD 7672863 LOST # 230032	2	50.00	
INV T47	27/04/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK CARD 6450621 LOST # 166533	2	50.00	
INV T47	27/04/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK CARD 6436178 LOST # 179683	2	50.00	
INV T9	09/05/2022 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR APRIL 2022	2	8.25	
INV T6	09/05/2022 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR APRIL 2022	2	40.00	
INV T67	10/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK # 245682 TOG NOT RETURNED	2	50.00	
INV T67	10/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK TOG BOND #247922 NOT RETURNED	2	50.00	
INV T67	10/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK TOG BOND # 238797 NOT RETURNED	2	50.00	
INV T67	10/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK TOG BOND # 250506 NOT RETURNED	2	50.00	
EFT27813	13/05/2022 YORK JUNIOR FOOTBALL CLUB	YORK JUNIOR FOOTBALL CLUB REFUND KEY BOND # 241325 REALLOCATED #73421	2		100.00
INV T8	10/05/2022 YORK JUNIOR FOOTBALL CLUB	YORK JUNIOR FOOTBALL CLUB REFUND KEY BOND # 241325 REALLOCATED #73421	2	100.00	
EFT27814	13/05/2022 YORK SENIOR FOOTBALL CLUB	YORK SENIOR FOOTBALL CLUB REFUNDS	2		400.00
INV T83	27/04/2022 YORK SENIOR FOOTBALL CLUB	YORK SENIOR FOOTBALL CLUB REFUND BUILDING BOND #29360	2	200.00	
INV T83	27/04/2022 YORK SENIOR FOOTBALL CLUB	YORK SENIOR FOOTBALL REFUND KEYS #23649	2	200.00	
EFT27815	13/05/2022 ACCWEST PTY LTD	GENERAL ACCOUNTING ASSISTANCE - MARCH & APRIL 2022	1		2,431.00
INV 1065	29/04/2022 ACCWEST PTY LTD	GENERAL ACCOUNTING ASSISTANCE - MARCH & APRIL 2022	1	2,431.00	
EFT27816	13/05/2022 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC MANAGEMENT FEES - MAY 2022	1		29,942.64
INV B034128	02/05/2022 BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	YRCC MANAGEMENT FEES - MAY 2022	1	29,942.64	
EFT27817	13/05/2022 BLUE FORCE PTY LTD	SUMMARY OF ALARM MONITORING	1		141.48
INV 147665	02/05/2022 BLUE FORCE PTY LTD	ALARM MONITORING 1/5/22-31/7/22 - RESIDENCY MUSEUM	1	121.28	
INV 147709	02/05/2022 BLUE FORCE PTY LTD	ALARM MONITORING (MAY 2022) - YVC	1	20.20	
EFT27818	13/05/2022 BOC GASES	SUPPLY VARIOUS GAS & MONTHLY CONTAINER RENTAL 29/3/22-27/4/22	1		53.13
INV	28/04/2022 BOC GASES	SUPPLY VARIOUS GAS & MONTHLY CONTAINER RENTAL 29/3/22-27/4/22	1	53.13	

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EFT27819	13/05/2022 DOWN TO EARTH TRAINING & ASSESSING	PROVIDE RIIMPO324F CONDUCT CIVIL CONSTRUCTION GRADER OPERATIONS TRAINING ONSITE	1		5,031.75
INV 00035359	02/05/2022 DOWN TO EARTH TRAINING & ASSESSING	PROVIDE RIIMPO324F CONDUCT CIVIL CONSTRUCTION GRADER OPERATIONS TRAINING ONSITE	1	5,031.75	
EFT27820	13/05/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT – MANAGED AND HOSTED SERVICES – MAY 2022	1		8,869.58
INV	05/05/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - MANAGED PROACTIVE PC & SERVER SERVICES (MAY 2022)	1	4,625.50	
INV	06/05/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - HOSTED & RECOVERY SERVICES (MAY 2022)	1	4,244.08	
EFT27821	13/05/2022 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	SUBSCRIPTION RENEWAL - NAMS + ASSET MANAGEMENT 01/07/2022 TO 30/06/2023	1		727.65
INV	04/05/2022 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA	SUBSCRIPTION RENEWAL - NAMS + ASSET MANAGEMENT 01/07/2022 TO 30/06/2023	1	727.65	
EFT27822	13/05/2022 IT VISION	CORPORATE SYSTEMS REPLACEMENT RFQ 07-2021 - ALTUS PAYROLL IMPLEMENTATION SERVICES (REMAINING)	1		39,765.00
INV 36760	30/04/2022 IT VISION	CORPORATE SYSTEMS REPLACEMENT RFQ 07-2021 - ALTUS PAYROLL IMPLEMENTATION SERVICES (REMAINING)	1	39,765.00	
EFT27823	13/05/2022 IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE (APRIL 2022) - SWIMMING POOL	1		163.68
INV 6520902	30/04/2022 IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE (APRIL 2022) - SWIMMING POOL	1	163.68	
EFT27824	13/05/2022 MAL AUTOMOTIVES	VEHICLE SERVICES	1		1,506.25
INV 27514	12/01/2022 MAL AUTOMOTIVES	SUPPLY 20L DYNA TRANS MPV - GRADER VOLVO G930 2013 Y205	1	140.00	
INV 27683	23/02/2022 MAL AUTOMOTIVES	30,000KM SERVICE - 1 HEW489	1	434.95	
INV 27689	24/02/2022 MAL AUTOMOTIVES	5,000KM SERVICE OF HYUNDAI 130 - EHO VEHICLE 1GZB450	1	465.30	
INV 27949	03/05/2022 MAL AUTOMOTIVES	COMPLETE A FULL SERVICE 5000KMS - FUSO WATER Y8284	1	466.00	
EFT27825	13/05/2022 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES MATTER #47276	1		464.82
INV 124122	29/04/2022 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES MATTER #47276	1	464.82	
EFT27826	13/05/2022 OFFICEWORKS	OFFICE SUPPLIES	1		513.42
INV 600454486	27/04/2022 OFFICEWORKS	SUPPLY DISPLAY PORT TO HDMI CABLE ADAPTORS X 4 - ADMINISTRATION OFFICE	1	113.47	

