



SHIRE OF YORK

**MINUTES OF THE ORDINARY
MEETING OF THE COUNCIL
HELD ON 15th FEBRUARY, 2010
COMMENCING AT 3.02PM IN THE
LESSER HALL, YORK**

MISSION STATEMENT

"To build on our history to create our future"

SHIRE OF YORK
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RAY HOOPER
CHIEF EXECUTIVE OFFICER

Table of Contents

1. OPENING	7
1.1 Declaration of Opening	7
1.2 Chief Executive Officer to read the disclaimer.....	7
1.3 Announcement of Visitors	7
1.4 Announcement of any Declared Financial Interests	7
2. ATTENDANCE	7
2.1 Members.....	7
2.2 Staff.....	7
2.3 Apologies.....	7
2.4 Leave of Absence Previously Approved.....	7
2.5 Number of People in Gallery at Commencement of Meeting.....	8
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	8
3.1 Previous Public Questions Taken on Notice.....	8
3.2 Written Questions	8
4. PUBLIC QUESTION TIME.....	8
5. APPLICATIONS FOR LEAVE OF ABSENCE	9
6. PETITIONS / PRESENTATIONS / DEPUTATIONS.....	9
7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	9
7.1 Minutes of the Special Meeting of Council held December 14, 2009.....	9
7.2 Minutes of the Ordinary Meeting of Council held December 21, 2009.....	9
7.3 Minutes of the Special Meeting of Council held January 4, 2010.....	9
7.4 Minutes of the Special Meeting of Council held January 21, 2010.....	10
8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	10
9. OFFICER'S REPORTS.....	10
9.1 Development Services.....	11
9.1.1 R Codes Variation – Oversize and Over Height Outbuilding	13
9.1.2 Settlers – 58 to 70 Accommodation Units – Lot 888 (9) Howick Street	25
9.2 Administration Reports	61
9.2.1 Change of Road Name – Railway Road	63
9.2.2 Change of Road Name – Portion of Roe Street	71
9.2.3 Change of Road Name – Pool Street (Central).....	77
9.2.4 Budget Variation	83
9.2.5 Donation – Toodyay Bush Fire Appeal.....	89
9.2.6 Recordskeeping Plan – Policies and Procedures 2010.....	91
9.2.7 SEAVROC – Corporate Governance Policy.....	113
9.2.8 Change of Road Name – Bland Street	125
9.2.9 York Liquor Accord	131
9.2.10 Extension Of Lease – Balbally Pty Ltd	155
9.2.11 Youth Officers Activity Updates.....	159
9.2.12 Eight Year Review of Local Laws.....	163
9.2.13 Use of the Old Fire Station.....	169
9.3 Finance Reports.....	173
9.3.1 Audit Committee Minutes.....	175
9.3.2 Festival of Motoring	179
9.3.3 Monthly Financial Reports	183

9.3.4	Monthly Financial Reports	211
9.3.5	Round Two of the Regional & Local Community Infrastructure Program (RLCIP)	239
9.4	Confidential Reports	241
9.5	Late Reports	243
10.	NEXT MEETING	245
11.	CLOSURE	245



SHIRE OF YORK

THE ORDINARY MEETING OF THE COUNCIL
HELD ON MONDAY, 15 FEBRUARY 2010, COMMENCING AT
3.02PM IN THE LESSER HALL, JOAQUINA STREET, YORK.

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

1. OPENING

- 1.1 Declaration of Opening
The Shire President, Cr Pat Hooper, welcomed everyone and declared the meeting open at 3.02pm.
- 1.2 Chief Executive Officer to read the disclaimer
The Chief Executive Officer, Ray Hooper, read the disclaimer.
- 1.3 Announcement of Visitors
Nil
- 1.4 Announcement of any Declared Financial Interests
Cr Randell – Item 9.1.2 – Financial Interest
Cr Randell – Item 9.2.9 – Proximity Interest

2. ATTENDANCE

- 2.1 Members
Cr Pat Hooper, President; Cr Brian Lawrance, Deputy President; Cr Tony Boyle; Cr Trevor Randell; Cr Tricia Walters.
- 2.2 Staff
R Hooper, Chief Executive Officer; T Cochrane, Acting Deputy Chief Executive Officer; N McNamara, Development Services Officer; L Oakley, Building Surveyor; P Ruettjes, Planner; S Patterson, Works Manager (Engineer).
- 2.3 Apologies
Cr Roy Scott
- 2.4 Leave of Absence Previously Approved
Nil

- 2.5 Number of People in Gallery at Commencement of Meeting
There were 10 members of the public in attendance at the commencement of the meeting.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

- 3.1 Previous Public Questions Taken on Notice

Nil

- 3.2 Written Questions

G & H Horne , B Fernando, J & S Boase, A Richter, B Solomon

Question 1: Would Councillors authorise immediate action to improve the standard and frequency of the current maintenance program for Berry Brow Road.

Question 2: Would Councillors and Council staff meet with local residents to discuss the re-alignment and sealing of Berry Brow Road prior to the residents submitting a Budget Request for the 2010/11 Municipal Budget.

Response: The Councillors are aware of the issues on Berry Brow Road. There is a report going to Council today detailing budget variations. The new Engineer has been made aware of the issues, however due to restrictions in the Local Government Act, Councillors cannot authorise immediate actions without a motion going to Council. All Councillors are aware of the road, and have seen it themselves, and a meeting with Councillors and staff will be organised prior to a report going to Council.

York Ratepayers and Residents Association Inc.

Question: Through a motion from the floor on the 10th of February 2010 the York Ratepayers and Residents Association Inc request a retraction be recorded in the February Shire of York Minutes and a written apology from the Council within seven working days to the YRRA Committee retracting the accusation that the York Ratepayers & Residents Association (Inc) was engaged in a "War of Correspondence" with the council and published in the councils own minutes. The minutes of the Shire of York on the 19th of October 2009 state in part:- "The Shire will be open to questions and discussions from the whole community but will not be involved in a war of correspondence with the Residents and Ratepayers Association Inc. (sic) or any other group."

Response: No.

4. PUBLIC QUESTION TIME

Mrs Y Dols

Question: Could York World Vision be placed on the 'approved groups' listing for the Town Hall. We have booked a benefit for Haiti on March 27th and need to know that the concert will be able to go ahead financially. We intend to showcase local talent and others, and hope to use the kitchen for supper and perhaps a service group will run the bar. All proceeds after expenses will be directed to World Vision International Aid for Haiti, as per the Tsunami Concert.

Response: Due to the procedures of an Ordinary Council Meeting, in the Local Government Act, Councillors do not have the authority to say yes. It is suggested a meeting be set up with yourself, the Shire President and Chief Executive Officer to discuss possibilities. The Shire President advised he would be available tomorrow (16th February 2010) for a meeting.

Mr I Parker

Statement: On behalf of the York Horsemen's Association, I would like to thank the Shire of York Councillor's for their donation of \$2,000.00. It has saved the association,

however we will continue to work from Northam. The Association is extremely grateful, and we apologise that a thank you letter has not been sent, however the correct procedures have not been followed.

Response: It is our pleasure. Meetings have been held in the last few weeks regarding the re-opening of the track. It is the Shire's goal to relocate most of the equine industry in York.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. PETITIONS / PRESENTATIONS / DEPUTATIONS

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Minutes of the Special Meeting of Council held December 14, 2009

Corrections

Nil

Confirmation

RESOLUTION

010210

Moved: Cr Randell

Seconded: Cr Boyle

"That the minutes of the Special Council Meeting held December 14, 2009 be confirmed as a correct record of proceedings."

CARRIED (5/0)

7.2 Minutes of the Ordinary Meeting of Council held December 21, 2009

Corrections

Nil

Confirmation

RESOLUTION

020210

Moved: Cr Boyle

Seconded: Cr Lawrance

"That the minutes of the Ordinary Council Meeting held December 21, 2009 be confirmed as a correct record of proceedings."

CARRIED (5/0)

7.3 Minutes of the Special Meeting of Council held January 4, 2010

Corrections

Nil

Confirmation

**RESOLUTION
030210**

Moved: Cr Lawrance

Seconded: Cr Walters

“That the minutes of the Special Council Meeting held January 4, 2010 be confirmed as a correct record of proceedings.”

CARRIED (5/0)

7.4 Minutes of the Special Meeting of Council held January 21, 2010

Corrections

Nil

Confirmation

**RESOLUTION
040210**

Moved: Cr Boyle

Seconded: Cr Lawrance

“That the minutes of the Special Council Meeting held January 21, 2010 be confirmed as a correct record of proceedings.”

CARRIED (5/0)

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President congratulated the group of men in York who have created an Interim Committee to organise a Men’s Shed. Mr John Ladyman was one of those who attended the meeting, along with over twenty other men. Congratulations to everyone who took part, the Council is extremely supportive of a Men’s Shed in York.

The Shire President congratulated Andrew Reynolds on winning the 2010 Beazley Medal.

A report is being presented to Council detailing the Shire’s donation to the victims of the Toodyay Bush Fires. There were a lot of people in York that helped out in many different ways including the Furies, the Scouts, Anthony Karafil (who donated his truck) and the York Ratepayers and Residents Association (who donated their time in organising an appeal).

