



# **UNCONFIRMED MINUTES**

**Ordinary Council Meeting  
Tuesday, 28 May 2024**

**Date: Tuesday, 28 May 2024**

**Time: 5:00pm**

**Location: Council Chambers, York Town Hall, York**

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**MINUTES OF SHIRE OF YORK  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK  
ON TUESDAY, 28 MAY 2024 AT 5:00PM**

**1 OPENING**

1.1 Declaration of Opening

*Cr Kevin Trent, Shire President, declared the meeting open at 5.00pm.*

1.2 Acknowledgement / Disclaimer

The Shire President advised the following:

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

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

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

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

1.3 Standing Orders

*Nil*

1.4 Announcement of Visitors

*Nil*

1.5 Declarations of Interest that Might Cause a Conflict

*Nil*

1.6 Declaration of Financial Interests

*Nil*

1.7 Disclosure of Interests that May Affect Impartiality

*Nil*

**2 ATTENDANCE**

2.1 Members

*Cr Kevin Trent, Shire President*

*Cr Chris Gibbs; Cr Denese Smythe; Cr Peter Wright*

## 2.2 Staff

*Alina Behan, Acting Chief Executive Officer; Lindon Mellor, Executive Manager Infrastructure & Development Services; Anneke Birlson, Acting Executive Manager Corporate & Community Services; Vanessa Green, Council & Executive Support Officer*

## 2.3 Apologies

*Cr Denis Warnick, Deputy Shire President; Cr Kevin Pyke; Chris Linnell, Chief Executive Officer*

## 2.4 Leave of Absence Previously Approved

*Nil*

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

*There were five (5) people in the Gallery at the commencement of the meeting.*

# 3 QUESTIONS FROM PREVIOUS MEETINGS

## 3.1 Response to Previous Public Questions Taken on Notice

### **MR NEIL HUTCHINSON**

*For one of our bush blocks on Qualen West Road, we were previously asked by the Shire whether we had a preference on who was responsible for the verge clearance. We confirmed we were happy for the Shire to be responsible. Some time later we engaged a private contractor to conduct clearing works, with Council approval to do so. The contractor commenced works but quarter way through a member of the community complained and a stop order was issued.*

*Can you please confirm if the Shire is responsible for clearing the verges and undertaking inspections on Qualen West Road and if so, when will that be occurring?*

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

*The Shire is responsible for managing the road reserve and verge area where that intersects. A Request for Tender has been released for the provision of tree pruning services. It is expected this work will be conducted as part of the contract once awarded.*

*We would encourage anyone to use the 'Report It' function on the Shire's website to alert the Shire of matters requiring attention.*

### **MS KATHY EMIN**

*In a follow on to Mr Hutchison's question, work on clearing the road verges was to occur approximately six (6) months ago but nothing has happened. Why hasn't the work been undertaken and when will it be done?*

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

*The Shire has released a Request for Tender for the provision of tree pruning services. It is expected this work will be conducted as part of the contract once awarded.*

## 3.2 Response to Unasked Questions from the Previous Meeting

**MR JULIAN KRIEG****REGARDING SY001-04/24 – Development Application – Additional Use (Small Bar) – Lot 52 (152) Avon Terrace, York**

*If this bar facility is allowed, what are the toilet requirements for 100 guests? And do the plans provide for this?*

**Response provided by the Shire President:**

*An inspection was undertaken prior to Council's consideration of the matter and the toilet facilities were identified as adequate with the requirements of the Health Regulations.*

*Any addition in numbers could be compensated with the use of transportable ablution facilities.*

**4 PUBLIC QUESTION TIME**

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

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

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

- (9) The Council, by resolution, may agree to extend public question time.
- (10) Where any questions remain unasked at the end of public question time they may be submitted to the CEO who will reply in writing and include the questions and answers in the agenda for the next ordinary Council meeting.
- (11) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

*Public Question Time commenced at 5.03pm.*

4.1 Written Questions – Current Agenda

*Nil*

4.2 Public Question Time

**MS KAREN THOMAS**

**Representing the York Business Association**

**Question 1**

*The York Business Association is applying for funding (Street Alive Project) to upgrade the pots and plants along the Terrace following on from the success of the existing and the new pots outside the Town Hall.*

*We would like to include in the project an upgrade to the garden around the Old Cart as you turn into Avon Terrace. Would this be supported by the Council? We are not proposing any repairs etc to the cart.*

**Response provided by the Shire President:**

*The garden with the Old Cart on the corner of Avon Terrace and Balladong Street, while maintained by the Shire, is part of the road reserve which is managed by Main Roads WA (MRWA). Hence any plans to change the site would require prior approval from MRWA.*

*Additionally, the site is a known contaminated site, so there are implications with digging up any existing soil, meaning any future planting would need to be completed in the existing raised garden beds.*

*The Shire would be happy to consider a proposal for this site, but would require further information being provided, including a detailed plan for works, with all final approvals being provided by MRWA prior to the commencement of any works.*

**Question 2**

*What is the latest update re the old hardware site as this area is now looking very unappealing in the centre of our town.*

*Will anything be done to improve it by spring and our next busy tourist season?*

**Response provided by the Shire President:**

*The Shire of York entered into an Memorandum of Understanding (MOU) with the York & Districts Cooperative Ltd (as the owners of the property) to develop a more formal agreement for the partial use of Lot 4 (142) Avon Terrace for community projects. Trial seating and planting was introduced and remains popular. A concept plan has been produced to explore the shared vision for the site, and was accepted at Council's December 2023 Ordinary Meeting (071223).*

*The expected outputs of the updated MOU which expires in December 2024 are:*

- *Delivery of a Detailed Design for the activation of the site, which will be presented to Council and the York & District Co-operative Ltd Board for endorsement and future staging.*
- *Formation of a Working Group.*
- *Formalise an agreement between the Shire of York and the York & District Co-operative Ltd regarding ownership and/or management of the land.*

*Timeframes have not yet been confirmed for the above next steps. However, the Shire will continue to work with the York & Districts Cooperative Ltd in actioning the MOU.*

*As there were no further questions Public Question Time concluded at 5.08pm.*

## 5 APPLICATIONS FOR LEAVE OF ABSENCE

*Nil*

## 6 PRESENTATIONS

### 6.1 Petitions

*Nil*

### 6.2 Presentations

*Nil*

### 6.3 Deputations

*Nil*

### 6.4 Delegates' reports

#### 6.4.1 Cr Denese Smythe

*Cr Denese Smythe advised she had attended the following meetings and events during April 2024:*

DAY	MEETING/EVENT DESCRIPTION	VENUE
09/04/2024	Special Council Meeting	Council Chambers
09/04/2024	Concept Forum	Council Chambers
15/04/2024	York Business Association Forum	CRC
16/04/2024	Agenda Briefing	Council Chambers
22/04/2024	WALGA Training	Perth
23/04/2025	WALGA Training	Perth
25/04/2024	ANZAC Day	York
27/04/2024	Heritage Week	Town Hall
29/04/2024	WAGLA Training	Via Zoom

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**RESOLUTION**  
**010524**

**Moved: Cr Denese Smythe                      Seconded: Cr Chris Gibbs**

**That the minutes of the Ordinary Council Meeting held on 23 April 2024 be confirmed as a correct record of proceedings.**

**In Favour:    Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright**

**Against:     Nil**

**CARRIED 4/0**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

**8.1 Meetings and Events Attended**

*The Shire President advised he had attended the following meetings and events during April 2024:*

DAY	MEETING/EVENT DESCRIPTION	VENUE
02/04/2024	Meeting with CEO	Shire Administration
05/04/2024	Meeting with CEO	Shire Administration
05/04/2024	Concept Forum	Council Chambers
07/04/2024	Opening of Motorcycle Festival	Avon Terrace
15/04/2024	Lease Signing with York Football Club	Shire Administration
16/04/2024	Meeting with CEO	Shire Administration
16/04/2024	Agenda Briefing	Council Chambers
18/04/2024	Signed Transfer of Land – CRC to Shire of York	Post Office & Shire Administration
19/04/2024	WALGA Avon-Midland Zone Meeting	Toodyay
20/04/2024	Archery Club Meeting	Talbot Hall
23/04/2024	Ordinary Council Meeting	Talbot Hall
25/04/2024	ANZAC Day Services	York
27/04/2024	Opening York Heritage Weekend	York

## 9 OFFICER'S REPORTS

### **SY037-05/24 DEVELOPMENT APPLICATION - COMMERCIAL VEHICLE PARKING - LOT 486 (23) GREY STREET, YORK**

<b>File Number:</b>	<b>4.0470</b>
<b>Author:</b>	<b>Sharla Simunov, Planner</b>
<b>Authoriser:</b>	<b>Lindon Mellor, Executive Manager Infrastructure &amp; Development Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Development Plans <a href="#">↓</a></b> <b>2. Site Photos <a href="#">↓</a></b>

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

Quasi-judicial

### **PURPOSE OF REPORT**

For Council to consider a development application for the parking of one (1) commercial vehicle at Lot 486 (23) Grey Street, York.

### **BACKGROUND**

Lot 486 (23) Grey Street, York (referred to herein as the property) is 3,074m<sup>2</sup> in area and contains a single dwelling and ancillary outbuilding. The property is zoned 'Residential' under Local Planning Scheme No. 3 (Scheme) with a density code of R10/30. Sewer is not connected to the property; therefore, the density code reverts to R10.

The property has two (2) road frontages, being Grey Street as the primary street and Georgiana Street as the secondary street. The property is included on the Shire's Local Heritage Survey & Heritage List as a Grade B place and has a high level of cultural heritage significance to the Shire of York.

A copy of the development plans is presented in Appendix 1.

As a result of a complaint received by the Shire, Officers established that a commercial vehicle is being parked on the property.

Under the provisions of the Scheme, a commercial vehicle is referred to as a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes.

A development application was received on 22 March 2024 for the parking of a commercial vehicle, being a Hino Tray Top with Hiab. The applicant has advised they were not aware of the requirements for development approval to park the vehicle.

Commercial Vehicle Parking is an 'A' use within the Residential Zone, meaning that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions. No objections to the proposal were received during the advertising period.

The application is presented to Council for determination due to the previous complaint received in relation to the parking of the commercial vehicle.

**COMMENTS AND DETAILS**

The application is required to be assessed in accordance with the Scheme and the *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions.

The property is zoned ‘Residential’ with a split density code of R10/30 by the Scheme. As the property is not connected to sewerage, nor is it anticipated to be connected in the near future, the property reverts to R10 coding.

A ‘**Commercial Vehicle**’ means a vehicle, whether licenced or not, that has a gross vehicle mass of greater than 4.5 tonnes including:

- (a) A utility, van, truck, tractor, bus or earthmoving equipment; and
- (b) a vehicle that is, or is designed to be, an attachment to a vehicle referred to in paragraph (a).

‘**Commercial Vehicle Parking**’ is defined as a premises used for parking of one (1) or two (2) commercial vehicles but does not include:

- (a) any part of a public road used for parking or for a taxi rank; or
- (b) parking of commercial vehicles incidental to the predominant use of the land.

The Scheme Aims include:

- *Protect and enhance the amenity and health of the York community*
- *Facilitate a diversity of lifestyle and housing opportunities that reflect the rural and historic character of the Shire.*

The objectives of the Residential Zone are tabled below:

**TABLE 1.**

<b>OBJECTIVE</b>	<b>COMMENTS</b>
To provide for a range of housing and a choice of residential densities to meet the needs of the community.	Not applicable. Property is existing.
To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.	The commercial vehicle is visible from the secondary street and from neighbouring properties. However, the outbuilding partially screens the commercial vehicle from neighbouring properties and it is considered to be a minor impact on the locality in terms of visual amenity.
To provide for a range of non-residential uses, in particular tourism and cultural activities, which are compatible with and complementary to residential development.	As noted above, ‘Commercial Vehicle Parking’ is an ‘A’ use within the Residential zone and can therefore be considered subject to public advertising.
To achieve a high standard of development and residential amenity that complements the heritage character of York.	The property is included on the Shire’s Local Heritage Survey & Heritage List as a Grade B place and has a high level of cultural heritage significance to the Shire of York. The proposed location for the parking of the commercial vehicle is the rear of the property. It is noted that there were no objections in relation to visual amenity.

There are two (2) proposed parking areas for the commercial vehicle. One (1) is behind the existing outbuilding towards the rear of the property and the other location is the northwest corner of the property on a hard stand area with retaining and natural screening from the adjoining neighbour.

Site photos are presented in Appendix 2.

The application states that, when possible, the commercial vehicle will be parked/stored at an industrial shed in Forrest Street, York. The vehicle is not driven on a daily/weekly basis, only as required. Re-planting of trees and vegetation has been undertaken to privatise the property, which will provide screening to the rear of the property.

The existing character and amenity of the area is predominantly single houses with ancillary outbuildings.

It is considered that the parking of one (1) commercial vehicle will not have a detrimental impact on the amenity of adjoining landowners or the wider locality and the allocated parking areas are located in a manner to minimise amenity impacts.

On this basis it is recommended that the development application for the parking of one (1) commercial vehicle be supported.

## **OPTIONS**

Council has the following options:

**Option 1:** Council could choose to approve the application with conditions.

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

**Option 3:** Council could choose to approve the application and list modified conditions.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

The proposal was referred to adjoining neighbours inviting comment within a period of twenty-one (21) days ending on 12 April 2024. One (1) query was received in relation to the type of commercial vehicle to be parked on the property, no objections were received.

The complaint received prior to the lodgement of this development application centralised around the following objections:

1. Commercial vehicle parked between neighbouring property and applicant's dwelling.
2. Truck idling times.

Both concerns are addressed with the location of the proposed commercial parking area and the conditions surrounding idling times.

### **Strategic**

#### Strategic Community Plan 2020-2030

Goal 4: Built for lifestyle and resilience

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

### **Policy Related**

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

### **Financial**

There are no immediate financial implications for the Shire, aside from the administrative costs associated with processing the application which are provided for in the annual budget and have been offset in part by the development application fee paid by the applicant. All costs associated with the development have and will continue to be met by the landowner.

It is significant to note should the applicant/landowner be aggrieved by Council's final decision in this matter, they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur, the Shire would need to respond. The cost to respond to an appeal cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process.

### Legal and Statutory

Local Planning Scheme No.3

*Planning and Development Act 2005*

*Planning and Development (Local Planning Schemes) Regulations 2015*

### Risk Related

A risk assessment of the proposal has been undertaken, and there was no medium to high risks identified with the proposal. Standard appeal rights to the State Administrative Tribunal are available to the applicant as explained previously above (see Financial Implications).

### Workforce

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

### VOTING REQUIREMENTS

**Absolute Majority: No**

#### RESOLUTION

**020524**

**Moved: Cr Denese Smythe**

**Seconded: Cr Peter Wright**

**That, with regard to the Development Application - Commercial Vehicle Parking - Lot 486 (23) Grey Street, York, Council:**

- 1. Approves the development application for Commercial Vehicle Parking at Lot 486 (23) Grey Street, York, subject to the following conditions:**
  - a. This approval shall be personal to the applicant and neither run with the property nor be transferable or assignable to any other person.**
  - b. This approval is limited to parking on the property and does not include the loading or unloading of the commercial vehicle or the storage of goods in transit as this would constitute use of the site as a transport depot.**
  - c. The commercial vehicle shall only be started and/or manoeuvred on the property in such a manner and such times approved by the Shire of York, being consistent with the provisions of the *Environmental Protection (Noise) Regulations*. Standard vehicle movement and start up times between 7.00am and 7.00pm Monday to Saturday, and 9.00am to 5.00pm on Sundays and public holidays shall apply, unless otherwise approved.**
  - d. Only routine maintenance of a quiet and minor nature, such as servicing or wheel changing, is permitted on the property. No panel beating, spray painting, or removal of major body or engine parts is permitted.**
  - e. The idling times for start up and cool down on the property shall be restricted to ten (10) minutes per day, unless otherwise approved.**
  - f. Washing of the commercial vehicle on the property shall be limited to the use of water and mild detergent and shall not involve the use of degreaser or solvents, substances, equipment or processes which may cause pollution or unreasonable noise or odour.**

- g. Council reserves the right to amend the conditions of an approval or to revoke an approval where, upon investigation, it is satisfied that:**
  - i. Any of the terms or conditions of approval are not being complied with; or**
  - ii. The commercial vehicle parking is causing a nuisance or annoyance to residents in the neighbourhood; and**
  - iii. The source of the nuisance or annoyance has not been rectified within seven (7) days of the Shire of York’s written request.**

**ADVICE NOTES:**

**Note 1:** The owner is advised that parking of a commercial vehicle is not permitted at any time on the verge, in accordance with the Parking and Parking Facilities Local Law 2001.

**Note 2:** If the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within twenty-eight (28) days of the determination.

**Note 3:** This is a development approval of the Shire of York under its Local Planning Scheme No. 3. It is not an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

**Note 4:** Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of York Local Planning Scheme No. 3 and may result in legal action being initiated by the local government.

**In Favour:** Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright

**Against:** Nil

**CARRIED 4/0**

Planning Department  
Shire of York  
PO Box 22  
YORK WA 6302

21 March 2024

Dear

**PTY: 23 GREY STREET YORK – PLANNING APPLICATION – COMMERCIAL TRUCK PARKING**

We refer to previous communications in relation to non-compliant parking of a commercial vehicle and now enclose the following for your attention and processing:

1. Town Planning Application for Development Approval
2. Site Map x 2
3. Certificate of Title
4. Confirmation of payment of fees

We confirm that our truck, when possible, will be parked/stored at an industrial shed in Forrest Street, York, however, often will be required to be stored/parked at our property due to lack of space and for security purposes.

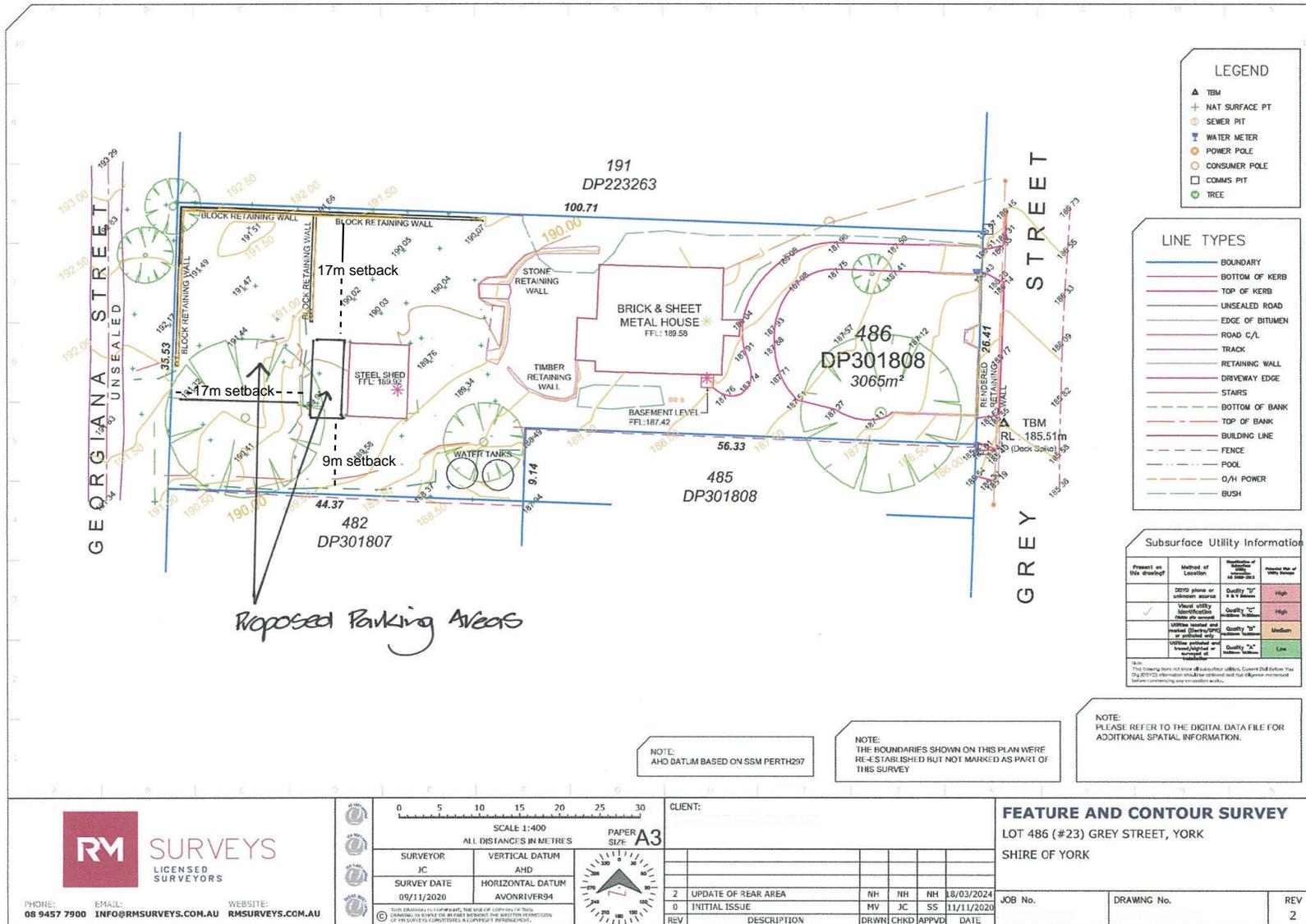
It is proposed for the truck to be parked/stored either behind our existing shed or in the upper rear area of our block with access off Georgiana Street on a "no through" road. Both areas adjoin the back yards of two of our three neighbouring properties and we do not believe this would negatively impact either resident or passing traffic.

The vehicle is not driven on a daily/weekly basis but only as required. Over time, with the replanting of trees and vegetation to privatise our property, we would anticipate it to be no longer visible by our neighbours or from the street level.

We trust this meets with your satisfaction and await your advice with anticipation as to the success of this applications.

In the meantime, should you require any additional information, please do not hesitate to contact us.

Kind regards





**SY038-05/24 PROPOSED NEW POLICY - ROAD HIERARCHY**

<b>File Number:</b>	<b>4.0474, 4.0476</b>
<b>Author:</b>	<b>Asmita Pathak, Graduate Engineer - Asset Management Rebecca Palumbo, Senior Project Manager</b>
<b>Authoriser:</b>	<b>Lindon Mellor, Executive Manager Infrastructure &amp; Development Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Road Hierarchy Policy <a href="#">↓</a> 2. Road Hierarchy Framework <a href="#">↓</a> 3. Road Hierarchy Classification Table <a href="#">↓</a></b>

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

Legislative

**PURPOSE OF REPORT**

This report presents a new policy relating to the implementation and maintenance of a new Road Hierarchy Framework that prioritises the road network into categories and identifies Levels of Service (LOS). The intention of these documents is to assist in assigning resources to future road maintenance and construction activity.

**BACKGROUND**

Council adopted new Asset Management Plans (AMP) for its Transportation assets at its June 2023 Ordinary Meeting (060623).

The AMP identified that a substantial funding shortfall exists to undertake operational/maintenance and renewal activities on roads and drainage assets within the Shire.

To address the funding gaps, it was recommended to develop and adopt a road network policy to prioritise maintenance and construction activities on road assets based on a road hierarchy classification.

A draft Road Hierarchy Framework was then developed and was presented to Council at the February 2024 Concept Forum. Council feedback from the presentation has been incorporated into the final document.

The prioritisation of the road network has been based on collected data including road counts and network spatial data. Two (2) Workshops were held with the outside Works Crew to refine the prioritisation process based on expert opinion.

**COMMENTS AND DETAILS**

At present the Shire does not have a current road prioritisation process. Annual work programs for roads are primarily guided by the knowledge of individual staff and action requests received from community members.

This approach is short sighted and overlooks crucial components of the road network such as drainage, footpaths, and bridges, which poses a significant risk to overall integrity and safety of transportation infrastructure within the Shire. Even with the guidance of an AMP, due to the large

quantity of competing priorities, a more strategic approach is required to provide consistency in decision making.

To address these challenges and ensure effective road network management, a new policy is proposed.

The proposed Road Hierarchy policy presented in Appendix 1, confirms the need to implement and maintain a Road Hierarchy Framework. The Road Hierarchy Framework document presented in Appendix 2, identifies the approach to classifying roads according to their function, importance, usage and connectivity so that resources and service standards are allocated appropriately. The Framework will also provide a basis for planning, operating, and maintaining the road network in a consistent and transparent manner.

Based on the principles within the Framework, a Road Hierarchy Classification Table, presented in Appendix 3, has been developed which assigns each road within the Road Hierarchy classification structure.

The Road Classification Table has used the Mainroads WA Road Hierarchy classifications as a basis with further consideration of how each road relates to the whole Shire of York road network. This classification table is an operational document that will be updated as data is collected and road condition/function changes, for example school bus routes, land use changes and road upgrades.

## **OPTIONS**

Council has the following options:

**Option 1:** Council could choose to adopt the policy.

**Option 2:** Council could choose not to adopt the policy.

**Option 3:** Council could choose to request amendments to the policy.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

Works Crew and Infrastructure Team Meeting on 22 December 2023

Works Crew and Infrastructure Team Meeting on 29 February 2024

Council Concept Forum 13 February 2024

Council Concept Forum 14 May 2024

### **Strategic**

#### Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

To have a built environment which supports community, economy, and the environment, respects the past and creates 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**

If approved, the new Policy will be added to the Shire's website.

### **Financial**

The Road Hierarchy Policy has a direct relationship with the Transport AMP's, to inform the Long Term Financial Plan and annual budget. This Policy has been developed to assist in allocating

current funding for the equitable distribution of resources and budget among the transportation assets.

### Legal and Statutory

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

#### **"2.7. Role of council**

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

### Risk Related

Financial Risk: Insufficient resource allocation without a strategic approach may lead to higher operational costs and decreased efficiency and effectiveness. Adoption of the Road Hierarchy Policy and implementation of a Road Hierarchy Framework can mitigate risks.

Reputational Risk: Lack of a strategic approach may result in uneven distribution of budget and resources in road assets. Neglect of significant road network may lead to customer dissatisfaction, and a tarnished reputation.

It should be considered that members of the community may not agree with the individual prioritisation of roads within the Road Hierarchy Classification Table based on their individual circumstances.

This Framework aims to take a holistic approach to the Shire's entire network and each road in relation to that. The Framework aims to provide the best outcome for the entire community rather than any one individual.

### Workforce

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

### VOTING REQUIREMENTS

**Absolute Majority: No**

#### **RESOLUTION 030524**

**Moved: Cr Denese Smythe**

**Seconded: Cr Chris Gibbs**

**That, with regard to the Proposed New Policy - Road Hierarchy, Council:**

- 1. Resolves to adopt a new policy for a Road Hierarchy process, as presented in Appendix 1.**
- 2. Endorses the Road Hierarchy Framework, as presented in Appendix 2.**
- 3. Notes the Road Hierarchy Classification Table, as presented in Appendix 3.**
- 4. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy and/or Framework prior to publication.**

**In Favour:** Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright

**Against:** Nil

***CARRIED 4/0***

## COMMUNITY POLICIES

### Road Hierarchy Framework



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Policy Number:	I2
Relevant Delegation:	Not Applicable
Adoption Details:	28 May 2024
Last Review Details:	28 May 2024

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#### **POLICY OBJECTIVE:**

To implement a framework for the classification of roads within the Shire of York network and identify minimum Levels of Service for each road classification within the Framework.

To ensure resources are allocated in an efficient and effective manner that maximises safety outcomes in the road network.

Provides a transparent and consistent approach to how road maintenance resources will be prioritised and allocated.

#### **POLICY SCOPE:**

All roads under the control of the Shire of York.

#### **POLICY STATEMENT:**

The Shire of York is committed to consistent and transparent decision-making processes in the allocation of resources to road maintenance activity.

There is inherent tension between the available resources, asset lifecycle requirements and the desired levels of service to maintain the Shires Road Assets. This policy aims to take a structured approach to prioritisation, which is endorsed by the Council. Planning processes for the efficient use of resources can be implemented.

This policy sets out the requirement to implement and maintain a Road Hierarchy Framework and to apply this framework to the road maintenance activity of the Shire of York.

#### **PRINCIPLES:**

- a) The Road Hierarchy Framework provides a guide to the allocation of resources and funding in the annual works program;
- b) The Framework will be reviewed annually based on data collected and will be formally evaluated and reviewed in line with the Asset Management Planning process;
- c) The Levels of Service allocated to each road classification are minimum standards which should be aimed to be met;
- d) Levels of Service will be influenced by external considerations and additional services will be implemented as required;
- e) School bus routes will be considered a Priority 1 in each classification level; and
- f) Rationalisation of low priority tracks and/or trails will be considered and subject to further investigation.

**PROVISIONS:**

The Shire of York will maintain a Road Hierarchy Framework endorsed by Council.

A minor update of the Levels of Service and allocation of roads to specific classifications will be undertaken annually based on road traffic data, community feedback and requests, and regular visual inspections.

The Road Hierarchy document will be formally reviewed in line with the review of the Transport Asset Management Plan, or at least every four years.

The Framework will address the following matters:

- a) Identify high level road classification criteria;
- b) Define all Shire of York controlled roads within the classifications;
- c) Identify key maintenance activities included in the annual works plan;
- d) Identify and adopt Levels of Service for each maintenance activity for each road classification.

**RELEVANT LEGISLATION:**

Not applicable.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

**Road Hierarchy Framework** means the document attached at Appendix A and updated from time to time. The document identifies the classification criteria for roads, the levels of service and allocates the Shire of York road network to a specific classification.

Responsible Officer: Chief Executive Officer

Contact Officer: Executive Manager Infrastructure and Development Services

Relevant Legislation: Not applicable

Review History:

Date Review Adopted:	Resolution Number
Reviewed 28 May 2024	
<b>Former Policy No:</b>	Not Applicable



# ROAD HIERARCHY FRAMEWORK FOR THE SHIRE OF YORK

**A framework for road management and maintenance**

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## Introduction

The Shire of York is a rural area in Western Australia that covers an area of 2,133 square kilometres and has a population of ~3,459 according to 2021 census report published on Australian Bureau of Statistics. . The Shire has a network of 820 kilometres of roads, of which 320 kilometres are sealed and 500 kilometres are unsealed. The roads serve various purposes, such as providing access to properties, connecting outlying rural areas, supporting agricultural and tourism activities, and facilitating emergency services.

The current road network faces several challenges, such as aging infrastructure, increasing traffic volumes and loads, changing environmental conditions, limited funding, and competing priorities. These challenges affect the safety, efficiency, and sustainability of the road network and require a strategic approach to road management and maintenance.

The purpose of this document is to provide a road hierarchy framework for the Shire of York that will help to classify the roads according to their function, importance, and usage, and to allocate resources and service standards accordingly. The framework will also provide a basis for planning, operating, and maintaining the road network in a consistent and transparent manner. The road hierarchy will assist in managing community expectations, communicating priorities and justifying the priorities.

## Objectives

The intent of the road hierarchy is to provide minimum standards for construction and maintenance of roads within the Shire and to prioritise accordingly. The standards of maintenance and construction will represent the adopted Levels of Service (LOS) for each road within the Shire.

Specifically, the road hierarchy will provide the following:

- a guidance to staff in preparing annual budgets and allocating resources to road maintenance; and
- to define minimum standards for maintenance activities that balance the cost of ownership and construction against community expectations.

### Area of Application

All roads under the control or maintained by the Shire.

## Road Hierarchy Classifications

Main Roads Western Australia (MRWA) has established a road hierarchy to classify roads into several categories. According to the MRWA classification, roads managed by the Shire of York are limited to just three categories: Regional distributor, Local distributor, and Access Road. However, the majority of the Shire's roads are grouped under the broad category of Access roads.

While MRWA classifications provides a basic framework, it does not provide enough criteria to differentiate between the large number of roads in the Access Road category. This road hierarchy has categorised access roads into a further 8 categories based on their formation, intended use, capacity and overall significance. In total the Shire of York has identified 10 types of road hierarchy classifications, and each road class is based on function within the road network and level of connectivity it provides.

Road hierarchy classifications are essentially guidelines that sort roads into different categories. The purpose of organising roads in this way is to establish minimum standards for both construction and

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maintenance for each category. These standards are represented by what is known as the Levels of Service (LOS) for each road. LOS will be discussed in detail further below. In simpler terms, it's a way to ensure that different types of roads receive the appropriate level of attention and care they need, based on justified requirements.

Shire of York Road Hierarchy Classifications are:

1. Regional Distributor Road
2. Local Distributor Road
3. Access Road Urban-Sealed
4. Access Road Rural Sealed
5. Access Road Rural Unsealed-A
6. Access Road Rural Unsealed-B
7. Access Road Rural Unsealed-C
8. Access Road Urban Unsealed
9. Access Road Rural Tracks-A
10. Access Road Rural Tracks-B

The road classifications and their description are provided below:

Table 1: Road Classifications

Road Structure	Classification Name	Classification Code	Classification Description
SEALED	Regional Distributor Road Priority-1	<b>RD</b>	These roads link significant destinations and are designed for efficient movement of people and goods within and beyond the local area. The standard of construction and maintenance for this category has the largest impact on overall road network efficiency. Sections of roads within this category are generally RAV rated to Tandem-drive 4.
	Local Distributor Road Priority-1	<b>LD</b>	Local distributor roads are the higher volume local roads within the rural areas. Generally, these roads provide the main link within the area to a regional distributor road or primary distributor road.
	Access Road Urban Sealed Priority-2	<b>ARUS</b>	Includes all the sealed roads within the York townsite.
	Access Road Rural Sealed Priority-3	<b>ARRS</b>	Includes all the sealed roads outside the York townsite. Includes sealed roads in other outlying townsites

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UNSEALED	Access Road Rural Unsealed-A Priority-1	<b>ARRU-A</b>	Formed gravel roads that provide significant connection within a locality.
	Access Road Rural Unsealed-B Priority-2	<b>ARRU-B</b>	Formed gravel roads providing service to a number of properties and provides access to the expanded road network.
	Access Road Rural Unsealed-C Priority-3	<b>ARRU-C</b>	Formed gravel roads providing access to very low number of properties (less than 2)  Non-RAV rated access roads.
	Access Road Urban Unsealed Priority-4	<b>ARUU</b>	Includes all the unsealed roads within the York townsite. Often are short extensions to sealed roads.
Unformed Roads	Access Road Rural Unformed -A Priority-1	<b>ARR-A</b>	Partly formed, partly unformed tracks that provide access to low number of properties.
	Access Road Rural Unformed-B Priority-2	<b>ARR-B</b>	Generally unformed tracks that have been used over time to provide access to one house/property. Includes forestry tracks.

A comprehensive list of all Shire roads categorised into the designated 10 classes is found in the Road Hierarchy Classification Table.

## Levels of Service

### What is Level of Service (LOS)?

Level of Service (LOS) encompasses the quality and condition of a built road, as well as the frequency of maintenance required to sustain its performance. Level of service (LOS) sets a minimum requirement on how often maintenance should happen on a specified category of road.

The Road Hierarchy Classification recognises that roads vary in their importance and function. Therefore, the level of service (LOS) for construction and maintenance is not a one-size-fits-all approach. Instead, it's customised to each of the ten classes of roads.

For instance, distributor roads have different standards compared to regional roads or access roads. The criteria for assessing LOS could include factors such as number of road users, roadway design and connectivity.

### Why is LOS required?

The Shire's ability to upgrade and maintain roads changes each year. Most funding for major projects

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comes from grants, limiting where the money can be used. For instance, Regional Road Group funds are specifically for roads in the Regional Distributor category and cannot be used elsewhere.

As the same resources are used for both preventative and reactive maintenance, and the overall need outweighs the available resources, the Shire cannot address all needs promptly. A prioritisation process must be considered where each road hierarchy classification has a documented standard for maintenance.

Roads with higher levels of service requirements such as distributor or regional roads may need more frequent or intensive maintenance, while roads classified as tracks and trails may require less attention. Defined Level of Service ensures that there is transparency regarding road standards and a framework for annual works programs. This clarity helps everyone understand what level of service to expect from the roads within the Shire and it holds the Local Government accountable for meeting those standards.

**How will LOS be used?**

The indicative level of service for each road category is outlined in the Tables below. The defined road class and associated level of service will serve as a guideline for prioritising resources to maximise efficiency and effectiveness.

Annually, a maintenance program is developed to allocate resources for road maintenance throughout the road network. Budget constraints means it is not achievable to address all maintenance needs on every road. When preparing the maintenance program, a list of maintenance activities will be identified for selected roads.

While guided by the Levels of Service, the maintenance program will also be influenced by various external factors. School bus routes will always have increased Levels of Service despite often being in a lower Road Category. External funding allocations, weather events, and regular road condition assessments may result in adjustments to the level of Service. These factors contribute to the dynamic nature of the maintenance program, enabling it to adapt to changing circumstances and priorities.

Road classification and their indicative LOS is provided in table below

Table 2: Levels of Service

Road Structure	Classification Name	Classification Code	Indicative Level of Service (LOS)
SEALED	Regional Distributor Priority-1	<b>RD</b>	<ul style="list-style-type: none"> <li>• Reseal once in 10 to 15 years.</li> <li>• Undertake Shoulder Grading of roads once in 2 years.</li> <li>• This category of road receives highest level of service amongst sealed roads.</li> <li>• Both these classifications of roads are considered an equal priority in terms of Level of Service.</li> <li>• Where warranted RAV category 4 rated roads may be upgraded to a wider paved carriage way of at least 10m carriageway and 8m seal width.</li> <li>• Urban roads in this category will be sealed with Asphalt rather</li> </ul>
	Local Distributor Priority-1	<b>LD</b>	

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			than bitumen sealing where economical to do so.
	Access Road Urban Sealed Priority-2	<b>ARUS</b>	<ul style="list-style-type: none"> <li>• Reseal once in 15 to 20 years.</li> <li>• Undertake maintenance (Kerb, edge, shoulder, drainage and maintenance) as required.</li> <li>• Roads in this category should be provided with an Asphalt seal where under 1km in length and practical to do so.</li> </ul>
	Access Road Rural Sealed Priority-3	<b>ARRS</b>	<ul style="list-style-type: none"> <li>• Reseal once in 20 to 25 years.</li> <li>• Undertake Shoulder Grading of roads once in 5 years.</li> </ul>
UNSEALED	Access Road Rural Unsealed- A Priority-1	<b>ARRU-A</b>	<ul style="list-style-type: none"> <li>• Undertake summer and winter grade annually.</li> <li>• Additional grading as required.</li> <li>• This category of road should receive greater level of service than Unsealed B and C.</li> <li>• Roads in this category may be considered for sealing if traffic count data indicates a significant number of road users.</li> </ul>
	Access Road Rural Unsealed- B Priority-2	<b>ARRU-B</b>	<ul style="list-style-type: none"> <li>• Undertake grading at least once in 2 years. That is undertake grading for 50% of the roads in a single year.</li> <li>• This category of road should receive greater level of service than Unsealed C.</li> </ul>
	Access Road Rural Unsealed- C Priority-3	<b>ARRU-C</b>	<ul style="list-style-type: none"> <li>• Undertake Grading at least once in 3 years, that is only 25% of the roads in this category will be graded in a year.</li> </ul>
	Access Road Urban Unsealed Priority-4	<b>ARUU</b>	<ul style="list-style-type: none"> <li>• There are no planned grading or maintenance activities for these roads.</li> <li>• Only 5 km in total</li> </ul>

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Unformed Roads	Access Road Rural Unformed -A Priority-1	<b>ARR-A</b>	<ul style="list-style-type: none"> <li>No scheduled grading for this category of road</li> <li>If there is a need for reactive maintenance, Access Rural Tracks-A will be given priority over Access Rural Tracks-B</li> </ul>
	Access Road Rural Unformed-B Priority-2	<b>ARR-B</b>	<ul style="list-style-type: none"> <li>No scheduled grading for this category of road</li> <li>These roads will be considered for rationalising and where not required closed as a public road.</li> </ul>
SCHOOL BUS ROUTES			<ul style="list-style-type: none"> <li>School bus routes are included in many of the sealed and unsealed roads categories listed above.</li> <li>School bus routes will receive special consideration and will have increased Levels of Service in accordance with the relevant Priority 1 category.</li> <li>As these routes change annually, they are not designated as a separate category but are still acknowledged within each relevant category.</li> </ul>

**Additional notes on LOS**

- School bus routes will be prioritised to highest priority for grading and other maintenance activities within their respective categories.
- An adjustment in level of service for grading unsealed roads will provide an opportunity for additional planned maintenance activities and the Shire to focus efforts on improving our higher priority roads.
- Additional maintenance tasks, such as vegetation pruning, weed spraying, culvert inspection and cleaning, routine bridge maintenance, and clearing table drains, will be performed as determined in the Annual works program. Priorities for these tasks will be reflective of the priorities within the road hierarchy.
- The road hierarchy table will be referred to for prioritisation of all future works.
- The road hierarchy will serve as the foundation for prioritising major capital works, including the resealing of sealed roads and the gravel resheeting of unsealed roads.
- Resealing, resheeting and reconstruction on roads will be prioritised by roads which acquire external funding contributions such as through Regional Road group or other funding sources.

## Maintenance Activities

A range of key maintenance activities will be included in the annual works program. Key maintenance items include:

**Reseal:** Resealing involves applying a new layer of bituminous material (such as asphalt or bitumen) over the existing surface of a sealed road. This helps to restore the road's waterproofing and skid resistance properties, as well as to protect the underlying pavement from damage caused by weather, traffic, and aging. Resealing is typically done to extend the lifespan of the road and improve driving conditions. This will be delivered by external contractors.

**Shoulder Grading:** Shoulder grading involves leveling and shaping the shoulders of sealed roads. The shoulders are the areas beside the roadway, typically composed of gravel or compacted soil, which provide additional space for vehicles to manoeuvre and serve as a buffer between the road and adjacent terrain. Grading the shoulders helps maintain their integrity, drainage capacity, and safety for drivers, and pedestrians. It also restores form and function to table drains. Shoulder Grading work will be conducted in house.

**Maintenance Grading:** Unsealed roads are maintained by periodic maintenance grading undertaken throughout the year. Maintenance Grading work will be conducted in house.

*Winter maintenance grading* is undertaken to provide a good running surface and to form cross-falls in the road (pulling gravel to the middle of the road), so that water can run off and does not pool. Water pooling on roads cause potholes when vehicles drive through them. Moisture is a critical component in maintenance grading, which is best done just after light rainfall, however, the weather cannot be controlled.

*Summer maintenance grading* is often done to remove corrugations and improve the running surface by pushing gravel off the middle section of the road.

**Gravel Resheeting:** Unsealed roads lose gravel over time and require the placement of additional gravel. This process is gravel resheeting and involves placing an additional >100mm of compacted gravel on top of the existing road. Gravel Resheeting work will be conducted in house.

**Vegetation Pruning:** Vegetation Pruning involves selective trimming or cutting back of plants, trees, shrubs, and other vegetation within the transport corridor. All work must be conducted in accordance with the Environmental Protection (Clearing of Native Vegetation) Regulations 2004. The purpose of this activity is primarily to enhance safety and maintain visibility for drivers and pedestrians. Vegetation pruning will be partially conducted in-house and partially delivered by contractors.

**Drain cleaning:** This maintenance activity involves inspection of culverts and removal of existing debris, sediment, and other obstruction from culverts installed beneath the roadways. This will prevent flooding by allowing water to flow freely from one side to the other and helps preventing localised flooding and damage to the road surface. Additionally, this helps early identification of cracks and deterioration on culverts and plan for its repair accordingly. The Shire will manage drainage cleaning with its own workforce, involving contractors for specialised tasks.

**Weed Spraying:** This maintenance activity involves spraying of weed control chemicals along roadsides to manage the growth of unwanted vegetation. This process helps to prevent weeds and other plants from encroaching on roads, sidewalks, and other infrastructure, which can impede visibility, create safety hazards, and damage road surfaces. Weed spraying will be conducted annually on all the roads as a part of maintenance programs to ensure the safety and functionality of transportation corridors.

## Evaluation and Review

The Road Hierarchy including road classifications and the levels of service will be reviewed annually based on incoming data such as outcomes from the traffic counter program, community requests and feedback and the resources available in the annual works program.

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Formal evaluation and review will be conducted in conjunction with the review of the Asset Management Plans.

## Road Hierarchy Classification Table

The '*Road Hierarchy Classification Table*' illustrates all Shire of York roads under the designated classifications.

## Conclusion

The Road Hierarchy provides a clear and transparent view of how the Shire of York intends to manage the whole road network. It allocates resources and actions to where they can deliver a cost-effective result that meets community needs.

The Levels of Service allocated in this Framework are the minimum standards the Shire will strive for. By creating annual workplans that are informed by the Road Hierarchy the Shire will aim to achieve safety and efficiency improvements and a sustainable road network.

Road Hierarchy Classification Table

REGIONAL DISTRIBUTOR		ACCESS ROAD (A)									
LOCAL DISTRIBUTOR (LD)		A-Urban			A-Rural			A-Rural			
RD-Urban Sealed 2.3 KM	RD-Rural Sealed 54.34 KM	RD-Rural Sealed 64 KM	RD-Rural Sealed 64 KM	Access Road Urban Sealed 42.85 KM	Access Road Urban Unsealed 4.46 KM	Access Road Rural Sealed 153KM	Access Road Rural Unsealed-A 115 KM	Access Road Rural Unsealed-B 157 KM	Access Road Rural Unsealed-C 61.5 KM	Access Road Rural Unformed A 56KM	Access Road Rural Unformed B 105 KM
AVON TCE	SPENCERS BROOK - YORK RD	GREENHILLS RD	ALFRED STREET	ALFRED STREET	ALFRED STREET	BARKER STREET	ASHWORTH ROAD	ALLEN ROAD	BOYLE ROAD	ATFIELD ACCESS	ARNOLD PARK ROAD
	YORK - TAMMIN RD	MARWICK RD	ANDREWS AVENUE	KNIGHT STREET	FALTON STREET	BAVLY ROAD	BADGIN ROAD	BLAND TSBRET	CALLIE ROAD	CHANDOS ROAD	BOONVA ROAD (F)
		QUILLINGTON RD	ATFIELD ROAD NORTH	LINGFORD ROAD	EMMET PLACE	BOVERCULTY ROAD	BERRY BROWN ROAD	BOGLING ROAD	DUCK POOL ROAD	CLIFTON ROAD	GREENHILLS RAIL ACCESS
		TALBOT WEST RD	ATFIELD STREET	LEWIS ROAD	FISH STREET	BURGESS SIDING ROAD	CAMERON RD	BROWN ROAD	DUPEROUZEL RD	CORNER WELL ROAD	MORRIS EDWARDS TRACK
		TOP BEVERLEY - YORK RD	BARRATT STREET	LINCOLN STREET	GUILFOYLE ROAD	CARTER ROAD	CLUB HOTEL ROAD	DUPEROUZEL ROAD	GOLF CLUB ACCESS	DOVEY COURT	NEAR WARDING ROAD
			BIRD STREET	LITTLE STREET	JANET MILLET LANE	COLD HARBOUR ROAD	GRASS VALLEY SOUTH RD	FEA POOL ROAD	GUNAPIN RIDGE ROAD	HALBERT ROAD	NO NAME ROAD (NO 9785)
			BIRD STREET	LOWE STREET	LEE CRESCENT	COWAN TRACK	GWAMBYGNE EAST ROAD	GAULTS ROAD	HELENA ROAD	HARBOUR ROAD	NOCCKE ROAD (F)
			BLAND ROAD	MCCARTHY STREET	MCCARTHY PLACE	CUBBINE ROAD	HAMERSLEY SIDING ROAD	HARDY ROAD	KITTLERS ROAD	JENKINS ROAD	PARKER STREET
			BOULWERIE ROAD	MAIN CAMP RD	NEVILLE STREET	CUT HILL ROAD	LENNARD RD	KARABINE ROAD	MCDUGALL ROAD	KENNEDY ROAD	PHELPS WAY
			BROOK STREET	MANSFIELD STREET	PARKER ROAD	DODDENANNING ROAD	MACKIE ROAD	KEEBLES ROAD	MERCER ROAD	LOTT ROAD	PICCADILLY TRAIL
			BROOME STREET	MAUD STREET	REVVETT PLACE	EIGHTH ROAD	MADORE ROAD	LEEMING ROAD	SANDGATE ROAD	MYANARRA ROAD	RAIL TRAIL (KAURING)
			BRUNSWICK ROAD	MAXWELL ST	SIDNEY ROAD	ENSGIN DALE COURT	PARKER ROAD	LELIE ROAD	SPICES ROAD	OAKOVER ROAD	SURVEYOR ROAD (F)
			CANFIELD PLACE	MEARES STREET	WATER STREET	FOREMAN DRIVE	SEES RD	MACKIE SIDING ROAD	TALBOT HALL ACCESS	QUALEN ROAD	TREWS COURT
			CARDWELL ROAD	WONGER STREET		FORREST STREET	STATION ROAD	WILLS ROAD	WARDING DAM ROAD	RODGER ROAD	TWELTH ROAD
			GEMETERY ROAD	MOUSE PLACE		GWAMBYGNE EAST ROAD	WAMBLYN ROAD	WILLS ROAD	WILLIAMS ROAD	SEABROOK ROAD	WINTERFALLS ROAD
			GENTENNIAL DRIVE	MOUNT STREET		GREENHILLS SOUTH ROAD		NARRALOGGAN ROAD		ST JACKS ROAD	YARRA ROAD (F)
			CHRISTIE RETREAT	NEW STREET		HOOPS ROAD		NEEDLING HILLS ROAD		UNNAMED (KAURING)	YOUNG TRACK
			CLIFFORD STREET	NEWCASTLE COURT		KNOTTS ROAD		NORTHBOURNE ROAD		WISEMAN RETREAT	
			COWAN ROAD	NEWCASTLE STREET		LIGHTLY PLACE		PENNY STREET (KAURING)		WRIGHTS ROAD	
			CRAIG STREET	NINTH ROAD		LULF ROAD		PICCADILLY ROAD			
			CRAWFORD COURT	OSNABURG ROAD		MAIN CAMP ROAD		QUONAMINING ROAD			
			CLUBINE RD	PELHAM STREET		MANNAVALE ROAD		RAILWAY ROAD			
			DAVIES CRT	PLAUDIT STREET		MOKINE ROAD		RICKET SIDING ROAD			
			DAVIS STREET	POOL STREET		MORRIS EDWARDS DRIVE		RIVERSIDE COURT			
			DINSDALE ROAD	RADNOR ROAD		NORTH ROAD		RUDALL ROAD			
			DONCON STREET	RAILWAY CIRCLE		NUGENT ROAD		TALBOT HALL ROAD			
			DODDENANNING RD	RAILWAY STREET		OSBORN ROAD		TAYLOR ROAD			
			DURABLE STREET	REDMILE ROAD		OVENS ROAD		WALLABY ROAD			
			EDWARDS STREET	REYNOLDS LANE		PENNY DRIVE		WARDING ROAD			
			ELEVENTH ROAD	ROE STREET		PRUNSTER ROAD		WATERFALL ROAD			
			ELIZABETH STREET	SCARPIA STREET		QUALEN WEST ROAD		WILBERFORCE ROAD			
			FISHERS ST	SCOTT STREET		SIXTH ROAD		YOUNG ROAD			
			FORBES STREET	SEABROOK STREET		SPRINGS RD					
			FORD STREET	SOUTH STREET		STYVSTER COURT					
			FORREST ST	STEELE ROAD		TALBOT ROAD					
			FRASER STREET	STEPHEN STREET		TIP ROAD					
			GEORGE STREET	SUBURBAN ROAD		TREWS ROAD					
			GEORGIANA STREET	TENTH ROAD							
			GILFORD STREET	THOMPSON STREET							
			GLASS COURT	THORN STREET							
			GLEBE STREET	TRIGG STREET							
			GREENHILLS SOUTH RD	ULSTER ROAD							
			GREY STREET	VIEW STREET							
			HARRIOTT STREET	WHEELER ST							
			HARVEY STREET	WILLIAM STREET							
			HENRY ROAD	WYBORN ST							
			HERBERT ROAD	RIVER STREET							
			HOPE STREET								
			HOWICK STREET								

Note: Roads highlighted green are current school bus routes.

**SY039-05/24 POLICY REVIEW - POLICY E14 - COMMUNICATIONS PROTOCOL**

<b>File Number:</b>	<b>4.0474</b>
<b>Author:</b>	<b>Vanessa Green, Council &amp; Executive Support Officer</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Policy E14 Review <a href="#">↓</a></b>

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

Legislative

**PURPOSE OF REPORT**

This report presents a minor review of Policy E14 – Communications Protocol to Council for consideration.

**BACKGROUND**

As Council would be aware, the *Local Government Amendment Bill 2023* has passed through Parliament delivering the first tranche of the most significant reform to the local government sector in WA in more than twenty-five (25) years.

The changes include (amongst other things):

1. Introducing optional preferential voting
2. Aligning the size of Councils with the size of the population of each local government area
3. Enabling reforms to the Owners and Occupiers Roll to prevent the use of 'sham leases', addressing critical findings of the City of Perth Inquiry
4. Setting State-wide caretaker periods during Ordinary Council elections (2025 election)
5. Setting standardised Council Meeting procedures
6. Mandating live streaming and recording of Council meetings
7. Establishing mandated communications agreements between Councillors and the Administration
8. Requiring all local governments to publish information through online registers, including registers that disclose information about leases, grants, and goods and services contracts
9. Introducing new requirements for the publication of performance indicators and results for all Chief Executive Officers, with provision for limited exemptions for sensitive matters

In reference to point 7, a Communications Protocol was developed and considered by Council at its November 2023 meeting where it resolved (171123):

***“That, with regard to the Proposed New Policy - Communications Protocol, Council:***

- 1. Resolves to adopt a new policy for Communications Protocol, as presented in Appendix 1.***
- 2. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the policy prior to publication.”***

## COMMENTS AND DETAILS

In administering the compilation of the Shire's monthly Community Update page in the York & Districts Community Matters, a minor amendment to Policy E14 has been identified.

Under 'Communication to and from Councillors and Officers' the primary points of contact for Councillors are the CEO, Executive Managers and the Council & Executive Support Officer (CESO). Each edition of the Shire's page includes a message from the Shire President. From a practical perspective it makes some sense for the Shire President to be able to communicate with the Media & Engagement Officer to assist in compiling and including the message, with the CEO & CESO to be included on all communications.

The Policy has been reviewed to include these amendments, with a tracked-changes copy presented in Appendix 1.

## OPTIONS

Council has the following options:

**Option 1:** Council could choose to accept the review of Policy E14 – Communications Protocol.

**Option 2** Council could choose to suggest further changes to the review of Policy E14 – Communications Protocol. Any amendments require consultation with the Chief Executive Officer.

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

Shire President

Chief Executive Officer

Media & Engagement Officer

### 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

The Shire of York website will be updated if the proposed Communications Protocol is adopted.

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

O8 Employee Code of Conduct

### Financial

Nil

### Legal and Statutory

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

#### **"2.7. Role of council**

(1) *The council —*

(a) *governs the local government's affairs; and*

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

While the *Local Government Amendment Bill 2023* outlines the reform changes being made and the introduction of a Communications Agreement, these Regulations are yet to be released following sector consultation. The policy may require further review upon gazettal of those Regulations.

#### **Risk Related**

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

#### **Workforce**

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

#### **VOTING REQUIREMENTS**

**Absolute Majority: No**

#### **RESOLUTION 040524**

**Moved: Cr Denese Smythe**

**Seconded: Cr Chris Gibbs**

**That, with regard to the Policy Review - Policy E14 - Communications Protocol, Council:**

- 1. Resolves to adopt the review of Policy E14 – Communications Protocol, as presented in Appendix 1.**
- 2. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Policy prior to publication.**

**In Favour: Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright**

**Against: Nil**

**CARRIED 4/0**

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**ELECTED MEMBERS POLICIES**  
**Communications Protocol**

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Policy Number:	E14
Relevant Delegation:	Not Applicable
Adoption Details:	28 November 2023
Last Review Details:	

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**PREAMBLE:**

The Shire of York is a local government established under the *Local Government Act 1995* (the Act). Like all local governments in Western Australia, it is comprised of two parts: a Council which is made up of Councillors including the President and Deputy President; and an Administration which is made up of the Chief Executive Officer (CEO) and Officers. The respective roles of each of these groups is enshrined in legislation.

Both the Council and the Administration are required to meet the legislative role of the local government, which is to provide for the good government of persons in its district. To deliver on good governance, the Council and the Administration also require a common purpose, a common understanding of their unique and important roles, respect of, and recognition of their value.

To deliver good government, a partnership between Council and the Administration is required. This Communication Protocol documents the commitment of Council and the Administration for a partnership and the framework for communications between Council and the Administration that recognises the contribution made by each entity and sets out accepted behaviours in accordance with legislation.

**COMMITMENT:**

The Council and its Councillors and the Administration and its Officers of the Shire of York express their commitment to work in partnership to deliver good government for the district and recognise the unique and essential contribution that each makes.

The Council and its Councillors and the Administration and its Officers of the Shire of York agree to abide by this Communication Protocol as a policy of the local government.

**THE ROLE OF COUNCIL:**

Section 2.7 of the Act sets out the role of Council:

***“2.7. Role of council***

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

Section 2.8 of the Act sets out the role of the President:

### **“2.8. Role of mayor or president**

- (1) *The mayor or president —*
- (a) *presides at meetings in accordance with this Act; and*
  - (b) *provides leadership and guidance to the community in the district; and*
  - (c) *carries out civic and ceremonial duties on behalf of the local government; and*
  - (d) *speaks on behalf of the local government; and*
  - (e) *performs such other functions as are given to the mayor or president by this Act or any other written law; and*
  - (f) *liaises with the CEO on the local government’s affairs and the performance of its functions.*
- (2) *Section 2.10 applies to a councillor who is also the mayor or president and extends to a mayor or president who is not a councillor.”*

## THE ROLE OF THE DEPUTY PRESIDENT:

Section 2.9 of the Act sets out the role of the Deputy President:

### **“2.9. Role of deputy mayor or deputy president**

*The deputy mayor or deputy president performs the functions of the mayor or president when authorised to do so under section 5.34.”*

## THE ROLE OF COUNCILLORS:

Section 2.10 of the Act sets out the role of Councillors:

### **“2.10. Role of councillors**

*A councillor —*

- (a) *represents the interests of electors, ratepayers and residents of the district; and*
- (b) *provides leadership and guidance to the community in the district; and*
- (c) *facilitates communication between the community and the council; and*
- (d) *participates in the local government’s decision-making processes at council and committee meetings; and*
- (e) *performs such other functions as are given to a councillor by this Act or any other written law.”*

## THE ROLE OF CHIEF EXECUTIVE OFFICER AND OFFICERS:

Section 5.41 of the Act sets out the role (functions) of the CEO (to whom Officers act through):

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**“5.41. Functions of CEO**

*The CEO’s functions are to —*

- (a) advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) cause council decisions to be implemented; and*
- (d) manage the day to day operations of the local government; and*
- (e) liaise with the mayor or president on the local government’s affairs and the performance of the local government’s functions; and*
- (f) speak on behalf of the local government if the mayor or president agrees; and*
- (g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

**OVERARCHING PRINCIPLES:**

1. Excluding matters such as integrity matters, development of Alternative Motions, development of Notices of Motions, personally sensitive information and individual training, communication that goes to one Councillor is sent to all Councillors.
  2. Notwithstanding point 1, in accordance with Section 2.8 of the Act, the role of the President includes liaising with the CEO on the local government’s affairs and the performance of its functions which requires heightened communication to achieve.
  3. In accordance with Section 2.8(1)(d) of the Act, both the Administration and Councillors acknowledge only the President or CEO may speak on behalf of the Shire as the official spokesperson on Council decision.
  4. Councillors are leaders in the community and their conduct can impact positively and negatively the reputation of the Shire.
  5. The Administration has respect for the Office of Councillor and values the contribution that Councillors make.
  6. Both the Administration and Councillors acknowledge the separation of powers enshrined in legislation.
  7. Both the Administration and Councillors recognise the importance of timely communication and that the provision of accurate information takes time.
  8. Both the Administration and Councillors recognise the importance of professionalism and respect in communication.
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**MEDIA RELATIONS:**

In accordance with Section 2.8(1)(d) of the Act, only the President may speak on behalf of the Shire as the official spokesperson on Council decisions. In accordance with Section 5.41(f) of the Act, the CEO is authorised to speak on behalf of the local government if the President agrees.

A Councillor who wishes to make or has been approached by the media to make a “personal statement” relating to a Council decision, including the use of a Councillor’s portrait photograph, must receive prior authorisation from the President unless it has been expressly authorised by a Council decision.

All media enquiries, requests for interviews or statements received by Councillors are to be referred to the CEO in the first instance, who will advise the most appropriate response and/or action.

Councillors have a legal duty of fidelity to act in the best interests of Council and the Shire and must not make public statements that are critical of a Council decision or cause detriment to the Shire or Officers.

To streamline the application of this policy in dealing with media enquiries and requests, it is acknowledged and agreed that the CEO will liaise with the media outlet(s) and provide comment and undertake interviews on behalf of the Shire in the first instance where required, and will inform Council of the outcome.

**CUSTOMER (ACTION) REQUESTS:**

Customer Service forms part of the day-to-day operations of the local government under Section 5.41 of the Act.

The Shire’s Report It system, available via the Shire’s website, provides a means for customers to request and report issues associated with the extensive services provided by the Shire to the community. The Report It system is linked to the Shire’s Records Management system to ensure efficient, effective and timely service delivery.

As community leaders and the public face of the local government, Councillors are often a point of contact for members of the public.

Members of the public will often reach out to Councillors with issues and requests for services relating to advancing planning or building matters, maintenance of parks and gardens, road works or waste collection.

While Councillors have a role representing the collective interests of electors, ratepayers and residents of the district, acting on behalf of individual customers can put Councillors in a difficult position.

Customer Service forms part of the Administration’s functions under Section 5.41 and unavoidably a request from a Councillor can be perceived by the Administration as a direction that must be acted on as a priority and accordingly result in an advantage to the customer.

When approached by members of the community, Councillors should direct the customer to the Report It system available on the Shire’s website. For customers who do not have access to the website, they can contact the Administration by phone, email or face-to-face to report any issues. This approach will assist Councillors meet the requirements of Regulations 18, 19 and 20 of the *Local Government (Model Code of Conduct) Regulations 2021*.

A model response that Councillors may wish to use when contacted by members of the public directly is below:

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*“Thank you for query regarding XXXX. The best way to action your issue is to contact the Shire through the Report It system. Alternatively, you can contact the Shire Administration via phone (9641 0500) or email ([records@york.wa.gov.au](mailto:records@york.wa.gov.au)). This will enable you to track progress on your request. A response will be provided by the Shire in accordance with the Shire’s Customer Service Charter. If you do not receive a response to your satisfaction, please follow up with me.”*

If a customer is not satisfied with the Shire’s services, a Councillor may wish to:

1. liaise with the Shire President who has the authority under Section 2.8 of the Act to liaise with the CEO on the local government’s affairs and the performance of its functions; and/or
2. advise the customer to contact the Ombudsman.

To protect Councillors, Customer Requests received from Councillors on behalf of third parties will be treated like any other request received in the Report It system. Councillors will not receive any preferential treatment in this regard because such an action would be in conflict with the Shire’s conflict of interest procedures and Code of Conduct.

Requests for action by Councillors on behalf of third parties will not be actioned by the Council and Executive Support Officer (CESO).

Councillors are community members and customers too and Customer Requests received from Councillors will be managed in accordance with the Department of Local Government, Sport & Cultural Industries’ Conflict of Interest procedure.

The Shire has adopted a Customer Service Charter which describes the Shire’s commitment to customer service and achieving efficient and effective delivery of services to the community. The Shire has also adopted Council Policy G5 – Comprehensive Complaints Response which describes the Shire’s approach to managing complaints related to service provision.

### **RESIDENT COMPLAINTS:**

Resident complaints forwarded by Councillors will contain the resident’s contact details and Report It reference number(s) or some details of the resident’s initial contact with the Administration.

Resident complaints will then be dealt with in accordance with Council Policy G5 – Comprehensive Complaints Response.

### **INFORMATION REQUESTS:**

Effective communication between Councillors and the Administration is critical to the success of the entire organisation. Both Councillors and the Administration have a responsibility to communicate effectively.

Under Section 5.92 of the Act, Councillors may request any information held by the local government that is relevant to the performance by the person of any of his or her functions under the Act or under any other written law. A Councillor’s functions under Section 2.10 of the Act are to:

1. *“Represent the interests of electors, ratepayers and residents of the district*
  2. *Provide leadership and guidance to the community in the district*
  3. *Facilitate communication between the community and the council*
  4. *Participate in the local government’s decision-making processes at council and committee meetings*
  5. *Perform such other functions as are given to a councillor by this Act or any other written law.”*
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In making requests for information under Section 5.92 of the Act, a Councillor may be asked to specify why the information is relevant to the performance of their duties. This approach will help ensure that Councillors do not breach Section 5.93 of the Act that provides that a Council Member must not make improper use of information acquired in the course of their duties to:

1. *“Gain directly or indirectly an advantage for the person or any other person; or*
2. *Cause detriment to the local government or any other person.”*

Such a breach of Section 5.93 constitutes serious misconduct under the *Corruption, Crime and Misconduct Act 2003* and can be investigated by the Corruption and Crime Commission.

To promote shared expectations, the table below summarises categories of communication typically initiated by Councillors and guidance on the timeframe for responses.

<b>Category</b>	<b>Timeframe for Response</b>	<b>Examples</b>	<b>Most appropriate communication channel</b>
Councillor support	Acknowledgement within 1 business day Initial response within 5 business days with further responses provided as required	Councillor training requests Fees and allowances IT assistance Resident complaints	Email to CEO with CEO cc'd in Telephone to CEO or CEO
Decision making	Acknowledgement within 1 business days Response according to meeting timeframes (NOM: in line with Standing Orders, AM: best practice suggests 24 hours notice)	Notices of Motion (NOM) Alternative Motion (AM)	NOM Email to CEO with CEO cc'd in AM Email to CEO and Executive with CEO cc'd in
Decisions involving changes in service delivery	Shire President / CEO meetings are held weekly	Pothole repairs / road works Increase / decrease maintenance levels Requesting additional services and/or facilities	Shire President to CEO Notice of Motion

The following table summarises categories of communication typically initiated by Officers where a response is required.

<b>Category</b>	<b>Timeframe for Response</b>	<b>Examples</b>	<b>Most appropriate communication channel</b>
Statutory information requests	Within statutory limits specified	Annual and Primary Returns	Email to Councillors

		Related Party Disclosures Training Register	
General	Within agreed timeline specified	Miscellaneous requests for feedback and information (ie Councillor contact details, arranging meeting times, RSVPs to events and functions, responses to surveys, requesting feedback on documentation)	Email to Councillors

**WEEKENDS AND AFTER HOURS:**

Officers are employees who are compensated for their time with a salary. Achieving a productive workplace requires respecting the boundaries between work and non-work periods. In general, responses to information requests from Councillors will only occur during normal work hours.

Councillors have responsibilities and commitments outside their role as a Councillor. While it is impossible to accommodate all individual Councillors and their circumstances, Officers recognise the limitations on the availability of Councillors and will generally schedule events and meetings on a Tuesday which by convention is the day where Council business occurs.

**COMMUNICATION TO AND FROM COUNCILLORS AND OFFICERS:**

To ensure separation of powers and in accordance with the different roles and responsibilities set out in legislation, communication to and from Councillors and Officers is regulated by this protocol.

The primary communication points for Councillors are:

1. CEO and Executive Managers
2. CESO

Where matters relate to the functions of a Directorate, communication can occur between a Councillor and the relevant Executive, on the condition that the CEO is cc'd into all communications.

Where matters relate to integrity and conduct, communication is to occur between a Councillor and the CEO.

Distribution of Council and Committee meeting agenda and minutes occurs via the CESO or an Officer acting on their behalf. Queries regarding the contents of agenda and minutes should be directed to the CESO or CEO.

[To facilitate compilation of the Shire’s Community Update in the York & Districts Community Matters newspaper, the Shire President can liaise with the Media & Engagement Officer in relation to the Shire President’s column, with the CEO & CESO to be cc’d into all email communication.](#)

All correspondence generated and received by Councillors that relate to the business of Council is subject to the *State Records Act 2000*, the *Freedom of Information Act 1992* and the Shire’s Record Keeping Plan, and as such must be retained within the Shire’s corporate recordkeeping system.

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**WEEKLY UPDATE:**

The CEO issues a "Weekly Update" newsletter to Councillors once a week on a Friday. This newsletter is collated by the CESO and Executive Managers from various internal sources on activities from the previous week. The purpose of the newsletter is to provide Councillors with Administration information that they may be asked about by members of the public and provides a mechanism for the Administration to communicate information to Councillors informally and regularly.

**DIARIES:**

All Councillors have access to an electronic diary through Outlook. This is the official diary in the performance of their duties and all invitations are sent through Outlook.

All Shire related calendar activities will be updated and managed by the CESO who will issue invites and update calendars by sending invites to the relevant Councillors. A decline to a meeting invite indicates that a member will be an apology for the meeting or event.

External agencies may send invitations directly to a Councillor for events/meetings that require attendance in an official capacity.

Shire calendars should include only Shire related activities in which Councillors are attending in an official capacity including:

1. Committees of Council
2. Council Advisory Groups
3. External groups of which a Councillor is a delegated member (ie WALGA Zone or AROC)
4. Shire Events

As a public record subject to the *State Records Act 2000*, the *Freedom of Information Act 1992* and the Shire's Record Keeping Plan, Councillor electronic diaries should only be used for recording official business.

**MAINTAINING CONFIDENTIALITY/EMBARGOED INFORMATION:**

Councillors must not promote Shire information to the community that has not already been released or published, or until such time as the Shire President, as spokesperson for the Shire, has had an opportunity to speak.

The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature or embargoed. Such documents will be clearly marked 'confidential' or embargoed.

Information does not need to be marked confidential for its release to constitute a gain for another person.

**MEETINGS:****RECEIPT OF NOTICE PAPER**

In accordance with Regulation 14 of the *Local Government (Administration) Regulations 1996* Councillors will receive the notice paper and agenda relating to any Council or Committee meeting from the time that these documents are available for inspection by members of the public. The following conventions shall apply:

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1. All Councillors will receive electronic versions of Council and Committee agendas and all attachments. In certain circumstances hard copies can be provided (ie excel spreadsheets etc)

Where practicable, the agenda for Ordinary Council Meetings will be published 10 days prior to the Council meeting (that is Friday the week before Agenda Briefing).

Council and the Administration recognise the importance of accurate and timely advice contained in the agenda and that on occasion, individual agenda items may need to be published or updated following publication of the agenda. This shall occur using either a Late Item or Addendum to the agenda with the associated report being published on the Shire’s website with the agenda when available.

In accordance with Regulation 6 of the *Local Government (Model Code of Conduct) Regulations 2021* Councillors should ensure they read all papers prior to the meeting.

**ALTERNATIVE MOTIONS/AMENDMENTS**

Councillors wishing to propose an Alternative Motion or Amendment to the Officer’s recommendation are encouraged to first consult with the CEO. This is to ensure the consequences of the Alternative Motion/Amendment are considered.

Councillors are encouraged to distribute Alternative Motions/Amendments prior to the meeting to Councillors, the CEO, Executive and CESO. Alternative Motions/Amendments that are circulated prior to 2:00pm on the day of the meeting will be printed and provided to Councillors at their Chamber desk. Officers will not distribute Alternate Motions as it could be construed as being a revision to the Officer’s recommendation.

**INFORMATION REGARDING AGENDA REPORTS**

Under Section 5.41 of the Act, the functions of the CEO include ensuring that advice and information is available to the Council so that informed decisions can be made. The Agenda Briefing session provides an opportunity for Councillors to identify additional information requirements related to agenda reports. Written responses to questions that are not answered at the Agenda Briefing will be provided to all Councillors.

Councillors seeking information on agenda reports can also request to meet with the CEO and/or relevant Executive.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Council & Executive Support Officer
Relevant Legislation:	<i>Local Government Act 1995</i> <i>Local Government (Administration) Regulations 1996</i> <i>Local Government (Model Code of Conduct) Regulations 2021</i>

Relevant Documents:

- Policy E1 – Code of Conduct for Councillors, Committee Members and Candidates*
- Policy E4 – Council Delegates – Roles and Responsibilities*
- Policy E9 – Attendance at Events – Elected Members and CEO*
- Policy E10 – Provision of IT Equipment for Councillors*
- Policy G9 – Reference Groups*
- Policy G10 – Public Question Time*
- Policy G11 – Conduct of Council Forums*
- Policy G12 – Social Media*
- Customer Service Charter*

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted 28 November 2023	171123

**SY040-05/24 SPONSORSHIP ACQUITTAL - YORK DISTRICT HIGH SCHOOL**

<b>File Number:</b>	<b>4.0468</b>
<b>Author:</b>	<b>Sam Good, Project Officer</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>27 July 2021 (140721) 27 June 2023 (080623)</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. YDHS Multiyear Funding Acquittal 2023/24 <a href="#">↓</a></b>

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

Executive

**PURPOSE OF REPORT**

This report presents the final acquittal received for the 2023/24 financial year, for funded activities delivered on 13 December 2023 by York District High School (YDHS) for Council's review.

**BACKGROUND**

Policy C3 - Community Funding: Grants and Sponsorship and Policy C4 - Sponsorship of Tourism Events provide the parameters for considering applications for Shire financial and in-kind support. Two (2) rounds of sponsorship are opened to the community each year for a minimum four (4) week period. Applications are considered against the criteria contained in Council policies and guidelines and recommendations approved by Council at its next available meeting.

Historically, the Shire has provided support for activities, infrastructure improvements for facilities and funding for events that contribute to the Shire's community, social and economic objectives.

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

In both instances, acquittal reporting is a requirement of sponsorship. Dependant on the size, scale and frequency of funding, acquittal reporting detail varies. At minimum acquittal reports must include:

1. Key outcomes
2. Lessons learned
3. Community benefits
4. How the Shire was acknowledged
5. Budget detailing how the monies were spent

At its May 2020 Ordinary Meeting Council considered the applications for multi-year funding and resolved (050520):

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

1. ***Requests the Chief Executive Officer to negotiate multi-year funding agreements for the following activities and events that occur on an annual basis to commence following the adoption of the 2020/21 annual budget;***
  - ***York District High School - Book Awards (\$2,000)***

- **York Motor Show (\$3,000)**
- **York Christmas Festival (\$12,000)**

**2. Authorises the Shire President and Chief Executive Officer to engross the final agreements.”**

**COMMENTS AND DETAILS**

The following table summarises the MFA acquittal received from YDHS.

TABLE 1.

ORGANISATION	PURPOSE	PROVISION	ACQUITTAL SUMMARY
1. York District High School	End of Year Awards Ceremony & Graduation Ceremonies 2023	\$2,000	Shire funding was put towards the end of year awards ceremony and presentations, including year 6 & year 10 graduations. Outgoing expenditure on ceremony (stage/sound/chairs), Graduation sashes, medallions, engraving, framing, student awards and Graduation Morning Tea. Attendance at Awards Ceremonies: 400

The acquittal is presented in Appendix 1.

**In Summary:**

1. Council invested a total of \$2,000 in the 2023/24 to support delivery of the reported event.
2. YDHS reported an attendance of 400 at the Awards Ceremonies.
3. This event continues to support delivery of Council’s strategic, economic and community objectives by promoting YDHS and the Shire of York as an attractive place for Youth as it celebrates the academic and citizenship achievements of our local community.
4. It is noted that this is the last year of funding under the current multi-year funding agreement with YDHS.

**OPTIONS**

Council has the following options:

- Option 1:** Council could choose not to accept the acquittal as presented.
- Option 2:** Council could choose to seek further details from the funded organisation.
- Option 3:** Council could choose to accept the acquittal as received.

Option 3 is the recommended option.

**IMPLICATIONS TO CONSIDER**

**Consultative**

In preparation of this report:

1. Debrief with the funded organisation.
2. Debrief with Shire Officers
3. Review of received acquittal documents.

**Strategic**

Strategic Community Plan 2020-2030

Goal 1: The Place to Be

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

**Goal 5: Strong Leadership and Governance**

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

**Policy Related**

C3 Community Funding; Grants & Sponsorship

**Financial**

The financial implications have been detailed earlier in this report and are included in the acquittal report. Council could request more detailed financial reporting and/or audited financial statements from funded organisations. However, this approach would need to be provided as part of a review of the overall community funding program and engagement options to consult with the community identified as part of this process prior to the inclusions being implemented.

**Legal and Statutory**

Nil in relation to the receipt of the acquittals.

**Risk Related**

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

**Workforce**

Time to review and monitor the acquittal reporting process is managed within existing resources.

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION**

**050524**

**Moved: Cr Peter Wright**

**Seconded: Cr Chris Gibbs**

**That, with regard to the Sponsorship Acquittal - York District High School, Council:**

- 1. Accepts the York District High School acquittal report for Multi-year Funding, as presented in Appendix 1.**

**In Favour: Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright**

**Against: Nil**

***CARRIED 4/0***



ACQUITTAL REPORT

Please complete this form no later than 90 days following the conclusion of your sponsored event / project and return to the Shire.

Please attach expenditure budget if you require more space than provided below and ensure it is signed by a duly authorised officer of your organisation (i.e. Treasurer, Accountant or Executive Office bearer)

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

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

Organisation Name (name of group funded): York District High School

Date funding was granted: 1st July, 2021

Date project was delivered: 13 December, 2023

Describe the key outcomes of your project: The Award Ceremonies including the Year 6 and 10 student graduations are the highlight event of the York DHS calendar year. These ceremonies enable us to come together to celebrate a diversity of student achievement and show case this to the broader members of the school community. The Award Ceremony is a vital component in building a positive school culture within the local community and the event recognised success of local students and acknowledged the high quality teaching in the learning environment.

What were the key lessons your organisation learned while delivering the project? We learnt that the family members that attended the ceremony benefitted from the project. The event promotes both the York DHS and SoY as an attractive place for youth in the Shire as it highlights the achievements (academic and citizenship) of our local community as well as the partnership of the York DHS with the SoY which creates positive outcomes for both parties.

How many people benefited from your project?

Attendance numbers 400

Club / Group membership increases (if applicable)

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

Other

Four horizontal lines for additional text input.

How was the Shire of York acknowledged throughout this project?

- Annual report       Social Media       Letters to supporters
- Media release       Newsletter, flyers, brochures       Signage
- Website       Speeches
- Other in speeches, newsletters

Please include copies of the relevant promotional material acknowledging the Shire’s sponsorship

Did your organisation spend all sponsorship funds granted? If not, why?

Yes

Did your club or organisations derive revenue from the sponsorship?

No

If yes, what is the derived revenue being spent on?

Please list the income and expenditure relating to your project:

INCOME	AMOUNT (\$)
ITEM/PROGRAM/PROJECT COSTS	
YDHS	\$4000.00
Other Community Donations	\$1000.00
SUBTOTAL	\$5000.00
In Kind Support	
SUBTOTAL	\$
FUNDING AMOUNT FROM SHIRE OF YORK	\$2000.00
<b>TOTAL INCOME</b>	<b>\$7000.00</b>

EXPENDITURE	AMOUNT (\$)
ITEM/PROGRAM/PROJECT COSTS	
Award Ceremony - stage/sound/chairs	\$3960
Graduation Sashes	\$685.50
Medallions/Engraving/Framing	\$2131.85
Student Awards and Graduation Morning Tea	\$1271.80
SUBTOTAL	<b>\$8049.15</b>
In Kind Support	
SUBTOTAL	\$
TOTAL EXPENDITURE	<b>\$8049.15</b>

**Declaration**

In affixing my name to this form my organisation is making the following declarations:

- We declare to the best of our knowledge that the statements made in this report are true.
- We have recorded and retained original invoices and receipts in accordance with the Funding Agreement. We acknowledge that Shire of York may audit the organisation to verify the accuracy of the information contained in this acquittal.
- The information contained within the Statement of Expenditure or Explanation is complete and accurate and does not contain any misleading or fraudulent information.
- Relevant statutes, regulations, by-laws and requirements on any Federal, State or Local Government have been complied with.

**Acquittal report duly authorised by:**

Name: Christine Edmonds Position Held: Manager Corporate Services

Date: 30/4/24

*(must be signed by a duly authorised officer i.e. Treasurer, Chief Executive Officer or similar)*



*Kaya wanjū Balladong boodja*

## York District High School

2 Trews Rd, York WA 6302

Ph: (08) 96413100

Email: [york.dhs@education.wa.edu.au](mailto:york.dhs@education.wa.edu.au)

[www.yorkdhs.wa.edu.au](http://www.yorkdhs.wa.edu.au)

**"An Independent Public School"**

### 2023 Awards Ceremony Winners

Congratulations are extended to all students who received an award at the Awards Ceremony for their school work throughout this year. Grateful thanks are extended to all donors of these awards. The York Community have been most generous in this regard.

Primary Class Awards	Awarded To
Room 23	Jaxon Powell
Room 24	Madison Noonan
Room 20	Ella Ker
Room 21	Tessa Castlemain
Room 26	George Boyle
Room 27	Lia Reny
Room 13	Harliah Thomas
Room 14	Phoebe Wherrett
Room 16	Jessica Robinson
Room 18	Luke Hewett

Most Improved Students	Awarded To
Room 23	Cooper-Lee Gore
Room 24	Dakota Kerse
Room 20	Jacob Evans
Room 21	Sophie Boyle
Room 26	Oisín Kirwan
Room 27	Ruby Finestone
Room 13	Zoe Mackenzie
Room 14	Nathan Mardesich
Room 16	Maggie Arundel
Room 18	Mariah Begley

Rocky Award	Awarded To
Room 23	Alison Seabrook
Room 24	Samara Bovington
Room 20	Charlotte Jones
Room 21	Flynn Williams
Room 26	Ella Saunders
Room 27	Colton Harris
Room 13	Jayden Metcalf
Room 14	Amelia Higgins
Room 16	Michael Johnson
Room 18	Isabelle Hayes



*Kaya wanju Balladong boodja*

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**"An Independent Public School"**

Additional Primary Awards	Awarded To
Year 6 York & Districts Co-op Award	Isabelle Hayes
Year 6 Citizenship Award	Karis Rous
Year 6 Visual Arts Award	Benjamin Robins
Year 6 Music Award	Peri Marwick
Year 6 Design & Technologies Award	Karis Rous
Year 6 Science Awards	Thomas Mardesich/Lily Marwick
Instrumental Music Award	Joseph Boyle
Primary Moordijt Boodjar Environmental Award	Noel Reed
York Men's Shed Awards	Olive Kainuku
Primary Mt Walwalling Indigenous Awards	Ashleigh Smith
Primary Sports Star Award	Karis Rous
Year 6 Health Pharmacy Award	Benjamin Robins
Year 6 Dux Award	Joseph Boyle

Secondary Class Awards	Awarded To
Year 7	Sara James
Year 8	Shayla Mathews
Year 9	Gabriella Scammell

Most Improved Students	Awarded To
Year 7	Chayce Miller
Year 8	Haiden Sheridan
Year 9	Grace Coates

Rocky	Awarded To
Year 7	Darcey Collins
Year 8	Paige Ferguson
Year 9	Angus Jones

Secondary Learning Area & Subject Awards	Awarded To
English	Emily Astle
Mathematics	Jacob Theedom
Science	Emily Astle
Humanities	Emily Astle
Health and Physical Education	Christian Olsson
Visual Arts	Emily Astle
Design and Technology (Woodwork & Metalwork)	Oliver May
Music	Matilda Andrews
Food Technologies	Alexandra Coates



*Kaya wanju Balladong boodja*

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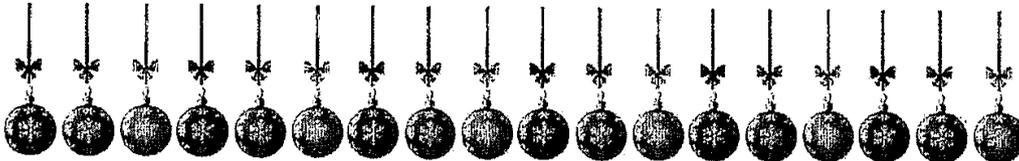
[www.yorkdhs.wa.edu.au](http://www.yorkdhs.wa.edu.au)

**"An Independent Public School"**

### 2023 Sponsors

We sincerely wish to thank and acknowledge the following families, businesses and community groups for their generous contribution towards the success of our Awards Ceremony and support of our school.

Australian Defence Force	Mia Davies MLA
Avon Valley Tyre Service	Rous Electrical
Bendigo Bank	York RSL Sub Branch
Ampol Australia	Shire of York
CWA, York Branch	Steve Martin – MLC
D & B Draper	State School Teachers Union
D Gault	Wheatbelt Natural Resource Management (NRM) Inc
Darren West MLC	York Agricultural Society
Hooper Family	York and Districts Co-operative Ltd
Laurie Graham MLC	York Child Care Centre
Living Farm	York Health Pharmacy
Nutrien	York Men's Shed



*The York District High School staff, wish everyone a safe and happy Christmas and prosperous New Year*



*Kaya wanjju Balladong boodja*

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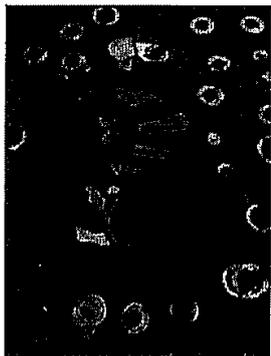
**"An Independent Public School"**

Additional Secondary Awards	Awarded To
Instrumental Music Award	Sara James
Sports Star Award	Logan Szymanski
York & Districts Cooperative Ltd Application Award	Nathan May
Secondary Citizenship Award	Benjamin Hannington
STEM Award	Jacob Theedom
Moordijt Boodjar Environmental Award	River Cummings
Long Tan ADF Leadership Award	Oliver May
Mt Walwalling Indigenous Award	Jimmy Slater
Ampol All Rounder Award	Jetson Groves
Bendigo Bank Award - Academic Pathway	Emily Astle
Bendigo Bank Award - Alternative Pathway	Meddow Taylor
Dux	Emily Astle
School Captain (2023)	Angus Jones
School Captain (2023)	Bonnie Spencer
K-10 Club	Emily Astle
K-10 Club	Brody Jones
K-10 Club	Oliver May
K-10 Club	Christian Olsson
Faction Competition Shield	Mackie

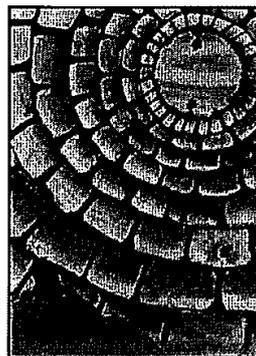
### Secondary Honour Roll

Sara James

Gabriella Scammell



Seahorse  
By Ella Saunders Year 3



Down the Well  
By Karis Rous Year 6



Looking Through the Lens  
By Alex Coates & Meddow Taylor

**SY041-05/24 PROPOSED BUSH FIRE BRIGADES LOCAL LAW**

- File Number:** 4.0474, 4.0471
- Author:** Anneke Birleson, Administration & Governance Coordinator
- Authoriser:** Alina Behan, Executive Manager Corporate & Community Services
- Previously before Council:** 26 October 2023 (041023)
- Disclosure of Interest:** Nil
- Appendices:**
1. WALGA - Information Page - January 2023 [↓](#)
  2. Joint Standing Committee on Delegated Legislation - Report 16 - June 2019 [↓](#)
  3. Proposed Local Law - October 2023 [↓](#)
  4. Response from Commissioner of DFES [↓](#)
  5. Response from Minister for Local Government [↓](#)
  6. Joint Standing Committee on Delegated Legislation - Report 4 - November 2023 [↓](#)
  7. Proposed Shire of York Bush Fire Brigades Local Law 2024 [↓](#)

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

Legislative

**PURPOSE OF REPORT**

The purpose of this report is to present Council with a new proposed Shire of York Bush Fire Brigades Local Law, for consideration. Council’s approval is sought to recommence the law-making process and authorise the Chief Executive Officer (CEO) to give local public notice of the proposed local law.