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INV 600640774	06/05/2022 OFFICEWORKS	SUPPLY 2 X ACER 23.8" FHD MONITORS INCLUDING DELIVERY - PLANNING	1	399.95	
EFT27827	13/05/2022 QUALITY PUBLISHING AUSTRALIA	PURCHASE MAOS FOR RESALE STOCK - YVC	1		152.50
INV 00048571	08/04/2022 QUALITY PUBLISHING AUSTRALIA	PURCHASE MAOS FOR RESALE STOCK - YVC	1	152.50	
EFT27828	13/05/2022 ROUS ELECTRICAL	CHECK OVEN AND INSTALLATION	1		497.20
INV 00003276	02/05/2022 ROUS ELECTRICAL	CHECK OVEN NOT WORKING - 24 FORD ST	1	134.20	
INV 00003277	02/05/2022 ROUS ELECTRICAL	INSTALLATION OF NEW WESTINGHOUSE OVEN - 24 FORD ST	1	363.00	
EFT27829	13/05/2022 RURAL RANGER SERVICES	RANGER SERVICES 26-29/4/22	1		1,205.16
INV 2224	30/04/2022 RURAL RANGER SERVICES	RANGER SERVICES 26-29/4/22	1	1,205.16	
EFT27830	13/05/2022 SANOKIL	SANITARY WASTE DISPOSAL UNITS (MAY 2022)	1		272.28
INV 20100401	01/05/2022 SANOKIL	SANITARY WASTE DISPOSAL UNITS (MAY 2022)	1	272.28	
EFT27831	13/05/2022 SEEK LIMITED	ADVERTISING IN SEEK 4/5/22 - INFRASTRUCTURE AND DEVELOPMENT EXECUTIVE SUPPORT AND SAFETY OFFICER & RECORDS / ADMINISTRATION OFFICER	1		616.00
INV 98496445	04/05/2022 SEEK LIMITED	ADVERTISING IN SEEK 4/5/22 - INFRASTRUCTURE AND DEVELOPMENT EXECUTIVE SUPPORT AND SAFETY OFFICER & RECORDS / ADMINISTRATION OFFICER	1	616.00	
EFT27832	13/05/2022 SIGNARAMA MIDLAND CENTRAL	A4 MAGNETS 297X210 REFLECTIVE VEHICLE SIGNAGE	1		192.49
INV 4527	02/11/2021 SIGNARAMA MIDLAND CENTRAL	A4 MAGNETS 297X210 REFLECTIVE VEHICLE SIGNAGE	1	192.49	
EFT27833	13/05/2022 SPECIALE SMASH REPAIRS	EXCESS ON INSURANCE CLAIMS	1		600.00
INV 20549/2	24/03/2022 SPECIALE SMASH REPAIRS	EXCESS ON INSURANCE CLAIM - TIGUAN 1GZ1252	1	300.00	
INV 20647/2	04/05/2022 SPECIALE SMASH REPAIRS	EXCESS ON INSURANCE CLAIM - RANGER VEHICLE 1GRZ894	1	300.00	
EFT27834	13/05/2022 SUNNY SIGNS COMPANY PTY LTD	SUPPLY REMOVABLE PADLOCKABLE BOLLARD	1		328.35
INV 476925	22/04/2022 SUNNY SIGNS COMPANY PTY LTD	SUPPLY REMOVABLE PADLOCKABLE BOLLARD	1	328.35	
EFT27835	13/05/2022 SYNERGY	ELECTRICITY	1		10,940.91
INV 108761310	26/04/2022 SYNERGY	ELECTRICITY 21/4/22-26/4/22 - SWIMMING POOL	1	979.79	
INV 369981610	27/04/2022 SYNERGY	ELECTRICITY 24/2/22-27/4/22 - CANDICE BATEMAN PARK	1	250.17	
INV 522515390	27/04/2022 SYNERGY	ELECTRICITY 24/2/22-27/4/22 - AVON PARK	1	260.78	

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INV 512901920	27/04/2022 SYNERGY	ELECTRICITY 27/4/22-27/4/22 - FORREST OVAL BORE PUMP	1	118.06	
INV 573203950	28/04/2022 SYNERGY	ELECTRICITY 23/2/22-28/4/22 - RESIDENCY MUSEUM	1	428.32	
INV 314003710	28/04/2022 SYNERGY	ELECTRICITY 23/2/22-28/4/22 - CEMETERY	1	119.45	
INV 467568350	02/05/2022 SYNERGY	ELECTRICITY 1/4/22-2/5/22 - STREETLIGHTS	1	7,113.99	
INV 584238150	02/05/2022 SYNERGY	ELECTRICITY 2/5/22-2/5/25 - AVON PARK RETIC PUMP	1	122.90	
INV 785488350	02/05/2022 SYNERGY	ELECTRICITY 31/3/22-2/5/22 - STREETLIGHTS	1	1,026.18	
INV 696999050	03/05/2022 SYNERGY	ELECTRICITY 1/3/22-3/8/22 - PEACE PARK	1	242.18	
INV 240740670	03/05/2022 SYNERGY	ELECTRICITY 1/3/22-3/5/22 - OLD CONVENT SCHOOL	1	121.33	
INV 114094980	03/05/2022 SYNERGY	ELECTRICITY 1/3/22-3/5/22 - HOWICK ST TOILETS	1	157.76	
EFT27836	13/05/2022 T-QUIP	SUPPLIES	1		345.90
INV 110140#14	03/05/2022 T-QUIP	SUPPLY FUEL CAP - SWEEPER RIDE ON HAKO ARMADILLO DIESEL Y6742	1	73.60	
INV 110184#12	04/05/2022 T-QUIP	SUPPLY AND DELIVER BLADE BOLT KIT - MOWER 2020 GIANNI FERRARI TUBO2T FRONT DECK Y8204	1	272.30	
EFT27837	13/05/2022 TOLL IPEC PTY LTD	FREIGHT	1		1,777.11
INV 0320	15/06/2018 TOLL IPEC PTY LTD	FREIGHT 14/6/18	1	13.86	
INV 0353	08/03/2019 TOLL IPEC PTY LTD	FREIGHT 8/3/19	1	10.73	
INV 0354	15/03/2019 TOLL IPEC PTY LTD	FREIGHT 11/3/19	1	47.36	
INV 0355	22/03/2019 TOLL IPEC PTY LTD	FREIGHT 19-22/3/19	1	295.31	
INV 0356	29/03/2019 TOLL IPEC PTY LTD	FREIGHT 25-26/3/19	1	47.74	
INV 0358	12/04/2019 TOLL IPEC PTY LTD	FREIGHT 29/3/19 & 2-3/4/19	1	78.94	
INV 0427	07/03/2021 TOLL IPEC PTY LTD	FREIGHT 2-5/12/21	1	115.28	
INV 0432	25/04/2021 TOLL IPEC PTY LTD	FREIGHT 22-23/4/21	1	76.62	
INV 0433	02/05/2021 TOLL IPEC PTY LTD	FREIGHT 26/4/21	1	10.73	
INV 0434	09/05/2021 TOLL IPEC PTY LTD	FREIGHT 6/5/21	1	11.55	
INV 0435	16/05/2021 TOLL IPEC PTY LTD	FREIGHT 10/5/21	1	35.81	
INV 0431	18/05/2021 TOLL IPEC PTY LTD	FREIGHT 15-19/4/21	1	218.30	
INV 0436	23/05/2021 TOLL IPEC PTY LTD	FREIGHT 20/5/21	1	245.19	

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INV 0437	30/05/2021 TOLL IPEC PTY LTD	FREIGHT 25-27/5/21	1	32.23	
INV 0438	13/06/2021 TOLL IPEC PTY LTD	FREIGHT 8/6/21	1	53.13	
INV 0439	20/06/2021 TOLL IPEC PTY LTD	FREIGHT 3/6/21	1	33.50	
INV 0441	04/07/2021 TOLL IPEC PTY LTD	FREIGHT 22-24/6/21	1	56.60	
INV 0447	24/10/2021 TOLL IPEC PTY LTD	FREIGHT14-21/10/21	1	346.41	
INV 0451	28/11/2021 TOLL IPEC PTY LTD	FREIGHT 18-25/11/21	1	47.82	
EFT27838	13/05/2022 VOCUS COMMUNICATIONS	INTERNET SERVICES - MAY 2022	1		856.90
INV P857374	01/05/2022 VOCUS COMMUNICATIONS	INTERNET SERVICES - MAY 2022	1	856.90	
EFT27839	13/05/2022 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT (MAY 2022) - SHIRE ADMINISTRATION	1		70.62
INV	01/05/2022 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT (MAY 2022) - SHIRE ADMINISTRATION	1	70.62	
EFT27840	13/05/2022 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPY CHARGES 6/4/21-2/5/22 - ADMIN	1		416.81
INV 213837	02/05/2022 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPY CHARGES 6/4/21-2/5/22 - ADMIN	1	416.81	
EFT27841	13/05/2022 YORK & DISTRICTS COMMUNITY MATTERS	MONTHLY COMMUNITY UPDATE PAGE - MAY 2022	1		1,574.00
INV 2632	30/04/2022 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	1,574.00	
EFT27842	13/05/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL – ISI(ISOBEL) CAMERON (YVC INFO OFFICER)	1		148.50
INV 207487	03/05/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL – ISI(ISOBEL) CAMERON (YVC INFO OFFICER)	1	148.50	
EFT27843	13/05/2022 YORK NEWSAGENCY	STATIONERY SUPPLIES - APRIL 2022	1		62.84
INV 44390	03/05/2022 YORK NEWSAGENCY	STATIONERY SUPPLIES - APRIL 2022	1	62.84	
EFT27844	19/05/2022 ANNEKE BIRLESON	REIMBURSEMENT 21/22 STAFF UNIFORM ALLOWANCE - 1 X HIGH VIS JACKET	1		109.95
INV	06/05/2022 ANNEKE BIRLESON	REIMBURSEMENT 21/22 STAFF UNIFORM ALLOWANCE - 1 X HIGH VIS JACKET	1	109.95	
EFT27845	19/05/2022 ASB MARKETING	21/22 STAFF UNIFORM	1		1,073.66
INV 237871	21/04/2022 ASB MARKETING	21/22 STAFF UNIFORM	1	1,073.66	
EFT27846	19/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES	1		259.00
INV 7	05/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 7	05/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	