The Shire President congratulated the community of York for their generosity showed last weekend. An auction was held for a young local York boy, who his only eight (8) years old and suffering with a disastrous disease. The Auction was held at the Castle Hotel, and raised just under \$8,000.00.

The Shire President welcomed the new staff to the Shire of York, Mr Les Oakley, Building Surveyor, Mr Simon Patterson, Works Manager (Engineer) and Ms Brooke Newman (Planning Officer).

9. OFFICER’S REPORTS

9.1 Development Services

9. OFFICER'S REPORTS

9.1 DEVELOPMENT REPORTS

9.1.1 R Codes Variation – Oversize and Over Height Outbuilding

When acting as a planning authority in accordance with the powers conferred by the Planning and Development Act 2005 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

FILE NO: Ge2.13101
COUNCIL DATE: 15 February 2010
REPORT DATE: 4 February 2010
LOCATION/ADDRESS: Lot 70 (79) Georgiana Street, York
APPLICANT: N J Roosendaal
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Patrick Ruettjes/Brooke Newman
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A - Schedule of Submissions
Appendix B - Site Plan
Appendix C - Elevations
Appendix D - Floor Plans
DOCUMENTS TABLED: Justification documents

Summary:

An application has been made for an oversize and over height outbuilding with the dimensions of 9.158m x 10m (91.58m²) and a wall height of 3.6m which is contrary to the provisions of the Residential Design Codes ("R Codes").

Background:

The applicant is proposing to construct an outbuilding at the rear of Lot 70 which is 31.58m² oversize and 1.2m over height as defined under the R Codes.

The applicant has advised that the outbuilding is proposed to house motor vehicles, a caravan and a boat.

It is proposed to construct the outbuilding of non-reflective factory applied painted steel for the wall cladding and non-painted steel for the roof cladding.

Consultation:

In accordance with the R codes, the surrounding landowners were notified and two submissions were received (see attached schedule of submissions).

Statutory Environment:

Lot 70 is zoned "Residential R10/30" under the provisions of the Shire's Town Planning Scheme No 2 and is approximately 1,169m².

Residential Design Codes of Western Australia

The R codes describe performance criteria for outbuildings as follows:

Performance Criteria	Acceptable Development	Compliance with Acceptable Development
Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties.	Outbuildings that: - are not attached to a dwelling; - are non-habitable;	- The outbuilding is not attached to the dwelling. - The outbuilding will be

	<ul style="list-style-type: none"> - collectively do not exceed 60m² in area or 10% in aggregate of the site area, whichever is the lesser; - do not exceed a wall height of 2.4m; - do not exceed a ridge height of 4.2m; - are not within the primary street setback area; - do not reduce the amount of open space required in table 1; and - comply with the siting and design requirements for the dwelling, but do not need to meet rear setback requirements of table 1. 	<p>non-habitable.</p> <ul style="list-style-type: none"> - The outbuilding is exceeding 60m² but does not exceed 10% site coverage. - The wall and ridge height do not comply. Applicant has provided fair justification for the proposed wall height and ridge height. - Is not proposed to be located within setback area and will not reduce open space of the site. - The location of the outbuilding complies with setback requirements.
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Under the R Codes, discretionary approval may be possible as follows:

“The Codes have been drafted to provide, via the “deemed-to-comply” Acceptable Development provisions, a straightforward pathway to approval. Where a proposal does not comply with the Acceptable Development requirements, approval of the Council for those matters not complying is required. Where a Council refuses such an application an appeal may be lodged according to the provisions of the Planning and Development Act 2005.

Where any Acceptable Development provision is not met, an applicant may seek a discretionary approval from Council. All Codes provisions (with the exception of the site area requirements set out in Table 1) are open to the exercise of discretion.

In considering whether to grant a discretionary approval, Councils should adopt a consistent approach taking into account:

- *The Performance Criteria relating to the matter for which discretionary approval is sought;*
- *The relevant provisions of the Scheme; and*
- *The relevant contents of a Local Planning Policy prepared in accordance with the Codes.*

A Council should not refuse an application that meets Acceptable Development requirements unless there are more stringent town planning scheme or Local Planning Policy provisions that are unmet.”

Policy Implications:

Nil.

Financial Implications:

Nil.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Yes

The site inspection revealed that there are a number of oversized outbuildings in the general vicinity.

The location of the proposed outbuilding is satisfactory to minimise visual impact from the street.

Triple bottom Line Assessment:**Economic Implications:**

N/A

Social Implications:

The applicant is seeking to adequately provide security for his assets which are a lifestyle choice for the applicant. Allowing the oversized over height outbuilding will create an environment for which the applicant can uphold his chosen lifestyle.

Environmental Implications:

Containing large vehicles such as cars, a caravan and a boat will enhance the streetscape and amenity of the area as these vehicles will not be stored in areas visible from the street.

Comment:

The applicant has requested approval to construct an oversized over height outbuilding at the rear of Lot 70 for the purposes of storing motor vehicles, a boat and a caravan.

Submissions received in relation to this application are, in effect, objecting to non-painted steel wall cladding being used as a construction material. It is recommended that a condition be imposed to the effect that non-reflective factory applied painted steel is used for the wall cladding. It is considered acceptable to have non-painted steel as the roof cladding as there are, in staff's opinion, no adverse affects to adjoining landowners in terms of glare issues.

Despite non-compliance with the R Codes, it is staff's opinion that the proposal be considered to be appropriate development for Lot 70 for the following reasons:

1. Lot 70 is approximately 1,169m². 10% of this area is 116.9m². The outbuilding is proposed not to exceed 10% of the overall site;
2. Containing a caravan and boat within an outbuilding positioned at the rear of Lot 70 (behind the existing dwelling) will enhance streetscape in that the vehicles will not be stored in areas that are visible from the street; and
3. Allowing the applicant to construct an oversized over height outbuilding for the storage of such lifestyle vehicles will enable a level of security for those assets.

Therefore, in light of the above, it is recommended that Council approve the application for an oversized over height outbuilding proposed to be constructed at the rear of Lot 70 (79) Georgiana Street, York subject to various conditions.

**OFFICER RECOMMENDATION
050210**

Moved: Cr Boyle

Seconded: Cr Lawrance

“That Council advise the applicant that it approves the application for the construction of an oversize over height outbuilding with the dimensions of 9.158m x 10m (91.58m²) and a wall height of 3.5m proposed to be constructed at the rear of Lot 70 (79) Georgiana Street, York subject to the following conditions:

- 1. Development must substantially commence within one (1) year from the date of this decision;***
- 2. Development must take place in accordance with the approved plans;***
- 3. Prior to commencement of the development, detailed drainage plans shall be submitted to the satisfaction of the local government;***
- 4. Prior to occupation of the development, vehicle crossover(s) shall be constructed to the satisfaction of the local government;***
- 5. Prior to occupation of the development, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government;***
- 6. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government;***
- 7. The outbuilding is not be used for human habitation, commercial or industrial purposes;***
- 8. The finish of the outbuilding is to be non-reflective factory applied painted steel to the satisfaction of the local government. A colour scheme is required to be submitted and approved by the local government.***

Advice Notes:

- a) In accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1960, an application for a building licence must be submitted to, and approval granted by the local government prior to the commencement of the development hereby permitted.***
- b) An application for a vehicle crossover must be submitted to, and approval granted by, the local government prior to the commencement of the development hereby permitted.***