The Purpose and Effect of the proposed local law is as follows:

<b>Purpose:</b>	To make provisions for the organisation, establishment, maintenance and equipment of bush fire brigades.
<b>Effect:</b>	To ensure the bush fire brigades are established and managed in accordance with the <i>Bush Fires Act 1954</i> .

**BACKGROUND**

The Shire of York currently has five (5) operating bush fire brigades. The management of these brigades has occurred through provisions in the *Bush Fires Act 1954* (BF Act).

Under Section 41 of the BF Act, the Shire may establish and maintain one (1) or more bush fire brigades (BFB) and may equip each brigade with appliances, equipment and apparatus. The establishment of brigades is to be in accordance with the Shire’s local laws.

The Shire of York already has a local law relating to the establishment, maintenance and equipment of Bush Fire Brigades, published in the Government Gazette on 21 March 1941. The local law was made under the former *Bush Fires Act 1937*.

Advice from the WA Local Government Association (WALGA) states any validly made local laws establishing BFBs under the *Bush Fires Act 1937* continue to have effect under the 1954 BF Act.

This includes any brigades established under the local law. However, given the time that has elapsed it is considered likely that the existing local law is no longer fit for purpose. WALGA's advice is presented in Appendix 1.

WALGA recommend the Shire ensures an adequate number of Bush Fire Control Officers (BFCO) are appointed under Section 38(1) of the BF Act, to conduct normal brigade activities and manage fires in the interim, and establish a local law under the BF Act, repealing the local law made under the *Bush Fires Act 1937*.

WALGA's advice provides reassurance that volunteers will be covered for compensation and protected from liability if conducting normal brigade activities under the direction of a BFCO.

In June 2019, the Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) reported on the validity of local laws made under the BF Act. The report is presented in Appendix 2, of particular relevance is Section 2.

It is prudent that the Shire of York moves to adopt a new Bush Fire Brigades Local Law to ensure its BFBs are properly established and managed and brigade officers are properly registered and empowered.

## COMMENTS AND DETAILS

To comply with the BF Act, Officers drafted a local law based on the WALGA model template and presented it to Council's October 2023 Ordinary Meeting where it resolved (041023):

***That, with regard to the Proposed Bush Fire Brigades Local Law, Council:***

1. ***Commences the law-making process for the Shire of York Bush Fire Brigades Local Law. The purpose and effect of the local law being as follows:***
  - Purpose: To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.***
  - Effect: Ensure the Shire of York's Bush Fire Brigades are created in accordance with the Bush Fires Act 1954.***
2. ***Authorises the Chief Executive Officer to carry out the law-making procedures under Section 3.12(3) of the Local Government Act 1995, by:***
  - a. Giving local public notice of the proposed Bush Fire Brigades Local Law.***
  - b. Giving a copy of the proposed Bush Fire Brigades Local Law and public notice to the Minister for Local Government and the Minister for Emergency Services.***
3. ***Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the proposed Bush Fire Brigades Local Law prior to advertising.***
4. ***Notes that the Chief Executive Officer, after the close of the public consultation period, will submit a report to Council on any submissions received on the proposed Bush Fire Brigades Local Law to enable Council to consider the submissions and determine whether to make the local law, in accordance with Section 3.12(4) of the Local Government Act 1995.***

The proposed Local Law, presented in Appendix 3, was sent to the Minister for Emergency Services and the Minister for Local Government and advertised statewide and locally. The submission period ended on 26 January 2024.

Two (2) submissions were received:

1. Commissioner of Department of Fire and Emergency Services (DFES), referred by the Minister for Emergency Services, presented in Appendix 4.
2. Minister for Local Government, presented in Appendix 5.

In accordance with Section 13.13 of the *Local Government Act 1995* (LG Act) if any changes make the proposed local law significantly different the process must be restarted. The JSCDL takes this into consideration when making determinations. Significant changes was a reason sighted in the JSCDL Report 4 in 2023 (presented in Appendix 6) recommending disallowance of the City of Gosnells Bush Fire Brigade Local Law 2023.

Incorporation of the feedback received would result in the draft local law being considered significantly different. Therefore, it is in the Shire's best interest to recommence the process.

Officers have further consulted with York's Community Emergency Services Manager (CESM), to resolve the matters raised in the submissions.

Appendix 7 presents a marked-up version of the proposed local law presented to Council in October, integrating the suggested changes.

The proposed local law is divided into six (6) parts, summarised as follows, with key amendments highlighted:

*Part 1 – Preliminary*

Provides basic information about the local law including its name, definitions of key terms used, its application and commencement.

*Part 2 – Establishment of Bush Fire Brigades*

Part 2, Division 1 provides for the Shire to establish BFBs. It specifies the positions to be appointed. Following the first Annual General Meeting of the BFB committee, these positions are thereafter appointed by the brigade.

Existing BFBs within the Shire of York are non-financial entities and therefore, the positions of Secretary and Treasurer have been removed. Equipment is currently managed by the Shire's CESM. Should a need for these positions arise, clause 2.2(1)(v) allows for any other position deemed necessary to be appointed.

Part 2, Division 2 specifies the chain of command in relation to a fire ground. This part also refers to the Rules (Schedule 1) of each brigade. Upon commencement of the local law, existing brigades will continue to operate as if they were established under the local law.

*Part 3 – Organisation and Maintenance of Bush Fire Brigades*

The Shire is to ensure there is an appropriate structure under which BFBs can operate and are to supply each brigade officer with relevant legislation, policies and procedures. The Chief BFCO has primary managerial responsibility for the organisation and maintenance of the BFBs. Each BFB must hold Annual General Meetings and nominate brigade members to serve as a BFCO for the brigade area and represent the brigade on the Bush Fire Advisory Committee (BFAC).

*Part 4 – Types of Bush Fire Brigade Membership*

The membership types included in the proposed local law reflect the existing BFB structures with the addition of the requirement to undergo any training as specified by the Shire. Feedback from DFES recommended adding in a clause relating to fire fighting members aged between sixteen (16) and seventeen (17) years of age.

*Part 5 – Appointment Dismissal and Management of Members*

This part refers to the Rules (First Schedule) in relation to the appointment and dismissal of members.

*Part 6 – Equipment of Bush Fire Brigades*

This part provides for the option to establish policies around funding for the brigades and a BFB's ability to request funding from the Shire. This funding is in addition to current Local Government Grant Scheme funds.

*First Schedule – Rules Governing the Operation of Bush Fire Brigades*

The Schedule outlines the rules under which the BFBs are to operate and includes the following matters:

1. Membership
2. Functions of Brigade Officers (Duties of the Captain and Lieutenants)
3. Responsibilities of the Committee
4. Meetings of the BFB
5. Meetings of the Committee
6. General administration
7. Issuing of notices and appointing proxies

Financial reporting requirements have been removed as none of the existing BFBs are incorporated bodies and do not charge fees for membership. Some BFBs in other local government areas are incorporated and therefore legally bound to report on annual financials.

The procedure for making local laws is prescribed in Sections 3.12 to 3.17 of the *Local Government Act 1995*. The first step is for the person presiding at a council meeting to give notice to the meeting of the purpose and effect of the proposed local law. This is to be recorded in the agenda and minutes of the meeting. Following this, the Shire is to:

1. Give local and state-wide public notice of the proposed local law in the prescribed way
2. Invite submissions about the proposed local law for a period no less than six (6) weeks
3. Provide a copy of the proposed local law to the Minister for Local Government and the Minister for Emergency Services

After the last day for submissions the Shire must consider any submissions made and either restart the process or formally make the local law by an Absolute Majority decision of Council. The process only needs to be restarted if any changes make the proposed local law significantly differ to what has been proposed (Section 13.13 of the *Local Government Act 1995*).

Once a local law is made, it is to be published in the Government Gazette, copies provided to the relevant Ministers and Parliament and a public notice issued. The local law comes into force fourteen (14) days after gazettal.

## OPTIONS

Council has the following options:

**Option 1:** Council could choose not to adopt a new Bush Fire Brigades Local Law and continue to operate under the existing local law made in 1941.

**Option 2:** Council could choose to obtain independent legal advice as to whether a new local law is required prior to making a determination.

**Option 3:** Council could choose to authorise the Chief Executive Officer to recommence the law-making process in accordance with Section 3.12 of the *Local Government Act 1995*.

Option 3 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

CESM – Beverley and York

WALGA

JSCDL Reports

Should Council choose to commence the law-making process, Officers will publish a state-wide and local public notice of the proposed local law, inviting submissions. The submission period is to be no less than six (6) weeks. After this period, Officers will consider any submissions received and report back to Council in late 2024.

### 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

There are currently no policies relating directly to BFBs. However, an updated Work Health and Safety Policy is being presented as part of the May 2024 Agenda and includes volunteers.

## Financial

There will be costs associated with the advertising and gazettal of the proposed Bush Fire Brigade Local Law. These costs are unlikely to exceed \$5,000.

## Legal and Statutory

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

### **“38. Local government may appoint bush fire control officer**

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

### **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.*

### **43. Election and duties of officers of bush fire brigades**

*A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.*

### **44. Powers and authorities of officers of bush fire brigade**

- (1) *Subject to this Act, and except as provided in section 45 for the purpose of controlling and extinguishing or preventing the occurrence or spread or extension of a bush fire, or for any other prescribed purpose, the captain, or, in his absence, the next senior officer of a bush fire brigade, or in the absence of the captain and all other officers, any other member of the bush fire brigade, after consulting with the occupier of the land if he be present, has and may exercise all or any of the following powers and authorities, he may —*
  - (a) *control and direct the bush fire brigade at the fire or a person who voluntarily places his service at his disposal;*
  - (b) *either alone or with others under his command or direction, enter on land or into premises which may be on fire or in the neighbourhood of a fire for the purpose of taking such steps as he deems necessary for the control or extinguishment or for the prevention of the spread or extension of the fire, or take or give directions for taking such apparatus required to be used at a fire into, through, or upon land or premises as he considers convenient for the purpose;*
  - (c) *take any measures which in the circumstances are reasonable and appear to him to be necessary or expedient for the protection of life and property; and, for the purpose of controlling or extinguishing or for preventing the spread or extension of a fire, cause fences to be pulled down or removed, and bush or other inflammable material to be burnt, or otherwise destroyed or removed;*

- (d) *enter or give directions for entering land or premises, and take or cause to be taken water from any source whatsoever, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling-house, whether the water is upon private land or other land, and in all other respects, when and as often as in his opinion he deems it necessary or expedient to do so, exercise all the powers and authorities of a bush fire control officer under this Act;*
  - (e) *either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish such fire or prevent it from spreading*
- (2) *The powers conferred by subsection (1)(e) shall not be exercised —*
- (a) *in an area which has been declared a fire district under the Fire Brigades Act 1942, unless at the express request of an officer of a fire brigade established under that Act; or*
  - (b) *in an area in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act, unless at the express request of an officer of the fire brigade or volunteer fire brigade as the case may be.*
- (3) *Subject to the provisions of sections 13(6) and 45, where the bush fire brigade of a local government is present at a fire which is burning within the district of the local government, if a bush fire control officer of the local government is not present, the captain or in his absence the next senior officer of the bush fire brigade of the local government, or in the absence of the captain and all other officers of that bush fire brigade, any other member of that bush fire brigade has and shall take supreme control and charge of all operations and the officers and members of another bush fire brigade if present are subject to and shall act under his orders and directions.*
- (4) *Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.*

## **62. Local government may make local laws**

- (1) *A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to —*
- (a) *the appointment, employment, payment, dismissal and duties of bush fire control officers; and*
  - (b) *the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
  - (c) *any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*
- (2) *Where a regulation made by the Governor under this Act is inconsistent with or repugnant to a local law previously made by a local government under subsection (1) and still in force, the regulation prevails and the local law to the extent by which it is inconsistent with or repugnant to the regulation is deemed to be repealed.”*

Various Sections of the *Local Government Act 1995* are applicable and state:

### **“3.5. Legislative power of local governments**

- (1) *A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions under this Act.*

### **3.12. Procedure for making local laws**

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
  - (a) *give local public notice stating that —*
    - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
    - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
    - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given; and*
  - (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
  - (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*

*[(3a) deleted]*

- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice — (a) stating the title of the local law; and (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section — making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

### **3.13. Procedure where significant change in proposal**

*If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.*

### **3.14. Commencement of local laws**

- (1) *Unless it is made under section 3.17, a local law comes into operation on the 14th day after the day on which it is published in the Gazette or on such later day as may be specified in the local law.*
- (2) *A local law made under section 3.17 comes into operation on the day on which it is published in the Gazette or on such later day as may be specified in the local law.*

**3.15. Local laws to be publicised**

*A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws.*

**3.16. Periodic review of local laws**

- (1) *Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.*
- (2) *The local government is to give local public notice stating that —*
  - (a) *the local government proposes to review the local law; and*
  - (b) *a copy of the local law may be inspected or obtained at any place specified in the notice; and*
  - (c) *submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.*

*[(2a) deleted]*

- (3) *After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.*
- (4) *When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.*

*\* Absolute majority required.*

**3.17. Governor may amend or repeal local laws**

- (1) *The Governor may make local laws to amend the text of, or repeal, a local law.*
- (2) *Subsection (1) does not include the power to amend a local law to include in it any provision that bears no reasonable relationship to the local law as in force before the amendment.*
- (3) *The Minister is to give a local government notice in writing of any local law that the Governor makes to amend the text of, or repeal, any of the local government's local laws.*
- (4) *Section 5.94 applies as if a local law made under this section by the Governor were a local law made by the local government in accordance with section 3.12.*
- (5) *The reference in the Interpretation Act 1984 section 42(8)(b) to local laws includes local laws made under this section by the Governor."*

**Risk Related**

Under the BF Act, the Shire is required to adopt a Bush Fire Brigades Local Law to ensure its brigades are properly established and brigade officers are properly appointed and empowered. The risks are outlined within the advice received from WALGA presented in Appendix 1.

The Shire already has a local law, made under the former *Bush Fires Act 1937*. However, this local law is likely not fit for purpose. Existing brigades can continue to operate until a new local law is made.

The compliance risk is Insignificant (1) due to the Shire having an existing local law.

The likelihood of occurrence is Possible (3) presenting an overall risk rating of Low (3).

**Workforce**

The process associated with adopting the new proposed bush fire brigade local law is within current operational capacity.

**VOTING REQUIREMENTS**

**Absolute Majority: No**

**RESOLUTION****060524****Moved: Cr Denese Smythe****Seconded: Cr Chris Gibbs****That, with regard to the Proposed Bush Fire Brigades Local Law, Council:**

- 1. Commences the law-making process for the Shire of York Bush Fire Brigades Local Law 2024. The purpose and effect of the local law being as follows:**

**Purpose:** To make provisions about the organisation, establishment, maintenance and equipment of bush fire brigades.

**Effect:** Ensure the Shire of York's Bush Fire Brigades are created in accordance with the *Bush Fires Act 1954*.

- 2. Authorises the Chief Executive Officer to carry out the law-making procedures under Section 3.12(3) of the *Local Government Act 1995*, by:**

- a. Giving local public notice of the proposed Bush Fire Brigades Local Law 2024**

- b. Giving a copy of the proposed Bush Fire Brigades Local Law 2024 and public notice to the Minister for Local Government and the Minister for Emergency Services.**

- 3. Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the proposed Bush Fire Brigades Local Law 2024 prior to advertising.**

- 4. Notes that the Chief Executive Officer, after the close of the public consultation period, will submit a report to Council on any submissions received on the proposed Bush Fire Brigades Local Law 2024 to enable Council to consider the submissions and determine whether to make the local law, in accordance with Section 3.12(4) of the *Local Government Act 1995*.**

**In Favour:** Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright

**Against:** Nil

**CARRIED 4/0**



# INFOPAGE

## BUSH FIRE BRIGADE LOCAL LAWS, January 2023

WALGA was recently contacted by the Department of Fire and Emergency Services (DFES), who informed of State Solicitor's Office advice questioning the legality of Bush Fire Brigades established by Local Governments in the absence of an associated Bush Fire Brigades Local Law.

WALGA obtained its own separate, independent legal advice that confirmed the same; having established a Bush Fire Brigade, it is a requirement that the Local Government also adopt an associated Bush Fire Brigades Local Law.

WALGA has identified your Local Government as potentially falling into this category, following a search of your Local Government website for a BFB Local Law.

### The Issues

1. DFES and WALGA have received separate, independent legal advice on the establishment of Bush Fire Brigades (BFB) by Local Governments under s.41 of the *Bush Fires Act 1954* (BF Act);
2. The consistent legal position is that a Local Government, having exercised discretion to establish a BFB, **must do so by making a Local Law** – ref s.41(1) of the BF Act;
3. The head of power to make a BFB Local Law is under s.62 of the BF Act.
4. The Parliamentary Joint Standing Committee on Delegated Legislation has reported a similar requirement: 'Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose' (Ref: Report 16, June 2019 at 2.2)

### Relevant Consequences

5. Where a BFBs has been established in the absence of a Local Law, WALGA's legal advice indicates that the registration of the Brigade and Brigade membership under s.41(2) is likely to be invalid;
6. In the absence of a Local Law, the election and duties of BFB officers under s.43 is likely to be invalid.
7. In the absence of a Local Law, the powers of BFB officers relevant to preventing, controlling and extinguishing a bush fire under s.44 is likely to be invalid.

WALGA's requested legal advice on other matters that we believe will provide some reassurances in the short term.

Although not having adopted a BFB Local Law will mean that Brigades are not properly constituted, we have been advised that the appointment of Bush Fire Control Officers will mean that Local Governments can effectively ensure the conduct of normal brigade activities, including responding to bush fires and directing firefighting assets and volunteers.

Our legal advice provides further reassurances that volunteers will be covered for compensation and protected from liability if conducting normal brigade activities under the direction of a BFCO.

[info@walga.asn.au](mailto:info@walga.asn.au) | [www.walga.asn.au](http://www.walga.asn.au)



### Arrangements – Short Term

1. In the short term, Local Governments should ensure that a sufficient number of bush fire control officers (BFCO) are appointed under s.38(1) of the BF Act:  
*'A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it';*
2. BFCO's special powers are set out in s.39 of the BF Act and this appointment will also ensure the proper direction of Brigades in responding to a bush fire, as set out in s.44(4) of the BF Act:  
*'(4) Subject to the provisions of sections 13(6) and 45, where a bush fire control officer of a local government is present at a fire which is burning in the district of the local government, he has supreme control and charge of all operations, and the officers and members of all bush fire brigades present at the fire are subject to and shall act under his orders and directions.'*
3. WALGA's legal advice notes that a BFCO could manage a BFB established without a Local Law however this is not recommended as a permanent solution as BFBs will not have direct authority and powers otherwise provided under the BF Act.

### Protections

4. WALGA sought legal advice on the application of Part 6B And Part 7 of the Fire and Emergency Services Act 1998 (FES Act);
5. Part 6B applies to compensation entitlements for volunteers engaged in emergency response activities including firefighting;
6. Legal advice is that the compensation provisions will cover a person who engages in volunteer activities by participating in 'normal brigade activities' under the direction of a BFCO;
7. Part 7 applies to protection of persons acting in good faith when performing functions under emergency services Acts, including volunteer firefighters;
8. Similarly, legal advice confirms that a volunteer acting under the direction of a BFCO when carrying out 'normal brigade activities' will be able to rely upon the statutory protection under s.37 of the FES Act.

### Arrangements – Intermediate Term

1. The Local Government is required to adopt a BFB Local Law to ensure its Bush Fire Brigades are properly established and Brigade officers are properly registered and empowered.
2. WALGA has developed a template BFB Local Law addressing the BF Act local law-making requirements. This can be made freely available upon request.
3. WALGA can also provide general advice on the local law-making process and the development of a Council agenda item for this purpose;
4. Alternatively, the Local Government can obtain its own legal advice for the purpose of drafting a BFB Local Law.



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## Validity of Bush Fire Brigades Local Laws (Bylaws)

### Introduction

WALGA is assisting the Department of Fire and Emergency Services with communications to Local Governments regarding Bush Fire Brigade Local Laws (BFB LL). WALGA has previously sought and distributed independent legal advice on the contemporary operation of Bush Fire Brigades and the role of appointed Bush Fire Control Officers, in the absence of a Bush Fire Brigades Local Law.

Questions have since been raised by Local Government that adopted, and have not repealed, a BFB LL prior to the commencement of the current *Bush Fires Act 1954*.

WALGA sought specific legal advice on the following question: “...whether local laws (bylaws) which validly established Bush Fire Brigades under *Bush Fires Act 1937 (WA)* validly survive the repeal of that Act and the commencement of the *Bush Fires Act 1954 (WA)* specifically via the operation of section 36 of the *Interpretation Act 1984*.”

### Summary of Legal Advice

- Section 6 of the *Bush Fires Act 1954* ‘as passed’ expressly declared that the “repealing and re-enacting of a provision” section of the *Interpretation Act* (s.15 of the *Interpretation Act 1918* (reprinted in 1953) and s.36 of the *Interpretation Act 1984 (WA)*) applies to the *Bush Fires Act 1954*.
- Legal advice is that it is apparent at the time of passing the *Bush Fires Act 1954*, Parliament intended for local laws (formerly ‘bylaws’) establishing Bushfire Brigades under the *Bush Fires Act 1937*, to continue to have effect and therefore for those Brigades to continue. However, it is extremely unlikely that the Parliament would have intended those local laws to have continued in place for an extended period.
- Attention then turns to whether the other requirements of the *Bush Fires Act 1954* have been complied with, namely have there been any substantive changes to s.36(d) following the ‘as passed’ Act.
- Legal advice confirms that the clear and ordinary meaning of s.36(d) of the *Bush Fires Act 1954* has not changed in a manner relevant to the issue of establishment of Bush Fire Brigades between 1954 and 2023. Therefore, a local law made under the *Bush Fires Act 1937* which has not been repealed and where a Local Government does not have a local law to a similar effect made under the *Bush Fires Act 1954*, **is likely to still be in force**.
- Legal advice notes that a local law made under the *Bush Fires Act 1937*, whilst valid, may well not be fit for purpose now.

**Note:** For the purposes of the legal advice obtained, it was assumed that the local laws which established the Bush Fire Brigade under the *Bush Fires Act 1937*, did so validly at the time they came into effect.



### Good Governance Considerations

From the perspective of the legal advice received, it might be said that a BFB LL made under the *Bush Fires Act 1937* is technically valid but likely to be practically obsolete. In accordance with our previous legal advice, it is therefore recommended that Local Governments with a local law established under the *Bush Fires Act 1937*:

- a. ensure there are an adequate number of appointed Bush Fire Control Officer to conduct 'normal brigade activities' and manage fires in its district in the short term; and
- b. consider making a local law to establish the Bush Fire Brigade under *the Bush Fires Act 1954* and to repeal the local law made under the *Bush Fires Act 1937*.

### Bush Fire Brigade Local Laws – 1954 to 1996

Further investigation of the Government Gazette has identified that many Local Governments have adopted a BFB LL since the commencement of the *Bush Fires Act 1954* and there is no doubt as to the validity of these local laws.

However it is clear that many Local Governments were until recently, unaware of the existence of a BFB LL (for example, the local law is not published on the Local Government's website) and the *Local Government Act 1995* requirement to conduct an 8 year review of local laws has not been applied to BFB LLs. (Please note that the lack of an 8 year review does not invalidate any local law).

WALGA therefore suggests that Local Governments with BFB LLs adopted as bylaws prior to the commencement of the *Local Government Act* in 1996 give similar consideration as to whether this local law remains fit for purpose to the contemporary operation of Bush Fire Brigades within the district.

### WALGA Local Laws Service

If you require assistance with any aspect of the local law-making process relating to Bush Fire Brigades, please contact WALGA's Governance & Procurement team at [governance@walga.asn.au](mailto:governance@walga.asn.au) or call 9213 2514.



## Report 16

### **JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION**

*City of Rockingham Bush Fire Control and Bush Fire Brigades  
Amendment Local Law 2018*

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Presented by

Ms Emily Hamilton MLA (Chair)

and

Hon Robin Chapple MLC (Deputy Chair)

June 2019

**Joint Standing Committee on Delegated Legislation****Members as at the time of this inquiry:**

Ms Emily Hamilton MLA (Chair)

Hon Robin Chapple MLC (Deputy Chair)

Dr David Honey MLA

Hon Kyle McGinn MLC

Mr Kyran O'Donnell MLA

Hon Martin Pritchard MLC

Mrs Robyn Clarke MLA

Hon Charles Smith MLC

**Staff as at the time of this inquiry:**

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## EXECUTIVE SUMMARY

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- 1 On 18 January 2019 the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* (Amendment Local Law) was published in the Government Gazette.
- 2 The Amendment Local Law deleted a series of clauses from the *Bush Fire Control and Bush Fire Brigade Local Law 2001*. Some of the deleted clauses were required by the enabling Act, the *Bush Fires Act 1954* (Act), to be included in the local law. These clauses related to the establishment and maintenance of bush fire brigades, equipping the brigades and appointment of relevant officers.
- 3 The Joint Standing Committee on Delegated Legislation is of the view that the Amendment Local Law is inconsistent with sections 41(1) and 43 of the Act.
- 4 As a result of that inconsistency, the Amendment Local Law is not within power of the enabling Act and as such offends the Committee’s Term of Reference 10.6(a).

### Recommendation

The recommendation is listed as it appears in the text at the page number indicated:

<b>RECOMMENDATION 1</b>	Page 4
The <i>City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018</i> be disallowed.	



## 1 Reference and procedure

- 1.1 On 18 January 2019 the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* (Amendment Local Law) was published in the Government Gazette.
- 1.2 Upon gazettal, the Amendment Local Law stood referred to the Joint Standing Committee on Delegated Legislation (Committee).
- 1.3 Once the Amendment Local Law was tabled in the Legislative Council, it became an instrument that may be subject to disallowance.

## 2 Local laws relating to bush fire brigade matters

- 2.1 Under the *Bush Fires Act 1954* (Act) a local government may establish and maintain one or more bush fire brigades for the purpose of carrying out normal brigade activities.<sup>1</sup>
- 2.2 Where a local government elects to establish a bush fire brigade it must do so in accordance with local laws it has made for that purpose:

### **Bush fire brigades**

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.<sup>2</sup>

- 2.3 The Act also provides for the appointment or election of brigade officers and the prescribing of their duties through a local law:

### **Election and duties of officers of bush fire brigades**

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.<sup>3</sup>

- 2.4 Section 62(1) of the Act provides a general power to make local laws relating to bushfire brigade matters:

### **Local government may make local laws**

A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to -

- (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
- (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and

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<sup>1</sup> *Bush Fires Act 1954*, section 41(1).

<sup>2</sup> *ibid.*

<sup>3</sup> *ibid.*, section 43.

- (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.<sup>4</sup>

### 3 Inconsistency with the Bush Fires Act 1954

- 3.1 The Committee is of the view that the Amendment Local Law is inconsistent with the Act.
- 3.2 The City of Rockingham (City) advised the Committee that the purpose of the Amendment Local Law was to:
- remove matters from the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 that can be better dealt with by other means.<sup>5</sup>
- 3.3 The Amendment Local Law deletes clauses from the *Bush Fire Control and Bush Fire Brigade Local Law 2001* (Principal Local Law) that are required by sections 41(1) and 43 of the Act and provides for the appointment of brigade officers, officer duties and equipping of the brigade as follows:
- clauses 3.2(2)-(5) which prescribed that the local government must have regard to the qualifications and experience required to fill each brigade officer position, the length of appointment of officers and the procedure for appointing vacant positions
  - clauses 7.1-7.4 which prescribed the requirements for seeking funding for protective clothing, equipment and appliances of the bush fire brigade.
- 3.4 The deletion of the required clauses makes the Amendment Local Law inconsistent with the Act. Subsidiary legislation must not be inconsistent with the provisions of the written law under which it is made.<sup>6</sup>
- 3.5 The Amendment Local Law also deletes the following clauses which are the subject matter of section 62(1):
- clauses 4.3-4.5, which prescribed the role and duties of the Chief Bush Fire Control Officer
  - clauses 4.6-4.8, which prescribed the holding of an annual general meeting and the nomination of one brigade member to be the brigade representative to the Bush Fire Advisory Committee
  - clauses 4.10-4.12, which prescribed the nomination and election of Bush Fire Control Officers.
- 3.6 In the Committee's view the regulatory scheme created by the Act contemplates that where a local government decides to regulate areas that are the subject matter of section 62(1) it is required do so by way of local law.

### 4 Scrutiny of the Amendment Local Law

- 4.1 The Committee first scrutinised the Amendment Local Law at its meeting on 20 March 2019. At this meeting, the Committee resolved to:
- write to the Council of the City requesting an undertaking that it would re-insert the necessary clauses into the Amendment Local Law

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<sup>4</sup> *ibid.*, section 62(1).

<sup>5</sup> City of Rockingham, Explanatory Memorandum, *Bush Fire Control and Bush Fire Brigade Local Law 2018*.

<sup>6</sup> *Interpretation Act 1984*, section 43(1).

- give notice of motion to disallow the Amendment Local Law in the Legislative Council to protect Parliament's right to disallow the Amendment Local Law should the Committee recommend disallowance.
- 4.2 On 21 March 2019 the Committee wrote to the City outlining the issues identified by the Committee and requesting an undertaking from the Council that the City would re-insert the necessary clauses. This letter is attached as Appendix 1.
- 4.3 On 4 June 2019 the Committee received a letter from the City advising the Committee that a Council Resolution had been made on 28 May 2019 as follows:
- That Council advises the Joint Standing Committee on Delegated Legislation that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed.
- 4.4 This letter is attached as Appendix 2.
- 4.5 At the Committee's meeting of 12 June 2019, the Committee resolved to recommend disallowance of the Amendment Local Law.

#### **The City's preference for disallowance**

- 4.6 The City stated it did not disagree with the Committee's position.<sup>7</sup> However, rather than undertaking to re-insert the relevant clauses into the Principal Local Law, the City advised it had no issue with the Legislative Council disallowing the Amendment Local Law.
- 4.7 The City advised that the management of the City's bush fire brigades would shortly be taken over by the Department of Fire and Emergency Services (DFES) and therefore:
- [g]iven that in six months the City will have no Bush Fire Brigades to manage, the most pragmatic approach to this issue is for the JSCDL to disallow the amendment local law and for the City to commit to the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VBFB.<sup>8</sup>
- 4.8 The Committee is disappointed with the City's position. It is the responsibility of local governments to ensure that their local laws comply with all statutory requirements in legislation passed by the State Parliament. When a local law offends the Committee's terms of reference, and an undertaking to correct the local law is requested and not given, the Committee has no option but to recommend disallowance.
- 4.9 The tabling of this disallowance report could have been avoided if the City had given the requested undertakings or repealed the Amendment Local Law, regardless of the transitioning of the management of its bush fire brigades.

## **5 Conclusion**

- 5.1 The Committees Term of Reference 10.6(a) states that:
- [i]n its consideration of an instrument [including a local law], the Committee is to inquire whether the instrument ... is within power.
- 5.2 The Committee concludes that the Amendment Local Law is inconsistent with the provisions of the Act and consequently offends the Committee's Term of Reference 10.6(a).

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<sup>7</sup> See Appendix 2, p 12.

<sup>8</sup> *ibid.*

- 5.3 The Committee notes the WALGA Model Bush Fire Brigades law reflects the Committee's position in these matters.
- 5.4 The Committee therefore recommends to the Parliament that the Amendment Local Law be disallowed.
- 5.5 Disallowing invalid local laws ensures that they are removed from the public record, thereby reducing the risk of public misinformation.

## 6 Recommendation

- 6.1 The Committee makes the following recommendation.

### RECOMMENDATION 1

The *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* be disallowed.



Hon Robin Chapple MLC

**Deputy Chair**

## APPENDIX 1

### LETTER TO CITY OF ROCKINGHAM

#### JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION



Your ref: GOV/27-04 D19/13163  
 Our ref: A745149 & 4045/02 DW

21 March 2019

Mr Barry Sammels  
 Mayor  
 City of Rockingham  
 PO Box 2142  
 Rockingham DC WA 6967

**Attention: Mr Peter Varris**  
**Manager Governance and Councillor Support**  
**By email: [barry.sammels@rockingham.wa.gov.au](mailto:barry.sammels@rockingham.wa.gov.au)**  
**[peter.varris@rockingham.wa.gov.au](mailto:peter.varris@rockingham.wa.gov.au)**

Dear Mayor

**City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law)**

I refer to a letter dated 25 January 2019 from Mr Peter Varris, Manager Governance and Councillor Support, City of Rockingham, which enclosed a copy of the Amendment Local Law and the associated explanatory material.

The Joint Standing Committee on Delegated Legislation considered the Local Law at its meeting yesterday and resolved to write to you regarding the following issues.

**Inconsistent with the Act— Amendment Local Law**

Section 62(1) of the *Bush Fires Act 1964 (Act)* provides the general power to make local laws relating to bush fire brigade matters:

**62. Local government may make local laws**

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to —
  - (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
  - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
  - (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties

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imposed upon the local government by this Act. (underlining added)

Further, bush fire brigade local laws must provide for the following matters:

**43. Election and duties of officers of bush fire brigades**

A local government which establishes a bush fire brigade shall by its local laws provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

The advice given to the City's Council was that many matters prescribed in the principal local law<sup>1</sup> did not have to be prescribed, and could instead be regulated administratively by the City.<sup>2</sup> There appears to have been a fundamental misunderstanding about what matters had to be dealt with by a bush fire brigades local law, and that misunderstanding has led to many matters being removed from the principal local law—matters which the Act contemplates will be regulated by local laws.

The misunderstanding appears to have arisen because of the word 'may' in section 62(1) of the Act (quoted above). As the word 'may' is permissive, the adviser has interpreted section 62(1) to mean that the City, if it wishes to regulate the matters listed in that section, does not need to regulate those matters by local law.

The word 'may' is *prima facie* permissive and gives the City a discretion as to whether it will make a local law regulating those matters. The power to make such local laws is permissive because local governments are not compelled to make bush fire brigade local laws. However, if a local government chooses to regulate bush fire brigade matters, it must do so by local law, not by another method.

The City's advisers consider the Act outdated and notes that, while a review of the Act has been mooted 'for some time', no changes are imminent.<sup>3</sup> The City may consider the Act to be outdated but that does not mean it can ignore the statutory scheme that has been laid out by that Act.

The Committee is of the view that the following clauses should not have been deleted from the principal local law:

- Clauses 3.2(2)–(5). These clauses provide more detail about how the Captain, First Lieutenant and other bush fire brigade officers are to be appointed and what should happen if, for example, the positions become vacant. These clauses should be re-inserted in order for the principal local law to comply with section 43 of the Act.
- Part 4, Division 2 (clauses 4.3–4.5). These clauses deal with the role and duties of the Chief Bush Fire Control Officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Part 4, Division 3 (clauses 4.6–4.8). These clauses deal with, for example, when a brigade must hold its annual general meeting, how a brigade must nominate one of its members to be considered by the City when it appoints a bush fire brigade officer. These clauses should be re-inserted in order for the principal local law to comply with sections 62(1)(a) and (b) of the Act.

<sup>1</sup> *City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law.*

<sup>2</sup> City of Rockingham, Minutes of ordinary Council meeting, 26 June 2018, pp 165–6.

<sup>3</sup> *ibid.*, p 165.

- Clauses 4.10–4.12. These clauses deal further with nominations and recommendations for bush fire control officers, to be considered by the City when it appoints such an officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Part 5 (clauses 5.1–5.6). These clauses determine the types of membership which are available in a brigade, the eligibility requirements for each type of membership and the role of each type of member. They should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.
- Part 7 (clauses 7.1–7.4). These clauses provide for how a brigade is to ensure that it receives the equipment it requires from the City. For example, the brigade must make funding requests for additional equipment. These clauses should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.

The clauses of the Amendment Local Law which delete the clauses listed above are inconsistent with the Act and are therefore not 'within power' of that Act. This is in breach of the Committee's Term of Reference 10.6(a). Further, local laws which are inconsistent with an Act and other written laws are inoperative and void to the extent of that inconsistency.<sup>4</sup>

**Inconsistent with the Act—principal local law**

Clause 6.1 of the principal local law provides that:

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules [the Rules Governing the Operation of Bush Fire Brigades<sup>5</sup>] as set out in the City of Rockingham Policy and Procedures Manual.

The matters contained in the Rules are quite detailed and extensive and deal with the day-to-day operation of bush fire brigades. The Rules usually appear in a schedule to bush fire brigade local laws (as is the case with the WALGA template), meaning that they form part of the local law. When the principal local law was made in 2001, the City opted to deliberately leave the Rules out of the local law and maintain them as a policy document.

In doing so, the City exercised its power to make bush fire brigade local laws unlawfully because:

- section 62(1)(b) required the City to include such matters in its bush fire brigade local law— put another way, the principal local law is (and has, since its making, been) inconsistent with that section. The Rules also deal with, for example, duties of the Captain of a bush fire brigade, which section 43 of the Act requires to be prescribed in a bush fire brigades local law
- it subdelegated its power to regulate these matters to a differently constituted Council. Local laws must be made by an absolute majority of the Council, whereas City policies would only require simple majority resolutions. This subdelegation is not authorised by the Act.

**Request for undertakings**

The Committee requests that the City's Council provide written undertakings that:

<sup>4</sup> *Local Government Act 1995* s 3.7; *Interpretation Act 1984* s 43(1).

<sup>5</sup> Definition of 'Rules': Principal local law cl 1.2(1).

1. within six months, the City will:
  - (a) re-insert the following clauses into the principal local law:
    - (i) Clauses 3.2(2)–(5).
    - (ii) Part 4, Division 2 (clauses 4.3–4.5).
    - (iii) Part 4, Division 3 (clauses 4.6–4.8).
    - (iv) Clauses 4.10–4.12.
    - (v) Part 5 (clauses 5.1–5.6).
    - (vi) Part 7 (clauses 7.1–7.4).
  - (b) make any necessary consequential amendments.
2. until the principal local law is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is inconsistent with undertaking 1.
3. until the principal local law is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form—including on the City’s website), ensure that it is accompanied by a copy of these undertakings.

To assist you, I **enclose** a suggested form of Council resolution to provide the undertakings.

The undertakings should be given in the form of a letter signed by you as Mayor, not the Chief Executive Officer or other officer of the City. This is because, pursuant to section 2.8(1)(d) of the *Local Government Act 1995*, the ‘Mayor or President speaks on behalf of the local government’ to the Parliament of Western Australia.

I note that your Council will meet on 23 April 2019 and therefore request that the undertakings be provided to the Committee by **Friday 3 May 2019**.

#### **Suggestion for further amendment to principal local law**

The Committee also strongly suggests that the City insert its Rules Governing the Operation of Bush Fire Brigades into the principal local law as soon as possible.

#### **Notice to disallow**

The Committee resolved to give notice of motion in the Legislative Council to disallow the Amendment Local Law. Notice will be given on 4 April 2019. The reasons for giving notice are:

- to protect the Parliament’s right to disallow the Amendment Local Law should the Committee recommend disallowance
- to provide the Committee with additional time to scrutinise the Amendment Local Law and, if necessary, obtain further information.

The giving of the notice should not be taken as indicating that the Committee has resolved to recommend disallowance at this stage.

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**Confidentiality**

Notwithstanding the confidential status of this letter, the Committee authorises the City to discuss the contents of this letter with the Department of Local Government, Sport and Cultural Industries, WALGA and the City's legal advisers.

If you have any queries in relation to this matter, please contact one of the Committee's Advisory Officers, Ms Denise Wong, on 9222 7408 or at [dwong@parliament.wa.gov.au](mailto:dwong@parliament.wa.gov.au).

Yours sincerely



**Hon Robin Chapple MLC**  
Deputy Chair

*Enc: Suggested form of Council resolution*

*This document (including any enclosures) is confidential and privileged. You should not use, disclose or copy the material unless you are authorised by the Committee to do so. Please contact Committee staff if you have any queries.*

**Suggested form of Council resolution to provide the undertaking**

The Council of the City of Rockingham undertakes to the Joint Standing Committee on Delegated Legislation that:

1. within six months, the City will:
  - (a) re-insert the following clauses into the *City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law*:
    - (i) Clauses 3.2(2)–(5).
    - (ii) Part 4, Division 2 (clauses 4.3–4.5).
    - (iii) Part 4, Division 3 (clauses 4.6–4.8).
    - (iv) Clauses 4.10–4.12.
    - (v) Part 5 (clauses 5.1–5.6).
    - (vi) Part 7 (clauses 7.1–7.4).
  - (b) make any necessary consequential amendments.
2. until that local law is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is inconsistent with undertaking 1.
3. until that local law is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form— including on the City's website), ensure that it is accompanied by a copy of these undertakings.

## APPENDIX 2

### LETTER FROM CITY OF ROCKINGHAM

Our Ref: LWE/67-03 D19/87962  
Your Ref: A745149 & 4045/02 DW  
Enquiries to: Peter Varris on 9528 0333



4 June 2019

Hon Robin Chapple MLC  
Deputy Chair  
Joint Standing Committee on Delegated Legislation  
Legislative Council Committee Office  
Parliament House  
4 Harvest Terrace  
West Perth WA 6005

Dear Hon Robin Chapple MLC

**City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law)**

I refer to your letter dated 21 March 2019 regarding a Notice to disallow the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 (Amendment Local Law). Ms Denise Wong one of the Committee's Advisory Officers provided approval to extend the time to provide the undertakings until after the City of Rockingham 28 May 2019 Council Meeting.

A report regarding the Amendment Local Law was presented to the 28 May 2019 Council Meeting. An extract of the report from the City of Rockingham 28 May Council Meeting is enclosed.

Summary of the information from the Report:

- At the start of the Bush Fire Control and Bush Fire Brigades Local Law 2001 being reviewed the City of Rockingham had two Volunteer Bush Fire Brigades (VBFB) from Baldivis and Singleton.
- During the review process the Baldivis VBFB was transformed into a Department of Fire and Emergency Services (DFES) Volunteer Fires and Emergency Service (VFES). The City also transitioned the management of the City's Incident Control Vehicle (ICV) to DFES.
- The Singleton VBFB in December 2018 voted to become managed by DFES.
- The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season.
- After the transition is complete the City will no longer have any Volunteer Bush Fire Brigades (VBFB). Therefore the City will begin the process to repeal the Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of the completed transition.



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- It will take 4 to 6 months to process a further amendment local law which reinstates the matter required by the JSCDL. As such, the City could advise the JSCDL that it has no issue with the City of Rockingham Bush Fire Brigades Amendment Local Law 2018 being disallowed.
- The effect of this is that when Parliament accepts the JSCDL motion that the Amendment Local Law be disallowed, the original requirements of the Bush Fire Brigades Local Law will revert to what they were before amendment and as they have operated since 2001.
- This does not mean that the City disagrees with the committee's correspondence; the position of the JSCDL is acknowledged and respected. It is simply that the City will shortly have no bush fire brigades to manage and no need for a local law at all; making an amendment would be pointless.

Below is the Council Resolution adopted on 28 May 2019:

**Council Resolution**

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

**Carried en bloc**

The City advises the Joint Standing Committee on Delegated Legislation (Committee) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed. The City does not disagree with the Committee's decision which is acknowledged and respected but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless.

The City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 months of transferring responsibility of the existing brigade to DFES.

Yours sincerely



**BARRY W SAMMELS**  
**MAYOR**

Enc. Council Report GM-014/19 Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018

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**Council Resolution – En bloc Resolution**

**Moved Cr Stewart, seconded Cr Liley:**

That the committee recommendations in relation to Agenda Items GM-013/19 and GM-014/19 be carried en bloc.

Carried – 9/0

General Management Services Governance and Councillor Support	
<b>Reference No &amp; Subject:</b>	GM-014/19 <b>Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018</b>
File No:	LWE/67-03
Proponent/s:	
Author:	Mrs Jelette Edwards, Governance Coordinator
Other Contributors:	Mr Peter Varris, Manager Governance and Councillor Support Mr David Caporn, Manager Compliance and Emergency Liaison
Date of Committee Meeting:	21 May 2019
Previously before Council:	26 June 2018 (GM-017/18), 27 November 2018 (GM-034/18)
Disclosure of Interest:	
Nature of Council's Role in this Matter:	Legislative
Site:	
Lot Area:	
Attachments:	
Maps/Diagrams:	

**Purpose of Report**

To propose a response to a request by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) to further amend the City's Bush Fire Control and Bush Fire Brigades Local Law 2001.

**Background**

At the 27 November 2018 Council Meeting, Council resolved to make a Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 which was published in the Government Gazette on 18 January 2019.

The intent of the amendments was to remove matters set out in the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 that were not required to be regulated by the Bush Fires Act 1954 and could be dealt with by other means.

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Subsidiary legislation such as local laws are subject to scrutiny by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL). The committee has advised the City that it considers a number of the changes made by the Amendment Local Law to be inconsistent with the Bush Fires Act 1954 (the Act) and has requested the City to reinstate a number of the clauses deleted by the amendment local law, failing which it will recommend to Parliament that the amendment local law be disallowed.

In November 2016, the Baldy Volunteer Bush Fire Brigade (VBFB) was transformed into a Department and Fire and Emergency Services (DFES) Volunteer Fire and Emergency Service (VFES) and assigned additional responsibilities in keeping with its evolving area of operation. In the case of the Baldy VFES this included structural; fire-fighting capability.

In 2017 the City transitioned the management of the City's Incident Control Vehicle (ICV) to DFES. The volunteer group that managed the ICV on behalf of the City have been retained but with increased support and training opportunities under the management of DFES.

These changes (Baldy VFES and DFES managed ICV) have not led to any change in 'area of operation' and have derived significant benefits for the City and the community, with greater presence of DFES in the City's district; additional training and support for volunteers; and increased localised capability to combat emergencies.

The Singleton VBFB is managed by the City of Rockingham and provides first response services for bushfire in the localities of Karnup and Keralup. Singleton VBFB was established in 1979 and currently has 50 registered members. Brigade members have been in discussions with the City and representatives of the DFES over several months in 2018 about the future of the brigade and the potential for increased functions and responsibilities within the City's district.

At the Singleton VBFB general meeting held on 19 December 2018, members voted in favour of becoming a DFES managed VFES. During the consultation, DFES representatives have indicated that if the Singleton VBFB is converted to a VFES, it would be allocated 'natural hazards' training and responsibilities whilst maintaining its primary role in combating bushfires. There would be no change to its primary area of operation.

**Details**

Clauses that the amendment local law deleted, which the JSCDL require to be reinstated, relate to matters about which the Act provides that a local government may make local laws, and in particular under s62 of the Act:

**62. Local government may make local laws**

- (1) *A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 for and in relation to*
  - (a) *the appointment, employment, payment, dismissal and duties of bush fire control officers; and*
  - (b) *the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and*
  - (c) *any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.*

The JSCDL may have misunderstood the City's intent. In correspondence to the Mayor, the Deputy Chair of the JSCDL advises that the minutes of the Council meeting of 26 June 2018 (pp165-6) state that the City is deleting a number of clauses from the local law as the matters dealt with can be 'regulated administratively by the City'.

The agenda and meeting minutes do not say that. The actual words used are that these matters can be dealt with by 'other means'. This does not mean 'regulation' - the objective of the amendment local law was to change the Bush Fire Brigades local law to the effect that only those matters required to be dealt with by a local law by s43 of the Act are regulated.

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In addition, while it did not take issue with any of the other matters deleted from the Bush Fire Brigades local law, while not part of the Amendment Local Law the JSCDL also noted that clause 6.1 of the Bush Fire Control and Bush Fire Brigades Local Law 2001 refers to 'Rules'; and that the clause amounts to a subdelegation which is unlawful. It has strongly recommended that the Rules be inserted as a schedule to the local law.

All this aside, City's only Volunteer Bush Fire Brigade (Singleton) is soon to be managed by DFES. The Baldivis VBFB and ICV volunteer group have already been transformed into a DFES VFES. The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season.

Due to this it may be more pragmatic to deal with this issue as outlined in the 'comment' section below rather than further amend the Bush Fire Control and Bush Fire Brigades Local Law 2001.

**Implications to Consider**

- a. **Consultation with the Community**  
 It would be quite straightforward to make a local law to address the matters required by the JSCDL. Section 62 of the Bush Fires Act 1954 provides that a local government may make local laws about bush fire brigades using the process set out in section 3.12 of the Local Government Act 1995.  
 Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.  
 An amendment local law would need to state its purpose and effect, be advertised for community feedback for a period of 6 weeks, and copies sent to the Ministers for Local Government and Fire and Emergency Services.  
 The results of the community consultation and feedback from the Ministers are to be considered by Council before it makes the local law.
- b. **Consultation with Government Agencies**  
 As noted above, if an amendment local law is preferred, the relevant Ministers must be given a copy and also invited to provide comments.
- c. **Strategic**  
Community Plan  
 This item addresses the Community's Vision for the future and specifically the following Aspiration and Strategic Objective(s) contained in the Strategic Community Plan 2019-2029:  
**Aspiration 4:** *Deliver Quality Leadership and Business Expertise*  
**Strategic Objective:** *Effective governance: Apply systems of governance which empower the Council to make considered and informed decisions within a transparent, accountable, ethical and compliant environment.*
- d. **Policy**  
 Not Applicable
- e. **Financial**  
 Not Applicable
- f. **Legal and Statutory**  
 Section 3.12 of the Local Government Act 1995 (the Act) is the procedure for making local laws.  
 Section 3.12(2) of the Act provides that - at a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

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Section 3.12(3) of the Act provides that – the local government is to –

- (3) The local government is to –
  - (a) give Statewide public notice stating that –
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;
  - and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.
- (3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

**g. Risk**

**All Council decisions are subject to risk assessment according to the City's Risk Framework.**

Implications and comment will only be provided for the following assessed risks.

*Customer Service / Project management / Environment : High and Extreme Risks  
 Finance / Personal Health and Safety : Medium, High and Extreme Risks*

Nil

**Comments**

The review of the Bush Fush Fire Control and Bush Fire Brigades Local Law commenced early in 2018. Much has transpired in respect to the operational management of Bush Fire Brigades since that time.

The City received a letter in May 2019 from the DFES Commissioner confirming an agreement in principle to transition Singleton VBFB to a DFES VFES. The expectation is that this work will be completed within 6 months and before the commencement of the next bushfire season. The Baldviss VFES and ICV are already under the management of DFES.

It will take 4 to 6 months to process a further amendment local law which reinstates the matter required by the JSCDL. As such, the City could advise the JSCDL that it has no issue with the City of Rockingham Bush Fire Brigades Amendment Local Law 2018 being disallowed.

The effect of this is that when Parliament accepts the JSCDL motion that the Amendment Local law be disallowed, the original requirements of the Bush Fire Brigades Local Law will revert to what they were before amendment and as they have operated since 2001.

This does not mean that the City disagrees with the committee's correspondence; the position of the JSCDL is acknowledged and respected. It is simply that the City will shortly have no bush fire brigades to manage and no need for a local law at all; making an amendment would be pointless.

When the Singleton VBFB is transferred to DFES and no longer under the control of the City, the Bush Fire Control and Bush Fire Brigades local law can be repealed altogether.

If Council prefers to instead amend the local law as advised by the JSCDL, Council needs to resolve the following:

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That Council:

1. **UNDERTAKES** to the Joint Standing Committee on Delegated Legislation (JSCDL) that it will;
  - (a) re-insert the following clauses into the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001:
    - (i) Clauses 3.2(2)-5
    - (ii) Part 4, Division 2 (clauses 4.3-4.5)
    - (iii) Part 4, Division 3 (clauses 4.6-4.8)
    - (iv) Clauses 4.10-4.12
    - (v) Part 5 (clauses 5.1-5.6)
    - (vi) Part 7 (clauses 7.1-7.4)
  - (b) make any necessary consequential amendments.
2. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will not enforce the principal local law in a manner that is consistent with undertaking 1.
3. Until the City of Rockingham Bush Fire Control and Bush Fire Brigades Local law 2001 is amended in accordance with undertaking 1, the City will, when making the principal local law available to the public (whether in hard copy or electronic form – including on the City’s website), ensure that it is accompanied by a copy of these undertakings.

The Officers agree to the JSCDL amendments on the following clauses:

- Reinsert clauses 3.2(2)-(5). These clauses provide more detail about how the Captain, First Lieutenant and other bush fire brigade officers are to be appointed and what should happen if, for example, the positions become vacant. These clauses should be re-inserted in order for the principal local law to comply with section 43 of the Act.
- Reinsert Part 4, Division 2 (clauses 4.3-4.5). These clauses deal with the role and duties of the Chief Bush Fire Control Officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Reinsert Part 4, Division 3 (clauses 4.6-4.8). These clauses deal with, for example, when a brigade must hold its annual general meeting, how a brigade must nominate one of its members to be considered by the City when it appoints a bush fire brigade officer. These clauses should be re-inserted in order for the principal local law to comply with sections 62(1)(a) and (b) of the Act.
- Reinsert clauses 4.10-4.12. These clauses deal further with nominations and recommendations for bush fire control officers, to be considered by the City when it appoints such an officer. They should be re-inserted in order for the principal local law to comply with section 62(1)(a) of the Act.
- Reinsert Part 5 (clauses 5.1-5.6). These clauses determine the types of membership which are available in a brigade, the eligibility requirements for each type of membership and the role of each type of member. They should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.
- Reinsert Part 7 (clauses 7.1-7.4). These clauses provide for how a brigade is to ensure that it receives the equipment it requires from the City. For example, the brigade must make funding requests for additional equipment. These clauses should be re-inserted in order for the principal local law to comply with section 62(1)(b) of the Act.

Given that in six months the City will have no Bush Fire Brigades to manage, the most pragmatic approach to this issue is for the JSCDL to disallow the amendment local law and for the City to commit to the repeal of the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 upon transition of the Singleton VBFB.

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**Voting Requirements**

Simple Majority

**Officer Recommendation**

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

**Committee Recommendation**

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and
3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Committee Voting – 4/0

**The Committee's Reason for Varying the Officer's Recommendation**

Not Applicable

**Implications of the Changes to the Officer's Recommendation**

Not Applicable

**Council Resolution**

That Council:

1. **ADVISES** the Joint Standing Committee on Delegated Legislation (JSCDL) that it has no issue with the City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018 being disallowed;
2. **ADVISES** the JSCDL that this does not mean that the City disagrees with its position which is acknowledged and respected, but simply that the City of Rockingham's only remaining Bush Fire Brigade will soon transition to a Volunteer Fire and Emergency Service and responsibility will be assumed by the WA Department of Fires and Emergency Services (DFES), making further amendments to the local law pointless; and

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3. **COMMITTS** to the JSCDL that the City will begin the process to repeal the City of Rockingham Bush Fire Control and Bush Fire Brigades Local Law 2001 within 3 month of transferring responsibility of the existing brigade to DFES.

Carried en bloc

**The Council's Reason for Varying the Committee's Recommendation**

Not Applicable

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MAYOR (B W SAMMELS)



## Joint Standing Committee on Delegated Legislation

### Date first appointed:

15 June 2017

### Terms of Reference:

The following is an extract from Schedule 1 of the Legislative Council Standing Orders:

#### '10. Joint Standing Committee on Delegated Legislation

- 10.1 A *Joint Standing Committee on Delegated Legislation* is established.
- 10.2 The Committee consists of 8 Members, 4 of whom are appointed from each House. The Chair must be a Member of the Committee who supports the Government.
- 10.3 A quorum is 4 Members of whom at least one is a Member of the Council and one a Member of the Assembly.
- 10.4 (a) A report of the Committee is to be presented to each House by a member of each House appointed for the purpose by the Committee.
- (b) Where a notice of motion to disallow an instrument has been given in either House pursuant to recommendation of the Committee, the Committee shall present a report to both Houses in relation to that instrument prior to the House's consideration of that notice of motion. If the Committee is unable to report a majority position in regards to the instrument, the Committee shall report the contrary arguments.
- 10.5 Upon its publication, whether under section 41(1)(a) of the *Interpretation Act 1984* or another written law, an instrument stands referred to the Committee for consideration.
- 10.6 In its consideration of an instrument, the Committee is to inquire whether the instrument -
- (a) is within power;
  - (b) has no unintended effect on any person's existing rights or interests;
  - (c) provides an effective mechanism for the review of administrative decisions; and
  - (d) contains only matter that is appropriate for subsidiary legislation.
- 10.7 It is also a function of the Committee to inquire into and report on -
- (a) any proposed or existing template, *pro forma* or model local law;
  - (b) any systemic issue identified in 2 or more instruments of subsidiary legislation; and
  - (c) the statutory and administrative procedures for the making of subsidiary legislation generally, but not so as to inquire into any specific proposed instrument of subsidiary legislation that has yet to be published.
- 10.8 In this order-
- "instrument" means -
- (a) subsidiary legislation in the form in which, and with the content it has, when it is published;
  - (b) an instrument, not being subsidiary legislation, that is made subject to disallowance by either House under a written law;
- "subsidiary legislation" has the meaning given to it by section 5 of the *Interpretation Act 1984*.



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## **BUSH FIRE BRIGADES LOCAL LAW**

**BUSH FIRES ACT 1954**

**LOCAL GOVERNMENT ACT 1995**

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**RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES**

**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

Shire of York

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of York resolved on *[insert date]* to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of York Bush Fire Brigades Local Law.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means any member referred to in clause 4.1;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the Chief Executive Officer of the Shire of York;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” means a registered operational member of a brigade and is defined in clause 4.2;

“**local government**” means the Shire of York;

“**Regulations**” means Regulations made under the Act; and

“**Rules**” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
  - (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;

means a person holding that position in a bush fire brigade.

### 1.3 Repeal

The By-Laws of the Shire of York relating to the establishment, maintenance and equipment of Bush Fire Brigades for the District of York, published in the Government Gazette on 21 March 1941 are repealed.

### 1.4 Application

This local law applies throughout the district.

### 1.5 Commencement

This local law comes into operation on the fourteenth (14<sup>th</sup>) day after the date of its publication in the *Government Gazette*.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
  - (c) appoint –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary; and
    - (v) any other position deemed necessary for the effective management of brigade activities
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) An election is to be held at the first annual general meeting by the members of the bush fire brigade for appointments to the positions referred to in clause 2.2(1)(c) and every subsequent annual general meeting.
- (6) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

#### ***Division 2 – Command at a fire***

### **2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior ranked bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

#### ***Division 3 – Application of Rules to a bush fire brigade***

### **2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

#### ***Division 4 – Transitional***

### **2.5 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –  
    **“commencement day”** means the day on which this local law comes into operation.

*Division 5 – Dissolution of bush fire brigade*

**2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

**2.7 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

**PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

*Division 1 – Local government responsibility*

**3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

**3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

*Division 2 – Chief Bush Fire Control Officer*

**3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

**3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

**3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;

- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

***Division 3 – Annual general meetings of bush fire brigades***

**3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting prior to 31 May each year.

**3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

**3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

**3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Committee is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

***Division 4 – Bush Fire Advisory Committee***

**3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

**3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person or persons for the position of a bush fire control officer for the brigade area.

**3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

### **3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

## **PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

### **4.1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

### **4.2 Fire fighting members**

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities, and have completed the required training qualifications as determined by the local government.

### **4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

### **4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

### **4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) Life members are to have a minimum of ten (10) years service.
- (3) No membership fees are to be payable by an honorary life member.

### **4.6 Notification of membership**

No later than 30 June in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

## **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

## **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances and the provision of training; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

### **6.2 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget.

### **6.3 Consideration in the local government budget**

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question, in accordance with Part 6 of the *Local Government Act 1995*.

**FIRST SCHEDULE****RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES****PART 1 - PRELIMINARY****1.1 Interpretation**

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
“**absolute majority**” means a majority of more than 50% of the number of:
  - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;  
“**local law**” means the Shire of York Bush Fire Brigades Local Law; and  
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

**PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE****2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

**2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee.

**2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership, and the Committee is to act within the parameters of any such policy in determining applications for membership.

#### **2.4 Applications for membership**

An application for membership must –

- (a) be in the form determined by the CEO;
- (b) be signed by the applicant;
- (c) provide the information required in the form; and
- (d) be forwarded to the Committee.

#### **2.5 Decision on application for membership**

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

#### **2.6 DFES to be notified of registrations**

If any application for membership is approved, the Committee of the bush fire brigade is to supply registration details to the Shire of York within 14 days of a person being admitted to membership in the form required by the Shire of York from time to time.

#### **2.7 Termination of membership**

Membership of the bush fire brigade terminates if the member –

- (a) dies;
- (b) gives written notice of resignation to the Committee;
- (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
- (d) is dismissed by the Committee; or
- (e) ceases to be a member or is taken to have resigned under subclause (2)

#### **2.8 Suspension of membership**

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

#### **2.9 Existing liabilities to continue**

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

### **2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

### **2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

## **PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

### **3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

### **3.2 Duties of Captain**

- (1) Subject to subclauses (2) and (3) below, the Captain is to preside at all meetings.
- (2) The Captain may appoint another brigade officer to preside at a meeting.
- (3) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

## **PART 4 – COMMITTEE**

### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (c) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (d) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (e) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (f) deal with membership applications, grievances, disputes and disciplinary matters.

#### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

### **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

#### **5.1 A meeting may be held –**

- (1) in person;
- (2) via Microsoft Teams (or similar video conferencing solution); or
- (3) via telephone or conference call.

#### **5.2 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by any member of the Committee by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the notice is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.3 Special meetings**

- (1) The Committee is to call a special meeting when five (5) or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Committee, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the notice is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

#### **5.4 Annual General Meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Committee to all brigade members and to the Chief Bush Fire Control Officer.

- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities; and
  - (c) deal with any general business.
- (3) In a notice given under subclause (1), the notice is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

#### **5.5 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) and five (5) additional members of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

#### **5.6 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

### **PART 6 – MEETINGS OF COMMITTEE**

#### **6.1 Meetings of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Lieutenant may convene a meeting of the Committee at any time.

#### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

#### **6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

### **PART 7 – GENERAL ADMINISTRATION MATTERS**

#### **7.1 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.

- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

## **7.2 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

## **PART 8 – NOTICES AND PROXIES**

### **8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post or electronic communication, to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) given by –
    - (i) personal delivery;
    - (ii) electronic communication;
    - (ii) post; or
    - (iii) facsimile transmission;
  - (c) taken to have been received, as the case may be –
    - (i) at the time of personal delivery;
    - (ii) on the following day after sending an electronic communication;
    - (iii) 5 business days after posting; or
    - (iv) on the printing of the sender's transmission report.

### **8.2 Proxies**

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Committee or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.

- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Committee for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

**“PROXY**

**[INSERT NAME] BUSH FIRE BRIGADE**

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]**

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_ to be  
my proxy and vote on my behalf at the meeting of the bush fire  
brigade to be held on [insert date] and at any adjournment of it.  
The proxy shall vote as follows:

MOTION           FOR   AGAINST   ABSTAIN

- 1. ....
- 2. ....

If there is no instruction to the proxy as to the way to vote, the proxy shall exercise her or his discretion as to how to vote or whether to vote at all. In respect of any vote taken at the meeting on a matter which does not appear on the agenda, the proxy shall exercise her or his discretion as to the way he or she casts the vote or whether it is cast at all.

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

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and returned to the Committee of the bush fire brigade (or the presiding member) prior to the commencement of the meeting for which the proxy is valid.

Dated this     day of                    20 . . . . .



Government of **Western Australia**  
Department of **Fire & Emergency Services**



Our Ref: D32551; 24/000881  
Your Ref: 4.6765 / OUT23/2508884D

Alina Behan  
Executive Manager – Corporate and Community Services  
Shire of York  
PO Box 22  
YORK WA 6302

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

Dear Ms Behan

#### **SHIRE OF YORK BUSH FIRE BRIGADES LOCAL LAW**

I refer to your correspondence dated 19 December 2023 sent to the Minister for Emergency Services regarding the Shire's proposed *Bush Fire Brigades Local Law*. The Minister has referred a copy of the proposed local law to DFES to provide a response.

DFES notes the Shire's unconfirmed Minutes from its Ordinary Council Meeting of 26 October 2023 indicating that the Shire had regard both to the Joint Standing Committee of Delegated Legislation's Report 16,<sup>1</sup> and the model template law developed by the Western Australian Local Government Association.

Please note that DFES cannot provide legal advice, the Shire should consider obtaining its own independent legal advice as it determines necessary.

Below are comments on the *Bush Fire Brigades Local Law* for the Shire's consideration:

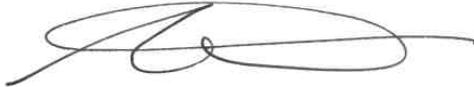
- While the term "normal brigade activities" is defined within the Rules (set out in the First Schedule), this term is first referenced in the body of the local law (at clause 2.1). For ease of reference, it is recommended the Shire consider including the definition in clause 1.2 Definitions.
- Section 43 of the *Bush Fires Act 1954 (WA)* provides: "A local government that establishes a bush fire brigade shall, by its local laws, provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary ... *and prescribe their respective duties.*" (emphasis added). DFES notes that while the duties of the Captain are provided for in clause 3.2 of the Rules, these relate only to brigade meetings and there are no further duties of the Captain or other officers provided for otherwise.

<sup>1</sup> Joint Standing Committee on Delegated Legislation, [Report 16 City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018](#).

- The *Fire Brigades Regulations 1943 (WA)* stipulate eligibility criteria for volunteer brigades formed under the *Fire Brigades Act 1954 (WA)*. Regulation 159C provides for eligibility of probationary members from 16 years if they have parental / guardian consent and the brigade's captain is satisfied that the prospective member is able to perform the requisite duties. As a matter of policy, the Shire may wish to consider adding these protective mechanisms within their clause 4.2 Fire Fighting members.

I trust this information is of assistance.

Yours sincerely



**DARREN KLEMM AFSM  
COMMISSIONER**

15 January 2024

4/19/24, 9:44 AM

Rich Text Editor, frmDialogWebEditor:editContent

Good afternoon Anneke

This email is regarding the Shire's proposed local law. No major issues have been identified, but some standard comments and the Minister's directions are below.

### **Bush Fire Brigades Local Law**

#### **1. Local law made under Bush Fires Act**

The Department is aware that this local law is made under the Bush Fires Act, in addition to the Local Government Act.

Accordingly, the Shire should ensure that it has sent a draft of the local law to the Minister for Emergency Services, presuming it has not done so already. If the Minister does not receive a copy, the local law's validity may be affected.

The Minister for Emergency Services and DFES are the subject experts on bush fire legislation and local laws. Accordingly, any advice they give regarding the local law's content should be strongly considered.

#### **2. Minor edits**

The following minor edits are suggested:

- Front page - add the wording Shire of York above the wording BUSH FIRE BRIGADES LOCAL LAW
- Front page - BUSH FIRE BRIGADES LOCAL LAW change to BUSH FIRES BRIGADE LOCAL LAW 2024
- Proxy vote form - [INSERT NAME] BUSH FIRE BRIGADE change to SHIRE OF YORK BUSH FIRE BRIGADE

The Shire should also ensure that all references and cross references are accurate.

#### **Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995**

Please note: Once the Shire has published a local law in the *Government Gazette*, the Shire must comply with the requirements of the Minister's *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazetted publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk  
Joint Standing Committee on Delegated Legislation  
Legislative Council Committee Office  
GPO Box A11  
PERTH WA 6837  
Email: [delleg@parliament.wa.gov.au](mailto:delleg@parliament.wa.gov.au)  
Tel: 9222 7404  
Fax: 9222 7805

A copy of the Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au). A copy of the Directions is also available at the Committee's webpage at the Parliament WA website. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;

<https://content.york.wa.gov.au:8443/altusecm/secure/doc.jsf?reclId=06bb8b3e-bd62-4a49-a6bf-7fc10fa86c16>

1/2

4/19/24, 9:44 AM

Rich Text Editor, frmDialogWebEditor.editContent

- do not constitute legal advice;
- have been provided in good faith for the Shire's consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

Kind regards

[REDACTED]

Legislation Officer  
Department of Local Government, Sport and Cultural Industries  
140 William Street, Perth WA 6000  
PO Box 8349 Perth Business Centre WA 6849

[REDACTED]

Web [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)



Department of Local Government, Sport and Cultural Industries logo



Our values: customer focused, responsive, respectful, accountable, innovative



**Report 4**

**JOINT STANDING COMMITTEE ON DELEGATED LEGISLATION**

*City of Gosnells Bush Fire Brigade Local Law 2023*

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Presented by

Mr Geoff Baker MLA (Chair)

and

Hon Lorna Harper MLC (Deputy Chair)

November 2023

**Joint Standing Committee on Delegated Legislation****Members as at the time of this inquiry:**

Mr Geoff Baker MLA (Chair)

Mr Stuart Aubrey MLA

Hon Stephen Pratt MLC

Mr Paul Lilburne MLA

Hon Lorna Harper MLC (Deputy Chair)

Hon Steve Martin MLC

Hon Martin Pritchard MLC

Ms Magenta Marshall MLA

**Staff as at the time of this inquiry:**

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## EXECUTIVE SUMMARY

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1 The Joint Standing Committee on Delegated Legislation (Committee) has concluded that the *City of Gosnells Bush Fire Brigade Local Law 2023* (Gosnells Local Law) is invalid and offends its term of reference (a) because it:

- is not authorised by the *Local Government Act 1995* (LGA)
- is inconsistent with section 62(1)(a) of the *Bush Fires Act 1954* (Bush Fires Act)
- contains an unauthorised sub-delegation of legislative making power.

### **Not authorised by the *Local Government Act 1995***

2 The Committee has concluded that the City of Gosnells (City) did not follow the correct procedure when it made the Gosnells Local Law.

3 In making a local law, a local government is to follow the procedure set out in section 3.12 of the LGA. This includes a requirement to give local public notice of the proposed local law and invite submissions.

4 The LGA provides that the local government, after considering any submissions received, may make a local law that is not significantly different from the proposed local law. If the local government decides to make a local law that is significantly different from the proposed local law, it is to recommence the law making procedure.

5 The Gosnells Local Law is invalid because it is significantly different from the proposed local law and the City did not recommence the law making procedure. The proposed local law, of which local public notice was given, did not deal with the governance of bush fire brigade meetings and its operational structure. In contrast, the adopted local law did.

6 The Gosnells Local Law is invalid and offends the Committee's term of reference (a) because it is not authorised by the LGA.

### **Inconsistent with section 62(1)(a) of the *Bush Fires Act 1954***

7 The regulatory scheme created by the Bush Fires Act contemplates that where a local government decides to regulate matters specified in section 62(1)(a), it is required to do so by local law.

8 The Gosnells Local Law does not deal with the appointment, employment, payment, dismissal and duties of bush fire control officers. It presumably leaves to the bush fire brigade operating procedures (Procedures) substantive matters governing its structure.

9 The Gosnells Local Law is invalid by failing to regulate the matters covered by section 62(1)(a) of the Bush Fires Act. Subsidiary legislation, including local laws, must not be inconsistent with the provisions of the written law under which it is made.

### **Unauthorised sub-delegation of legislative making power**

10 The Gosnells Local Law, in providing for the Chief Executive Officer to establish and implement the Procedures, contains an unauthorised sub-delegation of legislative making power.

11 The Gosnells Local Law is invalid and offends the Committee's term of reference (a) as the sub-delegation is not authorised by the Bush Fires Act.

12 The Committee has recommended that the Gosnells Local Law be disallowed.

**Recommendation**

The recommendation appears in the text at the page number indicated:

<b>RECOMMENDATION 1</b>	Page 9
The <i>City of Gosnells Bush Fire Brigade Local Law 2023</i> be disallowed.	

## 1 Reference and procedure

- 1.1 On 9 June 2023 the *City of Gosnells Bush Fire Brigade Local Law 2023* (Gosnells Local Law) was published in the *Government Gazette*.
- 1.2 Upon gazettal, the Gosnells Local Law stood referred to the Joint Standing Committee on Delegated Legislation (Committee).<sup>1</sup>

## 2 Breach of section 3.12(4) of the *Local Government Act 1995*

- 2.1 The Committee has concluded that the City of Gosnells (City) did not follow the correct procedure when it made the Gosnells Local Law. The Gosnells Local Law is invalid and offends the Committee’s term of reference (a) because it is not authorised by the empowering enactment.

### Statutory procedure for making a local law

- 2.2 The power to make the Gosnells Local Law was derived from section 3.5(1) of the *Local Government Act 1995* (LGA) and section 62(1)(a) of the *Bush Fires Act 1954* (Bush Fires Act). Section 3.5(1) of the LGA states:

A local government may make local laws under this Act prescribing all matters that are required or permitted to be prescribed by a local law, or are necessary or convenient to be so prescribed, for it to perform any of its functions<sup>2</sup> under this Act.

- 2.3 Section 62(1) of the Bush Fires Act is at Appendix 1.
- 2.4 Part 3, Division 2, Subdivision 2 of the LGA sets out the procedure that a local government must follow when making a local law. In the case of the Gosnells Local Law, sections 3.12(4) and 3.13 are most relevant. Sections 3.12 and 3.13 of the LGA are at Appendix 2.
- 2.5 Importantly, section 3.12(4) requires that, after local public notice of a proposed local law has been given and after the last day for submissions, the local government:

is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.  
(underlining added)

\*Absolute majority required.

- 2.6 Section 3.13 of the LGA states:

#### **Procedure where significant change in proposal**

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure. (underlining added)

<sup>1</sup> Committee term of reference 10.5: [Standing Orders of the Legislative Council](#), Schedule 1, clause 10.5, accessed 7 November 2023.

<sup>2</sup> The general function of a local government is ‘to provide for the good government of persons in its district’: s 3.1 [Local Government Act 1995](#), accessed 7 November 2023.

- 2.7 The Department of Local Government, Sport and Cultural Industries (Department) created a Statutory Procedures Checklist to assist local governments complete the mandatory procedural steps prescribed by section 3.12 of the LGA to pass a valid local law. Part C of the checklist contains the requirements of section 3.12(4) of the LGA.<sup>3</sup>

### **The procedure for making the *City of Gosnells Bush Fire Brigade Local Law 2023***

- 2.8 The City proposed the Gosnells Local Law at an Ordinary Council Meeting on 28 February 2023 (Proposed Local Law). The Proposed Local Law is at Appendix 3.
- 2.9 The stated purpose of the Proposed Local Law was to:
- provide for the establishment and administration of a bush fire brigade.<sup>4</sup>
- 2.10 The Proposed Local Law included clauses 2.1, 2.2 and 2.3 which deal with:
- the establishment of a bush fire brigade
  - the naming of, and appointment of officers to, the bush fire brigade
  - the duties of the captain and other officers of the bushfire brigade.
- 2.11 The Proposed Local Law also contained clause 3.1 which deals with responsibility for administrative arrangements.
- 2.12 The Proposed Local Law was then advertised for public comment pursuant to section 3.12(3) of the LGA.<sup>5</sup> Two submissions were received.
- 2.13 One submission was received from the Department which advised it has no significant issues with the Proposed Local Law.<sup>6</sup>
- 2.14 The second submission was received from the Department of Fire and Emergency Services (DFES). DFES noted that the Proposed Local Law dealt only with the provision of appliances, equipment, apparatus, and funding for the bush fire brigade.<sup>7</sup> DFES suggested that the City should consider including other administrative provisions in the Proposed Local Law. This was based on a 2019 report by the Committee<sup>8</sup> on what should be included in a bush fire brigade local law.<sup>9</sup>
- 2.15 On review of DFES's submission, the City of Gosnells Council (Council) adopted several amendments to the Proposed Local Law. The amendments:
- inserted 2 new definitions:
    - *bush fire brigade operating procedures* means the Brigade Operating Procedures approved by the Chief Executive Officer as amended from time to time

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<sup>3</sup> Government of Western Australia, 1 September 2023, see: [Statutory Procedures Checklist](#), accessed 7 November 2023.

<sup>4</sup> *City of Gosnells Bush Fire Brigade Local Law 2023*, Explanatory Memorandum, p 1.

<sup>5</sup> The proposed Local Law appeared on the City of Gosnells website, was advertised in the *Gosnells Examiner* Newspaper, on notice boards at the City of Gosnells Civic Centre and every library and posted on the City of Gosnells Facebook page.

<sup>6</sup> City of Gosnells [Minutes](#), Ordinary Council Meeting, 23 May 2023, p 31, accessed 7 November 2023.

<sup>7</sup> Clause 3.2(1) of the Proposed Local Law.

<sup>8</sup> Joint Standing Committee on Delegated Legislation, report 16, [City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018](#), Western Australia, Legislative Council, June 2019, accessed 7 November 2023.

<sup>9</sup> City of Gosnells [Minutes](#), Ordinary Council Meeting, 23 May 2023, accessed 7 November 2023, p 31.

- *Chief Executive Officer* means the Chief Executive Officer of the City of Gosnells
  - inserted a new clause 2.4 which deals with bush fire brigade meetings
  - amended clause 3.1(1) and inserted new clauses 3.1(2) and (3) which deal with the administration of bush fire brigades.
- 2.16 The Proposed Local Law, including these amendments, was adopted by the Council on 23 May 2023.<sup>10</sup> The Gosnells Local Law is at Appendix 4.
- 2.17 In summary, the Proposed Local Law did not contain provisions about how meetings of the bush fire brigade are to be conducted or operating procedures for the bush fire brigade. The adopted Gosnells Local Law contained these provisions.

### Instrument is 'significantly different' from what was proposed

- 2.18 The Committee is of the view that the Gosnells Local Law is 'significantly different' from the Proposed Local Law.
- 2.19 The LGA does not define 'significantly different'.
- 2.20 Edleman J in a 2017 High Court judgment stated:
- where a statute employs a term in its ordinary sense, there can be no warrant for the extension of the meaning beyond its ordinary sense.<sup>11</sup>
- 2.21 The Macquarie Dictionary defines 'significant' to mean 'important; of consequence'<sup>12</sup> and 'different' to mean 'differing in character; having unlike qualities; dissimilar'.<sup>13</sup>
- 2.22 There is limited legislative guidance on the meaning of 'significantly different'.
- 2.23 In *Clark v Cook Shire Council* [2008] 1 Qd R 327, the Queensland Court of Appeal unanimously approved of a 'macrocosm' view of the legal test for 'significantly different'. The Court found that the modifications to a proposed planning scheme must have the consequence that the modified scheme as a whole is significantly different from the proposed scheme as notified.<sup>14</sup> (underlining added)
- 2.24 A former committee has observed that in determining if a law made is significantly different from a proposed law, each case turns on its own facts.<sup>15</sup>
- 2.25 Examples of where the Committee has found a local law to be 'significantly different' from an adopted local law include:
- *City of Kalamunda Dogs Local Law 2021*: The proposed local law permitted 4 dogs to be kept on certain premises, whereas the adopted local law only permitted 2 dogs to be kept. The Legislative Council disallowed the local law on the Committee's recommendation.<sup>16</sup>

<sup>10</sup> City of Gosnells [Minutes](#), 23 May 2023, accessed 7 November, p 32.

<sup>11</sup> *SZTAL v Minister for Immigration and Border Protection* [2017] HCA 34 at para 94.

<sup>12</sup> *Macquarie Dictionary*, 2023, Macquarie Dictionary Publishers 2023. See: [Macquarie Dictionary](#), accessed 14 September 2023.

<sup>13</sup> [Macquarie Dictionary](#), accessed 14 September 2023.

<sup>14</sup> *Clark v Cook Shire Council* [2008] 1 Qd R 327, para 5.

<sup>15</sup> Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 62, [City of Nedlands Parking and Parking Facilities Local Law 2012](#), November 2012, accessed 7 November 2023, p 6.

<sup>16</sup> Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 1, [City of Kalamunda Dogs Local Law 2021](#), September 2021, accessed 7 November 2023.

- *City of Subiaco Waste Local Law 2022*: The adopted local law increased a penalty for breach of a provision from \$50 to \$250. The City of Subiaco undertook to repeal the local law and make a new one complying with section 3.12 of the LGA.
- 2.26 Former committees have found a significant difference between proposed local laws and those which, after local public notice had been given, were adopted. Examples include local laws which:
- lowered the thickness threshold for reusable plastic bags from 60 microns to 35 microns<sup>17</sup>
  - inserted a clause which prevented the owner or occupier of premises adjacent to a verge charging a fee for parking on the verge<sup>18</sup>
  - prescribed prickly lettuce as a pest plant, where the main purpose of the local law was to prescribe pest plants for the district<sup>19</sup>.

### **The City of Gosnells Bush Fire Brigade Local Law 2023**

- 2.27 The Committee concludes that inserting clauses that deal with the governance of bush fire brigade meetings and its operational structure is a significant change.
- 2.28 Further, the Committee's view is that these additional clauses are a material aspect of the Gosnells Local Law. The governance of bush fire brigade meetings and its operational structure are key provisions of the Gosnells Local Law. Inserting these additional clauses changes the Gosnells Local Law as a whole.
- 2.29 The modification to the Proposed Local Law after the consultation period had closed meant the public was not consulted about how bush fire brigade meetings are to be conducted. Clauses 2.4(1) and 3.1(2) of the Gosnells Local Law contain the only references to the bush fire brigade operating procedures (Procedures). Members of the public should have had an opportunity to comment on these clauses and the reference to the Procedures. There was no opportunity to consider the new clauses prior to the adoption of the Gosnells Local Law.
- 2.30 The Committee's view is that this is contrary to one of the intents of sections 3.12 and 3.13 of the LGA, which is to:
- ensure that local governments engage in community consultation prior to making a local law. This consultation process is particularly important when new laws are being proposed or inserted into a local law.<sup>20</sup>
- 2.31 The consultation process required by the LGA is rendered meaningless if the proposed local law is then adopted with significant changes.

<sup>17</sup> Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 6, *Town of East Fremantle Plastic Bag Reduction Local Law 2017*, November 2017.

<sup>18</sup> Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 62, *City of Nedlands Parking and Parking Facilities Local Law 2012*, November 2012, accessed 7 November 2023.

<sup>19</sup> Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 9, *Issues of concern raised by the Committee between December 20 2003 and June 30 2004 with respect to Local Laws*, August 2004, accessed 7 November 2023.

<sup>20</sup> Western Australia, Legislative Council, Joint Standing Committee on Delegated Legislation, report 62, *City of Nedlands Parking and Parking Facilities Local Law 2012*, November 2012, accessed 7 November 2023, p 6.

### **Can section 3.12(2A) of the *Local Government Act 1995* save the instrument from invalidity?**

- 2.32 Section 3.12(2A) of the LGA provides that:
- Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- 2.33 The Committee is of the view that in failing to recommence the procedure for making the Gosnells Local Law, it is invalid by reason of non-compliance with sections 3.12(4) and 3.13 of the LGA.
- 2.34 It is not possible to comply substantially with the local law-making procedure if the requirements of section 3.12(4) of the LGA are not satisfied. It is a vital step in the process.
- 2.35 Consequently, section 3.12(2A) of the LGA cannot be relied upon to save the Gosnells Local Law from invalidity due to that non-compliance.

### **3 Inconsistency with section 62(1)(a) of the *Bush Fires Act 1954***

- 3.1 The Committee has concluded that the Gosnells Local Law is inconsistent with section 62(1)(a) of the Bush Fires Act and offends the Committee's term of reference (a) in that it is not authorised by the empowering enactment.
- 3.2 Section 62(1) of the Bush Fires Act is at Appendix 1.

#### **Exercise of power under section 62(1)(a) of the *Bush Fires Act 1954***

- 3.3 In its Report 16,<sup>21</sup> the former Committee found that the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018* was not within power of section 62(1) of the Bush Fires Act.
- 3.4 The former Committee stated:
- the regulatory scheme created by the Act contemplates that where a local government decides to regulate areas that are the subject matter of section 62(1) it is required do so by way of local law.<sup>22</sup>
- 3.5 It noted:
- The advice given to the City's Council was that many matters prescribed in the principal local law did not have to be prescribed, and could instead be regulated administratively by the City. There appears to have been a fundamental misunderstanding about what matters had to be dealt with by a bush fire brigades local law, and that misunderstanding has led to many matters being removed from the principal local law-matters which the Act contemplates will be regulated by local laws.
- The misunderstanding appears to have arisen because the word 'may' in section 62(1) of the Act (quoted above). As the word 'may' is permissive, the adviser has

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<sup>21</sup> Joint Standing Committee on Delegated Legislation, report 16, [City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018](#), Western Australia, Legislative Council, 27 June 2019, accessed 7 November 2023.

<sup>22</sup> Joint Standing Committee on Delegated Legislation, [report 16](#), accessed 7 November 2023, p 2.

interpreted section 62(1) to mean that the City, if it wishes to regulate the matters listed in that section, does not need to regulate those matters by local law.

The word 'may' is *prima facie* permissive and gives the City a discretion as to whether it will make a local law regulating those matters. The power to make such local laws is permissive because local governments are not compelled to make bush fire brigade local laws. However, if a local government chooses to regulate bush fire brigade matters, it must do so by local law, not by another method.<sup>23</sup>

3.6 The Parliament endorsed the former Committee's view and disallowed the *City of Rockingham Bush Fire Control and Bush Fire Brigades Amendment Local Law 2018*.<sup>24</sup>

3.7 The Committee's position regarding the interpretation of section 62(1)(a) of the Bush Fires Act has not changed. This is based on the following additional factors:

- The view that section 62(1)(a) conveys a discretionary power ignores High Court case law on the modern approach to statutory interpretation. This requires the context of the provision as well as the purpose of the legislation as a whole to be considered rather than the strict literal or grammatical meaning of the words. Statutory interpretation is not just concerned with the classification of a provision as mandatory or discretionary but also with whether an act done in breach of the provision is invalid.<sup>25</sup> The classification is the end of the enquiry, not the beginning.
- Statutory powers of the type set out in section 62(1)(a) are not mere powers a local authority has an option to exercise or not according to its unfettered choice. They are powers conferred for the purpose of attaining statutory objects. Parliament has conferred an authority on local governments to make local laws. It must therefore be exercised if a local government has decided to establish, maintain and equip a bush fire brigade. In this sense, 'may' means 'must'.
- In identifying the purpose behind section 62(1)(a), assistance can be obtained from the Long Title of the Bush Fires Act, in the absence of an 'objects and purposes' provision. It states:

An Act to make better provision for diminishing the dangers resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the *Bush Fires Act 1937* and for other purposes.