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INV 7	05/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 7	05/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 7	05/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 9	19/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 9	19/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 9	19/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 9	19/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
INV 9	19/05/2022 AUSTRALIAN SERVICES UNION	UNION FEES		25.90	
EFT27847	19/05/2022 AUSTRALIAN TAXATION OFFICE	BAS - APRIL 22	1		38,226.00
INV BAS - APRIL	19/05/2022 AUSTRALIAN TAXATION OFFICE	BAS - APRIL 22	1	38,226.00	
EFT27848	19/05/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT	1		608.06
INV 7	05/05/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		304.03	
INV 9	19/05/2022 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		304.03	
EFT27849	19/05/2022 ESERALDA HARMER	REIMBURSEMENT FOR 21/22 UNIFORM ALLOWANCE - PURCHASE OF CLOTHING	1		550.00
INV 21/22	02/05/2022 ESERALDA HARMER	REIMBURSEMENT FOR 21/22 UNIFORM ALLOWANCE - PURCHASE OF CLOTHING	1	550.00	
EFT27850	19/05/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - HOSTED & RECOVERY SERVICES (APRIL 2022)	1		4,252.88
INV	08/04/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - HOSTED & RECOVERY SERVICES (APRIL 2022)	1	4,252.88	
EFT27851	19/05/2022 NETLINK GROUP PTY LTD	PHONE DIVERSION SUPPORT - YRCC TO MOBILE PHONE - MAY 2022	1		90.75
INV 50813	04/05/2022 NETLINK GROUP PTY LTD	PHONE DIVERSION SUPPORT - YRCC TO MOBILE PHONE - MAY 2022	1	90.75	
EFT27852	19/05/2022 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - APRIL 2022	1		1,702.59
INV	19/04/2022 PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - APRIL 2022	1	1,702.59	
EFT27853	19/05/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS - APRIL 22	1		296.95
INV 641207214	30/04/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (RESIDENCY MUSEUM) - APRIL 2022	1	41.40	

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INV 641205928	30/04/2022 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN, YVC, & DEPOT) - APRIL 22	1	255.55	
EFT27854	19/05/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL – SANDRA NARKLE (CLEANER)	1		148.50
INV 206676	12/04/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL – SANDRA NARKLE (CLEANER)	1	148.50	
EFT27855	19/05/2022 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES (DEPOT, ADMIN, YVC, YRCC & MUSEUM) - APRIL 2022	1		588.44
INV YSHIRE	31/03/2022 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES (DEPOT, ADMIN, YVC, YRCC & MUSEUM) - APRIL 2022	1	588.44	
EFT27856	19/05/2022 YORK SENIORS' MOBILITY GROUP	PAID IN ERROR TO JESS WALLCE FLOW FOR YOU - BOND REFUND STADIUM BOND #1044008 - YORK SENIORS MOBILITY GROUP	1		100.00
INV BOND	12/04/2022 YORK SENIORS' MOBILITY GROUP	PAID IN ERROR TO JESS WALLCE FLOW FOR YOU - BOND REFUND STADIUM BOND #1044008 - YORK SENIORS MOBILITY GROUP	1	100.00	
EFT27857	23/05/2022 AMA MEDICAL PRODUCTS	SUPPLY 2 X PACKETS SWANN MORTON NO.11 DISPOSABLE SCALPEL BLADES - MUSEUM	1		77.83
INV 4182759	08/12/2021 AMA MEDICAL PRODUCTS	SUPPLY 2 X PACKETS SWANN MORTON NO.11 DISPOSABLE SCALPEL BLADES - MUSEUM	1	77.83	
EFT27858	23/05/2022 AUSTRALIAN TAXATION OFFICE	FRINGE BENEFIT TAX RETURN 2021/2022	1		21,098.58
INV SHIRE OF	23/05/2022 AUSTRALIAN TAXATION OFFICE	FRINGE BENEFIT TAX RETURN 2021/2022	1	21,098.58	
EFT27859	23/05/2022 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE - APRIL 2022	1		879.30
INV	03/05/2022 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE - APRIL 2022	1	879.30	
EFT27860	23/05/2022 KRISTY MARIE LIVINGSTONE	21/22 UNIFORM ALLOWANCE FOR UNIFORMS PURCHASED AND REIMBURSEMENT FOR FUEL PURCHASED FOR MAZDA 3 -1HIF924	1		497.32
INV	23/05/2022 KRISTY MARIE LIVINGSTONE	21/22 UNIFORM ALLOWANCE FOR UNIFORMS PURCHASED AND REIMBURSEMENT FOR FUEL PURCHASED FOR MAZDA 3 -1HIF924	1	497.32	
EFT27861	23/05/2022 SPECIALISED TREE SERVICE	TREE TRIMMING AND PRUNING SERVICES	1		13,021.10
INV 3853	18/05/2022 SPECIALISED TREE SERVICE	TRIM AND PRUNE EUCALYPTUS VERGE TREE - 35 CARDWELL ST YORK	1	1,000.00	