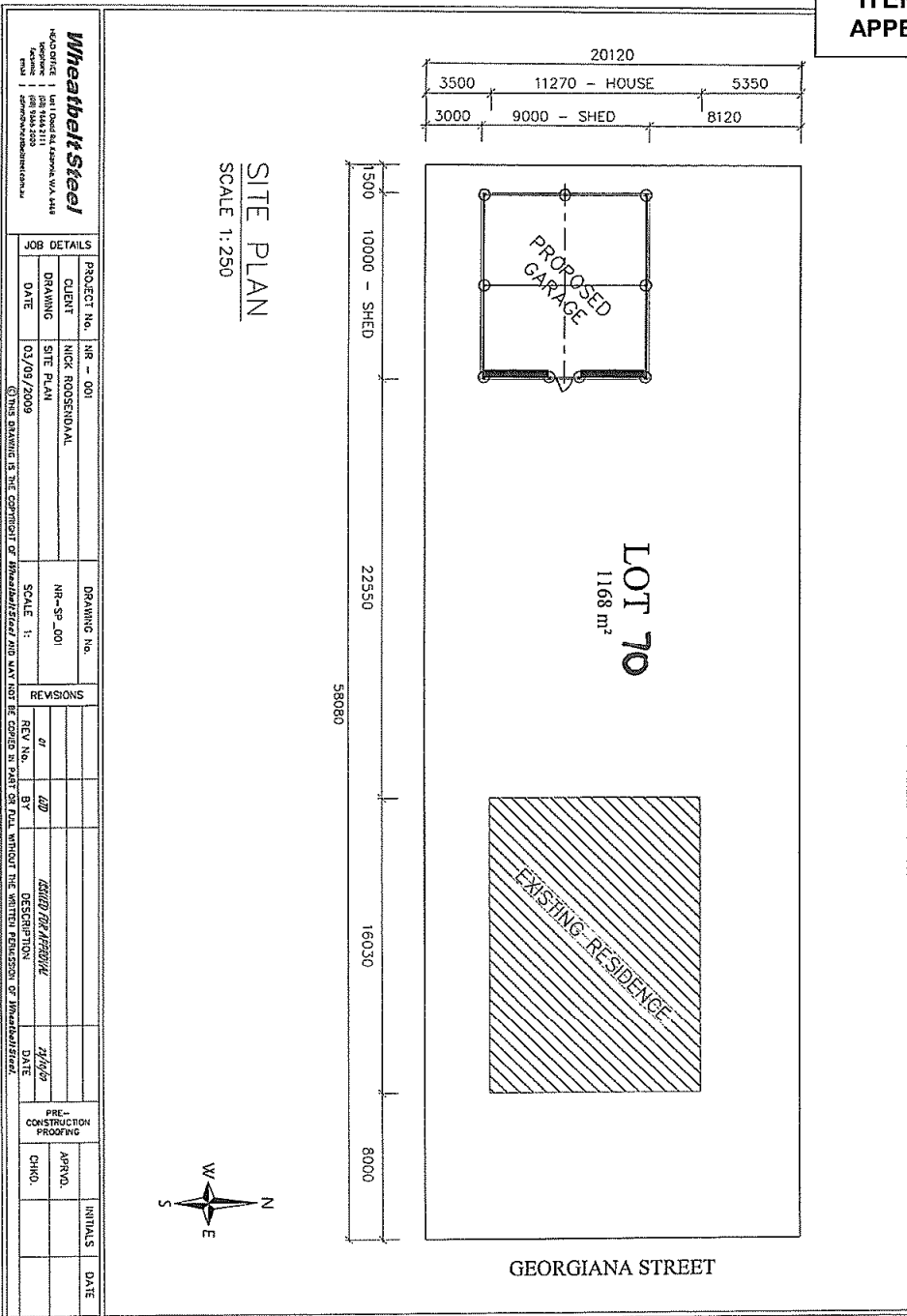
CARRIED (5/0)

**ITEM 9.1.1
APPENDIX A**

**SCHEDULE OF SUBMISSIONS
OVERSIZE AND OVER HEIGHT OUTBUILDING
LOT 70 (79) GEORGIANA STREET, YORK**

Submitter	Submission Received	Officer's Comments
Adjoining Landowner	Our only concern is the material used on the south wall, if being zincalume, plus the fact it is above regulation height, the glare from it would be horrendous	It will be recommended to Council that the outbuilding be constructed of non-reflective factory applied painted steel for all wall cladding. The applicant has provided justification for the outbuilding to be constructed with a wall height of 3.6m. It will be recommended to Council that the outbuilding be constructed of non-reflective factory applied painted steel for all wall cladding.
Adjoining Landowner	We have no objections to the erection of this large garage, as it situated South of our property. We however would like to see this garage in colourbond material and NOT zincalume material, to avoid unpleasant sun reflection	

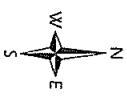
**ITEM 9.1.1
APPENDIX B**



Wheatbelt Steel
 1000/1001 | Unit 1000/1001 | 2111 KENNEDY BLVD, WILMINGTON
 WA 60600 | Phone: (08) 9444 2000 | Email: sales@wheatbeltsteel.com.au

JOB DETAILS		PROJECT No.		DRAWING No.	
CLIENT	NICK ROOSENBAL	NR - 001	NR-sp_001		
DRAWING	SITE PLAN				
DATE	03/09/2009				
SCALE 1:250					
REVISIONS					
REV No.	BY	DATE	DESCRIPTION	INITIALS	DATE
01	ADP	24/06/09	Added Site Plan		
PRE-CONSTRUCTION PROOFING					
APPROV.					
CHNO.					

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**ITEM 9.1.1
APPENDIX C**

ELEVATION 1
SCALE 1 : 100

ELEVATION 2
SCALE 1 : 100

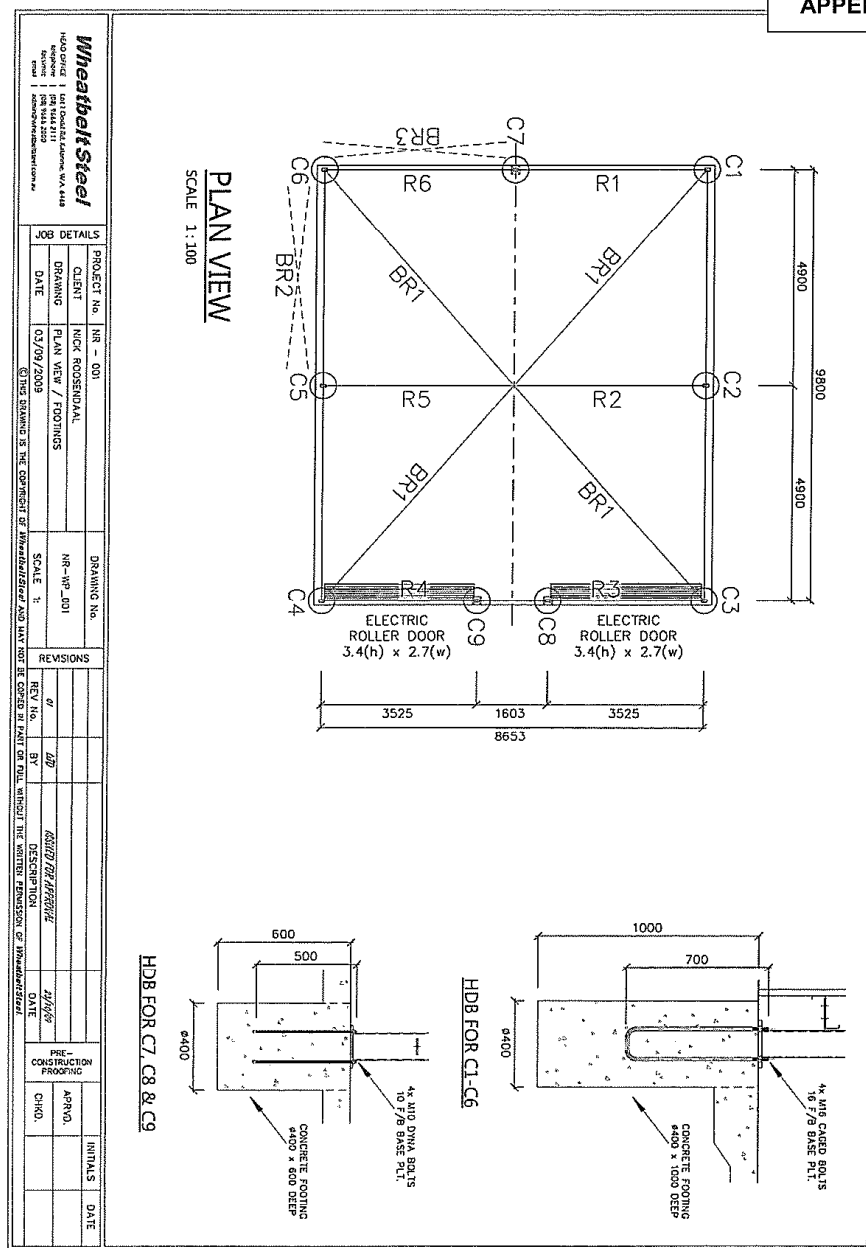
ELEVATION 3
SCALE 1 : 100

ELEVATION 4
SCALE 1 : 100

Weatherbelt Steel
HEAD OFFICE | 101 Lombard Ave. Suite 104
Stirling | 014 844 2111
Mobile | 08 9422 8888
Fax | 08 9422 8888

JOB DETAILS		PROJECT No.		DRAWING No.		REVISIONS		PRE-CONSTRUCTION PROOFING		INITIALS	DATE
CLIENT	NR - 001	NR - 001	NR - 001	NR - 001	NR - 001						
DRAWING	NR - 002	NR - 002	NR - 002	NR - 002	NR - 002						
DATE	03/09/2009	03/09/2009	03/09/2009	03/09/2009	03/09/2009						
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**ITEM 9.1.1
APPENDIX D**



Wheatbelt Steel
 1450 DUNDAS ST. W. UNIT 10
 MISSISSAUGA, ONT. L4X 1L1
 TEL: (905) 876-1111
 FAX: (905) 876-1112
 WWW.WHEATBELTSTEEL.COM

PROJECT No.		NR - 001		DRAWING No.		NR-WP-001	
CLIENT		NICK ROSSIGNAUX		DATE		03/09/2009	
JOB		BRANNING		SCALE		1:	
DATE		03/09/2009		BY		JAP	
REVISIONS		DESCRIPTION		DATE		20/09/09	
APPROVED		DATE		INITIALS		DATE	
CONSTRUCTION		DATE		INITIALS		DATE	

9. OFFICER'S REPORTS

9.1 DEVELOPMENT REPORTS

9.1.2 Settlers – 58 to 70 Accommodation Units – Lot 888 (9) Howick Street

When acting as a planning authority in accordance with the powers conferred by the Planning and Development Act 2005 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

FILE NO: Av1.6660/Ho3.31230/Ho3.60450
COUNCIL DATE: 15 February 2010
REPORT DATE: 5 February 2010
LOCATION/ADDRESS: Lot 888 (9) Howick Street
APPLICANT: Settlers House Pty Ltd on behalf of Owners of Strata Plan 26534
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Patrick Ruettjes/Brooke Newman
DISCLOSURE OF INTEREST: Cr Randell – Financial
APPENDICES: Appendix A - Schedule of Submissions
Appendix B - Site Plan
Appendix C - Elevations
Appendix D - Floor Plans
Appendix E - Minutes 20 July 2009
DOCUMENTS TABLED: Larger scale printouts of plans

Summary:

Council is asked to consider an addition to a previously approved application for planning consent for short term accommodation units at Lot 888 (9) Howick Street, York (known as Settlers House). The proposal is recommended for conditional approval.