Section 62(1)(a) confers a local government with authority. That authority must be exercised if the circumstances call for it. Long Title's purposes are achieved when local governments make local laws for the matters they contain. The Parliament has considered these matters to be critical in better providing for diminishing bush fire danger.

- One purpose in the Long Title is to prevent, control and extinguish bush fires. This purpose would be defeated without departmental and parliamentary oversight of the subject matters covered by section 62(1)(a). If a local government chose to regulate these matters by administrative action rather than by a local law, the matters would:
  - not be transparent to residents and ratepayers
  - exclude the community in the democratic process of law making on a subject matter of particular historical and current importance to those residents and ratepayers

<sup>23</sup> Joint Standing Committee on Delegated Legislation, [report 16](#), Appendix 1, accessed 7 November 2023, p 2.

<sup>24</sup> Legislative Council, [Debates](#), 7 August 2019, accessed 7 November 2023, p 5095.

<sup>25</sup> [Project Blue Sky v Australian Broadcasting Authority](#), (1998) 194 CLR 355, at paragraph 78, accessed 7 November 2023.

- exclude Ministerial and departmental oversight
  - not be referred to the Parliament for scrutiny.
- 3.8 In summary, the Parliament intended that when a local government decides to establish a bush fire brigade and regulate the matters in section 62(1)(a) it must do so by making a local law.

### **The City of Gosnells Bush Fire Brigade Local Law 2023**

- 3.9 Appointment, employment, payment, dismissal and duties of bush fire control officers are matters covered by section 62(1)(a) of the Bush Fires Act. The Gosnells Local Law does not provide for these matters.
- 3.10 The Gosnells Local Law is invalid by failing to regulate all matters covered by section 62(1)(a) of the Bush Fires Act. Subsidiary legislation, including local laws, must not be inconsistent with the provisions of the written law under which it is made.<sup>26</sup>

## **4 Sub-delegation of legislative power**

- 4.1 The Committee has concluded that providing for the Chief Executive Officer to establish and implement the Procedures in clause 3.1(2) of the Gosnells Local Law amounts to an unauthorised sub-delegation of legislative making power. This offends the Committee's term of reference (a) in that it is not authorised by the empowering enactment.
- 4.2 Clause 3.1(2) of the Gosnells Local Law is contained in Appendix 4.

### **Principles of sub-delegation**

- 4.3 It is a fundamental principle that legislative power should only be delegated in appropriate cases and to appropriate persons. Further, there is a general rule against sub-delegation; namely, a person cannot, without authority, delegate legislative power that has been delegated.<sup>27</sup> This rule is based on the principle that a body that has been delegated the power to make legislation cannot itself delegate this power.
- 4.4 However, there is a distinction to be drawn between the sub-delegation of administrative and legislative power.
- 4.5 It has been said that:
- The wider the field of operation left to the subdelegate, the more likely it is that the court will take the view there has been a subdelegation of legislative power. Where, on the other hand, the matters left to be carried out by the subdelegate are questions of detail which merely fill the gaps left in the legislation itself, or which are to be carried out in accordance with guidelines laid down in the legislation, the more likely it will be that the courts will determine that the subdelegate is exercising administrative powers only, and the subdelegation will be valid.<sup>28</sup>
- 4.6 The distinction between legislative powers and administrative powers is not always clear. The terminology used by the courts in identifying a valid sub-delegation of administrative power

<sup>26</sup> [Interpretation Act 1984](#), s 43(1), accessed 7 November 2023.

<sup>27</sup> DC Pearce and S Argument, *Delegated Legislation in Australia*, Fifth Edition, LexisNexis Butterworths, Australia, 2017, p 391.

<sup>28</sup> DC Pearce and S Argument, *Delegated Legislation in Australia*, p 391.

is not consistent. However, in general, the following principles apply and assist the Committee in identifying possibly invalid sub-delegations:

- legislative power:
  - establishes a broad policy framework
  - is expressed in mandatory or prohibitive terms
  - includes penalties for breaches of its provisions
- administrative power:
  - does not involve any wide policy considerations
  - is the application of general rules to particular cases
  - provides the details under the broad policy framework established by legislative power
  - is often exercised by express reference to guidelines established by legislative power.

***The City of Gosnells Bush Fire Brigade Local Law 2023***

- 4.7 Establishing and implementing Procedures involves developing a broad policy framework. The requirement to do so is expressed in clause 3.1(2) in mandatory terms by the use of the words ‘is to establish and implement’. This is a legislative power.
- 4.8 Clause 3.1(2) is not authorised by the Bush Fires Act. If Parliament intended for chief executive officers to make Procedures, it would have provided for that in the Bush Fires Act. The Bush Fires Act does not authorise or contemplate a chief executive officer to make Procedures.
- 4.9 Clause 3.1(2), in purporting to authorise the Chief Executive Officer to establish and implement the Procedures, is an unauthorised sub-delegation of legislative making power. The Bush Fires Act does not authorise this to occur when the Gosnells Local Law intends for the Procedures to deal with matters required to be dealt with by a local law.

**5 Conclusion**

- 5.1 The Committee’s term of reference 10.6(a) states:
  - In its consideration of an instrument, the Committee is to inquire whether the instrument—(a) is within power.
- 5.2 The Gosnells Local Law offends the Committee’s term of reference (a) in that it is not authorised by the empowering enactment on the basis of:
  - non-compliance with mandatory requirements in the LGA
  - inconsistency with the Bush Fires Act
  - unauthorised sub-delegation of legislative power.

**Benefits to recommending disallowance**

- 5.3 There are a number of benefits to recommending the disallowance of invalid instruments. These include ensuring that invalid laws are quickly removed from the public record and reducing the risk of public misinformation.

## 6 Recommendation

6.1 The Committee makes the following recommendation:

### RECOMMENDATION 1

The *City of Gosnells Bush Fire Brigade Local Law 2023* be disallowed.

A handwritten signature in black ink that reads "Geoff Baker". The signature is written in a cursive, slightly slanted style.

Mr Geoff Baker MLA  
**Chair**

## APPENDIX 1

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### SECTION 62 OF THE *BUSH FIRES ACT 1954*

***Bush Fires Act 1954***  
Miscellaneous **Part V**

**s. 62**

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**62. Local government may make local laws**

- (1) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the *Local Government Act 1995* for and in relation to —
  - (a) the appointment, employment, payment, dismissal and duties of bush fire control officers; and
  - (b) the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
  - (c) any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.
- (2) Where a regulation made by the Governor under this Act is inconsistent with or repugnant to a local law previously made by a local government under subsection (1) and still in force, the regulation prevails and the local law to the extent by which it is inconsistent with or repugnant to the regulation is deemed to be repealed.

*[Section 62 amended: No. 14 of 1996 s. 4.]*

## APPENDIX 2

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### SECTIONS 3.12 AND 3.13 OF THE LOCAL GOVERNMENT ACT 1995

<b>Local Government Act 1995</b>	
Functions of local governments	<b>Part 3</b>
Legislative functions of local governments	<b>Division 2</b>
	<b>s. 3.12</b>

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#### 3.12. Procedure for making local laws

- (1) In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.
- (2A) Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.
- (2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.
- (3) The local government is to —
  - (a) give local public notice stating that —
    - (i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and
    - (ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and
    - (iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and
  - (b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and
  - (c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

*[(3a) deleted]*

**Local Government Act 1995****Part 3** Functions of local governments**Division 2** Legislative functions of local governments**s. 3.12**

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- (4) After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.

\* *Absolute majority required.*

- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give local public notice —
- (a) stating the title of the local law; and
  - (b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and
  - (c) advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.
- (8) In this section —
- making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.

*[Section 3.12 amended: No. 1 of 1998 s. 8; No. 64 of 1998 s. 6; No. 49 of 2004 s. 16(4) and 23; No. 26 of 2016 s. 5; No. 16 of 2019 s. 8.]*

**3.13. Procedure where significant change in proposal**

If during the procedure for making a proposed local law the local government decides to make a local law that would be significantly different from what it first proposed, the local government is to recommence the procedure.

## APPENDIX 3

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### PROPOSED CITY OF GOSNELLS BUSH FIRE BRIGADE LOCAL LAW 2023

OCM 28 FEBRUARY 2023

APPENDIX 13.5.7B

LOCAL GOVERNMENT ACT 1995  
BUSH FIRES ACT 1954

#### CITY OF GOSNELLS BUSH FIRE BRIGADE LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995*, the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the City of Gosnells resolved on **dd** **Month Year** to make the following local law.

##### PART 1 - PRELIMINARY

##### 1.1 Citation

This local law may be cited as the City of Gosnells Bush Fire Brigade Local Law 2023.

##### 1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

##### 1.3 Interpretation

- (1) In this local law unless the context otherwise requires—
- Act* means the *Bush Fires Act 1954*;
  - brigade area* means the district;
  - bush fire brigade* is defined in section 7 of the Act;
  - brigade officer* means a person holding a position referred to in clause 2.2(1)(b);
  - district* means the district of the local government;
  - local government* means the City of Gosnells;
  - normal brigade activities* is defined by section 35A of the Act; and
  - State Government* means the State Government of Western Australia.

##### 1.4 Application

This local law applies throughout the district.

## OCM 28 FEBRUARY 2023

## APPENDIX 13.5.7B

**PART 2 - BUSH FIRE BRIGADE****2.1 Establishment of Bush Fire Brigade**

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government's decision under subclause (1).
- (3) A bush fire brigade established by the local government prior to the day on which this local law comes into operation is to be taken to be a bush fire brigade established under and in accordance with this local law.

**2.2 Name and Officers of a Bush Fire Brigade**

- (1) On establishing a bush fire brigade under clause 2.1(1), the local government is to—
  - (a) give a name to the bush fire brigade;
  - (b) ensure appropriate processes are in place to appoint—
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant; and
    - (iv) additional Lieutenants if the local government considers it necessary.
- (2) When considering the appointment of a person to the positions in subclause (1)(b), the local government is to have regard to the qualifications and experience which may be required to fill the position.

**2.3 Duties of Captain**

- (1) The duties of the Captain are to—
  - (a) provide leadership to the bush fire brigade;
  - (b) liaise with the local government concerning bushfire risk mitigation and brigade activities.
- (2) The duties of other brigade officers are to support the Captain in the exercise of their duties.

**PART 3 - ADMINISTRATION OF BUSH FIRE BRIGADE****3.1 Local government responsible for structure**

The local government is to ensure appropriate administrative arrangements exist for the operation of its bush fire brigade.

## OCM 28 FEBRUARY 2023

## APPENDIX 13.5.7B

**3.2 Equipment in bush fire brigade area**

- (1) The local government is to provide the bush fire brigade with appliances, equipment and apparatus for which funding has been provided by the State Government.
- (2) The local government may provide the bush fire brigade with additional appliances, equipment or funding at its discretion.

The Common Seal of the City of Gosnells was affixed by authority of a resolution of the Council in the presence of—

\_\_\_\_\_  
**TERRESA LYNES**  
**MAYOR**

\_\_\_\_\_  
**IAN COWIE PSM**  
**CHIEF EXECUTIVE OFFICER**

## APPENDIX 4

### CITY OF GOSNELLS BUSH FIRE BRIGADE LOCAL LAW 2023

#### LOCAL GOVERNMENT ACT 1995

#### BUSH FIRES ACT 1954

#### City of Gosnells

#### BUSH FIRE BRIGADE LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995*, the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the City of Gosnells resolved on 23 May 2023 to make the following local law.

#### PART 1—PRELIMINARY

##### 1.1 Citation

This local law may be cited as the City of Gosnells Bush Fire Brigade Local Law 2023.

##### 1.2 Commencement

This local law will come into operation 14 days after the day on which it is published in the *Government Gazette*.

##### 1.3 Interpretation

In this local law unless the context otherwise requires—

*Act* means the *Bush Fires Act 1954*;

*brigade area* means the district;

*brigade officer* means a person holding a position referred to in clause 2.2(1)(b);

*bush fire brigade* is defined in section 7 of the Act;

*bush fire brigade operating procedures* means the Brigade Operating Procedures approved by the Chief Executive Officer as amended from time to time;

*Chief Executive Officer* means the Chief Executive Officer of the City of Gosnells;

*district* means the district of the local government;

*local government* means the City of Gosnells;

*normal brigade activities* are defined by section 35A of the Act; and

*State Government* means the State Government of Western Australia.

##### 1.4 Application

This local law applies throughout the district.

#### PART 2—BUSH FIRE BRIGADE

##### 2.1 Establishment of Bush Fire Brigade

(1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.

(2) A bush fire brigade is established on the date of the local government's decision under subclause (1).

(3) A bush fire brigade established by the local government prior to the day on which this local law comes into operation is to be taken to be a bush fire brigade established under and in accordance with this local law.

##### 2.2 Name and Officers of a Bush Fire Brigade

(1) On establishing a bush fire brigade under clause 2.1(1), the local government is to—

(a) give a name to the bush fire brigade;

(b) ensure appropriate processes are in place to appoint—

(i) a Captain (also a Bush Fire Control Officer);

(ii) a First Lieutenant;

(iii) a Second Lieutenant; and

(iv) additional Lieutenants if the local government considers it necessary.

(2) When considering the appointment of a person to the positions in subclause (1)(b), the local government is to have regard to the qualifications and experience which may be required to fill the position.

##### 2.3 Duties of Captain and other brigade officers

(1) The duties of the Captain are to—

(a) provide leadership to the bush fire brigade;

(b) liaise with the local government concerning bushfire risk mitigation and brigade activities.

(2) The duties of other brigade officers are to support the Captain in the exercise of their duties.

##### 2.4 Meetings of bush fire brigade

(1) All bush fire brigade meetings are to be conducted in accordance with the bush fire brigade operating procedures.

(2) In this clause, a reference to a bush fire brigade meeting means—

(a) an annual general meeting of a bush fire brigade to be held in June of each year;

(b) an ordinary meeting of a bush fire brigade; or

(c) a special meeting of a bush fire brigade.

(3) The Captain is to forward a copy of the minutes of the annual general meeting of the bush fire brigade to the local government within one month after the meeting.

**PART 3—ADMINISTRATION OF BUSH FIRE BRIGADE**

**3.1 Local government responsible for structure**

- (1) The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.
- (2) The Chief Executive Officer is to establish and implement bush fire brigade operating procedures.
- (3) The local government may make other applicable rules, policies and procedures as determined necessary by the local government.

**3.2 Equipment in bush fire brigade area**

- (1) The local government is to provide the bush fire brigade with appliances, equipment and apparatus for which funding has been provided by the State Government.
- (2) The local government may provide the bush fire brigade with additional appliances, equipment, or funding at its discretion.

Dated 1st June 2023.

The Common Seal of the City of Gosnells was affixed by authority of a resolution of the Council in the presence of—

TERRESA LYNES, Mayor.  
IAN COWIE PSM, Chief Executive Officer.

## GLOSSARY

<b>Term</b>	<b>Definition</b>
<b>Bush Fires Act</b>	<i>Bush Fires Act 1954</i>
<b>City</b>	City of Gosnells
<b>Committee</b>	Joint Standing Committee on Delegated Legislation
<b>Council</b>	City of Gosnells Council
<b>Department</b>	Department of Local Government, Sport and Cultural Industries
<b>DFES</b>	Department of Fire and Emergency Services
<b>LGA</b>	<i>Local Government Act 1995</i>
<b>Gosnells Local Law</b>	<i>City of Gosnells Bush Fire Brigade Local Law 2023</i>
<b>Procedures</b>	Bush fire brigade operating procedures
<b>Proposed Local Law</b>	The <i>City of Gosnells Bush Fire Brigade Local Law 2023</i> proposed by the City of Gosnells at an Ordinary Council Meeting on 28 February 2023

## Joint Standing Committee on Delegated Legislation

**Date first appointed:**

25 May 2021

**Terms of Reference:**

The following is an extract from Schedule 1 of the Legislative Council Standing Orders:

**'10. Joint Standing Committee on Delegated Legislation**

- 10.1 A *Joint Standing Committee on Delegated Legislation* is established.
- 10.2 The Committee consists of 8 Members, 4 of whom are appointed from each House. The Chair must be a Member of the Committee who supports the Government.
- 10.3 A quorum is 4 Members of whom at least one is a Member of the Council and one a Member of the Assembly.
- 10.4 (a) A report of the Committee is to be presented to each House by a member of each House appointed for the purpose by the Committee.
- (b) Where a notice of motion to disallow an instrument has been given in either House pursuant to recommendation of the Committee, the Committee shall present a report to both Houses in relation to that instrument prior to the House's consideration of that notice of motion. If the Committee is unable to report a majority position in regards to the instrument, the Committee shall report the contrary arguments.
- 10.5 Upon its publication, whether under section 41(1)(a) of the *Interpretation Act 1984* or another written law, an instrument stands referred to the Committee for consideration.
- 10.6 In its consideration of an instrument, the Committee is to inquire whether the instrument -
  - (a) is within power;
  - (b) has no unintended effect on any person's existing rights or interests;
  - (c) provides an effective mechanism for the review of administrative decisions; and
  - (d) contains only matter that is appropriate for subsidiary legislation.
- 10.7 It is also a function of the Committee to inquire into and report on -
  - (a) any proposed or existing template, *pro forma* or model local law;
  - (b) any systemic issue identified in 2 or more instruments of subsidiary legislation; and
  - (c) the statutory and administrative procedures for the making of subsidiary legislation generally, but not so as to inquire into any specific proposed instrument of subsidiary legislation that has yet to be published.
- 10.8 The Standing Orders of the Legislative Council relating to Standing Committees will be followed as far as they can be applied.
- 10.9 In this order-
  - "instrument" means -
    - (a) subsidiary legislation in the form in which, and with the content it has, when it is published;
    - (b) an instrument, not being subsidiary legislation, that is made subject to disallowance by either House under a written law;
  - "subsidiary legislation" has the meaning given to it by section 5 of the *Interpretation Act 1984*.\*



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Website: <http://www.parliament.wa.gov.au>

**SHIRE OF YORK**  
**BUSH FIRE BRIGADES LOCAL LAW 2024**

**BUSH FIRES ACT 1954**  
**LOCAL GOVERNMENT ACT 1995**

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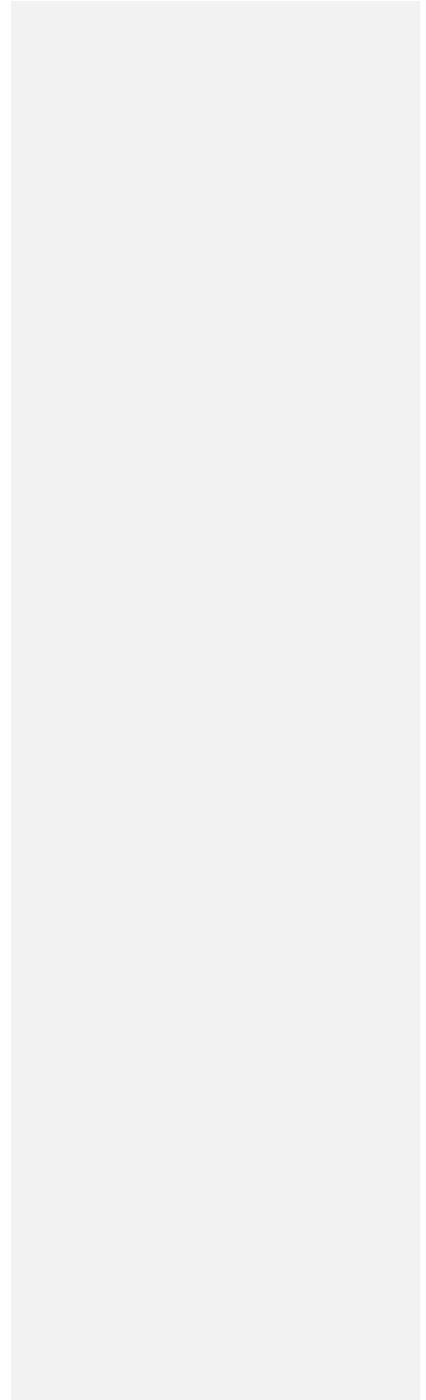
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**BUSH FIRES ACT 1954  
LOCAL GOVERNMENT ACT 1995**

Shire of York

**BUSH FIRE BRIGADES LOCAL LAW**

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of York resolved on *[insert date]* to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the Shire of York Bush Fire Brigades Local Law.

**1.2 Definitions**

(1) In this local law unless the context otherwise requires –

“**Act**” means the *Bush Fires Act 1954*;

“**brigade area**” is defined in clause 2.2(1)(b);

“**brigade member**” means any member referred to in clause 4.1;

“**brigade officer**” means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

“**bush fire brigade**” is defined in section 7 of the Act;

“**Bush Fire Operating Procedures**” means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

“**CEO**” means the Chief Executive Officer of the Shire of York;

“**Council**” means the Council of the local government;

“**Department**” means the Department of Fire and Emergency Services of Western Australia;

“**district**” means the district of the local government;

“**fire fighting member**” means a registered operational member of a brigade and is defined in clause 4.2;

“**local government**” means the Shire of York;

“**normal brigade activities**” is defined by section 35A of the Act

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“Regulations” means Regulations made under the Act; and

“Rules” means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
  - (b) a First Lieutenant;
  - (c) a Second Lieutenant;
  - (d) any additional Lieutenants;

means a person holding that position in a bush fire brigade.

### 1.3 Repeal

The By-Laws of the Shire of York relating to the establishment, maintenance and equipment of Bush Fire Brigades for the District of York, published in the Government Gazette on 21 March 1941 are repealed.

### 1.4 Application

This local law applies throughout the district.

### 1.5 Commencement

This local law comes into operation on the fourteenth (14<sup>th</sup>) day after the date of its publication in the *Government Gazette*.

## PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

### *Division 1 – Establishment of a bush fire brigade*

#### 2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

#### 2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
  - (a) give a name to the bush fire brigade;
  - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
  - (c) appoint –
    - (i) a Captain;
    - (ii) a First Lieutenant;
    - (iii) a Second Lieutenant;
    - (iv) additional Lieutenants if the local government considers it necessary; and
    - (v) any other position deemed necessary for the effective management of brigade activities
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
- (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.

- (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
- (5) An election is to be held at the first annual general meeting by the members of the bush fire brigade for appointments to the positions referred to in clause 2.2(1)(c) and every subsequent annual general meeting.
- (6) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2).

***Division 2 – Command at a fire***

**2.3 Ranks within the bush fire brigade**

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters. In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (2) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior ranked bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

***Division 3 – Application of Rules to a bush fire brigade***

**2.4 Rules**

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in Schedule 1.

***Division 4 – Transitional***

**2.5 Existing Bush Fire Brigades**

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
  - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
  - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
  - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –  
    **“commencement day”** means the day on which this local law comes into operation.

*Division 5 – Dissolution of bush fire brigade*

**2.6 Dissolution of bush fire brigade**

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

**2.7 New arrangement after dissolution**

If a local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

**PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES**

*Division 1 – Local government responsibility*

**3.1 Local government responsible for structure**

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

**3.2 Officers to be supplied with Act**

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers' functions, and any amendments which are made thereto from time to time.

*Division 2 – Chief Bush Fire Control Officer*

**3.3 Managerial role of Chief Bush Fire Control Officer**

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

**3.4 Chief Bush Fire Control Officer may attend meetings**

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

**3.5 Duties of Chief Bush Fire Control Officer**

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;

- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

*Division 3 – Annual general meetings of bush fire brigades*

**3.6 Holding of annual general meeting**

A bush fire brigade is to hold its annual general meeting prior to 31 May each year.

**3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee**

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

**3.8 Nomination of bush fire control officer to the local government**

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

**3.9 Minutes to be tabled before the Bush Fire Advisory Committee**

- (1) The Committee is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
  - (a) Bush Fire Advisory Committee; or
  - (b) Council, if there is no Bush Fire Advisory Committee,following their receipt under subclause (1).

*Division 4 – Bush Fire Advisory Committee*

**3.10 Functions of Advisory Committee**

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

**3.11 Advisory Committee to nominate bush fire control officers**

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person or persons for the position of a bush fire control officer for the brigade area.

**3.12 Local government to have regard to nominees**

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

**3.13 Advisory Committee to consider bush fire brigade motions**

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

**PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP**

**4.1. Types of membership of bush fire brigade**

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

**4.2 Fire fighting members**

(1) Fire fighting members are those persons being at least 17 years of age who undertake all normal bush fire brigade activities, and have completed the required training qualifications as determined by the local government.

(2) *In accordance with Regulation 159C of the Fire Brigades Regulations 1943, a junior member who has reached 16 years of age and is under 17 years of age is eligible to be registered as a fire fighting or associate member if the brigade’s Captain is satisfied that the prospective member is able to perform the requisite duties and if they have parental/guardian consent.*

**4.3 Associate members**

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

**4.4 Cadet members**

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department’s rank structure.

**4.5 Honorary life member**

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) Life members are to have a minimum of ten (10) years service.
- (3) No membership fees are to be payable by an honorary life member.

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#### **4.6 Notification of membership**

No later than 30 June in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

### **PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS**

#### **5.1 Rules to govern**

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

### **PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES**

#### **6.1 Policies of local government**

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances and the provision of training; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

#### **6.2 Funding from local government budget**

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget.

#### **6.3 Consideration in the local government budget**

In addition to funding made available through emergency services grants, the local government may provide further funding depending upon the assessment of budget priorities for the year in question, in accordance with Part 6 of the *Local Government Act 1995*.

**FIRST SCHEDULE****RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES****PART 1 - PRELIMINARY****1.1 Interpretation**

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –  
“**absolute majority**” means a majority of more than 50% of the number of:
  - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
  - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;  
“**local law**” means the Shire of York Bush Fire Brigades Local Law; and  
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

**PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE****2.1 Objects of bush fire brigade**

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

**2.2 Committee to determine applications**

Applications for membership are to be determined by the Committee.

**2.3 Conditions of membership**

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) a requirement to serve a probationary period;
- (c) procedures to be employed by the Committee prior to approval of an application for membership, and the Committee is to act within the parameters of any such policy in determining applications for membership.

#### 2.4 Applications for membership

An application for membership must –

- (a) be in the form determined by the CEO;
- (b) be signed by the applicant;
- (c) provide the information required in the form; and
- (d) be forwarded to the Committee.

#### 2.5 Decision on application for membership

- (1) The Committee may –
  - (a) approve an application for membership unconditionally or subject to any conditions; or
  - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

#### 2.6 DFES to be notified of registrations

If any application for membership is approved, the Committee of the bush fire brigade is to supply registration details to the Shire of York within 14 days of a person being admitted to membership in the form required by the Shire of York from time to time.

#### 2.7 Termination of membership

Membership of the bush fire brigade terminates if the member –

- (a) dies;
- (b) gives written notice of resignation to the Committee;
- (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
- (d) is dismissed by the Committee; or
- (e) ceases to be a member or is taken to have resigned under subclause (2)

#### 2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
  - (a) extend the period of suspension;
  - (b) terminate the membership; or
  - (c) reinstate the membership.

#### 2.9 Existing liabilities to continue

The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

**2.10 Member has right of defence**

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

**2.11 Objection Rights**

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
  - (i) substituting for it another decision; or
  - (ii) referring the matter, with or without directions, for another decision by the Committee.

**PART 3 – FUNCTIONS OF BRIGADE OFFICERS**

**3.1 Chain of command during fire fighting activities**

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government’s Bush Fire Operating Procedures.

**3.2 Duties of Captain**

- ~~(1) Responsible for the leadership and management of the Brigade and its activities.~~
- ~~(2) Act as a role model and mentor for members of the Brigade, acting with integrity and considering each member equally.~~
- ~~(3) All decisions should be in the interest of the Brigade and its members.~~
- ~~(4) Conduct Brigade briefings and post incident analysis of any incident involving firefighting or Brigade management matters.~~
- ~~(5) Subject to subclauses (6) and (7) below, the Captain is to preside at all meetings.~~
- ~~(6) The Captain may appoint another brigade officer to preside at a meeting.~~
- ~~(7) In the absence of the Captain, the meeting may elect another person to preside at the meeting.~~

**3.3 Duties of a Lieutenant**

- ~~(1) Responsible for the operational management of the Brigade and its activities.~~
- ~~(2) The position reports to the Captain, providing both operational and administrative support in managing the Brigade.~~
- ~~(3) In the absence of the Brigade Captain, the Lieutenant assumes all powers, responsibilities and duties of that officer.~~
- ~~(4) The Brigade must rank all Lieutenants in seniority. This is to be determined by resolution at the Annual General Meeting.~~

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#### **PART 4 – COMMITTEE**

##### **4.1 Management of bush fire brigade**

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
  - (a) to recommend to the local government amendments to these Rules;
  - (b) to propose a motion for consideration at any meeting of the bush fire brigade;
  - (c) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
  - (d) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
  - (e) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
  - (f) deal with membership applications, grievances, disputes and disciplinary matters.

##### **4.2 Constitution of Committee**

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to –
  - (a) be elected at the annual general meeting of the bush fire brigade;
  - (b) hold office until the next annual general meeting; and
  - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

#### **PART 5 – MEETINGS OF BUSH FIRE BRIGADE**

##### **5.1 A meeting may be held –**

- (1) in person;
- (2) via Microsoft Teams (or similar video conferencing solution); or
- (3) via telephone or conference call.

##### **5.2 Ordinary meetings**

- (1) Ordinary meetings may be called at any time by any member of the Committee by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
  - (a) organising and checking equipment;
  - (b) requisitioning new or replacement equipment;
  - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
  - (d) establishing new procedures in respect of any of the normal brigade activities; and
  - (e) dealing with any general business.
- (2) In a notice given under subclause (1), the notice is to specify the business which is to be conducted at the meeting.

- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### **5.3 Special meetings**

- (1) The Committee is to call a special meeting when five (5) or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Committee, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the notice is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

### **5.4 Annual General Meeting**

- (1) At least 7 days notice of the annual general meeting is to be given by the Committee to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
  - (a) elect the brigade officers from among the brigade members;
  - (b) consider the Captain's report on the year's activities; and
  - (c) deal with any general business.
- (3) In a notice given under subclause (1), the notice is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

### **5.5 Quorum**

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) and five (5) additional members of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

### **5.6 Voting**

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

## **PART 6 – MEETINGS OF COMMITTEE**

### **6.1 Meetings of Committee**

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Lieutenant may convene a meeting of the Committee at any time.

### **6.2 Quorum**

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

**6.3 Voting**

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

**PART 7 – GENERAL ADMINISTRATION MATTERS**

**7.1 Disclosure of interests**

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

**7.2 Disagreements**

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

**PART 8 – NOTICES AND PROXIES**

**8.1 Notices**

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post or electronic communication, to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
  - (a) in writing;
  - (b) given by –
    - (i) personal delivery;
    - (ii) electronic communication;

- (ii) post; or
- (iii) facsimile transmission;
- (c) taken to have been received, as the case may be –
  - (i) at the time of personal delivery;
  - (ii) on the following day after sending an electronic communication;
  - (iii) 5 business days after posting; or
  - (iv) on the printing of the sender's transmission report.

## 8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Committee or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Committee for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

“PROXY

**SHIRE OF YORK BUSH FIRE BRIGADE**  
**[INSERT BRIGADE NAME]**

Deleted: [INSERT NAME]

[ANNUAL] [EXTRAORDINARY] GENERAL MEETING  
TO BE HELD ON [DATE]

I, \_\_\_\_\_,  
Being a brigade member appoint \_\_\_\_\_ to be  
my proxy and vote on my behalf at the meeting of the bush fire  
brigade to be held on [insert date] and at any adjournment of it.  
The proxy shall vote as follows:

MOTION            FOR AGAINST ABSTAIN

- 1. ....
- 2. ....

If there is no instruction to the proxy as to the way to vote, the  
proxy shall exercise her or his discretion as to how to vote or  
whether to vote at all. In respect of any vote taken at the meeting  
on a matter which does not appear on the agenda, the proxy shall  
exercise her or his discretion as to the way he or she casts the vote  
or whether it is cast at all.

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

Signed: \_\_\_\_\_

NOTE: To be valid this proxy must be completed and returned  
to the Committee of the bush fire brigade (or the presiding  
member) prior to the commencement of the meeting for which the  
proxy is valid.

Dated this    day of            20 . . . . .

**SY042-05/24 POLICY REVIEW - WORK HEALTH AND SAFETY ACT 2020**

<b>File Number:</b>	<b>4.0474, 4.6119</b>
<b>Author:</b>	<b>Anneke Birleson, Administration &amp; Governance Coordinator</b>
<b>Authoriser:</b>	<b>Lindon Mellor, Executive Manager Infrastructure &amp; Development Services</b>
<b>Previously before Council:</b>	<b>29 September 2020 (050920)</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. H1 Occupational Safety and Health Policy <a href="#">↓</a></b> <b>2. G30 Contractor Management Policy <a href="#">↓</a></b> <b>3. H1 Work Health and Safety Policy <a href="#">↓</a></b>

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

Legislative

**PURPOSE OF REPORT**

The purpose of this report is for Council to consider a review of Policy H1 Occupational Safety and Health which includes a recommendation to rescind Policy G30 Contractor Management.

**BACKGROUND**

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

Western Australia's *Work Health and Safety Act 2020* (WHS Act) was implemented in 2022, replacing the *Occupational Safety and Health Act 1984* (OSH Act). Consequently, relevant policies and procedures must be reviewed to ensure compliance, good governance and reduce risk.

The WHS Act makes provisions for the health and safety of workers, workplaces and risks to health and safety arising from work.

As far as reasonably practicable, workers and other persons are to be given the highest level of protection against harm to their health, safety and wellbeing from hazards and risks arising from work.

The WHS Act covers:

- Contractors
- Subcontractors
- Self-employed persons
- Outworkers
- Apprentices and Trainees
- Work experience students
- Volunteers who carry out work
- Other people at a workplace like visitors and customers at a workplace

Relevant policies will need realignment with the objectives and requirements of the WHS Act and removal of any reference to the now obsolete OSH Act.

## COMMENTS AND DETAILS

Policies directly affected by the change in legislation are:

- H1 Occupational Safety and Health – Adopted 29 September 2020 (Appendix 1)
- G30 Contractor Management – Last Review 21 February 2011 (Appendix 2)

To provide for good governance, it is essential the Shire updates policies in line with any new or updated legislation.

In reviewing Policy H1, Officers have maintained the intent of the Occupational Safety and Health Policy whilst realigning the objectives, incorporating the guiding principles of the new WHS Act. The draft WHS Policy is presented in Appendix 3. The policy confirms the Shire's commitment to the principles regarding the management of health and safety in the workplace.

The WHS Act provides for the application of the Shire's obligations to contractors and subcontractors. As such, the provisions within the Shire's Contractor Management policy are now integrated in the draft WHS Policy. Therefore, Officers are recommending revocation of Policy G30.

Usually, a marked-up version of the existing policy is provided to identify the changes. However, given the significant changes proposed, providing a version with tracked changes would reduce clarity. For this reason, the updated Policy H1 Work Health and Safety is presented without any tracked changes.

## OPTIONS

Council has the following options:

**Option 1:** Council could choose to accept the review of Policy H1 Work Health and Safety and revoke Policy G30 Contractor Management, acknowledging the provisions within G30 are now incorporated within Policy H1.

**Option 2** Council could request and specify further provisions be included within the updated Policy H1 Work Health and Safety.

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

Executive Leadership Team

### Strategic

Strategic Community Plan 2020-2030

Goal 4: Built for Lifestyle and Resilience

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

### Policy Related

H1 Occupational Safety & Health

G30 Contractor Management

## Financial

There are no direct costs associate with adopting this policy. However, adjustments to processes and compliance matters may require allocation of staff time, consultancy/contracted services, and capital expenditure. These are to be addressed as part of the 2024/25 budget process.

## Legal and Statutory

Section 2.7 of the *Local Government Act 1995* is applicable to Council's role relating to policies and states:

### **"2.7. Role of council**

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

## Risk Related

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

There is extreme risk if the Shire's policies and procedures are non-compliant with the new WHS legislation.

## Workforce

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

## VOTING REQUIREMENTS

**Absolute Majority: No**

### **RESOLUTION**

**070524**

**Moved: Cr Denese Smythe**

**Seconded: Cr Peter Wright**

**That, with regard to Policy Review - *Work Health and Safety Act 2020*, Council:**

- 1. Resolves to revoke Policy G30 Contractor Management as presented in Appendix 2.**
- 2. Resolves to adopt the review of Policy H1 Work Health and Safety as presented in Appendix 3.**
- 3. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the policy prior to publication.**

**In Favour: Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright**

**Against: Nil**

**CARRIED 4/0**

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## HEALTH POLICIES

### Occupational Safety & Health



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Policy Number:	H1
Relevant Delegation:	Not Applicable
Adoption Details:	29 September 2020
Last Review Details:	29 September 2020

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#### **POLICY OBJECTIVE:**

To confirm the Shire's commitment to and outline the principles regarding the management of occupational safety and health (OSH) in the workplace.

#### **POLICY SCOPE:**

This Policy applies to all elected members, employees, volunteers and contractors of the Shire of York.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

We at the Shire of York believe that the safety, health and well-being of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

#### **OBJECTIVES**

The objectives of this policy are to, as far as reasonably practicable:

- Achieve a safe and incident free workplace.
- Provide adequate training, instruction and supervision to enable employees to perform their work safely and effectively.
- Involve employees and subcontractors in the decision-making process through regular communication and consultation.
- Ensure workers and contractors identify and control risks in the workplace.
- Consider OSH in project planning and work activities.

The success of our OSH performance depends on:

- the commitment of all persons.
- allocation of resources to achieving the policy objectives.
- planning work activities with due consideration given to OSH.
- undertaking the risk management process in an effective manner.
- communicating and consulting with our workers and contractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and contractors working on our behalf.

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**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

Responsible Officer: Executive Manager Corporate & Community Services  
 Contact Officer: Executive Manager Corporate & Community Services  
 Relevant Legislation: Occupational Safety and Health Act 1984  
 Occupational Safety and Health Regulations 1996  
 Relevant Documents: E1 Code of Conduct: Council Members, Committee Members & Candidates  
 O8 Employee Code of Conduct  
 HR Procedure: Counselling, Disciplining and Dismissing Employees  
 Employee Safety Handbook  
 OSH Induction Checklist

Review History:

Date Review Adopted:	Resolution Number
Adopted – 29 September 2020	050920
Former Policy No:	H1.1

**GOVERNANCE POLICIES**

**Contractor Management**



Policy Number: G30  
 Relevant Delegation: Not Applicable  
 Adoption Details: 12 June 2006  
 Last Review Details: 21 February 2011

**POLICY STATEMENT:**

**INTRODUCTION**

The Shire of York recognises the complications that may be introduced by outsourcing some of its functions and relying on contractors. The presence of contractors and sub-contractors has the potential to create greater risks in the workplace / worksite, this can be attributed to a number of reasons; unfamiliar work sites, less training and supervision than regular employees, pressure of time and long working hours.

The Shire of York acknowledges that they have the same Occupational Safety and Health obligations to contractors, and sub-contractors, as they do to their employees. As the Principal, the Shire of York understands that the duty of care to contractors/sub-contractors cannot be contracted out, and to ensure that all contractors/sub-contractors are protected from risk of injury or ill health while on the premises or when carrying out their designated duties.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

Responsible Officer: Chief Executive Officer  
 Contact Officer: All Executive Managers  
 Relevant Legislation: Occupational Safety and Health Act 1984, and 2005 amendments  
 Occupational Safety and Health Regulations 1996, and 2005 amendments

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 12 June 2006	050606
Endorsed – 21 August 2006	190806
Endorsed – 17 August 2009	140809
Endorsed – 21 February 2011 (Version: No: 3)	100211
<b>Former Policy No:</b>	N/A

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## HEALTH POLICIES

### Work Health and Safety



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Policy Number:	H1
Relevant Delegation:	Not Applicable
Adoption Details:	29 September 2020
Last Review Details:	TBC

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#### **POLICY OBJECTIVE:**

The objective of this policy is to confirm the Shire of York's (the Shire) commitment to providing a safe and healthy work environment for all employees, contractors, volunteers and visitors. This policy aligns with the Shire's values and outlines the principles regarding the management of Work Health and Safety (WHS) to establish a positive safety culture.

#### **POLICY SCOPE:**

This policy applies to all employees, contractors, volunteers and visitors.

#### **POLICY STATEMENT:**

#### **INTRODUCTION**

We at the Shire of York believe that the safety, health and wellbeing of people employed by us, or people affected by our work, is a priority and must be considered during all work performed by us or on our behalf.

#### **PRINCIPLES**

The *Work Health and Safety Act 2020* (WHS Act) provides a framework to protect the health, safety and welfare of workers in Western Australian workplaces, and for others who might be affected by the work (visitors).

"The WHS Act aims to:

- protect the health and safety of workers and others by eliminating or minimising risks that arise from work or workplaces;
- ensure fair and effective representation, consultation and cooperation to address and resolve health and safety issues in the workplace;
- encourage unions and employer organisations to take a constructive role in improving WHS practices;
- assist businesses and workers to achieve a healthier and safer working environment;
- promote information, education and training on WHS;
- provide effective compliance and enforcement measures;
- deliver continuous improvement and progressively higher standards of WHS."

In furthering these aims, regard must be had to the principle that workers and other persons should be given the highest level of protection against harm to their health, safety and welfare

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from hazards and risks arising from work as is reasonably practicable.”

*Overview of Western Australia’s Work Health and Safety Act 2020, by the  
Department of Mines, Industry Regulation and Safety WA.*

Under the WHS Act, the primary duty holder is the ‘person conducting a business or undertaking’ (PCBU). This is purposefully worded to capture a broad range of modern workplace relationships and therefore, duties of care. A PCBU can be:

- a sole trader;
- each partner within a partnership;
- a company;
- an unincorporated association; or
- a government department of public authority (including a local government).

You are not considered a PCBU if you are:

- an elected member of a local government acting in that capacity;
- individuals engaged solely as a worker (such as an employee) and an officer (such as an executive manager) acting in that capacity alone;
- a 'volunteer association' that does not employ anyone; or
- a 'strata title body corporate' in relation to any common areas used only for residential purposes, that does not employ anyone.

A PCBU has a primary duty of care to ensure, so far as is reasonably practicable, the health and safety of both workers and other people, is not put at risk from work carried out as part of the conduct of the business or undertaking.

## PROVISIONS

The Shire is, as far as reasonably practicable, committed to:

- Complying with relevant legislation, policies and procedures.
- Recognising that wellbeing includes physical, emotional, psychological, and social wellbeing.
- Achieving a safe and incident free workplace by maintaining a working environment that seeks to eliminate or minimise any form of psychological and environmental risk.
- Providing adequate training, instruction and supervision to enable employees, contractors and volunteers to perform their work safely and effectively.
- Consulting and cooperating with each other on safety, health, and wellbeing matters including WHS policies, procedures and continual review and improvement of the Shire’s WHS and risk management systems.
- Ensuring hazards and incidents are proactively identified and reported, so that risks are effectively assessed and controlled or mitigated.
- Setting achievable goals and targets that measure the Shire’s WHS performance in a transparent and accountable way, driving the process of continuous improvement.
- Planning work activities and projects with due consideration for WHS including allocating adequate resources (human, physical and financial) to achieve WHS objectives.

## PENALTIES:

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There is significant responsibility placed not only on the Shire, as defined in the WHS Act, which may result in financial or more severe penalties for breaches of the WHS Act.

The health and safety of our workforce is everyone’s responsibility.

Alleged breaches of this policy must be reported and any substantiated breaches of this policy and the WHS Act may be performance managed up to and including termination of employment.

Workers may also expose themselves and others to criminal or civil action.

**KEY TERMS/DEFINITIONS:**

**Environmental** includes both natural and built environment such as chemical, biological, physical and cultural risks.

**Hazard** means anything which has the potential to cause injury or illness.

**Health** means physical and psychological health.

**Psychological hazard** means anything at work that might cause psychological harm. This means any hazard or injury that arises from or in relation to the design or management of work, the working environment or workplace interactions or behaviours that may cause psychological and/or physical harm.

**Reasonably practicable** in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters.

**Volunteer** means a person who acts on a voluntary basis regardless of whether they receive out of pocket expenses

**WHS risk** is the chance of someone becoming injured or ill as a result of a workplace hazard. The significance of the risk is determined by considering the likelihood of it happening and the consequences if it does happen.

**Worker** is any person who carries out work for a PCBU, including work as an employee, contractor, subcontractor, self-employed person, outworker, apprentice or trainee, work experience student, employee of a labour hire company placed with a ‘host employer’ and volunteers.

**Workplace** is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

Additional definitions can be found in Sections 4-8 of the WHS Act.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Executive Manager Infrastructure and Development Services
Relevant Legislation:	<i>Work Health and Safety Act 2020</i> <i>Work Health and Safety (General) Regulations 2022</i> <i>Emergency Management Act 2005</i> <i>Dangerous Goods Safety Act 2004</i> <i>Workers’ Compensation and Injury Management Act 1981</i>
Relevant Documents:	Shire of York Risk Management Framework Shire Policy G19 - Risk Assessment and Management

Shire Policy G30 - Contractor Management Policy  
 Shire Policy O3 - Workforce & Human Resources  
 Shire Policy O4 - Alcohol & Other Drugs  
 Shire Policy O8 - Employee Code of Conduct  
 Shire of York WHS Induction  
 Overview of Western Australia’s Work Health and Safety Act 2020

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
Adopted – 29 September 2020	050920
<i>Adopted – TBC</i>	<i>TBC</i>
<b>Former Policy No:</b>	H1.1

**SY043-05/24 DRAFT LONG TERM FINANCIAL PLAN 2024-2039**

<b>File Number:</b>	<b>4.0473, 4.0469</b>
<b>Author:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>27 June 2016 (120616)</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Draft Long Term Financial Plan 2024-2039 <a href="#">↓</a></b>

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

Executive

**PURPOSE OF REPORT**

This report presents Council with the draft Long Term Financial Plan (LTFP) for consideration.

**BACKGROUND**

All local governments are required by the Department of Local Government, Sport and Cultural Industries, as part of the State's Integrated Planning and Reporting Framework, to develop a LTFP.

The LTFP was last considered by Council at its June 2016 Ordinary Meeting where it resolved (120616):

***"That Council:***

- 1. Adopts the Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan incorporating the recommendations contained in the attached schedule of submissions.***
- 2. Requests the Chief Executive Officer to incorporate the recommendations in the attached schedule of submissions and make copies of the documents available for the community in hard copy and on the Shire's website.***
- 3. Requests the Chief Executive Officer to amend the draft Budget for the 2016/17 financial year as required to accommodate any changes as a result of the modifications and present it to Council for consideration."***

**COMMENTS AND DETAILS**

Consultants Moore Australia (Moore) were engaged to consider the implications of the informing documents and prepare an updated LTFP. Moore considered the historical trends of the Shire, as well as undertaking a review of the Shire's informing documents including:

- Transport Asset Management Plans (adopted June 2023 Resolution 060623)
- Draft Workforce Plan (to be considered in this agenda under separate report)
- Strategic Community Plan (minor review) (adopted October 2023 Resolution 051023)
- Corporate Business Plan (minor review) (adopted October 2023 Resolution 051023)

Other strategic plans, such as the Wellbeing Plan, Aged Friendly Community Plan and Disability Access and Inclusion Plan, were also considered to determine the operating, capital and financing needs of the Shire for the next ten (10) years.

Assumptions when preparing the LTFP include:

- An annual inflation rate of 3.5%
- Aiming for a balanced annual budget
- Increasing York population over the ten (10) year period
- Rates increasing at 2% above inflation
- Levels of Service, fees and charges, operational and employee costs will increase in line with inflation.

The LTFP also considers the return of the York Recreation and Convention Centre to Shire management, and the new Community Resource Centre service. Key capital projects such as the pool replacement project have been included. The Light Industrial Area project has not been included as information has not yet been made available by State and Federal stakeholders regarding the timing of grant funding.

It is important to note the Operating Surplus Ratio currently shows a significant operating deficit over the life of the LTFP. This is common for regional local governments and will be addressed through seeking grant funding (e.g. Light Industrial Area) and increasing Reserve amounts to cover renewal activities.

The draft LTFP was discussed with Council at its March 2024 Concept Forum, with a copy of the final draft presented in Appendix 1.

## **OPTIONS**

Council has the following options:

- Option 1:** Council could choose to adopt the LTFP, as presented in Appendix 1, and direct the Chief Executive Officer to publish the LTFP on the website.
- Option 2** Council could choose to direct the Chief Executive Officer to undertake further review of The LTFP and specify additional provisions to be included.

Option 1 is the recommended option.

## **IMPLICATIONS TO CONSIDER**

### **Consultative**

Council Concept Forum 12 March 2024

Moore

Shire of York staff

### **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**

G17 Integrated Planning and Reporting (Planning)

### **Financial**

The LTFP will be regularly updated to reflect the Council's final decisions in relation to delivery of the SCP, adjustments to the Corporate Business Plan and Annual Budgets.

Where the LTFP departs from the level of funding identified in the relevant Asset Management Plans as being necessary to maintain levels of service and/or asset condition and life in the short or long term, this shall be explicitly noted. Impacts on levels of service will be outlined and the program for returning to desired funding levels identified.

### Legal and Statutory

Section 5.56 of the *Local Government Act 1995* is applicable and states:

#### **“5.56. Planning for the future**

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.”*

Regulation 19DA(3)(c) of the *Local Government (Administration) Regulations 1996* is applicable and states:

#### **“19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.”*

### Risk Related

Long term financial planning protects the Shire against its key strategic risks specifically Failure/Loss of Infrastructure, Loss of Financial Viability, Reputational Damage and Failure of Legislative Compliance.

### Workforce

The preparation of the LTFP was undertaken by consultants, Moore. A further review will be undertaken in the 2024/25 financial year under the current contract upon receipt of the Buildings,

Land and Infrastructure Other Asset Management Plans and the Strategic Community Plan major review. The LTFP will be updated annually by staff following this review.

### **VOTING REQUIREMENTS**

**Absolute Majority: Yes**

#### **RESOLUTION**

**080524**

**Moved: Cr Denese Smythe**

**Seconded: Cr Chris Gibbs**

**That, with regard to the Draft Long Term Financial Plan 2024-2039, Council:**

- 1. Adopts the Draft Long Term Financial Plan 2024–2039, as presented in Appendix 1.**
- 2. Directs the Chief Executive Officer to include the budgeting implications of the Long Term Financial Plan as part of the annual budget process during the term of the Long Term Financial Plan.**
- 3. Notes that further review will be undertaken upon receipt of the Asset Management Plans and Strategic Community Plan major review, and annually thereafter.**
- 4. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Long Term Financial Plan prior to publication.**

**In Favour: Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright**

**Against: Nil**

***CARRIED 4/0 BY ABSOLUTE MAJORITY***



# Draft Long Term Financial Plan

2024-2039

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# 1.0 Foreword

## We are pleased to present the Shire of York Draft Long Term Financial Plan 2024 – 2039.

This Plan is part of the shire’s ongoing commitment to an integrated approach to planning for the district’s future. Despite the current uncertain times globally, the Plan provides the Council and the community with a picture of the shire’s long term financial management. The Plan has been developed to assist the shire meet its strategic outcomes and objectives, both during and beyond current global uncertainties and other considerations which may impact the community.

The shire will encounter many challenges and opportunities over the next 15 years. Changes in population levels and demographics bring with them changing community needs and expectations. The Council will require a clear understanding of its capacity to meet these service expectations as it maintains a strong focus on sound financial management.

Council welcomes community participation in the planning process as we continue to follow the strategic direction for a promising future for our district. We invite members of the community to contact a councillor or senior council staff member if they have any questions.

The Shire of York’s Draft Long Term Financial Plan is an important planning tool as we strive to achieve the strategies set out in the Shire of York Strategic Community Plan 2020-2030.

This Plan will be used with the Corporate Business Plan to drive the shire in achieving its vision of "diverse heritage, vibrant community, prosperous future".

The shire has devoted significant resources to improving its strategic planning and implementation. This work continues as we constantly seek to improve systems and service delivery.

Kevin Trent      Chris Linnell  
 President      Chief Executive Officer



## 2.0 Background

### 2.1 York

The Shire of York covers an area of 2,010 square kilometres in the Wheatbelt region of Western Australia and has some of the largest pastoral leases and cattle stations in Australia. The main centres of population are the towns of York, Gwambygine, Mount Hardy, Greenhills and Kauring. The shire is home to the remote aboriginal communities of Bindi Bindi, Wakathuni, Bellary, Youngaleena and Ngurawaana.

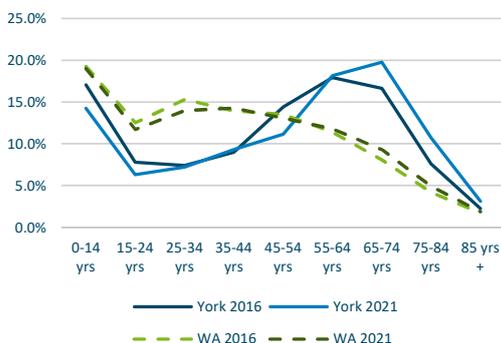
### 2.2 People

The following statistics reflect the shire’s population in comparison to the population of the state of Western Australia.

The shire had an estimate resident population of 3,459 people (Australian Bureau of Statistics Census, 2021) on the night of the 2021 census.

Population	2016		2021
York	3,606	↓	3,459
WA	2.47m	↑	2.66m

This chart reflects the percentage of the estimated resident population within each age grouping for the Shire of York (blue lines) and Western Australia (green dotted lines) on the night of the 2016 and 2021 census.



In comparison to the Western Australia demographic, the shire has a lower proportion of residents in the under 54 age ranges. The proportion of people aged over 54 years is higher than the State average.

It should be noted the Shire also experiences a significant influx of tourists at certain times of the year.

### 3.0 Key Information

Vision / Strategic Objectives	Assumptions	Statistics <sup>1 2</sup>
Diverse heritage, vibrant community, prosperous future.	 <p><b>3.5%</b> Inflation Rate</p>	 <p><b>7</b> Council Members<sup>1</sup></p>
<b>The Place to Be:</b> To be a close-knit community, full of life, in a welcoming and accessible place for all	 <p><b>Increasing</b> Population</p>	 <p><b>55</b> Employees<sup>1</sup></p>
<b>Driving the York Economy Forward:</b> To have a vibrant, diverse and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire	 <p><b>Increasing</b> Levels of Service</p>	 <p><b>2,737</b> Electors<sup>1</sup></p>
<b>A Leader in Sustainable Environment:</b> To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community	 <p><b>Stable</b> Operations</p>	 <p><b>2,000</b> Dwellings<sup>1</sup></p>
<b>Built for Lifestyle and Resilience:</b> To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future	 <p><b>Balanced</b> Annual Budget</p>	 <p><b>97km</b> Distance from Perth<sup>1</sup></p>
	 <p><b>5.50%</b> Rates</p>	 <p><b>2,010km<sup>2</sup></b> Area<sup>2</sup></p>
<b>Strong Leadership and Governance:</b> To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together	 <p><b>3.5% 2026/27 →</b> Fees and Charges</p>	 <p><b>3,606</b> Population<sup>2</sup></p>
	 <p><b>6%</b> Employee Costs</p>	<p><sup>1</sup>WALGA Online Local Government Directory 2022/23, Shire of York <sup>2</sup>Australian Bureau of Statistics 2021 Census of Population and Housing, York (LGA59370)</p>

## 4.0 Executive Summary

The following information provides a brief summary of the Draft Long Term Financial Plan 2024 – 2039, this should be read in conjunction with the underlying assumptions detailed in this Plan.

### 4.1 Planning for a Progressive and Stable Future

The Shire of York is planning for a positive future with strong growth in the district. The shire seeks to where possible, improve service levels into the future while ensuring a healthy financial position.

Long term maintenance and renewal of the shire’s infrastructure remains a significant challenge and requires external funding to ensure the economic and social benefits of the shire’s infrastructure to the broader region and Western Australia are not impacted.

### 4.2 Significant Issues

The continued provision of community infrastructure remains one of the key priorities and major expenditure items for the shire.

Road maintenance and renewal remain a high priority for the shire due to the strategic economic benefit the road network provides to the district and broader region. Associated with the road network is the maintenance and renewal of drainage infrastructure.

Adequate maintenance, renewal and upgrading of the road network remains highly dependent on the receipt of external grants and contributions.

Rate revenue is forecast to increase at 5.5% (CPI 3.5%+2%) for the remainder of the Plan. These increases are to assist in the long term financial stability of the shire and to increase the level of services to the community. These increases will be reviewed annually when setting future budgets.

### 4.3 Forecast Capital Projects

A capital works program has been planned over the term of the Plan with a mixture of new, upgrade and assets renewals aimed at ensuring the continued provision of high quality community infrastructure to residents of the shire.

The capital works program has been developed in response to the strategic priorities identified in the Strategic Community Plan. Funding for these projects has been sourced through general revenue, utilising reserves and external grants and contributions. External funding is required to undertake these works.

The table on the following page shows the capital works currently planned over the period of this Plan.

#### 4.3.1 Forecast Capital Projects by Asset Class

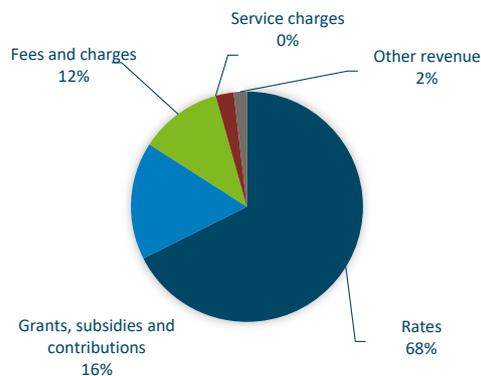
Project by Asset Class	2024 – 2039 Amount (\$)
<b>Plant and Equipment</b>	
Plant Replacement Program	6,000,000
<b>Roads</b>	
Road Renewals	15,304,964
<b>Buildings</b>	
Swimming Pool	2,500,000

## 5.0 Long Term Financial Planning Overview

### 5.1 Forecast Revenue

Rates are expected to generate \$8.1 m in 2024/25 before increasing at 5.5% per annum to \$15.5m in 2038/39 and comprise 68% of operating revenue over the term of the Plan. The shire is reliant on receiving more than \$43.1m over the next 15 years in untied operating grants, subsidies and contributions to maintain the current level of operations and services. Non operating grants are expected to remain relatively stable for road renewal with significant additional grants required as council seeks to increase the level of service of community infrastructure.

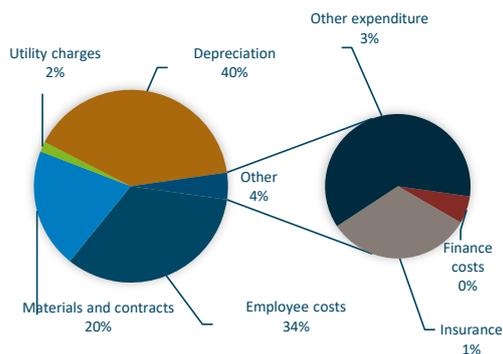
#### 5.1.1 Revenue Composition Year 1 to 15



### 5.2 Forecast Expenditure

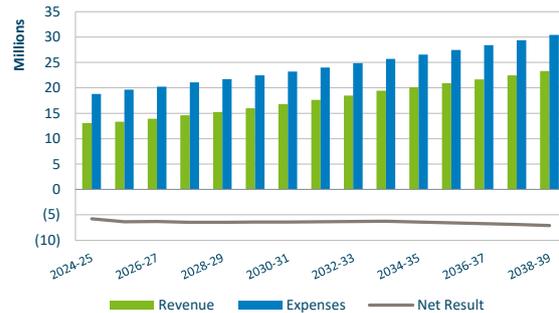
Expenditure for operating activities is forecast to increase in line with inflation with the exception of depreciation expense which is impacted by the addition of assets over the term of the Plan.

#### 5.2.1 Expenditure Composition Year 1 to 15



### 5.3 Net Result

The chart below reflects in the green columns, increasing revenue over the life of the Plan as the Shire seeks to improve its financial position and match the increasing forecast expenditure reflected in the blue columns. The light green line reflecting the negative net result for the life of the plan.



The negative net result over the long term indicates net asset values will decrease faster as depreciation expenses erode asset values. This indicates a decrease in the level of service provision to the community from assets. Improved asset funding is required to address this decrease in service level. Changes to expected useful life of assets as they are better understood may impact the net result.

#### 5.3.1 Depreciation Expense

Ideally, the average asset renewal should be in line with depreciation expense over the long term, to ensure the value of assets is maintained. Given a number of assets have a life exceeding the term of the plan asset renewal and depreciation are not expected to align exactly.

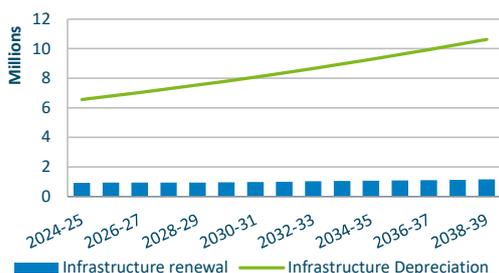
Where the planned asset renewals are higher than depreciation, the written down value of these assets will increase over time as depreciation erodes the value of the assets at a lower rate than they are renewed. Revaluation of assets in line with inflation may mask a real decrease in value where planned asset renewals are lower than depreciation.

Depreciation expense increases throughout the Plan from \$7.6m in year 1 to \$12.2m in year 15 as assets are revalued and renewed.

## 5.0 Long Term Financial Planning Overview (Continued)

### 5.3.2 Infrastructure Depreciation Expense -V- Asset Renewal Expenditure

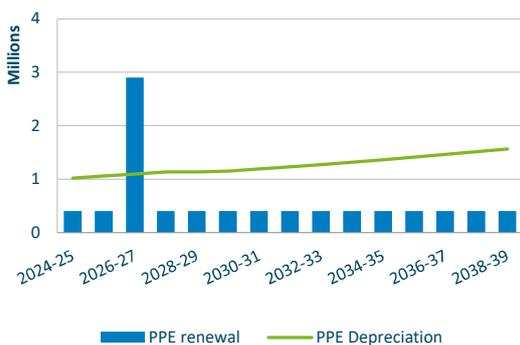
Depreciation of infrastructure over the 15 years is \$126.8m, shown by the green line in the chart below. The planned level of infrastructure asset renewal expenditure at \$15.3m (reflected by the blue columns) is over the term of the Plan below the level of depreciation.



Further review of asset useful lives for infrastructure assets in future may be required as changes occur in the construction techniques of road pavements occur and traffic loads vary.

### 5.3.3 Property, Plant and Equipment Depreciation Expense -V- Asset Renewal Expenditure

Planned property, plant and equipment asset renewals of \$8.5m (reflected by the blue columns) over the 15 years is less than the depreciation expense of \$19.3m (reflected by the green line) over the same period as shown in the chart below.



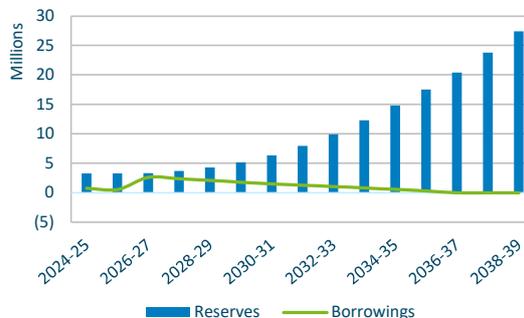
Further improvements in asset management data and the estimation of depreciation expense along with the future renewal of long lived assets may result in a closer alignment between asset renewals and depreciation expense.

### 5.4 Maintenance Expenditure

The current maintenance expenditure allocated in the annual operating budget is expected to continue at current levels, with inflationary increases occurring each year.

### 5.5 Forecast Borrowings and Cash Reserves

In general, the finances of the shire are expected to remain stable over the long term. Reserves will be utilised to fund asset renewals initially resulting in the decrease in reserve levels before increasing as the shire saves for major forecast future asset renewals and in line with the priorities identified in the Strategic Community Plan, as shown in the chart below.



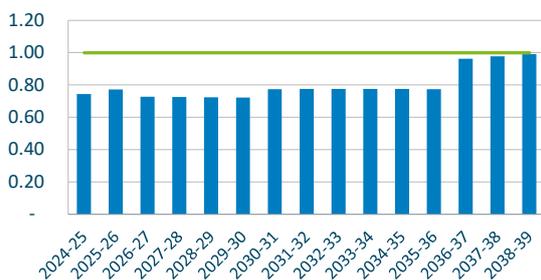
A new borrowing is planned for 2026/27 of \$2.2m to fund the refurbishment of the swimming pool. Borrowings are reduced to nil by 30 June 2036, this is part of the shire’s strategy to allow flexibility to respond to sudden or unexpected expenditure requirements. This strategy also provides scope to leverage off future grant funding opportunities when, and if, they become available. The strategy also includes the use of reserve accounts to save for significant future asset renewal spikes.

## 5.0 Long Term Financial Planning Overview (Continued)

### 5.6 Forecast Operating Ratios 2024 – 2039

Monitoring the shire’s financial rigidity and financial position along with its asset management performance is undertaken by preparing and monitoring various statutory ratios. The green line reflects the Department of Local Government, Sport and Cultural Industries’ (the Department) minimum target level of the ratio.

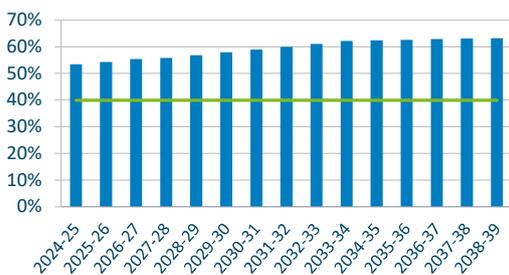
#### 5.6.1 Current Ratio



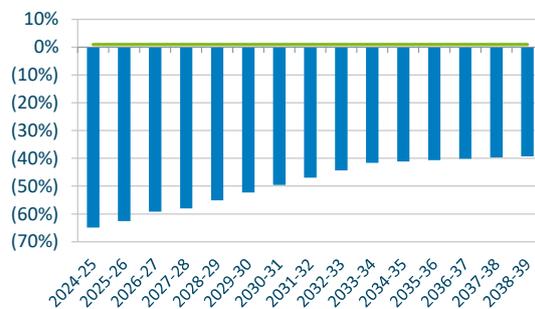
As expected for a shire with a forecast balanced funding surplus position and current borrowing liabilities, the ratio is less than 1.0. The ratio increase as current loan liabilities are reduced in the outer years of the Plan. The trend is not considered to indicate a threat to the shire’s long term financial position.

#### 5.6.2 Own Source Revenue Coverage Ratio

The ratio stays well above the target indicating the shire independence from reliance on grants and contributions for operations.

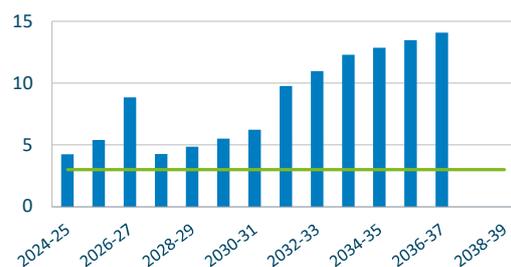


#### 5.6.3 Operating Surplus Ratio



The ratio reflects the shire is addressing its significant operating deficit over the plan, and is unable to fund depreciation. This is common for regional local governments due to their limited revenue capacity. The ratio improves where rates increases exceed inflation whilst cost increases are maintained in line with inflation.

#### 5.6.4 Debt Service Cover Ratio



The ratio reflects how the shire will utilise borrowings to fund capital works in year 4. The ratio reflects the Shire has the capacity to borrow even after taking up the forecast borrowings.

An explanation of all ratios is provided at Section 10.

## 6.0 Scenario Modelling

### 6.1 Scenario Modelling

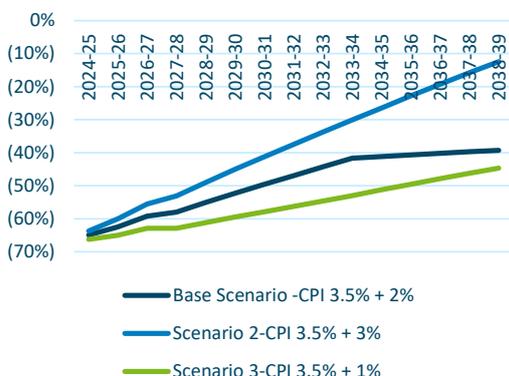
Scenarios were developed to test the financial impact of increased levels of operating funding from rates. To ascertain the effect of increased funding levels, modelling of various scenarios was undertaken. To ascertain the effect of reduced funding levels, modelling of various scenarios was undertaken.

A base scenario was developed with a rates yield of 2.0% above inflation for the first 10 years of the Plan. Two alternative scenarios were also developed from this base as shown in the table below. All other assumptions remained the same across the three scenarios.

Scenario	Rates increase above CPI (3.5%)
Base Scenario	2.0%
Scenario 2	3.0%
Scenario 3	1.0%

The base scenario was selected as the most appropriate and has been used for the Plan. The base scenario includes levels of rate revenue and fees and charges to ensure the current levels of operational services are maintained.

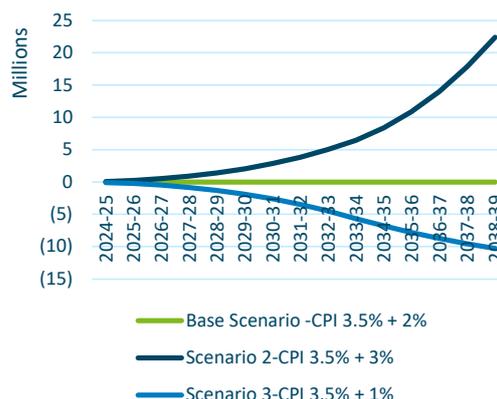
#### 6.1.1 Scenario Comparison – Operating Surplus Ratio



The chart above shows the impact of the same change in total rates yield on the shire’s Operating Surplus Ratio (other assumptions remaining the same) The base scenario was selected as it maintains existing operational service levels.

The chart below reflects the impact of a change in total rates yield on the estimated surplus (deficit) at June 30 from the base scenario (other assumptions remaining the same).

#### 6.1.2 Estimated Surplus (Deficit) June 30 Carried Forward



The cumulative impact of the changes in rates along with fees and charges results in the surplus (deficit) shown in the table below.

Base Scenario	Estimated Surplus/(Deficit)	
	Scenario 2 CPI 3.5% \$	Scenario 3 CPI 3.5%+ 2.5% \$
0	76,408	(76,409)
0	240,304	(236,967)
0	503,874	(489,790)
0	880,497	(843,708)
0	1,384,854	(1,308,204)
0	2,033,035	(1,893,461)
0	2,842,658	(2,610,405)
0	3,832,992	(3,470,757)
0	5,025,103	(4,487,082)
0	6,441,988	(5,672,849)
0	8,369,776	(6,781,455)
0	10,865,851	(7,804,859)
0	13,992,411	(8,734,499)
0	17,816,824	(9,561,262)
0	22,412,011	(10,275,454)



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Shire of York  
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## 7.0 Strategic Planning and Policies

### 7.1 Linkage with Other Plans

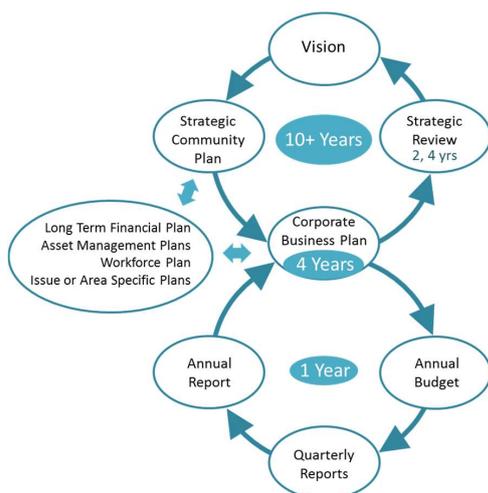
The Long Term Financial Plan is one component of a number of integrated strategic planning practices the shire has developed. The Long Term Financial Plan considers, and influences, asset management and workforce planning along with other key strategic plans. This Long Term Financial Plan has been prepared to achieve compliance with the *Local Government (Administration) Regulations 1996*.

Development of the Plan has also been influenced by the Department’s Integrated Planning Framework and Guidelines.

### 7.2 Strategic Documents Linkage

This Plan includes, and influences, other strategic planning activities as a mechanism to action the strategies contained in the shire’s Strategic Community Plan, as illustrated in the diagram below.

#### 7.2.1 Diagram: Integrated Planning and Reporting Cycle<sup>1</sup>



<sup>1</sup> Department of Local Government, Sport and Cultural Industries, Integrated Planning and Reporting: Framework and Guidelines, September 2016

### 7.3 Strategic Community Plan

The Strategic Community Plan has been prepared to cover a minimum period of 10 years and set out the community’s vision, aspirations and objectives for the Shire. To achieve the vision, a series of priorities, objectives and strategies were developed. Many strategies may be required to achieve a single objective and many objectives needed to achieve a single priority.

Individual strategies all require actions involving extra human, physical and financial resources. Achieving the shire’s strategic priorities requires careful operational planning and prioritisation. This planning process is formalised as a Corporate Business Plan which operates on a rolling four-year basis.

### 7.4 Corporate Business Plan

The Corporate Business Plan contains details of the actions and resources (human, asset and financial) to achieve each strategy and acts as an organisational guide for the Council and management.

The financial capacity and asset management practices to support the Corporate Business Plan are set out in the Long Term Financial Plan for the period. This planning provides an assurance the actions contained in the Corporate Business Plan can be adequately resourced over the next four years and highlights the long term consequences of the application of resources to undertake various projects.

### 7.5 Other Strategic Plans

The Asset Management Plan, Workforce Plan and other strategic plans integrate with the Long Term Financial Plan through the workforce requirement for assets and financial resources along with the requirements for a workforce to manage the shire’s assets and financial resources. As far as possible, these requirements are met in the Plan.

## 8.0 Risk Management

### 8.1 Risk Management

The shire provides a diverse range of services and facilities to the general public which exposes it to risks. As part of the implementation of Integrated Planning and Reporting, the shire intends to formalise its risk based management practices to improve the management of identified risks.

The shire has a practice of conducting a regular review of insurance levels of assets by the Chief Executive Officer to ensure the level is adequate. The shire's insurer is LGIS.

The Financial Management Regulations require the investment of surplus funds (including cash reserves) to be in term deposits held by authorised deposit taking institutions or Treasury bonds.

The shire seeks to engage experienced and qualified personnel in areas of high risk and provides them with appropriate ongoing training and equipment to ensure they are able to undertake their roles with minimal risk to the community and the shire.

### 8.2 Certainty of Assumptions

Included in the Plan is a detailed analysis of the assumptions used as part of the planning process and the level of risk associated with each assumption.

The impact of the assumptions applied to issues identified as carrying a high risk have been separately disclosed, as has the sensitivity of movements in these assumptions on the financial forecasts set out in this Plan.

### 8.3 Sensitivity Analysis

Where an assessment has been made that a high level of uncertainty applies to the assumptions, sensitivity analysis has been used to help quantify the potential financial impact of a change in the assumption.

Assumptions with a high level of uncertainty and a higher dollar value present the greatest risk that a movement will result in unexpected and detrimental consequences. The details of this analysis are shown adjacent to each assumption on the following pages.

## 9.0 Assumptions, Risks, Uncertainties and Sensitivity

### 9.1 Revenue – Assumptions, Risks, Uncertainties and Sensitivity

Disclosure/Assumption	Assessed Financial Risk	Impact of High Financial Risk Assumptions	Level of Uncertainty	Financial Impact and Sensitivity for Assumption with High Level of Uncertainty/Risk
<b>District Growth in Population:</b> The number of residents in the shire is expected to remain at current levels.	Medium	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>Rates Level Increase:</b> Annual rates revenue has been based on an increase in the total rate yield of 5.5% (CPI 3.5% + 2%).	Medium	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>Grants, Subsidies and Contributions:</b> Increases in line with inflation forecast.	Medium	Not assessed as high financial risk.	High	Not assessed as high level of uncertainty.
<b>Capital Grants, Subsidies and Contributions:</b> Remain in line with funding requirements identified for various capital works.	High	The forecast capital works program is highly dependent on external grants and contributions. Changes in these levels would impact directly on the amount spent on capital projects and ultimately impact on service levels.	High	± \$61,533 to the value of capital grants, subsidies and contributions per 1% movement in the value over the life of the Plan.
<b>Fees and Charges:</b> Increases at 1% above forecast inflation of 3.5%.	Medium	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>Interest Earnings:</b> Interest earning of an average rate of 3.5% per annum.	Low	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>Other Revenue:</b> Increases in line with inflation.	Low	Not assessed as high financial risk.	Low	Not assessed as high level of uncertainty.
<b>Profit on Asset Disposal:</b> Profit on asset disposal results from a misallocation of depreciation over the life of the asset. As the level of depreciation is considered appropriate no profit on asset disposals has been included.	Low	Not assessed as high financial risk.	Low	Not assessed as high level of uncertainty.

## 9.0 Assumptions, Risks, Uncertainties and Sensitivity (Continued)

### 9.2 Expenditure – Assumptions, Risks, Uncertainties and Sensitivity

Disclosure/Assumption	Assessed Financial Risk	Impact of High Financial Risk Assumptions	Level of Uncertainty	Financial Impact and Sensitivity for Assumption with High Level of Uncertainty/Risk
<b>Employee Costs:</b> Increased annually by forecast inflation.	Medium	Not assessed as high financial risk.	Low	Not assessed as high level of uncertainty.
<b>Materials and Contracts:</b> Increased annually by forecast inflation.	High	The road preservation program and general operations of the shire are dependent on levels of Federal Financial Assistance Grants. Changes in the levels of these grants would impact directly on the shire’s ability to meet projected service levels.	High	± \$730,594 to the value of materials and contracts per 1% movement in the value over the life of the Plan. A high level of uncertainty exists in relation to costs due to the impacts of the mining sector and the current global economic uncertainty.
<b>Depreciation:</b> Depreciation has been calculated using an average depreciation rate based on the estimated useful lives on individual assets.	Low	Not assessed as high financial risk.	Low	Not assessed as high level of uncertainty.
<b>Insurance:</b> Increased at 3.5% in line with forecast inflation for term of the Plan.	Medium	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>Other Expenditure:</b> Base year increased in line with inflation.	Medium	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>Loss on Asset Disposal:</b> A loss on asset disposal results from a misallocation of depreciation over the life of the asset. As the level of depreciation is considered appropriate in the Plan no loss on asset disposals has been included in the Plan.	Low	Not assessed as high financial risk.	Low	Not assessed as high level of uncertainty.



## 9.0 Assumptions, Risks, Uncertainties and Sensitivity (Continued)

### 9.3 Assets – Assumptions, Risks, Uncertainties and Sensitivity

Disclosure/Assumption	Assessed Financial Risk	Impact of High Financial Risk Assumptions	Level of Uncertainty	Financial Impact and Sensitivity for Assumption with High Level of Uncertainty/Risk
<b>Revaluations:</b> In line with annual inflation.	Low	The revaluation of assets may result in changes in asset ratio analysis and depreciations leading to a change in the net result. The revaluation of assets will have no impact on cashflows.	High	±\$651,867 to the value of property, plant and equipment per 1% movement in the value over the life of the Plan. ±\$984,736 to the value of infrastructure assets per 1% movement in the value over the life of the Plan.
<b>Impairment of Assets:</b> No impairment of assets has been assumed over the life of the Plan. Impairment of assets usually occurs due to unplanned or unforeseen events such as natural disasters.	High	A widespread major impairment event may result in a requirement for high levels of expenditure to maintain service levels.	Medium	Unable to be quantified.
<b>Infrastructure Assets:</b> Expenditure has been based on historical levels escalated by inflation.	High	The capital works program is highly dependent on Government grants and contributions. Changes in these levels would impact directly on the amount spent on capital projects and ultimately on service levels.	High	±\$61,533 to the value of infrastructure assets per 1% movement in the capital grants received over the life of the Plan.
<b>Property, Plant and Equipment:</b> Building expenditure is in accordance with the Corporate Business Plan, and plant expenditure is based on the Plant Replacement Program.	Medium	Not assessed as high financial risk as the frequency of capital grants for buildings is not as pervasive as roadwork's and plant and equipment replacement is not influenced by external grant funds.	Medium	Not assessed as high level of uncertainty.

## 9.0 Assumptions, Risks, Uncertainties and Sensitivity (Continued)

### 9.4 Liabilities – Assumptions, Risks, Uncertainties and Sensitivity

Disclosure/Assumption	Assessed Financial Risk	Impact of High Financial Risk Assumptions	Level of Uncertainty	Financial Impact and Sensitivity for Assumption with High Level of Uncertainty/Risk
<b>Borrowings:</b> New borrowings to be considered for capital works where required.	High	If the shire is not able to secure borrowings in the future, the likely impact will be the cancellation or postponement of related asset acquisitions leading to a reduction in service levels over the short to medium term.	Low	Not assessed as high level of uncertainty.
<b>Employee Entitlements:</b> It has been assumed the shire will be in a position to meet its obligations in relation to employee entitlements.	Medium	Not assessed as high financial risk.	Low	Not assessed as high level of uncertainty.

## 9.0 Assumptions, Risks, Uncertainties and Sensitivity (Continued)

### 9.5 Equity Risks, Uncertainties and Sensitivity

Disclosure/Assumption	Assessed Financial Risk	Impact of High Financial Risk Assumptions	Level of Uncertainty	Financial Impact and Sensitivity for Assumption with High Level of Uncertainty/Risk
<b>Reserve accounts:</b> It has been assumed the shire will invest cash reserves in term deposits with banking institutions and these funds will be available for use during the term of the Plan.	Low	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>Revaluation Surplus:</b> Increasing in line with inflation based revaluation.	Low	The revaluation of assets to their fair value may result in changes in asset ratio analysis and depreciation leading to a change in the net result. The revaluations of assets will have no impact on Cashflows.	High	±\$651,867 to the value of property, plant and equipment per 1% movement in the value over the life of the Plan. ±\$984,736 to the value of infrastructure assets per 1% movement in the value over the life of the Plan.

## 9.0 Assumptions, Risks, Uncertainties and Sensitivity (Continued)

### 9.6 Other – Assumptions, Risks, Uncertainties and Sensitivity

Disclosure/Assumption	Assessed Financial Risk	Impact of High Financial Risk Assumptions	Level of Uncertainty	Financial Impact and Sensitivity for Assumption with High Level of Uncertainty/Risk
<b>Ownership of Strategic Assets:</b> The shire has not planned for the ownership of any strategic assets to be transferred to another party over the term of the Plan.	High	Any significant changes to the ownership of strategic assets would require an amendment to this Plan and, depending on the circumstance, be subject to community consultation.	Low	Not assessed as high level of uncertainty.
<b>Inflators:</b> Forecast inflation at 3.5% per annum.	Medium	Not assessed as high financial risk.	High	± \$2,608,228 to operating revenue per 1% movement in the inflators over the life of the Plan. ± \$3,638,947 to operating expenditure per 1% movement in the inflators over the life of the Plan.
<b>Commercial Activities:</b> The shire has no plans to undertake a significant commercial activity during the period the of the Plan.	Medium	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>General Economic Forecasts for State:</b> The economic forecast for the State is closely linked to the success of the mining industry. Demands for minerals is forecast to remain stable in the short term with a corresponding stability of the state economy.	Medium	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.
<b>General Economic Forecasts for Region:</b> The region’s economy is heavily dependent on farming and tourism. This remains the assumption for the term of this Plan.	Low	Not assessed as high financial risk.	Medium	Not assessed as high level of uncertainty.

## 10.0 Monitoring and Performance

### 10.1 Monitoring

The Plan will be the subject of a desktop review each year to consider changing circumstances, with a full revision scheduled every two years in line with the review of the Strategic Community Plan.

Monitoring the shire’s financial rigidity and financial position along with its asset management performance is undertaken by preparing and monitoring various statutory ratios.

### 10.2 Ratio Targets

A series of performance indicators, in the form of financial ratios set out in the table below, have been used to assess the financial performance of the shire.

To maintain comparability across the industry, these ratios and their respective target ranges, have been derived from the Department’s Long Term Financial Planning guidelines and *Regulation 50 of Local Government (Financial Management) Regulation 1996*.

The Department’s Advisory Standard also provides target levels for each of the ratios.

Ratio	Calculation	Indication	Minimum target
Current Ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets minus current liabilities associated with long term borrowings}}$	A measure of the shire’s immediate liquidity and the capacity to meet short term financial obligations from unrestricted current assets.	1.0
Operating Surplus Ratio	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$	A measure of the extent to which own source revenues raised cover operational expenses.	1%
Own Source Revenue Coverage Ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$	A measure of the extent of the shire’s ability to cover costs using only discretionary revenue.	40%
Debt Service Coverage Ratio	$\frac{\text{Annual operating surplus before interest and depreciation}}{\text{principal and interest}}$	A measure of the extent of the shire’s capacity to generate sufficient cash to cover debt payments.	3

# Appendix A1 Forecast Financial Statements

## Financial Statements

The following forecast financial statements have been prepared and are included at the end of the Plan.

These forecast statements have been prepared within a framework which accords with the Australian Accounting Standards.

The statements have been prepared based on a number of forecasts and estimates, and readers should ensure they have read and understood the reliance section under Other Matters at the end of the document.

## Statements of Comprehensive Income

Often referred to as the operating statement, it shows the revenues and expenses over the periods classified to disclose a net result.

## Statement of Financial Position

More commonly referred to as the Balance Sheet, this statement discloses the forecast changes in the balance of assets and liability accounts over the periods.

## Statement of Changes in Equity

This statement discloses the changes in equity over the forecast period. It shows the impact of operations on net assets and the movement in cash backed and revaluation reserves.

## Statement of Cashflows

Represents the forecast cash inflows and outflows and discloses the changes to the balance of cash over the period.

## Statement of Financial Activity

A statement combining operating and capital revenues and expenses and discloses the opening and closing net current forecast surplus (deficit) funding position for each year.

## Statement of Net Current Asset Composition

A statement showing how the closing estimated surplus/deficit has been calculated.

## Statement of Fixed Asset Movements

A summary of the impact of the Plan on the value of fixed assets over the period. It discloses the movements in the net value of property, plant, and equipment and infrastructure.

## Statement of Capital Funding

A summary of the capital expenditure by asset class and the source of funding for each class.

## Forecast Ratios

The forecast ratios required by the regulations and discussed earlier under monitoring and performance.