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INV 3852	18/05/2022 SPECIALISED TREE SERVICE	3A AND 3B BROOK ST PROPERTY LINE AND UNDERPRUNING AT BOTH LOCATIONS. MOBILISE EQUIPMENT TO SITE. CARRY OUT ALL PRE-TEST AND SAFETY START CHECKS ON ALL EQUIPMENT. COMPLETE JOB SITE HAZARD AND ENVIRONMENTAL ASSESSMENTS. SAFELY CARRY OUT WORKS. ALL MATERIALS REMOVED FROM SITE	1	2,200.00	
INV 3851	18/05/2022 SPECIALISED TREE SERVICE	COMPLETE VARIOUS TREE TRIMMING FOR THE 90 DAY REQUEST FROM WESTERN POWER	1	9,821.10	
EFT27862	30/05/2022 LASER CORPS COMBAT ADVENTURES	MOBILE LASER COMBAT ADVENTURE 4-5 JUNE 2022 – YORKIDS 2022 FESTIVAL	1		2,720.00
INV 22 0607B	19/05/2022 LASER CORPS COMBAT ADVENTURES	MOBILE LASER COMBAT ADVENTURE 4-5 JUNE 2022 - YORKIDS 2022 FESTIVAL	1	2,720.00	
EFT27863	30/05/2022 JAN LYNETTE BATEMAN	GYM TOG REFUND # 248067	2		50.00
INV T67	18/05/2022 JAN LYNETTE BATEMAN	GYM TOG REFUND # 248067	2	50.00	
EFT27864	30/05/2022 JOE WILDING	REFUND GYM FOB # 248629	2		50.00
INV T67	18/05/2022 JOE WILDING	REFUND GYM FOB # 248629	2	50.00	
EFT27865	30/05/2022 KRISTINE JOY OLSSON	GYM TOG REFUND # 254077	2		100.00
INV T67	18/05/2022 KRISTINE JOY OLSSON	GYM TOG REFUND # 254077	2	50.00	
INV T67	18/05/2022 KRISTINE JOY OLSSON	GYM TOG REFUND # 254077	2	50.00	
EFT27866	30/05/2022 PHILLIP NORTON	REFUND KERB BOND - LOT 106 (6) RADNOR RD, YORK PD ON 31/05/21, REC #250445	2		500.00
INV T4	23/05/2022 PHILLIP NORTON	REFUND KERB BOND - LOT 106 (6) RADNOR RD, YORK PD ON 31/05/21, REC #250445	2	500.00	
EFT27867	30/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK SWIPECARD BOND REFUNDS	2		150.00
INV T47	18/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK SWIPECARD BOND CARD LOST #172517	2	50.00	
INV T47	18/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK STANDPIPE CARD BOND CARD LOST #201679	2	50.00	
INV T47	18/05/2022 SHIRE OF YORK	RETAINED BY THE SHIRE OF YORK LOST STANDPIPE CARD #191210	2	50.00	
EFT27868	31/05/2022 ARCHIVAL SURVIVAL	ARCHIVAL COPY PAPER INCLUDING FREIGHT	1		145.48
INV 00060099	16/05/2022 ARCHIVAL SURVIVAL	ARCHIVAL COPY PAPER INCLUDING FREIGHT	1	145.48	
EFT27869	31/05/2022 ASB MARKETING	21/22 STAFF UNIFORMS	1		2,539.02
INV 237179	01/03/2022 ASB MARKETING	21/22 STAFF UNIFORM	1	410.19	
INV 238050	11/05/2022 ASB MARKETING	21/22 STAFF UNIFORMS	1	1,909.93	

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INV 238179	24/05/2022 ASB MARKETING	21/22 STAFF UNIFORMS	1	218.90	
EFT27870	31/05/2022 ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - MAY 2022	1		1,298.55
INV CRS PMT	31/05/2022 ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - MAY 2022	1	1,298.55	
EFT27871	31/05/2022 AUSTRALIA DAY COUNCIL OF SA INC	CITIZENSHIP CEREMONY GIFTS	1		126.05
INV 1357	18/05/2022 AUSTRALIA DAY COUNCIL OF SA INC	CITIZENSHIP CEREMONY GIFTS	1	126.05	
EFT27872	31/05/2022 AVON EXPRESS	FREIGHT 4/2/22 FOR PREPRINTED LETTERHEAD DELIVERY	1		77.00
INV AE8891	04/02/2022 AVON EXPRESS	FREIGHT 4/2/22 FOR PREPRINTED LETTERHEAD DELIVERY	1	77.00	
EFT27873	31/05/2022 AVON VALLEY AG	SUPPLY FLOAT AND VALVE	1		62.68
INV YI18001	29/04/2022 AVON VALLEY AG	SUPPLY FLOAT AND VALVE	1	62.68	
EFT27874	31/05/2022 AVON VALLEY TYRE SERVICE	TYRE SERVICE AND SUPPLIES	1		757.00
INV	18/05/2022 AVON VALLEY TYRE SERVICE	GRADER TYRE REPAIRS - Y205 & Y130	1	242.00	
INV	26/05/2022 AVON VALLEY TYRE SERVICE	SUPPY AND FIT TYRE FOR FUSO WATER TRUCK	1	515.00	
EFT27875	31/05/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION 6/5/22	1		12,600.33
INV 00050079	06/05/2022 AVON WASTE	RUBBISH/ RECYCLING COLLECTION 6/5/22	1	12,600.33	
EFT27876	31/05/2022 BLING DESIGN	2022 YORKIDS PROGRAMS AND WEB ASSET UPDATES, FLYER PRINTING AND DELIVERY	1		750.00
INV 1892	19/05/2022 BLING DESIGN	2022 YORKIDS PROGRAMS AND WEB ASSET UPDATES, FLYER PRINTING AND DELIVERY	1	750.00	
EFT27877	31/05/2022 BRITTANY MOORE - WITH, B	SOCIAL MEDIA MANAGEMENT 21/22 - EXPERIENCE YORK (MAY 2022)	1		990.00
INV 0166	13/05/2022 BRITTANY MOORE - WITH, B	SOCIAL MEDIA MANAGEMENT 21/22 - EXPERIENCE YORK (MAY 2022)	1	990.00	
EFT27878	31/05/2022 BUGGY BUDDYS	2022 YORKIDS WEBSITE, ONLINE AND SOCIAL PLATFORM ADVERTISING	1		990.00
INV 6221	19/05/2022 BUGGY BUDDYS	2022 YORKIDS WEBSITE, ONLINE AND SOCIAL PLATFORM ADVERTISING	1	990.00	
EFT27879	31/05/2022 BUSH CONTRACTING	SUPPLY 1 X 3 TONNE EXCAVATOR FOR ROAD WORK ON TALBOT RD	1		550.00
INV 6353	15/05/2022 BUSH CONTRACTING	SUPPLY 1 X 3 TONNE EXCAVATOR FOR ROAD WORK ON TALBOT RD	1	550.00	

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EFT27880	31/05/2022 CEMETERIES & CREMATORIA ASSOCIATION OF WA	CCAWA - AGM & SEMINAR 31/03/2022 - 01/04/2022 LAURA APPLETON REGISTRATION	1		155.00
INV 1328	31/03/2022 CEMETERIES & CREMATORIA ASSOCIATION OF WA	CCAWA - AGM & SEMINAR 31/03/2022 - 01/04/2022 LAURA APPLETON REGISTRATION	1	155.00	
EFT27881	31/05/2022 COMMON GROUND TRAILS	PROGRESS CLAIM 5 - TRAILS CONCEPT PLAN CONSULTANCY SERVICES RFQ 12-2021	1		3,080.00
INV 18680	31/01/2022 COMMON GROUND TRAILS	PROGRESS CLAIM 5 - TRAILS CONCEPT PLAN CONSULTANCY SERVICES RFQ 12-2021	1	3,080.00	
EFT27882	31/05/2022 CS LEGAL	DEBT RECOVERY SERVICES	1		330.00
INV 030969	29/04/2022 CS LEGAL	DEBT RECOVERY SERVICES	1	220.00	
INV 030970	29/04/2022 CS LEGAL	DEBT RECOVERY SERVICES	1	110.00	
EFT27883	31/05/2022 DARRYS PLUMBING AND GAS	GRAVE EXCAVATION AND PLUMBING SERVICES	1		1,273.25
INV 8767	29/04/2022 DARRYS PLUMBING AND GAS	HIRE BACKHOE - GRAVE DIG	1	445.50	
INV 8789	16/05/2022 DARRYS PLUMBING AND GAS	CEMETERY REPAIR AND FIX BLOCKED TOILET SYSTEM	1	110.00	
INV 8790	16/05/2022 DARRYS PLUMBING AND GAS	CEMETERY DIG GRAVES X2	1	717.75	
EFT27884	31/05/2022 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - MAY 2022	1		3,365.78
INV CRS PMT	31/05/2022 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - MAY 2022	1	3,365.78	
EFT27885	31/05/2022 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - MAY 2022	1		1,657.71
INV CRS PMT	31/05/2022 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - MAY 2022	1	1,657.71	
EFT27886	31/05/2022 DESTINATION PERTH	DESTINATION PERTH SILVER MEMBERSHIP 2021/22FY - FOR AVON VALLEY MARKETING AND TOURISM PROMOTION	1		5,000.00
INV 8595	23/02/2022 DESTINATION PERTH	DESTINATION PERTH SILVER MEMBERSHIP 2021/22FY - FOR AVON VALLEY MARKETING AND TOURISM PROMOTION	1	5,000.00	
EFT27887	31/05/2022 ECHO1 PTY LTD	TONER FOR SMALL OFFICE PRINTERS	1		751.91
INV SI-175134	13/05/2022 ECHO1 PTY LTD	TONER FOR SMALL OFFICE PRINTERS	1	751.91	
EFT27888	31/05/2022 ERGOLINK	LIBRARY PUBLIC OPEN OPAC COMPUTER SUPPLY SIT STAND DESK	1		845.25
INV	16/05/2022 ERGOLINK	LIBRARY PUBLIC OPEN OPAC COMPUTER SUPPLY SIT STAND DESK	1	845.25	