Background:

A short term accommodation development proposal for 58 units, located on Lot 888 (9) Howick Street, York, (former Lot numbers include Lot 10, Lot 5005 and Lot 595, previously 125 Avon Terrace) and subject to Strata Plan 26534 (Settlers House), has received amended retrospective planning consent at the Shire of York Ordinary Council Meeting of 20 July 2009 (see attached extract from the minutes). The applicant proposes to build another 12 units, bringing the total number to 70 units.

The additional 12 units are proposed to be located next to already approved units in the former courtyard (see attached site plan).

The new 'Settlers House' development itself is now known as Lot 888 (9) Howick Street. The application for subdivision into green title Lots 888 and 889 followed by a re-strata application for each portion has been finalised. The combined Lots 888 and 889 comprise an area of 6,011 m² and are zoned 'Town Centre' under the Shire of York Town Planning Scheme No. 2 (the 'Scheme').

The 'Town Centre' zoning allows for a large variety of uses, with 'tourist-orientated uses' being specifically mentioned. The Scheme also allows for site requirements at the local government's discretion.

The proposed development has been re-assessed in accordance with the provisions of the Scheme and Shire of York Local Planning Policy - Heritage Precincts and Places.

The proposal does not meet any criteria for residential use under the applicable R-Code density of R40 associated with the 'Town Centre' zoning. Neither unit can be used for longer than 3 months consecutive accommodation (= short term accommodation).

Consultation:

The proposed development has been advertised in accordance with clause 7.3.3 of the Scheme. Detailed plans of the proposed development and relevant documentation have been on display at the Council offices during the advertising period.

A total of six written submissions have been received, all from government referral agencies. A Schedule of Submissions is attached.

Statutory Environment:

Planning and Development Act 2005;
Shire of York Town Planning Scheme No. 2; and
Shire of York Local Planning Policy Heritage Precincts and Places.

Extract from the Scheme:

4.9 Town Centre Zone

4.9.1 Objectives

- (a) *To retain the town centre of York as the principal place for retail, commercial, civic, and tourist-oriented uses in the District.*
- (b) *To preserve the unique qualities of the town centre as a heritage place including the conservation of existing heritage buildings, and to avoid development which will detract from those qualities.*
- (c) *To ensure development complies with Design Guidelines adopted by the local government for the town centre.*
- (d) *To encourage a high standard of development of commercial facilities to service the residents, the farming sector, tourists, and travellers.*
- (e) *To encourage a high standard of landscaping in and around the town centre the local government will undertake planting of shade trees in road reserves and public car parks where appropriate.*
- (f) *To encourage a high standard of residential and residential mixed use development in appropriate locations that contribute to the amenity, security and economic sustainability of the town centre.*

4.9.2 Site Requirements:

The following minimum building setbacks shall apply:

- Front:) At the*
- Rear:) local government's*
- Side:) discretion*

4.9.3 Development Requirements

- (a) *Development shall not exceed 2 storeys in height except where the local government considers that particular circumstances may warrant an exception being made and provided the local government's objectives are not compromised.*
- (b) *In considering an application for planning consent for a proposed development (including additions and alterations to existing development) in the Town Centre the local government shall have regard to Design Guidelines adopted by the local government, and:*

- (i) *the colour and texture of external building materials; (the local government may require the building facade and side walls to a building depth of 3 m to be constructed in masonry);*
 - (ii) *building size, height, bulk, roof pitch;*
 - (iii) *setback and location of the building on its lot;*
 - (iv) *architectural style and design details of the building;*
 - (v) *function of the building;*
 - (vi) *the relationship to surrounding development having particular regard to any impact upon the heritage significance of the York townscape, its streetscapes, and any Heritage Place or Heritage Precinct; and*
 - (vii) *other characteristics considered by the local government to be relevant.*
- (c) *Landscaping shall complement the appearance of the proposed development and the town centre.*
- (d) *Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car park.*
- (e) *Development of land for residential purposes only within the Town Centre zone shall comply with the requirements of the Residential Design Codes R40 density.*
- (f) *The density of the residential component of any mixed use development shall be determined by Council taking into account any relevant policy, and include consideration of heritage protection and design.*

Policy Implications:

Nil

Financial Implications:

The proponent is required to contribute cash-in-lieu for parking as only minimal parking is expected to be accommodated on site.

Strategic Implications:

Key Result Area 2 – Economic Development and Tourism – Objectives 1, 4 & 5 state:

“To encourage a sustainable community by increasing employment opportunities in York, attracting investment and businesses to the town, and achieving diversification of industries.”

“To utilise the unique features of York’s heritage and rural lifestyle, where appropriate, as the basis for economic development.”

“To ensure that economic development does not conflict with York’s heritage, lifestyle and environment.”

Key Result Area 1 – Objective 1:

“To develop a framework to facilitate planning and decision-making in order to identify and meet community needs, develop opportunities and implement change.”

Key Result Area 5 – History and Heritage

“To encourage development which is appropriate to York’s history and heritage.”

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Several site inspections have been carried out during the assessment of the proposal.

Triple bottom Line Assessment:**Economic Implications:**

The proposal is one of the larger development investments in the Shire of York. It is located in the heart of the town centre.

Social Implications:

The addition of short term accommodation units in the town centre adds to the vibrancy of the town centre itself. This fact in itself will draw more tourists into York. Added benefits include a wider choice of accommodation and the ability to accommodate more tourists during festivals and fairs.

Environmental Implications:

Environmental factors have been addressed in the relevant conditions. The main factors include stormwater disposal and landscaping.

Comment:

The additional 12 units will significantly reduce open space and amenity and would not be permissible as residential units. As short term accommodation, however, the proposal can be considered. It is a commercial decision to propose the layout and density as presented.

It should be noted that no comments have been received from adjoining landowners or the general public. The concern of the Public Transport Authority has been addressed by adding Notifications under section 70A of the Transfer of Land Act 1893 on the title advising that residential amenity may be affected by noise and vibration from the railway line. This has already been finalised through the subdivision and strata process.

The land use as short-term accommodation units is compatible with the provisions of the Town Planning Scheme as an appropriate land use in the 'Town Centre' zone.

Therefore it is recommended to grant planning consent for the additional 12 short term accommodation units in accordance with the attached plans. It should be noted that the 58 units of the previous planning consent have not been completed yet and that some conditions of that consent are still outstanding.

It is proposed to impose the same conditions as in the previously granted planning consents of 2007 and 2009.

Cr Randell declared a Financial Interest in this item, and left the room at 3.24pm.

**RESOLUTION
060210**

Moved: Cr Lawrance

Seconded: Cr Boyle

“That Council advise the Applicant(s) that it grants planning consent for 12 short term accommodation units at Lot 888 on Deposited Plan 59770 at 9 Howick Street, York, subject to the following conditions:

- 1. This planning consent is valid for a period of twelve (12) months from the date of this decision;***
- 2. Development taking place in accordance with the approved plans;***
- 3. Prior to commencement of the development, satisfactory arrangement being made for the development of car parking in accordance with the Shire of York Town Planning Scheme No. 2. If the required number of bays cannot be provided onsite, the local government will accept a cash-in-lieu payment per bay;***
- 4. Prior to commencement of the development, a detailed landscaping plan is to be submitted to the satisfaction of the local government;***
- 5. Prior to commencement of the development, detailed drainage plans shall be submitted to the satisfaction of the local government. Stormwater generally being disposed of within the confines of the property or alternatively arrangements being made with the local government to utilise the local government’s stormwater system. Fees may be payable to the local government to utilise the local government’s stormwater system;***
- 6. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system to the specifications of the local government and the Water Corporation;***
- 7. Prior to occupation of the development, vehicle crossover(s) shall be constructed to the satisfaction of the local government;***
- 8. Prior to occupation of the development, the car parking, pedestrian access, vehicle access, turning and circulation areas shown on the approved site plan, including the provision of disabled car parking, are to be constructed, sealed, drained, and line marked to the satisfaction of the local government;***
- 9. Prior to occupation of the development, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government;***
- 10. Prior to occupation of the development, landscaping is to be completed in accordance with the approved plans or any approved modifications thereto to the satisfaction of the local government;***
- 11. All car parking, pedestrian access, vehicle access and circulation areas are to be maintained and available for car parking, pedestrian access, vehicle access and circulation on an ongoing basis to the satisfaction of the local government;***
- 12. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government;***
- 13. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government;***
- 14. The development to be in accordance with the Shire of York’s Local Planning Policy on Heritage Precincts and Places;***