## Nature or Type

A number of statements in the Plan are disclosed using nature or type descriptors of revenue and expenditure (for example Rates and Employee Costs). This classification is in accordance with Schedule 1 of the *Local Government (Financial Management) Regulation 1996*.

Refer to Appendix A11– Forecast Significant Accounting Policies and Compilation Report



### Appendix A2 Forecast Statement of Comprehensive Income 2024 – 2039

	2020-21	2021-22	2022-23	Base	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Revenues</b>																			
Rates	5,956,375	6,325,773	7,023,831	7,640,862	8,061,110	8,504,471	8,972,216	9,465,688	9,986,300	10,535,547	11,115,002	11,726,327	12,371,274	13,051,694	13,508,504	13,981,302	14,470,648	14,977,121	15,501,320
Grants, subsidies and contributions	1,785,935	2,215,977	2,744,386	386,388	2,235,488	2,313,729	2,394,709	2,478,524	2,565,271	2,655,056	2,747,983	2,844,163	2,943,708	3,046,738	3,153,374	3,263,741	3,377,973	3,496,202	3,618,568
Fees and charges	1,490,543	1,359,160	1,209,024	1,266,389	1,471,717	1,623,226	1,680,038	1,738,839	1,799,701	1,862,688	1,927,887	1,995,358	2,065,190	2,137,468	2,212,278	2,289,704	2,369,843	2,452,788	2,538,634
Interest revenue	74,620	113,650	145,704	225,034	273,232	281,103	281,447	283,319	292,149	307,227	329,061	358,316	398,660	447,976	507,099	570,390	638,037	710,257	794,822
Other revenue	216,732	269,506	298,985	241,397	249,847	258,587	267,633	276,996	286,691	296,722	307,109	317,856	328,979	340,490	352,406	364,738	377,505	390,717	404,387
	9,524,205	10,284,066	11,421,930	9,760,070	12,291,394	12,981,116	13,596,043	14,243,366	14,930,112	15,657,240	16,427,042	17,242,020	18,107,811	19,024,366	19,733,661	20,469,875	21,234,006	22,027,085	22,857,731
<b>Expenses</b>																			
Employee costs	(3,886,004)	(4,170,020)	(5,089,533)	(5,859,408)	(6,127,481)	(6,489,245)	(6,797,371)	(7,035,275)	(7,281,502)	(7,536,354)	(7,800,126)	(8,073,134)	(8,355,700)	(8,648,148)	(8,950,832)	(9,264,115)	(9,588,355)	(9,923,947)	(10,271,281)
Materials and contracts	(2,315,304)	(2,860,095)	(3,639,801)	(4,503,124)	(3,901,181)	(4,077,718)	(4,039,024)	(4,180,386)	(4,326,691)	(4,478,127)	(4,634,852)	(4,797,078)	(4,964,968)	(5,138,737)	(5,318,584)	(5,504,717)	(5,697,391)	(5,896,787)	(6,103,180)
Utility charges	(387,264)	(371,987)	(331,142)	(307,167)	(317,918)	(329,042)	(340,559)	(352,481)	(364,816)	(377,587)	(390,801)	(404,481)	(418,639)	(433,290)	(448,455)	(464,151)	(480,393)	(497,208)	(514,611)
Depreciation	(2,865,589)	(2,953,967)	(7,259,299)	(7,259,298)	(7,621,350)	(7,887,112)	(8,162,179)	(8,446,876)	(8,704,969)	(8,981,968)	(9,295,357)	(9,619,711)	(9,955,419)	(10,302,877)	(10,662,494)	(11,034,700)	(11,419,935)	(11,818,649)	(12,231,319)
Finance costs	(92,628)	(81,215)	(72,600)	(62,706)	(52,290)	(41,311)	(31,575)	(164,873)	(148,175)	(130,385)	(111,437)	(93,106)	(79,266)	(64,511)	(48,783)	(32,015)	(14,139)	0	0
Insurance	(286,049)	(289,869)	(241,996)	(265,246)	(274,531)	(284,140)	(294,087)	(304,379)	(315,030)	(326,054)	(337,467)	(349,281)	(361,505)	(374,156)	(387,249)	(400,803)	(414,830)	(429,354)	(444,386)
Other expenditure	(637,111)	(684,864)	(345,319)	(811,729)	(523,638)	(541,965)	(560,932)	(580,568)	(600,886)	(621,921)	(643,685)	(666,214)	(689,532)	(713,667)	(738,643)	(764,495)	(791,255)	(818,948)	(847,612)
	(10,469,949)	(11,412,017)	(16,979,690)	(19,068,678)	(18,818,389)	(19,650,533)	(20,225,727)	(21,064,838)	(21,742,069)	(22,452,396)	(23,213,725)	(24,003,005)	(24,825,029)	(25,675,386)	(26,555,040)	(27,464,996)	(28,406,298)	(29,384,893)	(30,412,389)
	(945,744)	(1,127,951)	(5,557,760)	(9,308,608)	(6,526,995)	(6,669,417)	(6,629,684)	(6,821,472)	(6,811,957)	(6,795,156)	(6,786,683)	(6,760,985)	(6,717,218)	(6,651,020)	(6,821,379)	(6,995,121)	(7,172,292)	(7,357,808)	(7,554,658)
Capital grants, subsidies and contributions	684,728	920,662	778,912	3,996,335	772,538	323,345	324,153	333,333	334,800	346,518	358,646	371,199	384,191	397,637	411,555	425,959	440,868	456,299	472,269
Fair value adjustments to financial assets at fair value through profit or loss	2,586	0	7,683	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Profit on asset disposals	5,702	11,260	52,067	6,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loss on asset disposal	(13,466)	(74,538)	(34,285)	(255,898)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>NET RESULT</b>	(266,194)	(270,567)	(4,753,383)	(5,561,771)	(5,754,457)	(6,346,072)	(6,305,531)	(6,488,139)	(6,477,157)	(6,448,638)	(6,428,037)	(6,389,786)	(6,333,027)	(6,253,383)	(6,409,824)	(6,569,162)	(6,731,424)	(6,901,509)	(7,082,389)
<b>Other comprehensive income</b>	0	42,466,560	21,241,434	0	6,417,516	6,423,089	6,507,100	6,497,403	6,477,481	6,448,442	6,409,330	6,358,539	6,295,301	6,218,804	6,128,199	6,022,592	5,901,046	5,762,575	5,606,139
<b>TOTAL COMPREHENSIVE INCOME</b>	(266,194)	42,195,993	16,488,051	(5,561,771)	663,059	77,017	201,569	9,264	324	(196)	(18,707)	(31,247)	(37,726)	(34,579)	(281,625)	(546,570)	(830,378)	(1,138,934)	(1,476,250)

Refer to Appendix A11 Forecast Significant Accounting Policies and Compilation Report



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### Appendix A3 Forecast Statement of Financial Position 2024 – 2039

	2021	2022	2023	Base	30 June 25	30 June 26	30 June 27	30 June 28	30 June 29	30 June 30	30 June 31	30 June 32	30 June 33	30 June 34	30 June 35	30 June 36	30 June 37	30 June 38	30 June 39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>CURRENT ASSETS</b>																			
Unrestricted cash and cash equivalents	3,404,625	4,404,679	4,654,421	33,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997
Restricted cash and cash equivalent	3,614,053	3,598,803	2,585,273	2,895,230	3,240,092	3,253,837	3,328,854	3,681,901	4,285,126	5,158,504	6,328,729	7,942,335	9,915,080	12,280,002	14,811,495	17,517,481	20,406,203	23,788,895	27,379,421
Trade and other receivables	943,258	1,184,159	1,427,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481
Inventories	34,901	34,223	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329
<b>TOTAL CURRENT ASSETS</b>	<b>7,996,837</b>	<b>9,221,864</b>	<b>8,713,504</b>	<b>4,133,037</b>	<b>4,447,899</b>	<b>4,461,644</b>	<b>4,536,661</b>	<b>4,889,708</b>	<b>5,492,933</b>	<b>6,366,311</b>	<b>7,536,536</b>	<b>9,150,142</b>	<b>11,122,887</b>	<b>13,487,809</b>	<b>16,019,302</b>	<b>18,725,288</b>	<b>21,614,010</b>	<b>24,996,702</b>	<b>28,587,228</b>
<b>NON-CURRENT ASSETS</b>																			
Financial assets	73,807	73,807	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490	81,490
Other receivables	124,589	139,411	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893	117,893
Property plant and equipment	33,264,885	32,902,090	51,187,355	50,531,143	51,297,249	52,055,424	55,391,638	56,219,827	57,074,935	57,947,927	58,812,279	59,666,284	60,508,125	61,335,867	62,147,461	62,940,727	63,713,351	64,462,885	65,186,731
Infrastructure	104,247,781	145,324,062	143,467,747	141,995,635	141,359,502	140,472,321	139,317,257	137,889,595	136,159,199	134,122,458	131,760,048	129,051,669	125,975,996	122,510,637	118,632,080	114,315,645	109,535,434	104,264,274	98,473,652
<b>TOTAL NON-CURRENT ASSETS</b>	<b>137,711,062</b>	<b>178,439,370</b>	<b>194,854,485</b>	<b>192,726,161</b>	<b>192,856,134</b>	<b>192,727,128</b>	<b>194,908,278</b>	<b>194,308,805</b>	<b>193,433,517</b>	<b>192,269,768</b>	<b>190,771,710</b>	<b>188,917,336</b>	<b>186,683,504</b>	<b>184,045,887</b>	<b>180,978,924</b>	<b>177,455,755</b>	<b>173,448,168</b>	<b>168,926,542</b>	<b>163,859,766</b>
<b>TOTAL ASSETS</b>	<b>145,707,899</b>	<b>187,661,234</b>	<b>203,567,989</b>	<b>196,859,198</b>	<b>197,304,033</b>	<b>197,188,772</b>	<b>199,444,939</b>	<b>199,198,513</b>	<b>198,926,450</b>	<b>198,636,079</b>	<b>198,308,246</b>	<b>198,067,478</b>	<b>197,806,391</b>	<b>197,533,696</b>	<b>196,998,226</b>	<b>196,181,043</b>	<b>195,062,178</b>	<b>193,923,244</b>	<b>192,446,994</b>
<b>CURRENT LIABILITIES</b>																			
Trade and other payables	1,705,643	1,370,032	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480	1,171,480
Contract liabilities	556,588	1,013,530	858,734	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327	36,327
Current portion of long-term liabilities	251,899	197,908	207,801	218,224	192,278	145,402	255,690	272,387	290,175	309,126	209,521	223,361	238,116	253,845	270,613	288,487	0	0	0
Provisions	916,209	823,865	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328	745,328
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,430,339</b>	<b>3,405,335</b>	<b>2,983,343</b>	<b>2,171,359</b>	<b>2,145,413</b>	<b>2,098,537</b>	<b>2,208,825</b>	<b>2,225,522</b>	<b>2,243,310</b>	<b>2,262,261</b>	<b>2,162,656</b>	<b>2,176,496</b>	<b>2,191,251</b>	<b>2,206,980</b>	<b>2,223,748</b>	<b>2,241,622</b>	<b>1,953,135</b>	<b>1,953,135</b>	<b>1,953,135</b>
<b>NON-CURRENT LIABILITIES</b>																			
Long-term borrowings	1,372,916	1,175,008	967,207	749,001	556,723	411,321	2,355,631	2,083,244	1,793,069	1,483,943	1,274,422	1,051,061	812,945	559,100	288,487	0	0	0	0
Provisions	118,062	98,316	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813	146,813
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,490,978</b>	<b>1,273,324</b>	<b>1,114,020</b>	<b>895,814</b>	<b>703,536</b>	<b>558,134</b>	<b>2,502,444</b>	<b>2,230,057</b>	<b>1,939,882</b>	<b>1,630,756</b>	<b>1,421,235</b>	<b>1,197,874</b>	<b>959,758</b>	<b>705,913</b>	<b>435,300</b>	<b>146,813</b>	<b>146,813</b>	<b>146,813</b>	<b>146,813</b>
<b>TOTAL LIABILITIES</b>	<b>4,921,317</b>	<b>4,678,659</b>	<b>4,097,363</b>	<b>3,067,173</b>	<b>2,848,949</b>	<b>2,656,671</b>	<b>4,711,269</b>	<b>4,455,579</b>	<b>4,183,192</b>	<b>3,893,017</b>	<b>3,583,891</b>	<b>3,374,370</b>	<b>3,151,009</b>	<b>2,912,893</b>	<b>2,659,048</b>	<b>2,388,435</b>	<b>2,099,948</b>	<b>2,099,948</b>	<b>2,099,948</b>
<b>NET ASSETS</b>	<b>140,786,582</b>	<b>182,982,575</b>	<b>199,470,626</b>	<b>193,792,025</b>	<b>194,455,084</b>	<b>194,532,101</b>	<b>194,733,670</b>	<b>194,742,934</b>	<b>194,743,258</b>	<b>194,743,062</b>	<b>194,724,355</b>	<b>194,693,108</b>	<b>194,655,382</b>	<b>194,620,803</b>	<b>194,339,178</b>	<b>193,792,608</b>	<b>192,962,230</b>	<b>191,823,296</b>	<b>190,347,046</b>
<b>EQUITY</b>																			
Retained surplus	33,615,369	33,418,350	28,664,967	22,676,409	16,577,090	10,217,273	3,836,725	(3,004,461)	(10,084,843)	(17,406,859)	(25,005,121)	(33,008,513)	(41,314,285)	(49,932,590)	(58,873,907)	(68,149,055)	(77,769,201)	(88,053,402)	(98,726,317)
Reserves - cash backed	2,658,821	2,585,273	2,585,273	2,895,230	3,240,092	3,253,837	3,328,854	3,681,901	4,285,126	5,158,504	6,328,729	7,942,335	9,915,080	12,280,002	14,811,495	17,517,481	20,406,203	23,788,895	27,379,421
Asset revaluation surplus	104,512,392	146,978,952	168,220,386	168,220,386	174,637,902	181,060,991	187,568,091	194,065,494	200,542,975	206,991,417	213,400,747	219,759,286	226,054,587	232,273,391	238,401,590	244,424,182	250,325,228	256,087,803	261,693,942
<b>TOTAL EQUITY</b>	<b>140,786,582</b>	<b>182,982,575</b>	<b>199,470,626</b>	<b>193,792,025</b>	<b>194,455,084</b>	<b>194,532,101</b>	<b>194,733,670</b>	<b>194,742,934</b>	<b>194,743,258</b>	<b>194,743,062</b>	<b>194,724,355</b>	<b>194,693,108</b>	<b>194,655,382</b>	<b>194,620,803</b>	<b>194,339,178</b>	<b>193,792,608</b>	<b>192,962,230</b>	<b>191,823,296</b>	<b>190,347,046</b>

Refer to Appendix A11 Forecast Significant Accounting Policies and Compilation Report



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### Appendix A4 Forecast Statement of Changes in Equity 2024 – 2039

	2021	2022	2023	Base	30 June 25	30 June 26	30 June 27	30 June 28	30 June 29	30 June 30	30 June 31	30 June 32	30 June 33	30 June 34	30 June 35	30 June 36	30 June 37	30 June 38	30 June 39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>RETAINED SURPLUS</b>																			
Opening balance	33,881,563	33,615,369	33,418,35	28,548,137	22,676,49	16,577,9	1,217,273	3,836,725	(3,4461)	(1,84,843)	(17,46,859)	(25,5,121)	(33,8,513)	(41,314,285)	(49,932,59)	(58,873,97)	(68,149,55)	(77,769,21)	(88,053,402)
Net result	(266,194)	(27,567)	(4,753,383)	(5,561,771)	(5,754,457)	(6,346,72)	(6,35,531)	(6,488,139)	(6,477,157)	(6,448,638)	(6,428,37)	(6,389,786)	(6,333,27)	(6,253,383)	(6,49,824)	(6,569,162)	(6,731,424)	(6,91,59)	(7,082,389)
Amount transferred (to)/from reserves		73,548		(39,957)	(344,862)	(13,745)	(75,17)	(353,47)	(63,225)	(873,378)	(1,17,225)	(1,613,66)	(1,972,745)	(2,364,922)	(2,531,493)	(2,75,986)	(2,888,722)	(3,382,692)	(3,590,526)
Closing balance	33,615,369	33,418,35	28,664,967	22,676,49	16,577,9	1,217,273	3,836,725	(3,4461)	(1,84,843)	(17,46,859)	(25,5,121)	(33,8,513)	(41,314,285)	(49,932,59)	(58,873,97)	(68,149,55)	(77,769,21)	(88,53,42)	(98,726,317)
<b>RESERVES - CASH/INVESTMENT BACKED</b>																			
Opening balance	2,658,821	2,658,821	2,585,273	2,585,273	2,895,23	3,24,92	3,253,837	3,328,854	3,681,91	4,285,126	5,158,54	6,328,729	7,942,335	9,915,8	12,28,2	14,811,495	17,517,481	2,46,23	23,788,895
Amount transferred to/(from) retained surplus		(73,548)		39,957	344,862	13,745	75,17	353,47	63,225	873,378	1,17,225	1,613,66	1,972,745	2,364,922	2,531,493	2,75,986	2,888,722	3,382,692	3,590,526
Closing balance	2,658,821	2,585,273	2,585,273	2,895,23	3,24,92	3,253,837	3,328,854	3,681,91	4,285,126	5,158,54	6,328,729	7,942,335	9,915,8	12,28,2	14,811,495	17,517,481	2,46,23	23,788,895	27,379,421
<b>ASSET REVALUATION SURPLUS</b>																			
Opening balance	14,512,392	14,512,392	146,978,952	168,22,386	168,22,386	174,637,92	181,6,991	187,568,91	194,65,494	2,542,975	26,991,417	213,4,747	219,759,286	226,54,587	232,273,391	238,41,59	244,424,182	25,325,228	256,087,803
Total other comprehensive income		42,466,56	21,241,434		6,417,516	6,423,89	6,57,1	6,497,43	6,477,481	6,448,442	6,49,33	6,358,539	6,295,31	6,218,84	6,128,199	6,22,592	5,91,46	5,762,575	5,606,139
Closing balance	14,512,392	146,978,952	168,22,386	168,22,386	174,637,92	181,6,991	187,568,91	194,65,494	2,542,975	26,991,417	213,4,747	219,759,286	226,54,587	232,273,391	238,41,59	244,424,182	25,325,228	256,87,83	261,693,942
<b>TOTAL EQUITY</b>	140,786,582	182,982,575	199,47,626	193,792,25	194,455,84	194,532,11	194,733,67	194,742,934	194,743,258	194,743,62	194,724,355	194,693,18	194,655,382	194,62,83	194,339,178	193,792,68	192,962,23	191,823,296	19,347,46

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### Appendix A5 Forecast Statement of Cashflows 2024 – 2039

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Cash flows from operating activities</b>															
<b>Receipts</b>															
Rates	8,061,110	8,504,471	8,972,216	9,465,688	9,986,300	10,535,547	11,115,002	11,726,327	12,371,274	13,051,694	13,508,504	13,981,302	14,470,648	14,977,121	15,501,320
Grants, subsidies and contributions	2,235,488	2,313,729	2,394,709	2,478,524	2,565,271	2,655,056	2,747,983	2,844,163	2,943,708	3,046,738	3,153,374	3,263,741	3,377,973	3,496,202	3,618,568
Fees and charges	1,471,717	1,623,226	1,680,038	1,738,839	1,799,701	1,862,688	1,927,887	1,995,358	2,065,190	2,137,468	2,212,278	2,289,704	2,369,843	2,452,788	2,538,634
Interest revenue	273,232	281,103	281,447	283,319	292,149	307,227	329,061	358,316	398,660	447,976	507,099	570,390	638,037	710,257	794,822
Other revenue	249,847	258,587	267,633	276,996	286,691	296,722	307,109	317,856	328,979	340,490	352,406	364,738	377,505	390,717	404,387
	12,291,394	12,981,116	13,596,043	14,243,366	14,930,112	15,657,240	16,427,042	17,242,020	18,107,811	19,024,366	19,733,661	20,469,875	21,234,006	22,027,085	22,857,731
<b>Payments</b>															
Employee costs	(6,127,481)	(6,489,245)	(6,797,371)	(7,035,275)	(7,281,502)	(7,536,354)	(7,800,126)	(8,073,134)	(8,355,700)	(8,648,148)	(8,950,832)	(9,264,115)	(9,588,355)	(9,923,947)	(10,271,281)
Materials and contracts	(3,901,181)	(4,077,718)	(4,039,024)	(4,180,386)	(4,326,691)	(4,478,127)	(4,634,852)	(4,797,078)	(4,964,968)	(5,138,737)	(5,318,584)	(5,504,717)	(5,697,391)	(5,896,787)	(6,103,180)
Utility charges	(317,918)	(329,042)	(340,559)	(352,481)	(364,816)	(377,587)	(390,801)	(404,481)	(418,639)	(433,290)	(448,455)	(464,151)	(480,393)	(497,208)	(514,611)
Finance costs	(52,290)	(41,311)	(31,575)	(164,873)	(148,175)	(130,385)	(111,437)	(93,106)	(79,266)	(64,511)	(48,783)	(32,015)	(14,139)	0	0
Insurance	(274,531)	(284,140)	(294,087)	(304,379)	(315,030)	(326,054)	(337,467)	(349,281)	(361,505)	(374,156)	(387,249)	(400,803)	(414,830)	(429,354)	(444,386)
Other expenditure	(523,638)	(541,965)	(560,932)	(580,568)	(600,886)	(621,921)	(643,685)	(666,214)	(689,532)	(713,667)	(738,643)	(764,495)	(791,255)	(818,948)	(847,612)
	(11,197,039)	(11,763,421)	(12,063,548)	(12,617,962)	(13,037,100)	(13,470,428)	(13,918,368)	(14,383,294)	(14,869,610)	(15,372,509)	(15,892,546)	(16,430,296)	(16,986,363)	(17,566,244)	(18,181,070)
<b>Net cash provided by (used in) operating activities</b>	<b>1,094,355</b>	<b>1,217,695</b>	<b>1,532,495</b>	<b>1,625,404</b>	<b>1,893,012</b>	<b>2,186,812</b>	<b>2,508,674</b>	<b>2,858,726</b>	<b>3,238,201</b>	<b>3,651,857</b>	<b>3,841,115</b>	<b>4,039,579</b>	<b>4,247,643</b>	<b>4,460,841</b>	<b>4,676,661</b>
<b>Cash flows from investing activities</b>															
Payments for purchase of property, plant & equipment	(400,000)	(400,000)	(2,900,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)
Payments for construction of infrastructure	(933,807)	(935,017)	(936,229)	(950,000)	(952,200)	(969,777)	(987,969)	(1,006,798)	(1,026,286)	(1,046,456)	(1,067,332)	(1,088,939)	(1,111,302)	(1,134,448)	(1,158,404)
Proceeds from capital grants, subsidies and contributions	772,538	323,345	324,153	333,333	334,800	346,518	358,646	371,199	384,191	397,637	411,555	425,959	440,868	456,299	472,269
<b>Net cash provided by (used in) investing activities</b>	<b>(561,269)</b>	<b>(1,011,672)</b>	<b>(3,512,076)</b>	<b>(1,016,667)</b>	<b>(1,017,400)</b>	<b>(1,023,259)</b>	<b>(1,029,323)</b>	<b>(1,035,599)</b>	<b>(1,042,095)</b>	<b>(1,048,819)</b>	<b>(1,055,777)</b>	<b>(1,062,980)</b>	<b>(1,070,434)</b>	<b>(1,078,149)</b>	<b>(1,086,135)</b>
<b>Cash flows from financing activities</b>															
Repayment of debentures	(218,224)	(192,278)	(145,402)	(255,690)	(272,387)	(290,175)	(309,126)	(209,521)	(223,361)	(238,116)	(253,845)	(270,613)	(288,487)	0	0
Proceeds from new debentures	0	0	2,200,000	0	0	0	0	0	0	0	0	0	0	0	0
<b>Net cash provided by (used in) financing activities</b>	<b>(218,224)</b>	<b>(192,278)</b>	<b>2,054,598</b>	<b>(255,690)</b>	<b>(272,387)</b>	<b>(290,175)</b>	<b>(309,126)</b>	<b>(209,521)</b>	<b>(223,361)</b>	<b>(238,116)</b>	<b>(253,845)</b>	<b>(270,613)</b>	<b>(288,487)</b>	<b>0</b>	<b>0</b>
<b>Net increase (decrease) in cash held</b>	<b>314,862</b>	<b>13,745</b>	<b>75,017</b>	<b>353,047</b>	<b>603,225</b>	<b>873,378</b>	<b>1,170,225</b>	<b>1,613,606</b>	<b>1,972,745</b>	<b>2,364,922</b>	<b>2,531,493</b>	<b>2,705,986</b>	<b>2,888,722</b>	<b>3,382,692</b>	<b>3,590,526</b>
Cash at beginning of year	2,929,227	3,244,089	3,257,834	3,332,851	3,685,898	4,289,123	5,162,501	6,332,726	7,946,332	9,919,077	12,283,999	14,815,492	17,521,478	20,410,200	23,792,892
<b>Cash and cash equivalents at the end of year</b>	<b>3,244,089</b>	<b>3,257,834</b>	<b>3,332,851</b>	<b>3,685,898</b>	<b>4,289,123</b>	<b>5,162,501</b>	<b>6,332,726</b>	<b>7,946,332</b>	<b>9,919,077</b>	<b>12,283,999</b>	<b>14,815,492</b>	<b>17,521,478</b>	<b>20,410,200</b>	<b>23,792,892</b>	<b>27,383,418</b>
<b>Reconciliation of net cash provided by operating activities to net result</b>															
Net result	(5,754,457)	(6,346,072)	(6,305,531)	(6,488,139)	(6,477,157)	(6,448,638)	(6,428,037)	(6,389,786)	(6,333,027)	(6,253,383)	(6,409,824)	(6,569,162)	(6,731,424)	(6,901,509)	(7,082,389)
Depreciation	7,621,350	7,887,112	8,162,179	8,446,876	8,704,969	8,981,968	9,295,357	9,619,711	9,955,419	10,302,877	10,662,494	11,034,700	11,419,935	11,818,649	12,231,319
Grants/contributions for the development of assets	(772,538)	(323,345)	(324,153)	(333,333)	(334,800)	(346,518)	(358,646)	(371,199)	(384,191)	(397,637)	(411,555)	(425,959)	(440,868)	(456,299)	(472,269)
<b>Net cash from operating activities</b>	<b>1,094,355</b>	<b>1,217,695</b>	<b>1,532,495</b>	<b>1,625,404</b>	<b>1,893,012</b>	<b>2,186,812</b>	<b>2,508,674</b>	<b>2,858,726</b>	<b>3,238,201</b>	<b>3,651,857</b>	<b>3,841,115</b>	<b>4,039,579</b>	<b>4,247,643</b>	<b>4,460,841</b>	<b>4,676,661</b>

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### Appendix A6 Forecast Statement of Financial Activity 2024 – 2039

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>FUNDING FROM OPERATIONAL ACTIVITIES</b>															
<b>Revenues</b>															
Rates	8,061,110	8,504,471	8,972,216	9,465,688	9,986,300	10,535,547	11,115,002	11,726,327	12,371,274	13,051,694	13,508,504	13,981,302	14,470,648	14,977,121	15,501,320
Grants, subsidies and contributions	2,235,488	2,313,729	2,394,709	2,478,524	2,565,271	2,655,056	2,747,983	2,844,163	2,943,708	3,046,738	3,153,374	3,263,741	3,377,973	3,496,202	3,618,568
Fees and charges	1,471,717	1,623,226	1,680,038	1,738,839	1,799,701	1,862,688	1,927,887	1,995,358	2,065,190	2,137,468	2,212,278	2,289,704	2,369,843	2,452,788	2,538,634
Interest revenue	273,232	281,103	281,447	283,319	292,149	307,227	329,061	358,316	398,660	447,976	507,099	570,390	638,037	710,257	794,822
Other revenue	249,847	258,587	267,633	276,996	286,691	296,722	307,109	317,856	328,979	340,490	352,406	364,738	377,505	390,717	404,387
	12,291,394	12,981,116	13,596,043	14,243,366	14,930,112	15,657,240	16,427,042	17,242,020	18,107,811	19,024,366	19,733,661	20,469,875	21,234,006	22,027,085	22,857,731
<b>Expenses</b>															
Employee costs	(6,127,481)	(6,489,245)	(6,797,371)	(7,035,275)	(7,281,502)	(7,536,354)	(7,800,126)	(8,073,134)	(8,355,700)	(8,648,148)	(8,950,832)	(9,264,115)	(9,588,355)	(9,923,947)	(10,271,281)
Materials and contracts	(3,901,181)	(4,077,718)	(4,039,024)	(4,180,386)	(4,326,691)	(4,478,127)	(4,634,852)	(4,797,078)	(4,964,968)	(5,138,737)	(5,318,584)	(5,504,717)	(5,697,391)	(5,896,787)	(6,103,180)
Utility charges (electricity, gas, water etc.)	(317,918)	(329,042)	(340,559)	(352,481)	(364,816)	(377,587)	(390,801)	(404,481)	(418,639)	(433,290)	(448,455)	(464,151)	(480,393)	(497,208)	(514,611)
Depreciation	(7,621,350)	(7,887,112)	(8,162,179)	(8,446,876)	(8,704,969)	(8,981,968)	(9,295,357)	(9,619,711)	(9,955,419)	(10,302,877)	(10,662,494)	(11,034,700)	(11,419,935)	(11,818,649)	(12,231,319)
Finance costs	(52,290)	(41,311)	(31,575)	(164,873)	(148,175)	(130,385)	(111,437)	(93,106)	(79,266)	(64,511)	(48,783)	(32,015)	(14,139)	0	0
Insurance	(274,531)	(284,140)	(294,087)	(304,379)	(315,030)	(326,054)	(337,467)	(349,281)	(361,505)	(374,156)	(387,249)	(400,803)	(414,830)	(429,354)	(444,386)
Other expenditure	(523,638)	(541,965)	(560,932)	(580,568)	(600,886)	(621,921)	(643,685)	(666,214)	(689,532)	(713,667)	(738,643)	(764,495)	(791,255)	(818,948)	(847,612)
	(18,818,389)	(19,650,533)	(20,225,727)	(21,064,838)	(21,742,069)	(22,452,396)	(23,213,725)	(24,003,005)	(24,825,029)	(25,675,386)	(26,555,040)	(27,464,996)	(28,406,298)	(29,384,893)	(30,412,389)
	(6,526,995)	(6,669,417)	(6,629,684)	(6,821,472)	(6,811,957)	(6,795,156)	(6,786,683)	(6,760,985)	(6,717,218)	(6,651,020)	(6,821,379)	(6,995,121)	(7,172,292)	(7,357,808)	(7,554,658)
<b>Funding position adjustments</b>															
Depreciation	7,621,350	7,887,112	8,162,179	8,446,876	8,704,969	8,981,968	9,295,357	9,619,711	9,955,419	10,302,877	10,662,494	11,034,700	11,419,935	11,818,649	12,231,319
<b>Net funding from operational activities</b>	1,094,355	1,217,695	1,532,495	1,625,404	1,893,012	2,186,812	2,508,674	2,858,726	3,238,201	3,651,857	3,841,115	4,039,579	4,247,643	4,460,841	4,676,661
<b>FUNDING FROM CAPITAL ACTIVITIES</b>															
<b>Inflows</b>															
Capital grants, subsidies and contributions	772,538	323,345	324,153	333,333	334,800	346,518	358,646	371,199	384,191	397,637	411,555	425,959	440,868	456,299	472,269
<b>Outflows</b>															
Purchase of property plant and equipment	(400,000)	(400,000)	(2,900,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)	(400,000)
Purchase of infrastructure	(933,807)	(935,017)	(936,229)	(950,000)	(952,200)	(969,777)	(987,969)	(1,006,798)	(1,026,286)	(1,046,456)	(1,067,332)	(1,088,939)	(1,111,302)	(1,134,448)	(1,158,404)
<b>Net funding from capital activities</b>	(561,269)	(1,011,672)	(3,512,076)	(1,016,667)	(1,017,400)	(1,023,259)	(1,029,323)	(1,035,599)	(1,042,095)	(1,048,819)	(1,055,777)	(1,062,980)	(1,070,434)	(1,078,149)	(1,086,135)
<b>FUNDING FROM FINANCING ACTIVITIES</b>															
<b>Inflows</b>															
Transfer from reserves	400,000	318,330	300,000	0	0	0	0	0	0	0	0	0	0	0	0
New borrowings	0	0	2,200,000	0	0	0	0	0	0	0	0	0	0	0	0
<b>Outflows</b>															
Transfer to reserves	(744,862)	(332,075)	(375,017)	(353,047)	(603,225)	(873,378)	(1,170,225)	(1,613,606)	(1,972,745)	(2,364,922)	(2,531,493)	(2,705,986)	(2,888,722)	(3,382,692)	(3,590,526)
Repayment of past borrowings	(218,224)	(192,278)	(145,402)	(255,690)	(272,387)	(290,175)	(309,126)	(209,521)	(223,361)	(238,116)	(253,845)	(270,613)	(288,487)	0	0
<b>Net funding from financing activities</b>	(563,086)	(206,023)	1,979,581	(608,737)	(875,612)	(1,163,553)	(1,479,351)	(1,823,127)	(2,196,106)	(2,603,038)	(2,785,338)	(2,976,599)	(3,177,209)	(3,382,692)	(3,590,526)
Estimated surplus/deficit July 1 B/Fwd	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Estimated surplus/deficit June 30 C/Fwd</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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### Appendix A7 Forecast Statement of Net Current Asset Composition 2024 – 2039

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Estimated surplus/deficit July 1 B/Fwd</b>	30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>CURRENT ASSETS</b>															
Unrestricted cash and equivalents	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997	3,997
Restricted cash and cash equivalent	3,240,092	3,253,837	3,328,854	3,681,901	4,285,126	5,158,504	6,328,729	7,942,335	9,915,080	12,280,002	14,811,495	17,517,481	20,406,203	23,788,895	27,379,421
Financial assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trade and other receivables	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481	1,157,481
Inventories	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329	46,329
Contract assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other assets	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>CURRENT LIABILITIES</b>															
Trade and other payables	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)	(1,171,480)
Contract liabilities	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)	(36,327)
Reserves	(3,240,092)	(3,253,837)	(3,328,854)	(3,681,901)	(4,285,126)	(5,158,504)	(6,328,729)	(7,942,335)	(9,915,080)	(12,280,002)	(14,811,495)	(17,517,481)	(20,406,203)	(23,788,895)	(27,379,421)
Current self supporting loans receivable	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Movement in accrued salaries and wages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Estimated surplus/deficit June 30 C/Fwd</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Refer to Appendix A11 Forecast Significant Accounting Policies and Compilation Report



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### Appendix A8 Forecast Statement of Fixed Asset Movements 2024 – 2039

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>CAPITAL WORKS - INFRASTRUCTURE</b>															
Infrastructure - roads	933,807	935,017	936,229	950,000	952,200	969,777	987,969	1,006,798	1,026,286	1,046,456	1,067,332	1,088,939	1,111,302	1,134,448	1,158,404
<b>Total capital works - infrastructure</b>	<b>933,807</b>	<b>935,017</b>	<b>936,229</b>	<b>950,000</b>	<b>952,200</b>	<b>969,777</b>	<b>987,969</b>	<b>1,006,798</b>	<b>1,026,286</b>	<b>1,046,456</b>	<b>1,067,332</b>	<b>1,088,939</b>	<b>1,111,302</b>	<b>1,134,448</b>	<b>1,158,404</b>
<b>Represented by:</b>															
Additions - renewal	933,807	935,017	936,229	950,000	952,200	969,777	987,969	1,006,798	1,026,286	1,046,456	1,067,332	1,088,939	1,111,302	1,134,448	1,158,404
<b>Total Capital Works - Infrastructure</b>	<b>933,807</b>	<b>935,017</b>	<b>936,229</b>	<b>950,000</b>	<b>952,200</b>	<b>969,777</b>	<b>987,969</b>	<b>1,006,798</b>	<b>1,026,286</b>	<b>1,046,456</b>	<b>1,067,332</b>	<b>1,088,939</b>	<b>1,111,302</b>	<b>1,134,448</b>	<b>1,158,404</b>
<b>Asset movement reconciliation</b>															
Total capital works infrastructure	933,807	935,017	936,229	950,000	952,200	969,777	987,969	1,006,798	1,026,286	1,046,456	1,067,332	1,088,939	1,111,302	1,134,448	1,158,404
Depreciation infrastructure	(6,572,471)	(6,802,506)	(7,040,593)	(7,287,016)	(7,542,060)	(7,806,032)	(8,079,244)	(8,362,017)	(8,654,688)	(8,957,602)	(9,271,117)	(9,595,607)	(9,931,455)	(10,279,054)	(10,638,821)
Revaluation of infrastructure assets (inflation)	5,002,531	4,980,308	4,949,300	4,909,354	4,859,464	4,799,514	4,728,865	4,646,840	4,552,729	4,445,787	4,325,228	4,190,233	4,039,942	3,873,446	3,689,795
<b>Net movement in infrastructure assets</b>	<b>(636,133)</b>	<b>(887,181)</b>	<b>(1,155,064)</b>	<b>(1,427,662)</b>	<b>(1,730,396)</b>	<b>(2,036,741)</b>	<b>(2,362,410)</b>	<b>(2,708,379)</b>	<b>(3,075,673)</b>	<b>(3,465,359)</b>	<b>(3,878,557)</b>	<b>(4,316,435)</b>	<b>(4,780,211)</b>	<b>(5,271,160)</b>	<b>(5,790,622)</b>
<b>CAPITAL WORKS - PROPERTY, PLANT AND EQUIPMENT</b>															
Buildings - specialised	0	0	2,500,000	0	0	0	0	0	0	0	0	0	0	0	0
Plant and equipment	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>Total capital works property, plant and equipment</b>	<b>400,000</b>	<b>400,000</b>	<b>2,900,000</b>	<b>400,000</b>											
<b>Represented by:</b>															
Additions - renewal	400,000	400,000	2,900,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>Total capital works property, plant and equipment</b>	<b>400,000</b>	<b>400,000</b>	<b>2,900,000</b>	<b>400,000</b>											
<b>Asset movement reconciliation</b>															
Total capital works property, plant and equipment	400,000	400,000	2,900,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Depreciation property, plant and equipment	(1,020,821)	(1,056,548)	(1,093,528)	(1,131,802)	(1,134,851)	(1,147,878)	(1,188,055)	(1,229,636)	(1,272,673)	(1,317,217)	(1,363,319)	(1,411,035)	(1,460,422)	(1,511,537)	(1,564,440)
Revaluation of property, plant and equipment (inflation)	1,414,985	1,442,781	1,557,800	1,588,049	1,618,017	1,648,928	1,680,465	1,711,699	1,742,572	1,773,017	1,802,971	1,832,359	1,861,104	1,889,129	1,916,344
<b>Net movement in property, plant and equipment</b>	<b>794,164</b>	<b>786,233</b>	<b>3,364,272</b>	<b>856,247</b>	<b>883,166</b>	<b>901,050</b>	<b>892,410</b>	<b>882,063</b>	<b>869,899</b>	<b>855,800</b>	<b>839,652</b>	<b>821,324</b>	<b>800,682</b>	<b>777,592</b>	<b>751,904</b>
<b>CAPITAL WORKS - RIGHT OF USE ASSETS</b>															
<b>Total capital works right of use assets</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Asset movement reconciliation</b>															
Depreciation right of use assets	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)
<b>Net movement in right of use assets</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>	<b>(28,058)</b>
<b>CAPITAL WORKS - TOTALS</b>															
<b>Capital works</b>															
Total capital works infrastructure	933,807	935,017	936,229	950,000	952,200	969,777	987,969	1,006,798	1,026,286	1,046,456	1,067,332	1,088,939	1,111,302	1,134,448	1,158,404
Total capital works property, plant and equipment	400,000	400,000	2,900,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>Total capital works</b>	<b>1,333,807</b>	<b>1,335,017</b>	<b>3,836,229</b>	<b>1,350,000</b>	<b>1,352,200</b>	<b>1,369,777</b>	<b>1,387,969</b>	<b>1,406,798</b>	<b>1,426,286</b>	<b>1,446,456</b>	<b>1,467,332</b>	<b>1,488,939</b>	<b>1,511,302</b>	<b>1,534,448</b>	<b>1,558,404</b>
<b>Fixed asset movement</b>															
Net movement in infrastructure assets	(636,133)	(887,181)	(1,155,064)	(1,427,662)	(1,730,396)	(2,036,741)	(2,362,410)	(2,708,379)	(3,075,673)	(3,465,359)	(3,878,557)	(4,316,435)	(4,780,211)	(5,271,160)	(5,790,622)
Net movement in property, plant and equipment	794,164	786,233	3,364,272	856,247	883,166	901,050	892,410	882,063	869,899	855,800	839,652	821,324	800,682	777,592	751,904
Net movement in right of use assets	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)	(28,058)
<b>Net movement in fixed assets</b>	<b>129,973</b>	<b>(129,006)</b>	<b>2,181,150</b>	<b>(599,473)</b>	<b>(875,288)</b>	<b>(1,163,749)</b>	<b>(1,498,058)</b>	<b>(1,854,374)</b>	<b>(2,233,832)</b>	<b>(2,637,617)</b>	<b>(3,066,963)</b>	<b>(3,523,169)</b>	<b>(4,007,587)</b>	<b>(4,521,626)</b>	<b>(5,066,776)</b>

Refer to Appendix A11 Forecast Significant Accounting Policies and Compilation Report



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### Appendix A9 Forecast Statement of Capital Funding 2024 – 2039

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital expenditure</b>															
Infrastructure - roads	933,807	935,017	936,229	950,000	952,200	969,777	987,969	1,006,798	1,026,286	1,046,456	1,067,332	1,088,939	1,111,302	1,134,448	1,158,404
Buildings - specialised	0	0	2,500,000	0	0	0	0	0	0	0	0	0	0	0	0
Plant and equipment	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>Total - Capital expenditure</b>	<b>1,333,807</b>	<b>1,335,017</b>	<b>3,836,229</b>	<b>1,350,000</b>	<b>1,352,200</b>	<b>1,369,777</b>	<b>1,387,969</b>	<b>1,406,798</b>	<b>1,426,286</b>	<b>1,446,456</b>	<b>1,467,332</b>	<b>1,488,939</b>	<b>1,511,302</b>	<b>1,534,448</b>	<b>1,558,404</b>
<b>Funded by:</b>															
<b>Capital grants &amp; contributions</b>															
Infrastructure - roads	772,538	323,345	324,153	333,333	334,800	346,518	358,646	371,199	384,191	397,637	411,555	425,959	440,868	456,299	472,269
<b>Total - Capital grants &amp; contributions</b>	<b>772,538</b>	<b>323,345</b>	<b>324,153</b>	<b>333,333</b>	<b>334,800</b>	<b>346,518</b>	<b>358,646</b>	<b>371,199</b>	<b>384,191</b>	<b>397,637</b>	<b>411,555</b>	<b>425,959</b>	<b>440,868</b>	<b>456,299</b>	<b>472,269</b>
<b>Own source funding</b>															
Infrastructure - roads	161,269	611,672	612,076	616,667	617,400	623,259	629,323	635,599	642,095	648,819	655,777	662,980	670,434	678,149	686,135
Buildings - specialised	0	0	300,000	0	0	0	0	0	0	0	0	0	0	0	0
Plant and equipment	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
<b>Total - Own source funding</b>	<b>561,269</b>	<b>1,011,672</b>	<b>1,312,076</b>	<b>1,016,667</b>	<b>1,017,400</b>	<b>1,023,259</b>	<b>1,029,323</b>	<b>1,035,599</b>	<b>1,042,095</b>	<b>1,048,819</b>	<b>1,055,777</b>	<b>1,062,980</b>	<b>1,070,434</b>	<b>1,078,149</b>	<b>1,086,135</b>
<b>Borrowings</b>															
Buildings - specialised	0	0	2,200,000	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total - Borrowings</b>	<b>0</b>	<b>0</b>	<b>2,200,000</b>	<b>0</b>											
<b>Other (disposals &amp; C/Fwd)</b>															
<b>Total - Other (disposals &amp; C/Fwd)</b>	<b>0</b>														
<b>Total Capital Funding</b>	<b>1,333,807</b>	<b>1,335,017</b>	<b>3,836,229</b>	<b>1,350,000</b>	<b>1,352,200</b>	<b>1,369,777</b>	<b>1,387,969</b>	<b>1,406,798</b>	<b>1,426,286</b>	<b>1,446,456</b>	<b>1,467,332</b>	<b>1,488,939</b>	<b>1,511,302</b>	<b>1,534,448</b>	<b>1,558,404</b>

Refer to Appendix A11 Forecast Significant Accounting Policies and Compilation Report



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### Appendix A10 Forecast Ratios 2024 – 2039

	Target Range	Average	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39
<b>LIQUIDITY RATIOS</b>																	
<b>Current ratio</b>	> 1.00 > 1.20	0.80	0.74	0.77	0.73	0.72	0.72	0.72	0.77	0.77	0.78	0.78	0.77	0.77	0.96	0.98	0.99
<b>OPERATING RATIOS</b>																	
<b>Operating surplus ratio</b>	> 1.00% > 15.00%	(49.03%)	(64.91%)	(62.52%)	(59.19%)	(57.98%)	(55.09%)	(52.26%)	(49.61%)	(46.96%)	(44.30%)	(41.63%)	(41.14%)	(40.65%)	(40.17%)	(39.71%)	(39.27%)
<b>Own source revenue coverage ratio</b>	> 40.00% > 60.00%	59.35%	53.44%	54.29%	55.38%	55.85%	56.87%	57.91%	58.93%	59.98%	61.08%	62.23%	62.44%	62.65%	62.86%	63.06%	63.26%
<b>BORROWINGS RATIOS</b>																	
<b>Debt service cover ratio</b>	> 3 > 5	8.67	4.24	5.39	8.84	4.26	4.85	5.51	6.23	9.75	10.96	12.28	12.85	13.45	14.08	-	-
<b>FIXED ASSET RATIOS</b>																	
<b>Asset sustainability ratio</b>	> 90.00% > 110.00%	16.82%	17.50%	16.93%	47.00%	15.98%	15.53%	15.25%	14.93%	14.62%	14.33%	14.04%	13.76%	13.49%	13.23%	12.98%	12.74%
<b>Asset consumption ratio</b>	> 50.00% > 60.00%	49.32%	64.25%	62.11%	60.28%	58.12%	55.96%	53.80%	51.63%	49.45%	47.25%	45.05%	42.84%	40.62%	38.39%	36.15%	33.91%
<b>Asset renewal funding ratio</b>	> 75.00% > 95.00%	Unknown	Unknown	Unknown	Unknown	Unknown	Unknown	N/A									

Refer to Appendix A11 Forecast Significant Accounting Policies and Compilation Report



# Appendix A11 Forecast Significant Accounting Policies

## Basis of Preparation

The Long Term Financial Plan (the Plan) comprises forecast financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and *the Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this Plan have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

## Judgements, Estimates and Assumptions

The preparation of the Plan in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about future carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

## The Local Government Reporting Entity

All funds through which the shire controls resources to carry on its functions have been included in the financial statements forming part of the Plan.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the trust fund are excluded from the forecast financial statements.

## Base Year Balances

Balances shown in the Plan as Base Year are as forecast at the time of preparation of the Plan and are based on the current budget and prior year annual financial reporting and may be subject to variation.

## Rounding Off Figures

All figures shown in the Plan are rounded to the nearest dollar.

## Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation.

## Appendix A1 Appendix A11 Forecast Significant Accounting Policies (Continued)

### Forecast Fair Value Adjustments

All fair value adjustments relating to re-measurement of financial assets at fair value through profit or loss (if any) and changes on revaluation of non-current assets are impacted upon by external forces and not able to be reliably estimated at the time preparation.

Fair value adjustments relating to the re-measurement of financial assets at fair value through profit or loss will be assessed at the time they occur and have not been estimated within the Plan.

It is anticipated, in all instances, any changes upon revaluation of non-current assets will relate to non-cash transactions and as such have been estimated as an inflation adjustment to Other Comprehensive Income, based on the value of the non-current assets forecasted to be held by the shire.

### Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### Superannuation

The Shire contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

### Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short-term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

### Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

### Inventories

#### General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.



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## Appendix A1 Appendix A11 Forecast Significant Accounting Policies (Continued)

### Land held for resale

Land purchased for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on council's intention to release for sale.

### Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

### Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

### Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

An effective average depreciation rate for each class of asset has been utilised to estimate the forecast depreciation expense for each year. These are provided in the table on the right.

Asset Class	Effective average depreciation rates
Buildings - specialised	1.60%
Buildings – right of use	2.50%
Furniture and equipment	4.50%
Plant and equipment	7.50%
Infrastructure - roads	3.00%
Infrastructure - drainage	1.50%
Infrastructure - bridges	1.75%
Infrastructure - parks and reserves	3.50%
Infrastructure - other structures	4.00%
Infrastructure - footpaths	3.00%

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

### Gains and Losses on Disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

### Employee Benefits

The shire's obligations for employees' annual leave, long service leave and isolation leave entitlements are recognised as provisions in the statement of financial position.

### Short-Term Employee Benefits

Provision is made for the shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

## Appendix A1 Appendix A11 Forecast Significant Accounting Policies (Continued)

### *Other Long-Term Employee Benefits*

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

### **Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

### **Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the shire prior to the end of the financial year that are unpaid and arise when the shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

### **Provisions**

Provisions are recognised when the shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

### **Current and Non-Current Classification**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the shire's operational cycle. In the case of liabilities where the shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the shire's intentions to release for sale.

## Other Matters

### Preparation

This Plan was prepared in collaboration with the Shire of York by Moore Australia (WA) Pty Ltd.

### Reliance

This Plan has been prepared for the exclusive use of the Shire of York and for the purposes specified in our letter of engagement and is not to be used for any other purpose or distributed to any other party without Moore Australia WA's prior consent. This Plan is supplied in good faith and reflects the knowledge, expertise and experience of the engagement consultant and is based on the information and representations provided by the Shire of York. We accept no responsibility for any loss occasioned by any person acting or refraining from action as a result of reliance on the report, other than the Shire of York.

This Plan contains quantitative and qualitative statements, including projections, estimates, opinions and forecasts concerning the anticipated future performance of Shire of York and the environment in which it operates ('Forward Looking Statements').

None of these Forward Looking Statements are or will be representations as to future matters. The Forward Looking Statements are, and will be, based on a large number of assumptions and are, and will be, subject to significant uncertainties and contingencies, many, if not all, of which are outside the control of the Shire of York. Actual future events may vary significantly from the Forward Looking Statements. Recipients should make their own investigations and enquiries regarding assumptions, uncertainties and contingencies which may affect the Shire of York and the impact that a variation in future outcomes may have on the Plan and the Shire of York.

Please refer to the attached compilation report.

### Document Management

Version	2024-2039   V1.1
Status	Draft
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### References

Reference to the following documents or sources were made during the preparation of the Draft Long Term Financial Plan.

- Shire of York Strategic Community Plan 2020-2030 (reviewed 2023);
- Shire of York Corporate Business Plan 2020-2024 (reviewed 2023);
- Shire of York Annual Financial Report 2021-22;
- Shire of York Annual Financial Report 2022-23;
- Shire of York Adopted Statutory Annual Budget 2023-24;
- Australian Bureau of Statistics 2021 Census of Population and Housing, York (LGA59370);
- WALGA Online Local Government Directory 2022/23, Shire of York; and
- Council website: [www.york.wa.gov.au](http://www.york.wa.gov.au)

### Disclaimer

Liability limited by a scheme approved under Professional Standards Legislation. The services provided in terms of this engagement comprise an advisory engagement, which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance either expressed or implied.

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16 May 2024

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Dear Chris

#### COMPILATION REPORT TO SHIRE OF YORK

We have compiled the accompanying Shire of York Draft Long Term Financial Plan 2024-2039 based on information you have provided.

#### THE RESPONSIBILITY OF SHIRE OF YORK

The Chief Executive Officer of the Shire of York is solely responsible for the information contained in the Draft Long Term Financial Plan 2024-2039, the reliability, accuracy and completeness of the information and for the determination that the statutory financial reporting framework used is appropriate to meet their needs and for the purpose that the forward looking financial statements were prepared.

This Draft Long Term Financial Plan 2024-2039 and the reliability, accuracy and completeness of the information used to compile it are your responsibility.

#### OUR RESPONSIBILITY

On the basis of information provided by the Shire of York we have compiled the accompanying special purpose financial statements in accordance with the statutory *financial reporting framework* and APES 315 *Compilation of Financial Information*.

We have applied our professional expertise in accounting and financial reporting to assist management in the preparation and presentation of these forward looking financial statements on the basis of accounting described in Appendix A11 to the financial statements. We have complied with the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

#### ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information you provided to us to compile the Schedule. Accordingly, we do not express an audit opinion or a review conclusion<sup>1</sup> on whether the Draft Long Term Financial Plan 2024-2039 is prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

As stated in Appendix A11, the Draft Long Term Financial Plan 2024-2039 is prepared and presented on the basis prescribed by *Local Government Act 1995* and accompanying regulations in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), for the purpose of Shire of York's compliance with the *Local Government Act 1995* and accompanying regulations. Accordingly, Draft Long Term Financial Plan 2024-2039 is for use only in connection with that purpose and may not be suitable for any other purpose.

Our compilation report is intended solely for the use of Shire of York and should not be distributed to parties other than Shire of York without our prior written consent.

A handwritten signature in black ink, appearing to read "Russell Barnes".

Russell Barnes  
Director  
Moore Australia (WA) Pty Ltd

**SY044-05/24 WORKFORCE PLAN 2024-2028**

<b>File Number:</b>	<b>4.0469, 4.6084</b>
<b>Author:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Authoriser:</b>	<b>Chris Linnell, Chief Executive Officer</b>
<b>Previously before Council:</b>	<b>27 March 2017 (090317) 26 April 2022 (060422)</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Workforce Plan 2017-2021 <a href="#">↓</a> 2. Workforce Plan 2024-2028 <a href="#">↓</a></b>

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

Executive

**PURPOSE OF REPORT**

All local governments are required by the WA Department of Local Government, Sport and Cultural Industries (DLGSCI) as part of the State's Integrated Planning and Reporting Framework to develop a Workforce Plan. The report presents the Draft Workforce Plan for Council's information and endorsement.

**BACKGROUND**

As set out in Section 5.56(1) of the *Local Government Act 1995* a local government is to plan for the future of the district. Division 3 of the *Local Government (Administration) Regulations 1996* Regulation 19DA(3)(c) requires that the Corporate Business Plan develop and integrate matters relating to resources including asset management, workforce planning and long-term financial planning.

The aim of the workforce planning process is to determine the capacity of the organisations ability to meet the requirements of the Council's Strategic Community Plan (SCP) and Corporate Business Plan (CBP).

In 2017 the Shire developed a Workforce Plan for the period 2017-2021 which was endorsed by Council at its March 2017 Ordinary Meeting (090317):

***"That Council;***

- 1. Endorses the Draft Workforce Plan 2017-2021 as attached to this report noting that;***
  - a. the Workforce Plan has been prepared in accordance with the Department of Local Government and Communities guidelines;***
  - b. minor changes may be made to the Plan before implementation;***
- 2. Requests the Chief Executive Officer to;***
  - a. include the budget implications of the Workforce Plan for Council's consideration as part of the annual budget process during the term of the Plan;***
  - b. attach the Plan as an Appendix to Council's Corporate Business Plan 2016-2020;***
  - c. update the Council agenda report template to include workforce implications;***

**3. Notes that the Building Surveyor/Compliance Officer will be advertised prior to 30 June 2017 in order to ensure continuity of service in this area with no additional resources required”.**

A copy of the Workforce Plan 2017-2021 is presented in Appendix 1.

In June 2020 Council adopted a major review of the SCP which reset some of the community aspirations. In 2021 to progress the delivery of these revised aspirations and the SCP, the Executive Leadership Team worked with Officers to review the current workforce to ensure staffing was aligned to the stated goals for the SCP. The review considered:

1. Increased focus on workforce culture
2. Reallocation of FTE's due to the outsourcing of the YRCC
3. GAP analysis undertaken with staff in early 2021
4. Community Perception Survey 2021
5. Staff Cultural Survey Results 2020 and 2021
6. Impact of the new and proposed local government legislative reforms

The Organisational Realignment that resulted from the review was presented to Council for noting at its 26 April 2022 meeting where it resolved (060422):

**“That, with regard to the Organisational Realignment, Council:**

- 1. Notes the realignment to the current workforce structure, as presented in Appendix 1, which is required to enhance resourcing and achieve level of service outcomes for the community.”**

In March 2023 the Shire sought the services of a consultant to conduct the minor review of the SCP and CBP, removing actions that have already been completed and testing the overall strategic direction ahead of the next major review. The minor review was adopted by Council at its October 2023 Ordinary Meeting (051023). To ensure the Shire was sufficiently resourced to deliver on the SCP and CBP changes a consultant was sought to prepare a Workforce Plan for the next four (4) years.

## **COMMENTS AND DETAILS**

Following a competitive procurement process Mint Collaborative were appointed to prepare the Workforce Plan 2024-2028. The consultant commenced the process in November 2023 with the following actions taking place:

- Undertaking a review of the current organisational structure against the:
  - SCP
  - CBP
  - Long Term Financial Plan (LTFP)
  - Asset Management Plans (AMPs)
  - Risks and opportunities within the national, regional and local government sector employment environment
  - Policy and legislative changes
- Undertaking a review of:
  - Services provided
  - Current position descriptions
  - Skills audit of current workforce

- Regional and local government sector employment trends
- Current strategies and policies to ensure they support the Workforce Plan

To establish workforce resourcing gaps between the planned outcomes identified in the SCP, CBP, LTFP and AMPs.

Staff and Council consultation was undertaken using the following methods:

- Workshops with the Executive Leadership Team
- Workshop with Organisational Management Group
- All staff survey
- Presentation of the draft Workforce Plan to all staff for comment
- Presentation of the draft Workforce Plan to Council for noting

The subsequent Workforce Plan 2024-2028, as presented in Appendix 2, gives clear direction for:

1. A sustainable four (4) year plan to assist the Shire to meet its stated outcomes through workforce resourcing
2. A year by year timeline for the implementation of the Workforce Plan
3. Budget implications for each year which have been incorporated into the LTFP

## OPTIONS

Council has the following options:

**Option 1:** Council could choose to endorse the Workforce Plan 2024-2028 as presented in Appendix 2 noting that a further review will be conducted following the SCP Major Review in the 2024/25 financial year and renewed Asset Management Plans.

**Option 2** Council could choose to specify further information to be included in the Workforce Plan and direct the Chief Executive Officer to represent the Workforce Plan to Council at a future meeting.

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

All staff

Council

### Strategic

#### Strategic Community Plan 2020-2030

Goal 5: Strong Leadership and Governance

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

### Policy Related

G2 Organisational Structure and Designation of Senior Employees

### Financial

The 2023/24 budget includes an allocation at GL: 042169 for the external consultant to facilitate the review.

The financial implications resulting from the Workforce Plan are included in Appendix 2. These costs have been considered in the LTFP update for future annual budget allocations.

## Legal and Statutory

Section 5.56 of the *Local Government Act 1995* is applicable and states:

### **“5.56. Planning for the future**

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.”*

Regulation 19DA(3)(c) of the *Local Government (Administration) Regulations 1996* is applicable and states:

### **“19DA. Corporate business plans, requirements for (Act s. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.”*

## Risk Related

There is a risk that, should the organisational structure remain as it is, projects could be delayed, levels of service may fall and compliance with regulatory requirements may not be met. Workforce planning mitigates these risks by improving resourcing and the Shire’s effectiveness to deliver services to the community.

## Workforce

The new Workforce Plan 2024-2028 is presented in Appendix 2. The Plan aims to address the workforce needs of the Shire arising from core function services and operations, projects, strategic initiatives and priorities. It also aims to build capacity and resilience to allow the Shire to respond to the changing environment and issues arising from community aspirations, external pressures and legislative compliance issues.

**VOTING REQUIREMENTS****Absolute Majority: No****RESOLUTION****090524****Moved: Cr Denese Smythe****Seconded: Cr Peter Wright****That, with regard to the Workforce Plan 2024-2028, Council:**

- 1. Endorses the Workforce Plan 2024-2028, as presented in Appendix 2.**
- 2. Notes that further review will be undertaken upon receipt of the Asset Management Plans and Strategic Community Plan Major Review.**
- 3. Directs the Chief Executive Officer to include the budget implications of the Workforce Plan as part of the annual budget process during the term of the Workforce Plan for Council's consideration.**
- 4. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the Workforce Plan prior to publication.**

**In Favour: Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright****Against: Nil*****CARRIED 4/0***

*Empathy*

*Respect*

*Courage*



# WORKFORCE PLAN 2017-2021

*Delivering Value for York*

Adopted 27 March 2017

*Empathy*

*Respect*

*Courage*

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*Empathy**Respect**Courage***FOREWORD FROM CEO**

Strategic workforce planning is an important aspect in the long-term planning for an organisation. It's critical to ensuring that there are sufficient people to carry out the organisation's purpose – that the right people are in the right place at the right time to build a skilful and transparent organisation. The Shire of York is a significant local employer of 67 people including casual staff. Council has a strong desire to ensure we have a robust and affordable workforce and support a connected, professional and personal approach to management.

Workforce planning in the current economic climate poses many challenges. Not least is the expectation that the percentage of Australians aged over 65 will double in the next 30 – 40 years, and with retirement ages lifting, people will need stay in the workforce longer. This poses issues in the physically demanding areas of the workforce as well as for ongoing skills development to meet changing technology and intergenerational management challenges.

In the development of this plan there have been many areas identified for improvement in systems, policy and processes, as well as opportunities to increase effectiveness and efficiency of functions, programs and service delivery. We have reviewed the current workforce and the environment they work in and determined the way ahead in areas such as:

- Identifying staffing capacity and capability problems.
- Improving the skills and knowledge base in Assets and Project Planning
- Reviewing, monitoring and containing workforce costs through robust management systems and appropriate remuneration strategies
- Enhancing existing workforce skills and addressing risks, gaps and omissions
- Reviewing services, facilities and works programs to determine the most cost effective way to provide services to residents, visitors and the community at large.
- Identifying and resourcing the workforce requirements for economic development, events and community development programs and services
- Ensuring that there is appropriate and adequate service delivery into the future to meet the goals and objectives of the Community Strategic and Corporate Business Plans.

The Shire faces long term challenges relating to its workforce, and in relation to the implementation of its Corporate Business Plan. These challenges include:

- Attracting and retaining skilled and qualified staff
- Ageing labour force in some areas
- Meeting community service and infrastructures expectations
- Funding required positions
- Changes in technology and equipment; and
- Changing legislative requirements and the potential impacts on productivity and budget.

The strategies developed focus on the context of workforce planning, explore the regional and local challenges, and outline the responses of the Shire to support the implementation of the Corporate Business Plan.

This Workforce Plan will be monitored and reviewed to ensure strategies progress as appropriate, and will be adapted and adjusted as required to maintain relevance and currency.

The Plan will guide the Council and Officers in responding and applying resources to initiatives, opportunities and challenges in the foreseeable future.

**Paul Martin**  
**Chief Executive Officer**  
**2017**

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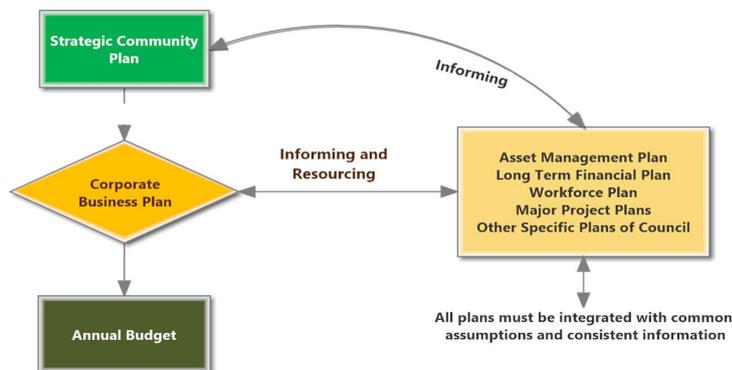
**1.1 INTEGRATED WORKFORCE PLANNING IN CONTEXT**

Integrated Planning is required by all Local Government to meet requirements of the *Local Government Act 1995* Section 5.56 (1) A “plan for the future” and Regulations on how to achieve this have been made under Section 5.56 (2):

- That Local Governments develop a *Strategic Community Plan* that links community aspirations with the Council’s long term strategy.
- That the Local Government has a corporate business plan linking to long term financial planning that integrates asset management, workforce planning and specific Council plans (*Informing Strategies*) with the strategic plan. (Regulation changes were Gazetted in August 2011 with full compliance required by 30 June 2013).

**1.2 OVERVIEW OF THE INTEGRATED PLANNING AND REPORTING FRAMEWORK**

The Integrated planning framework that supports compliance comprises the following plans/programs



**1.3 CONTRIBUTING PLANS**

**Strategic Community Plan (SCP)** – identifies the community’s main aspirations and priorities for the future and outlines strategies for achieving these goals.

**Corporate Business Plan (CBP)** – describes the activities to be undertaken over the next four years to achieve the agreed short and long term goals and outcomes.

**Long Term Financial Plan (LTFP)** – outlines the financial resources needed to enact the CBP in the first four years and the potential revenues and expenses for at least the next six years of the plan. This plan serves to inform and resource all aspects of the associated integrated planning activities.

**Asset Management Plan (AMP)** identifies and records the asset register, service level, activities and strategies to ensure the physical assets and infrastructure of the Shire are appropriately managed and maintained over their lifecycle, and how they will be appropriately disposed of or replaced at the end of that lifecycle.

**Workforce Plan (WFP)** identifies and reports on the internal capacity to meet current and future needs of the goals and objectives of the Shire and the community, both in capacity and capability. It identifies gaps or surpluses in the current and future workforce and outlines strategies to ensure the right people are in the right place at the right time to deliver on community expectations or legislative requirements. It also aims to build capacity and resilience in the workforce to allow the Shire to respond to the changing environment or issues arising from external pressures. and outline strategies to address them. This information will inform the LTFP and the AMP, to ensure the financial and physical resources of the workforce plan are included in those plans and planning activities.

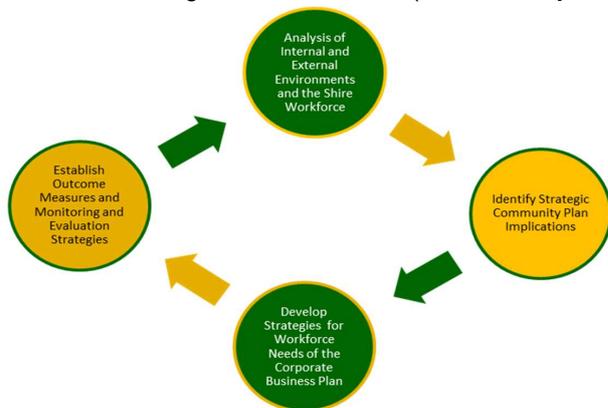
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**1.4 METHODOLOGY**

The methodology used followed the practices and principles of the WA Department of Local Government's Workforce Planning Guidelines Toolkit (website: <http://integratedplanning.dlg.wa.gov.au>)



The stages in the diagram at left were carried out in a consultative and capacity building manner to ensure ownership and sustainability.

The workforce plan that has resulted from this process will be used to guide recruitment, retention and workforce growth, development or changes over the term of its life.

**2. ANALYSIS OF THE INTERNAL AND EXTERNAL ENVIRONMENTS**

**2.1. EXTERNAL ENVIRONMENT**

*NATIONAL AND WA EMPLOYMENT ENVIRONMENT AUGUST 2016*

Headline employment fell 3.9k in seasonally adjusted terms in August, following an unrevised 26.2k increase in July. Our forecast was for a 10k increase, while the consensus market forecast was for a 15k rise. Full-time employment rose 11.5k, while part time employment fell 15.4k. By gender, male employment rose 1.7k (f/t +6.5k, p/t -4.8k) and female employment fell 5.5k (f/t +5.0k, p/t -10.5k).

The economy has added 180k net jobs over the past 12 months, with the annual growth rate falling to 1.5% from 1.9%, to be well below the long term average of 1.8%. Monthly hours worked (which can be a bit dodgy on a monthly basis) fell 0.2% in the month, to be up a soft 0.7% YoY. The seasonally adjusted unemployment rate fell 0.1 percentage point (ppt) to a three-year low of 5.6% of the labour force, with the seasonally adjusted participation rate falling 0.2 percentage points to 64.7%, its lowest level since January 2015. The trend unemployment rate, which looks through the month-to-month volatility, remained at 5.7% for the fourth month in a row. The number of unemployed fell 10.5k to a seasonally adjusted 713.3k, down 6.8% on a year ago. The quarterly labour utilisation data saw the underutilisation rate, which combines the unemployed with those who are working but want to work more hours, was up 0.1ppt to 14.3%, the highest level since November 2015. Of the states, almost all of the gains were concentrated in Victoria where seasonally adjusted employment rose 20.8k and to a (much) lesser extent Tasmania, which saw a 1.1k increase. Employment declined in seasonally adjusted terms in New South Wales (-9.2k), Queensland (-7.6k), Western Australia (-6.6k) and South Australia (-1.7k). New South Wales remained the state with the lowest seasonally adjusted unemployment rate at 5.0%, down from 5.2% in July, thanks to a fall in labour force participation. Tasmania has the highest headline unemployment rate at 7.2%, while the Western Australian seasonally adjusted unemployment rate was steady at 6.3%. Western Australia maintains the highest seasonally adjusted participation rate at 67.4%, with Victoria next best at 65.5%. Tasmania has the

	UNEMPLOYMENT RATE (%)	
	Aug	Jul
Total	5.6	5.7
Male	5.5	5.6
Female	5.7	5.8
WA	6.3	6.3
Qld	6.2	6.1
NSW	5.0	5.2
Vic	5.5	5.8
SA	6.8	6.3
Tas	7.2	6.3

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**EMPLOYMENT GROWTH**

	Aug '000	Jul '000	Year on year % chg.
Total	-3.9	+26.2	+1.5%
Full-time	+11.5	-43.4	+0.4%
Part-time	-15.4	+69.6	+4.1%

lowest participation rate at 60.1%.

\*Figures may not sum due to rounding

**COMMENT**

This employment report has turned out to be a mixed bag with employment falling slightly while on the other hand, the headline unemployment rate slipped to a three-year low. The broader labour market trend continues to look rather soft however, with the decline in the unemployment rate since the beginning of the year being driven by a drop in labour force participation. In seasonally adjusted terms, the economy has added just 67k jobs in the first eight months of 2016, driven entirely by part-time employment, with full-time jobs down 51k since December 2015.

Even New South Wales has seen a drop in full-time employment so far in 2016, so the weak employment growth is not just confined to the mining states in Western Australia and Queensland. That labour market conditions are so soft even while the east coast is experiencing a huge residential construction boom is a concern. While employment growth may pick up again toward the end of the year as it did in 2015, we continue to expect the inevitable slowdown in construction and its negative impact on employment to be the major catalyst behind further RBA rate cuts in 2017.

Source: WA Treasury Corporation Economic Analysis/ Labour Force August 2016

**Relevance to Workforce Planning in the Shire of York.**

This employment market in 2016 is vastly different from the one that was in place when the previous workforce plan was written and the generous Enterprise Bargaining Agreements (EBAs) and workplace conditions offered in the 2013/14 environment reflected the difficulties in recruiting and retaining staff. This was especially difficult in the technical and professional skills areas where the Shire was competing for staff against the mining, resources and construction industries which were offering with the generous salary packages and career development opportunities. This also offers the opportunity to review and adjust recruitment and retention strategies to align with the current economic climate.

**2.1.1 REGIONAL PROFILE**

The Shire of York, located in the Avon Sub-Region of the Wheatbelt, is a key stakeholder in the Sub-Regional Economic Strategy of the Wheatbelt Development Commission. The Strategy development has applied the principles of “collaborative consulting” including data collection, strategic overview and stakeholder consultation. The Avon Sub-Region of Western Australia is a one billion dollar (\$1b), export-oriented economy. Home to 27,384 people in 2011, or some 4.5% of Western Australia’s nonmetropolitan population, the Avon is a dynamic region with an increasingly diversified economy.

Agricultural production in the Avon facilitated the establishment of a robust transport and logistics sector in the sub-region. Over the past 5 years, the transport, postal and warehousing industry accounted for 11.7% of industry value add. Adding manufacturing to this base, takes the total industrial activity’s share of value add to 18% or almost one fifth of the local economy.



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In recent years, industrial activity in the Avon has diversified as a result of the sub-region's strategic location in Western Australia. The sub-region is directly adjacent to the metropolitan Perth region and on major east-west rail and road and north-south road freight routes.

This position provides the Avon with affordable and strategic access to both a critical mass of urban population and major mining regions of the Pilbara, Mid-West Goldfields and South West. The Avon's position as a transport, logistics and manufacturing hub is unique in that it has the capacity to service multiple mining and urban regions. This diversity of access, coupled with local agricultural production is critical to the Avon's long-term sustainability as it provides the sub-region with the ability to minimise its exposure to individual commodity cycles.

**Relevance to Workforce Planning**

In considering the workforce of the Shire of York, positive aspects of the regional collaboration afford opportunities to potentially reduce costs, improve the quality of skills and knowledge attracted to individual and resource sharing local governments, and increased finding opportunities. The responsibilities for planning, asset management and infrastructure construction and maintenance in these transport corridors will require a higher level of skills and knowledge which may impact on workforce costs. There will also be a greater need to upskill the existing workforce, particularly in the assets and infrastructure area to meet the challenges of maintaining and improving the roads and drainage infrastructure to address increased freight traffic through the Shire. This may be offset over time by improved efficiency and effectiveness in the quality of work, and increased capacity and capability in the planning and development activities of the Shire.

**2.1.2 WA LOCAL GOVERNMENT ENVIRONMENT IN 2016**

At the time of the last workforce plan development in 2012/13, the Local Government Industry was immersed in Structural Reform strategies and reviews, with a view to amalgamation and regional cooperation models. This influenced the development of local government strategies and workforce planning, and was also a time of uncertainty for Elected Members, Officers and the community. In 2016 the reform process has moved towards improved governance, transparency, accountability and risk management.

The Integrated Planning and Reporting framework enters its second four year iteration, with requirements to further improve strategic and operational planning processes, risk and financial management and asset identification management. There is also a greater emphasis on governance and potential misconduct management as interlinked areas that require transparency, robust systems, processes, training and development for both Elected Members and Officers.

**Relevance to Workforce Planning**

The governance and planning reform processes require more 'backroom' resources with higher skills and knowledge to be able to provide more efficiency and effectiveness which will ultimately have the potential to reduce costs, outsourcing and rework. It will also improve transparency, increase the level of quality in services and infrastructure and reduce strategic and operational risks.

**2.1.3 SHIRE OF YORK PROFILE**

*This profile summary is taken from the Shire of York Community Strategic Plan 2016 – 2026 to ensure integration of the planning presumptions and data sources.*

The Shire of York covers an area of 2,131km and is bounded by the Shires of Northam and Cunderdin to the north and northeast respectively, Quairading to the east, Beverley to the south, and Mundaring and Kalamunda to the west. The climate is Mediterranean with warm to hot, dry summers and mild wet winters.

**Population**

The Shire, with the key town sites of York (the Shire's seat of local government), Gwambygine, Mount Hardey, Greenhills and Kauring had a total resident population of 3,396 in 2011, at which time the male / female ratio

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was approximately 50:50. Aboriginal and Torres Strait Islander people made up 3.5% of the total population (ABS, 2011).

The Shire's estimated resident population as at 30 June 2015 is 3,460, reflecting only a modest overall increase of 64 residents (1.9%) in the four years since the 2011 Census (and a decline from the estimate of 3,529 for 2013).

At the current, confirmed rate of growth (and assuming the lowest, most conservative growth scenario) the Shire's population is forecast to be 4,600 in 2026, as depicted in the Western Australia Tomorrow population forecasts. Much of this potential growth is likely to occur within the York town centre. (Higher forecast scenarios set the 2026 population of the Shire at 5,100, 5,400, 5800 and 6,300 respectively.)

The Avon Arc Sub-Regional Economic Strategy 2013 estimated growth by that time to 7,000 but this is at the highest end of estimates given recent trends.

ABS projections indicate that the 2026 age profile for the Shire will largely reflect the current profile with one significant change - the 65 years and over age group will almost double by 2026 (with a forecast increase of 96.2%). By implication, 56% of the Shire's population in 2026 will be 45 years and over and 25% will be 65 years and over. The 0-14 age group is forecast to experience the second largest increase (38.7%)

**Shire Economy**

	2006 Census		2011 Census		2015 ABS <sup>2*</sup>	
	York	WA	York	WA	York	WA
<b>Total Population</b>	3,116	1,959,088	3,396	2,239,170	3,460	2,590,259
<b>Males</b>	50.9%	49.8%	49.9%	50.3%	-	-
<b>Females</b>	49.1%	50.2%	50.1%	49.7%	-	-

Source: ABS Census 2006 and 2011

\*ABS estimated population (see footnote)

Agriculture (cropping and grazing) has historically been the cornerstone of the Shire's economy and remains the dominant Industry - with 136,100 ha of agricultural land holdings generating approximately \$46.2M in production value per annum. Cereal crops (particularly wheat) are the most prevalent and valuable to the economy, followed by wool production. While there is potential to diversify the agricultural industry within the Shire, the availability of water is a key challenge. Other local industries include wine and olive production. Tourism also plays an important economic role. A number of significant Aboriginal and built heritage features throughout the Shire contribute to its unique identity and history. An average of 172,505 tourists visit the Shire per year, with the daytrip market (79% of visitors) dominating local tourism activity and reflecting York's proximity to Perth. In addition to heritage, other key assets of York's tourism market potential comprise entrepreneurship, natural amenity and festivals.

**Home Ownership and Household Income**

There is a relatively high level of home ownership within the Shire. 43.8% of homes are owned outright, compared to the WA state average of 29.5%. Conversely, the Shire has lower percentages of homeowners with a mortgage (33%) and people renting (19.6%) when compared to WA averages (37.8% and 29.2% respectively) (ABS, 2011). However, this 'asset rich' advantage can hide real issues in terms of the day-to-day cost of living in relation to disposable household income. The median weekly household income, as at the 2011 Census, was much lower in the Shire (\$908) than the WA average (\$1,415) thus demonstrating that the Shire is a low-income community and reflecting, in part, the age profile of the Shire (ABS, 2011)

**Employment by Industry Sector**

At the 2011 Census, the Shire had a total labour force of 1,536 and the labour force participation rate was 55.3%. The unemployment rate for the Shire was 4.9% in 2011/12 and is noted to have declined steadily in the 10 year period from 2001 (when it was 7.2%) to 2011. The Shire's 2011 unemployment rate, while slightly higher than the average annual unemployment rate of 3.6% for the Avon Region, corresponded closely to the

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statewide average of 4.7% (ABS, 2011). The top three industry sectors for employment in 2011 were agriculture, forestry and fishing (17.7%), retail trade (11.1%), and health care and social assistance (10.5%), as shown in table 2 below. Together, these three industries employed 39.4% of the total number employed (1,463). In comparison, WA employed 2.4% of workers in agriculture, forestry and fishing, 10.1% in retail trade, and 10.4% in health care and social assistance. Less than 5% were employed in professional, scientific & technical services, mining, and the transport, postal & warehousing industry within the Shire. When compared to the 2006 census, agriculture experienced an employment decline (from 20.1% in 2006 to 17.7% in 2011) (ABS, 2011). The two largest areas of employment growth between 2006 and 2011 were mining and health care and social assistance (ABS, 2011). This is reflective of an increase in mining support services and the increased provision of health services to cater for an ageing population (with the latter expected to increase further in future).

**Relevance to Workforce Planning**

This profile assists with the planning and development of the services and workforce of the town, and will be further validated by the results of the 2016 ABS Census.

**2.2 INTERNAL OPERATING ENVIRONMENT**

*GOVERNANCE AND MANAGEMENT SYSTEMS AND PROCESSES*

An organisational capacity survey was carried out by LG People in consultation with the Executive Management team to determine the environment in which the workforce carry out their tasks and functions. The results reflect the situation prior to the appointment of the full executive team and implementation of the CEO’s business improvement plan and current change management processes.

The management, resource and capability scores from the LG People evaluation tool were 71.5 out of a potential 144 points, which was a result of 49.65%. The overall rating and risk factors are indicated in the table below

CATEGORY	SHIRE SCORE	MAXIMUM POSSIBLE	YOUR RATING	%
Workplace Culture	6	12	50%	
Leadership	4.5	8	56%	
Management	8	16	50%	
Planning	7.5	12	62.5%	
Human Resources	11.5	32	36%	
Communications	4	8	50%	
Financial Resource Management	13	24	54%	
Project management	5	12	42%	
Information technology	7.5	12	62.5%	
Facility management	4.5	8	56%	
<b>Total</b>	<b>71.5</b>	<b>144</b>	<b>49.65%</b>	

**General Feedback from Workforce Planning Consultant (LG People Principal)**

In general, these scores reflect several areas where systems and processes are ad hoc, or at basic level, which then leads to low scores in other areas that rely information, skills and capacity to be able to do effective operation planning, records management and reporting.

Communication is mainly ad hoc in the main which further reduces the effectiveness of planning, managing and implementing the strategies and objectives of the Strategic and Corporate Plans. The human resources management area is one that falls significantly behind the other areas, and needs the most improvement in the short term. This will allow for improvement for other issues identified with growth in skills and capacity, clearer direction for staff and improved recruitment and performance management processes.

Project development and management also needs a key focus to improve project outcomes and reduce risks.

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Long term financial, asset management and operational planning are areas that need improvement to be able to increase asset performance, financial robustness, and operational performance and reduce risks and challenges for the Shire.

Leadership and management are also areas for improvement and the current restructure, workforce planning and change management project and increased focus on governance and risk management will address this.

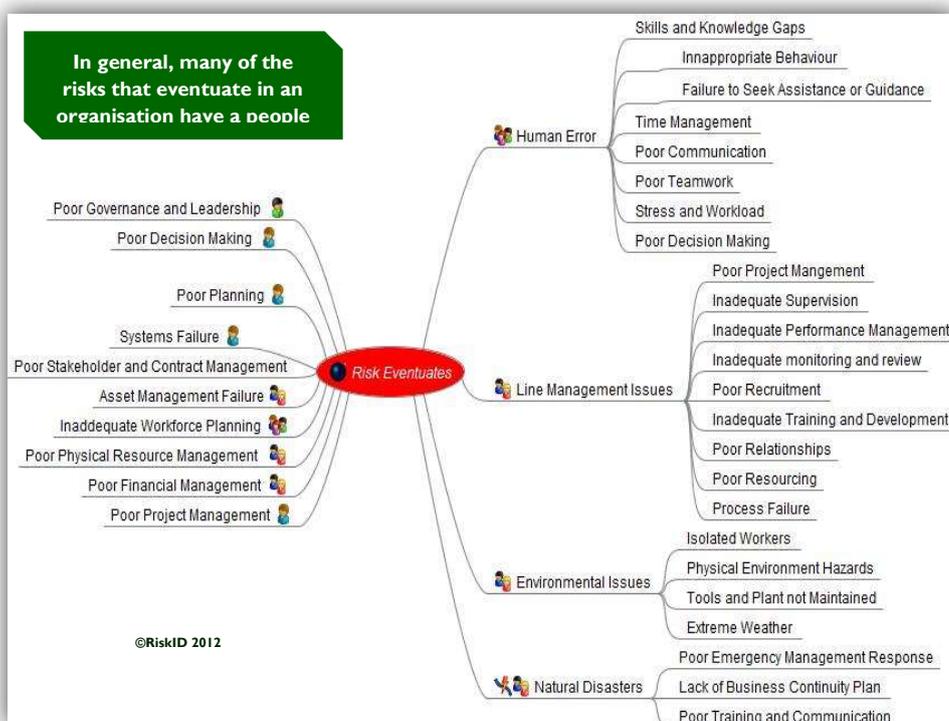
A review of all business management systems and processes relevant to the quality of data and information management should be included in a change management strategy to ensure timeliness and accuracy of information needed for strategic and operational planning.

The observations and conclusions outlined have been discussed within the Executive Team and will be addressed where practicable in Section Four (Capacity and Capability Strategies) of this plan.

**2.3 ORGANISATIONAL WORKFORCE RISK FACTORS**

The capacity and capability to deliver safe, effective and efficient services and functions rests with the quality of the staff and their managers, and their induction and ongoing training and development. If not addressed, this can have an impact on all facets of planning, service delivery and governance as demonstrated in the diagram below. Having formal risk management systems mandated by policy, and underpinned by formal risk appetite and tolerance levels are required. This will build a risk management culture that will provide a consistent approach to all risk assessments and treatments. This will also increase legislative compliance and organisational confidence in decision making. There are also requirements to comply with the Finance Regulations that require internal control and risk management systems to be embedded to support the Audit and Risk Committee activities as outlined in *Section 7 of the WA Local Government Accounting Manual*. This has been addressed initially, but needs to be included in the workforce planning strategies to be continually improved. This will also require an ongoing internal audit system and processes to be in place.

Additional risks are added when an organisation goes through a stage of great challenge, where the skills and capacity needed for recovery is not financially sustainable in the long term. This is where the strategies of the workforce planning process and regular review are vital to the ongoing shaping of an efficient and effective workforce. Identified Shire risk factors are outlined in section 2.10 of this workforce plan.