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EFT27889	31/05/2022 EUROFINS PTY LTD	ENVIROMENTAL HEALTH ANALYTICAL EXPENSES 21/22 SOLID SAMPLE - ASBESTOS ABSENSE/PRESENCE	1		60.50
INV 694574	20/05/2022 EUROFINS PTY LTD	ENVIROMENTAL HEALTH ANALYTICAL EXPENSES 21/22 SOLID SAMPLE - ASBESTOS ABSENSE/PRESENCE	1	60.50	
EFT27890	31/05/2022 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANCY SERVICES - APRIL 2022	1		1,511.37
INV URP-4180	14/05/2022 EXURBAN RURAL & REGIONAL PLANNING	PLANNING CONSULTANCY SERVICES - APRIL 2022	1	1,511.37	
EFT27891	31/05/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT	1		1,038.40
INV 12458	28/04/2022 FOCUS NETWORKS	ANNUAL COMPUTER SUPPORT - MANAGED PROACTIVE PC & SERVER SERVICES APRIL 2022	1	462.00	
INV 9613G	13/05/2022 FOCUS NETWORKS	STANDARD SSL CERTIFICATE - DUO MULTIFACTOR AUTHENTICATION	1	363.00	
INV 9625G	25/05/2022 FOCUS NETWORKS	SUPPLY EATON UPS 700VA 420W - DEPOT	1	213.40	
EFT27892	31/05/2022 FORPARK AUSTRALIA	GWAMBYGINE PARK - CRITTER 2 SEATER FRAME REPLACEMENT	1		400.40
INV 50020	11/05/2022 FORPARK AUSTRALIA	GWAMBYGINE PARK - CRITTER 2 SEATER FRAME REPLACEMENT	1	400.40	
EFT27893	31/05/2022 FUNNY FARM FLOWERS	WREATH FOR YORK DISTRICT HIGH SCHOOL 2022 ANZAC DAY SERVICE	1		120.00
INV 342492	29/04/2022 FUNNY FARM FLOWERS	WREATH FOR YORK DISTRICT HIGH SCHOOL 2022 ANZAC DAY SERVICE	1	120.00	
EFT27894	31/05/2022 GATHER YORK	CATERING FOR COUNCIL DINNER - 24 MAY 2022 ORDINARY MEETING	1		250.00
INV 0159	19/05/2022 GATHER YORK	CATERING FOR COUNCIL DINNER - 24 MAY 2022 ORDINARY MEETING	1	250.00	
EFT27895	31/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES	1		3,850.00
INV 2914	11/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 3 X DOGS IN 5/4/22 OUT 10/4/22	1	450.00	
INV 2916	11/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 6/4/22 OUT 10/4/22	1	125.00	
INV 2912	11/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 1/4/22 OUT 11/4/22	1	275.00	
INV 2917	19/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 2 X DOGS IN 19/4/22 OUT 26/4/22	1	375.00	
INV 2920	28/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 28/4/22 OUT 5/5/22	1	200.00	
INV 2921	28/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 28/4/22 OUT 5/5/22	1	200.00	
INV 2924	28/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 28/4/22 OUT 9/5/22	1	300.00	
INV 2925	28/04/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 28/4/22 OUT 5/5/22	1	200.00	

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INV 2927	09/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 9/5/22 OUT 10/5/22	1	50.00	
INV 2928	13/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 11/5/22 OUT 13/5/22	1	75.00	
INV 2922	16/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 28/4/22 OUT 16/5/22	1	475.00	
INV 2929	16/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 16/5/22 OUT 20/5/22	1	100.00	
INV 2919	16/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 28/4/22 OUT 16/5/22	1	475.00	
INV 2923	18/05/2022 HAWKE VIEW KENNELS	IMPOUNDING FEES 1 X DOG IN 28/4/22 OUT 19/5/22	1	550.00	
EFT27896	31/05/2022 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER ESKOF050 PRATT 50LTR OIL & FUEL AUS SPILL KIT- WHITE BAG	1		373.36
INV 0892	18/05/2022 HERSEYS SAFETY PTY LTD	SUPPLY AND DELIVER ESKOF050 PRATT 50LTR OIL & FUEL AUS SPILL KIT- WHITE BAG	1	373.36	
EFT27897	31/05/2022 IMAGESOURCE DIGITAL SOLUTIONS	2022 YORKIDS FESTIVAL BOLLARDS WRAPS PRINTED PRODUCTION INCLUDING DELIVERY TO YORK	1		1,078.00
INV 462472	20/05/2022 IMAGESOURCE DIGITAL SOLUTIONS	2022 YORKIDS FESTIVAL BOLLARDS WRAPS PRINTED PRODUCTION INCLUDING DELIVERY TO YORK	1	1,078.00	
EFT27898	31/05/2022 IRIS CONSULTING GROUP PTY LTD	ONLINE COURSE ESENTENCING DISPOSAL AND ARCHIVING	1		240.00
INV 00002007	11/05/2022 IRIS CONSULTING GROUP PTY LTD	ONLINE COURSE ESENTENCING DISPOSAL AND ARCHIVING	1	240.00	
EFT27899	31/05/2022 IT VISION	RATES AND PROPERTY ESSENTIALS WA - 1 & 4 APRIL 2022 (ONLINE)	1		1,375.00
INV 36795	30/04/2022 IT VISION	RATES AND PROPERTY ESSENTIALS WA - 1 & 4 APRIL 2022 (ONLINE)	1	1,375.00	
EFT27900	31/05/2022 JASON SIGNMAKERS	SUPPLY GUIDEPOST PARK FLEXIBLE X 200	1		2,846.80
INV 228642	16/05/2022 JASON SIGNMAKERS	SUPPLY GUIDEPOST PARK FLEXIBLE X 200	1	2,846.80	
EFT27901	31/05/2022 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - MAY 2022	1		1,298.55
INV CRS PMT	31/05/2022 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - MAY 2022	1	1,298.55	
EFT27902	31/05/2022 KYLIE DEL FANTE - DEL BOTANICS	FLORA AND VEGETATION SURVEY ON RRG PROJECT YORK TAMMIN (GOLDFIELDS RD)	1		13,925.00
INV 12 APRIL	12/04/2022 KYLIE DEL FANTE - DEL BOTANICS	FLORA AND VEGETATION SURVEY ON RRG PROJECT YORK TAMMIN (GOLDFIELDS RD)	1	13,925.00	
EFT27903	31/05/2022 LANDGATE	GRV INTERIM VALUATIONS AND SEARCH REQUEST	1		286.85
INV 374202	27/04/2022 LANDGATE	GRV INTERIM VALUATIONS G2022/5 19/2/22-1/4/22	1	231.85	
INV 1183448	02/05/2022 LANDGATE	HISTORICAL SEARCH REQUEST - LOT 494 SECOND AVENUE YORK	1	55.00	