15. **All boundary fencing to be in accordance with the Shire of York Local Planning Policy on Heritage Precincts and Places and to the satisfaction of the local government;**
16. **The proponent to contribute 100% of the cost of imprinted concrete or brickpaved footpath for the full frontage of development on Howick Street and appropriate connection to the existing Settlers House walkway; and**
17. **Satisfactory arrangements being made to provide a waste receptible area in accordance with the relevant building and health regulations.**

Advice Notes:

- a) **In accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1960, an application for a building licence must be submitted to, and approval granted by the local government prior to the commencement of the development hereby permitted.**
- b) **An application for a vehicle crossover must be submitted to, and approval granted by, the local government prior to the commencement of the development hereby permitted.**
- c) **The development hereby permitted must comply with the access and facilities for disabled requirements of the Building Code of Australia and all other relevant Australian Standards in respect of access and facilities for the disabled.**
- d) **The incorporation of noise attenuation measures as detailed in AS2021 is recommended.**
- e) **Any proposed signage is not subject of this application and will require a separate application for planning consent and an application for a building licence.**
- f) **Any outstanding Water Corporation/Western Power/Heritage approvals have to be issued prior to occupation of the development.**

This approval is valid for short term accommodation only (maximum stay of 3 months per calendar year). It is not valid for long term residential use."

CARRIED (4/0)

Cr Randell re-entered the room at 3.27pm.

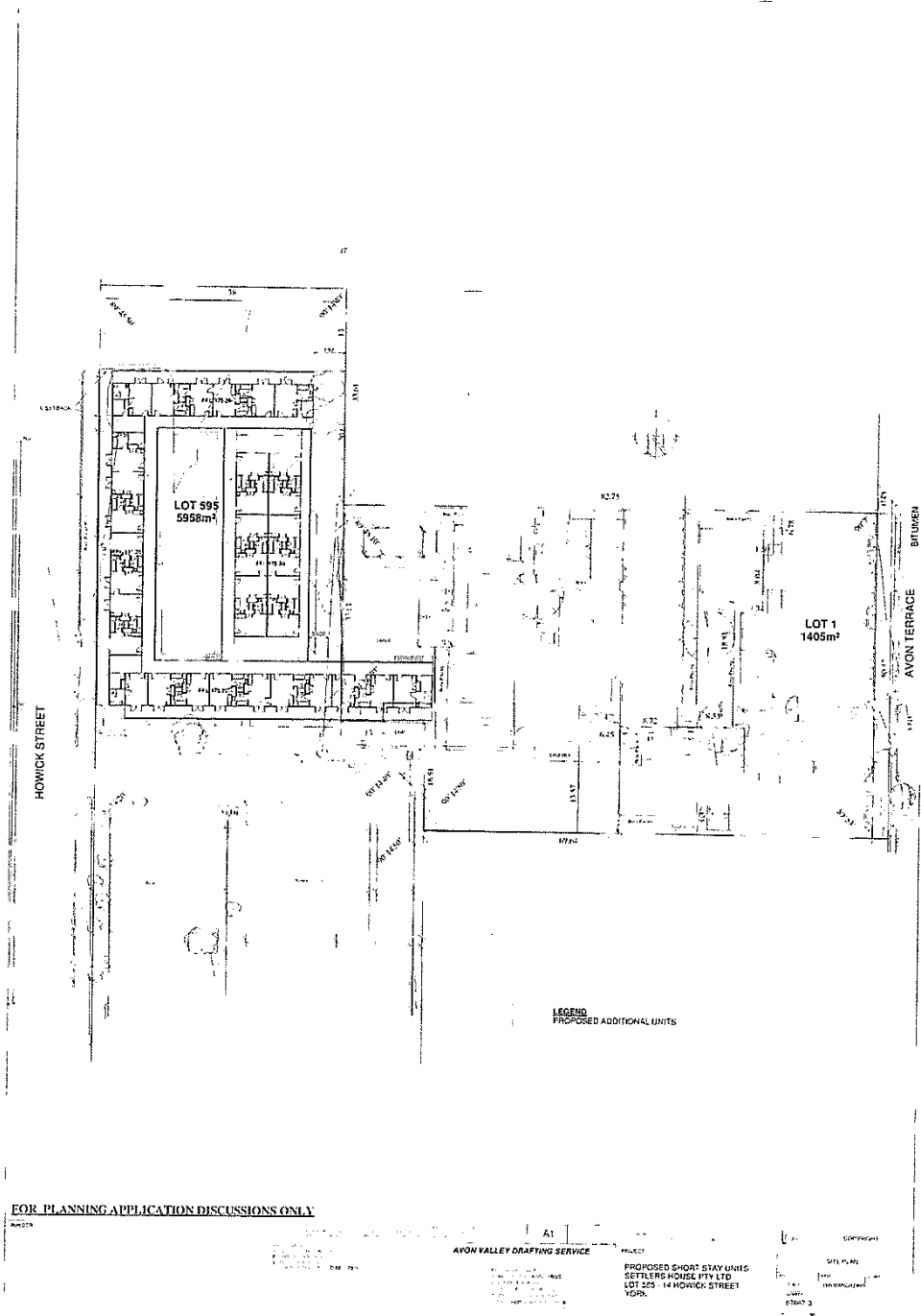
**SCHEDULE OF SUBMISSIONS
ADDITIONAL 12 SHORT TERM ACCOMMODATION UNITS (SETTLERS HOUSE)
LOT 888 (9) HOWICK STREET, YORK**

Submitter	Submission Received	Officer's Comments
Water Corporation	Thank you for your letter dated 21 December 2009 regarding proposed additional short term accommodation on Lot 5005 Howick Street. In accordance with Water Corporation legislation the applicant must submit building plans to the Corporation for approval. A full assessment of service requirements and related charges for the proposed development will be made when the Corporation receives the building plans.	Will be addressed at building licence stage.
Tourism WA	Thank you for your letter dated 21 December 2009 referring the development application for Lot 5005 Howick Street, York to Tourism Western Australia (Tourism WA) for comment. Tourism WA has no comment to make at this stage.	Acknowledged.
Public Transport Authority	Thank you for your letter dated 21 December seeking comment on the above. Although the PTA has no objections, it cautions the Shire in allowing accommodation to be built in the vicinity of a freight line. If it does proceed the developer and Council must ensure all measures are taken to ameliorate rail noise thus ensuring maximum enjoyment for the anticipated tourists/tenants.	Has been addressed at subdivision and strata stage. Notifications pertaining to section 70A of the Transfer of Land Act 1893 have been added to the titles advising of potential noise and vibration from the railway line affecting residential amenity.

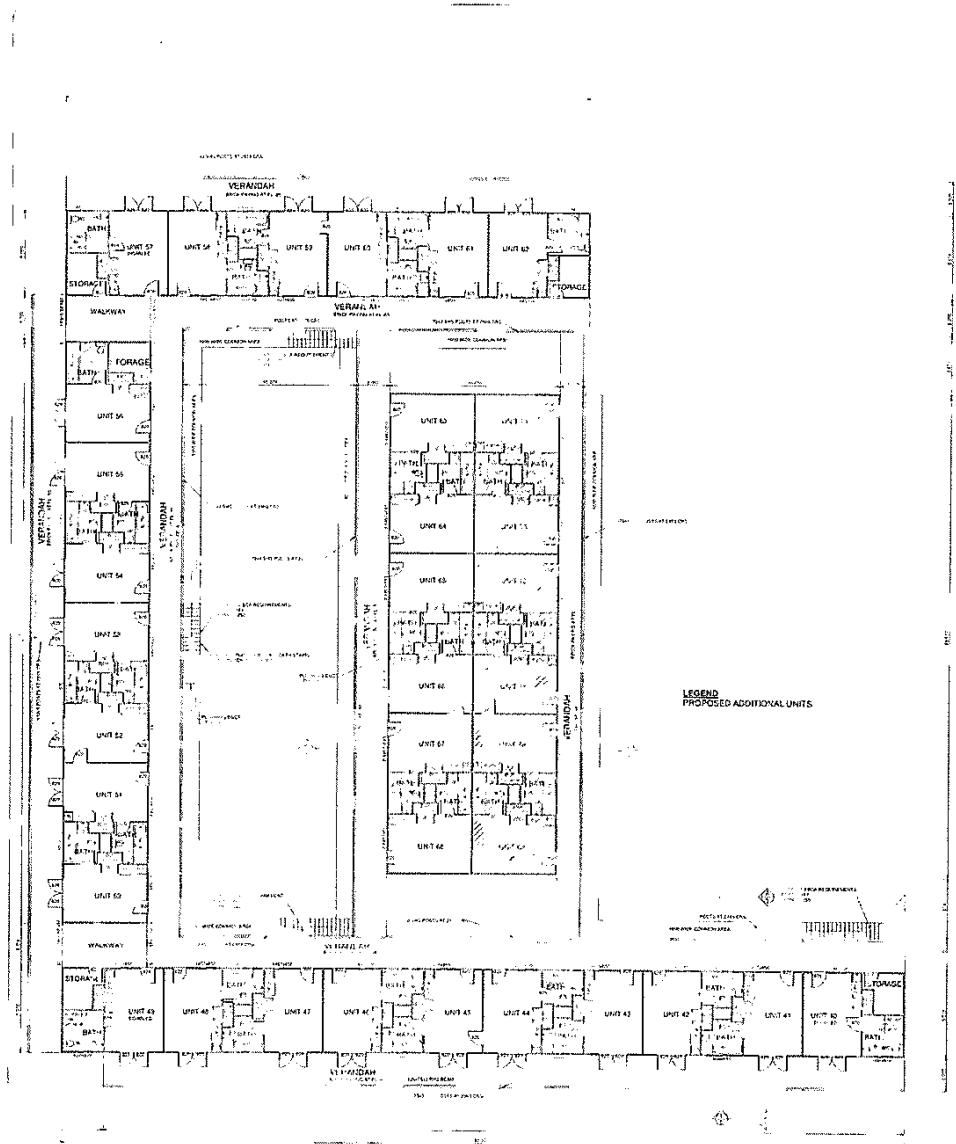
**SCHEDULE OF SUBMISSIONS
ADDITIONAL 12 SHORT TERM ACCOMMODATION UNITS (SETTLERS HOUSE)
LOT 888 (9) HOWICK STREET, YORK**

Cont.