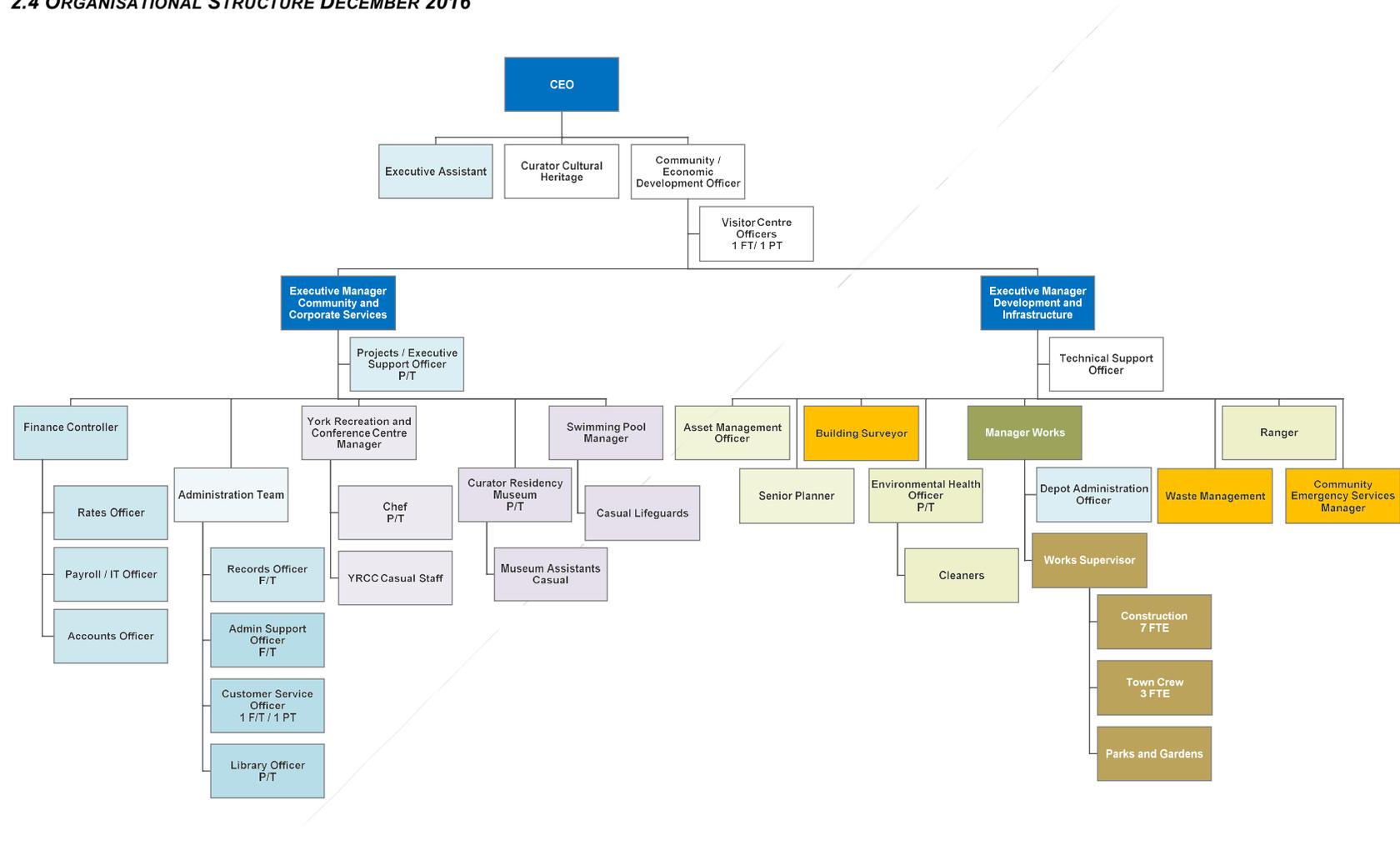


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**2.4 ORGANISATIONAL STRUCTURE DECEMBER 2016**



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**2.5 SERVICES PROVIDED**

The services provided by Local Governments to their communities vary according to the identified needs of their communities, location, population profiles and affordability. As Local Governments operate under a legislative environment, there is also a mandate to address compliance and governance issues and ensure that all staff are trained in legal and reporting requirements. The Shire provides the following functions, services and information to its community, its staff and to the relevant regulatory bodies.

Service	Theme 1 The Place to Live	Theme 2 A Leader in Heritage and the Environment	Theme 3 Driving the Economy Forward	Theme 4 Built for Resilience	Theme 5 Strong and Effective Governance
Governance support					X
Strategic and corporate planning	X	X	X	X	X
Advocacy and collaboration	X	X	X	X	X
Community engagement and consultation	X	X	X	X	X
Aboriginal relationships		X			X
Asset planning and risk management			X	X	X
Economic development, tourism, marketing	X		X		
Visitor Information services		X	X		
Cultural heritage services		X	X		
Libraries	X	X			X
Community housing	X				
Community leases	X				
Recreation services	X				
Community development	X	X			X
Youth support	X				X
Community funding	X	X	X		
Civic and community events	X				
Disability access and inclusion planning	X		X		
Older persons support	X			X	
Roads and bridges	X		X	X	
Footpaths and trails	X	X	X	X	
Drainage and catchment management		X	X	X	
Parks and open space (passive)	X	X		X	
Parks - active recreation	X		X		
Cemetery	X	X		X	
Environment services		X			
Building and property asset services		X	X	X	
Council heritage buildings		X	X		
Recreation facilities	X		X		
Swimming pool	X		X		
Community halls	X			X	
Strategic land-use planning	X	X	X	X	
Planning administration	X	X	X	X	
Planning (heritage protection)		X	X		

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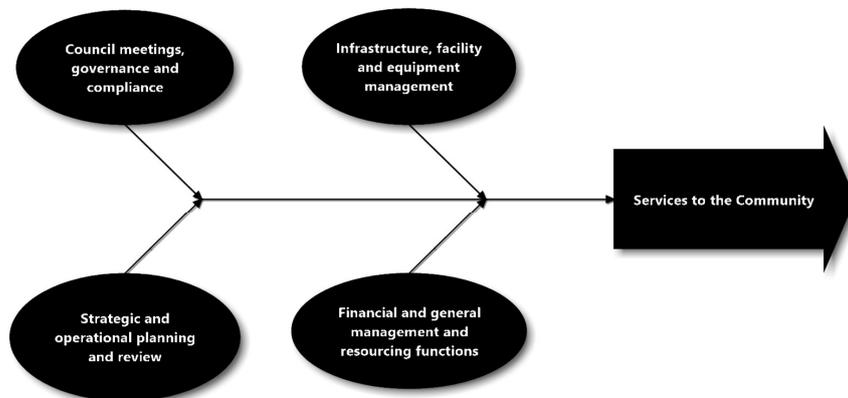
Service	Theme 1 The Place to Live	Theme 2 A Leader in Heritage and the Environment	Theme 3 Driving the Economy Forward	Theme 4 Built for Resilience	Theme 5 Strong and Effective Governance
Building control	X	X		X	
Fire and emergency services	X				
Environmental Health	X				
Ranger services	X		X		
Waste management	X	X			
Septic ponds management	X	X			
Organisation development					X
Asset planning and risk management			X	X	X
Finance services					X
Monitoring and reporting					X
Community access to information	X				X
Human resources					X
External grants funding					X
Administration and customer services					X
Licensing	X				

**Administration and Management**

There are many other components to managing and sustainably developing a Shire to meet both community needs and legislative requirements that need to be adequately resourced. They often suffer from low resourcing even though they play a pivotal role in Shire performance efficiency and effectiveness. Examples are outlined in the table below.

<b>Strategic and operational planning</b>	Regional cooperation forums and meetings
<b>Council and management meetings</b>	Staff training & development and performance management
<b>Community consultation, advocacy and lobbying</b>	Asset and infrastructure planning and development
<b>Funding applications and acquittal.</b>	Administration and financial management

**2.5.1 Local Government SERVICE Delivery Model**



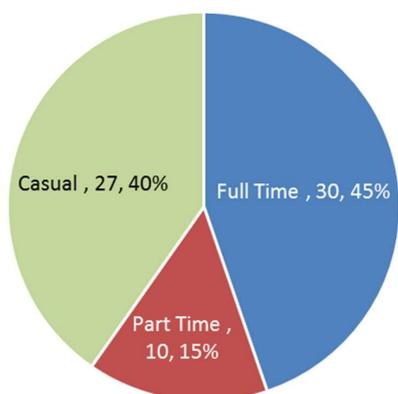
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**2.6 SHIRE WORKFORCE PROFILE 2016**

Staff Employment Types at January 2017

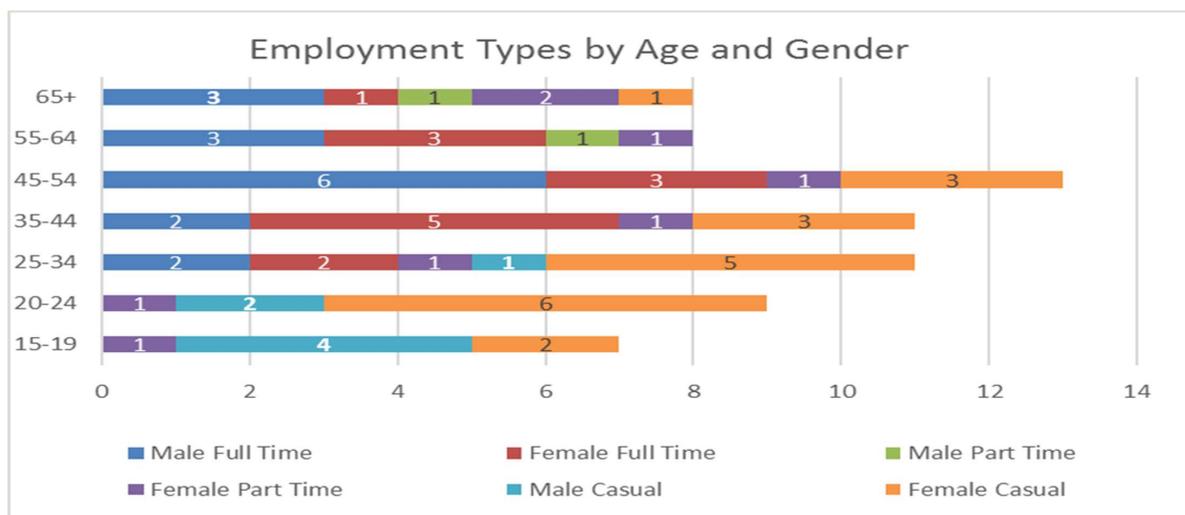


At the time of analysis (January 2017) the Shire has 67 employees employed in a full-time, part time and casual positions. (Approximately 44 full time equivalents). This includes 18 recreation and community services casual staff working intermittent hours. Additionally, there are contractors and consultants engaged as required to fill skills or capacity gaps.

As observed by the LG People Consultant with 17 years of experience with all WA Local Governments, the level of staff resources and employment types is typical of a local government of this size and regional location. The higher numbers of casual staff in the community area reflects the nature of the work and the hours of service delivery.

**2.6.1 GENDER AND AGE PROFILE**

There are 39 female and 28 male employees in total, across the Shire. The higher female employment rate is influenced by the level of administration and community services undertaken by the Shire, areas which generally tend to attract female employees due to the casual/part time employment types and the nature of the work.



Employment types across the age groups show a greater tendency for casual work in the younger age brackets, and female staff have a higher representation in casual and part time employment in general.

The Shire has a good of diversity of age groups. The age profile indicates succession planning or transition to retirement strategies may be indicated in some areas, but in general the workforce is well balanced across the age groups.

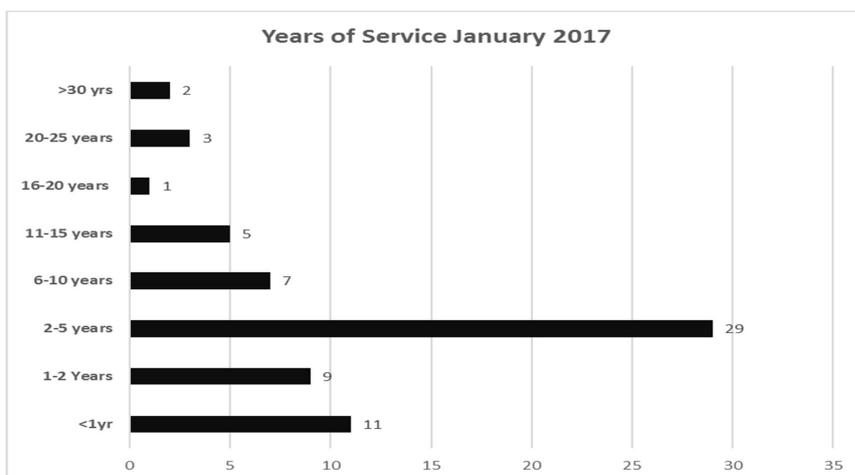
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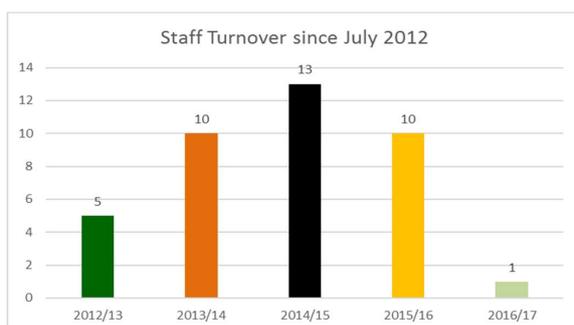
**2.6.2 RECRUITMENT AND RETENTION**

**Tenure of employment**



**Staff Numbers and Turnover**

REPORTING YEAR	STAFF MEMBERS INCLUDING TERMINATIONS AS LISTED IN ANNUAL REPORT	TERMINATIONS THROUGHOUT YEAR	PLUS York Recreation and Community Centre (YRCC) CASUALS	YRCC CASUALS - TOTAL HRS FOR YEAR	FTE REPORTED ANNUALS	EQUIV IN
2012/13	52	5	10	3499.25	43	
2013/14	58	10	27	4231.05	50	
2014/15	57	13	35	5236.5	48	
2015/16	52	10	27	4840	42	
2016/17 (YTD)	51	1	18		APPROX. 44	



Fin. Year	Turnover Rate (%)
2012/13	9.62
2013/14	17.24
2014/15	22.81
2015/16	19.23
2016/17	1.5

The rate of turnover over since 2013/14 is close to the average level for Local Governments in WA, based on the WALGA annual survey data, with 2014/15 being a little higher. Given the level of uncertainty and difficulty that has been experienced in the Shire over the last few years, it is a testament to the loyalty and resilience of many of the staff, that the level of turnover in the operational staff has been relatively low.

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In 2016, a strategic organisational review was approved by Council and the following changes were implemented.

**New Positions**

- Executive Manager Corporate and Community Services
- Executive Manager Development and Infrastructure Services
- Community & Economic Development Officer
- Asset Management Officer

**Positions Discontinued:**

- Deputy CEO
- Manager Development Services
- HR/Compliance Officer

**Positions Deferred:** YRCC Bar Supervisor, YRCC and Trainee Positions

**2.7 WORKFORCE COSTS AND BUDGET PERFORMANCE REVIEW**

The table below include wages, salaries and on costs over the past four and a half years. This must be read in the context that it does not include outsourced services and support roles that provide essential services that may otherwise be on the payroll in larger or differently structured local governments.

These currently include: Waste Services, Landfill; Building Surveyor, HR Services.

**Payroll Costs**

Shire of York _ Gross Salaries and Wages History			
	Budget	Actual	% of Budget
2012/13	3,266,618	2,815,833	86.20%
2013/14	3,221,709	3,027,726	93.98%
2014/15	3,438,832	3,153,220	91.69%
2015/16	3,536,300	2,933,090	82.94%
2016/17 (6 Months)	3,762,959	1,816,836	48.28%

**Comments**

In reviewing the salary and wages of the Shire, managed under generous Inside and Outside Enterprise Bargain Agreements, there are many areas that are above the average level of local governments of similar size. The history of this is unclear at this time as HR records are incomplete and the records system is not robust or easy to navigate to find relevant information.

**Annual Leave**

The Shire uses a reserve account to fund annual leave provision and demonstrates adequate cover with a balance of \$338,904 at 30<sup>th</sup> June 2016

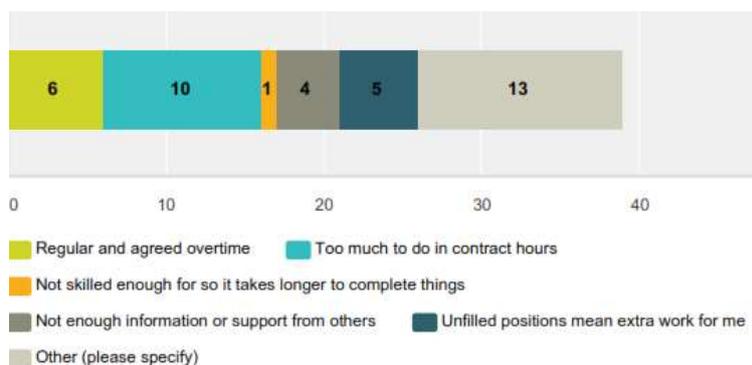
**Long Service Leave**

The Shire uses a reserve account to fund long service leave and demonstrates adequate cover of the current long service liability with a budget for the 2016/17 financial year of \$ 278,528 and \$38,117 for the non-current long service liability.

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In some areas, some staff have accrued excessive annual leave balances and these issues need to be addressed, predominantly through the performance appraisal processes. Long service leave accrual records are being further reviewed as there was a change of payroll system in the past and records need to be collated to ensure all information is captured.

**Residential Profile of the Workforce**

The residential profile of the workforce at the Shire demonstrates that at the time of reporting, 89.5% of the staff live in the Shire. 9% of those reside in Shire owned properties, (two in lease arrangements) as they have been recruited from outside the region. The remaining staff reside in Gidgegannup (2), Beverley, Northam (2) and Glen Forrest. This demonstrates that the Shire is a major employer in the Region and majority of staff are also members of their community.

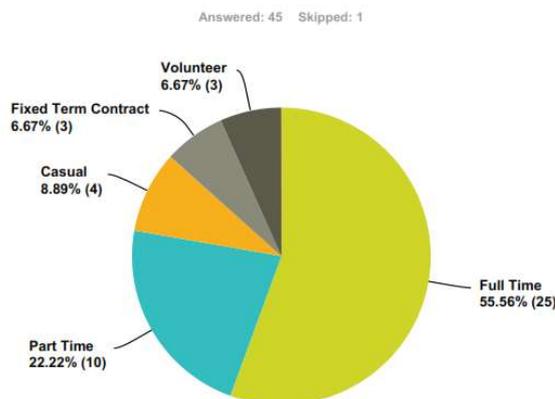
**2.8 WORKFORCE CAPACITY AND CAPABILITY.**

A staff survey was carried out from December 2016 to January 2017 to determine the capacity and capability of the current workforce, as well as to review workforce issues and satisfaction levels. A summary of results is outlined below.

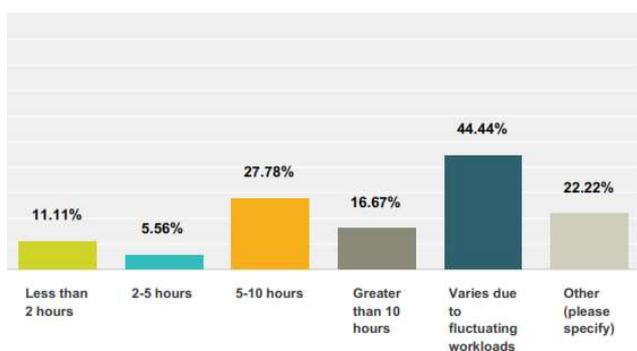
**Quantitative data**

43 staff and three volunteers completed surveys. There are 67 people on the payroll, and 18 casual staff of the recreation centre did not access the survey, giving an 87.5% response from regular staff. The employment types of the responders are indicated at right.

57% of staff work more than their contracted hours, the amount of time and the reasons it happens are outlined in the graphs and tables below. It should be noted that in senior and professional roles there is an expectation for reasonable / seasonal additional hours.



Answered: 18 Skipped: 28



These results indicate there are capacity and capability issues in the workforce, which may contribute to inefficiencies in service delivery to internal and external customers, and impacts on the quality and quantity of work.

Some reasons for the additional hours are:

- Unpaid hours but only those spent at Shire premises listed
- Additional hours worked during busy periods eg audits -time in lieu taken later.
- Council meetings two times per month

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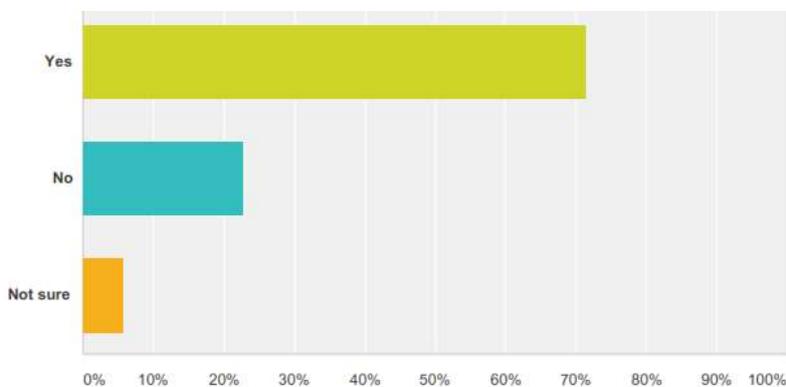
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Other reasons

#	Other (please specify)
1	Research is a key element of my work
2	additional day at Shire office as 'Marketing Officer'
3	Out of hours meetings, training and operational incidents
4	as above
5	Council Meetings - employment contract states no overtime payable, but time in lieu can be accrued for after hour meetings, ect.
6	Council Meetings once per month
7	The nature of the position
8	due to not having a Curator/Curator leave, I have been filling in as needed since my contract began
9	RDO relief
10	casual relief
11	Avon Park Working Group meetings run after work hours
12	N/A
13	NEW ROLE, NEW TO ORGANISATION, STILL DEVELOPING EFFICIENCIES

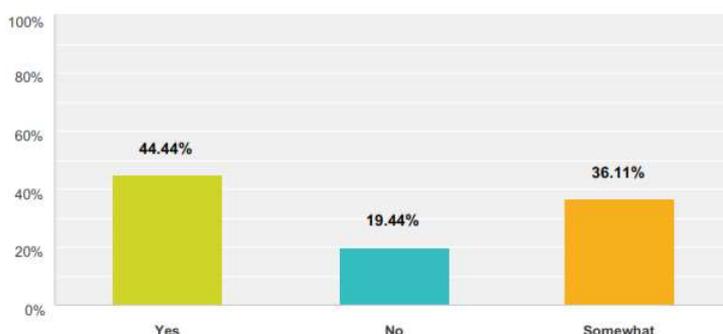
To ensure that the workforce has clear roles and direction it is essential that they are given a position description that reflects the purpose of the position, what they are expected to do, their reporting lines and levels of authority. While most of the respondents have a position description (PD), results below indicate they are not overly reflecting what staff do and are not reviewed as part of a structures annual performance review. This makes performance management, outcomes and accountabilities hard to manage.

Number of People with a PD



74% of respondents to the survey have a job description with a further 5% not sure.

Only 13% believed that their PD is reviewed annually and a further 8% indicated it was sometimes reviewed.



At left are the results of the question of whether the PD's reflect what they do on the job. This indicates that required roles and tasks are not clearly communicated to staff, and performance indicators and measurements are not a routine part of the staff management processes.

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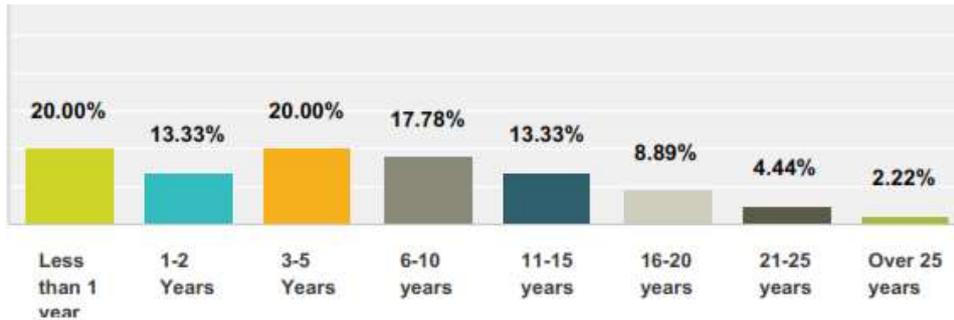
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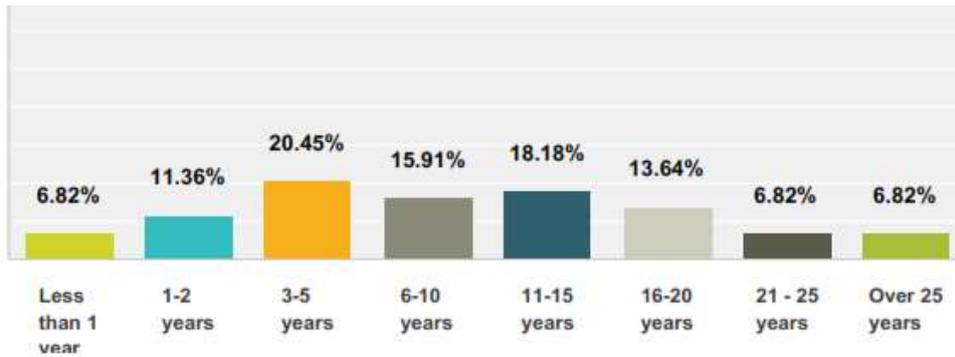
**Years of Local Government Experience in the Shire/Total Experience in Local Governments**

The level of Local Government experience in the Shire can have an impact on productivity, efficiency, training costs, work load and stress levels due to the need to understand and work within the statutory environment of a of Local Government. The levels indicated below, either in the Shire of York or the wider industry, show a sound range of local government experience that is a result of low turnover in the operational workforce and effective experience based recruitment.

**Years of experience in the Shire of York**



**Years of experience in the Local Government Industry**



**Involvement in planning and review**

The graph below indicates that staff are involved / consulted as appropriate in planning and review which is a positive sign of an engaged workforce and management using a consultative approach in the workplace.



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**People Management Skills**

37% of respondents supervise or manage staff regularly, with a further 10% having that role sometimes. 24% of them experience some issues and challenges in managing people and their performance. 32% of that group would like more training and support.

**Staff Personal Skills and Knowledge**

In the survey, staff were asked about their qualifications, skills and knowledge relevant to their role to form the basis of a skills register to underpin the training and development strategies of the Shire. The table below summarises the preliminary results that have not been validated at present, but will form a benchmark for future reviews.

<b>% with Tertiary Qualifications</b>	<b># with Certificates or Diplomas</b>	<b>% with Role specific Training</b>	<b>% with Other Training</b>
16%	30%	74%	60.5%

These results indicate a high level of engagement in training and skills development when available, and potentially untapped skills that are not being effectively applied to roles and tasks needed in the Shire. These results will be recorded in HR files and on a skills register once the HR data management systems are upgraded.

**Skills and Knowledge Gaps**

<b>% Need more skills or knowledge</b>	<b>% May need more skills or knowledge</b>	<b>% do not need more skills or knowledge</b>
58%	17%	25%

These are role specific needs, and range from licences or peer learning to certificates or more formal training or learning opportunities. Many people have acquired various levels of skills and knowledge for their role over time, and for many reasons have not had the opportunity to access or achieve formal qualifications. People management in the Shire has some identified issues, but the lack of a robust line management system has led to authority or accountability issues also impacting on the ability to better manage people and performance.

Empathy

Respect

Courage

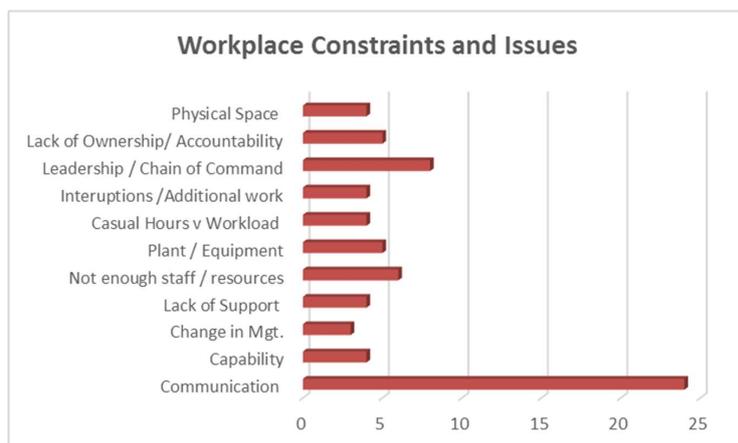
**2.9 STAFF SATISFACTION**

As part of the staff survey, employees were given the opportunity to answer five key questions relating to their experience of working for the Shire these included the barriers, constraints and issues that may prevent them from doing a good job and achieving their goals and objectives; what they liked best and least about working at the Shire; what they would change if they could and would they recommend the Shire to their families and friends as a good place to work as an employee or a contractor.

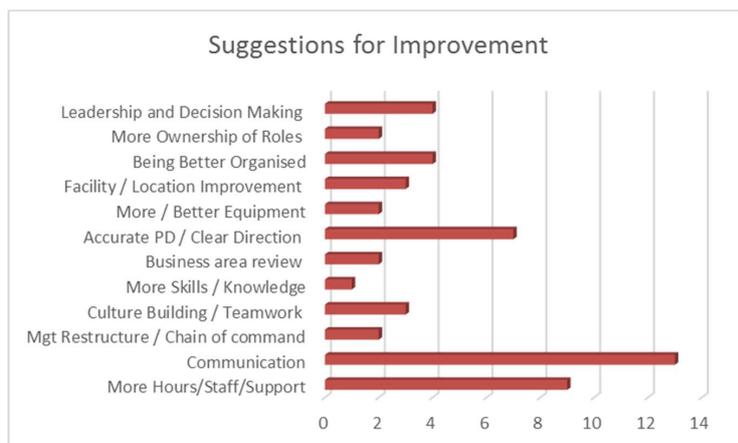
Non-identifying and summarised information below is published to guide strategy development and to provide a baseline for the measurement of continuous improvement over time. The responses below need to be considered in the light of it being their perceptions and experiences at a given point in time. They may be influenced by workload at the time, topical issues or length of time in the organisation that sometimes reflects a lack of knowledge or correct information. The issues raised need to be considered as areas for further review or improvement. The best things identified by staff offer opportunities to enhance employer of choice marketing, and the least liked and change suggestions are things to consider in developing the workforce planning strategies.

**Barriers, constraints and issues identified or perceived by staff responding to the survey.**

The graph below is collated from the number of times each category was mentioned in the responses to the question of what prevents you achieving your role’s goals and objectives.



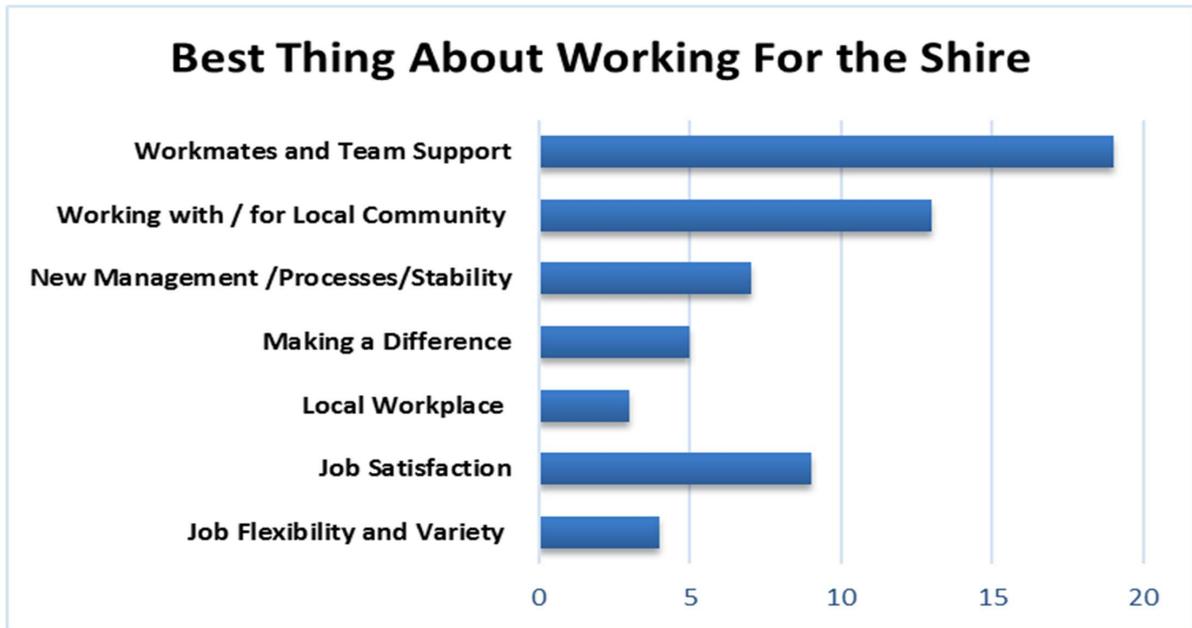
**Suggestions for improvement**



Empathy

Respect

Courage



**Suggestions for Change**

Staff also offered suggestions for change which will be further explored in consultation with relevant staff and in staff feedback workshops and team meetings.

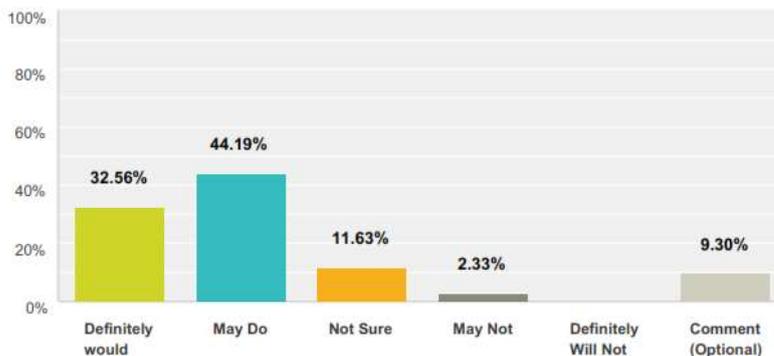
Empathy

Respect

Courage

**Would respondents recommend the Shire as a good place to work?**

100% of employees participating in the survey respondents answered this question and despite the challenges that have been experienced by staff over the past few years, over 76% would or may recommend the Shire as a good place to work. The comments indicated it would depend on the work area and culture. These results coupled with the high level of retention over time indicates that the staff have a high resilience to change as well as dedication to providing services to the Shire and to the Community at large.



In summary, the overall results indicate that while there is room for improvement, the staff have high levels of job satisfaction in the main. They are willing to embrace and participate in the change process, but would like to see improvement in communication, management, direction, role clarity, skills and knowledge development. Workload and resourcing are identified issues for the Management team to work on.

**2.10 CURRENT WORKFORCE RISK PROFILE**

The Shire of York has had a challenging few years. A new Council was elected in October 2015 which is providing new direction to the Shire and meeting needs and rebuild relationships with the community. The organisation has been through a major strategic review which has seen new integrated planning and reporting documents prepared (some for the first time). This has involved extensive input from the community and stakeholders. Risks have been identified and prioritised through the review process and through the Corporate Plan development.

**Governance, Leadership and Management:**

The organisation has had 3 CEO's in two years. As a result a number of staffing issues which would normally be addressed in due course were not addressed. This resulted in the need for a review of the organisation and a new organisational structure. A new and permanent CEO was appointed and commenced in April 2016. This CEO took a high level review of the organisation to ensure the organisation could deliver upon the priorities of Council and the community articulated in the new Integrated Planning and Reporting documents as a first step in the process of developing a workforce plan. The review has identified priority areas which will need to be addressed over the coming years. It also made a recommendation to Council on a new organisational structure. The review proposed as part of this new structure that a number of positions which had been vacant be recruited to deliver the Council's priorities and organisational needs.

To date (January 2017) there have been 2 new Executive Managers recruited to complete the new leadership team of the Shire. In addition, roles have been re-deployed recruited in Coordination of Cultural Heritage and Community/ Economic Development to address gaps in those respective areas that will address community aspirations and strategic skills and knowledge gaps in Shire. An additional role of Asset Management Officer has been recruited to address a critical skills gap in a key focus area for the Shire and the Community. He will commence duties early in 2017.

*Empathy*

There are also identified gaps in chain of command and communication areas that affect efficiency and effectiveness in planning and service delivery, along with an absence of formal training and development plans for staff in all areas. This impacts on the capability of people to deliver the goals and objectives of the Shire in a cost-effective manner.

Underpinning Management and HR systems, processes and policies are not overly robust and have gaps and omissions that make managing information and people somewhat ad hoc, difficult and costly in time and resources.

*Respect**Courage***Workforce Costs**

Due to the lack of a mature record keeping system and consistent operational processes, along with the apparent absence of standardised HR and recruitment processes, it is difficult to track remuneration history and employment terms and conditions over the last few years. In addition, HR records are incomplete in many cases. What is evident is that there are generous Enterprise Bargain Agreements in place that seem to be out of step with the average remuneration of similar size and located Local Governments. Given the level of identified training needs relating to skills and knowledge of the workforce in some areas, there is also likely to be a degree of inefficiency that is adding to workforce costs and the perceived or required additional resources.

Some areas of the workforce what would be considered within the realms of core services for a Local Government are currently outsourced, including waste management and building surveying. It would be worth considering the efficiencies of potentially brining these in-house.

The way the library services are running at present with the role split between many frontline staff indicate there could be efficiencies and service improvements ion looking at this model as over 50% of the population participate in this service.

Empathy

Respect

Courage

**2.11 SUMMARY OF WORKFORCE REVIEW**

In summarising the findings from all areas of review, there are many areas that have been identified to address, monitor, or seek further information about. The summary of workforce issues and risk factors is outlined in the points below which have been categorised into Strengths, Weaknesses, Opportunities and Threats. (SWOT)

**SWOT Analysis**

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Staff resilience</li> <li>• Mainly employing operational workforce locally (89.5%)</li> <li>• Flexibility in employment</li> <li>• Variety of work</li> <li>• Remuneration rates</li> <li>• Well maintained plant and equipment in general</li> <li>• New Council and Executive management structure</li> <li>• Proximity to Perth Metropolitan area, facilities and Heritage of the Town to allow for business development, economic development and tourism opportunities</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Lack of leadership and unclear direction for staff over recent times</li> <li>• Flat structure with inadequate or unclear chain of command</li> <li>• Communication channels and practices</li> <li>• Unclear roles, tasks and accountabilities for staff</li> <li>• Capacity and capability gaps in many areas</li> <li>• No formal training and development systems, processes or plans</li> <li>• HR systems, policies and processes are outdated and incomplete.</li> <li>• Ad hoc approach to HR management</li> <li>• Records management systems inadequate and processes cumbersome and ad hoc.</li> <li>• Inability to easily access records or corporate history</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Review and reframe critical processes and activities to improve efficiency and effectiveness</li> <li>• To 'draw a line in the sand' and move forward with improved focus on governance and process management</li> <li>• Implement robust business plans and a project management framework to ensure early identification of risks and exposures</li> <li>• Rebuild community and staff trust through improved communication and transparency</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Ongoing Council and senior staff turnover if the objectives of the SCP in Strong Leadership and Compliance aren't achieved</li> <li>• Ongoing increase in rates and workforce costs unless efficiencies are found and improvements are made in services delivery.</li> <li>• Reductions in Grant funding in economic downturn preventing capital works or projects being completed.</li> <li>• Ongoing reputation damage if transparency and communication are not improved in a consistent manner for both staff and the Community.</li> <li>• Non-alignment of Community expectations and achievable outcomes within budget constraints.</li> </ul>

These points will guide the development of strategies to sustain strengths, address weaknesses, maximise opportunities and to minimise the impact of threats that the Shire may not generally have control over. Some strategies may immediately be able to be instigated, with others taking time to plan and develop.

*Empathy**Respect**Courage*

### 3. FUTURE WORKFORCE IMPLICATIONS FROM THE STRATEGIC COMMUNITY PLAN

#### 3.1 STRATEGIC COMMUNITY PLAN OVERVIEW

**Vision** "A vibrant and inviting agricultural, heritage and tourist town and Shire, and a community that is focused on and works collaboratively to improve and promote the town and the Shire of York as a destination and wonderful place to live"

**Core Values:** *Empathy, Respect and Courage*

**Community Aspirations:** *The Five Themes:*

- **The Place to Live:** To be a place which is attractive and accessible for the young and elderly and attracts people in the middle age groups to work and settle in the Shire. The York community aspires to a balanced population structure in the long term.
- **A Leader in Cultural Heritage and Environment:** To be a place which is renowned for its cultural heritage and the quality of its natural environment, and for the care taken by the community of both.
- **Driving the York Economy Forward:** To have a vibrant, diverse and prosperous local economy which is sustainable in the long term, makes sustainable use of its natural and built heritage and community assets and delivers benefit in the form of local jobs, business opportunities and a positive image for the Shire.
- **Built for Resilience:** To have secured an infrastructure base (e.g. buildings, roads, footpaths, parks, communications, water and energy) which is affordable, is managed at a level of risk accepted by the community, supports a sustainable environment, increases rural and town resilience, and is responsive to community needs.
- **Strong Leadership and Governance:** To be a community where there is effective and responsive leadership and governance, a sense of collective purpose and shared direction and a willingness and desire to work together for that future.

**The Plan sets out the following:**

- a summary of the community aspirations developed into themes and objectives which can be used to shape and drive the Council's development, investment and policy decisions.
- a summary of the approach to resource allocation to advance these aspirations taken over the four year period of the Corporate Business Plan and a broader approach for the full ten-year period.
- a co-operative Council /Community model for advancing projects and initiatives.
- the focus on strengthening capacity for effective leadership and governance.

A key theme of the document is to make progress across a range of the community's aspirations through small, incremental but positive steps while positioning the community to address key risks around infrastructure management and funding gaps.

#### 3.2 CORPORATE PLAN REQUIREMENTS

In addition to increasing efficiency and effectiveness in service delivery, key drivers for the 2016 – 20 Corporate Plan are review and development in the following areas:

- Asset Management
- Road Standards Review
- Community/ Economic Development, Heritage and Library Services
- Project Management
- Human Resources

*Empathy**Respect**Courage***Challenges facing the Shire**

The economic downturn in WA and the Australian general economy is impacting on Local Governments in reductions of grant funding, and being asked to do more with less. Instability and turnover in Council and senior management over the past few years along with the uncertainty of the Local Government Reform processes has had a significant impact on the Shire in financial terms and in the level of Community trust and support. It has also disrupted efficient service delivery; led to lost corporate knowledge in staff turnover; required additional governance and administration work; and has needed significant support from consultants and advisors.

The greatest challenge to the new Council and Executive is to effect closure to this turbulent period and work toward a positive future while delivering improved levels of service in core services and rebuilding the workforce morale, culture, confidence and capability.

The Draft 2016 Corporate Business Plan provides detailed budgets for the four year period. Key sections of the Corporate Business Plan are the "Four Year Budgeted Priorities" and the "Summary of Service Plans" which focuses on changes in levels of service.

**Delivering on Strategic Community Plan Objectives**

The draft Plan gives effect to the first four years of the Strategic Community Plan and delivers the following over that period in addition to 'status quo' services:

- **Improvement of asset management planning:** new AMPs for roads, bridges and footpaths, development of maintenance and renewals schedules for buildings in preparation for the development of a building asset management plan, and development of a maintenance and renewals schedule as a precursor to development of a parks asset plan.
- **Risk Management:** provides some increased funding of building renewals where known, external painting and re-stumping of the Town Hall, a small increase to drainage/ stormwater planned maintenance and a gradual increase over time of funding for stormwater works, improved maintenance and drainage management at the York cemetery. It also includes bringing the Old Convent School up to code prior to making a decision about its retention or disposal. The plan also commences the building up of infrastructure reserves to fund future renewals.
- **Repair/upgrade of failed or failing assets:** replacement of the tennis courts and replacement and upgrade of the swimming pool pump room, balance tanks, pipe work and wet deck.
- **Being development ready:** Includes the overdue review of the Local Planning Strategy and the Town Planning Scheme. Improved framework for charging development contributions from new development and specification of standards for new infrastructure to be included in subdivision developments.
- **Increased levels of service:**
  - a small increase in funding for parks, community projects (river restoration, parks development), footpaths and street tree planting or relocation of RVs
  - investment over three years in Christmas lights and banners
  - progressing design and construction of the Avon Trail
  - installing street trees in Avon Terrace
  - funding support for a new centrally located skate park from 2019/20
  - increased funding to economic development initiatives. This may include festivals and events or other such activities designed to strengthen and grow the economy of York.

*Empathy**Respect**Courage*

- **Reviewing and improving use of Shire facilities and assets including:**
  - Preparing a concept plan for the redevelopment of Avon Park including the foreshore and playground areas. This plan will guide the long-term use of the area and make provision for improvements to occur including upgrades to playground equipment, potential skate park location, relocation of RV's and any improvements to the foreshore including Jetty's and boardwalks. It is proposed to partner with community organisations to prepare this plan.
  - Reviewing the operations and management arrangements of the York Recreation and Convention Centre. This review would examine the management structure, liquor licence, operating subsidy, involvement of clubs and other relevant matters to guide the centre operations into the future.
  - Preparing a discussion/options paper for the future use of the "Old Convent Building". This would be prepared and community feedback sought on the future use of this building prior to Council making a final decision on future use.
  - Undertaking a property portfolio review. This would include examining all Shire land holdings and developing a plan to maximise the use of these assets into the future to meet community needs. This review would involve community consultation. It is also proposed as part of this plan to dispose of an unused staff house over the coming 4 years with proceeds from the disposal being directed into community facilities and services.
  
- **Developing and promoting a state/ region/ shire funding partnership around a major heritage tourism development project.**
  - This Plan also places priority on the following projects and programs already funded from existing budgets:
    - economic development including tourism, marketing and events
    - community development and working with community networks
    - developing positive working partnerships between the Shire and the Community built around particular projects
    - improving delivery standards for the Shire's roads as part of the reseal and gravel re-sheeting programs
    - strengthening the capacity of the Shire administration to undertake and deliver projects, work collaboratively with the community and understand and meet strategic issues and challenges.

**3.3 WORKFORCE IMPLICATIONS**

To be able to achieve these objectives for the community and the Shire, it is essential to have the right people with the right skills in the right place at the right time. This workforce plan endeavours to facilitate this, ensuring cost effective workforce management, succession planning to retain appropriate knowledge and training and development to meet evolving and changing needs. Objectives and performance levels will be linked to all PDs and reviewed and monitored regularly and as part of the annual performance appraisal process. The community aspiration that will predominantly drive the strategies of this workforce plan is Theme Five – Strong Leadership and Governance.

**FUTURE WORKFORCE GAPS, ISSUES AND RISKS**

The key themes of the Community Strategic Plan (SCP) are specific in mandating improvements to Governance and Leadership, Service Delivery, Asset and Infrastructure Management, Community and Economic Development, Heritage and Environment.

In each of these areas there are currently identified issues with skills, capacity and resources, as well chain of command. This poses risks to achieving objectives in core services as well as in the key results areas of the SCP.

**Empathy**

Workshops and staff surveys, along with the Executive Management review, have all confirmed that improved communication, structured change management, redefining of roles and reporting lines, training and development planning, improved recruitment processes and more focus on operational planning and performance measures will be required to reduce risks and achieve the goals and objectives of the SCP.

Governance/ Compliance and administrative support services for Council, and Executive Management requires more focus as it is ad hoc across many positions at present. The revised / proposed organisational structure 2017/18 on Page 29 addresses the issues outlined above, as well as the rationale and strategies Workforce Plan strategies on the following pages.

**Respect****Courage****Future Operating Environments**

While the IT infrastructure of the Shire is well managed, the business management and reporting systems need upgrading and staff trained in the optimal use of them to increase effectiveness, efficiency and quality of data and reporting. This will allow for improved monitoring, early intervention is issues arise, more transparency and informed decision making.

**Systems, Policy and Processes**

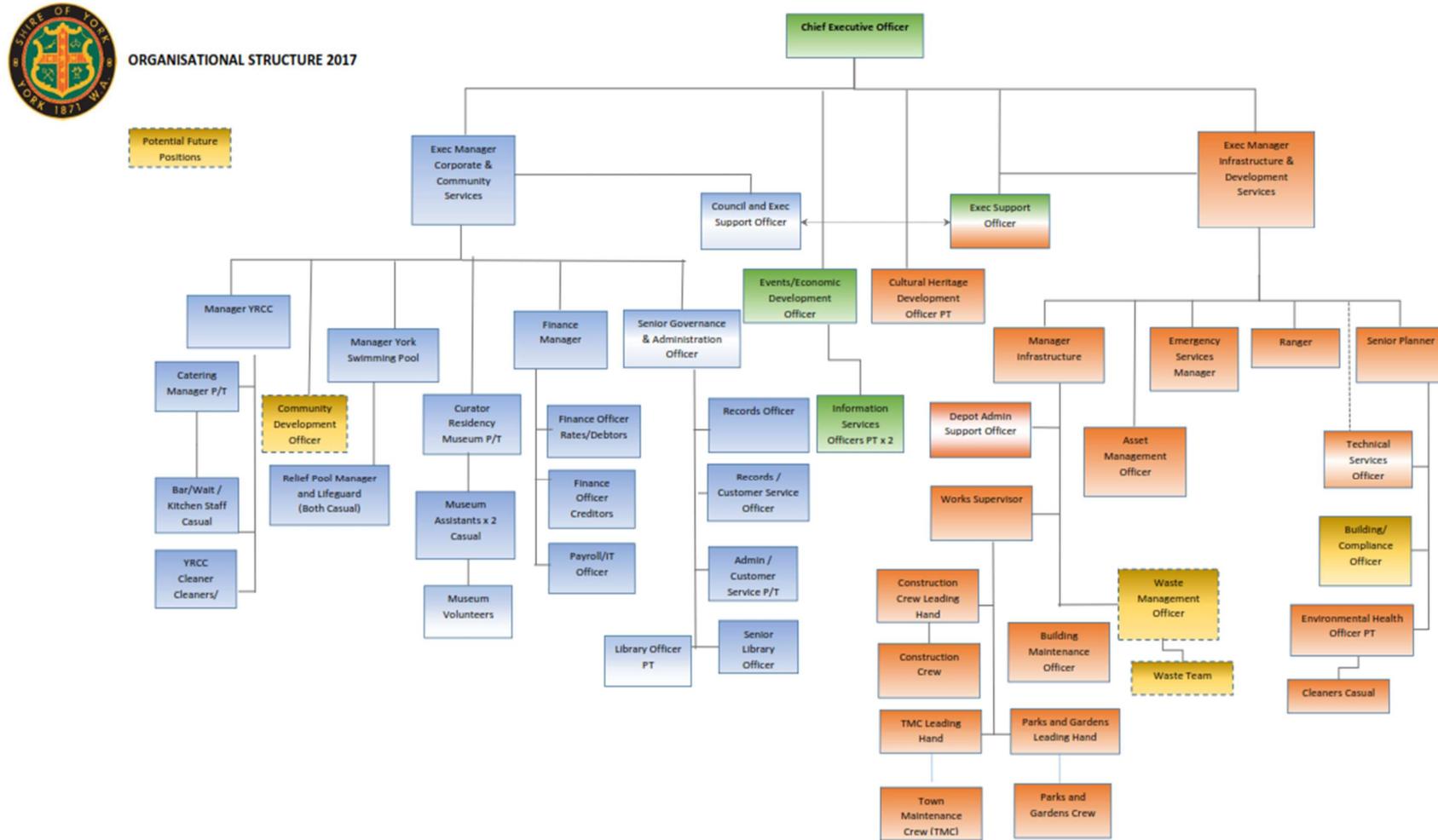
- Organisational Payroll and HR systems and policies needed to be reviewed, updated or rescinded, with gaps and omissions addressed.
- Communication systems need to be reviewed and amended as needs are identified. This will include building the knowledge of and embedding the Shires Mission, Vision and Values to build the desired Shire culture.
- Customer service systems should be reviewed and a customer services charter developed.
- The records management system requires review and upgrading to better manage Shire records and corporate history. Policies and processes need to be refined and staff trained to ensure consistency of process for recording and retrieving information and records.

Empathy

Respect

Courage

3.4 PROPOSED ORGANISATIONAL RESTRUCTURE 2017/18



Empathy

Respect

Courage

**3.4.1 RESTRUCTURE RATIONALE**

<b>2016 Structure</b>	<b>Proposed New Structure 2017/18</b>	<b>Rationale</b>	<b>Cost implications</b>
<b>OFFICE OF CEO</b>			
<b>Executive Assistant CEO</b>	<b>Council and Executive Support Officer (CESO)</b>	Provides high level support to CEO and the Executive Manager Infrastructure and Development. Executive Support Officer (EMCCS) and Senior Administration & Governance Officer provide back-up and support.	No change
<b>Community and Economic Development Officer</b>	<b>Events and Economic Development Officer (EEDO)</b>	Still manages Visitor Centre, Community Development will move to Corporate and Community Services to align and better manage service development and delivery	No change
<b>CORPORATE AND COMMUNITY SERVICES</b>			
<b>Financial Controller</b>	<b>Finance Manager (FM)</b>	Title change only to reflect more contemporary industry practice. Finance staff supervision	Little or no change
<b>Projects/ Executive Support Officer</b>	<b>Senior Administration and Governance Officer (SAGO)</b>	Responsibility for governance, FOI, procurement, compliance, leasing, administration, special projects, administration staff supervision, rostering and Customer Service Charter. Works with ESO (EMCCS) and CESO to provide back-up and support.	Increase from Level 3 to Level 5 to recognise staff supervision and other additional responsibilities. Approx. \$6,000 per annum
<b>New Position</b>	<b>Community Development Officer (CDO)</b>	Sport and recreation, club development, youth, seniors, access and inclusion, community sponsorship, arts culture and library services, grant writing. These residents' services are currently not resourced	\$67,898 plus superannuation per annum (Level 6 Inside EBA). Timing TBD by Council.
<b>Library Services</b>	<b>Senior Library Officer (SLO)</b>	The library is used by over 50% of local residents. There is a need to increase librarian hours. Currently Librarian services are provided for one day per week only, with rostered support from CSO/ admin officers. (one day fortnight) Casual part time admin position will become a dedicated library role ensuring full coverage each week for Library.	Additional 6 hours per fortnight in 2016/17 Mid-Year Budget Review for Senior Library Role. Approx. \$8,000 per annum.
<b>INFRASTRUCTURE AND DEVELOPMENT SERVICES</b>			
<b>Manager Works</b>	<b>Manager Infrastructure (MI)</b>	Name change only. Duties are to oversee operations and participate in Strategic Planning and Asset Management	No change
<b>Building Maintenance Officer</b>	<b>No change (BMO)</b>	Reports to Works Supervisor and works closely with Asset Management Officer and Town Maintenance Crew	No change
<b>Waste Services</b>	<b>Waste Management Officer (WMO)</b>	Currently outsourced. Potential for in-house management subject to positive business case submitted to Council when renewal of contract due	To be determined as part of Business Case.
<b>Building Surveyor</b>	<b>Building and Compliance Officer (BCO)</b>	Currently budgeted position but outsourced one day per week. Proposed to bring in-house and add compliance role	Little or no change.

*Empathy*

*Respect*

*Courage*

**3.5 COMMUNICATION AND CHANGE MANAGEMENT PLAN**

An organisation wide Change Management and Communication Plan has been implemented to address both internal and external communication. The principles for change are outlined in the Value York Theme.

**Value York**

**Principles**

*We are a customer service focused organisation for internal and external customers, as individuals and an organisation we:*

- *are nimble and dynamic*
- *demonstrate initiative, are accountable for our actions and responsibilities*
- *are open to partnerships*
- *demonstrate our pride in our work and community*
- *model mutual respect and are inclusive, welcoming all people*
- *are transparent in how we do things*
- *work hard on building our resilience*

**These principles are supported by the Shire values of Empathy, Courage and Respect**

Workshops will be held with staff in 2017 to inform them of the outcomes of the workforce planning process, any changes in structure, workforce, services or functions that may ensue from the implementation of this workforce plan. Elected Members will be briefed on the Workforce Plan, strategies and any other issues that arise.

**4. STRATEGIES TO MEET FUTURE WORKFORCE CAPACITY AND CAPABILITY REQUIREMENTS**

**4.1 STRATEGIC COMMUNITY AND CORPORATE BUSINESS PLAN ACTIONS**

The Strategic Corporate Plan has indicated the need for strong leadership and governance, improved asset and infrastructure, more focus on community and economic development as well as attracting people in the middle age brackets to work and settle in York. There is also an identified need to ensure that capital project planning and delivery are more robust and require an HR plan attached to any services or maintenance that eventuate from these projects. The workforce review and planning activities have identified some risks, gaps and omissions, and the strategies to address them are outlined below.

**4.2 WORKFORCE PLAN GOALS AND STRATEGIES**

**4.2.1 WORKFORCE PLANNING GOALS**

These goals for 2017 – 21 aim to address the gaps, risks and omissions identified in the workforce planning process as well as to better resource the needs of the goals and strategies of the SCP and CBP are to:

- improve human resources systems, policies and processes
- implement effective leadership and management structures and chain of command across the Shire with clear direction, accountability, roles, and responsibilities
- improve skills and capacity in key speciality areas of Community / Economic Development and Asset Management
- increase skills and focus in record management, procurement, project management and library services.
- restructure and upskill the Infrastructure Team and increase the focus on outcome based operational planning
- improve efficiency and effectiveness in service delivery to internal and external customers

Empathy

Respect

Courage

**4.2.2 WORKFORCE PLANNING STRATEGIES**

No.	Focus Area	Actions	Strategic Theme	Who Manages	Stakeholders	When	Outcome Measures	Potential Costs:
1	Organisational structure	<ul style="list-style-type: none"> <li>Annually review structure and line management and update as part of the budget process to ensure capacity and capability to meet organisational and WFP needs.</li> <li>Update Position Descriptions</li> <li>Undertake change management process to implement new team structures.</li> <li>Develop and implement staff training plan.</li> </ul>	Four, Five	CEO	EMIDS, EMCCS, Council	2017-20	<ul style="list-style-type: none"> <li>Ongoing currency of the Organisational structure to reflect organisational needs/capacity/capability</li> <li>Improved quality of work and increased efficiency and effectiveness in service delivery.</li> </ul>	Training costs or cost of outsourcing
2	Community/Economic Development	<ul style="list-style-type: none"> <li>Employ a dedicated Community Development Officer as determined by Council.</li> <li>Develop a Position Description and seek funding for increased club development, sport and recreation activities, youth (including development plan) and seniors services</li> <li>Update CEDO position description to refocus on Events and Economic Development</li> </ul>	One, Three	EMCCS	CEDO/ EEDO; Manager YRCC	TBD	<ul style="list-style-type: none"> <li>Increased grant funding for sport, recreation, wellness and lifestyle activities / programs for the residents of York.</li> </ul>	Will require additional Community Dev. Resources (approx. \$80,000)
3	Risk management and compliance	<ul style="list-style-type: none"> <li>Review and continuously improve risk management, OSH and compliance in the Shire (Audit Reg 17).</li> <li>Implement executive support officer team strategy to increase oversight and processes</li> <li>Add compliance responsibility to Building Surveyor role and bring in-house</li> <li>Investigate opportunities for resource sharing</li> </ul>	Five	CEO	Council, EMCCS, EMIDS	2017-20	<ul style="list-style-type: none"> <li>Improvement of risk monitoring, reporting &amp; mitigation</li> <li>Reduced risk of misconduct</li> <li>Improvement in compliance</li> <li>Increased level of service</li> </ul>	Absorbed in support officer roles.
4	Customer Service/ Licensing	<ul style="list-style-type: none"> <li>Restructure front counter staffing to ensure increased library coverage</li> </ul>	One, Five	EMCCS	SAGO, SLO, CSO's	2017/18	<ul style="list-style-type: none"> <li>Increased level of service</li> <li>Improved quality of work and increased efficiency and</li> </ul>	Approx. \$14,000 per annum.

<i>Empathy</i>		<i>Respect</i>				<i>Courage</i>		
		<ul style="list-style-type: none"> <li>Provide line management for customer service/admin/library staff</li> </ul>					effectiveness in service delivery.	
5	Records Management	<ul style="list-style-type: none"> <li>Develop an improvement plan for the Shire's records management</li> <li>Implement in accordance with the annual budget process</li> <li>Provide appropriate training to staff</li> </ul>	Five	CEO	EMCCS	2017-19	<ul style="list-style-type: none"> <li>Information readily available for better reporting and more informed decision making.</li> <li>Improved compliance</li> <li>Increased efficiency and effectiveness</li> </ul>	To be determined
6	HR Management, Recruitment and Remuneration	<ul style="list-style-type: none"> <li>Review and continuously improve HR systems, processes and data management.</li> <li>Upgrade Payroll / HR management system</li> </ul>	Five	EMCCS	Council, Officers, Unions, Payroll Officer	2017/18	<ul style="list-style-type: none"> <li>Improved recruitment outcomes and contract management</li> </ul>	HR system \$4,967 setup and 6 months license then \$500/mth.
7	Volunteers	<ul style="list-style-type: none"> <li>Implement a Volunteer Management Program in accordance with annual budget process</li> </ul>	One, Two, Five	EMCCS	CEO, Museum Curator, CEDO		<ul style="list-style-type: none"> <li>Increased engagement with and by the community and improved service capacity</li> </ul>	To be determined
8	Asset Management	<ul style="list-style-type: none"> <li>Review current systems and processes</li> <li>Capture data and develop AMP for each asset class</li> <li>Implement plan in accordance with the annual budget process and LTFP</li> </ul>	Four	EMIDS	AMO, MI, SP, BCO, FM	2017-20	<ul style="list-style-type: none"> <li>Systems and Processes developed/updated over time to inform planning and budgeting.</li> </ul>	In the current LTFP
9	Building and Compliance	<ul style="list-style-type: none"> <li>Seek Council direction regarding the Shire's approach to compliance in this area.</li> </ul>	One, Three, Four, Five	EMID	Development Services Team	2017	<ul style="list-style-type: none"> <li>Improvement in service efficiency and effectiveness</li> </ul>	Using current budget provision
10	Project Management	<ul style="list-style-type: none"> <li>Development of a framework, policy and processes for the management of major and capital works projects.</li> </ul>	Five	CEO	EMIDS, EMCCS	2017/18	<ul style="list-style-type: none"> <li>Consistent project approval planning, management implementation and review.</li> </ul>	Absorbed
11	Waste Management	<ul style="list-style-type: none"> <li>Review and analyse delivery of waste services and make a recommendation to Council</li> </ul>	Five	EMIDS	CEO, MI	2017	<ul style="list-style-type: none"> <li>Improvement in service efficiency and effectiveness</li> </ul>	To be determined

<i>Empathy</i>		<i>Respect</i>				<i>Courage</i>		
		<ul style="list-style-type: none"> <li>Implement in accordance with annual budget process and LTFP</li> </ul>						
12	Physical Resources	<ul style="list-style-type: none"> <li>Develop an office layout plan to meet organisational needs</li> <li>Develop an upgrade plan for facilities at the Depot</li> <li>Develop ICT Plan for all Shire facilities</li> <li>Implement plans in accordance with the annual Budget Process and in accordance with the LTFP</li> </ul>	Five	EMIDS, EMCCS	CEO, Officers	2017-20	<ul style="list-style-type: none"> <li>Improvement in service efficiency and effectiveness</li> </ul>	Costs of upgrades to be determined
13	YRCC	<ul style="list-style-type: none"> <li>Implement the approved option for the future management of the YRCC</li> <li>Develop a change management plan</li> <li>Implement in accordance with the annual budget process and LTFP</li> </ul>	One, Five	EMCCS	CEO, YRCC Manager	2017-20	<ul style="list-style-type: none"> <li>Improved community perceptions and use of facility</li> </ul>	To be determined

**4.2.3 COST MANAGEMENT**

While the above table outlines the strategies to be implemented or further developed, it is anticipated that the implementation of these strategies may result in short or long term additional costs to Council. This is dependent on the business decisions, timing of delivery in relation to market costs of professional delivery, the availability of cost effective business solutions and/or relevant candidates in recruitment strategies. Additional costs may also be incurred in succession planning or transitions to retirement where there may be some short term overlap of roles to enable knowledge transfer. Final costs and the associated information will be included in the Shire’s LTFP. (Currently the LTFP makes the assumption of a 1.5% increase in the payroll annually over the next four years).

It is also acknowledged that the outcomes of the Community Survey and their impacts on the WFP are yet to be considered.

All costs are subject to approval through the normal budget or business case approval processes of the Shire. When costs and timelines are finalised, they will be brought to Council in due process for notification or approval as appropriate.

Empathy

Respect

Courage

**5. WORKFORCE PLAN IMPLEMENTATION STRATEGY**

Key process management issues are to be identified and addressed in a timely fashion using the following implementation processes

<b>Process</b>	<b>Responsibility</b>	<b>Timeline</b>
<b>Council and Executive commitment endorsed through Workforce Planning Policy</b>	EMCCS	March 2017
<b>Management and implementation resources assigned</b>	EMG	April 2017
<b>Communicated and Implemented using a change management approach</b>	Consultants	April 2017
<b>Orientation and training for managers and relevant key stakeholders</b>	Consultants	April 2017
<b>Organisational and Individual performance expectations set, documented and monitored through the performance appraisal process</b>	EMG/Supervisors	May 2017
<b>KPIs and reporting requirements communicated to all staff and contractors</b>	EMG/Supervisors	May 2017
<b>Incorporated in all planning decision making processes, including Council Agenda</b>	CEO	July 2017
<b>Workforce Planning data management systems developed and implemented</b>	EMCCS	December 2017
<b>Workforce planning review and reporting procedures established</b>	EMCCS	December 2017
<b>Timelines and review requirements clearly scheduled and followed up.</b>	EMG	On-going

*Empathy**Respect**Courage*

## 5.1 SUSTAINABILITY IN WORKFORCE PLANNING

- Inclusion of responsibility for workforce planning in the position description of a key role in the organisation.
- Ownership and accountability across the whole organisation.
- Embedding workforce planning in all relevant frameworks, systems, policies and processes.
- Ongoing orientation and training.
- Demonstration of benefits at every opportunity.

### 5.2 MONITORING AND EVALUATION OF OUTCOMES

Strategies outlined in table 4.2 will have outcome measures to be operationally monitored and regularly reported. They will contribute to the achievement of the relevant Strategic Goals and organisational objectives.

#### 5.2.1 KEY OUTCOMES TO BE MONITORED AND REPORTED IN THE ANNUAL REPORT

- Staff Turnover levels
- Improvements to HR systems and processes to ensure legislative compliance relating to Human Resources and Industrial Relations and safe work practices
- Improvements to communication and information sharing
- Integration of the Workforce plan into other relevant plans.
- Training and Development participation rates

#### 5.2.2 OUTCOMES TO BE CONSIDERED IN INTERNAL AUDIT

In addition to these there are other areas to be monitored to ensure workforce planning and sound HR management and planning practices are in place including:

- Review of HR data and trends annually.
- Review of staff and customer service survey results relevant to Human Resources annually.
- Workforce planning processes, principles and practices are included in the annual planning cycle.
- Review of workforce implications being considered in Council decision making and project planning.
- Annual review of Human Resource Key performance indicators as an organisation and for individuals.
- Review of the HR risks and the effectiveness of their treatments annually.
- Inclusion of key workforce plan strategy outcomes in the Annual Report.
- HR policies and procedures existence and relevance.

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6. APPENDIX ONE: OPERATIONAL WORKFORCE PLANNING CHECKLIST

<i><b>This checklist will give direction to the workforce planning process and what information needs to be documented and shared with other stakeholders of the integrated planning processes. This information will form the basis of a business case that will support the decision making, recruitment and budget processes. Quantification of financial and physical resources will need to be provided in a position justification form once there is agreement in principle to go ahead with the role or position</b></i>	NA	Yes	No
<b>Planning</b>			
<i>Does the initiative / service/ facility / strategy link to a key results area of the strategic plan?</i>			
<i>Have you determined the goals and objectives for the changes, service expansion or new initiatives, and; what roles will be required to meet them?</i>			
<i>Have key stakeholders of the integrated planning process been identified for this venture?</i>			
<i>Have you determined the appropriate human resources needs identified over the life of the initiative / service/facility /strategy?</i>			
<b>Long term financial plan / asset management</b>			
<i>Have you determined ongoing financial implications of the human resource component if it involves a service or asset that is initially grant funded?</i>			
<i>Have you determined the level of staffing required for the next four years?</i>			
<i>Have you identified potential Salary or EBA levels?</i>			
<i>Are there any ongoing licenses, memberships, registrations, or mandated professional development costs?</i>			
<i>Are special tools of trade required?</i>			
<i>Have you identified the physical space / assets to accommodate the people / person</i>			
<i>Are their housing, vehicle or plant requirements?</i>			
<i>Are there any ongoing training or development needs for compliance or skills maintenance?</i>			
<i>Are there training or development needs for existing staff to meet new requirements?</i>			
<i>Do you have an approval or implementation timeline?</i>			
<b>Organisational Structure</b>			
<i>Has the reporting line been established?</i>			
<i>Are there any organisational structure issues?</i>			
<b>Human Resource Recruitment and Risk Management</b>			
<i>Are the appropriate skills / knowledge requirements identified for each required position?</i>			
<i>Are role purpose and duties identified for the human resources required?</i>			
<i>Are position descriptions available with responsibility and selection criteria included?</i>			
<i>Is there potential for changes that may impact on the initiative / service / facility /strategy that may affect the tenure of the human resource?</i>			
<i>Have you identified any other human resource risks that will require assessment or treatment?</i>			
<i>Have you a contingency plan for possibility of not finding suitable human resource initially</i>			
<i>Are there other employment or options you can consider?</i>			
<b>Monitoring Performance</b>			
<i>Are the KPIs and performance measures identified for any proposed human resource</i>			
<i>Are they linked to the Divisional or Organisational objectives?</i>			
<i>Have you planned for the performance monitoring progress?</i>			
<i>Have you determined review requirements once established?</i>			

*Empathy*

*Respect*

*Courage*



*This Workforce Plan was developed in full consultation with the Shire of York in 2017 by Margaret Hemsley, Principal Consultant of LG People*



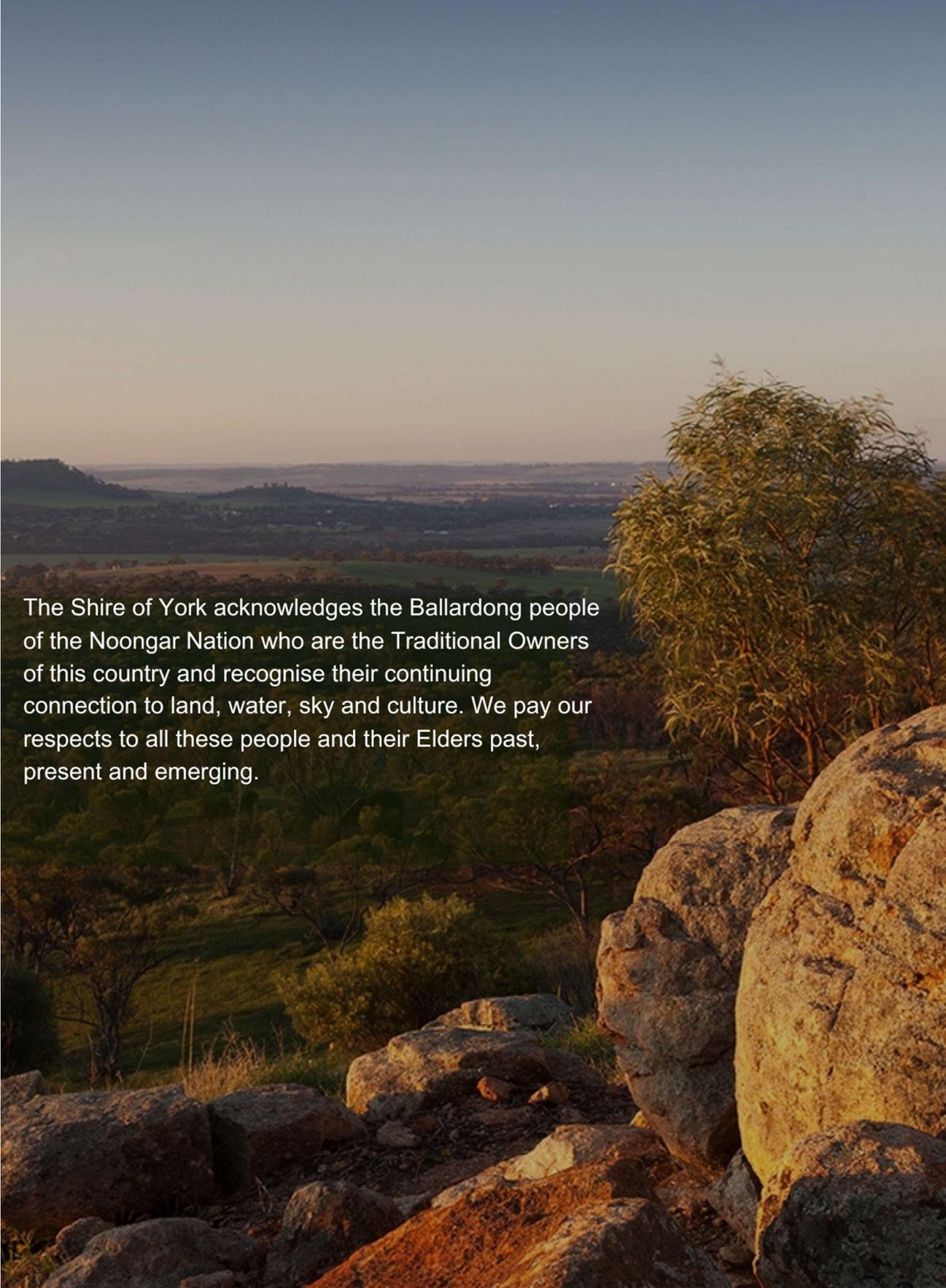
# WORKFORCE PLAN



2024  
2028

EMPATHY | RESPECT  
COURAGE | EXCELLENCE

Developed May 2024

A wide-angle landscape photograph showing a valley with green fields and scattered trees, viewed from a rocky outcrop. The sky is clear and blue, and the foreground is dominated by large, light-colored rocks. A tree with long, thin leaves is visible on the right side of the frame.

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



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## 1. Message from the CEO

I am pleased to share the Shire of York’s Workforce Plan for 2024-2028, outlining our approach to building a strong workforce that is aligned to the unique needs of our community.

The Workforce Plan is an essential component of the Integrated Planning and Reporting Framework (IPRF). It will guide us in shaping the organisation and ensuring we have the capability and capacity to deliver on our strategic priorities.

This document has been informed by extensive research, consultation, and consideration of the requirements of our workforce currently, as well as over the next four years.

In developing this Plan, we are encouraged by the strengths highlighted by our employees, and are committed to retaining these advantages into the future. These include the strong sense of satisfaction and connection in working for our local community, the opportunity for diverse and challenging work, and our culture of great friendly people.

However, the Workforce Planning process also identified a number of focus areas over the next four years. For example, how we will respond to external drivers for change, such as skills shortages, an ageing population and workforce, and an increasing focus on technology, governance, and sustainability. The Plan also outlines how we will respond to our internal drivers for change, including the need to improve attraction and retention, reduce employee workloads, improve systems support and employee engagement, and foster cross-team collaboration.



Our overall workforce priority areas outlined in this plan include ensuring that our community priorities are adequately resourced, improving our employee retention, and enhancing our culture to become an employer of choice.

For each of these priorities, we have outlined the actions we will take over the next four years.

We are confident that through the implementation of this Workforce Plan, we will continue to have a strong workforce that delivers great outcomes for our community.

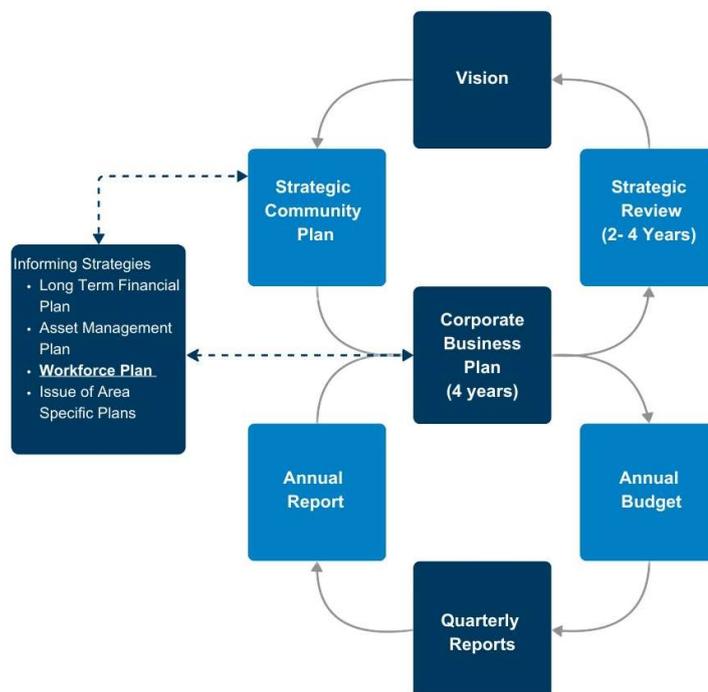
**Chris Linnell**  
**Chief Executive Officer**  
 Shire of York



## 2. Development of the Workforce Plan

Local governments in Western Australia are required to effectively plan for the future under the Local Government Act 1995, using the **Integrated Planning and Reporting Framework (IPRF)**. This ensures that the goals and outcomes of local government align with the community vision, are possible within the allocated resources, and can be monitored and reported on to ensure effectiveness and transparency.

The **Workforce Plan**, updated at least every four years, identifies the workforce structure, capabilities and initiatives that will enable the local government to deliver on its Strategic Community Plan.



In developing this workforce plan, the Shire of York’s key strategic and informing documents were analysed to inform **future workforce requirements**.

Employee data, organisational structure, engagement surveys and industry benchmarks were analysed to determine **internal drivers for change**. An environmental scan of workforce trends was also conducted to inform **external drivers for change**.

**Workforce consultation** included a survey distributed to all staff (online and hard copy), as well as several Executive and operational management group workshops. This was followed by **elected members engagement** and the **finalisation of the workforce plan**.

The final phase is **to monitor and evaluate** the implementation of the plan over the following years.



### 3. About the Shire of York

#### 3.1 Our Vision

The Strategic Community Plan (SCP) represents the community’s guiding vision for the Shire of York for the next 10 years:



#### 3.2 Our Goals

The Shire of York’s goals, identified in the SCP, are the more specific priority areas identified to achieve the community’s vision. Actions and strategies to deliver these goals over the next 1-5 years are then identified in the Corporate Business Plan (CBP).



#### 3.3 Our Values

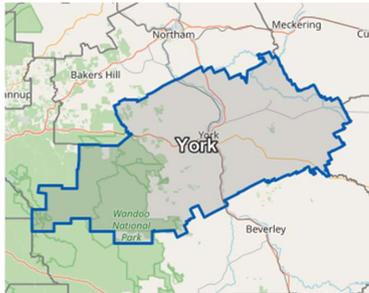
The Shire of York’s Values guide ‘how’ we work in delivering the above priorities – from our overall culture to our decision-making and day-to-day behaviours. Our values ensure that we not only deliver great outcomes for our community, but that we do so in the right way.





## 4. Community Profile

### The Shire of York



The Shire of York is a Local Government area in the Wheatbelt region of Western Australia. Covering 2,131km<sup>2</sup>, the Shire of York is situated on the Avon River 97km east of Perth. York is the oldest inland town in Western Australia, surrounded by the Shires of Northam, Cunderdin, Quairading, Beverley, Mundaring and Kalamunda. The Ballardong people of the Noongar Nation are the Traditional Owners of the land.

### Our Community



**3,459 People**

**152%**

total net internal migration  
(June 2023)



**200,000** visitors  
p.a.



**936 families**  
Average 1.8 children



**11%** of people born overseas



**4.2% ATSI**



**Population:**  
**50% Male**  
**50% Female**



**1,869** total dwellings  
**47.9%** of people own their own home



**\$46.2M**  
Agriculture industry p.a.

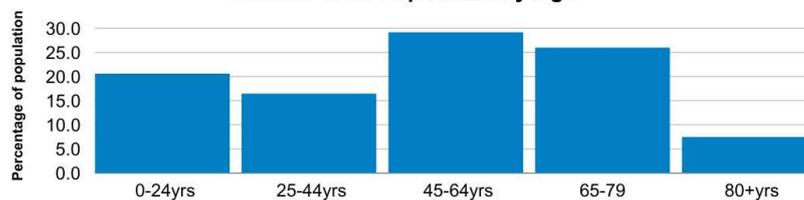
**56**

population median age

**51%**

population aged over 55

Shire of York Population by Age



### Our Workforce



Full Time **51.7%**  
Part Time **33.6%**  
Away from work **8.3%**  
Unemployed **5.9%**

Of the **50.5%** of residents who make up the labour force

#### Percent of Registered Businesses\*

Agriculture **38%**  
Retail **7.1%**  
Manufacturing, transport & logistics **5.2%**

### Our Economy

#### Leading Industries of Employment

1. Grain-Sheep or Grain-Beef Cattle Farming
2. Hospitals
3. Secondary Education
4. Other Grain Growing
5. Local Government Administration



#### Emerging Industries

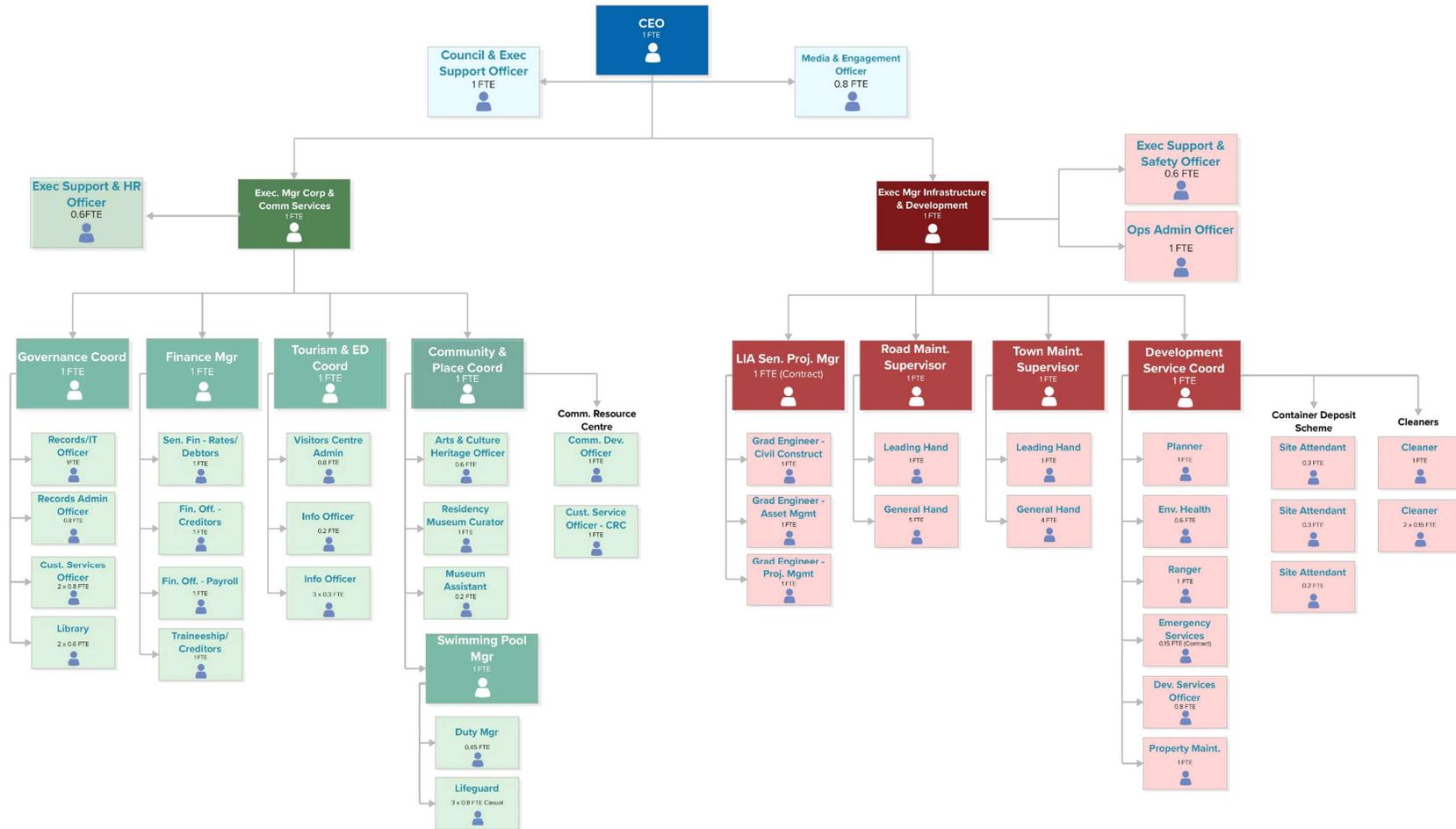
Wine Production  
Olive Production  
Tourism

\*2009 & 2012 data

Workforce Plan 2024 - 2028



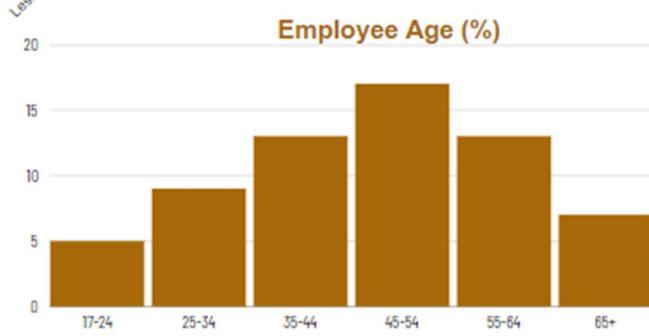
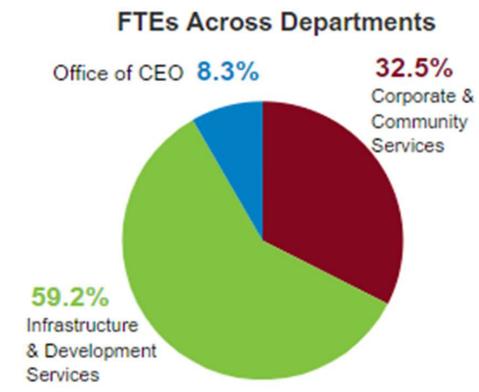
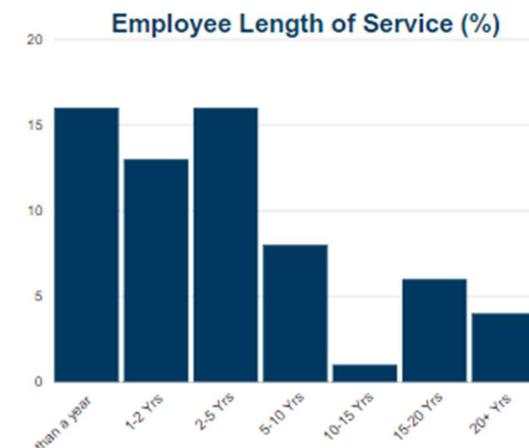
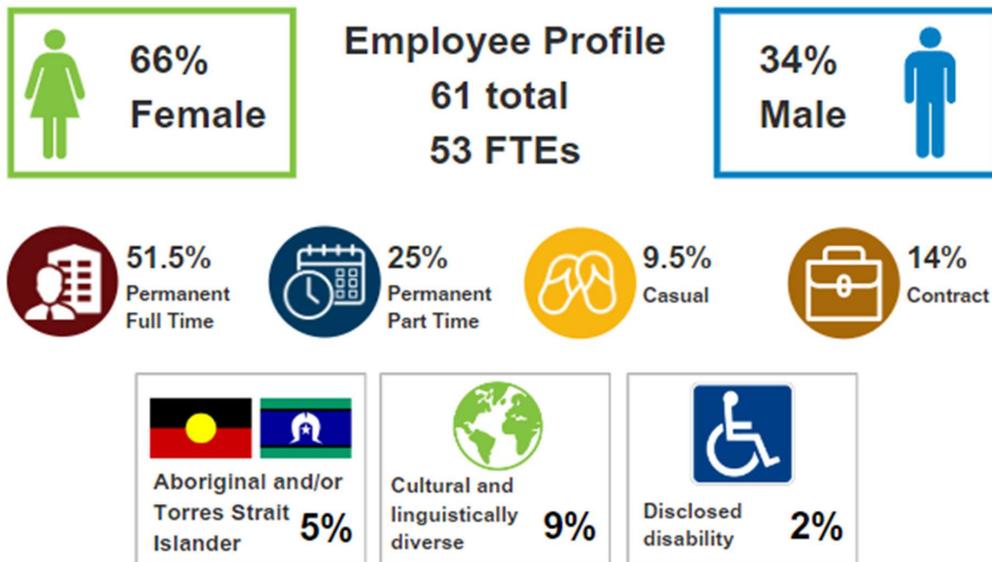
5. Current Workforce Profile





### 5.2 Workforce Snapshot

The Shire of York’s current workforce includes approximately 64 people, with a higher weighting of females and over 50s. The majority of roles are permanent full time, the majority of employees have been with the Shire less than 10 years, and nearly two thirds of employees sit within the Infrastructure and Development Services division.