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EFT27904	31/05/2022 LUCINDAS EVERLASTINGS	PINK AND WHITE EVERLASTING PACKETS FOR RESALE INCLUDING DISPLAY BOX - YVC	1		220.00
INV 4342	06/03/2022 LUCINDAS EVERLASTINGS	PINK AND WHITE EVERLASTING PACKETS FOR RESALE INCLUDING DISPLAY BOX - YVC	1	220.00	
EFT27905	31/05/2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT	CEO ATTENDANCE AT ALGA 2022 NATIONAL GENERAL ASSEMBLY	1		1,389.00
INV NGA22983	18/05/2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT	CEO ATTENDANCE AT ALGA 2022 NATIONAL GENERAL ASSEMBLY	1	1,389.00	
EFT27906	31/05/2022 NODE1 INTERNET	MONTHLY INTERNET CONNECTION FEES (JUNE 22) - YRCC ALARM & GYM	1		89.00
INV N378127	06/05/2022 NODE1 INTERNET	MONTHLY INTERNET CONNECTION FEES (JUNE 22) - YRCC ALARM & GYM	1	89.00	
EFT27907	31/05/2022 OFFICEWORKS	OFFICE SUPPLIES	1		181.75
INV 600211955	08/04/2022 OFFICEWORKS	LOGITECH CORDED MOUSE X 5 - ADMINISTRATION	1	55.95	
INV 600764553	16/05/2022 OFFICEWORKS	LOGITECH Z120 2.00 SPEAKERS X 3 - ADMIN	1	125.80	
EFT27908	31/05/2022 PAINTER DECORATOR	REPAIR CRACKS, PAINT CEILING THROUGHOUT HOUSE & MASTER BEDROOM WALLS - 2 DINSDALE ST	1		3,410.00
INV 0580	23/05/2022 PAINTER DECORATOR	REPAIR CRACKS, PAINT CEILING THROUGHOUT HOUSE & MASTER BEDROOM WALLS - 2 DINSDALE ST	1	3,410.00	
EFT27909	31/05/2022 PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - MAY 2022	1		1,298.55
INV CRS PMT	31/05/2022 PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - MAY 2022	1	1,298.55	
EFT27910	31/05/2022 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - MAY 2022	1		1,298.55
INV CRS PMT	31/05/2022 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - MAY 2022	1	1,298.55	
EFT27911	31/05/2022 RURAL RANGER SERVICES	CONTRACT RANGER SERVICES 1/5/22-13/5/22 INCLUDING PURCHASE OF MICROCHIP SCANNER	1		2,476.89
INV 2229	15/05/2022 RURAL RANGER SERVICES	CONTRACT RANGER SERVICES 1/5/22-13/5/22 INCLUDING PURCHASE OF MICROCHIP SCANNER	1	2,476.89	
EFT27912	31/05/2022 SEEK LIMITED	RE-ADVERTISE FINANCE MANAGER POSITION 16/5/22	1		346.50
INV 98529610	16/05/2022 SEEK LIMITED	RE-ADVERTISE FINANCE MANAGER POSITION 16/5/22	1	346.50	
EFT27913	31/05/2022 SHIRE OF NORTHAM	TIPPING FEES - MARCH 2022	1		10,953.84
INV 26709	09/05/2022 SHIRE OF NORTHAM	TIPPING FEES - MARCH 2022	1	10,953.84	

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EFT27914	31/05/2022 SMITHS SHELL SERVICE	AUTOCUT MOWING HEADS X 4	1		252.40
INV 18223521	20/05/2022 SMITHS SHELL SERVICE	AUTOCUT MOWING HEADS X 4	1	252.40	
EFT27915	31/05/2022 ST JOHN AMBULANCE ASSOCIATION - YORK	FIRST AID TRAINING 30/11/21 FOR 10 X STAFF	1		1,770.00
INV	30/11/2021 ST JOHN AMBULANCE ASSOCIATION - YORK	FIRST AID TRAINING 30/11/21 FOR 10 X STAFF	1	1,770.00	
EFT27916	31/05/2022 STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - MAY 2022	1		1,298.55
INV CRS PMT	31/05/2022 STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - MAY 2022	1	1,298.55	
EFT27917	31/05/2022 T-QUIP	SUPPLY AND DELIVER BLADE KIT - MOWER 2020 GIANNI FERRARI TUBO2T FRONT DECK Y8204	1		712.25
INV 110134#5	03/05/2022 T-QUIP	SUPPLY AND DELIVER BLADE KIT - MOWER 2020 GIANNI FERRARI TUBO2T FRONT DECK Y8204	1	712.25	
EFT27918	31/05/2022 WESTWIDE AUTO ELECTRICS & AIR CONDITIONING	SUPPLY BATTERY - RANGER VEHICLE - 1GRZ894	1		275.00
INV 13427	22/04/2022 WESTWIDE AUTO ELECTRICS & AIR CONDITIONING	SUPPLY BATTERY - RANGER VEHICLE - 1GRZ894	1	275.00	
EFT27919	31/05/2022 YORK AUTO ELECTRICS	AUTO ELECTRIC SERVICES	1		2,581.70
INV 17637	14/03/2022 YORK AUTO ELECTRICS	TRUCK HINO 2008 Y3777 SUPPLY AND FIT X1 STEREO	1	376.20	
INV 17655	16/03/2022 YORK AUTO ELECTRICS	GRADER VOLVO G930 2013 Y205 SUPPLY X2 BATTERIES	1	484.00	
INV 17847	29/04/2022 YORK AUTO ELECTRICS	SUPPLY AND INSTALL X1 CEL-FI AND AERIAL - FORD RANGER P175	1	1,287.00	
INV 17896	11/05/2022 YORK AUTO ELECTRICS	REPLACEMENT TWO-WAY RADIO - TRUCK HINO Y1660	1	434.50	
EFT27920	31/05/2022 YORK EMBROIDERY	EMBROIDERY OF WORK UNIFORMS INCLUDING DIGITISING OF LOGO - RANGER	1		51.70
INV 1100	08/05/2022 YORK EMBROIDERY	EMBROIDERY OF WORK UNIFORMS INCLUDING DIGITISING OF LOGO - RANGER	1	51.70	
EFT27921	31/05/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL – WORKS CO-ORDINATOR STEPHEN AGETT	1		148.50
INV 208399	20/05/2022 YORK GENERAL PRACTICE	PRE-EMPLOYMENT MEDICAL – WORKS CO-ORDINATOR STEPHEN AGETT	1	148.50	
DD15718.1	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES	1		45,904.70
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 2/02/22-7/02/22 - 17 FORBES ST	1	228.25	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22- 5/04/22 - OLD CEMETERY	1	1,369.96	

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INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 28/01/22- 4/04/22 - BALLADONG GARDENS	1	100.97	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 28/01/22-5/04/22 - RV DUMP POINT	1	245.61	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22- 6/04/22 - WAR MEMORIAL GARDENS	1	1,107.97	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22-6/04/22 - DEPOT	1	709.47	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22-6/04/22 - 47 BARKER ST (OLD SKATE PARK)	1	5.46	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 1/03/22-30/04/22 - 26 BARKER ST (RADIO STATION)	1	44.95	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22-6/04/22 - TOWN HALL, ADMIN & YVC	1	550.31	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22-6/04/22 - 5 JOAQUINA ST (OLD INFANT HEALTH)	1	48.17	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 1/02/22-6/04/22 - HOWICK ST TOILETS & JOHANNA WHITELY PARK	1	750.48	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22-6/04/22 - 25 SOUTH ST (PEACE PARK)	1	1,926.67	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22-6/04/22 - 27 SOUTH ST (OLD CONVENT SCHOOL)	1	119.62	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22- 6/04/22 - 51 SOUTH ST (SHOWGROUNDS)	1	50.90	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 31/01/22-6/04/22 - FORREST OVAL TANK	1	24,556.94	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 2/02/22-6/04/22 - YORK SWIMMING POOL	1	4,996.38	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 1/03/22-30/04/22 - 38 FRASER ST (W NUNN)	1	44.95	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 1/03/22-30/04/22 - 24 FORD ST (G HEATON)	1	43.48	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 25/01/22-4/04/22 - 1 NORTHAM RD (LINCOLN ST STANDPIPE)	1	79.14	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 1/02/22-7/04/22 - CENT UNITS	1	863.68	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 1/02/22- 6/04/22 - GREY ST ARBORETUM	1	185.57	
INV	02/05/2022 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/03/22-30/04/22 - 75 OSNABURG RD	1	44.95	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 28/01/2-4/04/22 - AVON PARK AND AVON PARK TOILETS	1	7,175.86	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 27/01/22-4/04/22 - CEMETERY	1	226.51	
INV	02/05/2022 WATER CORPORATION OF WA	WATER CHARGES 28/01/22-5/04/22 - RESIDENCY MUSEUM	1	428.45	
DD15721.1	04/05/2022 TELSTRA	SHIRE PHONES 25/3/22-24/4/22	1		783.79
INV	04/05/2022 TELSTRA	SHIRE PHONES 25/3/22-24/4/22	1	783.79	
DD15729.1	08/05/2022 WATER CORPORATION OF WA	WATER CHARGES	1		89.90
INV 907884305	08/05/2022 WATER CORPORATION OF WA	WATER CHARGES 1/3/22-7/4/22 - 2 DINSDALE ST	1	44.95	