Submitter	Submission Received	Officer's Comments
State Land Services	<p>I refer to your letter of 21 December 2009. Your letter refers to Lot 5005, which is part of Reserve 39603 for Park, Vehicle Parking and Tourist Purposes; Construction and development on this Reserve is not permitted. Perhaps the intent of your letter is to seek comment about development on adjoining freehold Lot 10, which is part of Strata Plan 26534 (Settlers House). On the assumption that you are seeking comment about development on lot 10, I advise you that this Department has no objection to such development.</p>	<p>Acknowledged.</p>
Department of Health	<p>Thank you for your letter of 21 December 2009 regarding the above. Considering the density of the proposed development, the draft Country Sewerage Policy requires the developer to connect to sewer. It is therefore recommended that Council do not support the development application unless the development is connected to sewer. The Department of Health does not support the development without sewerage.</p>	<p>Acknowledged. Property is connected to sewer, sewer easement is in place on Deposited Plan 59770.</p>
FESA	<p>FESA (the Fire and Emergency Services Authority of Western Australia) wishes to acknowledge receipt of your correspondence of 21 December 2009 regarding the above matter. We also wish to advise that we have no information or comment to provide at this time.</p>	<p>Acknowledged.</p>



**ITEM 9.1.2
APPENDIX D**



FOR PLANNING APPLICATION DISCUSSIONS ONLY

AREA: GROUND FLOOR STRUCTURE: 675.4m²
 GROUND FLOOR VERANDAH & WALKWAYS: 514.2m²
 UPPER FLOOR STRUCTURE: 411.4m²
 UPPER FLOOR VERANDAH & WALKWAYS: 614.2m²

AVON VALLEY DRAFTING SERVICE

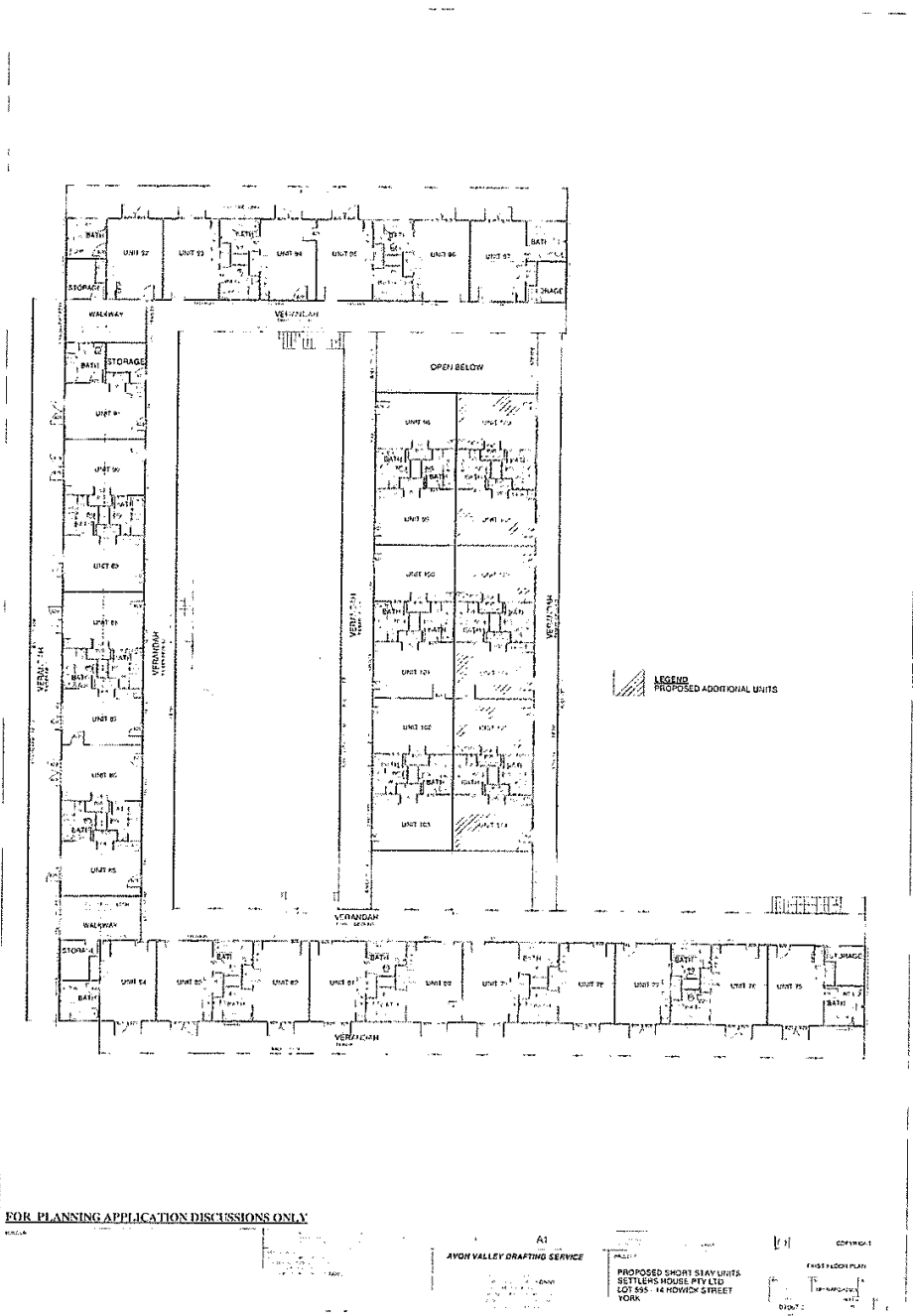
PROJECT: PROPOSED SHORT STAY UNITS
 SETTLERS HOUSE PTY LTD
 LOT 555 - 14 HOWICK STREET
 YORK

DATE: 07/07/03

SCALE: 1:100

GROUND FLOOR PLAN

DATE: 07/07/03



9. OFFICER'S REPORTS
9.1 DEVELOPMENT REPORTS
9.1.2 Settlers – Amended Planning Consent – Lot 10 (125) Avon Terrace

When acting as a planning authority in accordance with the powers conferred by the Planning and Development Act 2005 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

FILE NO:	Av1.6660/Ho3.31230
COUNCIL DATE:	20 July 2009
REPORT DATE:	10 July 2009
LOCATION/ADDRESS:	Lot 10 (125) Avon Terrace
APPLICANT:	Settlers House Pty Ltd on behalf of Owners of Strata Plan 26534
SENIOR OFFICER:	Ray Hooper, CEO
REPORTING OFFICER:	Patrick Ruettjes, Shire Planner
DISCLOSURE OF INTEREST:	Cr Trevor Randell - Financial
APPENDICES:	Site plan, floor plans and elevation plans
DOCUMENTS TABLED:	Larger scale printouts of plans

Summary:

Council is asked to consider an amendment to a previously approved application for planning consent for short term accommodation units at Lot 10 (125) Avon Terrace, York (known as Settlers). As the applicant has already commenced the development of building 58 units which differs from the previously approved 50 units, the proposal is recommended for amended retrospective conditional approval.

Background:

The proposed development, located on Lot 10 (125) Avon Terrace, York, and subject to Strata Plan 26534 (Settlers), has received planning consent at the Shire of York Ordinary Council Meeting of 16 April 2007 (see attached extract from the minutes). The approval was due to expire after 2 years, but was extended to allow for an amended application being processed. The amended plans have now been submitted (see attached plans).

The applicant has requested to consider what is actually being built – i.e. 58 short term accommodation units instead of the previously approved 50 units. Major changes include a nil setback to Howick Street and Reynolds Lane and a different location of the units on the block.

The property itself is now known as Lot 10 (125) Avon Terrace following the integration of a portion of a former reserve, Lot 595, in accordance with section 87 of the Land Administration Act 1997. The property is subject to an application for subdivision into green title Lots 888 and 889 followed by a re-strata application for each portion. The current Lot 10 comprises an area of 6,011 m² and is zoned 'Town Centre' under the Shire of York Town Planning Scheme No. 2 (the 'Scheme').