## 6. Drivers for Change

### 6.1 Strategic Context

The Shire of York’s key informing plans and strategies were reviewed, and any potential workforce implications flagged for discussion with the Shire’s Executive Leadership Team. The key Workforce Plan considerations identified through this process were:

Strategic Goals (2023)	Key Workforce Plan Considerations
<p><b>1. The Place to Be</b></p>	<ul style="list-style-type: none"> <li>• Opportunities to better align museum and tourism services.</li> <li>• The Rec. Centre being brought in-house.</li> <li>• The CRC being brought in-house.</li> <li>• Resourcing of community and tourism events.</li> <li>• Housing availability.</li> <li>• The Shire’s role in the ageing population, Age Friendly Community Strategy, DAIP and Wellbeing Plan.</li> </ul>
<p><b>2. Driving the York Economy Forward</b></p>	<ul style="list-style-type: none"> <li>• The opportunity to strengthen both tourism and museum to benefit the local economy.</li> </ul>
<p><b>3. A Leader in Sustainable Environment</b></p>	<ul style="list-style-type: none"> <li>• An area of increasing importance, with a new goal added to the SCP.</li> <li>• The potential to better utilise volunteers and ‘friends of’ groups in this space.</li> </ul>
<p><b>4. Built for Lifestyle and Resilience</b></p>	<ul style="list-style-type: none"> <li>• A gap in facilities management was identified through reviewing asset management plans.</li> <li>• The increasing importance of footpaths in light of the ageing population.</li> <li>• Resourcing of roads maintenance was recently increased and will be monitored to determine whether it meets the requirements of the Asset Management Plans.</li> <li>• Implications of the Trails Master Plan and new Trails commitments in the SCP.</li> </ul>
<p><b>5. Strong Leadership and Governance</b></p>	<ul style="list-style-type: none"> <li>• Likely increases in administrative and governance requirements.</li> <li>• Increasing community engagement expectations.</li> <li>• Potential efficiencies afforded by emerging technologies and separation of operational and administrative functions.</li> <li>• Requirement for increasing technology capabilities.</li> <li>• Increasing HR requirements.</li> <li>• Housing as a barrier for employee attraction.</li> </ul>

See [Appendix D](#) for further detail on the implications.



## 6.2 External Drivers for Change

A review of global, national, Local Government, Western Australia and York trends resulted in the below 5 factors being identified as key external drivers for change for the Shire of York.

See [Appendix A](#) for a detailed Environmental Scan.



### Skills and workforce shortages

Australia, particularly Western Australia is experiencing a high rate of employment, with unemployment rates as low as 3.4% (WA). This has led to an ‘employee’s market’, with high competition for skilled workers. Industries like environmental health, urban planning, aged care, agriculture, hospitality, and retail are experiencing skills shortages compounded by lack of available housing. Employee expectations have also shifted, with employees prioritising flexibility, autonomy, wellbeing, and culture. Consequently, for the Shire of York, establishing a competitive ‘employee value proposition’ and strong focus on organisational development is critical.



### Technology challenges and opportunities

Globally technology is rapidly evolving, key challenges of this include increased cyber security risks, widening skills gaps as employees learn new technologies and increasing community expectations for digital services. However, this also presents opportunities, such as efficiencies through automation and artificial intelligence, and the ability to make data-driven decisions. For the Shire of York, it will be important to strike a balance between digital advancements and meeting the needs of its ageing population while leveraging new technologies for efficiency.



### Increasing focus on governance, transparency, and engagement

Globally and across industries, there is a growing emphasis on governance, transparency, and ethics. This is also true of Local Government, a shift which is likely to be cemented through the review of the Local Government Act. Community expectations in Australia have shifted towards greater transparency and engagement from their Council’s, including access to Council meetings, rapid social media responses, regular direct access to Councillors, and full visibility of expenditure. The Shire of York can anticipate increased demand on administrative, governance, and engagement resources due to these shifts.



### Ageing population

As with many areas, the Shire of York is experiencing an ageing population, with a third of the population currently over the age of 65. This is likely to impact demand for health and community services, aged care services and facilities, as well as housing, accessibility, and transport requirements. The Shire of York’s role in supporting the ageing population is likely to include some direct support service provision, as well as external advocacy and funding for services and infrastructure.



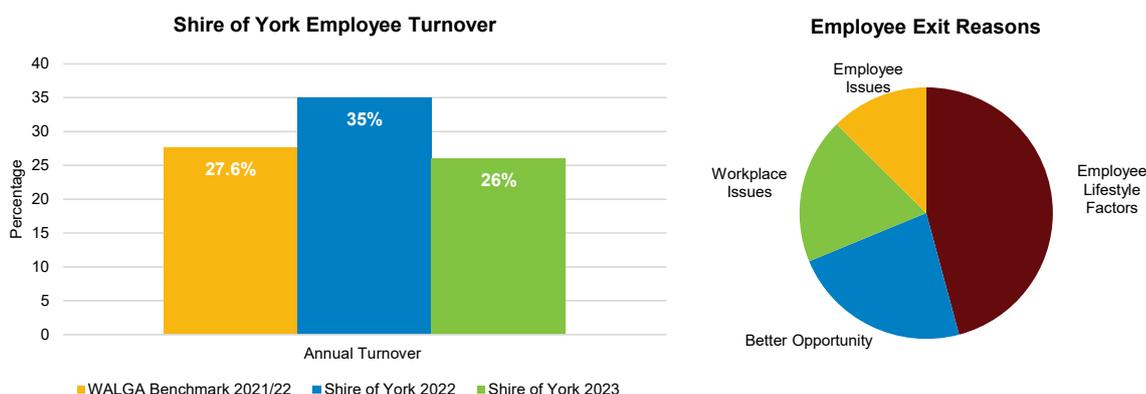
### Environmental sustainability

Environmental sustainability and climate change are increasing in focus both globally and locally. For the Shire of York, the impact of this is likely to include preparations and response to extreme weather events, increased environmental requirements and approvals, increasing community expectations around natural resource management, and adapting to electric vehicles.



### 6.3 Analysis of Employee Data and Trends

Analysis of employee data (see [Appendix B](#) for further detail) revealed that **staff turnover** reached 35% in 2022; however, had stabilised to below WALGA benchmarks at 26% in 2023. The higher figure for 2022 can be attributable to several non-starters, and outlier turnover in specific positions (rangers and cleaners). Employees who leave the Shire are most likely to cite 'lifestyle factors' (e.g. location, hours) then 'better opportunity' as key reasons.



Reviewing the Shire of York’s Employee Engagement survey results revealed a **declining trend in employee engagement**, particularly for middle managers such as supervisors and coordinators. The 2023 employee engagement survey recorded a low Net Promoter Score (NPS; -31), down by 38 points from 2021 and lowest for lower and middle managers.



Open comments from the Employee Engagement survey referenced **workload**, lack of **recognition and appreciation**, and inadequate **support for new hires** as improvement areas.

**In the Workforce Plan staff survey, top workplace challenges mentioned were:**

“  
 Low staff morale due to **workload** and feelings of low value and **appreciation**.  
 [Lead] roles are being overloaded with tasks and responsibilities and not able to focus on their main role/s.  
 Poor team **collaboration** across departments... lack of clarity in roles and responsibilities.”

- Increasing role creep and workload due to attrition or unequal distribution;
- Difficulties attracting qualified staff and inadequate onboarding/training to retain staff;
- Broad scope and workload of lead roles;
- Onerous and poorly understood record keeping processes;
- Lack of standardised procedures;
- Lack of cross-team role clarity and communication.

**When asked what they would most like to see changed about the Shire of York, employees’ top responses included:**

“  
**Connections** between departments and staff across departments.  
 Ongoing support for people struggling to navigate the Shire of York’s **software**.  
**Recognition** when a job is well done.”



## 6.4 Internal Drivers for Change

After reviewing all available sources of employee data and feedback, the five factors below were identified as key internal 'drivers for change'. See [Appendix B](#) and [Appendix C](#) for further detail on employee data analysis and consultation outcomes respectively.



### Attracting and retaining qualified staff

New hires, younger (17-24 and 35-44) and female employees, as well as part-time and casual workers, were represented higher in employee exits. Although the 2022 new hire turnover rate was elevated at 80%, further examination suggests anomalies that are unlikely to persist. The predominant exit reason was "better opportunity" after lifestyle factors. Data suggests challenges in attracting qualified candidates, attributed to recent trends in housing availability and employment competition. Establishing a strong 'employee value proposition' and enhancing retention strategies is therefore critical.



### Workload and span of control

Employee consultation identified high workload, increasing role creep and high span of control as key challenges. Unsustainable workloads for employees, stemming from high turnover or imbalanced delegations, contribute to employee stress, disengagement, and attrition. Executives and Managers with multiple direct reports face frequent task switching across various functions, further exacerbating workloads in these roles.



### Insufficient processes and systems training

Outdated manual record keeping and the use of four disparate systems were flagged as inefficient and time consuming by employees. Additionally, insufficient training compounds these issues, with inadequate resources for continual learning past initial onboarding. Procedures and process maps are not well documented, up to date or accessible for employees to reference. There is potential for processes to be automated using technology, to reduce administrative burden and deliver services more efficiently. Increased IT resourcing may be required to support this.



### Low employee and leader engagement

Employees are unlikely to recommend the Shire of York as a great place to work, with organisation wide Net Promoter Score (NPS) dropping to -31 for 2023, driven primarily by Depot and Corporate and Community Services respondents. Supervisors, Coordinators, and Managers had the lowest NPS by level. Key areas for improvement were employee recognition, involvement in decision making, cross department role clarity and collaboration, perception of favouritism and engaging leaders.



### Lack of cross-team collaboration

Lack of cross-team role clarity and collaboration was identified as a challenge. Lack of visibility and knowledge of the structure and role responsibilities across teams fosters distrust between groups. Additionally, there are significant barriers to cross team interactions resulting in limited opportunity for collaboration, such as the lack of communal spaces, limited interactions across teams and separated work areas.



## 7. Future Workforce Priorities and Actions

After reviewing all key internal and external data and trends as well as extensive employee and leader consultation, three key focus areas were identified for the Shire of York over the next four years. These are captured in the visual below.

### The Shire of York's 2024-2028 Future Workforce Priorities:



Specific actions to address these priority areas were identified through employee and leader consultation, and with reference to industry best practices. Before being finalised, these actions were reviewed, and feedback was provided by the Shire of York's Operational Management Group.

The table on the following page captures the key Workforce Plan actions for the next 4 years. The specific Organisational Chart implications of these changes are outlined in [Appendix E](#), and the financial impacts are outlined in [Appendix F](#).

Workforce Plan 2024 - 2028

Shire of York



Workforce Plan Key Actions		Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	
	<b>1. Ensure community priorities are adequately resourced</b>					
	<b>1.1 Boost focus on tourism and the economy through combining tourism and museum functions.</b>	X				
	<b>1.2 Dedicated resourcing of Environment and Sustainability commitments.</b>	(Define Shire's role)	X (pending Y1 outcomes)	X	X	
	<b>1.3 Improve facilities management through reallocation of maintenance resources.</b>			X	X	
	<b>1.4 Enhance volunteerism to deliver tourism, environmental and community services.</b>	X	X	X	X	
	<b>1.5 Monitor the adequacy of road maintenance resourcing.</b>	X	X	X	X	
	<b>2. Improve retention through addressing key challenges (workload, induction, systems)</b>					
	<b>2.1 Reduce workload through reallocating functions.</b>					
	2.1.1 Structural realignment of workload amongst the Executive Managers and CEO.	X				
	2.1.2 Outsource building surveying.	X	X	X	X	
	2.1.3 Explore feasibility of a Governance and Risk Officer			X		
	2.1.4 Explore feasibility of additional Executive role.				X	
	<i>(Note: Actions from 1.1 will also address Coordinator workload issues identified, 3.2 is expected to free up administrative support, and 3.4 will also support workload via improved collaboration).</i>					
	<b>2.2 Create efficiencies using technology.</b>					
	2.2.1 Apply Farmer to automate key forms.	X				
	2.1.2 Upskill in new technologies (e.g. AI).	X	X	X	X	
	<b>2.3 Review delegations and decision-making.</b>	X				
<b>2.4 Develop a standardised 12-month induction program &amp; survey to better support new-starters.</b>	X					
<b>2.5 Ongoing support with key processes and systems.</b>						
2.5.1 Record training sessions.	X					
2.5.2 Periodic drop-in sessions.	X	X	X	X		
2.5.3 Mapping key processes	X	X	X	X		
	<b>3. Enhance our culture and become an employer of choice</b>					
	<b>3.1 Better attract skilled staff.</b>					
	3.1.1 Refine the Shire's EVP, and reflect in all external and recruitment content (in-house).	X				
	3.1.2 Develop an Employee Housing Strategy to ensure fairness.			X		
	3.1.3 Standardise Manager titles - more market reflective.	X				
	3.1.4 Reclassify some roles to be more market reflective.	X				
	<b>3.2 Increase dedicated HR resourcing, and quarantine from administrative functions.</b>	X				
	<b>3.3 Improve team and leader engagement.</b>					
	3.3.1 Delivery of Annual Cultural Program.	X	X	X	X	
	3.3.2 OMG team development and capability building.	X	X	X	X	
	<b>3.4 Improve cross-team role clarity and collaboration.</b>					
	3.4.1 Develop a quick reference contact list.	X				
	3.4.2 Develop an intranet and key team content.	X				
	3.4.3 Periodic team off-sites.	X	X	X	X	
	3.4.4 Create a physical space to enable more ad hoc collaboration (e.g. enclosed courtyard).	X (project brief)	X (pending brief)			
	<b>3.5 Boost recognition and appreciation.</b>					
3.5.1 Annual budget for within-team recognition.	X	X	X	X		
3.5.2 Peer/lead shout-outs included in key meetings.	X	X	X	X		
3.5.3 Annual staff recognition awards.	X	X	X	X		
<b>3.6 Develop position-level training programs (building on 2.4)</b>		X				



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## 8. Appendices



# Appendix A: Workforce Environmental Scan

Prepared by: Mint Collaborative, December 2023



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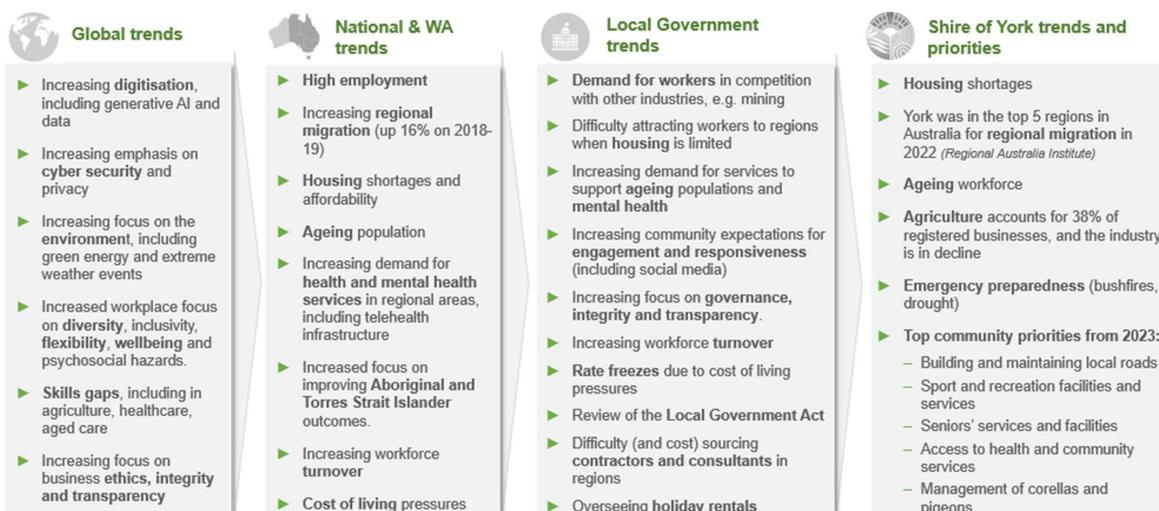
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## 1. Summary of Key Insights



### Global & National Workforce Trends ([Source](#))

1. Digital and Technology:
  - Rapid technological advancements pose challenges related to skills gaps and the adaptation of new software.
  - Social media's influence necessitates a strong online presence and prompt responses.
  - Cybersecurity concerns arise due to increased attacks on companies storing private customer data.
  - Opportunities emerge with the integration of AI and data analysis for improved efficiency and customer service.
2. Environmental Sustainability:
  - Extreme weather events impact emergency services, prompting a shift towards green energy and environmental competence.
  - Focus on net-zero initiatives, wind farms, and sustainable practices.
3. Wellbeing, Diversity, Equity & Inclusion:
  - Increased emphasis on DE&I, psychosocial risk management, mental health support, and flexible work arrangements.
4. Skills Shortage:
  - Skills shortages persist across various industries, with challenges in nursing/aged care, particularly in regional areas.
5. Governance, Ethics, Regulation, Integrity:
  - Global push for transparency and ethical business practices, leading organizations to reevaluate their codes of conduct.

### Western Australia Trends ([Source](#))

1. Employment High:
  - WA experiences robust employment growth, driven in part by the mining industry.
  - Challenges associated with cyclical migration patterns tied to resource industry performance.
2. Gaps in Social Infrastructure:
  - Aging population impacts health services, aged care, and housing.
  - Calls for investment in education, justice, arts, culture, and sports infrastructure.
3. Supply Chain Efficiency:
  - Calls to improve regional port capacity, road infrastructure, and rail networks.
4. Improving Aboriginal and Torres Strait Islander Outcomes:
  - Focus on strengthening procurement targets, engagement strategies, and building capacity in Aboriginal businesses.

**Environmental Scan**

Shire of York



5. Climate Change Action:
  - Transition away from coal-fired power, net-zero targets, and investment in water infrastructure.

**Local Government Trends** ([Source](#))

1. Technology and Digital:
  - Growing digital expectations from the community, necessitating AI, social media, and effective digital communication.
2. Governance, Ethics, Regulation:
  - Increasing demand for governance, regulatory reform, transparency, and accountability.
3. Environment, Sustainability, and Climate Change:
  - Response to climate change, emphasising sustainability, open spaces, and climate-resilient infrastructure.
4. Service Delivery and Community Engagement:
  - Rising demands for service delivery from ratepayers including community engagement, and co-designed solutions.
5. Workforce:
  - Challenges in workforce aging, turnover, and attracting qualified candidates.
  - Emerging needs for skills in new areas.
6. Social Cohesion and Programs:
  - Focus on social infrastructure, youth behaviour, and mental health programs.
7. Development & Infrastructure:
  - Increased demand for road infrastructure, housing, and addressing growing infrastructure backlogs.
8. Financial Sustainability:
  - Challenges in balancing reliance on rates and diversifying revenue streams.

**Shire of York Trends** ([Source](#))

1. Skills Shortage:
  - Challenges in attracting, training and retaining skilled personnel.
2. Ageing Population and Workforce:
  - Impact of an aging population on health services, housing, and infrastructure.
  - Efforts needed to attract younger families and address skills loss due to workforce aging.
3. Regional Migration and Housing Shortage:
  - Regional migration on the rise, but housing shortage poses challenges.
  - Creative solutions needed for affordable and suitable housing for workers.
4. Strategic Planning:
  - Emphasis on agriculture, infrastructure, and strategic projects to influence employment.
5. Environmental Management and Emergency Preparedness:
  - Focus on community response and preparedness for emergencies, as well as environmental management.
6. Community Expectations:
  - Prioritising local infrastructure, sports facilities, health services, and managing wildlife for positive community perceptions.



## 2. Global & National Workforce Trends

### 2.1 Digital and Technology

- General pace of IT and technology can create skills gaps as employees struggle with new software or technologies (e.g., tablets used in the field by blue collar workers, managers needing to use new software for procurement or approvals).
- Influence of social media means that many residents of shires expect to see a social media presence. They also expect quick responses to queries or comments provided via social media. In the world of social media, 24 hours is a long time.
- Security/cyber security – increasing cybersecurity attacks and hacking of global companies that hold private customer data has highlighted the risks here.
- Use of AI – how can business use AI to improve their customer service delivery or reduce the load on certain roles? How can AI make them go faster or become more efficient.
- Data analysis – as more technology is utilised, more data is brought in. Businesses must have a way of handling huge amounts of data and analysing it quickly and efficiently to track trends and make decisions.

### 2.2 Environmental Sustainability

- Changing environment/climate leading to extreme weather events, impacting fire brigades and emergency services
- Push to green energy e.g., consideration of wind farms, solar, net zero, EV for council etc.
- Environmental sustainability – environmental competence – skills and attitudes that support the Shire in being more sustainable and resource-efficient.

### 2.3 Wellbeing, Diversity, Equity & Inclusion

- An increased focus on DE&I specifically in the areas of gender diversity (including pay gap assessment), Aboriginal and Torres Strait Islander people, and reducing bias in recruitment. This is leading to an increase in DE&I training, changes to strategy and modifications to recruitment practices.
- Psychosocial risks must now be managed by organisations similarly to the way physical risks are managed in the workplace. Organisations now need to demonstrate they have identified and implemented controls to manage psychosocial risks.
- Mental health and supporting workers with mental health challenges.
- Work/life balance and flexible working trends continue. From a DE&I perspective, organisations are faced with inequity when they have some roles that can be done flexibly or from home, and some that can't.

### 2.4 Skills shortage

- There is a skills shortage across many industries even as international migration returns. Relevant shortages and regional shortages are:
  - Aboriginal and Torres Strait Islander Health Worker, Accommodation and Hospitality Managers, Environmental Health Officers, Retail Managers, Urban and Regional Planners, Aged or Disabled Carer, Agriculture/AgriTech Technician, Agronomist
- Agricultural industry specifically experiencing skills gap due to competition with resource sector
- There is a general trend of changing employee expectations e.g., flexibility, working from home. This is a particular challenge for types of roles that are not able to be performed from home or with flexibility.
- Shortage of nursing/aged care is a challenge across Australia, but felt particularly in regional areas



## 2.5 Governance, ethics, regulation, integrity

- There is an increased push globally for greater transparency and regulation of business with a focus on integrity, governance and anti-corruption. Many organisations are refocusing attention on their code of conduct.

## 3. Western Australia Trends

### 3.1 Employment high

- Employment continuing to surge.
- Full-time employment increasing.
- Unemployment rate 3.5%.
- WA one of the lowest unemployment rates in Australia at 3.4%.
- Participation rate highest in country at 69%.
- Employment to population ratio of 66.7% is higher than national average of 64.4%.
- Much demand being met by increase in population growth due to overseas migration Impact of mining industry.
- Impact of the mining industry:
  - 1 in 10 workers in WA are in the mining industry.
  - Cyclical highs and lows of migration and population associated with resource industry performance in WA.

### 3.2 Gaps in social infrastructure

- Increased life expectancy leads to ageing population which impacts health services, aged care planning, welfare spending, housing and infrastructure.
- Health investment including mental health services and facilities and expanding digital technologies to support regional areas with telehealth and remote monitoring.
- Education and training – it continues to be a challenge for regional Australia to attract teachers and other training and education professionals.
- Justice and public safety – many councils are dealing with rising anti-social behaviour.
- Arts, culture, sport investment needed to support tourism to regions.
- Access to housing required to allow regional migration.

### 3.3 Supply chain efficiency, calls to expand and/or improve

- Regional port capacity in north-west WA.
- Road and transport infrastructure.
- Rail network.

### 3.4 Improving Aboriginal and Torres Strait Islander outcomes

- Strengthen Aboriginal procurement targets.
- Engagement strategies for capital projects.
- Build capacity and capability of Aboriginal business.

### 3.5 Climate change action

- Transition away from coal-fired power.
- Net zero emissions targets.
- Secure reliable and affordable energy.
- Improve water security, guide investment in water infrastructure projects.



## 4. Local Government Trends

### 4.1 Technology and digital

- Digital expectations of community.
- Devices and new tech.
- AI.
- Social media.
- Digital communication.

### 4.2 Governance, ethics, regulation

- Increased governance.
- Regulatory reform.
- Managing conduct/integrity.
- Demand for transparency and accountability by residents.

### 4.3 Environment, sustainability and climate change

- Response to climate change.
- High demand for open space.
- Sustainability.
- Climate change adaptation.
- New energy.
- Net zero.
- Management of environmental assets.
- Awareness of and preparation for natural disaster risks, anchoring community responses to extreme weather events, ensuring future infrastructure and assets are climate-resilient.

### 4.4 Service delivery and Community Engagement

- Increased service demands and ratepayer expectations including increased expectations regarding community engagement and input into decision making leading to co-design of solutions.
- Increased focus on shaping community identity, representing local interests, coordinating community responses to challenges, regional community development – not just delivering services such as education and sports facilities, but driving the future of the community from a commercial and liveability perspective.

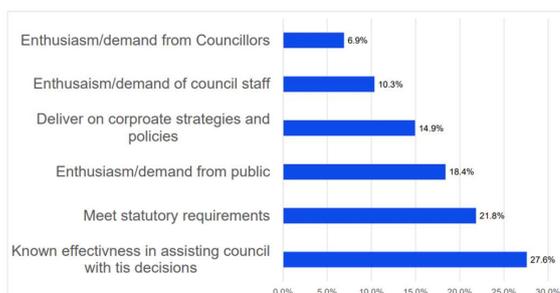
Environmental Scan

Shire of York



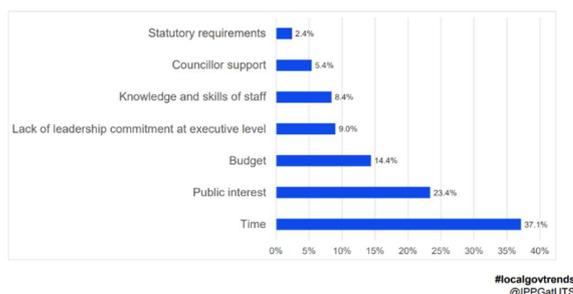
What's driving community engagement by councils?

Highest ranked driver for community engagement practice in local government (n=174)



What are the challenges in delivering community engagement for councils?

Highest ranked difficulties in delivering community engagement (n=167)



Source: Christensen, H. (2019). *Community engagement in Australian local government: A closer look and strategic implications*. Presented at Emerging Trends in Local Government Forum, Postgraduate Research Showcase, University of Technology Sydney.

4.5 Workforce

- Ageing/older workforce. Concerns around key skills and knowledge being lost when the workforce retires.
- Lack of career progression, diversity and growth opportunities.
- Lack of competitive remuneration compared to private industry.
- Considerable turnover, challenges in attraction/retention, high contractor costs if vacancies can't be filled.
- New skills expected: data analytics, digital literacy, change management, social media and marketing (responding to customers and managing reputation/brand of LG).
- Lack of qualified candidates available locally.

**Environmental Scan**

Shire of York



- Skills shortages in both professional and technical occupations: Engineers, urban and town planners, building surveyors, environmental health inspectors, IT and HR professionals.

**Table 1: Occupations that are difficult to fill over the past two years with a response rate of higher than 10%**

Occupations	% responding local governments	Number of responding local governments
Environmental Health Officers	56.1	32
Engineers	52.6	30
Accountant	40.4	23
Building Surveyors	40.4	23
Plant Operators	38.6	22
Human Resource Professionals	31.6	18
Work Health and Safety Professionals	29.8	17
Community Development & Engagement Officers	26.3	15
Computing Professionals	26.3	15
Governance/Risk	26.3	15
Asset and Facilities Managers	22.8	13
Urban/Town Planners	22.8	13
Project Managers	22.8	13
Procurement Managers/Officers	14.0	8

Source: Local Government Workforce Shortage Survey in WA (2023)

- Challenges in training staff: budget, availability of local training, workload; preference of regional LG staff for face-to-face over virtual delivery

Key Challenges in Sourcing Training	LG Sector
Finding quality trainers to deliver locally	60.7%
Cost of sending staff away to attend training (travel cost) is too high	59.8%
Lack of time for staff to attend training	52.3%
Course Cost too high	51.4%
Sourcing courses with relevant content	45.3%
Lack of support from managers/supervisors to send staff on training courses	18.7%
Sourcing information about what is available	8.4%

Source: Local Government Skills Shortage Survey 2017, LGWDG

Source: Local Government Workforce and Future Skills Report (2023)

**4.6 Social cohesion and programs**

- Social infrastructure.
- Youth behaviour.
- Loneliness/mental health.

**4.7 Development & infrastructure**

- Road infrastructure.
- Increased demand for housing.
- Growing infrastructure backlog.

**4.8 Financial sustainability**

- Reliance on rates vs a push for councils to diversify revenue streams.
- Impact of the pandemic and cost of living on ability to increase rates.

## Environmental Scan

Shire of York



### Emerging Issues that will impact on Council's Future Skilling Needs:

Local governments were asked to provide details of any internal or external factors that will impact on their future skill needs – things like changes to legislation or major new infrastructure projects planned in their region. The key factors listed by each state and the Northern Territory are summarized in the table below.

Internal/External Factors	NSW	NT	QLD	SA	TAS	VIC	WA
Change of State Government				X			
Changes in Government Funding Levels		X	X			X	X
Budgetary Constraints				X			
Rate Capping						X	
Council Amalgamations/Mergers	X				X		
Changes in Services Delivered or level		X					
Change in Community Expectations							X
Major Council Infrastructure Projects	X		X	X	X	X	
Major External Infrastructure Projects	X						
Upswing in Mining Sector			X				
Technological Change/ Digitisation	X	X		X	X	X	X
Changes in Workforce arrangements			X				
Advances in Data Analytics			X				
Growth within Local Government Area	X			X		X	X
Ageing Workforce	X		X	X	X	X	X
Population Decrease in Rural/Remote Areas							X
Focus on Social Planning		X					
Changes in/New Legislation/Regulations	X		X	X	X	X	X
Increasing Levels of Governance & Compliance							X
New Asset Management Requirements	X						
Changes to Record Keeping systems		X					
Low levels of Adult LLN					X		
Remoteness				X			
Climate Change/Adaptation					X	X	
Emergency Management					X		
Waste Management Changes							X

Source: Local Government Skills Shortage Survey 2017, LGWDG

Source: Local Government Workforce and Future Skills Report (2018)

## 5. Shire of York Trends

### 5.1 Skills shortage

- Attracting skilled personnel to train and mentor new employees.
- Challenges in attracting and retaining staff.

Table 2: Challenges to recruit skilled occupations in participating local governments

Challenges	Number of responding local governments
Competition from other local governments and resource sectors	26
Housing crisis	19
Remoteness	14
Salary	14
Upskill and promote existing employees	11
Benefits and flexible working arrangement	7
High demand and low supply in job market	6
Remuneration	6
Workload	4

Source: Local Government Workforce Shortage Survey in Western Australia (2023)

### 5.2 Ageing population and workforce

- An ageing population will impact demand for health services, aged care planning, housing and infrastructure. Access to seniors' services and facilities will increase as will access to health and community services.
  - What is York doing to attract younger families?
  - Residents leave York due to tertiary education and employment opportunities.



- An ageing workforce could lead to the loss of skills and knowledge as key personnel retire if insufficient young people are attracted to roles in local government.

### 5.3 Regional migration and housing shortage

- Regional Movers Index (RMI) for June 2023 quarter showing migration to regional areas up 16% on average compared to 2018-19.
- The housing shortage is having an impact on the ability to fill regional roles ([source](#)).
- One [article](#) highlights the need to think creatively about housing solutions:
  - A Council in southern New South Wales is spending \$500,000 to build accommodation for aged care workers it's recruiting from overseas.
  - Some Councils are looking at prefabricated housing to house workers.
  - One was suggesting to convert an old motel.
- "Housing shortages are a constraint on regional economic performance. Economic growth in many regions is being held back now by the lack of available accommodation for workers. Regional employers are advertising record numbers of positions, but in many regions there is simply no suitable accommodation for these much needed workers." *From Regional Australia Institute Submission to Standing Committee on Tax and Revenue Inquiry into Housing Affordability and Supply Sept 2021.*
- Rental pressure exists due to 1) declining rental stocks, 2) residential rentals being diverted to the holiday rental market, 3) little commercial incentive to build for rent in small, low-growth regional markets, 4) investor activity returning nationally but unclear whether this is happening regionally *From Regional Australia Institute Submission to Standing Committee on Tax and Revenue Inquiry into Housing Affordability and Supply Sept 2021.*

### 5.4 Strategic planning

- Agriculture accounts for 38% of registered businesses:
  - Infrastructure required to support agriculture into the future e.g., supply chain, water availability.
  - Local government must advocate for the industry.
  - Diversification for the future.

### 5.5 Environmental Management and Emergency preparedness

- Community response and emergency preparedness for emergencies or natural disasters e.g., bushfire, drought is a high priority
- Environment management and enhancement (e.g., weed/pest management, planting trees, protection of the river) is important to the local community and tourism.

### 5.6 Community expectations

- Building and maintaining local roads
- Sport and recreation facilities and services
- Access to health and community services
- Management of corellas and pigeons
- Maintaining positive community perceptions regarding tourism, history and heritage, and cultural festivals and events

(Markyt Community Scorecard 2023)



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**Environmental Scan**

Shire of York



[Releases/2023/Regional\\_Western\\_Australia\\_emerges\\_as\\_growth\\_hotspot.aspx?WebsiteKey=b039eaff-5e30-4d14-864e-e815ef400da0](https://www.watc.wa.gov.au/media/dilju5m4/labour-force-march-2023.pdf)

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# Appendix B: Analysis of Employee Data and Trends

Prepared by: Mint Collaborative, December 2023



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## 1. Summary of Key Insights

Key Insights from employee data, trends, exit information and employee engagement survey include:

- Women make up two thirds of the current workforce, with the largest cohort being women aged 35-44 ([Source](#)).
- York has a higher proportion of full-time roles and a much lower percentage of casual employees compared to WALGA benchmarks. ([Source](#))
- Employees between 35-44 are disproportionately represented in exits compared to percentage of employees and FTE equivalents ([Source](#)).
- Employees between 17-24 are disproportionately represented in exits compared to the percentage of employees and FTE equivalents ([Source](#)).
- 95% of exits were employee initiated ([Source](#)) however, performance issues and workplace challenges were cited as reasons for exit in resignations ([Source](#)). More information is needed about the issues and challenges that caused employees to resign. This was higher than the benchmark of 87.6% for WA local governments ([Source](#)).
- The most frequent exit reason themes were employee lifestyle factors and better opportunity ([Source](#)).
- In 2022 the annual turnover for employees was 35%, which is higher than average. This reduced to 26% (below average) in 2023 ([Source](#)).
- Employee turnover is highest within the first year of employment, accounting for two thirds of employee exits (of all time; [Source](#)).
- At the Shire of York, the new hire turnover rate was 80% in 2022 (16/20 exits within the first year) and 53% in 2023 (10/19 exits within the first year). The all-time new hire turnover rate was 66% (26/39 exits within the first year). This is far higher than the WALGA median of 24.7% in 2021/22 ([Source](#)).
- Shire of York's overall Net Promoter Score has dropped significantly (by 38 points) since 2021, scoring -31 in 2023 ([Source](#)).
- Lower and middle managers had the lowest Net Promoter Score when compared to other employee levels ([Source](#)).
- The Office of the CEO had the most satisfied employees according to Net Promoter Score and engagement survey feedback ([Source](#)).
- The Depot employees reported the most challenges and opportunities to improve, according to engagement survey feedback ([Source](#)).
- Key strengths overall from employee engagement feedback were providing a good service to the community, having good working relationships, and employees being inspired to meet their goals ([Source](#)).
- Key opportunity areas overall from employee engagement feedback were low autonomy, difficulties managing interpersonal relationships and conflict in the workplace, perception that poor performance and misconduct was not well managed or dealt with ([Source](#)).
- Open responses to employee engagement questions also raised issues around the perception of favouritism, inadequate support for new hires and onboarding, silos between departments, lack of trust and the belief that valuable staff are overworked due to the poor performance of team members ([Source](#)).

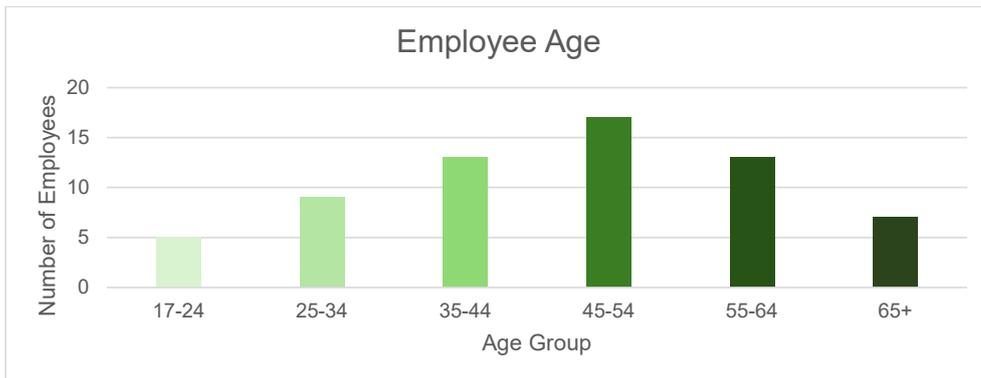


## 2. Current Workforce Demographics

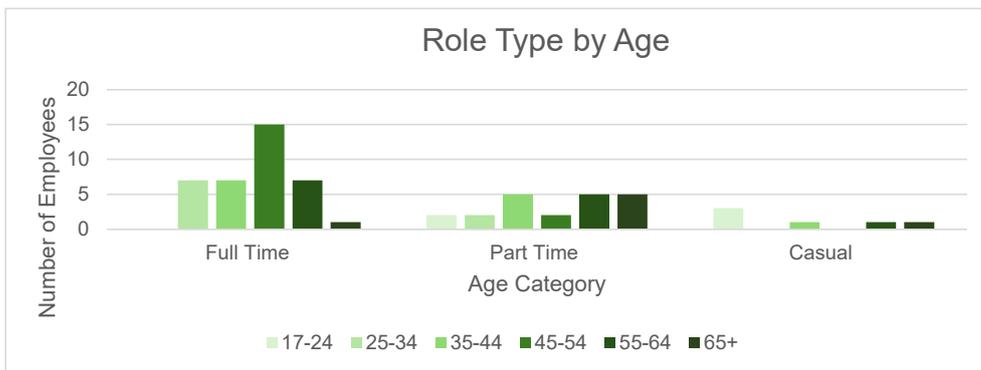
Current Shire of York Workforce is made up of 64 employees:

- Total of 44.5 FTE.
- 33 permanent full-time.
- 16 permanent part time.
- 6 casuals.
- 9 contract or other.

### 2.1 Age



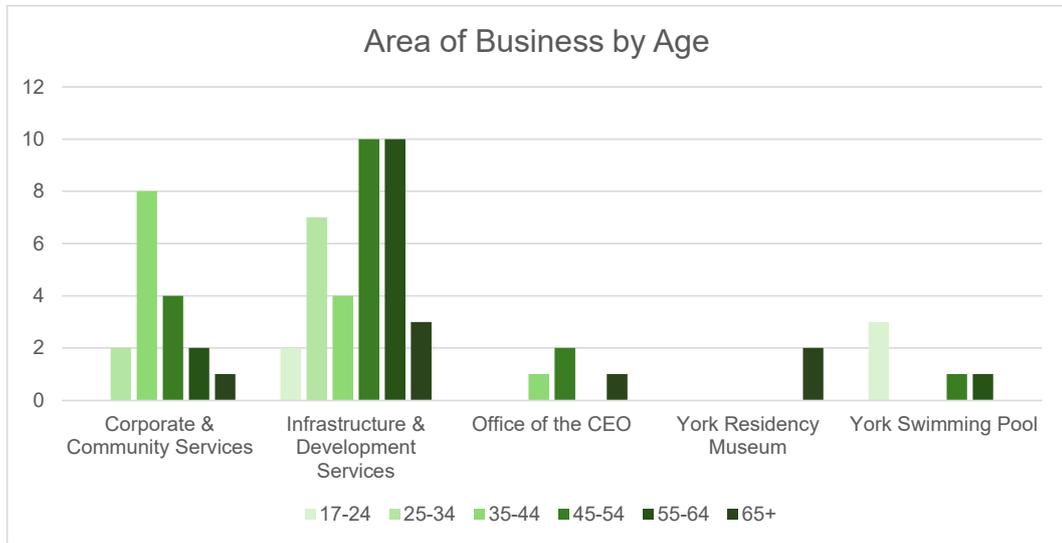
- 45-54 age group has the most employees and 17-24 the least.



- 17-24 age group are most likely to be casual or part time.
- 45-54 age group has the most full-time employees.

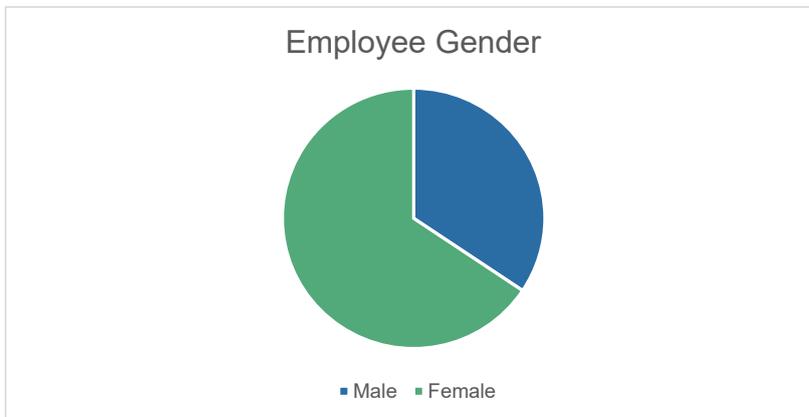
Detailed Analysis of Employee Data and Trends

Shire of York



- 45-54 and 55-64 age groups in the Infrastructure and Development Team represents the largest group in the current workforce.
- The most predominant age group in corporate and community services is 35-44.
- Museum has the eldest employees with all being over 65.

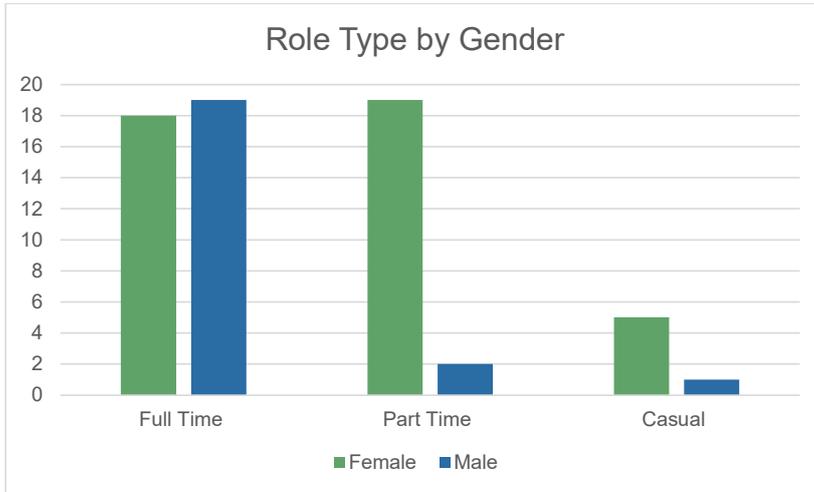
2.2 Gender



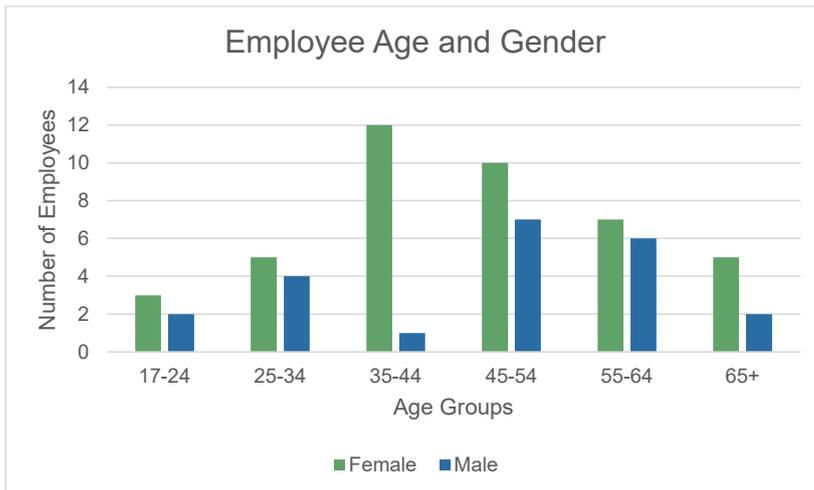
- 66% of employees are female and 34% are male.

Detailed Analysis of Employee Data and Trends

Shire of York



- Number of female and male full-time employees is equal.



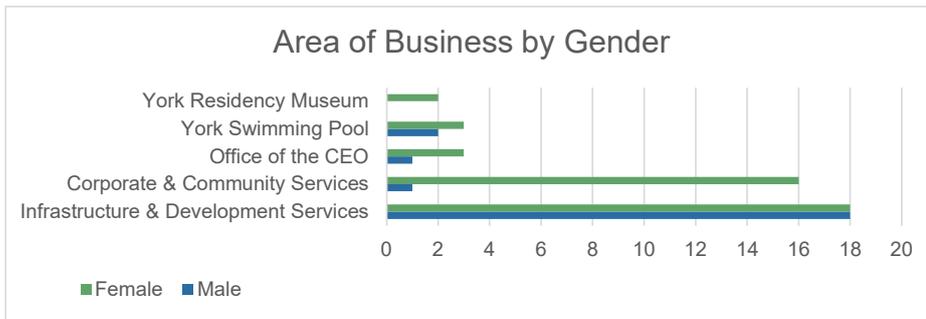
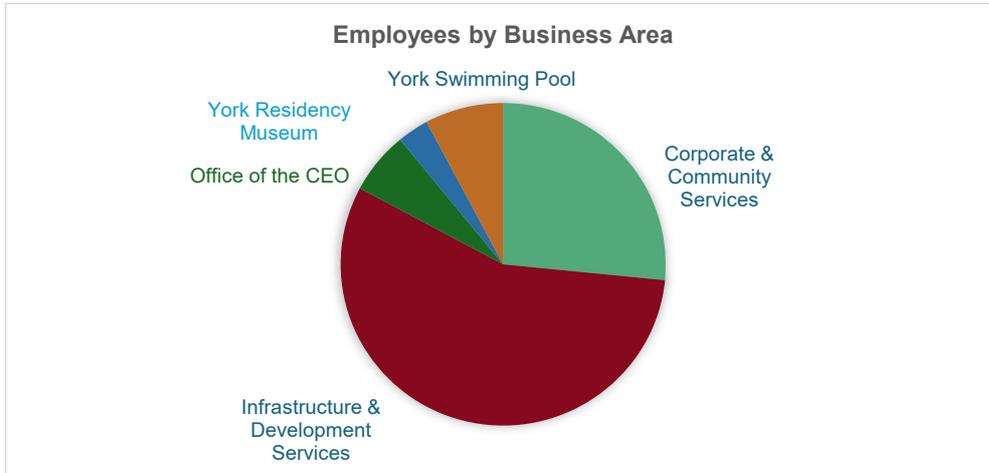
- Females make up the large majority of the part time and casual workforce.
- The largest group of employees are females between 35-44, followed by females between 45-54.
- Males between 35-44 were the least populous age group.

Detailed Analysis of Employee Data and Trends

Shire of York



2.3 Business Areas



- The largest business area by number of employees is Infrastructure and Development Services, followed by Corporate and Community Services.
- Females dominate most of the areas of the business. However, females and males equally make up the Infrastructure and Development Services area.

2.4 Diversity

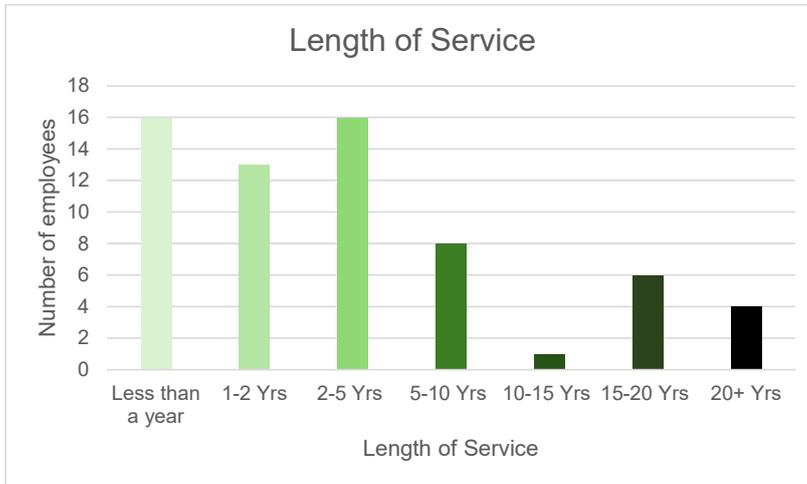
- 5% of the workforce identifies as Aboriginal or Torres Straight Islander.
- 9% of the workforce are culturally or linguistically diverse.

Detailed Analysis of Employee Data and Trends

Shire of York

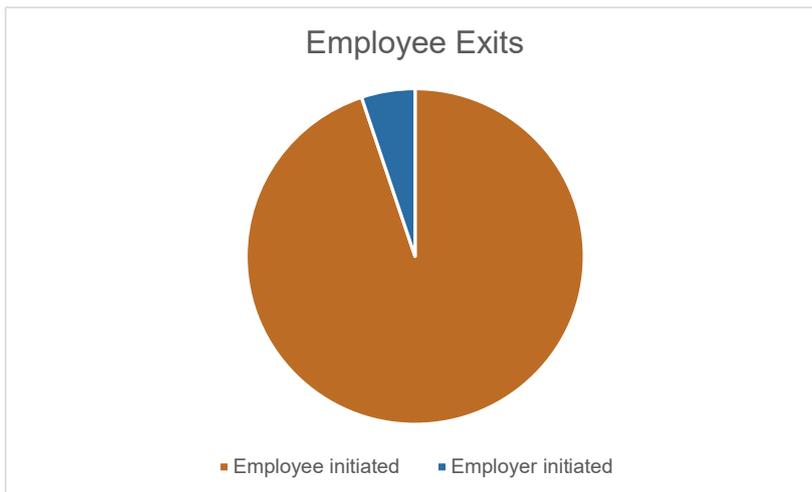


2.5 Length of Service



- The most frequent length of service is less than a year and between two and five years.

2.6 Exits



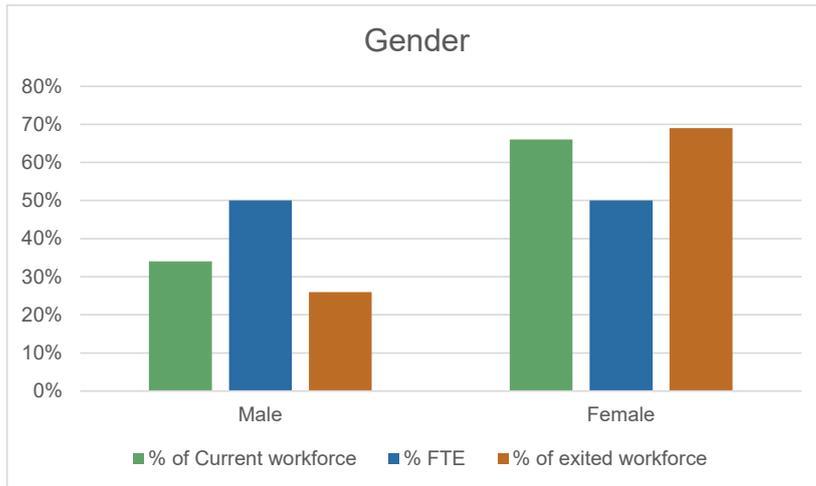
- There were total of 39 exits recorded.
- 95% of exits are recorded as employee initiated.



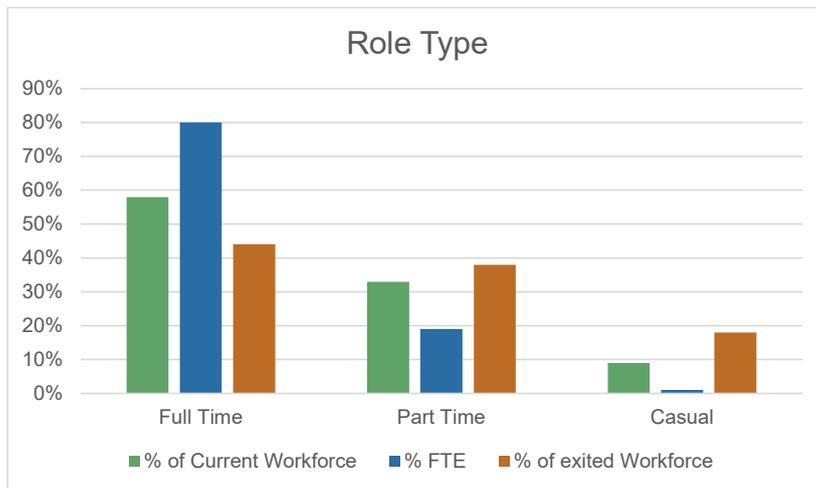
### 3. Comparing Current Workforce (Total & FTE) with Exited Workforce

#### 3.1 Gender

- Majority of females in the workforce.
- Similar number of FTE between genders.
- Higher proportion of female exits, corresponds to higher percentage of workforce.
- Males may be slightly less likely to exit.



#### 3.2 Role Type



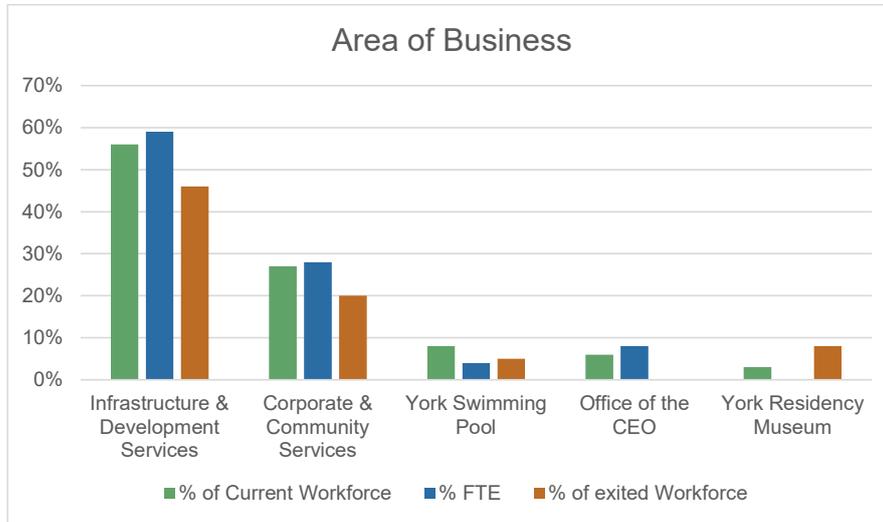
- Part-time and casual employees may be more likely to exit.

Detailed Analysis of Employee Data and Trends

Shire of York

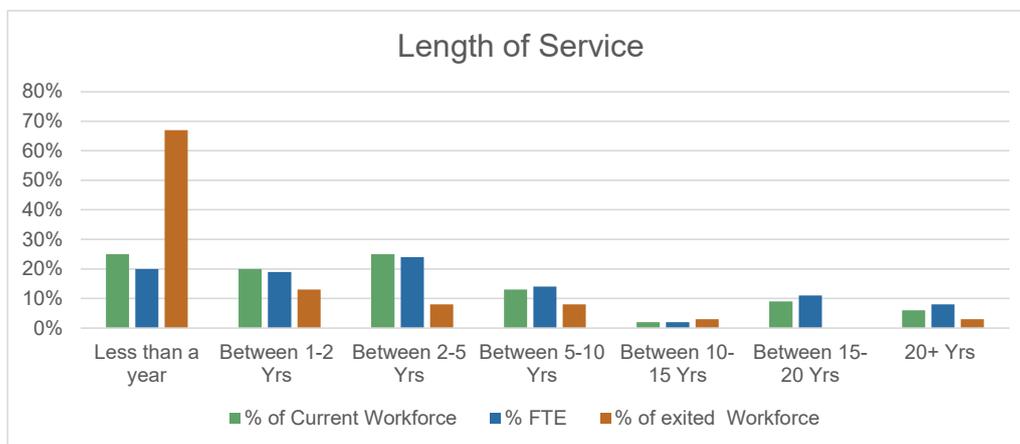


3.3 Area of Business



- Infrastructure and development services area make up the majority of current workforce and FTEs.
- Turnover seems to be proportional to size of department for Infrastructure and Development Services and Corporate and Community Services.
- No exits from the Office of CEO.
- York Residency Museum and Swimming Pool have a higher number of PT or causal/seasonal staff.

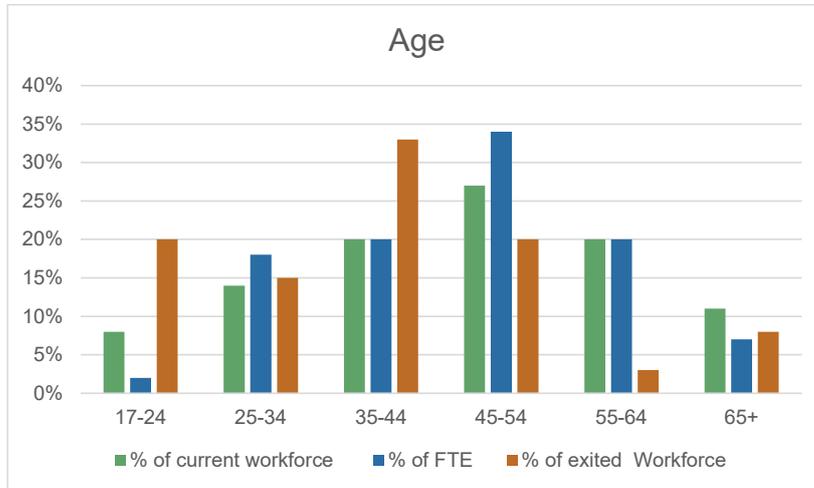
3.4 Length of Service



- Employees are most likely to exit within the first year. Could indicate the need for training, onboarding and new hire communication improvements.
- The likelihood of exit decreases with length of service.

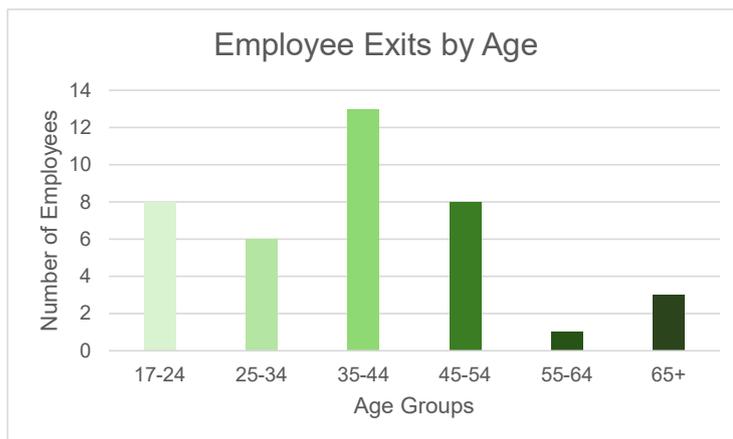


### 3.5 Age



- 17-24 year old employees and 35-44 year old employees were represented higher in exits.
- 55-64 year old employees were the least likely to exit.

#### Employee Exits by Age



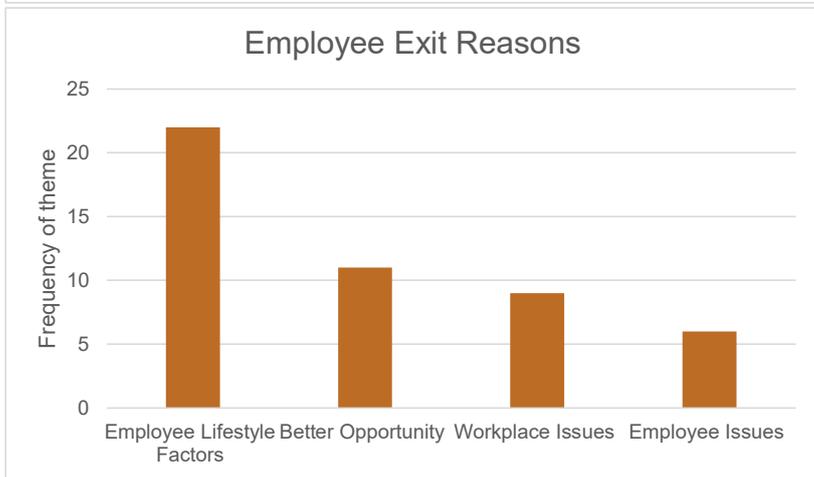
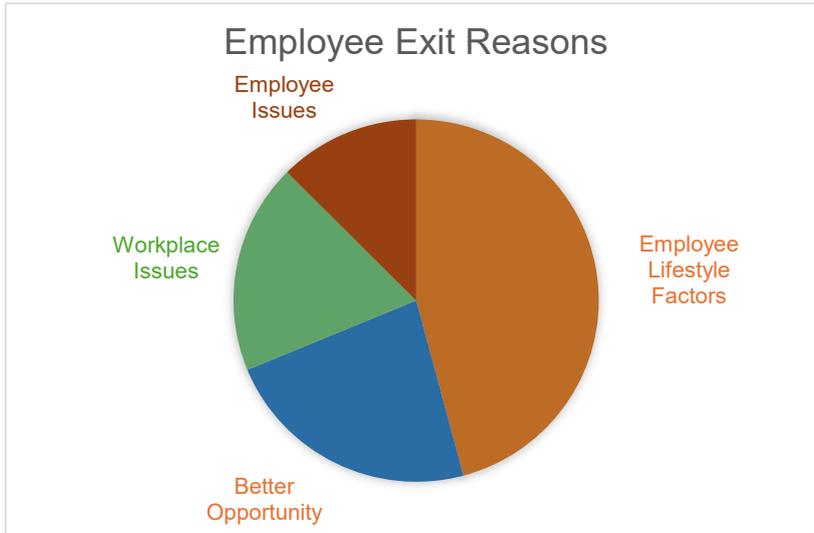
- 35-44 age group had the most exits, disproportionately represented when taking into account current workforce and number of FTEs. 17-24 and 45-54 were the next highest categories for exit.
- 17-24 are disproportionately represented in comparison to the current workforce and FTEs – partly due to the nature of work.
- 55-64 are least likely to exit.

### 3.6 Reasons for Employee Exit

- Better Opportunity = Another opportunity.
- Employee Lifestyle Factors = Location/travel, health, retirement, nature of employment (seasonal/casual).
- Employee Issues = Performance issues/concerns, misconduct, dismissal.
- Workplace Issues = Workplace challenges, miscommunication of role or nonstarter.

Detailed Analysis of Employee Data and Trends

Shire of York



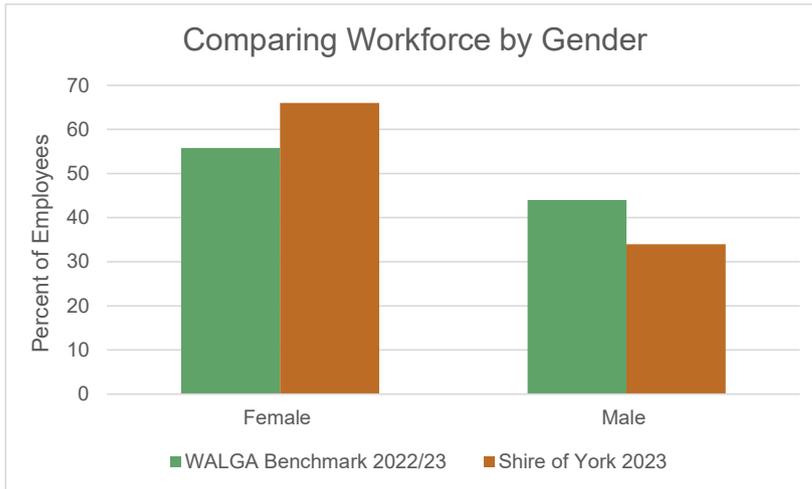


## 4. Comparison of Shire of York to Industry Benchmarks

### Comparing the Shire of York to WALGA Workforce Profile

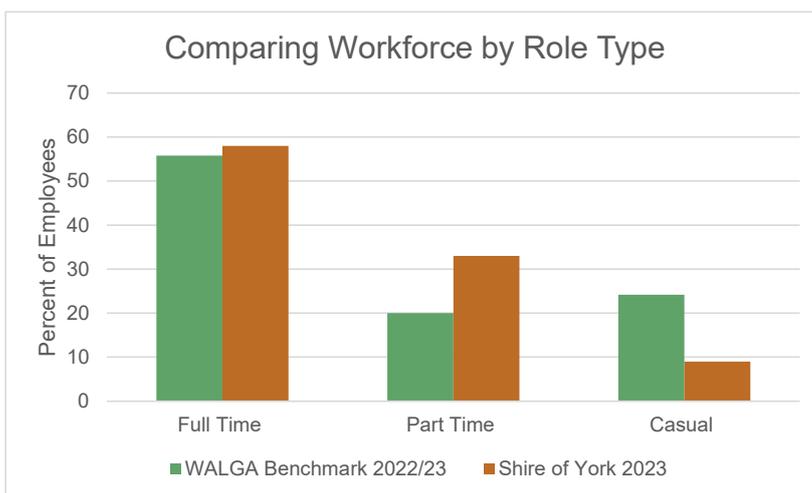
#### 4.1 Gender

- **WALGA:** 55.8% of the local government workforce were women, 44.0% were men and 0.2% were non-binary.
- **SoY:** The Shire of York has a larger percentage of Females 66% to Males 44%.



#### 4.2 Role Type

- **WALGA:** 55.8% of local government employees were full-time, 20.0% were part-time and 24.2% were casual.
- **SoY:** At the Shire of York, 58% of employees were full-time, 33% were part-time and 9% were casual. At the Shire of York, more employees are on a permanent full-time or part time basis and a smaller percentage of the workforce is casual.



#### 4.3 Largest Workforce Cohorts

- **WALGA:** The largest workforce cohort for local government by age and gender were women 35-44 years, followed by women 45-54 years, women 25-34 years, men 45-54 years, men 55-64 years and women 55-64 years.

## Detailed Analysis of Employee Data and Trends

Shire of York



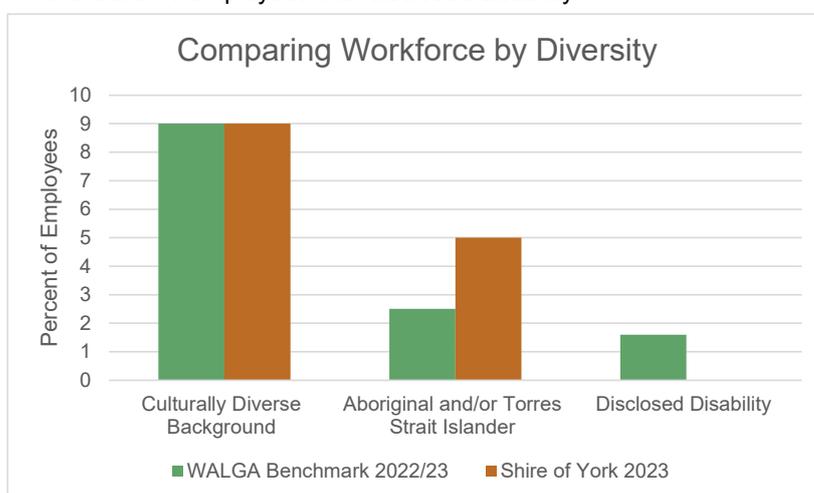
- **SoY:** At the Shire of York, the largest cohort was women between the age of 35-44, the second being women aged 45-54 which is in line with the benchmark.

### 4.4 Age

- **WALGA:** The largest workforce age cohorts for local government were 45-54 years followed by 35-44 years, 55-64 years and 25-34 years.
- **SoY:** At the Shire of York, the largest age cohort is 45-54 years, followed by 35-44 years and 55-64 years, in line with the benchmark.

### 4.5 Diversity

- **WALGA:** For local government in WA 2.5% of the workforce is Aboriginal or Torres Strait Islander, 1.6% have a disclosed disability and 9% of employees are from culturally diverse backgrounds.
- **SoY:** At the Shire of York, 9% of employees are culturally diverse, in line with the benchmark. However, the number of Aboriginal or Torres Strait Islander employees is higher at 5% and there are no employees with disclosed disability.



### 4.6 Terminations

- **WALGA:** For WA local governments 87.6% of terminations were employee initiated (resignations) and 12.4% of terminations were employer initiated (dismissals and redundancies).
- **SoY:** At the Shire of York, 95% of terminations are recorded as employee initiated and 5% are recorded as employer initiated. This higher than the benchmark and may link to open response comments about performance management issues.

### 4.7 Turnover Rate

#### Annual Turnover

- **WALGA:** For local government in WA, the annual turnover was 27.6% in 2021/2022. Shire of York is a Sat Band 3 local government which had a median turnover rate of 31.3%.
- **SoY:** At the Shire of York, the annual turnover for 2023 was 26% which is in line with the average. However, in 2022 the annual turnover was 35% which is higher than average.

#### New Hire Turnover Rate

- **WALGA:** New hire turnover rate is the percentage of terminations where employees left within their first year of service. A high new hire turnover rate (e.g. 37.5% or higher) may be an

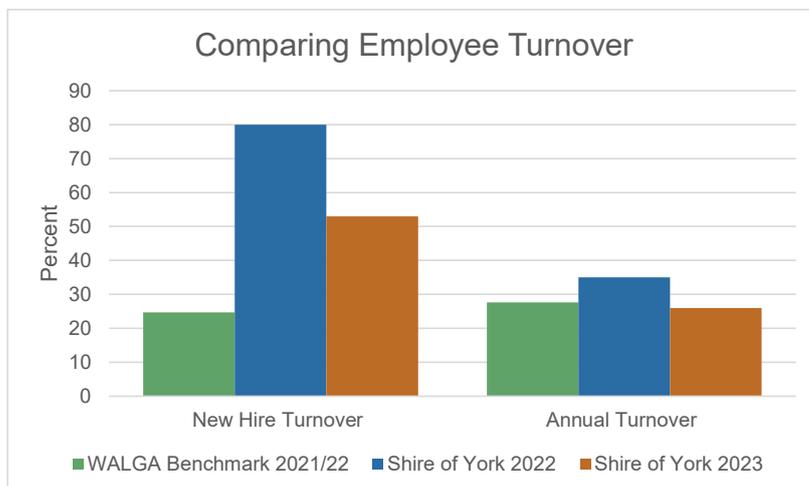
Detailed Analysis of Employee Data and Trends

Shire of York



indicator of ineffective hiring and onboarding practices. Median new higher turnover rate was 24.7%.

- **SoY:** At the Shire of York, the new hire turnover rate was 80% in 2022 and 53% in 2023. The all-time new hire turnover rate was 66% (26/39 exits within the first year).



## 5. Employee Engagement Survey Insights

### 5.1 Net Promoter Score

- Overall Net Promoter Score of -31 for 2023, which fell by 38 pts from 2021.
- Net Promoter Score by Area of Business:

Corporate and Community Services	-45
Infrastructure and Development Services	-14
Office of the CEO	+40
Depot	-53

- Depot and Corporate and Community Departments are the least likely to recommend SoY as a workplace.
- Office of CEO is most likely to recommend, much higher than overall score.
- Net Promoter Score by employee level was lowest for lower and middle managers.

### 5.2 Overall Strengths and Opportunities

#### Top Strengths

- Respondents feel as though the SoY is well placed to deliver results and feel proud to work there.
- Respondents feel as though the team is positive when interacting with the community and provide a good service to the community.
- Respondents feel they have role clarity, are inspired to meet their goals and have a good understanding of the vision of the shire.
- Respondents feel they have a good working relationship with co-workers.
- Respondents feel their boss treats them with respect and listens when they have a concern.

## Detailed Analysis of Employee Data and Trends

Shire of York



### Top Opportunity Areas

- Some respondents feel as though silos between departments at the SoY get in the way of effectiveness (up from last survey).
- Some respondents feel as though their team does not have authority to make decisions, and don't feel encouraged to be involved in decisions that affect their role. Low autonomy when it comes to decisions that affect their role.
- Some respondents reported difficulties managing interpersonal relationships at the SoY including positively resolving disagreements with colleagues, being open and honest with team members, and not speaking behind other people's backs.
- Some respondents do not feel as though poor performance is effectively managed and misbehaviour is quickly dealt with. Opportunity to improve in the way their boss ensures the team delivers results and helps resolve conflicts. Perception that some people are allowed to behave poorly.
- Opportunity to improve recognising teams for the work they do. Some respondents feel as though they are not valued and supported by their boss.
- Some respondents reported a lack of trust between employees and senior managers including poor communication of critical business information and embodying the organisation values.
- Perception that employees have difficulties accepting change and tendency to complain about changes.

### 5.3 Analysis of Open Response Questions

#### What do you enjoy about working for the Shire of York?

- Great team members, inclusive and friendly, positive supportive team environment.
- Variety of interesting and challenging tasks, feel motivated and supported to improve skills and knowledge.
- Agreeable working hours and conditions, good flexibility arrangements.
- Meaningful work that has a positive impact on the community, feeling of satisfaction from work.

#### What do you want to see changed or improved at the Shire of York?

- Recognition for work: need pay to reflect out of hours worked. Reported that often the "wrong" individuals are recognised for contribution when they are underperforming and hardworking employees are not recognised.
- The perception that efficient and valuable staff are being overloaded with work due to lack of performance from others, resulting in higher turnover. Requires increased resourcing, improved support and more effective load sharing.
- Lack of accountability for staff in terms of addressing poor performance and misconduct. Appearance of favouritism- "Bullies being allowed to thrive".
- Disconnect between Executive Leadership Team and other staff, perceived lack of trust and open communication and lack of understanding of work done by employees.
- Perception that Executive Leadership Team are not working towards the same community goals and instead operate reactively.
- Fragmented connections between departments, lack of trust and open communication. Uncertainty in new roles and structure, distrust of who is doing what job.
- Increased support for new hires and onboarding when learning record management, software and processes. Improved handover from exiting employees to improve retention of new hires.



## 5.4 Strengths and Opportunities by Area of Business:

### Summary:

- Office of the CEO report the most strengths and least challenges. Satisfaction is mirrored in the highest Net Promoter Score.
- Depot employees report the most challenges and least strengths (however the strengths do reflect those more generally of the SoY). With the inclusion of issues feeling of out the loop, not believing the team is open and honest, and that the team is not as committed to continuous improvement and seeking feedback. Their feedback is mirrored in the lowest Net Promoter Score.
- Corporate and Community Services and Infrastructure and Development Services teams report similar strengths and challenges. However, they differ in Net Promoter Score with Infrastructure and Development Services being higher. Both report perception that poor performance is tolerated and not well managed as a challenge.

### Corporate and Community:

- **Strengths:** Good working relationships, feel positive connection to community, delivers high quality service, boss listens when have a concern.
- **Opportunities:** Perception that poor performance is tolerated/not managed well, that there is favouritism & unfairness, don't feel valued and supported by their boss, need to improve communication including goals and role clarity.

### Infrastructure and Development Services:

- **Strengths:** Supportive, friendly, inclusive team, goal clarity and feeling supported by boss.
- **Opportunities:** Perception that poor performance is tolerated/not managed well, that there is favouritism & unfairness, high workload, not enough recognition, belief silos inhibit performance.

### Depot:

- **Strengths** Good place to work, connection to community, good relationship with coworkers, inspired to meet work goals.
- **Opportunities** Team feels out of the loop from broader organisation. Perception that poor performance is tolerated/not managed well, belief differences not valued in the team, organisational changes not effectively communicated by boss, don't feel valued and supported by their boss or that their boss gives honest answers, don't believe team is open and honest with each other, team not as committed to continuously improving way things are done and seeking customer feedback.

### Office of CEO:

- **Strengths:** autonomy, good team environment, feeling of making a difference, clearly defined goals and inspired to reach them, felt challenged to do new things, feel team is open and honest with each other, feel that poor performance and behaviour are effectively managed, feel boss supports them to do their best work.
- **Opportunities** Need to create psychological safety to speak up and have tough conversations, increased resourcing and load sharing.

## 5.5 Comparison to 2021 Engagement Survey

### Strengths:

- Feel staff are committed to high quality service to community, feel inspired to meet goals → In line with 2023.
- Boss listens when they have a concern and supports them to do the best at work. Feel highly valued and supported by their boss. → Similar to 2023, however less people felt valued and supported by their boss in 2023.

## Detailed Analysis of Employee Data and Trends

Shire of York



- Feel encouraged to be involved in decisions that affect their role. → This was an opportunity in 2023 results.

### Opportunities:

- Perception that employees have difficulties accepting change and tendency to complain about changes. → Same as 2023.
- Not addressing issues with others directly and there was mixed response to 'our team don't talk behind each other's backs' → Similar to 2023.
- Shire is reactive and doesn't support proactivity, some employees feel it is not contemporary or forward thinking. → Similar to 2023.
- Team feel they don't receive recognition for work → Same as 2023.
- Mixed responses to the ability and speed to manage misbehaviour and poor performance, feeling that some people are allowed to behave badly → More pronounced in 2023.
- Organisation has silo's that get in the way of effectiveness → Same as 2023.



# Appendix C: Workforce Planning 2023 Consultation Outcomes

Prepared by: Mint Collaborative, December 2023



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- 3. Employee Value Proposition**
  - 3.1. What do you already love about working at the Shire of York?
  - 3.2. Reasons for joining or staying at the Shire of York?
  - 3.3. Reasons to consider leaving the Shire of York?
- 4. Workplace Challenges**
  - 4.1. Overall Workplace Challenges
  - 4.2. Systems Challenges
  - 4.3. Process Challenges
  - 4.4. Structure Challenges
- 5. Drivers of Change**
  - 5.1. Political, Legal & Legislative
  - 5.2. Economic
  - 5.3. Social
  - 5.4. Technology
  - 5.5. Environmental
- 6. Resourcing Priorities based on the Drivers of Change**
- 7. Top Skills and Capabilities Required to Respond to Changes**
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- 9. Additional Considerations in Developing the Workforce Plan**

## Summary of Key Insights

The Workforce Plan Survey was developed to encourage Shire of York employees to have input into the development of the Workforce Plan and identify key strengths, challenges, drivers for change and priorities into the future. 25 of the 64 employees at the Shire of York completed the survey ([Source](#)).

### Strengths and Employee Value Proposition ([Source](#))

1. Friendly colleagues, positive and supportive team environment.
2. Good employee benefits and flexibility to support work life balance.
3. Job satisfaction, enjoying diverse and challenging work.
4. Lifestyle fit- secure and local employment.
5. Sense of meaning by contributing to the community.

### Workplace Challenges ([Source](#))

1. Difficulties attracting qualified staff and inadequate training for new employees causing high turnover.
2. Increasing role creep and workload pressures for employees due to exits or workloads being unbalanced. Employees not feeling supported or valued for their contribution.
3. Manual, outdated records and administrative processes are time-consuming and not understood by all employees.
4. Lack of standardised procedures and 'one source of truth' as employees are required to use four different systems. Difficulties learning each system as well as finding and using procedures/documents.
5. Lack of visibility and knowledge/understanding across team structures and role responsibilities when working and communicating between departments causing a lack of trust.

### Drivers of Change -The top drivers for change in each category ([Source](#))

Political, Legal and Legislative	Increased focus on governance, integrity and transparency and the review of the Local Government Act.
Economic	High employment and increased workforce turnover – competition for employees.
Social	Need for more local infrastructure e.g. building and maintaining of roads.
Technology	Increasing digitalization, including generative AI, cyber security and privacy.
Environmental	Increasing focus on the environment including, green energy and extreme weather events.

### Top Priorities for Resourcing ([Source](#))

1. Technological infrastructure and digital transformation.
2. Human resources and recruitment.
3. Maintenance and upgrade of public roads.

### Top Skills and Project Priorities for Consideration ([Source](#))

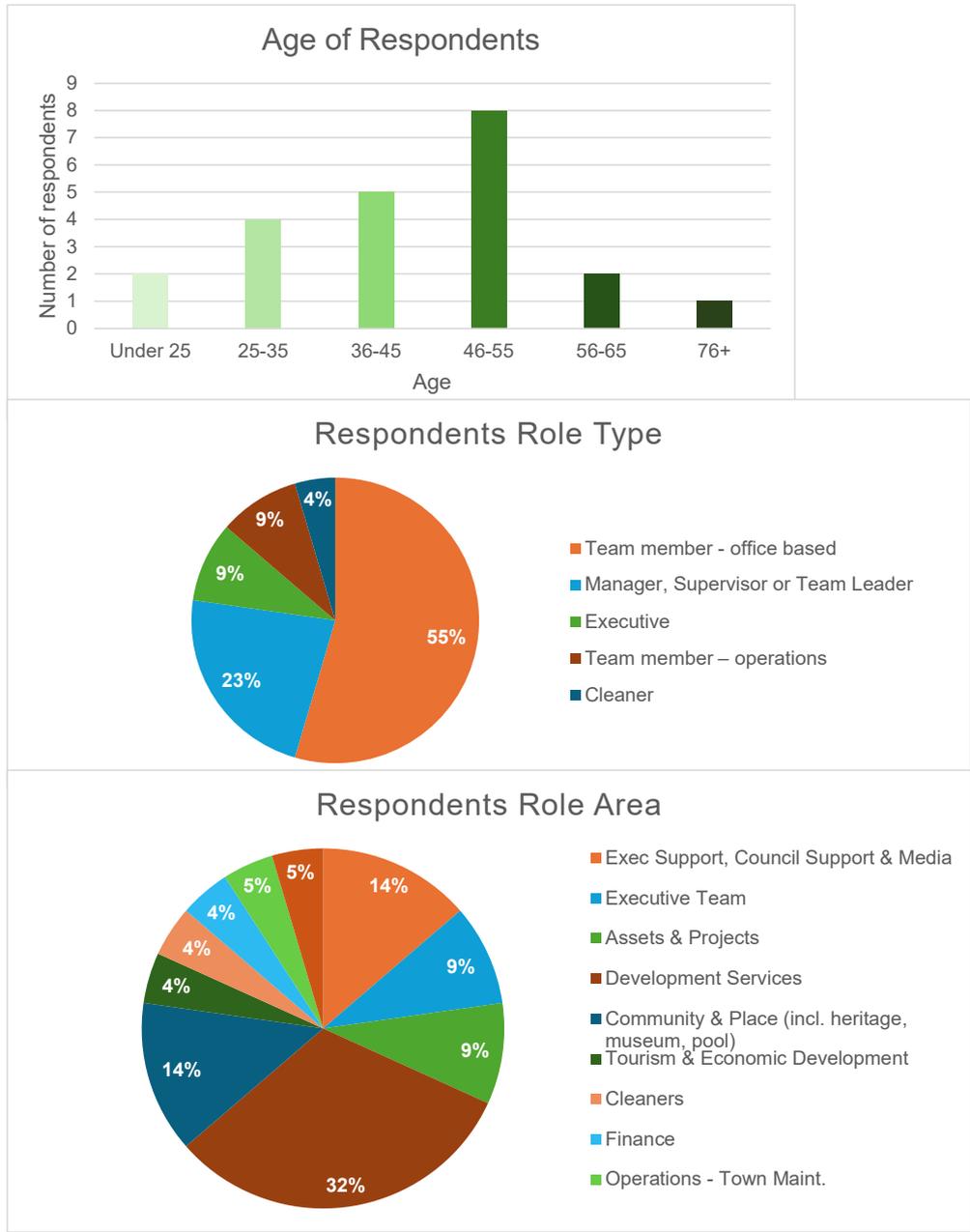
1. Learning and development: upskilling current employees in systems and processes, as well as improving induction training for new hires to promote retention.
2. Improving leadership capability and skills of managers: improving managers ability to distribute workloads and manage performance of employees, as well as an increased focus on strategy.
3. Technology and systems skills: practical knowledge of IT systems for all employees. Use of technology to reduce administrative burden and automate workflows.
4. Engaging qualified staff: requirement to hire suitable candidates to address workforce turnover.
5. Interdepartmental communication: improved communication between teams/silos and improved understanding of how positions work.

**Workforce Planning 2023 Employee Consultation Outcomes** **Shire of York** 

### 1. Respondent Demographics

A total of 25 respondents completed the workforce planning survey, 39% of all employees.

68% female and 32% male respondents.



### 2. Employee Value Proposition

#### 2.1 What do you already love about working at the Shire of York?

1. Friendly colleagues, good team environment, supportive executive team (20 mentions).



2. Good employee benefits (competitive payrates and super) and flexibility to support work life balance (15 mentions).
3. Sense of job satisfaction, enjoy stimulating/diverse work and opportunities (11 mentions).
4. Lifestyle fit – local, secure job (9 mentions).
5. Sense of meaning by contributing to the community in York (8 mentions).
6. Attracted to living in York – rural lifestyle close to Perth (2 mentions).

## 2.2 Reasons for joining or staying at the Shire of York?

1. Diverse and challenging work with opportunities for upskilling and career progression in local government (18 mentions).
2. Fair remuneration and employee benefits (15 mentions).
3. Friendly staff, supportive team environment (11 mentions).
4. Lifestyle fit – local, secure employment (10 mentions).
5. Flexible working arrangements (7 mentions).
6. Able to contribute to the community (4 mentions).
7. Attracted to living in York – friendly community, country lifestyle (4 mentions).

## 2.3 Reasons to consider leaving the Shire of York?

1. Limited opportunity for career progression and finite job opportunities available, constraints of local government, wanting different work (14 mentions).
2. Workload being overwhelming or uneven, causing stress, being understaffed (12 mentions).
3. Better remuneration (9 mentions).
4. More required of leaders/management – poor recognition, feeling undervalued, better leadership and decision making (8 mentions).
5. The limitations of living in York – location, amenities, proximity to city offerings (health and education) (8 mentions).
6. Greater flexibility of work (4 mentions).
7. Community perception/reputation of the Shire of York (4 mentions).
8. Interpersonal differences (4 mentions).