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INV	08/05/2022	WATER CORPORATION OF WA	WATER CHARGES 1/3/22-30/4/22 - 51 ROE ST	1	44.95	
DD15745.1	02/05/2022	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 02 MAY 2022	1		232.16
INV	02/05/2022	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 02 MAY 2022	1	232.16	
DD15745.2	03/05/2022	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 02 MAY 2022	1		22,888.77
INV	03/05/2022	PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 02 MAY 2022	1	22,888.77	
DD15764.1	02/05/2022	TELSTRA	SHIRE PHONES 25/4/22-24/5/22	1		323.69
INV	02/05/2022	TELSTRA	SHIRE PHONES 25/4/22-24/5/22	1	323.69	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	619,645.05
2	TRUST FUND BANK	5,488.25
TOTAL		625,133.30



SHIRE OF YORK
BUSINESS CARD SUMMARY
April 2022

BUSINESS CARD 2 – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

Total purchases April 2022 \$ 779.00

- 3.4.22 Novotel Vines Resort – Accommodation 1 x night 31/3/22
 AGM & Seminar CCAWA - Laura Appleton
- 9.4.22 IKEA – online purchases of York Visitor Centre display cabinets and accessories
- 29.4.22 Card fee

www.bendigobank.com.au



Business Credit Card



009670

 SHIRE OF YORK
 PO BOX 22
 YORK WA 6302

Your details at a glance

BSB number
Account number
 Customer number
 Account title SHIRE OF YORK SHIRE OF YORK

Account summary

Statement period 1 Apr 2022 - 30 Apr 2022
 Statement number 167
 Opening balance on 1 Apr 2022 \$1,448.18
 Payments & credits \$1,448.18
 Withdrawals & debits \$775.00
 Interest charges & fees \$4.00
Closing Balance on 30 Apr 2022 \$779.00

Account details

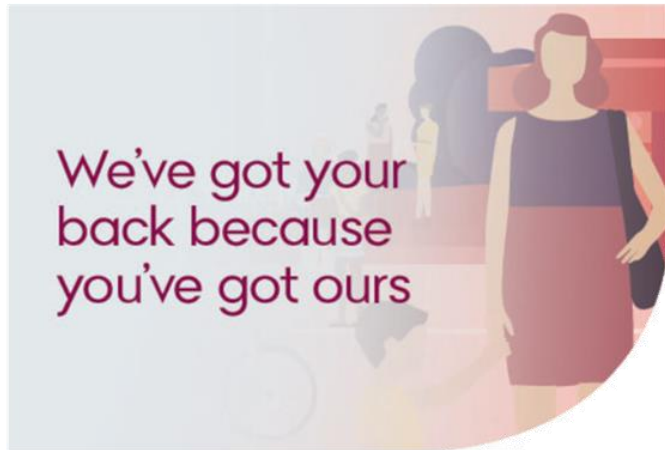
Credit limit \$5,000.00
 Available credit \$4,221.00
 Annual purchase rate 13.990%
 Annual cash advance rate 13.990%

Payment details

Minimum payment required \$23.37
Payment due 14 May 2022

Any questions?

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



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Business Credit Card

Minimum Payment Warning. If you make only the minimum payment each month, you will pay more interest and it will take you longer to pay off your balance.

If you make no additional charges using this card and each month you pay the minimum payment	You will pay off the Closing Balance shown on this statement in about 7 years and 5 months	And you will pay an estimated total of interest charges of \$374.50
If you make no additional charges using this card and each month you pay \$37.39	You will pay off the Closing Balance shown on this statement in about 2 years	And you will pay an estimated total of interest charges of \$118.36, a saving of \$256.14

Having trouble making payments?

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



Account number
 Statement period 01/04/2022 to 30/04/2022
 Statement number 167 (page 2 of 4)

Business Credit Card

Date	Transaction	Withdrawals	Payments	Balance
Opening balance				\$1,448.18
3 Apr 22	NOVOTEL VINES RESORT ,THE VINES AUS RETAIL PURCHASE 31/03 CARD NUMBER 552638XXXXXXXX214 1	199.00		1,647.18
9 Apr 22	IKEA PTY LTD, TEMPE AUS RETAIL PURCHASE 08/04 CARD NUMBER 552638XXXXXXXX214 1	576.00		2,223.18
14 Apr 22	PERIODIC TFR 00130741741201 00000000000		1,448.18	775.00
29 Apr 22	CARD FEE 1 @ \$4.00	4.00		779.00
Transaction totals / Closing balance		\$779.00	\$1,448.18	\$779.00

AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED FOR YOUR ACCOUNT.

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit bendigobank.com.au/mycard for all card related information. Business customers visit mybusinesscard.

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Date Paid ___ / ___ / ___ Amount \$ _____

Business Credit Card - Payment options



Pay in person: Visit any **Bendigo Bank** branch to make your payment.



Internet banking: Pay your credit card using ebanking 24 hours a day, 7 days a week.
www.bendigobank.com.au



Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.



Pay by post: Mail this slip with your cheque to -
**PO Box 480
 Bendigo VIC 3552.**
 If paying by cheque please complete the details below.



Bill code: 342949
Ref: 691046619

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



Business Credit Card

BSB number
Account number
 Customer name SHIRE OF YORK
 Minimum payment required \$23.37
 Closing Balance on 30 Apr 2022 \$779.00
Payment due 14 May 2022

Date	Payment amount
<input type="text"/>	<input type="text"/>

Drawer	Chq No	BSB	Account No	\$	¢
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

*Fees will apply for payments made using Bank@Post. Refer to Bendigo Bank Schedule of Fees & Charges and Transaction Account Rebates.

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Continued overleaf.



Account number

Statement period 01/04/2022 to 30/04/2022
 Statement number 167 (page 3 of 4)

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

Card Security

For information on how to securely use your card and account please visit bendigobank.com.au/mycard for all card related information. Business customers visit mybusinesscard.

Resolving Complaints

If you have a complaint, please contact us on 1300 361 911 to speak to a member of our staff. If the matter has not been resolved to your satisfaction, you can lodge a complaint with the Australian Financial Complaints Authority (AFCA). AFCA provides fair and independent financial services complaint resolution that is free to consumers. You can contact AFCA at:

Website: www.afca.org.au
 Telephone: 1800 931 678 (free call)
 Email: info@afca.org.au
 In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

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Making great things happen
 in your community.