The 'Town Centre' zoning allows for a large variety of uses, with 'tourist-orientated uses' being specifically mentioned. The Scheme also allows for site requirements at the local government's discretion.

The proposed development has been re-assessed in accordance with the provisions of the Scheme and Shire of York Local Planning Policy - Heritage Precincts and Places.

Consultation:

The proposal has been subject to community consultation prior to its original planning consent in 2007. The proposal is subject to numerous and ongoing discussions between the proponent(s), Councillors and staff.

Statutory Environment:

Planning and Development Act 2005;
Shire of York Town Planning Scheme No. 2; and
Shire of York Local Planning Policy Heritage Precincts and Places.

Extract from the Scheme:

4.9 Town Centre Zone

4.9.1 Objectives

- (a) *To retain the town centre of York as the principal place for retail, commercial, civic, and tourist-oriented uses in the District.*
- (b) *To preserve the unique qualities of the town centre as a heritage place including the conservation of existing heritage buildings, and to avoid development which will detract from those qualities.*
- (c) *To ensure development complies with Design Guidelines adopted by the local government for the town centre.*
- (d) *To encourage a high standard of development of commercial facilities to service the residents, the farming sector, tourists, and travellers.*
- (e) *To encourage a high standard of landscaping in and around the town centre the local government will undertake planting of shade trees in road reserves and public car parks where appropriate.*
- (f) *To encourage a high standard of residential and residential mixed use development in appropriate locations that contribute to the amenity, security and economic sustainability of the town centre.*

4.9.2 Site Requirements:

The following minimum building setbacks shall apply:

Front:) At the
Rear:) local government's
Side:) discretion

4.9.3 Development Requirements

- (a) *Development shall not exceed 2 storeys in height except where the local government considers that particular circumstances may warrant an exception being made and provided the local government's objectives are not compromised.*
- (b) *In considering an application for planning consent for a proposed development (including additions and alterations to existing development) in the Town Centre the local government shall have regard to Design Guidelines adopted by the local government, and:*
 - (i) *the colour and texture of external building materials; (the local government may require the building facade and side walls to a building depth of 3 m to be constructed in masonry);*
 - (ii) *building size, height, bulk, roof pitch;*
 - (iii) *setback and location of the building on its lot;*
 - (iv) *architectural style and design details of the building;*
 - (v) *function of the building;*

- (vi) *the relationship to surrounding development having particular regard to any impact upon the heritage significance of the York townscape, its streetscapes, and any Heritage Place or Heritage Precinct; and*
- (vii) *other characteristics considered by the local government to be relevant.*
- (c) *Landscaping shall complement the appearance of the proposed development and the town centre.*
- (d) *Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car park.*
- (e) *Development of land for residential purposes only within the Town Centre zone shall comply with the requirements of the Residential Design Codes R40 density.*
- (f) *The density of the residential component of any mixed use development shall be determined by Council taking into account any relevant policy, and include consideration of heritage protection and design.*

Policy Implications:

Nil

Financial Implications:

The proposal is requiring ongoing high staff time and resources input due to ongoing non-compliance with building and planning conditions. With planning, building, subdivision and various strata applications running in parallel, the proposal is among the most complex applications ever processed in regional Western Australia.

Strategic Implications:

Key Result Area 2 – Economic Development and Tourism – Objectives 1, 4 & 5 state:

“To encourage a sustainable community by increasing employment opportunities in York, attracting investment and businesses to the town, and achieving diversification of industries.”

“To utilise the unique features of York’s heritage and rural lifestyle, where appropriate, as the basis for economic development.”

“To ensure that economic development does not conflict with York’s heritage, lifestyle and environment.”

Key Result Area 1 – Objective 1:

“To develop a framework to facilitate planning and decision-making in order to identify and meet community needs, develop opportunities and implement change.”

KRA5 – History and Heritage

“To encourage development which is appropriate to York’s history and heritage.”

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Several site inspections have been carried out during the assessment of the proposal.

Triple bottom Line Assessment:

Economic Implications:

The proposal constitutes a significant development investment in the Shire of York with an investment amount of more than \$2,000,000. It is located in the heart of the town centre and will have a significant impact on the streetscape.

Social Implications:

The addition of short term accommodation units in the town centre adds to the vibrancy of the town centre itself. This fact in itself will draw more tourists into York. Added benefits include a wider choice of accommodation and the ability to accommodate more tourists during festivals and fairs.

Environmental Implications:

Environmental factors have been addressed in the relevant conditions and throughout the building and planning processes. The main factors include stormwater disposal and landscaping. As the site was previously used as car parking for the existing Settlers units, the change of use is not expected to have a significant impact from an environmental point of view.

Comment:

The proposal and the associated subdivision and strata applications combined with the previous scheme amendment and land assembly, change of reserve etc. make it one of the most complex applications possible under Western Australian legislation.

The purpose of this report is to recommend amended planning consent to reflect what is actually being built at the moment as no accurate planning and building documents have been submitted until very recently. These documents have now arrived and are attached. Following discussions with the proponent(s), significant progress has been made on a number of issues, including car parking and stormwater.

Therefore it is recommended to grant amended retrospective planning consent for the 58 short term accommodation units in accordance with the attached plans.

It is proposed to impose the same conditions as in the previously granted planning consent of 2007.

Cr Randell declared a financial interest in this item and left the meeting at 3.30pm.

OFFICER RECOMMENDATION

**RESOLUTION
040709**

Moved: Cr Boyle Seconded: Cr Lawrance

"That Council advise the Applicant(s) that it grants amended retrospective planning consent for 58 short term accommodation units at Lot 10 (125) Avon Terrace, York, subject to the following conditions:

- 1. This amended planning consent is valid for a period of twelve (12) months from the date of this decision;***
- 2. Development taking place in accordance with the approved plans;***
- 3. Prior to commencement of the development, satisfactory arrangement being made for the development of car parking in accordance with the Shire of York Town Planning Scheme No. 2. If the required number of bays cannot be provided onsite, the local government will accept a cash-in-lieu payment per bay;***
- 4. Prior to commencement of the development, a detailed landscaping plan is to be submitted to the satisfaction of the local government;***
- 5. Prior to commencement of the development, detailed drainage plans shall be submitted to the satisfaction of the local government. Stormwater generally being disposed of within the confines of the property or alternatively arrangements being made with the local government to utilise the local government's stormwater system. Fees may be payable to the local government to utilise the local government's stormwater system;***
- 6. Prior to occupation, the development hereby permitted shall be connected to an approved effluent disposal system to the specifications of the local government and the Water Corporation;***
- 7. Prior to occupation of the development, vehicle crossover(s) shall be constructed to the satisfaction of the local government;***
- 8. Prior to occupation of the development, the car parking, pedestrian access, vehicle access, turning and circulation areas shown on the approved site plan, including the provision of disabled car parking, are to be constructed, sealed, drained, and line marked to the satisfaction of the local government;***
- 9. Prior to occupation of the development, stormwater drainage works must be completed in accordance with the approved plans to the satisfaction of the local government;***
- 10. Prior to occupation of the development, landscaping is to be completed in accordance with the approved plans or any approved modifications thereto to the satisfaction of the local government;***
- 11. All car parking, pedestrian access, vehicle access and circulation areas are to be maintained and available for car parking, pedestrian access, vehicle access and circulation on an ongoing basis to the satisfaction of the local government;***
- 12. The on-site drainage system shall be maintained on an ongoing basis to the satisfaction of the local government;***
- 13. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government;***
- 14. The development to be in accordance with the Shire of York's Local Planning Policy on Heritage Precincts and Places;***

15. **All boundary fencing to be in accordance with the Shire of York Local Planning Policy on Heritage Precincts and Places and to the satisfaction of the local government;**
16. **The proponent to contribute 100% of the cost of imprinted concrete or brickpaved footpath for the full frontage of development on Howick Street and appropriate connection to the existing Settlers House walkway; and**
17. **Satisfactory arrangements being made to provide a waste receptacle area in accordance with the relevant building and health regulations.**

Advice Notes:

- a) **In accordance with the provisions of the Local Government (Miscellaneous Provisions) Act 1960, an application for a building licence must be submitted to, and approval granted by the local government prior to the commencement of the development hereby permitted.**
- b) **An application for a vehicle crossover must be submitted to, and approval granted by, the local government prior to the commencement of the development hereby permitted.**
- c) **The development hereby permitted must comply with the access and facilities for disabled requirements of the Building Code of Australia and all other relevant Australian Standards in respect of access and facilities for the disabled.**
- d) **The incorporation of noise attenuation measures as detailed in AS2021 is recommended.**
- e) **Any proposed signage is not subject of this application and will require a separate application for planning consent and an application for a building licence.**
- f) **Any outstanding Water Corporation/Western Power/Heritage approvals have to be issued prior to occupation of the development."**

CARRIED (5/0)

Cr Randell returned to the meeting at 3.36pm.