## 3. Workplace Challenges

### 3.1 Overall Workplace Challenges

**1:** Difficulties attracting qualified staff and inadequate training in process, systems, records and structure when onboarding to retain staff. This leads to high turnover which in turn increases pressure on existing staff and creates knowledge gaps when staff exit the organisation.

**2:** Increasing role creep and workload as some staff are required to take on the work of others either because of employee exits, or work is 'palmed off'/unbalanced between employees. Increasing time and workload pressures leading to greater organisational reactivity and inability to improve ways of working. Additionally, there is low morale as staff do not feel a sense of support or appreciation for their contribution.

**3:** Manual outdated and onerous record keeping and administration processes cause inefficiencies as they are time consuming and there is a lack of knowledge across teams as to how to use systems.

**4:** Four separate, disparate systems cause inefficiencies as there is no 'one source of truth' and staff have difficulties locating information. There is a lack of standardised procedures and document/record management for using these systems which leads to unclear responsibilities and



causes double handling. Procedures and documentation are not fit for purpose which causes inefficiencies.

**5:** The authority to make decisions lies with a small group of managers, so employees at lower levels cannot take responsibility for decisions that affect their role, and they are reliant on authorisations and permissions from management.

**6:** There is a lack of visibility and knowledge/understanding across team structures and role responsibilities when working and communicating between departments causing a lack of trust.

### 3.2 Systems Challenges

- Inconsistent document management systems – causes confusion.
- Lack of training in existing 'clunky' systems e.g. Synergy.
- Altus Records – system confusing and time consuming, results in double handling.
- Too many different systems (Altus, Attain, Synergy, Hov Frameworks).
- Time wasted waiting for managers to grant permissions to access documents necessary.
- Lack of automations for simplifying work.

### 3.3 Process Challenges

- The number of recording programs/software - too many to learn and many staff are not confident in all systems so handballing work to others.
- Lack of process updates, long wordy policies and procedures that are hard to navigate.
- Staff not held accountable for own record keeping e.g. purchase orders.
- RFQ preparation process and Capital Project template.
- Finance and payroll could be electronic (manual paper based).

### 3.4 Structure Challenges

- Role demands exceed job descriptions (especially the amount of admin required).
- Organisational structure not explained in depth/ included in training so lack awareness.
- Coordinators being split between too many responsibilities – unable to focus on role and overloaded with work e.g. Community & Place Coordinator stretched between too many areas and Development Services Coordinator and Ranger, PMO and Planner roles.
- A small executive team has authority, lots of responsibility and decision making on a small group of people.
- Governance should split from Admin Coordinator and work with Office of the CEO.
- Additional executive is required to split Infrastructure and Development Services and Community and Corporate Services.
- Roles with crossover responsibilities but officers work in different teams with different line managers e.g. Governance, Standpipes, Community Bus fleet.
- Arts and culture/Museum could combine.



## 4. Drivers of Change

### 4.1 Political, Legal & Legislative

Drivers of Change	Most impact on SoY – # of mentions	Most impact on my area - # of mentions	Impact to the Shire of York (mentioned by employees)
Increased focus on governance, integrity and transparency and Local Government Act Review.	6	7	Changing council need to be knowledgeable on responsibilities and be involved in good governance and financial management of the Shire. Increased public participation in local government affairs. Significant changes in several Acts will increase the responsibility of local governments, resulting in more administrative work (additional assessments, reporting, applications, and inspections) for the Shire to perform.
Planning or building regulation changes	1	1	Planning and building regulation changes will create more work for the Shire employees.
New Heritage Laws	1	1	Possibility of Heritage Laws coming into effect, which will impact people's willingness to purchase properties and could discourage buyers. Could influence the attraction of buying property in York, and result in lower population in York.
Changes to WHS legislation	1	1	Changes to WHS legislation will impact the Shire's ability to make decisions and carry out work while factoring in the risks. For example, increasing requirements for bushfire volunteers and managing WHS duty of care to avoid litigation.
Referendum on recognition of First Nations People	1	1	The recent referendum has had an influence on the recognition of First Nations People. Community perception could impact how the Shire promotes events and programs that include Aboriginal and Torres Strait Islander People's areas in the future.
Council priorities	1	1	

**Workforce Planning 2023 Employee Consultation Outcomes**

Shire of York



**4.2 Economic**

<b>Drivers of Change</b>	<b>Most impact on SoY – # of mentions</b>	<b>Most impact on my area - # of mentions</b>	<b>Impact to the Shire of York (mentioned by employees)</b>
High employment and increased workforce turnover – competition for employees	14	12	Availability of employees and contractors will have an impact on the Shire's ability to service outcomes and complete projects. Loss of knowledge, business continuity and service with increased workforce turnover. Being unable to attract skilled & qualified employees restricts the quality of the workforce and extends the recruitment processes.
Housing shortages and affordability	15	5	Difficulty attracting employees to work in the Shire without affordable housing, resulting in more work left for the existing workforce to do.
Cost of living pressures, interest rates (including flow-on effects to rate freezes)	6	3	Decreased discretionary spending will have a flow on effect on the community, with more members seeking assistance from the Shire with the possibility of this impacting rates. Interest rates may impact development in the Shire. Decreased discretionary spending in the wider population could result in a decrease in tourism (a key financial driver in town).
Restricted budget	2	2	Projects, particularly new infrastructure, are restricted by budget.
Decreasing workforce	1		Work opportunities outside the Shire of York Local Government are limited so employees may feel as though they must stay to earn a living wage.
Increasing prevalence of holiday rentals and flow-on effects to tourism and local business		1	
Inflation rates	1	1	Inflation has impacted the available budget for the Shire and could result in a drop in development, service levels or staffing in the future.

**Workforce Planning 2023 Employee Consultation Outcomes**

Shire of York



**4.3 Social**

<b>Drivers of Change</b>	<b>Most impact on SoY – # of mentions</b>	<b>Most impact on my area - # of mentions</b>	<b>Impact to the Shire of York (mentioned by employees)</b>
Ageing population	8	5	Ageing population and workforce, decrease in York labour force and ability to provide services in the future. More staff will be needed to support the ageing population into the future.
Need for more local infrastructure	8	4	Local infrastructure projects e.g. building and maintaining local roads and sport and recreation facilities, require larger budget and resourcing into the future.
Increasing community expectations for engagement and responsiveness including social media	7	5	Increasing community demands for services and fast responses, without understanding the process involved for local government to function. Limited staff available to deal with increasing demand.
Increased focus on improving Aboriginal and Torres Strait Islander outcomes.	2		
Increasing demand for health and mental health services in regional areas, including telehealth infrastructure.	1	1	
Increased community scrutiny.	1	1	Increased blame of employees for government decisions or budget limitations. Continued impact of public perception of the Shire due to previous reputation issues.
Increased workplace focus on diversity, inclusivity, flexibility, wellbeing and psychosocial hazards	1	1	

**Workforce Planning 2023 Employee Consultation Outcomes**

Shire of York



**4.4 Technology**

<b>Drivers of Change</b>	<b>Most impact on SoY – # of mentions</b>	<b>Most impact on my area - # of mentions</b>	<b>Impact to the Shire of York (mentioned by employees)</b>
Increasing digitization, including generative AI, cyber security and privacy.	2	1	AI can streamline and improve workflows at the Shire. Increasing significance of cybersecurity and privacy especially concerning older residents and protecting ratepayers' data.
Increasing need to stay digitally literate and access online services	1	1	New digital tools require continuous learning for Shire employees and community members. People who cannot keep up to date with developing technology or do not have access are at risk of not being able to access essential services.
Online lodgment of applications	1	1	Reduction in paper forms would improve efficiency.

**Workforce Planning 2023 Employee Consultation Outcomes**



**4.5 Environmental**

<b>Drivers of Change</b>	<b>Most impact on SoY – # of mentions</b>	<b>Most impact on my area - # of mentions</b>	<b>Impact to the Shire of York (mentioned by employees)</b>
Increasing focus on the environment, including green energy and extreme weather events	6	4	Increasing threat of bushfires – putting strain on volunteers and impacting farmers. Push from community groups for more sustainable practices as people become more aware.
Emergency preparedness for Natural Disasters	1		Lack of communication, community perception, impacts the community's ability to respond in emergencies
Natural disasters impact Development Services			Damage to dwellings, constructions and development caused by natural disasters, have a significant impact on workload of Developmental Services.



### 5. Resourcing Priorities based on the Drivers of Change

Areas of Priority	Frequency Mentioned	Reasons (provided by employees)
Technological Infrastructure & Digital Transformation	7	Training in how to access services available online and upgrading internet accessibility. Increased training & IT support. Digitalisation, AI & Cyber Security. Automated electronic workflows.
Human resources and recruitment	6	Better training, time management and performance management within the organisation to address resourcing issues. Succession planning, for knowledge retention. Attracting, retaining and training new employees. HR & Payroll require a closed office for confidentiality.
Maintenance and upgrading Roads	6	Maintaining and updating public roads.
Community engagement and services enhancement.	5	Promoting a sense of belonging within the community and social services. Assistance for the aging population. Mental health services for youth and adults.
Tourism and events	4	Driving increased tourism to promote York, beyond day trips. Assisting local businesses to appeal to tourists.
Emergency Management	4	DFES and emergency preparedness.
Executive team resourcing	3	Workload issues with current executive team – small for a Local Government of the size. Need an additional executive to split the Infrastructure & Development Services and Corporate & Community Services teams.
Records system	2	
Governance & legal compliance	2	
Federal funding	2	



## 6. Top Skills and Capabilities Required to Respond to Changes

1. Development of employees and leaders through training: Leadership skills and management practices, change management, training new and existing staff in all relevant processes and systems, adequate inductions. (10 mentions)
2. IT and technology systems skills: Practical knowledge of IT systems for all employees. Incorporation of more technology integration and AI. (6 mentions)
3. Engaging qualified staff: requirement to hire suitable candidates to address workforce turnover. (4 mentions)
4. Time management skills. (3 mentions)
5. Project management skills. (2 mentions)

## 7. Top Projects to Set the Workforce Up For Future Success

Projects	Frequency of Mentions	Reasons
Learning & development	11	Upskilling staff, establishing and improving/updating procedures, position manuals and training resources for employees to reference. Improving new employee induction process and onboarding. Both knowledge management and transfer as well as regular ongoing training.
Automated workflows and simplified systems	6	Use of AI and technology to reduce administrative burden. Improve efficiency and simplify recording systems. Online lodgment of all applications.
Improved capability and leadership skills of managers	3	Leadership training for middle management, so can be more focused on strategy and leadership than operational activities.
Interdepartmental communication	3	Improved communication between teams and training to understand how positions work together and responsibilities. Regular 'state of project' updates to communicate status.



## 8. Additional Considerations in Developing the Workforce Plan

1. Increased training and better succession planning/handover of roles when employees exit e.g. onboarding new staff before staff members leave to reduce the loss of business knowledge. Increased access to training/upskilling for existing staff. (6 mentions).
2. Assessing workloads and position descriptions of existing roles to see where efficiencies can be improved and workloads more balanced – hiring more people is not always the answer, can use existing resources more effectively. (5 mentions).
3. More emphasis on work/life balance as excessive workloads cause staff to feel they can't take time off or have sick leave. Improving staff morale and psychological safety. (4 mentions).
4. Analysis of turnover and need for additional staff to meet demands. Improve staff retention strategies. (4 mentions).



### Appendix D. Review of Strategic Context

The Shire of York’s key informing plans and strategies were reviewed, and any potential workforce implications flagged for discussion with the Shire’s Executive Leadership Team. The key Workforce Plan implications identified through this process were:

Strategic Goals (2023)	Workforce Plan implications	Nature of Impact
1. The Place to Be	• It was felt that museum services would be better served sitting with tourism rather than community services.	Structural
	• The Rec. Centre being brought in-house will result in one additional L5 FTE and additional 20 hours cleaning per week.	FTE (new service)
	• The CRC being brought in-house will result in one additional part time Shire funded L4 position (already included in LTFP).	FTE (new service)
	• Distinction between Community events (to sit with Community Coordinator) and Tourism events (to sit with Tourism Coordinator).	Role
2. Driving the York Economy Forward	• It was felt that the new tourism priorities could be strengthened by the addition of existing museum functions into the team, as a strong driver of local tourism.	Structural
3. A Leader in Sustainable Environment	• As an area of increasing importance and with a new goal added to the SCP, it was felt that one additional skilled Environment and Sustainability resource will be required in this area from Y2-3 (with the Shire’s role to be further defined in Y1).	FTE (increased service level)
	• A potential opportunity to better utilise volunteers and ‘friends of’ groups in this space was identified.	Project/ Service
4. Built for Lifestyle and Resilience	• A gap was identified around Shire facilities management. It was determined that this can be addressed over time through re-purposing internal maintenance resourcing.	Service
	• Resourcing of roads maintenance was recently increased and will be monitored to determine whether it meets requirements.	N/A (TBC)
5. Strong Leadership and Governance	• Increasing administrative and governance requirements were discussed, and separating HR and administrative functions was identified to assist.	Structure
	• The requirement for a dedicated HR role was identified as a priority, due to increasing service demands and interference with administrative functions in the current split role.	FTE (increased service level)
	• The newly appointed community engagement role will help to meet growing community engagement expectations.	N/A
	• Capitalising on and upskilling employees in emerging technologies was identified as a project focus area.	Project
	• A need for a fully IT-focused role was identified.	FTE (increased service level)
	• The development of an Employee Housing Strategy was identified to ensure fairness in attracting employees.	Project



### Appendix E. Revised Organisational Charts

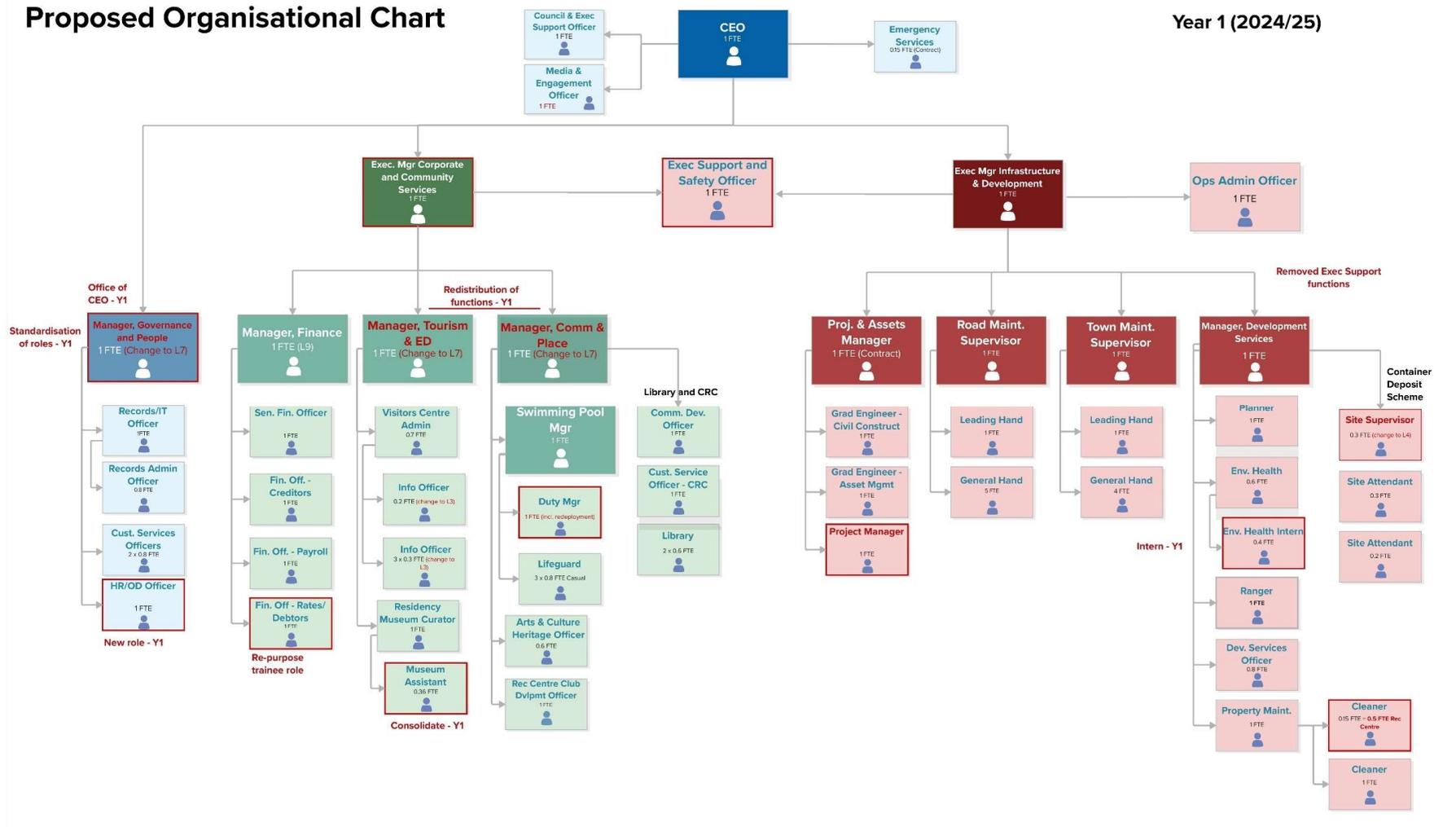
Two organisational charts are included on the pages to follow. The first captures the bulk of the proposed structural and role changes, which are proposed within the first year. The second chart shows changes that are planned from Year 2 onwards.

Workforce Plan 2024 - 2028



Proposed Organisational Chart

Year 1 (2024/25)

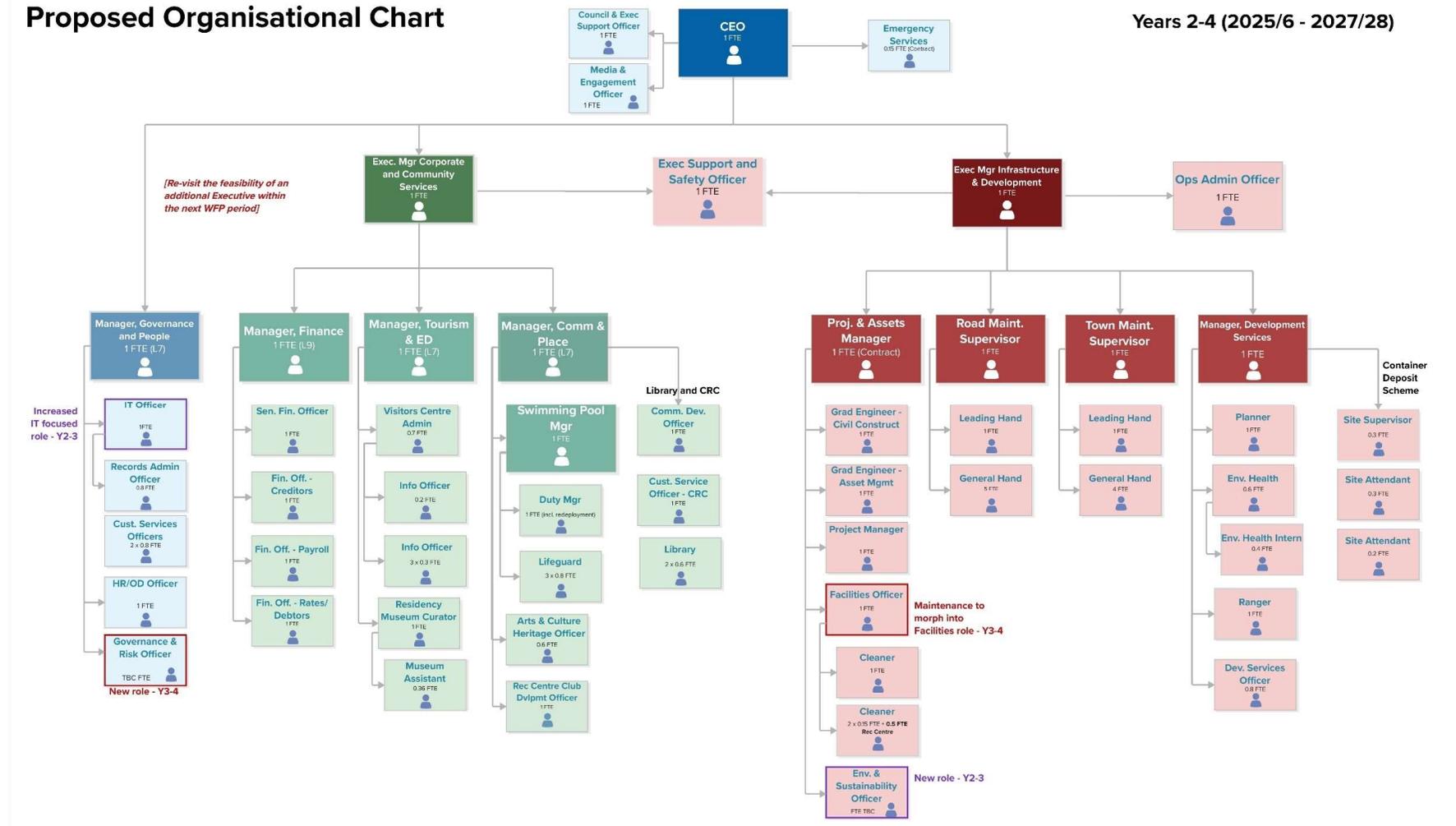


Workforce Plan 2024 - 2028



Proposed Organisational Chart

Years 2-4 (2025/6 - 2027/28)



Workforce Plan 2024 - 2028



Appendix F. Financial Implications of Workforce Plan Actions

Proposed changes		Detail / Assumptions	Financial Impact <i>(Note negative numbers represent savings)</i>			
			Y1	Y2	Y3	Y4
Structural / Role Changes	Dedicated HR role	Assumption: Existing Exec Support & HR Officer role would be made full time.	\$ 34,839.00	\$ 34,839.00	\$ 34,839.00	\$ 34,839.00
		Assumption: Existing Exec Support & Safety Officer role would be made full time Safety and shared Exec support.	\$27,363.77	\$27,363.77	\$27,363.77	\$27,363.77
	Re-allocation of functions across Executives	N/A - no cost involved, other than what is covered under other areas (e.g. HR & admin). Y3-4 - start exploring feasibility of additional Executive.	N/A	N/A	N/A	N/A
	Consolidation of Tourism & Museum functions	N/A - no costs or savings (improved service delivery).	N/A	N/A	N/A	N/A
	Dedicated Environment & Sustainability role	Assumption: Role would be at an Officer level, approx. equivalent to a Dev Services Officer, and commence from Y2 onwards.	N/A	\$81,000	\$81,000	\$81,000
	Re-purpose maintenance role to facilities role	Assumption: Role would evolve at an approx. equivalent Officer level, from Y2/Y3 onwards.	N/A	\$ -	\$ -	\$ -
	Env. Health Intern	Intern to shadow & facilitate knowledge transfer for the existing Env. Health Officer. Factored in 2 days/week for Y1, full time thereafter at 5/1 - assume cost is neutralised if incumbent departs.	\$ 33,672.40	\$ -	\$ -	\$ -
	Ranger role consolidation	1 x Sen. Ranger 0.5 FTE and 1 x Ranger 0.2 FTE to be consolidated. Assumption: 1 FTE role will be at Ranger level & commencing from Y1.	-\$ 3,815.00	-\$ 3,815.00	-\$ 3,815.00	-\$ 3,815.00
	Duty Manager re-deployment in off season.	Assume current role would be made full time & starting from Y1.	\$ 34,646.40	\$ 34,646.40	\$ 34,646.40	\$ 34,646.40
	Changes to Museum Assistants roles	Assumption: Existing 1 x 0.2 FTE and 1 x 0.1 FTE would be consolidated to a total of 3 days / week casual @ 4.5 hours / day. Assume starting Y1.	-\$ 3,344.25	-\$ 3,344.25	-\$ 3,344.25	-\$ 3,344.25
Audit & Risk officer	Added for Year 3-4.	N/A	N/A	\$ 81,000.00	\$ 81,000.00	

Workforce Plan 2024 - 2028



Proposed changes		Detail / Assumptions	Financial Impact (Note negative numbers represent savings)			
			Y1	Y2	Y3	Y4
	Trails management resources	No cost - service would only be provided with external funding.	N/A	N/A	N/A	N/A
	Improve consistency of Manager role levels and titles	No cost for title change. Cost incurred is to upgrade 2 x Coordinator roles from L6 to L7, offset by one downgrade from L8 to L7.	\$2,295.35	\$2,295.35	\$2,295.35	\$2,295.35
	Upgrade 1 x Containers for Change role	Cost of increase from L3.3 to L4 for a supervisor.	\$886.24	\$886.24	\$886.24	\$886.24
	Upgrade of Visitor Centre roles	Upgrade of 4x roles (total FTE 1.37) from L2.4 to L3.1	\$2,491.28	\$2,491.28	\$2,491.28	\$2,491.28
	Finance team role changes	Assumed only the change from the L3 finance trainee to the L4 officer (rates & debtors) has financial implications.	\$5,175.28	\$5,175.28	\$5,175.28	\$5,175.28
	Media & Engagement role change	Media & engagement role upgraded from 0.8 to 1 FTE, based on increasing internal & external demand.	\$13,572.43	\$13,572.43	\$13,572.43	\$13,572.43
<b>TOTAL WFP Employee Cost Provisions:</b>			<b>\$147,782.90</b>	<b>\$195,110.50</b>	<b>\$276,110.50</b>	<b>\$276,110.50</b>
Projects / Initiatives	Develop an intranet	Funding already factored in and will be completed in-house.	N/A	N/A	N/A	N/A
	Employee attraction	The provision of employee housing is already budgeted for, and better leveraging the Shire's EVP can be completed in-house.	N/A	N/A	N/A	N/A
	Employee recognition	Assumed \$50 per employee per year (apportioned out to each Manager). This would allow for multiple coffees, or team lunches etc. Assume no additional costs for annual awards, or for inclusion of recognition into standard meetings.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
	Outsource building surveying	Increasing the regulatory focus on the Dev. Services Coord. - increasing efficiency & planning focus. No additional cost to the Shire.	N/A	N/A	N/A	N/A
	Funding for team off-sites	Place-holder funding for 2 x team off-sites (2 @ \$5k) e.g. 1 x OMG, 1 x full team.	\$10,000	\$10,000	\$10,000	\$10,000
	Forms automation	Budget for automating forms & manual processes (Events, dog registrations, bookings, HR, finance) - saving approx. 30,000 hours for improved service delivery.	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00

Workforce Plan 2024 - 2028



Proposed changes		Detail / Assumptions	Financial Impact <i>(Note negative numbers represent savings)</i>			
			Y1	Y2	Y3	Y4
	<b>Explore use of AI &amp; other technologies</b>	Courses etc. to upskill in new technologies / subscriptions.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>Review of delegations &amp; decision-making authority</b>	No funding required - internal project.	N/A	N/A	N/A	N/A
	<b>Standardised induction process</b>	No cost - internal project (standardised template, expectation-setting for 12-month program, and 3 month induction survey).	N/A	N/A	N/A	N/A
	<b>Clarity on key contacts</b>	Spreadsheet/list - no cost - internal project.	N/A	N/A	N/A	N/A
	<b>Physical space to enable collaboration</b>	Adaptations to existing spaces to facilitate cross-team interactions (e.g. enclosed courtyard). <u>Expenditure subject to Y1 project brief.</u>	N/A	\$ 40,000.00	N/A	N/A
	<b>Systems &amp; process training</b>	Existing training to be recorded & made available, then monthly/quarterly lunch and learn sessions - internal. Funding set aside for recording/external training if required.	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
	<b>Leadership capacity building</b>	Leadership capabilities building (esp. foundational skills e.g. time management, prioritisation, delegation)	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
<b>TOTAL WFP Operating Expense (project not FTE) Provisions:</b>			<b>\$ 70,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 70,000.00</b>	<b>\$ 70,000.00</b>
<b>WFP Total Provisions:</b>			<b>\$217,782.90</b>	<b>\$305,110.50</b>	<b>\$346,110.50</b>	<b>\$346,110.50</b>

**SY045-05/24 FINANCIAL REPORT - APRIL 2024**

<b>File Number:</b>	<b>4.0473</b>
<b>Author:</b>	<b>Codey Redmond, Finance Manager</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<ol style="list-style-type: none"><li><b>1. Monthly Financial Statement - April 2024</b> <a href="#">↓</a></li><li><b>2. Creditors Payment Listing - April 2024</b> <a href="#">↓</a></li><li><b>3. Credit Card Report - March 2024</b> <a href="#">↓</a></li><li><b>4. Fuel Card Transaction Summary - March 2024</b> <a href="#">↓</a></li></ol>

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

Legislative

**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 (2) months after the end of the month to which the statement relates. The Statement of Financial Activity summarises the Shire's operating activities and non-operating activities.

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

**COMMENTS AND DETAILS**

This report is presented for Council's consideration and provides information for the period ended 30 April 2024 and includes the following:

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

The inclusion of Purchasing Card Transactions is a new requirement following the latest tranche of Local Government Act reform requirements. This includes fuel cards, store cards or similar.

The following information provides balances for key financial areas for the Shire of York's financial position as at 30 April 2024.

List of Payments for April 2024

A list of accounts paid from the Municipal Fund and Trust Fund under the Chief Executive Officer’s delegated authority for the month of April 2024 is presented to Council for noting.

Outstanding Rates and Services

The total outstanding rates balance at the end of April 2024 was \$2,009,260 compared to \$1,617,184 at the end of April 2023. Due to an earlier billing process in the 2022/23 financial year, the overall balance at the end of April 2024 as well as the total aged debt are tracking slightly higher compared to the previous financial year.

TABLE 1.

Current Year	Properties	30/04/2024	%		Properties	30/04/2023	%
3 years and over	84	\$ 734,155	37%		83	\$ 641,526	40%
2 years and over	106	\$ 206,494	10%		92	\$ 149,063	9%
1 year and over	175	\$ 323,021	16%		152	\$ 257,072	16%
<b>Total Aged</b>		<b>\$1,273,172</b>	<b>63%</b>			<b>\$1,047,661</b>	<b>65%</b>
Current Rates	930	\$745,588	37%		897	\$569,523	35%
<b>Total Rates Outstanding</b>		<b>\$2,009,260</b>				<b>\$1,617,184</b>	

Officers continue to work with the Shire’s debt collection agency, CS Legal, to resolve some long outstanding debts in the three (3) years and over categories. In addition, Officers continue to administer payment arrangements outside of the ordinary payment options in line with the current Policy F1 - Revenue Collection.

Outstanding Sundry Debtors

The figure for total outstanding sundry debtors as at 30 April 2024 was \$151,483 compared to \$26,911 as at 30 April 2023. The aged debt (90 days and over) is tracking higher than in the previous financial year due to various outstanding debtors.

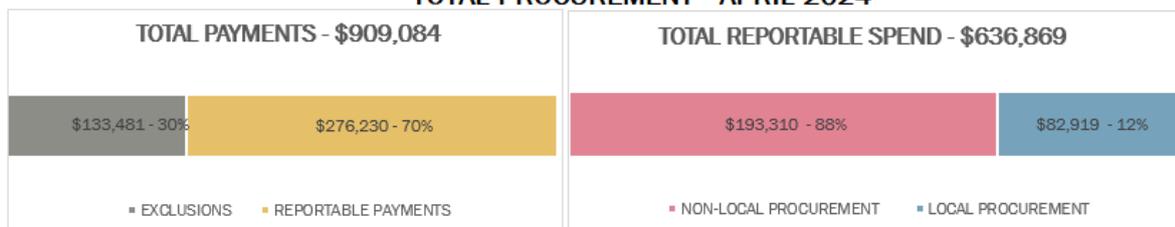
TABLE 2.

Current Year	30/04/2024	%		30/04/2023	%
90 days and over	\$5,980	4%		\$2,323	49%
60 days and over	\$1,528	1%		\$1,100	2%
30 days and over	\$0	0%		\$1,823	3%
Current	\$144,025	95%		\$29,303	46%
<b>Total Debtors Outstanding</b>	<b>\$151,533</b>	<b>100%</b>		<b>\$26,911</b>	<b>100%</b>
<b>Credits</b>	<b>-\$49.95</b>				
<b>Total Including Credits</b>	<b>\$151,483</b>				

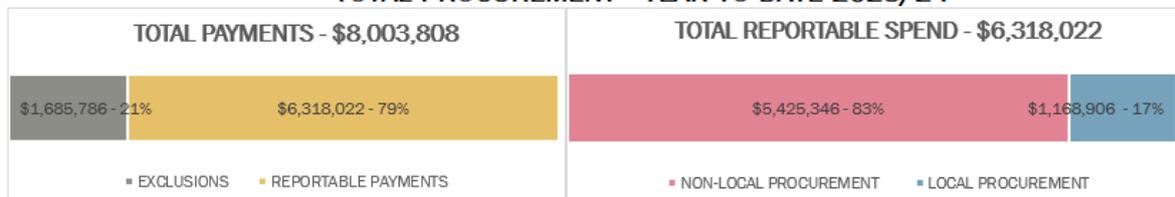
Local Procurement

To support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of April 2024, Officers report the following in relation to local procurement, noting that 12% of payments were made to local businesses during the month. Officers further report the overall average of reportable local spend for the 2023/24 financial year to date was 22% at the end of April 2023.

**TOTAL PROCUREMENT - APRIL 2024**



**TOTAL PROCUREMENT - YEAR TO DATE 2023/24**



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

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

**OPTIONS**

Not applicable

**IMPLICATIONS TO CONSIDER**

**Consultative**

Not applicable

**Strategic**

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 2023/24 annual financial report.

**Legal and Statutory**

Section 6.10 of the *Local Government Act 1995* is applicable and states:

**“6.10. Financial management regulations**

*Regulations may provide for —*

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

Regulations 13, 13A, 34 and 35 of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

**“13. Payments from municipal fund or trust fund by CEO, CEO’s duties as to etc.**

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
  - (a) *the payee’s name; and*
  - (b) *the amount of the payment; and*
  - (c) *the date of the payment; and*
  - (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
  - (a) *for each account which requires council authorisation in that month —*
    - (i) *the payee’s name; and*
    - (ii) *the amount of the payment; and*
    - (iii) *sufficient information to identify the transaction;**and*
  - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
  - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) *recorded in the minutes of that meeting.*

*[Regulation 13 inserted: Gazette 20 Jun 1997 p. 2838-9; amended: Gazette 31 Mar 2005 p. 1048.]*

**13A. Payments by employees via purchasing cards**

- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
  - (a) *the payee’s name;*
  - (b) *the amount of the payment;*

- (c) *the date of the payment;*
- (d) *sufficient information to identify the payment.*

(2) *A list prepared under subregulation (1) must be —*

- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

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

(1A) *In this regulation —*

**committed assets** *means revenue unspent but set aside under the annual budget for a specific purpose.*

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

- (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
- (b) *budget estimates to the end of the relevant month; and*
- (c) *actual amounts of expenditure, revenue and income to the end of the relevant month; and*
- (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
- (e) *the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.*

(1B) *The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).*

(1C) *Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.*

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

- [(a) deleted]*
- (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
- (c) *such other supporting information as is considered relevant by the local government.*

(3) *The information in a statement of financial activity must be shown according to nature classification.*

(4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*

- (a) *presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and*
- (b) *recorded in the minutes of the meeting at which it is presented.*

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

**35. Financial position statement required each month**

- (1) *A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the **previous month**) and —*
  - (a) *the financial position of the local government as at the last day of the previous financial year; or*
  - (b) *if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.*
- (2) *A statement of financial position must be —*
  - (a) *presented at an ordinary meeting of the council within 2 months after the end of the previous month; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.”*

**Risk Related**

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

**Workforce**

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

**VOTING REQUIREMENTS**

**Absolute Majority: No**

<b>RESOLUTION</b>	
<b>100524</b>	
<b>Moved: Cr Denese Smythe</b>	<b>Seconded: Cr Chris Gibbs</b>
<b>That, with regards to the Financial Report - April 2024, Council:</b>	
<b>1. Receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 30 April 2024 as summarised below:</b>	
<b>April 2024</b>	
<b>MUNICIPAL FUND</b>	<b>AMOUNT (\$)</b>
<b>Cheque Payments</b>	<b>0</b>
<b>Payroll Debits</b>	<b>265,872.97</b>
<b>Electronic Funds Payments</b>	<b>852,989.34</b>
<b>Payroll Debits - Superannuation</b>	<b>28,612.83</b>
<b>Bank Fees</b>	<b>2,767.42</b>
<b>Corporate Cards</b>	<b>2,564.60</b>
<b>Gym Equipment Lease Fees</b>	<b>0</b>

<b>Exetel NBN Fees</b>	<b>297</b>
<b>Fuji Xerox Equipment Rental</b>	<b>0</b>
<b>Fire Messaging Service</b>	<u><b>1,765.94</b></u>
<b>Subtotal - Municipal</b>	<b>1,154,870.10</b>
 <b>TRUST FUND</b>	
<b>Electronic Funds Payments</b>	<b>2,324.50</b>
<b>Cheque Payments</b>	<b>0</b>
<b>Direct Debits Licensing</b>	<u><b>225,404.25</b></u>
<b>Subtotal - Trust</b>	<b>227,728.75</b>
 <b>TOTAL DISBURSEMENTS</b>	 <b>1,382,598.85</b>
 <b><u>In Favour:</u> Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright</b>	
<b><u>Against:</u> Nil</b>	
	<b><i>CARRIED 4/0</i></b>

**SHIRE OF YORK**  
**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 30 April 2024**

*LOCAL GOVERNMENT ACT 1995*  
*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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Please refer to the compilation report

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**SHIRE OF YORK  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2024**

	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
Note						
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	6,662,569	6,659,069	<b>6,641,502</b>	(17,567)	(0.26%)	▼
Rates excluding general rates	978,293	978,293	<b>973,473</b>	(4,820)	(0.49%)	
Grants, subsidies and contributions	384,270	304,013	<b>333,315</b>	29,302	9.64%	▲
Fees and charges	1,287,238	1,072,410	<b>1,311,722</b>	239,312	22.32%	▲
Interest revenue	225,034	187,500	<b>237,496</b>	49,996	26.66%	▲
Other revenue	416,327	370,137	<b>358,984</b>	(11,153)	(3.01%)	▼
Profit on asset disposals	16,900	14,080	<b>10,500</b>	(3,580)	(25.43%)	▼
	<b>9,970,631</b>	<b>9,585,502</b>	<b>9,866,992</b>	281,490	2.94%	
<b>Expenditure from operating activities</b>						
Employee costs	(6,025,569)	(5,020,830)	<b>(4,734,230)</b>	286,600	5.71%	▲
Materials and contracts	(4,641,663)	(3,866,760)	<b>(2,753,852)</b>	1,112,908	28.78%	▲
Utility charges	(370,935)	(308,890)	<b>(335,825)</b>	(26,935)	(8.72%)	▼
Depreciation	(7,259,298)	(6,049,330)	<b>(577,888)</b>	5,471,442	90.45%	▲
Finance costs	(62,706)	(52,250)	<b>(32,082)</b>	20,168	38.60%	▲
Insurance	(277,447)	(277,420)	<b>(335,938)</b>	(58,518)	(21.09%)	▼
Other expenditure	(972,807)	(795,921)	<b>(704,771)</b>	91,150	11.45%	▲
Loss on asset disposals	(298,898)	(249,070)	<b>0</b>	249,070	100.00%	▲
	<b>(19,909,323)</b>	<b>(16,620,471)</b>	<b>(9,474,586)</b>	7,145,885	42.99%	
Non-cash amounts excluded from operating activities	2(b) 7,541,296	6,284,320	<b>567,388</b>	(5,716,932)	(90.97%)	▼
<b>Amount attributable to operating activities</b>	<b>(2,397,396)</b>	<b>(750,649)</b>	<b>959,794</b>	1,710,443	227.86%	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	3,996,335	3,330,250	<b>669,843</b>	(2,660,407)	(79.89%)	▼
Proceeds from disposal of assets	425,454	375,545	<b>80,000</b>	(295,545)	(78.70%)	▼
	<b>4,421,789</b>	<b>3,705,795</b>	<b>749,843</b>	(2,955,952)	(79.77%)	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(1,026,304)	(838,561)	<b>(791,502)</b>	47,059	5.61%	▲
Payments for construction of infrastructure	(4,402,130)	(3,668,380)	<b>(1,271,015)</b>	2,397,365	65.35%	▲
	<b>(5,428,434)</b>	<b>(4,506,941)</b>	<b>(2,062,517)</b>	2,444,424	54.24%	
<b>Amount attributable to investing activities</b>	<b>(1,006,645)</b>	<b>(801,146)</b>	<b>(1,312,674)</b>	(511,528)	(63.85%)	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	78,000	0	<b>0</b>	0	0.00%	
	<b>78,000</b>	<b>0</b>	<b>0</b>	0	0.00%	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(207,802)	(257,245)	<b>(257,245)</b>	0	0.00%	
Transfer to reserves	(40,000)	0	<b>0</b>	0	0.00%	
	<b>(247,802)</b>	<b>(257,245)</b>	<b>(257,245)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>	<b>(169,802)</b>	<b>(257,245)</b>	<b>(257,245)</b>	0	0.00%	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	4,207,426	4,207,426	<b>4,207,426</b>	0	0.00%	
Amount attributable to operating activities	(2,397,396)	(750,649)	<b>959,794</b>	1,710,443	227.86%	▲
Amount attributable to investing activities	(1,006,645)	(801,146)	<b>(1,312,674)</b>	(511,528)	(63.85%)	▼
Amount attributable to financing activities	(169,802)	(257,245)	<b>(257,245)</b>	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	<b>633,583</b>	<b>2,398,386</b>	<b>3,597,301</b>	1,198,915	49.99%	▲

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

\* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

Please refer to the compilation report

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**SHIRE OF YORK  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 30 APRIL 2024**

	<b>Actual 30 June 2024</b>	<b>Actual as at 30 April 2024</b>
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	7,390,886	6,282,335
Trade and other receivables	1,261,349	1,825,582
Inventories	46,329	49,569
Other assets	272,727	0
<b>TOTAL CURRENT ASSETS</b>	<b>8,971,291</b>	<b>8,157,486</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	160,928	160,928
Other financial assets	81,490	81,490
Property, plant and equipment	47,953,673	48,560,076
Infrastructure	141,223,631	142,032,357
Right-of-use assets	1,003,382	1,003,382
<b>TOTAL NON-CURRENT ASSETS</b>	<b>190,423,104</b>	<b>191,838,233</b>
<b>TOTAL ASSETS</b>	<b>199,394,395</b>	<b>199,995,719</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,081,457	877,777
Other liabilities	858,734	858,734
Borrowings	207,802	57,789
Employee related provisions	745,328	745,328
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,893,321</b>	<b>2,539,628</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	967,206	859,974
Employee related provisions	146,813	146,813
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,114,019</b>	<b>1,006,787</b>
<b>TOTAL LIABILITIES</b>	<b>4,007,340</b>	<b>3,546,415</b>
<b>NET ASSETS</b>	<b>195,387,055</b>	<b>196,449,304</b>
<b>EQUITY</b>		
Retained surplus	29,060,753	30,123,002
Reserve accounts	2,585,273	2,585,273
Revaluation surplus	163,741,029	163,741,029
<b>TOTAL EQUITY</b>	<b>195,387,055</b>	<b>196,449,304</b>

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF YORK  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2024**

**1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

**Local Government Act 1995 requirements**  
Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

*Local Government (Financial Management) Regulations 1996*, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement for those monies appear at Note 15 of the supplementary information.

**Judgements and estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings and infrastructure
- estimated fair value of provisions

**SIGNIFICANT ACCOUNTING POLICES**

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 10 May 2024

Please refer to the compilation report

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**SHIRE OF YORK  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2024**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

	Amended Budget Opening 1 July 2023	Actual as at 30 June 2023	Actual as at 30 April 2024
<b>(a) Net current assets used in the Statement of Financial Activity</b>			
<b>Current assets</b>	\$	\$	\$
Cash and cash equivalents	3,538,743	7,390,886	6,282,335
Trade and other receivables	1,406,168	1,261,349	1,825,582
Inventories	46,329	46,329	49,569
Other assets	0	272,727	0
	4,991,240	8,971,291	8,157,486
<b>Less: current liabilities</b>			
Trade and other payables	(1,145,489)	(1,081,457)	(877,777)
Other liabilities	0	(858,734)	(858,734)
Borrowings	(218,223)	(207,802)	(57,789)
Employee related provisions	(780,260)	(745,328)	(745,328)
Other provisions	(43,605)	0	0
	(2,187,577)	(2,893,321)	(2,539,628)
<b>Net current assets</b>	<b>2,803,663</b>	<b>6,077,970</b>	<b>5,617,858</b>
<b>Less: Total adjustments to net current assets</b>	2(c) (2,170,080)	(1,870,544)	(2,020,557)
<b>Closing funding surplus / (deficit)</b>	<b>633,583</b>	<b>4,207,426</b>	<b>3,597,301</b>

**(b) Non-cash amounts excluded from operating activities**

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Amended Budget Estimates 30 June 2024	YTD Budget Estimates 30 April 2024	YTD Actual 30 April 2024
	\$	\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(16,900)	(14,080)	(10,500)
Add: Loss on asset disposals	298,898	249,070	0
Add: Depreciation	7,259,298	6,049,330	577,888
<b>Total non-cash amounts excluded from operating activities</b>	<b>7,541,296</b>	<b>6,284,320</b>	<b>567,388</b>

**(c) Current assets and liabilities excluded from budgeted deficiency**

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
	\$	\$	\$
<b>Adjustments to net current assets</b>			
Less: Reserve accounts	(2,895,230)	(2,585,273)	(2,585,273)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	218,223	207,802	57,789
- Current portion of employee benefit provisions held in reserve	506,927	506,927	506,927
<b>Total adjustments to net current assets</b>	2(a) (2,170,080)	(1,870,544)	(2,020,557)

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Please refer to the compilation report

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**SHIRE OF YORK  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2024**

**3 EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>General rates</b>	(17,567)	(0.26%)	▼
Interim rate revenue is below YTD Budget			
<b>Grants, subsidies and contributions</b>	29,302	9.64%	▲
RRG Grant grant received higher than budgeted.			
<b>Fees and charges</b>	239,312	22.32%	▲
Budget apportioned 10/12			
Waste fees and charges processed in rates billing in September 2023			
Sale of Water higher than annual budget.			
<b>Interest revenue</b>	49,996	26.66%	▲
Rates penalty interest and timing of interest on rates instalments.			
Interest earned on term deposits higher than annual budget			
<b>Other revenue</b>	(11,153)	(3.01%)	▼
Budget apportioned 10/12			
Timing of receipt of Community Resource Centre revenue and Hockey Club contribution for second Hockey field			
<b>Profit on asset disposals</b>	(3,580)	(25.43%)	▼
Budget apportioned 10/12			
<b>Expenditure from operating activities</b>			
<b>Employee costs</b>	286,600	5.71%	▲
Budget apportioned 9/12			
Under budget in Admin salaries due to timing of employment engagement			
<b>Materials and contracts</b>	1,112,908	28.78%	▲
Budget apportioned 10/12. Under budget in consultant fees.			
<b>Utility charges</b>	(26,935)	(8.72%)	▼
Budget apportioned 8/12			
<b>Depreciation</b>	5,471,442	90.45%	▲
Depreciation not processed from September 2023.			
<b>Finance costs</b>	20,168	38.60%	▲
Budget apportioned 9/12			
Timing of loan settlement for Old Convent.			
<b>Insurance</b>	(58,518)	(21.09%)	▼
Insurance premiums higher than annual budget.			
<b>Other expenditure</b>	91,150	11.45%	▲
Budget apportioned 9/12			
Under budget in Community Resource Centre contribution and Rates Write Offs			
<b>Loss on asset disposals</b>	249,070	100.00%	▲
Budget apportioned 10/12			
Procurement of plant and fleet vehicles not completed			
<b>Non-cash amounts excluded from operating activities</b>	(5,716,932)	(90.97%)	▼
Due to variances described above in relation depreciation and loss on asset disposal			
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b>	(2,660,407)	(79.89%)	▼
Budget apportioned 9/12			
Proceeds recognised as other revenue pending disposals in asset register			
<b>Proceeds from disposal of assets</b>	(295,545)	(78.70%)	▼
Change to recognition of works plant trade for new asset John Deere Loader			
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b>	47,059	5.61%	▲
Procurement of plant and fleet vehicles not completed			
<b>Payments for construction of infrastructure</b>	2,397,365	65.35%	▲
Budget apportioned 10/12. Timing of capital roads projects			
<b>Surplus or deficit after imposition of general rates</b>	1,198,915	49.99%	▲
Due to variances described above			

Please refer to the compilation report

**SHIRE OF YORK**  
**SUPPLEMENTARY INFORMATION**  
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SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$4.21 M	\$4.21 M	\$4.21 M	\$0.00 M
Closing	\$0.63 M	\$2.40 M	\$3.60 M	\$1.20 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$3.70 M	58.8%
Restricted Cash	\$2.59 M	41.2%
<b>Total</b>	<b>\$6.28 M</b>	

Refer to 3 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.02 M	
0 to 30 Days		94.8%
Over 30 Days		5.3%
Over 90 Days		0.0%
<b>Total</b>	<b>\$0.88 M</b>	

Refer to 9 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$1.37 M	77.9%
Trade Receivable	\$0.45 M	
Over 30 Days		4.8%
Over 90 Days		4.0%
<b>Total</b>	<b>\$0.45 M</b>	

Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$2.40 M)	(\$0.75 M)	\$0.96 M	\$1.71 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$7.61 M	
YTD Budget	\$7.64 M	(0.3%)

Refer to 10 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.33 M	
YTD Budget	\$0.30 M	9.6%

Refer to 13 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$1.31 M	
YTD Budget	\$1.07 M	22.3%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.01 M)	(\$0.80 M)	(\$1.31 M)	(\$0.51 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.08 M	
Amended Budget	\$0.43 M	(81.2%)

Refer to 6 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.27 M	
Amended Budget	\$4.40 M	(71.1%)

Refer to 5 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.67 M	
Amended Budget	\$4.00 M	(83.2%)

Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.17 M)	(\$0.26 M)	(\$0.26 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings		
	\$	%
Principal repayments	(\$0.26 M)	
Interest expense	(\$0.04 M)	0.0%
Principal due	\$0.92 M	

Refer to 11 - Borrowings

Reserves	
	\$
Reserves balance	\$2.59 M
Interest earned	\$0.00 M

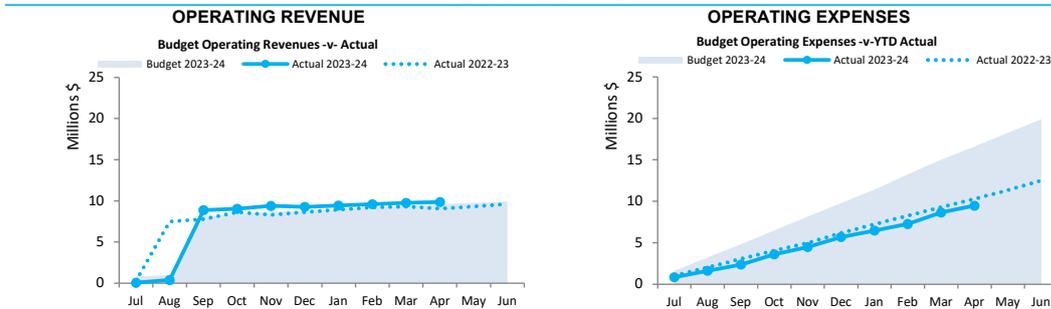
Refer to 4 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

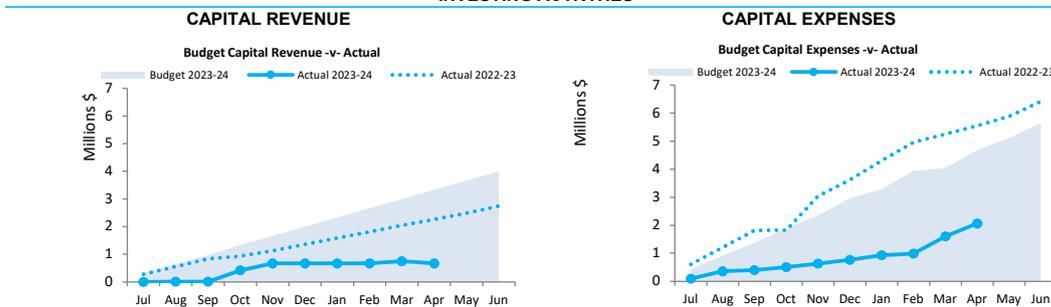
**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**2 KEY INFORMATION - GRAPHICAL**

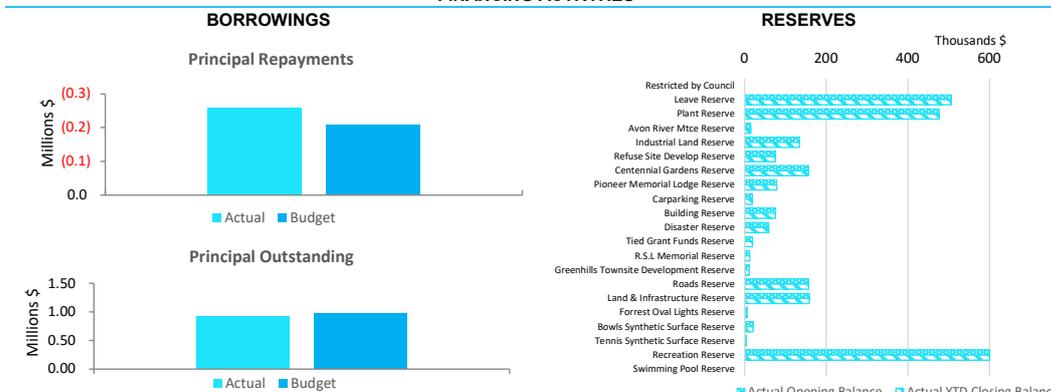
**OPERATING ACTIVITIES**



**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



**Closing funding surplus / (deficit)**



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**3 CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank	Cash and cash equivalents	2,321,848	0	2,321,848	0	n/a	Variable	n/a
Cash on Hand	Cash and cash equivalents	1,330	0	1,330	0	n/a	n/a	n/a
Westpac Flexi	Cash and cash equivalents	5,402	0	5,402	0	Westpac	Variable	n/a
AMP at call	Cash and cash equivalents	28,796	0	28,796	0	AMP	Variable	n/a
AMP	Cash and cash equivalents	301,890	0	301,890	0	AMP	Variable	n/a
Municipal Term Deposit	Financial assets at amortised cost	500,000	0	500,000	0	AMP	5.25%	Jun-24
Municipal Term Deposit	Financial assets at amortised cost	500,312	0	500,312	0	AMP	5.40%	Aug-24
Reserve Bank	Cash and cash equivalents	37,484	518,275	555,759	0	NAB	Variable	n/a
Reserve Term Deposit	Financial assets at amortised cost	0	1,003,685	1,003,685	0	NAB	5.40%	Dec-24
Reserve Term Deposit	Financial assets at amortised cost	0	492,529	492,529	0	Bendigo	5.00%	May-24
Reserve Term Deposit	Financial assets at amortised cost	0	570,784	570,784	0	AMP	5.15%	Oct-24
Trust Fund	Cash and cash equivalents	0	0	0	58,422	n/a	n/a	n/a
<b>Total</b>		<b>3,697,062</b>	<b>2,585,273</b>	<b>6,282,335</b>	<b>58,422</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,696,750	518,275	3,215,025	58,422			
Financial assets at amortised cost		1,000,312	2,066,998	3,067,310	0			
		<b>3,697,062</b>	<b>2,585,273</b>	<b>6,282,335</b>	<b>58,422</b>			

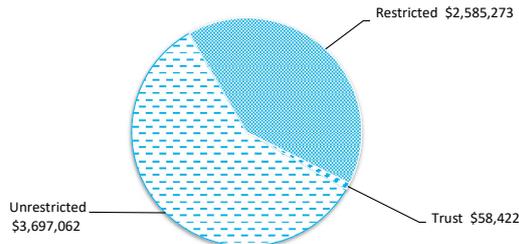
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**4 RESERVE ACCOUNTS**

Reserve name	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual YTD
	Opening	Transfers	Transfers	Closing	Opening	Transfers	Transfers	Closing
	Balance	In (+)	Out (-)	Balance	Balance	In (+)	Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>								
Leave Reserve	506,927	0	0	506,927	506,927	0	0	506,927
Plant Reserve	476,688	40,000	0	516,688	476,688	0	0	476,688
Avon River Mtce Reserve	15,426	0	0	15,426	15,426	0	0	15,426
Industrial Land Reserve	134,010	0	0	134,010	134,010	0	0	134,010
Refuse Site Develop Reserve	75,519	0	0	75,519	75,519	0	0	75,519
Centennial Gardens Reserve	156,162	0	0	156,162	156,162	0	0	156,162
Pioneer Memorial Lodge Reserve	78,533	0	(78,000)	533	78,533	0	0	78,533
Carparking Reserve	18,623	0	0	18,623	18,623	0	0	18,623
Building Reserve	75,380	0	0	75,380	75,380	0	0	75,380
Disaster Reserve	59,281	0	0	59,281	59,281	0	0	59,281
Tied Grant Funds Reserve	19,557	0	0	19,557	19,557	0	0	19,557
R.S.L Memorial Reserve	12,600	0	0	12,600	12,600	0	0	12,600
Greenhills Townsite Development Reserve	11,221	0	0	11,221	11,221	0	0	11,221
Roads Reserve	156,884	0	0	156,884	156,884	0	0	156,884
Land & Infrastructure Reserve	158,104	0	0	158,104	158,104	0	0	158,104
Forrest Oval Lights Reserve	6,161	0	0	6,161	6,161	0	0	6,161
Bowls Synthetic Surface Reserve	20,445	0	0	20,445	20,444	0	0	20,444
Tennis Synthetic Surface Reserve	3,155	0	0	3,155	3,155	0	0	3,155
Recreation Reserve	500,597	0	0	500,597	600,598	0	0	600,598
Swimming Pool Reserve	100,000	0	0	100,000	0	0	0	0
	<b>2,585,273</b>	<b>40,000</b>	<b>(78,000)</b>	<b>2,547,273</b>	<b>2,585,273</b>	<b>0</b>	<b>0</b>	<b>2,585,273</b>

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**INVESTING ACTIVITIES**

**5 CAPITAL ACQUISITIONS**

Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land	31,500	26,250	0	(26,250)
Buildings	381,619	318,001	297,467	(20,534)
Furniture & Equipment	78,685	65,570	12,097	(53,473)
Plant & Equipment	534,500	428,740	481,938	53,198
<b>Acquisition of property, plant and equipment</b>	<b>1,026,304</b>	<b>838,561</b>	<b>791,502</b>	<b>(47,059)</b>
Infrastructure	4,402,130	3,668,380	1,271,015	(2,397,365)
<b>Acquisition of infrastructure</b>	<b>4,402,130</b>	<b>3,668,380</b>	<b>1,271,015</b>	<b>(2,397,365)</b>
<b>Total capital acquisitions</b>	<b>5,428,434</b>	<b>4,506,941</b>	<b>2,062,517</b>	<b>(2,444,424)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	3,996,335	3,330,250	669,843	(2,660,407)
Other (disposals & C/Fwd)	425,454	375,545	80,000	(295,545)
Reserve accounts				
Pioneer Memorial Lodge Reserve	78,000	0	0	0
Contribution - operations	928,645	801,146	1,312,674	511,528
<b>Capital funding total</b>	<b>5,428,434</b>	<b>4,506,941</b>	<b>2,062,517</b>	<b>(2,444,424)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

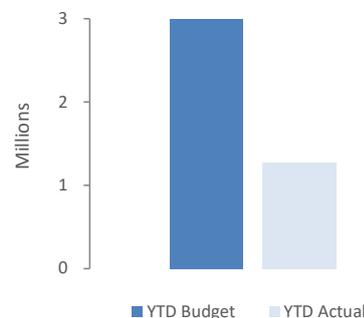
**Initial recognition and measurement for assets held at cost**

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

**Payments for Capital Acquisitions**



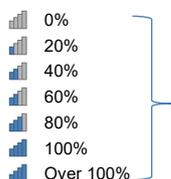
SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

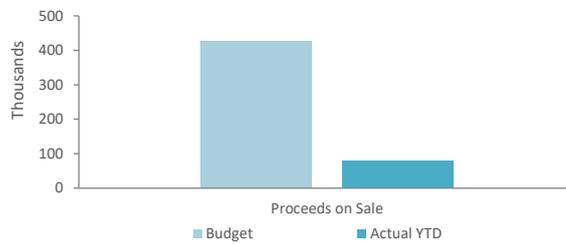
		Amended			
Account Description		Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
<b>Capital Expenditure</b>					
Land					
	146303 LAND PURCHASE AND DEVELOPMENT	31,500	26,250	0	(26,250)
	<b>Land Total</b>	<b>31,500</b>	<b>26,250</b>	<b>0</b>	<b>(26,250)</b>
Buildings					
	043141 ADMIN OFFICE CAPITAL - BUILDINGS	10,000	8,334	1,500	(6,834)
	067304 CENTENNIAL UNITS - BUILDING	5,500	4,580	7,997	3,417
	068302 PML BUILDING CAPITAL	229,509	191,258	150,055	(41,203)
	112302 SWIMMING POOL CAPITAL (STAGE 1) - BUILDINGS	75,000	62,500	73,786	11,286
	112303 BUILDING POOL	5,500	4,580	4,845	265
	113029 TOWN HALL BUILDING	24,000	20,000	25,514	5,514
	118300 BUILDING CAPITAL	32,110	26,750	33,770	7,020
	<b>Buildings Total</b>	<b>381,619</b>	<b>318,001</b>	<b>297,467</b>	<b>(20,535)</b>
Furniture & Equipment					
	043142 FURNITURE & EQUIPMENT ADMIN	78,685	65,570	12,097	(53,473)
	<b>Furniture &amp; Equipment Total</b>	<b>78,685</b>	<b>65,570</b>	<b>12,097</b>	<b>(53,473)</b>
Plant & Equipment					
	042339 ADMINISTRATION VEHICLES	133,500	111,250	21,984	(89,266)
	053035 RANGER VEHICLE PURCHASE CAPITAL	46,000	38,330	0	(38,330)
	123804 EV CHARGING STATION	20,000	0	0	0
	127304 PLANT PURCHASES CAPITAL	335,000	279,160	454,283	175,123
	139303 PLANT & EQUIPMENT CAPITAL - STANDPIPES	0	0	5,671	5,671
	<b>Plant &amp; Equipment Total</b>	<b>534,500</b>	<b>428,740</b>	<b>481,938</b>	<b>53,199</b>
Infrastructure					
	043145 ADMINISTRATION CARPARK INFRASTRUCTURE	37,000	30,830	5,609	(25,221)
	109383 CEMETERY INFRASTRUCTURE	144,830	120,690	51,041	(69,650)
	109389 CBD UPGRADE	100,000	83,330	25,802	(57,528)
	113331 FORREST OVAL INFRASTRUCTURE	32,846	27,370	32,846	5,476
	113335 HERITAGE TRAILS INFRASTRUCTURE	21,277	17,730	21,277	3,547
	113346 MOTOCROSS TRACK INFRASTRUCTURE	137,000	114,160	130,471	16,311
	122400 ROADS TO RECOVERY PROJECTS	333,317	277,760	69,631	(208,130)
	122401 REGIONAL ROAD GROUP PROJECTS	1,366,361	1,138,630	112,186	(1,026,444)
	122402 MUNICIPAL ROAD CONSTRUCTION PROJECTS	62,000	51,660	150	(51,510)
	122404 MUNICIPAL BRIDGE CONSTRUCTION PROJECTS	864,526	720,430	492,133	(228,296)
	122407 BLACKSPOT PROJECTS	295,650	246,370	49,525	(196,845)
	122409 LRCIP PROJECTS	499,877	416,560	42,176	(374,385)
	122411 DRAINAGE CONSTRUCTION PROJECTS	225,403	187,830	224,328	36,497
	122414 MUNICIPAL ROAD CONSTRUCTION RRSP PROJECTS	212,043	176,700	101	(176,599)
	112308 INFRASTRUCTURE OTHER - SWIMMING POOL	0	0	12,201	12,201
	122415 MAINTENANCE OF BRIDGES	70,000	58,330	1,538	(56,792)
	<b>Infrastructure Total</b>	<b>4,402,130</b>	<b>3,668,380</b>	<b>1,271,015</b>	<b>(2,397,366)</b>
	<b>Grand Total</b>	<b>5,428,434</b>	<b>4,506,941</b>	<b>2,062,517</b>	<b>(2,444,425)</b>

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

**6 DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land and Buildings</b>								
	Land 25-27 South St	491,227	245,454	0	(245,773)	0	0	0	0
	<b>Plant and equipment</b>								
12239	2022 Ford Everest	45,600	52,000	6,400	0	0	0	0	0
12237	2021 Mazda CX8	32,200	27,000	0	(5,200)	0	0	0	0
12224	2021 Mazda 3	23,900	23,000	0	(900)	0	0	0	0
12200	2018 Isuzu Dmax SX	21,200	18,000	0	(3,200)	0	0	0	0
11820	2010 Hino Truck	82,825	39,000	0	(43,825)	0	0	0	0
	John Deere loader (22/23)	10,500	21,000	10,500	0	69,500	80,000	10,500	0
		<b>707,452</b>	<b>425,454</b>	<b>16,900</b>	<b>(298,898)</b>	<b>69,500</b>	<b>80,000</b>	<b>10,500</b>	<b>0</b>

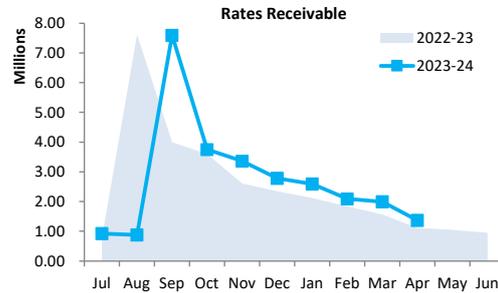


**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

**7 RECEIVABLES**

Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	690,542	934,701
Levied this year	7,003,151	7,614,975
Less - collections to date	(6,361,500)	(6,659,643)
Gross rates collectable	<b>1,332,193</b>	<b>1,890,033</b>
Allowance for impairment of rates receivable	(397,492)	(518,457)
<b>Net rates collectable</b>	<b>934,701</b>	<b>1,371,576</b>
% Collected	82.7%	77.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(50)	143,959	0	1,195	5,981	151,085
Percentage	0.0%	95.3%	0.0%	0.8%	4.0%	
<b>Balance per trial balance</b>						
Sundry debtors						151,085
Other receivables						201,970
GST receivable						66,523
Receivables for employee related provisions						37,410
Allowance for credit losses of trade receivables						(2,982)
<b>Total receivables general outstanding</b>						<b>454,006</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

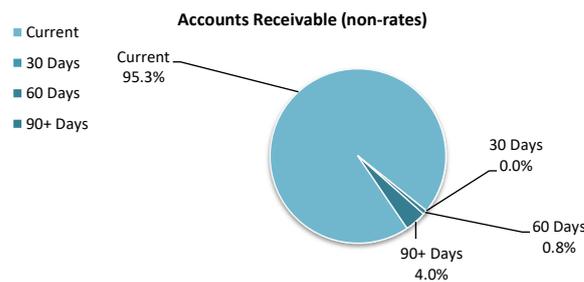
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

**Classification and subsequent measurement**

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

**8 OTHER CURRENT ASSETS**

<b>Other current assets</b>	<b>Opening Balance 1 July 2023</b>	<b>Asset Increase</b>	<b>Asset Reduction</b>	<b>Closing Balance 30 April 2024</b>
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel	46,329	119,649	(116,409)	49,569
<b>Other assets</b>				
Non-current assets held for sale	272,727	0	(272,727)	0
<b>Total other current assets</b>	<b>319,056</b>	<b>119,649</b>	<b>(389,136)</b>	<b>49,569</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

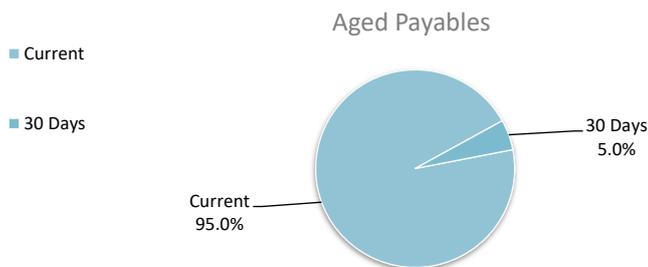
**9 PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	(1,457)	25,049	1,316	0	0	24,908
Percentage	-5.8%	100.6%	5.3%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						24,908
ATO liabilities						133,405
Other payables						158,589
Prepaid rates						116,983
Bonds and deposits						416,461
ESL						27,431
<b>Total payables general outstanding</b>						<b>877,777</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

**10 RATE REVENUE**

**General rate revenue**

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>									
GRV General Rate	0.134045	1,493	25,485,881	3,416,255	21,000	3,437,255	3,416,255	2,646	3,418,901
<b>Unimproved value</b>									
UV General Rate	0.008859	407	364,072,031	3,225,314	0	3,225,314	3,225,314	(2,713)	3,222,601
<b>Sub-Total</b>		<b>1,900</b>	<b>389,557,912</b>	<b>6,641,569</b>	<b>21,000</b>	<b>6,662,569</b>	<b>6,641,569</b>	<b>(67)</b>	<b>6,641,502</b>
<b>Minimum payment</b>									
<b>Minimum Payment \$</b>									
<b>Gross rental value</b>									
GRV General Rate	1,320	477	1,577,413	629,640	0	629,640	629,640	0	629,640
<b>Unimproved value</b>									
UV General Rate	1,320	292	28,348,622	385,440	0	385,440	385,440	0	385,440
<b>Sub-total</b>		<b>769</b>	<b>29,926,035</b>	<b>1,015,080</b>	<b>0</b>	<b>1,015,080</b>	<b>1,015,080</b>	<b>0</b>	<b>1,015,080</b>
Discount						(58,190)			(63,010)
<b>Amount from general rates</b>						<b>7,619,459</b>			<b>7,593,572</b>
Ex-gratia rates						21,403			21,403
<b>Total general rates</b>						<b>7,640,862</b>			<b>7,614,975</b>

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
		1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Forrest Oval Stage 1	62	732,236	0	0	(35,899)	(72,929)	696,337	659,307	(23,065)	(45,000)
Forrest Oval Stage 2	63	104,269	0	0	(19,285)	(25,879)	84,984	78,390	(3,781)	(4,875)
Forrest Oval Stage 3	64	162,645	0	0	(30,081)	(40,368)	132,564	122,277	(5,899)	(7,605)
Old Convent School	67	175,858	0	0	(171,980)	(68,626)	3,878	107,232	(8,773)	(5,226)
<b>Total</b>		<b>1,175,008</b>	<b>0</b>	<b>0</b>	<b>(257,245)</b>	<b>(207,802)</b>	<b>917,763</b>	<b>967,206</b>	<b>(41,518)</b>	<b>(62,706)</b>
Current borrowings		207,802					57,789			
Non-current borrowings		967,206					859,974			
		<b>1,175,008</b>					<b>917,763</b>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES**

**12 OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2024
		\$	\$	\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Capital grant/contributions liabilities		858,734	0	0	0	858,734
<b>Total other liabilities</b>		858,734	0	0	0	858,734
<b>Employee Related Provisions</b>						
Provision for annual leave		461,128	0	0	0	461,128
Provision for long service leave		233,075	0	0	0	233,075
Provision for sick leave		51,125	0	0	0	51,125
<b>Total Provisions</b>		745,328	0	0	0	745,328
<b>Total other current liabilities</b>		<b>1,604,062</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,604,062</b>

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 14

**KEY INFORMATION**

**Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Employee Related Provisions**

**Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

**Other long-term employee benefits**

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**Contract liabilities**

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

**Capital grant/contribution liabilities**

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2023	Liability	Liability	30 Apr 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
Australia Day Council	0	0	0	0	0	15,000	12,500	12,000
Grant Funds (Untied)	0	0	0	0	0	44,745	37,280	33,559
Grant Local Road (Untied)	0	0	0	0	0	39,160	32,630	29,370
LGGS Grants	0	0	0	0	0	56,990	47,490	56,990
Library Grants	4,556	0	0	4,556	4,556	4,556	3,790	0
OTHER GRANTS	0	0	0	0	0	0	0	8,978
Grant RRG - Direct	0	0	0	0	0	191,441	159,530	191,440
GRANTS - TOURISM & AREA PROMOTION	0	0	0	0	0	0	0	978
	<b>4,556</b>	<b>0</b>	<b>0</b>	<b>4,556</b>	<b>4,556</b>	<b>351,892</b>	<b>293,220</b>	<b>333,315</b>
<b>Contributions</b>								
Members - Contributions	0	0	0	0	0	200	67	0
Admin - Contributions	0	0	0	0	0	114	38	0
Contributions to Rural Numbers	0	0	0	0	0	342	114	0
Other Recreation - Contributions, Reimbursements	0	0	0	0	0	31,500	10,500	0
Tourism - Contributions & Donations	0	0	0	0	0	222	74	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>32,378</b>	<b>10,793</b>	<b>0</b>
<b>TOTALS</b>	<b>4,556</b>	<b>0</b>	<b>0</b>	<b>4,556</b>	<b>4,556</b>	<b>384,270</b>	<b>304,013</b>	<b>333,315</b>

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2023	Liability	Liability	30 Apr 2024	Liability	Budget Revenue	Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
Cemetery Grant Income	0	0	0	0	0	9,000	7,500	9,900
Recreation Grants - Taxable	0	0	0	0	0	135,000	112,500	0
Grant Income Museum	6,359	0	0	6,359	6,359	15,899	13,240	0
DLGSC Grant - ORV Facility	40,000	0	0	40,000	40,000	0	0	0
Grants Income	0	0	0	0	0	0	0	2,000
Road to Recovery Grants	0	0	0	0	0	677,317	564,430	0
Grant - RRG - Roads	409,357	0	0	409,357	409,357	1,366,360	1,138,630	229,437
Grant Govt-Black Spot Funding	0	0	0	0	0	322,830	269,020	18,200
Grants - LRCIP	363,540	0	0	363,540	363,540	1,257,885	1,048,230	410,306
Grant - RRSP - Roads	0	0	0	0	0	212,044	176,700	0
Grants - Main Roads Safety Program	34,922	0	0	34,922	34,922	0	0	0
	<b>854,178</b>	<b>0</b>	<b>0</b>	<b>854,178</b>	<b>854,178</b>	<b>3,996,335</b>	<b>3,330,250</b>	<b>669,843</b>

**SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024**

**15 TRUST FUND**

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

<b>Description</b>	<b>Opening Balance 1 July 2023</b>	<b>Amount Received</b>	<b>Amount Paid</b>	<b>Closing Balance 30 Apr 2024</b>
	\$	\$	\$	\$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
	<b>58,422</b>	<b>0</b>	<b>0</b>	<b>58,422</b>

SHIRE OF YORK  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 30 APRIL 2024

16 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
			Adjustment	Available	Available	
			\$	\$	\$	\$
<b>Budget adoption</b>						30,000
Cemetery Infrastructure	OCM 26/09/23 Res. 060923	Capital expenses	0	0	(116,830)	(86,830)
Grants LRCI	OCM 26/09/23 Res. 060923	Capital revenue	0	36,237	0	(50,593)
Grants LRCI	OCM 26/09/23 Res. 060923	Capital revenue	0	80,593	0	30,000
Forrest Oval lighting and drainage	OCM 26/09/23 Res. 060923	Capital expenses	0	0	(10,000)	20,000
Bridge Construction Project	OCM 26/09/23 Res. 060923	Capital expenses	0	10,000	0	30,000
York CRC charges other taxable supply	OCM 26/09/23 Res. 150923	Operating revenue	0	171,155	0	201,155
York CRC expenses	OCM 26/09/23 Res. 150923	Operating expenses	0	0	(182,196)	18,959
York CRC Garden/Carpark maintenance	OCM 26/09/23 Res. 150923	Operating expenses	0	0	(2,950)	16,009
Wheatbelt Regional University	OCM 26/09/23 Res. 150923	Operating expenses	0	10,000	0	26,009
Multiyear funding agreements	OCM 26/09/23 Res. 150923	Operating expenses	0	25,000	0	51,009
Contribution to York CRC	OCM 28/11/23 Res. 121123	Operating expenses	0	0	(347,957)	(296,948)
Transfer to reserve - Bridges	OCM 28/11/23 Res. 121123	Capital expenses	0	347,957	0	51,009
Maintenance of Bridges	OCM 27/02/24 Res. 040224	Capital expenses	0	0	(70,000)	(18,991)
Roads to Recovery Project	OCM 27/02/24 Res. 040224	Capital expenses	0	70,000	0	51,009
Opening surplus	OCM 26/03/24 Res. 100324	Opening surplus(deficit)	0	384,258	0	435,267
Grants, subsidies and contributions	OCM 26/03/24 Res. 100324	Operating revenue	0	0	(2,118)	433,149
Fees and charges	OCM 26/03/24 Res. 100324	Operating revenue	0	15,389	0	448,538
Other revenue	OCM 26/03/24 Res. 100324	Operating revenue	0	9,235	0	457,773
Profit on asset disposals	OCM 26/03/24 Res. 100324	Non cash item	10,500	0	0	457,773
Employee costs	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(63,767)	394,006
Materials and contracts	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(91,129)	302,877
Utility charges	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(60,000)	242,877
Insurance	OCM 26/03/24 Res. 100324	Operating expenses	0	0	(10,000)	232,877
Other expenditure	OCM 26/03/24 Res. 100324	Operating expenses	0	181,252	0	414,129
Loss on asset disposal	OCM 26/03/24 Res. 100324	Non cash item	(43,000)	0	0	414,129
Purchase and construction of infrastructure-other	OCM 26/03/24 Res. 100324	Capital expenses	0	219,454	0	633,583
				<b>1,560,530</b>	<b>(956,947)</b>	<b>633,583</b>

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT31679	04/04/2024 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT FOR UNIFORMS - STEEL CAP BOOTS - 27/03/24	1		199.00
INV 27032024	27/03/2024 ANNIE QUINN MEDLEY	STAFF REIMBURSEMENT FOR UNIFORMS - STEEL CAP BOOTS - 27/03/24	1	199.00	
EFT31680	04/04/2024 ARCHIVAL SURVIVAL	SUPPLY OF A4 ARCHIVAL COPY PAPER - COUNCIL MINUTE BOOKS - 20/03/24	1		235.02
INV 00071093	20/03/2024 ARCHIVAL SURVIVAL	SUPPLY OF A4 ARCHIVAL COPY PAPER - COUNCIL MINUTE BOOKS - 20/03/24	1	235.02	
EFT31681	04/04/2024 AUSCO MODULAR PTY LTD	23.24 MONTHLY MULTIPURPOSE TRANSPORTABLE HIRE (LIA) - 01/04/24-30/04/24	1		889.37
INV 7432835	01/04/2024 AUSCO MODULAR PTY LTD	23.24 MONTHLY MULTIPURPOSE TRANSPORTABLE HIRE (LIA) - 01/04/24-30/04/24	1	889.37	
EFT31682	04/04/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 22/03/24	1		25,925.96
INV 00061731	22/03/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 22/03/24	1	25,925.96	
EFT31683	04/04/2024 BLAKE EDWARD LUXFORD	COUNCILLOR ALLOWANCES - MARCH 2024	1		1,315.85
INV CRS PMT	28/03/2024 BLAKE EDWARD LUXFORD	COUNCILLOR ALLOWANCES - MARCH 2024	1	1,315.85	
EFT31684	04/04/2024 BUNNINGS WAREHOUSE	PURCHASE OF HYDROCHLORIC ACID 20 LITRE FOR SWIMMING POOL - 22/03/24	1		96.94
INV	22/03/2024 BUNNINGS WAREHOUSE	PURCHASE OF HYDROCHLORIC ACID 20 LITRE FOR SWIMMING POOL - 22/03/24	1	96.94	
EFT31685	04/04/2024 CINDY REA KEEBLE	STAFF REIMBURSEMENT FOR UNIFORMS - 25/03/24	1		77.29
INV 25032024	25/03/2024 CINDY REA KEEBLE	STAFF REIMBURSEMENT FOR UNIFORMS - 25/03/24	1	77.29	
EFT31686	04/04/2024 CITY ELECTRIC SUPPLY	SUPPLY OF 6X SOLAR LIGHTS AND 1X LIGHT POLE FOR ADMIN CARPARK - 19/03/24	1		5,671.02
INV	19/03/2024 CITY ELECTRIC SUPPLY	SUPPLY OF 6X SOLAR LIGHTS AND 1X LIGHT POLE FOR ADMIN CARPARK - 19/03/24	1	5,671.02	
EFT31687	04/04/2024 COLGAN INDUSTRIES PTY LTD	SUPPLY AND INSTALL PERFORATED INTERPRETIVE SCREEN - 18/03/24 - VARIATION APPROVED	1		1,919.06
INV 00003447	18/03/2024 COLGAN INDUSTRIES PTY LTD	SUPPLY AND INSTALL PERFORATED INTERPRETIVE SCREEN - 18/03/24 - VARIATION APPROVED	1	1,919.06	
EFT31688	04/04/2024 D & A PLUMBING & GAS SERVICES	PLUMBING SERVICES	1		349.64
INV 318	25/03/2024 D & A PLUMBING & GAS SERVICES	UNCLOG MENS URINAL AT YRCC OUTSIDE TOILETS (NEAR BASKETBALL) - 25/03/24	1	178.86	
INV 327	26/03/2024 D & A PLUMBING & GAS SERVICES	REPAIR INLET VALVE AT LADIES TOILETS IN CANDICE BATEMAN PARK - 26/03/24	1	170.78	
EFT31689	04/04/2024 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - MARCH 2024	1		1,315.85

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Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV CRS PMT	28/03/2024 DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - MARCH 2024	1	1,315.85	
EFT31690	04/04/2024 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - MARCH 2024	1		1,678.61
INV CRS PMT	28/03/2024 DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - MARCH 2024	1	1,678.61	
EFT31691	04/04/2024 FOCUS NETWORKS	FOCUS NETWORKS IT SUPPORT SERVICES	1		902.00
INV	27/03/2024 FOCUS NETWORKS	FOCUS NETWORKS - VMWARE CRITICAL SECURITY UPDATES - 27/03/24	1	902.00	
EFT31692	04/04/2024 INTERTEK INFORM	INTERNET DOWNLOAD - ONE (1) PDF VERSION OF AS 4122-2010 - GENERAL CONDITIONS OF CONTRACT FOR CONSULTANTS - 25/03/24	1		47.95
INV	25/03/2024 INTERTEK INFORM	INTERNET DOWNLOAD - ONE (1) PDF VERSION OF AS 4122-2010 - GENERAL CONDITIONS OF CONTRACT FOR CONSULTANTS - 25/03/24	1	47.95	
EFT31693	04/04/2024 KEITH & JOYCE WILSON	REIMBURSEMENT FOR OVERPAYMENT OF RENT - 27/03/24	1		658.08
INV 27032024	27/03/2024 KEITH & JOYCE WILSON	REIMBURSEMENT FOR OVERPAYMENT OF RENT - 27/03/24	1	658.08	
EFT31694	04/04/2024 KEVIN PYKE	COUNCILLOR ALLOWANCES - MARCH 2024	1		1,315.85
INV CRS PMT	28/03/2024 KEVIN PYKE	COUNCILLOR ALLOWANCES - MARCH 2024	1	1,315.85	
EFT31695	04/04/2024 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - MARCH 2024	1		3,403.76
INV CRS PMT	28/03/2024 KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - MARCH 2024	1	3,403.76	
EFT31696	04/04/2024 LOUISE WELLS	LOTA24 TEXTILE ARTIST IN RESIDENCE - LOUISE WELLS ARTIST - ARTIST FEE INCLUDING SITE VISITS - 1ST PAYMENT - 27/03/24	1		2,500.00
INV 27032024	27/03/2024 LOUISE WELLS	LOTA24 TEXTILE ARTIST IN RESIDENCE - LOUISE WELLS ARTIST - ARTIST FEE INCLUDING SITE VISITS - 1ST PAYMENT - 27/03/24	1	2,500.00	
EFT31697	04/04/2024 LUCINDAS EVERLASTINGS	SUPPLY OF GRAM PACKETS FOR RESELL AT VISITOR'S CENTRE - 12/03/24	1		256.00
INV 5045	12/03/2024 LUCINDAS EVERLASTINGS	SUPPLY OF GRAM PACKETS FOR RESELL AT VISITOR'S CENTRE - 12/03/24	1	256.00	
EFT31698	04/04/2024 MAIA FINANCIAL PTY LTD	GYM EQUIPMENT FOR THE SHIRE OF YORK GYM (RUN BY BELGRAVIA) -INTERIM RENTAL 01/04/24-30/06/24	1		1,342.02
INV C43770	19/02/2024 MAIA FINANCIAL PTY LTD	GYM EQUIPMENT FOR THE SHIRE OF YORK GYM (RUN BY BELGRAVIA) -INTERIM RENTAL 01/04/24-30/06/24	1	1,342.02	
EFT31699	04/04/2024 MAL AUTOMOTIVES	PROVIDE 56000KM SERVICE FOR 2021 FORD TR CUSTOM VAN 1HJB866 - 22/03/24	1		607.41