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009670

 SHIRE OF YORK
 PO BOX 22
 YORK WA 6302

Card summary

Account number
Card number
Customer number
 Statement period 01/04/2022 to 30/04/2022
 Statement number 167 (page 4 of 4)

Any questions?

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

Business Credit Card *(continued)*

Date	Transaction	Withdrawals	Payments
3 Apr 22	NOVOTEL VINES RESORT ,THE VINES AUS	199.00	
9 Apr 22	IKEA PTY LTD, TEMPE AUS	576.00	
TOTALS		\$775.00	\$0.00

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.

The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
- If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
- Don't tell anyone your PIN, not even friends, family or a bank representative.
- Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
- Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.

Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit bendigobank.com.au/mycard for all card related information. Business customers visit mybusinesscard.

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

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SY062-06/22 INVESTMENTS - MAY 2022

File Number:	4.0453
Author:	Kristy Livingstone, Acting Finance Manager
Authoriser:	Alina Behan, Executive Manager Corporate & Community Services
Previously before Council:	Not applicable
Appendices:	1. Investment Register - May 2022 ↓

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative
Review

PURPOSE OF REPORT

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

BACKGROUND

Policy F4 - Investment requires Council to review the performance of its investments monthly. In accordance with the Policy, a report of investments is presented to Council to provide a summary of investments held by the Shire of York.

COMMENTS AND DETAILS

The Shire of York Investment Portfolio includes the following items that highlight Council's investment portfolio performance:

1. Council's Investments
2. Application of Investment Funds
3. Investment Performance

There were no maturing municipal deposits during the month of May 2022. Further details of the Shire's current term deposits and bank balances are presented in Appendix 1.

OPTIONS

Not applicable

IMPLICATIONS TO CONSIDER**Consultative**

Standard and Poor's Australia - Global ratings

Financial institutions

Strategic**Strategic Community Plan 2020-2030**

Goal 5: Strong Leadership and Governance

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

The Shire's public finances are sustainable in the short and long-term.

Policy Related

F4 Investment

Delegation DE3-2 Invest Money Held in Municipal and Trust Funds

Financial

Revenue from investments is a funding source for the Shire and assists in maintaining the value of reserve funds. Policies and procedures are in place to ensure appropriate, responsible and accountable measures protect the Shire's funds.

Legal and Statutory**Local Government Act 1995****"6.14. Power to invest**

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

Local Government (Financial Management) Regulations 1996**"19. Investments, control procedures for**

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

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

- (1) *In this regulation —*

authorised institution means —

 - (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
 - (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

foreign currency means a currency except the currency of Australia.
- (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
 - (a) *deposit with an institution except an authorised institution;*

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

Risk Related

Funds are invested with various financial institutions in accordance with the global credit framework outlined in the Shire's investment policy to reduce risk.

Workforce

Not applicable

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regards to Investments - May 2022, Council:

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



SHIRE OF YORK INVESTMENT PORTFOLIO

31 May 2022

Reference	Deposit Institution	S & P's	Investment Date	Maturity Date	Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity	
MUNICIPAL - Interest Bearing NCDs/TDs										
	National Australia Bank	AA-	Monday, 14 February 2022	Monday, 15 August 2022	182	500,311.65	6%	0.49%	501,532.79	1,221.14
	AMP Banking	BBB	Tuesday, 14 December 2021	Wednesday, 14 December 2022	365	500,000.00	6%	1.10%	505,500.00	5,500.00
MUNICIPAL - Interest Bearing NCDs/TDs						1,000,311.65	12%		1,007,032.79	6,721.14
MUNICIPAL - Other funds										
	Municipal Account 118630623	BBB+		Tuesday, 31 May 2022	4,250,621.50	49%		4,250,621.50	0.00	
	Westpac Flex-i	AA-		Tuesday, 31 May 2022	5,361.12	0%		5,361.12	0.00	
	AMP Banking At call	BBB		Tuesday, 31 May 2022	1,165.07	0%		1,165.07	0.00	
	AMP Banking Notice	BBB		Tuesday, 31 May 2022	280,723.30	3%		280,723.30	0.00	
MUNICIPAL - Other						4,537,870.99	52%		4,537,870.99	0.00
RESERVE - Interest Bearing NCDs/TDs										
	National Australia Bank	AA-	Tuesday, 12 April 2022	Monday, 12 December 2022	244	1,003,684.94	12%	1.32%	1,012,541.64	8,856.70
	Westpac Bank	AA-	Friday, 8 April 2022	Tuesday, 8 November 2022	214	482,727.73	6%	0.20%	483,293.78	566.05
	Westpac Bank	AA-	Wednesday, 22 December 2021	Saturday, 22 October 2022	304	570,783.67	7%	0.40%	572,685.24	1,901.57
RESERVE - Interest Bearing NCDs/TDs						2,057,196.34	24%	0.64%	2,068,520.65	11,324.31
RESERVE - Other funds										
	Reserve Acct 119521748	BBB+		Tuesday, 31 May 2022	613,076.47	7%		613,076.47	0.00	
RESERVE - Other						613,076.47	7%		613,076.47	0.00
TRUST - Interest Bearing NCDs/TDs										
T2 PREISIG 2509	Bendigo Bank	BBB+	Tuesday, 30 November 2021	Thursday, 30 June 2022	212	34,387.98	0%	0.30%	34,447.90	59.92
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Tuesday, 30 November 2021	Thursday, 30 June 2022	212	32,261.53	0%	0.30%	32,317.74	56.21
T77 C/OVERS 2514	Bendigo Bank	BBB+	Tuesday, 30 November 2021	Thursday, 30 June 2022	212	62,066.40	1%	0.30%	62,174.55	108.15
TRUST - Interest Bearing NCDs/TDs						128,715.91	1%	0.30%	128,940.19	224.28

TRUST - Other funds							
	Trust Acct 118630649	BBB+	Tuesday, 31 May 2022	343,679.88	4%	343,679.88	0.00
TRUST - Other				343,679.88	4%	343,679.88	0.00
TOTALS				8,680,851	100%	0.47%	8,699,121

Reconciliation			
by rating	Value of Investments/Bank accounts		
AA-	2,562,869.11		30%
BBB+	5,336,093.76		61%
BBB	781,888.37		9%
TOTAL	8,680,851.24		100%

Summary of Amounts				
TD's by bank		Bank Accounts - Bendigo Bank		
Bendigo Bank	128,715.91	4%	Municipal	4,250,621.50
AMP Banking	500,000.00	16%	Reserve	613,076.47
National Australia Ban	1,503,996.59	47%	Trust	343,679.88
Westpac Bank	1,053,511.40	33%	AMP At call	1,165.07
			AMP Notice	280,723.30
			Westpac Flex-i	5,361.12
	3,186,223.90	100%	31-May-22	\$ 5,494,627.34
Total Cash				8,680,851.24

Interest Earnings			Total Cash by Fund	
Fund	Adopted Budget	Year to Date Actual	Fund	
Municipal	\$ 3,000.00	\$ 7,447.10	Municipal	5,538,182.64
Reserve	\$ 8,000.00	\$ 2,109.36	Reserve	2,670,272.81
Trust	\$ -	\$ -	Trust	472,395.8
Total	\$ 11,000.00	\$ 9,556.46	Total	\$ 8,680,851.24

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE**12 BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING****13 MEETING CLOSED TO THE PUBLIC**

13.1 Matters for which the Meeting may be closed

RECOMMENDATION

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

SY063-06/22 - Confidential - Disposal of St Patrick's Convent School - Lots 800-801, 25-27 South Street, York

This matter is considered to be confidential under Section 5.23(2)c and e(ii) of the *Local Government Act 1995*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting and a matter that if disclosed, would reveal information that has a commercial value to a person, where the information is held by, or is about, a person other than the local government.

13.2 Public Reading of resolutions to be made public

14 CLOSURE