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Cheque / EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
INV 30479	25/03/2024 MAL AUTOMOTIVES	PROVIDE 56000KM SERVICE FOR 2021 FORD TR CUSTOM VAN 1HJB866 - 22/03/24	1	607.41	
EFT31700	04/04/2024 MICHAEL GLEDHILL	STAFF REIMBURSEMENT FOR PPE UNIFORM - PRESCRIPTION SAFETY GLASSES - 07/03/24	1		1,198.97
INV 07032024	07/03/2024 MICHAEL GLEDHILL	STAFF REIMBURSEMENT FOR PPE UNIFORM - PRESCRIPTION SAFETY GLASSES - 07/03/24	1	1,198.97	
EFT31701	04/04/2024 MINT COLLABORATIVE	COMPLETION OF WORKFORCE PLAN REPORT (INCLUDING REVISIONS) - 02/04/24	1		8,589.63
INV	02/04/2024 MINT COLLABORATIVE	COMPLETION OF WORKFORCE PLAN REPORT (INCLUDING REVISIONS) - 02/04/24	1	8,589.63	
EFT31702	04/04/2024 NUTRIEN AG SOLUTIONS	SUPPLY OF PET FOOD FOR POUND	1		166.32
INV 910444296	06/03/2024 NUTRIEN AG SOLUTIONS	SUPPLY OF PET FOOD FOR POUND - 06/03/24	1	122.76	
INV 910467864	12/03/2024 NUTRIEN AG SOLUTIONS	SUPPLY OF DOG FOOD FOR POUND - 12/03/24	1	43.56	
EFT31703	04/04/2024 OFFICEWORKS	PURCHASE OF STORYTIME TABLES AND CONSUMABLES - 27/03/24	1		98.00
INV 613525858	27/03/2024 OFFICEWORKS	PURCHASE OF STORYTIME TABLES AND CONSUMABLES - 27/03/24	1	98.00	
EFT31704	04/04/2024 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - MARCH 2024	1		1,315.85
INV CRS PMT	28/03/2024 PETER ALLAN WRIGHT	COUNCILLOR ALLOWANCES - MARCH 2024	1	1,315.85	
EFT31705	04/04/2024 PETER BAILEY BUILDING SERVICES	BUILDING MAINTENANCE SERVICES	1		750.00
INV 26032024	26/03/2024 PETER BAILEY BUILDING SERVICES	REPAIR TOILETS AND CLEAN AND REPAINT CEILING IN THE HOWICK STREET TOILETS - 26/03/24	1	400.00	
INV 26032024	26/03/2024 PETER BAILEY BUILDING SERVICES	REPAIR AND PAINT WALL AT AVON PARK TOILETS - 26/03/24	1	350.00	
EFT31706	04/04/2024 REBECCA LOUISE PALUMBO	STAFF REIMBURSEMENT FOR UNIFORMS - 20/03/24	1		323.77
INV 20032024	20/03/2024 REBECCA LOUISE PALUMBO	STAFF REIMBURSEMENT FOR UNIFORMS - 20/03/24	1	323.77	
EFT31707	04/04/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY	1		136.94
INV 108452	24/03/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 24/03/24	1	19.99	
INV 108430	24/03/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 24/03/24	1	94.96	
INV 108451	24/03/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 24/03/24	1	21.99	
EFT31708	04/04/2024 SHONA ZULSDORF	REIMBURSEMENT FOR TRAVEL TO AUDIT & RISK COMMITTEE MEETING - 21/03/24	1		129.63
INV 21032024	21/03/2024 SHONA ZULSDORF	REIMBURSEMENT FOR TRAVEL TO AUDIT & RISK COMMITTEE MEETING - 21/03/24	1	129.63	

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EFT31709	04/04/2024 TALIS CONSULTANTS	CONSULTANCY SERVICES FEBRUARY 2024 - YORK QUELLINGTON ROAD PROJECT	1		26,818.00
INV 30896	29/02/2024 TALIS CONSULTANTS	CONSULTANCY SERVICES FEBRUARY 2024 - YORK QUELLINGTON ROAD PROJECT	1	30,310.50	
INV CN-27141	24/03/2024 TALIS CONSULTANTS	CONSULTANCY SERVICES FEBRUARY 2024 - YORK QUELLINGTON ROAD PROJECT	1	-3,492.50	
EFT31710	04/04/2024 TOWN TEAM MOVEMENT	DEVELOPMENT OF CONCEPT PLAN FOR HOMEHARDWARE SITE/MACARTNEY STREET SITE - 28/03/24	1		8,690.00
INV 00000816	28/03/2024 TOWN TEAM MOVEMENT	DEVELOPMENT OF CONCEPT PLAN FOR HOMEHARDWARE SITE/MACARTNEY STREET SITE - 28/03/24	1	8,690.00	
EFT31711	04/04/2024 WESTCYCLE INC	WESTCYCLE INC COMMUNITY EVENT FUNDING FOR 2023 YORK CANOLA CLASSIC - 20% ACQUITTAL PAYMENT - 28/03/24	1		1,980.00
INV 3584	28/03/2024 WESTCYCLE INC	WESTCYCLE INC COMMUNITY EVENT FUNDING FOR 2023 YORK CANOLA CLASSIC - 20% ACQUITTAL PAYMENT - 28/03/24	1	1,980.00	
EFT31712	04/04/2024 WESTGROW FARM TREES	SUPPLY OF TREES FOR DEPOT - KERBSIDE BEAUTIFUICATION PROJECT - 29/02/24	1		295.00
INV INV-0274	29/02/2024 WESTGROW FARM TREES	SUPPLY OF TREES FOR DEPOT - KERBSIDE BEAUTIFUICATION PROJECT - 29/02/24	1	295.00	
EFT31713	04/04/2024 WHITNEY CONSULTING (MAHJAE PTY LTD)	GRANTS ESSENTIAL WORKSHOP FOR COMMUNITY RESOURCE CENTRE - 26 MARCH 2024	1		2,068.00
INV INV-0693	01/03/2024 WHITNEY CONSULTING (MAHJAE PTY LTD)	GRANTS ESSENTIAL WORKSHOP FOR COMMUNITY RESOURCE CENTRE - 26 MARCH 2024	1	2,068.00	
EFT31714	04/04/2024 YORK & DISTRICTS COMMUNITY MATTERS	COMMUNITY MATTERS	1		1,672.00
INV 3524	01/04/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	98.00	
INV 3524	01/04/2024 YORK & DISTRICTS COMMUNITY MATTERS	ADVERTISING	1	1,574.00	
EFT31715	04/04/2024 YORK LANDSCAPE SUPPLIES	SUPPLY & DELIVER 3 PALLETS OF CEMENT FOR GREENHILLS S RD/ BRIDGE - 14/03/24	1		2,153.11
INV 00009305	14/03/2024 YORK LANDSCAPE SUPPLIES	SUPPLY & DELIVER 3 PALLETS OF CEMENT FOR GREENHILLS S RD/ BRIDGE - 14/03/24	1	2,153.11	
EFT31716	11/04/2024 ANGLO AMERICAN EXPLORATION (AUSTRALIA) PTY LIMITED	RATES OVERPAYMENT REFUND	1		598.69
INV A61001	10/04/2024 ANGLO AMERICAN EXPLORATION (AUSTRALIA) PTY LIMITED	RATES OVERPAYMENT REFUND		598.69	
EFT31717	11/04/2024 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	SUPPLY 1X STAFF NAME BADGE - FINANCE MANAGER	1		22.00

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INV INV-2255	02/04/2024 ASH & RAIN PTY LTD THE JAHAYA REIGN FAMILY TRUST (IMPRINT PLASTIC)	SUPPLY 1X STAFF NAME BADGE - FINANCE MANAGER	1	22.00	
EFT31718	11/04/2024 ASV SALES & SERVICE	SUPPLY AND DELIVER 1X 7TYNE 1800MM WIDE FOR SKIDSTEER POSI-TRACK LOADER 1GJZ237 - 02/04/24	1		3,214.20
INV 334561	02/04/2024 ASV SALES & SERVICE	SUPPLY AND DELIVER 1X 7TYNE 1800MM WIDE FOR SKIDSTEER POSI-TRACK LOADER 1GJZ237 - 02/04/24	1	3,214.20	
EFT31719	11/04/2024 AUSTRALASIAN PERFORMING RIGHT ASSOC LTD. (APRA)	COUNCILS MUSIC RURAL - 1 APRIL 2024 - 30 JUNE 2024	1		132.36
INV 451252	03/04/2024 AUSTRALASIAN PERFORMING RIGHT ASSOC LTD. (APRA)	COUNCILS MUSIC RURAL - 1 APRIL 2024 - 30 JUNE 2024	1	132.36	
EFT31720	11/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES	1		157.00
INV 81	04/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 81	04/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 81	04/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 81	04/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 81	04/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 81	04/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
EFT31721	11/04/2024 AVON VALLEY AG	SUPPLY FOR COLLECTION REPAIR ITEMS FOR DEPOT - 02/04/24	1		201.53
INV Y132119	02/04/2024 AVON VALLEY AG	SUPPLY FOR COLLECTION REPAIR ITEMS FOR DEPOT - 02/04/24	1	201.53	
EFT31722	11/04/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL - 27/02/24-28/03/24	1		40.78
INV	29/03/2024 BOC GASES	SUPPLY VARIOUS GAS & CONTAINER RENTAL - 27/02/24-28/03/24	1	40.78	
EFT31723	11/04/2024 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT - MARCH 2024	1		990.00
INV INV-0224	05/04/2024 BRITTANY MOORE - WITH, B	MONTHLY SOCIAL MEDIA MANAGEMENT - MARCH 2024	1	990.00	
EFT31724	11/04/2024 CODEY REDMOND	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE AND MEDICAL - FINANCE MANAGER - 08/04/24	1		223.70
INV 08042024	08/04/2024 CODEY REDMOND	REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARANCE AND MEDICAL - FINANCE MANAGER - 08/04/24	1	223.70	

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EFT31725	11/04/2024 CORSIGN WA	SUPPLY NAME PLATE FOR HAMERLSEY SIDING ROAD - 28/03/24	1		44.00
INV 00083970	28/03/2024 CORSIGN WA	SUPPLY NAME PLATE FOR HAMERLSEY SIDING ROAD - 28/03/24	1	44.00	
EFT31726	11/04/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES	1		1,396.38
INV 219835	02/04/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 05/03/24-02/04/24 - DEPOT	1	84.66	
INV 219769	02/04/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 05/07/23-02/04/24 - CANON IMAGE RUNNER ADVANCE DX C5760I - VARIATION APPROVED	1	1,185.55	
INV 219836	02/04/2024 COUNTRY COPIERS	PHOTOCOPIER CHARGES 05/03/24-02/04/24 - YVC	1	126.17	
EFT31727	11/04/2024 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES - MARCH 2024	1		899.64
INV	03/04/2024 CREDIT MANAGEMENT AUSTRALIA POST	POSTAGE CHARGES - MARCH 2024	1	899.64	
EFT31728	11/04/2024 DARRYS PLUMBING AND GAS	PLUMBING SERVICES	1		121.00
INV IV01461	05/04/2024 DARRYS PLUMBING AND GAS	CLEAR BLOCKED TOILET AT CEMETERY - 05/04/24	1	121.00	
EFT31729	11/04/2024 DWA CONSULTING PTY LTD	DRAINAGE IMPROVEMENT - YORK CEMETERY - CONSULTING ENGINEERING SERVICES 27/10/23-27/03/24	1		727.65
INV 00032343	27/03/2024 DWA CONSULTING PTY LTD	DRAINAGE IMPROVEMENT - YORK CEMETERY - CONSULTING ENGINEERING SERVICES 27/10/23-27/03/24	1	727.65	
EFT31730	11/04/2024 FOCUS NETWORKS	FOCUS NETWORKS IT SERVICES	1		13,623.73
INV	02/04/2024 FOCUS NETWORKS	FOCUS NETWORKS SUPPORT - MONTHLY MPS DEVICES - 02/04/24	1	6,383.30	
INV	03/04/2024 FOCUS NETWORKS	FOCUS NETWORKS SUPPORT - MONTHLY SAAS - APRIL 2024	1	7,240.43	
EFT31731	11/04/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER TO THE SHIRE OF YORK DEPOT 5,000 LITRES OF DIESEL - 03/04/24	1		9,409.30
INV 53104085	03/04/2024 FUEL DISTRIBUTORS	SUPPLY AND DELIVER TO THE SHIRE OF YORK DEPOT 5,000 LITRES OF DIESEL - 03/04/24	1	9,409.30	
EFT31732	11/04/2024 KINETICON GROUP	LRCI PROJECT NEVILLE STREET DRAINAGE WORKS - 19/03/24 - FINAL CLAIM - VARIATION APPROVED	1		36,964.12
INV 2713	19/03/2024 KINETICON GROUP	LRCI PROJECT NEVILLE STREET DRAINAGE WORKS - 19/03/24 - FINAL CLAIM - VARIATION APPROVED	1	36,964.12	
EFT31733	11/04/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,282.71

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INV 00092846	03/04/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,205.71	
INV 00092535	03/04/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	77.00	
EFT31734	11/04/2024 LG BEST PRACTICES PTY LTD	PROVIDE RATES SERVICES 14/03/24-27/03/24	1		1,672.00
INV 22425	31/03/2024 LG BEST PRACTICES PTY LTD	PROVIDE RATES SERVICES 14/03/24-27/03/24	1	1,672.00	
EFT31735	11/04/2024 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	1		324.50
INV 134852	28/03/2024 MCLEODS BARRISTERS AND SOLICITORS	LEGAL EXPENSES	1	324.50	
EFT31736	11/04/2024 MOORE AUSTRALIA	ADDITIONAL WORK - FINANCIAL CONSULTANT SERVICES TO COMPLETE 22.23 ANNUAL REPORT - 11/03/24	1		3,343.64
INV 434646	11/03/2024 MOORE AUSTRALIA	ADDITIONAL WORK - FINANCIAL CONSULTANT SERVICES TO COMPLETE 22.23 ANNUAL REPORT - 11/03/24	1	3,343.64	
EFT31737	11/04/2024 NEO CIVIL PTY LTD	CONSTRUCTION OF MACKIE SIDING CULVERTS - PROGRESS CLAIM 2 - 27/03/24	1		260,902.55
INV	27/03/2024 NEO CIVIL PTY LTD	CONSTRUCTION OF MACKIE SIDING CULVERTS - PROGRESS CLAIM 2 - 27/03/24	1	260,902.55	
EFT31738	11/04/2024 NETLINK GROUP PTY LTD	MITEL SOFTWARE ASSURANCE RENEWAL - 05/04/24	1		690.25
INV 64784	05/04/2024 NETLINK GROUP PTY LTD	MITEL SOFTWARE ASSURANCE RENEWAL - 05/04/24	1	690.25	
EFT31739	11/04/2024 POOLSHOP ONLINE	SWIMMING POOL CHEMICAL SUPPLIES - MARCH 2024	1		1,120.00
INV INV-1966	26/03/2024 POOLSHOP ONLINE	SWIMMING POOL CHEMICAL SUPPLIES - MARCH 2024	1	1,120.00	
EFT31740	11/04/2024 PORTER CONSULTING ENGINEERS	CLAIM FOR WORKS COMPLETED 28 MARCH 2024 STAGE 3 - YORK-TAMMIN (GOLDFIELDS) RD WIDENING RRG PROJECT	1		27,208.50
INV 00024184	28/03/2024 PORTER CONSULTING ENGINEERS	CLAIM FOR WORKS COMPLETED 28 MARCH 2024 STAGE 3 - YORK-TAMMIN (GOLDFIELDS) RD WIDENING RRG PROJECT	1	27,208.50	
EFT31741	11/04/2024 RAYMOND STANLEY WILLIAMS	RATES OVERPAYMENT REFUND	1		200.00
INV A60499	10/04/2024 RAYMOND STANLEY WILLIAMS	RATES OVERPAYMENT REFUND		200.00	
EFT31742	11/04/2024 RE: MEMBER SOFTWARE PTY LTD	IPWEA ADVERTISING - ROAD MAINTENANCE SUPERVISOR - 24/03/24	1		242.00
INV R66787390	24/03/2024 RE: MEMBER SOFTWARE PTY LTD	IPWEA ADVERTISING - ROAD MAINTENANCE SUPERVISOR - 24/03/24	1	242.00	
EFT31743	11/04/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENT FOR MEALS, TRANSPORT, PARKING FEES FOR CARAVAN AND CAMPING EVENT - 20/03/24-23/03/24	1		202.14

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INV 28032024	28/03/2024 REBECCA LEE-ANNE ATKINSON	STAFF REIMBURSEMENT FOR MEALS, TRANSPORT, PARKING FEES FOR CARAVAN AND CAMPING EVENT - 20/03/24-23/03/24	1	202.14	
EFT31744	11/04/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 31/03/24	1		49.98
INV 108474	31/03/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 31/03/24	1	49.98	
EFT31745	11/04/2024 SANOKIL	MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICNG FOR VARIOUS SITES - APRIL 2024	1		277.20
INV 20151314	01/04/2024 SANOKIL	MONTHLY SUPPLY OF SANITARY WASTE UNITS AND SERVICNG FOR VARIOUS SITES - APRIL 2024	1	277.20	
EFT31746	11/04/2024 SEEK LIMITED	SEEK ADVERTISEMENTS - STAFF RECRUIMENT	1		1,562.00
INV 700437834	11/03/2024 SEEK LIMITED	SEEK ADVERT - ROAD MAINTENANCE GENERAL HAND - 11/03/24	1	401.50	
INV 700444780	14/03/2024 SEEK LIMITED	SEEK ADVERT - MUSEUM & YORK VISITOR CENTRE (CASUAL POOL) - 14/03/24	1	390.50	
INV 700461333	25/03/2024 SEEK LIMITED	SEEK ADVERT - ROAD MAINTENANCE SUPERVISOR - 25/03/24	1	390.50	
INV 700463697	26/03/2024 SEEK LIMITED	SEEK ADVERT - PROJECT MANAGER - 26/03/24	1	379.50	
EFT31747	11/04/2024 SLIMLINE WAREHOUSE DISPLAY SHOPS	SUPPLY OF EXHIBITION DISPLAY CABINETS FOR RESIDENCY MUSEUM - 28/03/24	1		1,294.62
INV 481149	28/03/2024 SLIMLINE WAREHOUSE DISPLAY SHOPS	SUPPLY OF EXHIBITION DISPLAY CABINETS FOR RESIDENCY MUSEUM - 28/03/24	1	1,294.62	
EFT31748	11/04/2024 SYNERGY	ELECTRICITY CHARGES	1		1,132.41
INV 785488350	02/04/2024 SYNERGY	ELECTRICITY	1	1,132.41	
EFT31749	11/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1		508.22
INV	24/03/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 23/04/24	1	375.61	
INV	24/03/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR LIBRARY - 23/04/24	1	475.16	
INV	28/03/2024 TEAM GLOBAL EXPRESS PTY LTD	CREDIT NOTE - FREIGHT CHARGES FOR LIBRARY - 28/03/24	1	-375.34	
INV	31/03/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 31/03/24	1	32.79	
EFT31750	11/04/2024 VANGUARD PRINT	SUPPLY 15,000 COPIES OF 2024 VISITOR BROCHURE - 22/03/24	1		6,457.00
INV 00041588	22/03/2024 VANGUARD PRINT	SUPPLY 15,000 COPIES OF 2024 VISITOR BROCHURE - 22/03/24	1	6,457.00	
EFT31751	11/04/2024 VOCUS COMMUNICATIONS	MONTHLY INTERNET CHARGES - APRIL 2024	1		385.00
INV P1135261	01/04/2024 VOCUS COMMUNICATIONS	MONTHLY INTERNET CHARGES - APRIL 2024	1	385.00	

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EFT31752	11/04/2024 VOCUS PTY LTD	VOCUS - MONTHLY LANDLINE SERVICES - APRIL 2024	1		577.21
INV	02/04/2024 VOCUS PTY LTD	VOCUS - MONTHLY LANDLINE SERVICES - APRIL 2024	1	577.21	
EFT31753	11/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1		38,562.65
INV	26/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	54.47	
INV	27/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	88.88	
INV	27/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	21,316.47	
INV	27/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	123.28	
INV	28/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	1,714.47	
INV	28/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	1,998.30	
INV	28/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	544.73	
INV	28/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	1,338.89	
INV	28/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	378.44	
INV	28/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	630.74	
INV	28/03/2024 WATER CORPORATION OF WA	WATER CHARGES	1	9,062.59	
INV	02/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	311.81	
INV	02/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	50.48	
INV	02/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	5.73	
INV	02/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	94.20	
INV	02/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	50.48	
INV	03/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	365.07	
INV	03/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	433.62	
EFT31754	11/04/2024 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT - APRIL 2024	1		78.45
INV	02/04/2024 WATERLOGIC AUSTRALIA PTY LTD	WATER FILTRATION UNIT - APRIL 2024	1	78.45	
EFT31755	11/04/2024 WHEATBELT BUSINESS NETWORK	REGISTRATION FOR WHEATBELT FUTURES FORUM - 05/04/24	1		225.00
INV INV3285	05/04/2024 WHEATBELT BUSINESS NETWORK	REGISTRATION FOR WHEATBELT FUTURES FORUM - 05/04/24	1	225.00	
EFT31756	11/04/2024 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES	1		792.71
INV 219924	03/04/2024 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 06/03/24-03/04/24 - ADMIN	1	792.71	

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EFT31757	11/04/2024 WHEATBELT TECH EDUCATION	SUPPLY OF X2 SENIOR IT WORKSHOPS - CRC - 07/02/2024 & 07/03/2024	1		600.00
INV 0014	02/04/2024 WHEATBELT TECH EDUCATION	SUPPLY OF X2 SENIOR IT WORKSHOPS - CRC - 07/02/2024 & 07/03/2024	1	600.00	
EFT31758	11/04/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS - MARCH 2024	1		370.24
INV 641205928	31/03/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR ADMIN BUILDING - MARCH 2024	1	250.65	
INV 641207347	31/03/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR DEPOT - MARCH 2024	1	42.80	
INV 641207332	31/03/2024 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS FOR CRC BUILDING - MARCH 2024	1	76.79	
EFT31759	11/04/2024 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES - MARCH 2024	1		502.27
INV YSHIRE	31/03/2024 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES FOR DEPOT - MARCH 2024	1	479.87	
INV YSHIRE	31/03/2024 YORK MITRE 10	MONTHLY MAINTENANCE SUPPLIES FOR SWIMMING POOL - MARCH 2024	1	22.40	
EFT31760	11/04/2024 YORK NEWSAGENCY	STATIONARY & OFFICE SUPPLIES - MARCH 2024	1		86.20
INV 66457	02/04/2024 YORK NEWSAGENCY	STATIONARY & OFFICE SUPPLIES - MARCH 2024	1	86.20	
EFT31792	18/04/2024 BUILDING AND ENERGY	BSL COLLECTION FOR MARCH 2024	2		1,435.50
INV T6	08/04/2024 BUILDING AND ENERGY	BSL COLLECTION FOR MARCH 2024	2	1,435.50	
EFT31793	18/04/2024 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MARCH 2024	2		699.00
INV T9	08/04/2024 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR MARCH 2024	2	699.00	
EFT31794	18/04/2024 KATHLEEN VERA ANDERSON	REFUND CAT TRAP BOND # 269618	2		100.00
INV T1	09/04/2024 KATHLEEN VERA ANDERSON	REFUND CAT TRAP BOND # 269618	2	100.00	
EFT31795	18/04/2024 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE MARCH 2024	2		90.00
INV T6	08/04/2024 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE MARCH 2024	2	90.00	
EFT31797	19/04/2024 ANDREA FLINT	GALLERY HIRE FOR TEXTILE ARTIST LOUISE WELLS - 22/08/24-02/09/24	1		600.00
INV 012024	05/04/2024 ANDREA FLINT	GALLERY HIRE FOR TEXTILE ARTIST LOUISE WELLS - 22/08/24-02/09/24	1	600.00	
EFT31798	19/04/2024 AUSTRALIA DAY COUNCIL OF SA INC	SUPPL Y GIFTS FOR CITIZENSHIP CEREMONY - 02/04/24	1		88.40
INV INV02908	02/04/2024 AUSTRALIA DAY COUNCIL OF SA INC	SUPPL Y GIFTS FOR CITIZENSHIP CEREMONY - 02/04/24	1	88.40	
EFT31799	19/04/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 05/04/24	1		13,408.13

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INV 00062228	05/04/2024 AVON WASTE	WASTE/RECYCLING CHARGES - 05/04/24	1	13,408.13	
EFT31800	19/04/2024 BELLISSIMO YORK	SUPPLY MORNING TEA FOR EMPLOYEE'S FAREWELL - FINANCE MANAGER - 28/02/24	1		100.00
INV 00000205	09/04/2024 BELLISSIMO YORK	SUPPLY MORNING TEA FOR EMPLOYEE'S FAREWELL - FINANCE MANAGER - 28/02/24	1	100.00	
EFT31801	19/04/2024 BETTA CANVAS	REPLACE SHADE SAIL AT SWIMMING POOL - 06/04/24	1		13,200.00
INV 00004793	06/04/2024 BETTA CANVAS	REPLACE SHADE SAIL AT SWIMMING POOL - 06/04/24	1	13,200.00	
EFT31802	19/04/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS RFG 11-2324 - MARCH 2024	1		15,050.75
INV 10005227	03/04/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS RFG 11-2324 - MARCH 2024	1	15,050.75	
EFT31803	19/04/2024 CSSTECH	SMS CLOUD PLATFORM SETUP FOR SHIRE OF YORK - 22/03/24	1		1,276.00
INV I0003264	22/03/2024 CSSTECH	SMS CLOUD PLATFORM SETUP FOR SHIRE OF YORK - 22/03/24	1	1,276.00	
EFT31804	19/04/2024 D & A PLUMBING & GAS SERVICES	PLUMBING SERVICES	1		308.11
INV 345	10/04/2024 D & A PLUMBING & GAS SERVICES	REPAIRS TO RESIDENCY MUSEUM TOILETS - 27/03/24	1	181.61	
INV 360	12/04/2024 D & A PLUMBING & GAS SERVICES	REMOVAL OF DISHWASHER FROM CRC KITCHEN - 12/04/24	1	126.50	
EFT31805	19/04/2024 DIAMANDIA PTY LTD	RATES OVERPAYMENT REFUND	1		1,406.56
INV A61004	11/04/2024 DIAMANDIA PTY LTD	RATES OVERPAYMENT REFUND		703.28	
INV A61005	11/04/2024 DIAMANDIA PTY LTD	RATES OVERPAYMENT REFUND		703.28	
EFT31806	19/04/2024 EARTHLOK PTY LTD	SUPPLY AND DELIVER FLEXIBLE CONCRETE MATS WITH BIODEGRADABLE UNDERLAY - 10/04/24	1		41,206.55
INV INV-0598	10/04/2024 EARTHLOK PTY LTD	SUPPLY AND DELIVER FLEXIBLE CONCRETE MATS WITH BIODEGRADABLE UNDERLAY - 10/04/24	1	41,206.55	
EFT31807	19/04/2024 FLOUR MILL EMPORIUM INC	COMMUNITY FUNDING GRANT 23/24 FLOUR MILL EMPORIUM - MEET THE MAKERS - 90% OF \$2000.00 PAYMENT - 23/03/24	1		1,800.00
INV 110	23/03/2024 FLOUR MILL EMPORIUM INC	COMMUNITY FUNDING GRANT 23/24 FLOUR MILL EMPORIUM - MEET THE MAKERS - 90% OF \$2000.00 PAYMENT - 23/03/24	1	1,800.00	
EFT31808	19/04/2024 FOCUS NETWORKS	FOCUS NETWORKS IT SERVICES	1		198.00

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INV	09/04/2024 FOCUS NETWORKS	FOCUS NETWORKS - CREATING SECURITY GROUP FOR THE VISITORS CENTRE FOLDER ON H DRIVE - TICKET#134595 - 09/04/24	1	198.00	
EFT31809	19/04/2024 LO-GO APPOINTMENTS	LOGO APPOINTMENT ADVERT - ROAD MAINTENANCE SUPERVISOR - 09/04/24	1		247.50
INV H3650	09/04/2024 LO-GO APPOINTMENTS	LOGO APPOINTMENT ADVERT - ROAD MAINTENANCE SUPERVISOR - 09/04/24	1	247.50	
EFT31810	19/04/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	MICROSOFT EXCEL WORKSHOP - ADVANCED FOR GRADUATE ENGINEERS - 22/04/24	1		1,100.00
INV 38458	08/04/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	MICROSOFT EXCEL WORKSHOP - ADVANCED FOR GRADUATE ENGINEERS - 22/04/24	1	550.00	
INV 38457	08/04/2024 LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	MICROSOFT EXCEL WORKSHOP - ADVANCED FOR GRADUATE ENGINEERS - 22/04/24	1	550.00	
EFT31811	19/04/2024 MCDOWALL AFFLECK PTY LTD	MACKIE SIDING ROAD RIVER CROSSING PROJECT - TECHNICAL SUPPORT AND TENDER PROCESS - 29/02/24-25/03/24	1		8,459.00
INV 613981	28/03/2024 MCDOWALL AFFLECK PTY LTD	MACKIE SIDING ROAD RIVER CROSSING PROJECT - TECHNICAL SUPPORT AND TENDER PROCESS - 29/02/24-25/03/24	1	8,459.00	
EFT31812	19/04/2024 MOORE AUSTRALIA	FINANCIAL CONSULTANCY SUPPORT	1		15,146.56
INV 434925	31/03/2024 MOORE AUSTRALIA	MENTORING & GUIDANCE FOR PERIOD ENDING 31 MARCH 2024 - 05/03/24-01/04/24	1	3,080.00	
INV 434923	31/03/2024 MOORE AUSTRALIA	COMPILATION OF THE STATEMENT OF FINANCIAL ACTIVITY - PERIOD ENDING 29 FEBRUARY 2024	1	2,750.00	
INV 434921	31/03/2024 MOORE AUSTRALIA	ADDITIONAL FINANCIAL SERVICES - ONSITE SUPPORT - 12, 20, 26 MARCH 2024	1	9,316.56	
EFT31813	19/04/2024 OFFICEWORKS	OFFICE SUPPLIES	1		653.80
INV 612775689	12/02/2024 OFFICEWORKS	SUPPLY COMPUTER MONITOR FOR ADMIN OFFICER AT DEPOT - 12/02/24	1	154.95	
INV 613317644	13/03/2024 OFFICEWORKS	SUPPLY 2X COMPUTER MONITORS FOR DEVELOPMENT SERVICES - 13/03/24	1	361.95	
INV 613525587	26/03/2024 OFFICEWORKS	PURCHASE OF CONSUMABLES FOR STORYTIME - 26/03/24	1	136.90	
EFT31814	19/04/2024 ROCK SUPPLIES OF WA	SUPPLY AND DELIVER 9 TONNE OF LOCAL ROCK TO DEPOT - 02/04/24	1		1,188.00
INV 54	02/04/2024 ROCK SUPPLIES OF WA	SUPPLY AND DELIVER 9 TONNE OF LOCAL ROCK TO DEPOT - 02/04/24	1	1,188.00	
EFT31815	19/04/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 07/04/24	1		39.99
INV 108510	07/04/2024 SANITY MUSIC STORES	PURCHASE OF DVDS FOR LIBRARY - 07/04/24	1	39.99	

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EFT31816	19/04/2024 SHIRE OF NORTHAM	OLD QUARRY RD TIPPING FEES - MARCH 2024	1		17,805.29
INV 30072	04/04/2024 SHIRE OF NORTHAM	OLD QUARRY RD TIPPING FEES - MARCH 2024	1	17,805.29	
EFT31817	19/04/2024 STATS WA PTY LTD	SUPPLY 4X GRAVEL SAMPLES TO THE DEPOT - 27/03/24	1		2,420.00
INV 410L4503	27/03/2024 STATS WA PTY LTD	SUPPLY 4X GRAVEL SAMPLES TO THE DEPOT - 27/03/24	1	2,420.00	
EFT31818	19/04/2024 SYNERGY	ELECTRICITY CHARGES	1		7,077.34
INV 467568350	04/04/2024 SYNERGY	ELECTRICITY	1	6,955.74	
INV 102393870	05/04/2024 SYNERGY	ELECTRICITY	1	121.60	
EFT31819	19/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1		96.78
INV	07/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 28/03/24	1	56.72	
INV	07/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR ANALYTICAL SAMPLES - 02/04/24	1	40.06	
EFT31820	19/04/2024 THE GOOD LIFE STORE	SUPPL Y GIFTS FOR CITIZENSHIP CEREMONY - 09/04/2024	1		35.00
INV INV-1027	09/04/2024 THE GOOD LIFE STORE	SUPPL Y GIFTS FOR CITIZENSHIP CEREMONY - 09/04/2024	1	35.00	
EFT31821	19/04/2024 TRANSWEST PTY LTD	SUPPLY & DELIVER 19 MM SCREENED GRAVEL TO DEPOT - GREENHILLS S RD/BRIDGE - 31/03/24	1		2,599.39
INV INV-4557	31/03/2024 TRANSWEST PTY LTD	SUPPLY & DELIVER 19 MM SCREENED GRAVEL TO DEPOT - GREENHILLS S RD/BRIDGE - 31/03/24	1	2,599.39	
EFT31822	19/04/2024 TREDWELL MANAGEMENT SERVICES PTY LTD	DEVELOP AN AQUATIC SERVICES NEEDS ASSESSMENT AND FEASIBILITY STUDY FOR THE YORK SWIMMING POOL - 09/04/24	1		16,148.00
INV YORK0204	09/04/2024 TREDWELL MANAGEMENT SERVICES PTY LTD	DEVELOP AN AQUATIC SERVICES NEEDS ASSESSMENT AND FEASIBILITY STUDY FOR THE YORK SWIMMING POOL - 09/04/24	1	16,148.00	
EFT31823	19/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1		6,638.90
INV	04/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	47.10	
INV	04/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	3,310.11	
INV	04/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	1,186.94	
INV	04/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	220.76	
INV	04/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	47.10	
INV	04/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	1,560.61	

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INV	05/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	47.10	
INV	05/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	47.09	
INV	08/04/2024 WATER CORPORATION OF WA	WATER CHARGES	1	172.09	
EFT31824	19/04/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 08/04/24	1		290.00
INV	06/04/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 06/04/24	1	142.00	
INV	08/04/2024 WOOLWORTHS GROUP LIMITED	PURCHASE OF BESTSELLERS AND REQUESTED ITEMS FOR LIBRARY - 08/04/24	1	148.00	
EFT31825	19/04/2024 YORK BUSINESS ASSOCIATION INC	REIMBURSEMENT FOR SUPPLY OF 2X LARGE FLOWER POTS AT TOWN HALL ENTRANCE - 10/04/24	1		477.90
INV 10042024	10/04/2024 YORK BUSINESS ASSOCIATION INC	REIMBURSEMENT FOR SUPPLY OF 2X LARGE FLOWER POTS AT TOWN HALL ENTRANCE - 10/04/24	1	477.90	
EFT31826	19/04/2024 YORK GOLF CLUB	COMMUNITY FUNDING GRANT 23/24 GOLF CLUB TO IMPROVE APPEARANCE OF CLUBHOUSE & AMMENITIES - 90% OF \$2000.00 PAYMENT - 02/04/24	1		1,800.00
INV 2479	02/04/2024 YORK GOLF CLUB	COMMUNITY FUNDING GRANT 23/24 GOLF CLUB TO IMPROVE APPEARANCE OF CLUBHOUSE & AMMENITIES - 90% OF \$2000.00 PAYMENT - 02/04/24	1	1,800.00	
EFT31827	26/04/2024 ANNEKE BIRLESON	REIMBURSEMENT FOR WA LANDGATE ID CHECK FOR SHIRE PRESIDENT & CEO - 18/04/24	1		178.00
INV 18042024	18/04/2024 ANNEKE BIRLESON	REIMBURSEMENT FOR WA LANDGATE ID CHECK FOR SHIRE PRESIDENT & CEO - 18/04/24	1	178.00	
EFT31828	26/04/2024 ANNIE QUINN MEDLEY	REIMBURSEMENT FOR EXHIBITION SUPPLIES & GIFTSHOP SALES - 16/04/24	1		295.07
INV 16042024	16/04/2024 ANNIE QUINN MEDLEY	REIMBURSEMENT FOR EXHIBITION SUPPLIES & GIFTSHOP SALES - 16/04/24	1	185.13	
INV 16042024	16/04/2024 ANNIE QUINN MEDLEY	REIMBURSEMENT FOR SUPPLY OF GIFTSHOP MUGS FOR EXHIBITION - 16/04/24	1	109.94	
EFT31829	26/04/2024 APEX GATES PTY LTD	SUPPLY PARTS AND REPAIR WORKS DEPOT GATE - 26/02/24	1		1,911.61
INV 10660A	29/02/2024 APEX GATES PTY LTD	SUPPLY PARTS AND REPAIR WORKS DEPOT GATE - 26/02/24	1	1,911.61	
EFT31830	26/04/2024 ARROW BRONZE	NICHE WALL PLAQUES, VASES	1		889.22
INV 750036	17/04/2024 ARROW BRONZE	NICHE WALL PLAQUES, VASES	1	889.22	
EFT31831	26/04/2024 ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	CLEANING & DETAILING OF SHIRE VEHICLE 1HIF924 - 17/04/24	1		250.00

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INV 17042024	17/04/2024 ASHLEY JAMES BRYANT (A & H DETAILING & MECHANICAL)	CLEANING & DETAILING OF SHIRE VEHICLE 1HIF924 - 17/04/24	1	250.00	
EFT31832	26/04/2024 ASV SALES & SERVICE	SUPPLY AND DELIVER - 1X 0304-574 SWITCH/HARNESS, DOOR MAGNETIC PROXIMITY SWITCH - 11/04/24	1		256.54
INV 336130	11/04/2024 ASV SALES & SERVICE	SUPPLY AND DELIVER - 1X 0304-574 SWITCH/HARNESS, DOOR MAGNETIC PROXIMITY SWITCH - 11/04/24	1	256.54	
EFT31833	26/04/2024 AUSCOINSWEST	PURCHASE OF SOUVENIR COINS FOR RESALE AT YORK VISITOR CENTRE - 17/04/24	1		726.00
INV 3499	14/04/2024 AUSCOINSWEST	PURCHASE OF SOUVENIR COINS FOR RESALE AT YORK VISITOR CENTRE - 17/04/24	1	726.00	
EFT31834	26/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES	1		157.00
INV 83	18/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 83	18/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 83	18/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 83	18/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 83	18/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		26.50	
INV 83	18/04/2024 AUSTRALIAN SERVICES UNION	UNION FEES		24.50	
EFT31835	26/04/2024 AUSTRALIAN TAXATION OFFICE	BAS - MARCH 2024	1		81,146.00
INV BAS - MAR	18/04/2024 AUSTRALIAN TAXATION OFFICE	BAS - MARCH 2024	1	81,146.00	
EFT31836	26/04/2024 AVON VALLEY TYRE SERVICE	PLANT/VEHICLE MAINTENANCE	1		356.60
INV	15/04/2024 AVON VALLEY TYRE SERVICE	SUPPLY A BATTERY FOR THE GIANNIA FERRARI MOWER - DIN 65LH BATTERY - 15/04/24	1	275.00	
INV	15/04/2024 AVON VALLEY TYRE SERVICE	SUPPLY 3X HYDRAULIC FITTINGS FOR P170 SKIDSTEER LOADER - 15/04/24	1	81.60	
EFT31837	26/04/2024 BGC QUARRIES	SUPPLY AND DELIVER 108 OF CRUSHED ROCK TO WORKS DEPOT - 14/04/24	1		1,999.39
INV IQ46032	14/04/2024 BGC QUARRIES	SUPPLY AND DELIVER 108 OF CRUSHED ROCK TO WORKS DEPOT - 14/04/24	1	1,999.39	
EFT31838	26/04/2024 BLUE FORCE PTY LTD	ALARM MONITORING SERVICE FOR YORK VISITORS CENTRE - 01/04/24-30/04/24	1		22.71
INV 200957	03/04/2024 BLUE FORCE PTY LTD	ALARM MONITORING SERVICE FOR YORK VISITORS CENTRE - 01/04/24-30/04/24	1	22.71	
EFT31839	26/04/2024 CALTEX AUSTRALIA PTY LTD	FUEL CARDS - MARCH 2024	1		1,565.57

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INV 114	31/03/2024 CALTEX AUSTRALIA PTY LTD	FUEL CARDS - MARCH 2024	1	1,565.57	
EFT31840	26/04/2024 CONCEPT MEDIA PTY LTD	ADVERTISING THE YORK SENIORS EXPO AND FORUM IN THE HAVE A GO NEWSPAPER APRIL EDITION - 12/04/24	1		249.02
INV 61793	12/04/2024 CONCEPT MEDIA PTY LTD	ADVERTISING THE YORK SENIORS EXPO AND FORUM IN THE HAVE A GO NEWSPAPER APRIL EDITION - 12/04/24	1	249.02	
EFT31841	26/04/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS RFG 11-2324 - 01/02/24-29/02/24	1		10,890.00
INV 10005185	08/03/2024 COTERRA PTY LTD T/A COTERRA ENVIRONMENT	SUPPORT FOR EPBC ASSESSMENT PROCESS - CLEARING FOR ROAD IMPROVEMENTS RFG 11-2324 - 01/02/24-29/02/24	1	10,890.00	
EFT31842	26/04/2024 D & A PLUMBING & GAS SERVICES	PLUMBING SERVICES	1		1,046.27
INV 367	10/04/2024 D & A PLUMBING & GAS SERVICES	REPAIR DRINKING FOUNTAIN AT YRCC - 10/04/24 - VARIATION APPROVED	1	1,046.27	
EFT31843	26/04/2024 D&L STUDIO PTY LTD T/AS METAL ARTWORK BADGES	SUPPLY OF COUNCIL CHAMBERS DESK PLAQUE NAME PLATE CR CHRIS GIBBS - 10/04/24	1		23.10
INV 25638	10/04/2024 D&L STUDIO PTY LTD T/AS METAL ARTWORK BADGES	SUPPLY OF COUNCIL CHAMBERS DESK PLAQUE NAME PLATE CR CHRIS GIBBS - 10/04/24	1	23.10	
EFT31844	26/04/2024 DARRYS PLUMBING AND GAS	PLUMBING SERVICES	1		609.93
INV IV01430	19/03/2024 DARRYS PLUMBING AND GAS	FIX MENS TOILET TAP IN ADMIN OFFICE - 19/03/24	1	195.80	
INV IV01435	22/03/2024 DARRYS PLUMBING AND GAS	CLEAR MENS URINAL IN ADMINISTRATION TOILET - 21/03/24	1	221.32	
INV IV01436	22/03/2024 DARRYS PLUMBING AND GAS	CHANGE TAP IN LADIES TOILET AT HOWICK ST TOILETS - 22/03/24	1	192.81	
EFT31845	26/04/2024 GEOFFREY ALLEN HEATON	STAFF REIMBURSEMENT FOR WORK SHOES - 09/04/24	1		100.00
INV 09042024	09/04/2024 GEOFFREY ALLEN HEATON	STAFF REIMBURSEMENT FOR WORK SHOES - 09/04/24	1	100.00	
EFT31846	26/04/2024 GovernmentFrameworks.com inc.	IMPLEMENTATION OF FARMER AUTOMATION & IP&R LIBRARY, GANNT CHART - 03/04/24	1		34,100.00
INV 70727897	03/04/2024 GovernmentFrameworks.com inc.	IMPLEMENTATION OF FARMER AUTOMATION & IP&R LIBRARY, GANNT CHART - 03/04/24	1	34,100.00	
EFT31847	26/04/2024 JO BRYANT EVENT MARKETING SERVICES	STAFF HANDOVER - MEDIA & ENGAGEMENT OFFICER 12 HOURS - 12/04/24	1		557.52
INV 00005	12/04/2024 JO BRYANT EVENT MARKETING SERVICES	STAFF HANDOVER - MEDIA & ENGAGEMENT OFFICER 12 HOURS - 12/04/24	1	557.52	

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EFT31848	26/04/2024 JUAN BAUTISTA PROPATO	STAFF REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARNANCE & MEDICAL - CLUB DEVELOPMENT OFFICER - 15/04/24	1		206.50
INV 15042024	15/04/2024 JUAN BAUTISTA PROPATO	STAFF REIMBURSEMENT FOR PRE-EMPLOYMENT POLICE CLEARNANCE & MEDICAL - CLUB DEVELOPMENT OFFICER - 15/04/24	1	206.50	
EFT31849	26/04/2024 KEYNOTE PIANO SERVICES	YORK VISITOR CENTRE - ANNUAL TUNING OF THE PIANO IN THE TOWN HALL FOYER - 16/04/24	1		225.00
INV 240416	16/04/2024 KEYNOTE PIANO SERVICES	YORK VISITOR CENTRE - ANNUAL TUNING OF THE PIANO IN THE TOWN HALL FOYER - 16/04/24	1	225.00	
EFT31850	26/04/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		137.39
INV 00093606	17/04/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	53.13	
INV 00093594	17/04/2024 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	84.26	
EFT31851	26/04/2024 MELODY MAY PAMPLING	REIMBURSEMENT FOR FAIRY DOORS - YVC - 10/04/24	1		118.68
INV 10042024	10/04/2024 MELODY MAY PAMPLING	REIMBURSEMENT FOR FAIRY DOORS - YVC - 10/04/24	1	118.68	
EFT31852	26/04/2024 MINUTEMAN PRESS MIDLAND	SUPPLY BUSINESS CARDS	1		319.00
INV 24790	21/03/2024 MINUTEMAN PRESS MIDLAND	SUPPLY BUSINESS CARDS FOR MEDIA AND ENGAGEMENT OFFICER - 21/03/24	1	159.50	
INV 24894	12/04/2024 MINUTEMAN PRESS MIDLAND	SUPPLY OF BUSINESS CARDS FOR CR CHRIS GIBBS - 12/04/24	1	159.50	
EFT31853	26/04/2024 MOORE AUSTRALIA	FINANCIAL SERVICES TO DELIVER LONG TERM FINANCIAL PLAN - 31/03/24	1		5,500.00
INV 434930	31/03/2024 MOORE AUSTRALIA	FINANCIAL SERVICES TO DELIVER LONG TERM FINANCIAL PLAN - 31/03/24	1	5,500.00	
EFT31854	26/04/2024 NODE1 INTERNET	NBN BUSINESS FIBRE - SERVICE CHARGE - MAY 2024	1		1,547.70
INV N612015	09/04/2024 NODE1 INTERNET	NBN BUSINESS FIBRE - SERVICE CHARGE - MAY 2024	1	1,547.70	
EFT31855	26/04/2024 OFFICEWORKS	SUPPLY OF IPAD STAND FOR VISTOR CENTRE - 27/02/24	1		146.95
INV 613058051	27/02/2024 OFFICEWORKS	SUPPLY OF IPAD STAND FOR VISTOR CENTRE - 27/02/24	1	146.95	
EFT31856	26/04/2024 PROFESSIONAL DEVELOPMENT TRAINING PTY LTD ATF PDT UNIT TRUST	BUSINESS WRITING ESSENTIALS FOR THE MODERN WORKPLACE - 3HOURS LIVE ONLINE CLASS - 8/5/2024	1		495.00
INV	17/04/2024 PROFESSIONAL DEVELOPMENT TRAINING PTY LTD ATF PDT UNIT TRUST	BUSINESS WRITING ESSENTIALS FOR THE MODERN WORKPLACE - 3HOURS LIVE ONLINE CLASS - 8/5/2024	1	495.00	

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EFT31857	26/04/2024 STANDARDS AUSTRALIA LTD	SUPPLY SHIRE OF YORK WITH STANDARDS AUSTRALIA 1X AS4122 PRODUCT AND LICENCE FOR 6 USERS - 18/04/24	1		2,379.58
INV INV810523	18/04/2024 STANDARDS AUSTRALIA LTD	SUPPLY SHIRE OF YORK WITH STANDARDS AUSTRALIA 1X AS4122 PRODUCT AND LICENCE FOR 6 USERS - 18/04/24	1	2,379.58	
EFT31858	26/04/2024 SYNERGY	ELECTRICITY CHARGES	1		4,080.77
INV 335462800	10/04/2024 SYNERGY	ELECTRICITY	1	994.66	
INV 108761310	15/04/2024 SYNERGY	ELECTRICITY	1	3,086.11	
EFT31859	26/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES	1		32.95
INV	14/04/2024 TEAM GLOBAL EXPRESS PTY LTD	FREIGHT CHARGES FOR DEPOT - 10/04/24	1	32.95	
EFT31860	26/04/2024 TOTALLY WORK WEAR	PPE UNIFORMS FOR DEPOT - 10/04/24	1		1,150.29
INV	10/04/2024 TOTALLY WORK WEAR	PPE UNIFORMS FOR DEPOT - 10/04/24	1	1,150.29	
EFT31861	26/04/2024 TOURISM COUNCIL WESTERN AUSTRALIA	TOURISM COUNCIL TRAINING WORKSHOP REGISTRATION - 08/04/24	1		75.00
INV I-00010601	08/04/2024 TOURISM COUNCIL WESTERN AUSTRALIA	TOURISM COUNCIL TRAINING WORKSHOP REGISTRATION - 08/04/24	1	75.00	
EFT31862	26/04/2024 WILLIAM NUNN	REIMBURSEMENT OF LUNCH FOR TRAINING - 17/04/24	1		71.60
INV 17042024	17/04/2024 WILLIAM NUNN	REIMBURSEMENT OF LUNCH FOR TRAINING - 17/04/24	1	71.60	
EFT31863	26/04/2024 YORK FAMILY PLAYGROUP	COMMUNITY GRANT FUNDING 23/24 - PAINT YORK READ 2024 HATCHING EVENT - 90% OF TOTAL PAYMENT - 08/04/24	1		1,800.00
INV 08042024	08/04/2024 YORK FAMILY PLAYGROUP	COMMUNITY GRANT FUNDING 23/24 - PAINT YORK READ 2024 HATCHING EVENT - 90% OF TOTAL PAYMENT - 08/04/24	1	1,800.00	
DD17092.1	05/04/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 2 APRIL 2024	1		27,821.35
INV	05/04/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 2 APRIL 2024	1	27,821.35	
DD17115.1	18/04/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 17 APRIL 2024	1		29,404.31
INV	18/04/2024 PRECISION ADMINISTRATION SERVICES PTY LTD (BEAM SUPER)	SUPERANNUATION CONTRIBUTIONS FOR PAYROLL 17 APRIL 2024	1	29,404.31	

Date: 09/05/2024  
 Time: 1:19:39PM

Shire of York

USER: Sarah  
 PAGE: 19

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
DD17126.1	01/04/2024 TELSTRA	SHIRE PHONES - 25/03/24-24/04/24	1		782.23
INV	01/04/2024 TELSTRA	SHIRE PHONES - 25/03/24-24/04/24	1	782.23	

**REPORT TOTALS**

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	910,997.23
2	TRUST FUND BANK	2,324.50
<b>TOTAL</b>		<b>913,321.73</b>



**Business Credit Card**



009670  
  
 SHIRE OF YORK  
 PO BOX 22  
 YORK WA 6302

**Your details at a glance**

<b>BSB number</b>	xxx-xxx
<b>Account number</b>	xxxxxxxx
Customer number	xxxxxxx/M202
Account title	SHIRE OF YORK

**Account summary**

Statement period	1 Feb 2024 - 29 Feb 2024
Statement number	204
Opening balance on 1 Feb 2024	\$60.40
Payments & credits	\$60.40
Withdrawals & debits	\$2,227.47
Interest charges & fees	\$4.00
<b>Closing Balance on 29 Feb 2024</b>	<b>\$2,231.47</b>

**Account details**

Credit limit	\$5,000.00
Available credit	\$2,768.53
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

**Payment details**

Minimum payment required	\$66.94
<b>Payment due</b>	<b>14 Mar 2024</b>

**Any questions?**  
 Contact Robin Milner at 114 Avon Tce, York 6302  
 on **08 9641 2609**, or call **1300 BENDIGO** (1300 236 344).



535BH103 / E/O / S-1599 / 1-1599 / 0013074174001824

**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 <b>12 years and 2 months</b>	And you will pay an estimated total of interest charges of <b>\$1,297.92</b>
If you make no additional charges using this card and each month you pay <b>\$107.12</b>	You will pay off the Closing Balance shown on this statement in about <b>2 years</b>	And you will pay an estimated total of interest charges of <b>\$339.41, a saving of \$958.51</b>

**Having trouble making payments?**  
 If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1800 652 146.



Account number xxxxxxxxx  
 Statement period 01/02/2024 to 29/02/2024  
 Statement number 204 (page 2 of 4)

Business Credit Card				
Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$60.40</b>
3 Feb 24	WESTERN AUSTRALI, EA ST PERTH AUS RETAIL PURCHASE 01/02 CARD NUMBER 552638XXXXXXXX786 1	166.00		226.40
9 Feb 24	TRYBOOKING*WALGA, SO UTH YARRA AUS RETAIL PURCHASE 08/02 CARD NUMBER 552638XXXXXXXX786 1	100.50		326.90
10 Feb 24	MAIN ROADS WA DON A, EAST PERTH AUS RETAIL PURCHASE 08/02 CARD NUMBER 552638XXXXXXXX786 1	198.00		524.90
14 Feb 24	PERIODIC TFR 00130741741201 00000000000		60.40	464.50
17 Feb 24	MAIN ROADS WA DON A, EAST PERTH AUS RETAIL PURCHASE 15/02 CARD NUMBER 552638XXXXXXXX786 1	198.00		662.50
17 Feb 24	DOG BITE PREVENTION, WILLUNGA AUS RETAIL PURCHASE 16/02 CARD NUMBER 552638XXXXXXXX786 1	297.00		959.50
28 Feb 24	TOURISM COUNCIL WA, BURSWOOD AUS RETAIL PURCHASE 26/02 CARD NUMBER 552638XXXXXXXX786 1	49.00		1,008.50
28 Feb 24	JB Hi-Fi Group Pty L ,Southbank AUS RETAIL PURCHASE 27/02 CARD NUMBER 552638XXXXXXXX786 1	1,199.32		2,207.82
28 Feb 24	CARD FEE 1 @ \$4.00	4.00		2,211.82

535BH103 / E/O / S-1600 / I-1600 / 0013074174001824

Date Paid \_\_\_ / \_\_\_ / \_\_\_ Amount \$ \_\_\_\_\_

**Business Credit Card - Payment options**

- Pay in person:** Visit any Bendigo Bank branch to make your payment.
- 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.
- Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week. [www.bendigobank.com.au](http://www.bendigobank.com.au)
- Register for Internet or Phone Banking call **1300 BENDIGO** (1300 236 344). This service enables you to make payments conveniently between your Bendigo Bank accounts 24/7.
- Bank@Post™** Pay at any Post Office by **Bank@Post™** using your credit card.

**B** **PAY**  
 Biller code: xxxxxx  
 Ref: xxxxxxxxx



Business Credit Card	
BSB number	xxx-xxx
Account number	xxxxxxxxxx
Customer name	SHIRE OF YORK
Minimum payment required	\$66.94
Closing Balance on 29 Feb 2024	\$2,231.47
<b>Payment due</b>	<b>14 Mar 2024</b>
Date	Payment amount
<input type="text"/>	<input type="text"/>

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

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



Account number	xxxxxxxx
Statement period	01/02/2024 to 29/02/2024
Statement number	204 (page 3 of 4)

Business Credit Card <i>(continued)</i>				
Date	Transaction	Withdrawals	Payments	Balance
29 Feb 24	SHIRE OF YORK TRUST, YORK AUS RETAIL PURCHASE 27/02 CARD NUMBER 552638XXXXXX786 1	19.65		2,231.47
<b>Transaction totals / Closing balance</b>		<b>\$2,231.47</b>	<b>\$60.40</b>	<b>\$2,231.47</b>

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

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

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

- Memorise your PINs and passwords and destroy any communications advising you of new ones. Don't keep a record of your PINs or passwords, in written or electronic form.
  - If you choose your own, ensure that it is not something easy to guess like your (or a family member's) birth date, name, phone number, postcode, driver's licence number or numbers that form a pattern.
  - Don't tell anyone your PIN, not even friends, family or a bank representative.
  - Ensure nobody watches you enter your PIN or password. A good practice is to cover the keypad when you put in your PIN or password.
  - Watch out for email, SMS or call scams asking for details relating to your account. If you receive suspicious emails, please contact us immediately.
- Please note: These are guidelines only. While following these steps will help you to protect your PIN, your liability for any losses arising from unauthorised transactions is determined in accordance with the ePayments Code. For further details, see <https://asic.gov.au/regulatory-resources/financial-services/epayments-code/> or visit [bendigobank.com.au/mycard](http://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](http://mybusinesscard).

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. 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](http://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](http://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](http://www.afca.org.au)  
 Telephone: 1800 931 678 (free call)  
 Email: [info@afca.org.au](mailto:info@afca.org.au)  
 In writing to: Australian Financial Complaints Authority, GPO Box 3, Melbourne VIC 3001

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Stay up to date with the latest scams at [bendigobank.com.au/security/scams/alerts](http://bendigobank.com.au/security/scams/alerts)



009670  
  
 SHIRE OF YORK  
 PO BOX 22  
 YORK WA 6302

**Card summary**

**Account number** XXXXXXXXX  
**Card number** XXXXXXXXXXXXXXXX  
**Customer number** XXXXXXXX/M202  
 Statement period 01/02/2024 to 29/02/2024  
 Statement number 204 (page 4 of 4)

**Any questions?**

Contact Robin Milner 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 Feb 24	WESTERN AUSTRALI, EA ST PERTH AUS	166.00	
9 Feb 24	TRYBOOKING*WALGA, SO UTH YARRA AUS	100.50	
10 Feb 24	MAIN ROADS WA DON A, EAST PERTH AUS	198.00	
17 Feb 24	MAIN ROADS WA DON A, EAST PERTH AUS	198.00	
17 Feb 24	DOG BITE PREVENTION, WILLUNGA AUS	297.00	
28 Feb 24	TOURISM COUNCIL WA, BURSWOOD AUS	49.00	
28 Feb 24	JB Hi-Fi Group Pty L ,Southbank AUS	1,199.32	
29 Feb 24	SHIRE OF YORK TRUST, YORK AUS	19.65	
<b>TOTALS</b>		<b>\$2,227.47</b>	<b>\$0.00</b>

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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](http://bendigobank.com.au/mycard) for all card related information. Business customers visit [/mybusinesscard](http://bendigobank.com.au/mybusinesscard).

**Business Credit Card**



009670  
  
 SHIRE OF YORK  
 PO BOX 22  
 YORK WA 6302

**Your details at a glance**

<b>BSB number</b>	xxx-xxx
<b>Account number</b>	xxxxxxxx
Customer number	xxxxxxx/M203
Account title	SHIRE OF YORK SHIRE OF YORK

**Account summary**

Statement period	1 Feb 2024 - 29 Feb 2024
Statement number	189
Opening balance on 1 Feb 2024	\$12.59
Payments & credits	\$12.59
Withdrawals & debits	\$1,007.78
Interest charges & fees	\$5.50
<b>Closing Balance on 29 Feb 2024</b>	<b>\$1,013.28</b>

**Account details**

Credit limit	\$5,000.00
Available credit	\$3,986.72
Annual purchase rate	13.990%
Annual cash advance rate	13.990%

**Payment details**

Minimum payment required	\$30.39
<b>Payment due</b>	<b>14 Mar 2024</b>

**Any questions?**

Contact Robin Milner 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 <b>8 years and 7 months</b>	And you will pay an estimated total of interest charges of <b>\$523.52</b>
If you make no additional charges using this card and each month you pay <b>\$48.64</b>	You will pay off the Closing Balance shown on this statement in about <b>2 years</b>	And you will pay an estimated total of interest charges of <b>\$154.08, a saving of \$369.44</b>

**Having trouble making payments?**

If you are having trouble making credit card repayments, please contact our Mortgage Help Centre on 1800 652 146.



Account number xxxxxxxxx  
 Statement period 01/02/2024 to 29/02/2024  
 Statement number 189 (page 2 of 4)

Business Credit Card				
Date	Transaction	Withdrawals	Payments	Balance
<b>Opening balance</b>				<b>\$12.59</b>
2 Feb 24	FACEBK *UB3J5YPSY2, fb.me/ads AUS RETAIL PURCHASE-INTERNATIONAL 31/01 CARD NUMBER 552638XXXXXXXX214 1	50.00		62.59
2 Feb 24	INTERNATIONAL TRANSACTION FEE	1.50		64.09
13 Feb 24	DCSI BUSINESS, SYDNE Y AUS RETAIL PURCHASE 12/02 CARD NUMBER 552638XXXXXXXX214 1	89.00		153.09
14 Feb 24	PERIODIC TFR 00130741741201 00000000000		12.59	140.50
15 Feb 24	CALTEX SAWYERS V,SAW YERS VALLE AUS RETAIL PURCHASE 13/02 CARD NUMBER 552638XXXXXXXX214 1	70.22		210.72
17 Feb 24	LANDGATE, MIDLAND AUS RETAIL PURCHASE 14/02 CARD NUMBER 552638XXXXXXXX214 1	30.50		241.22
28 Feb 24	DT Perth Northbridge , Perth AUS RETAIL PURCHASE 27/02 CARD NUMBER 552638XXXXXXXX214 1	768.06		1,009.28
28 Feb 24	CARD FEE 1 @ \$4.00	4.00		1,013.28
<b>Transaction totals / Closing balance</b>		<b>\$1,013.28</b>	<b>\$12.59</b>	<b>\$1,013.28</b>

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AUTOMATIC PAYMENTS HAVE BEEN SPECIFIED FOR YOUR ACCOUNT.

Date Paid \_\_\_ / \_\_\_ / \_\_\_ Amount \$ \_\_\_\_\_

**Business Credit Card - Payment options**



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



**Internet banking:** Pay your credit card using ebanking 24 hours a day, 7 days a week.  
[www.bendigobank.com.au](http://www.bendigobank.com.au)



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



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



**Biller code:** xxxxxx  
**Ref:** xxxxxxxxx

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



**Business Credit Card**

**BSB number** xxx-xxx  
**Account number** xxxxxxxxx  
**Customer name** SHIRE OF YORK  
**Minimum payment required** \$30.39  
**Closing Balance on 29 Feb 2024** \$1,013.28  
**Payment due** 14 Mar 2024  
**Date** \_\_\_\_\_ **Payment amount** \_\_\_\_\_

Drawer	Chq No	BSB	Account No	\$	¢

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

Bendigo and Adelaide Bank Limited ABN 11 068 049 178 AFSL/Australian Credit Licence 237879 | [bendigobank.com.au](http://bendigobank.com.au)

Continued overleaf.



Account number	xxxxxxxx
Statement period	01/02/2024 to 29/02/2024
Statement number	189 (page 3 of 4)

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

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- 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](http://bendigobank.com.au/mycard) for all card related information. Business customers visit [mybusinesscard](http://mybusinesscard).

An International Transaction Fee of 3% of the transaction amount (in AUD) is payable for each transaction which is conducted in a currency other than Australian dollars (AUD), or conducted in Australian dollars (AUD) but with or using a merchant, payment processor, financial institution or other entity (including an online merchant) who is outside of Australia. (Fee does not apply to Bendigo Ready Credit Card). Note: It may not always be apparent to you that an online merchant is located outside of Australia. Additional charges may apply for cash transactions.

**Card Security**

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**Resolving Complaints**

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

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009670  
  
 SHIRE OF YORK  
 PO BOX 22  
 YORK WA 6302

**Card summary**

**Account number** XXXXXXXXX  
**Card number** XXXXXXXXXXXXXXXXXXXX  
**Customer number** XXXXXXXX/M203  
 Statement period 01/02/2024 to 29/02/2024  
 Statement number 189 (page 4 of 4)

**Any questions?**

Contact Robin Milner 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
2 Feb 24	FACEBK *UB3J5YPSY2, fb.me/ads AUS	50.00	
13 Feb 24	DCSI BUSINESS, SYDNE Y AUS	89.00	
15 Feb 24	CALTEX SAWYERS V,SAW YERS VALLE AUS	70.22	
17 Feb 24	LANDGATE, MIDLAND AUS	30.50	
28 Feb 24	DT Perth Northbridge , Perth AUS	768.06	
<b>TOTALS</b>		<b>\$1,007.78</b>	<b>\$0.00</b>

535BH103 / E/0 / S-1606 / I-1606 / 0013074174001824

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

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



MONTHLY LIST OF FUEL CARD TRANSACTIONS  
31 March 2024

TRANSACTION DATE	SUPPLIER	REGISTRATION	MODEL	TOTAL AMOUNT
29-Feb	DUNNINGS NORTHAM	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 111.82
29-Feb	WEX AUSTRALIA	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 0.50
3-Mar	CALTEX SAWYERS VALLEY	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 95.06
5-Mar	PUMA ENERGY YORK ROADHOUSE	1HS2886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HS2886 (EHO)	\$ 76.25
8-Mar	CALTEX SAWYERS VALLEY	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS)	\$ 83.65
11-Mar	PUMA ENERGY YORK ROADHOUSE	1HS2886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HS2886 (EHO)	\$ 72.86
11-Mar	CALTEX GLEN FORREST	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 102.22
14-Mar	CALTEX SAWYERS VALLEY	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS)	\$ 86.06
14-Mar	PUMA ENERGY YORK ROADHOUSE	1HVF884	SUV 2023 MAZDA CX5 MAXX SPORT AUTO AWD WAGON WHITE 1HVF884 (LIA)	\$ 87.71
14-Mar	BP CONNECT WEMBLEY	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CED)	\$ 115.08
14-Mar	WEX AUSTRALIA	1IBY541	SUBARU OUTBACK TOURING XT A91IBY541 (CED)	\$ 0.50
16-Mar	CALTEX SAWYERS VALLEY	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 96.66
18-Mar	CALTEX SAWYERS VALLEY	1HSA231	SEDAN 2022 MAZDA CX5 TOURING ACTIVE WAGON WHITE SUV 1HSA231 (EMIDS)	\$ 56.99
18-Mar	PUMA ENERGY YORK ROADHOUSE	1HS2886	SEDAN 2022 HYUNDAI ELITE SUV INTENSE BLUE SUV 1HS2886 (EHO)	\$ 76.73
19-Mar	CALTEX SAWYERS VALLEY	1ICQ468	MAZDA CX-8 SPORT AUTO APORTS SOUL RED 1ICQ468 (EMCCS)	\$ 90.01

**SY046-05/24 INVESTMENTS - APRIL 2024**

<b>File Number:</b>	<b>4.0473</b>
<b>Author:</b>	<b>Codey Redmond, Finance Manager</b>
<b>Authoriser:</b>	<b>Alina Behan, Executive Manager Corporate &amp; Community Services</b>
<b>Previously before Council:</b>	<b>Not Applicable</b>
<b>Disclosure of Interest:</b>	<b>Nil</b>
<b>Appendices:</b>	<b>1. Investment Register - April 2024 <a href="#">↓</a></b>

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

Legislative

**PURPOSE OF REPORT**

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

**BACKGROUND**

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

**COMMENTS AND DETAILS**

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

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

2023/24 Year to Date (YTD) Municipal and Trust interest totalling \$58,930.93 as well as Reserve interest totalling \$70,039.54 has been received and receipted as at 30 April 2024.

There were no maturing term deposits for the month of April 2024.

Further details of the Shire's current term deposits and bank balances is 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 1.1.19 - Power to Invest and Manage Investments

**Financial**

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

**Legal and Statutory**

Section 6.14 of the *Local Government Act 1995* is applicable and states:

**“6.14. Power to invest**

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

Regulations 19 and 19C of the *Local Government (Financial Management) Regulations 1996* are applicable and state:

**“19. Investments, control procedures for**

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

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

- (1) *In this regulation —*

**authorised institution** means —

  - (a) *an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*

(b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

**foreign currency** means a currency except the currency of Australia.

(2) *When investing money under section 6.14(1), a local government may not do any of the following —*

(a) *deposit with an institution except an authorised institution;*

(b) *deposit for a fixed term of more than 3 years;*

(c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*

(d) *invest in bonds with a term to maturity of more than 3 years;*

(e) *invest in a foreign currency.”*

### **Risk Related**

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

### **Workforce**

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

### **VOTING REQUIREMENTS**

**Absolute Majority: No**

#### **RESOLUTION 110524**

**Moved: Cr Denese Smythe**

**Seconded: Cr Peter Wright**

**That, with regard to Investments - April 2024, Council:**

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

**In Favour: Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright**

**Against: Nil**

**CARRIED 4/0**



**SHIRE OF YORK INVESTMENT PORTFOLIO**  
**30 April 2024**

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
<b>MUNICIPAL - Interest Bearing NCDs/TDs</b>										
	AMP Banking	BBB	Thursday, 14 December 2023	Friday, 14 June 2024	<b>183</b>	500,000.00	7%	5.25%	513,160.96	<b>13,160.96</b>
	AMP Banking	BBB	Wednesday, 16 August 2023	Friday, 16 August 2024	<b>366</b>	500,311.65	7%	5.40%	520,574.27	<b>27,090.85</b>
<b>MUNICIPAL - Interest Bearing NCDs/TDs</b>						<b>1,000,311.65</b>	<b>14%</b>	<b>5.33%</b>	<b>1,033,735.23</b>	<b>40,251.81</b>
<b>MUNICIPAL - Other funds</b>										
	Municipal Account 118630623	BBB+				2,465,849.43	36%		2,465,849.43	<b>0.00</b>
	Westpac Flex-i	AA-				5,402.13	0%		5,402.13	<b>0.00</b>
	AMP Banking At call	BBB				28,795.86	0%		28,795.86	<b>0.00</b>
	AMP Banking Notice	BBB				301,889.89	4%		301,889.89	<b>0.00</b>
<b>MUNICIPAL - Other</b>						<b>2,801,937.31</b>	<b>41%</b>		<b>2,801,937.31</b>	<b>0.00</b>
<b>RESERVE - Interest Bearing NCDs/TDs</b>										
	AMP Banking	BBB	Tuesday, 12 December 2023	Thursday, 12 December 2024	<b>366</b>	1,003,684.94	15%	5.40%	1,058,032.49	<b>54,347.55</b>
	AMP Banking	BBB	Wednesday, 25 October 2023	Friday, 25 October 2024	<b>366</b>	570,783.67	8%	5.15%	600,259.56	<b>29,475.89</b>
	Bendigo Reserve TD		Thursday, 17 August 2023	Friday, 17 May 2024	<b>274</b>	492,529.06	7%	5.00%	511,015.77	<b>18,486.71</b>
<b>RESERVE - Interest Bearing NCDs/TDs</b>						<b>2,066,997.67</b>	<b>30%</b>	<b>5.28%</b>	<b>2,169,307.82</b>	<b>102,310.15</b>
<b>RESERVE - Other funds</b>										
	Reserve Acct 119521748	BBB+				555,759.48	8%		555,759.48	<b>0.00</b>
<b>RESERVE - Other</b>						<b>555,759.48</b>	<b>8%</b>		<b>555,759.48</b>	<b>0.00</b>
<b>TRUST - Interest Bearing NCDs/TDs</b>										
T2/SUBDIVISIONS	Bendigo Bank	BBB+	Monday, 29 January 2024	Wednesday, 29 January 2025	<b>366</b>	36,000.36	0.52%	4.75%	37,715.06	<b>1,714.70</b>
T40 I/SECTIONS 2513	Bendigo Bank	BBB+	Monday, 29 January 2024	Wednesday, 29 January 2025	<b>366</b>	33,774.20	0.49%	4.75%	35,382.87	<b>1,608.67</b>
T77 C/OVERS 2514	Bendigo Bank	BBB+	Monday, 29 January 2024	Wednesday, 29 January 2025	<b>366</b>	64,976.56	0.94%	4.75%	68,071.40	<b>3,094.84</b>

TRUST - Interest Bearing NCDs/TDs			134,751.12	2%	4.75%	141,169.33	6,418.21
<b>TRUST - Other funds</b>							
Trust Acct 118630649	BBB+		340,347.84	5%		340,347.84	0.00
TRUST - Other			340,347.84	5%		340,347.84	0.00
<b>TOTALS</b>			<b>6,900,105</b>	<b>100%</b>	<b>5.12%</b>	<b>7,042,257</b>	<b>148,980</b>

Reconciliation		
by rating	Value of Investments/Bank accounts	
AA-	5,402.13	0%
BBB+	3,496,707.87	55%
BBB	2,905,466.01	45%
<b>TOTAL</b>	<b>6,407,576.01</b>	<b>100%</b>

Summary of Amounts				
TD's by bank		Bank Accounts - Bendigo Bank		
Bendigo Bank	134,751.12	5%	Municipal	2,465,849.43
AMP Banking	2,574,780.26	95%	Reserve	555,759.48
National Australia Ban	0.00	0%	Trust	340,347.84
Westpac Bank	0.00	0%	AMP At call	28,795.86
			AMP Notice	301,889.89
			Wespac Flex-i	5,402.13
	<b>2,709,531.38</b>	<b>100%</b>	<b>30-Apr-24</b>	<b>\$ 3,698,044.63</b>

Total Cash 6,407,576.01

Interest Earnings			Total Cash by Fund	
Fund	Adopted Budget	Year to Date Actual	Fund	
Municipal	\$ 70,000.00	\$ 58,930.93	Municipal	3,802,248.96
Reserve	\$ 47,000.00	\$ 70,039.54	Reserve	2,622,757.15
Trust	\$ -	\$ -	Trust	475,099.0
<b>Total</b>	<b>\$ 117,000.00</b>	<b>\$ 128,970.47</b>	<b>Total</b>	<b>\$ 6,900,105.07</b>

**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**

**MOTION**

**RESOLUTION**

**120524**

**Moved: Cr Denese Smythe**

**Seconded: Cr Chris Gibbs**

**That Council agrees to accept and consider the Late Report:**

- 1. SY001-05/24 - RFT05-2324 Tree Pruning.**

**In Favour: Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright**

**Against: Nil**

**CARRIED 4/0**

**SY001-05/24 RFT05-2324 TREE PRUNING**

**File Number: 4.5055**

**Author: Claire Regent, Operations Administration Officer**

**Authoriser: Lindon Mellor, Executive Manager Infrastructure & Development Services**

**Previously before Council: 26 March 2024 (100324)**

**Disclosure of Interest: Nil**

**Appendices: 1. Evaluation Report - Confidential**

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

Legislative

**PURPOSE OF REPORT**

Council is requested to consider Request for Tender (RFT) 05-2324 and authorise the award of a contract to complete the pruning of roadside vegetation within the Shire of York. This work utilises Roads to Recovery (RTR) program funding which must be completed in 2023/24.

## BACKGROUND

The management of roadside vegetation is a key maintenance item that provides for safe and efficient transport corridors within the Shire allowing for a range of traffic uses including the movement of agricultural machinery.

Council adopted new Asset Management Plans (AMP) for its Transportation assets at its June 2023 Ordinary Meeting (060623). The Roads AMP noted vegetation encroachment as a significant issue with high consequences for critical failure of the Shire's current road assets. The AMP recommended a need for on-going vegetation pruning to maintain the traffic envelope clear of vegetation, manage risks of falling branches, manage fire risk, and to maintain accessibility and mobility of roads.

Due to constraints on activity that can be carried out under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* an ongoing vegetation management program is important to maintain a 'transport corridor'. Failure to regularly clear vegetation can cause further approvals to be required before clearing can be done due to the age of the vegetation and establishment of animal habitats. Regular maintenance ensures vegetation can continue to grow in road reserves without causing damage and interrupting road infrastructure.

At its March 2024 Ordinary Meeting, as part of the 2023/24 Budget Review, Council adopted a budget of \$132,000 towards road vegetation maintenance utilising RTR grant funding originally assigned to other road projects. These road projects have been delayed into 2024/25 due to the timing of design work and consideration of weather. Reallocation of the RTR funding was necessary as the RTR funding program has reached the end of the current five (5) year funding cycle meaning unspent funds would need to be returned.

As part of the same resolution, Council resolved to transfer surplus funds into the Bridge Reserve (item e). This will be discussed further in the body of this report. At its March 2024 Ordinary Meeting, Council resolved (100324):

***“That, with regard to the Minutes and Recommendations of the Audit and Risk Committee Meeting held on 21 March 2024, Council:***

- 1. Receives the Unconfirmed Minutes of the Audit and Risk Committee (the Committee) Meeting held on 21 March 2024, as presented in Appendix 1, and by adopting the following recommendations of the Committee, Council:***
  - a. Resolves to adopt the completed 2023 Compliance Audit Return for certification by the Shire President and the Chief Executive Officer in accordance with Regulation 15(2) of the Local Government (Audit) Regulations 1996.***
  - b. Requests the Chief Executive Officer to submit the 2023 Compliance Audit Return to the Departmental CEO of the Department of Local Government, Sport and Cultural Industries prior to 31 March 2024 in accordance with Regulation 15(1) of the Local Government (Audit) Regulations 1996.***
  - c. Resolves to adopt the Mid-Year Budget Review and supporting information.***
  - d. Requests the Chief Executive Officer to transfer \$100,000 from the Recreation Reserve to the Swimming Pool Reserve.***
  - e. Requests the Chief Executive Officer to transfer \$347,000 of surplus funds to the Bridge Reserve.***
  - f. Requests the Chief Executive Officer to transfer \$100,000 of surplus funds to the Road Reserve.***
  - g. Requests the Chief Executive Officer to transfer \$100,000 of surplus funds to the Swimming Pool Reserve.***
  - h. Requests the Chief Executive Officer to forward the adopted 2023/24 Mid-Year Budget Review to the Department of Local Government, Sport and Cultural Industries within thirty (30) days of Council's adoption.***

- i. Resolves to adopt the following meeting fees payable to independent committee members of the Audit and Risk Committee as follows: Meeting Fee – External Member (x2) \$172 per meeting.***
- j. Receives the Auditor’s Audit Management Report from the Office of the Auditor General for the 2022/23 financial year.***
- k. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor’s Audit Management Report.***
- l. Requests the Chief Executive Officer to submit a copy of the Significant Findings Report stating what action the Shire of York has taken or intends to take with respect to the Significant Findings to the Minister for Local Government prior to 25 June 2024.***
- m. Requests the Chief Executive Officer to publish a copy of the Significant Findings Report stating what action the Shire of York has taken or intends to take with respect to the Significant Findings on the Shire’s website within fourteen (14) days of the report being provided to the Minister for Local Government.***
- n. Requests the Chief Executive Officer to report back on the Significant Findings at the next Audit and Risk Meeting, with a risk assessment against each finding.***
- o. Adopts Policy G19 – Risk Assessment & Management.***
- p. Receives the Risk Management Framework.***
- q. Authorises the Chief Executive Officer to make any minor formatting and typographical changes to the documents prior to publication.”***

## COMMENTS AND DETAILS

Officers sought tenders from suitably qualified and experienced contractors for the pruning of overgrown trees on selected roads within the Shire of York. This work involves the pruning of trees, removing the leaves and branches from the site and clearing drains of regrowth leaving a ‘clear’ transport envelope.

The RFT was released on 18 April 2024 and closed on 9 May 2024. An evaluation of the responses was carried out by the Senior Project Manager, Project Manager and Operations Administration Officer on 22 May 2024. A copy of the evaluation report is presented in confidential Appendix 1.

The required scope of the works included:

1. Mobilising and demobilising of equipment
2. Undertake pruning of vegetation within the transport corridor in line with Department of Water and Environmental Regulation specification and guidelines
3. Comply with all Work Health and Safety requirements
4. Supply all traffic management required
5. Clear site of mulch and debris on completion of the works
6. Supply qualification certificates to complete the tree pruning
7. Provide evidence of required insurances

The following roads were included in the scope of works:

1. Ashworth Road
2. North Road
3. Marwick Road
4. Berrybrow Road
5. Northbourne Road

- 6. Station Road
- 7. Quellington Road
- 8. Doodenanning Road
- 9. Wambyn Road
- 10. Morris Edwards Road
- 11. Osnaburg Road

The preferred tenderer has quoted a total of \$283,542 excluding GST for the works. A current budget of \$132,000 is allocated for this work, funded through the RTR program.

Due to cost savings on other RTR projects there is a remaining balance of \$228,926 for the current five (5) year RTR funding cycle which is due to expire on 30 June 2024. This includes an additional \$27,609 of savings from previous year projects recently confirmed through the audit process. Officers are recommending allocating these remaining funds towards this project.

This would leave an RTR funding allocation of \$360,926 to complete the tendered works. Funds in excess of the quoted total would allow for additional work to be completed up to the remaining funding total and ensure that no RTR funding needs to be returned by the Shire. The benefit of this is the ability to complete works planned for next financial year early, saving future budget years funds which can be put toward the delayed projects. As noted, the funding must be spent before 30 June 2024 to meet the current funding guidelines. An extension of time is not expected to be available to complete the work.

As the quote from the preferred tenderer is above the budget allocation, Council is requested to make a budget amendment and authorise the Chief Executive Officer to award the contract, including any variations, up to the budgeted amount of \$360,926 to allow for additional areas to be added to the scope of works.

During the Mid-Year Budget Review RTR grant funding income of \$344,000 was incorrectly identified as budget surplus and Council’s permission was sought to redirect these funds into Reserve accounts. This funding needs to be returned to the RTR GL for use on grant funded projects. The additional \$27,609 from previous years needs to be recognised into the grant income account.

To do this, a budget amendment will be required to increase the income and expenditure GL’s to recognise the additional funds being received. A budget amendment is requested as per the table below:

**TABLE 1.**

GL	DESCRIPTION	CURRENT BUDGET	AMMENDMENT (\$)	REVISED BUDGET (\$)	COMMENTS
122400	Roads to Recovery Muni	\$333,317	+\$371,609	\$704,926	Expenditure account
121202	Roads to Recovery	-\$677,317	-\$27,609	-\$704,926	Income account

All RTR expenditure funds allocated towards this and other projects are located in GL: 122400. The Administration is recommending updating the budget of GL: 122400 to \$704,926 to account for all RTR funds available (including previous year amounts) and recognise the grant income. The income account GL: 121202 will also need to be updated to \$704,926 to allow for the additional income of \$27,609 from previous years to be received. The project budget of \$360,926 being requested will sit within the total R2R funds under GL: 122400.

**Reserve Funds**

During the investigation into the budget, an error made during the Mid-Year Budget Review process was identified. Some of the unused RTR income funds were incorrectly attributed towards surplus

funds. These funds need to be quarantined for expenditure related to RTR projects to be incorporated into the budget, so they cannot be used for funding other Shire programs.

To resolve this, the Administration is requesting that Council revoke item 'e' of Council resolution 100324 - Minutes and Recommendations of the Audit and Risk Committee Meeting held on 21 March 2024, which states "*That Council requests the Chief Executive Officer to transfer \$347,000 of surplus funds to the Bridge Reserve.*"

The Administration will look to find other means to increase funds into the Bridge Maintenance Reserve in the following budget utilising surplus that is untied to grant funding.

## OPTIONS

Council has the following options:

**Option 1:** Council could choose to:

- Approve the requested budget amendments as per Table 1 and award the contract for \$283,542 to the preferred tenderer, Tree Tech Australia and authorise the Chief Executive Officer to award any contract variations up to the budgeted amount of \$360,926; and
- Revoke the existing Council resolution 100324-e requesting the Chief Executive Officer to transfer \$347,000 of surplus funds to the Bridge Reserve, recognising they are not surplus funds.

**Option 2:** Council could choose to:

- Award a revised scope of work as per the original budget of \$132,000, giving up the opportunity to utilise RTR funds; and
- Revoke the existing Council resolution 100324-e requesting the Chief Executive Officer to transfer \$347,000 of surplus funds to the Bridge Reserve, recognising they are not surplus funds.

**Option 3:** Council could choose to:

- Direct the Chief Executive Officer to undertake a budget amendment of their choosing; and
- Not revoke the existing resolution of Council requesting the Chief Executive Officer to transfer \$347,000 of surplus funds to the Bridge Reserve (see Risk Implications section).

**Option 4:** Council could choose to:

- Reject all tenders and direct the Chief Executive Officer to return all RTR; and
- Revoke the existing resolution of Council requesting the Chief Executive Officer to transfer \$347,000 of surplus funds to the Bridge Reserve.

Option 1 is the recommended option.

## IMPLICATIONS TO CONSIDER

### Consultative

Executive Leadership Team

Depot Works Supervisors

### Strategic

Strategic Community Plan 2020-2030

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

F2 Procurement

## Financial

The financial implications of this request have been explored in detail in the Comments and Details section of this report.

## Legal and Statutory

Section 3.57 of the *Local Government Act 1995* is applicable and states:

### **3.57. Tenders for providing goods or services**

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

Regulation 18 of the *Local Government (Functions and General) Regulations 1996* provides the requirements for the rejection and acceptance of tenders and states:

### **“18. Rejecting and accepting tenders**

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
- (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*
- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*
- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.”*

Regulation 10 of the *Local Government (Administration) Regulations 1996* is applicable and states:

### **“10. Revoking or changing decisions (Act s. 5.25(1)(e))**

- (1) *If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —*

- (a) *in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or*
- (b) *in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee,*

*inclusive of the mover.*

- (1a) *Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.*
- (2) *If a decision is made at a council or committee meeting, any decision to revoke or change the decision must be made by an absolute majority.*
- (3) *This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.”*

**Risk Related**

If the works are delayed it could result in reputational risk and poor community perception of the Shire regarding the quality of road maintenance. Backlog of vegetation maintenance activity could lead to barriers to completing future works due to budget and clearing legislation.

The current works are funded under the RTR grant program which requires the completion of works by 30 June 2024. No extension will be approved.

There is a financial risk if Council choose not to revoke the existing resolution and instead continue to allocate RTR income funds to Reserve. There will likely be a gap in the budget as funds from RTR need to be tied to expenditure on an approved project. This would cause a deficit in the 2023/24 Budget.

There is a reputational and legislative compliance risk associated with not returning the funds to the RTR GL account. This would likely be an audit finding as it is not an appropriate recognition or use of grant funds.

**Workforce**

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

**VOTING REQUIREMENTS**

**Absolute Majority: Yes**

<b>RESOLUTION</b>					
<b>130524</b>					
<b>Moved: Cr Chris Gibbs</b>			<b>Seconded: Cr Peter Wright</b>		
<b>That, with regard to the RFT05-2324 Tree Pruning, Council:</b>					
<b>1. Authorises an amendment to the 2023/24 Budget as per the below table:</b>					
<b>GL</b>	<b>DESCRIPTION</b>	<b>CURRENT BUDGET</b>	<b>AMMENDMENT (\$)</b>	<b>REVISED BUDGET (\$)</b>	<b>COMMENTS</b>
122400	Roads to Recovery Muni	\$333,317	+\$371,609	\$704,926	Expenditure account
121202	Roads to Recovery	-\$677,317	-\$27,609	-\$704,926	Income account

2. **Awards the contract for Tender RFT 05-23/24 to the preferred tenderer, Tree Tech Australia, for the amount of \$283,542.**
3. **Authorises the Shire President and Chief Executive Officer to affix the Common Seal to all relevant contract documentation between the Shire of York and the preferred tenderer, subject to any variations.**
4. **Authorises the Chief Executive Officer to approve any variations up to the new budgeted amount towards the project of \$360,928.**
5. **Authorises the Chief Executive Officer to make any minor formatting or typographical changes to the contract documentation prior to signing.**
6. **Revokes item 'e' of Council resolution 100324 - Minutes and Recommendations of the Audit and Risk Committee Meeting held on 21 March 2024, which states "Requests the Chief Executive Officer to transfer \$347,000 of surplus funds to the Bridge Reserve."**

**In Favour:** Crs Kevin Trent, Chris Gibbs, Denese Smythe and Peter Wright

**Against:** Nil

***CARRIED 4/0 BY ABSOLUTE MAJORITY***

**13 MEETING CLOSED TO THE PUBLIC**

13.1 Matters for which the Meeting may be closed

*Nil*

13.2 Public Reading of resolutions to be made public

*As no items were considered Behind Closed Doors, no resolutions of Council are required to be read aloud.*

**14 CLOSURE**

*The Shire President thanked everyone for their attendance and closed the meeting at 5.24pm.*