9. OFFICER'S REPORTS
9.1 DEVELOPMENT REPORTS
9.1.6 PROPOSED DEVELOPMENT

FILE NO: Av 1.6660/Ho 3.31230
COUNCIL DATE: 16 April 2007
REPORT DATE: 3 April 2007
LOCATION/ADDRESS: Reserve 39603
APPLICANT: Mr D Mullins
SENIOR OFFICER: Ray Hooper, Chief Executive Officer
REPORTING OFFICER: Tyhscha Woolcock, SAO
DISCLOSURE OF INTEREST: Cr T Randell
APPENDICES: Appendix A – Plans
Appendix B – Sewerage Plan
DOCUMENTS TABLED: No

When acting as a planning authority in accordance with the powers conferred by the Town Planning and Development Act 1928 and any relevant scheme, the Council of the Shire is entitled to make decisions based only on proper planning considerations.

Summary:

The applicant is seeking approval for a two storey mixed use development on Reserve 39603 (portion of Howick Street carpark) in accordance with the plans attached and labelled Appendix A.

Background:

Currently the land is being used for a carparking area and is zoned public purposes.

Council considered a proposal for the applicant to purchase a portion of the carpark at its Ordinary Council meeting held on the 18 September 2006 where it resolved as follows:

"That Council:

1. *Proceed with the subdivision of two (2) sections of the Howick Street carpark to provide lots of sufficient size to meet the needs of the proponents.*
2. *Proceed with the sale of the two lots under the provisions of Section 3.58 (3) and (4) of the Local Government Act 1995 (as amended) for land sale by private treaty.*
3. *Initiate a Scheme Amendment to rezone the lots to Mixed Business or Town Centre to cater for the designated development.*
4. *Utilise the proceeds of the land transaction for the acquisition or development of infrastructure and assets to support the sustainability of the Central Business District Precinct in the long term. (All funds received to be held in a cash backed Reserve Fund until required).*

MINUTES – ORDINARY COUNCIL MEETING 16 APRIL 2007

5. *Advise the proponents to provide a sworn valuation for the area of land they intend to purchase.*
6. *The proponents to meet the cost of subdivision, Survey and issue of titles.*
7. *The land sales to be subject to the following conditions:*
 - (a) *Development plans to be lodged and approval by Council within four (4) months of the date of settlement.*
 - (b) *The development to be substantially commenced within (12) months of the date of settlement.*
 - (c) *Failure to comply with items (a) and (b) will result in the land reverting to Council ownership at nil cost to Council."*

Whilst it was always understood that the carpark belonged to the Council this evidently was not the case, when a search of Council's records indicated that the land was in fact a vested reserve with Council having the power to only lease all or any part for a period of 21 years subject to the Minister for Lands approval.

Correspondence provided to the Minister for Planning and Infrastructure was sent requesting assistance in making part of the reserve available as freehold titles in November 2006.

Correspondence dated 1 December 2006 from the Office of the Minister for Planning and Infrastructure revealed the following:

"The Minister for Planning and Infrastructure, Hon Alannah MacTiernan MLA, has asked me to thank you for your letter of 9 November 2006 regarding redevelopment of Reserve 39603 and to respond on her behalf.

I confirm that the current reservation and vesting over this reserve limit its use to "Park, Vehicle Parking and Tourist Purposes". To accommodate the provision of a medical centre and extension of the Settlers Complex would require subdivision and sale of the land in freehold. An amendment to the Shire's Town Planning Scheme No 2 would also be necessary, as the land is also zoned Public Purposes and Recreation.

The Department for Planning and Infrastructure (DPI) could excise two lots from the reserve for sale in freehold, but public competition policy would require the lots be made available on the open market. Alternatively, DPI may be able to sell the land direct to the Shire of York.

DPI will investigate these options and liaise directly with you on this matter."

Further correspondence from the Department for Planning and Infrastructure dated 8 January 2007 revealed the following:

"I refer to your letter to the Minister for Planning and Infrastructure dated 9 November 2006 seeking to subdivide York Lot 595 (Reserve 39603) to provide a medical centre

MINUTES – ORDINARY COUNCIL MEETING 16 APRIL 2007

and allow expansion of the Settlers Complex. This Office has been asked to investigate and liaise directly with you on the matter.

Comments are currently being sought from the Services Authorities and Department of Industry and Resources in respect to the proposal. A valuation is also being sought from the Valuer General in respect to the current unimproved market value for the land.

Subject to comments from the above agencies it is possible for this Office to sell the land either in total or individual lots direct to the Shire of York. Similarly, it is possible to amalgamate the portion adjacent to Settlers Complex with their existing lot. As advised by the Minister's Office the land is current zoned for 'Public Purposes' and rezoning to commercial or other appropriate zoning would likely be a condition of any contract of sale.

May I suggest that, upon receipt of the above comments and valuations, I arrange to meet with you to discuss the various options that may be available to redevelop this reserve."

Following the above correspondence further correspondence was received from the Office of the Minister for Planning and Infrastructure dated the 16th February 2007, which is detailed below:

"The Minister for Planning and Infrastructure, Hon Alannah MacTieman MLA, has asked me to thank you for your letter of 20 December 2006 regarding the sale of the above Reserve and to respond on her behalf.

As advised in my letter dated 1 December 2006, two designated areas could be surveyed and excised from Reserve 39603 for direct sale to the Shire of York. Alternatively, all of the land in Reserve 39603 could be sold in freehold to the Shire. In either case, the sale price would be the current unimproved market value as determined by the Valuer General.

As previously advised, the land would require rezoning under the Shire's Town Planning Scheme and this may be a condition in the contract of sale. I have asked Steve Burgess, Manager Midwest, State Land Services in the Department for Planning and Infrastructure to seek an indicative valuation and to meet with you to discuss this matter further."

Council resolved at its Ordinary Council meeting of the 19th March 2007 the following:

"That Council:

- a) Initiate a Scheme Amendment (Amendment No 20) to rezone Reserve No 39603 from Public Purpose Reserve to Town Centre Zone and add Medical Centre to the Use Class Table the Scheme as a "Permitted Use" in the Town Centre and Mixed Business Zones.

MINUTES – ORDINARY COUNCIL MEETING 16 APRIL 2007

- b) *To request of the Hon. Minister for Planning and Infrastructure to accept the surrender of the Vesting Order for Lot 595 (Reserve No 39603) and convert the land to freehold title/s for the purpose of a Medical Centre".*

Council held a meeting with the Hon Alannah MacTiernan and progressed the issue where it was announced that the Department could sign off a subdivision application and that a scheme amendment could be initiated.

The above is underway in accordance with advice received from both the Department for Planning and Infrastructure and the Office of the Minister for Planning and Infrastructure.

Consultation:

Council advertised the development application in accordance with a direction from the Minister for Planning and Infrastructure. A sign was placed on the property and adjoining landowners were notified.

The following submissions were received:

Water Corporation – Received 4 April 2007

"Further to your letter dated 14 March 2007 regarding the proposed development above.

The Water Corporation has no objections to the proposed development.

It is recommended that this development be connected to scheme water supply and sewerage.

The proposed development would appear to be located on part Reserve 39603. The Corporation is not aware of any formal application to Western Australian Planning Commission to subdivide the subject land. Further assessment may be required depending on application for freehold or strata title.

The developers will be responsible for the provision of water supply and sewerage and any upgrading required to the existing scheme to meet the proposed demands of the development. In addition the proponent will be required to fund the full cost of protecting, relocating or modifying any existing Water Corporation facilities or infrastructure which may be affected by a development.

The attached plan indicates the position of the Corporation's sewer main. Building over sewers is not permitted unless special provisions are made for the sewer main. Furthermore no building development is permitted within 2.5 metres of the sewer main unless special building footings are constructed.

A full assessment of service requirements and related charges for the proposed development will be made on the submission of a formal development proposal by the applicant."

MINUTES – ORDINARY COUNCIL MEETING 16 APRIL 2007

Statutory Environment:
Shire of York Town Planning Scheme.

Policy Implications:
Nil.

Financial Implications:
The financial implications are unknown at this time and will depend on the result of Council on selling the property.

Planning fees have been paid to a value of \$3,016.00. Building fees will be forthcoming.

Strategic Implications:
The preliminary advertising period results in an informed community.

Strategic Plan Key Result Area 2 – Economic Development & Tourism:

Objective 1 To encourage a sustainable community by increasing employment opportunities in York, attracting investment and businesses to the town, and achieving diversification of industries.

Objective 5 To ensure economic development does not conflict with York's heritage, lifestyle and environment.

Voting Requirements:
Absolute Majority Required: No

Site Inspection:
Site Inspection Undertaken: Yes

Triple bottom Line Assessment:
Economic Implications:
Commercial and residential development in the town centre will enhance CBD viability.

If approved additional commercial floor space will be provided in the CBD giving greater choice to potential small business investors. New businesses may improve local employment opportunities.

A large-scale investment of this nature would improve investor confidence in York as it grows and develops.

Social Implications:
An enhanced streetscape rather than vacant land may be of long-term social benefit through local business choice, employment opportunities and new residents for the town.

MINUTES – ORDINARY COUNCIL MEETING 16 APRIL 2007

The loss of a de facto parking area will impact on the community until other facilities are provided.

Environmental Implications:

Any design approved will need to take into account finished floor levels.

Comment:

Hames Sharley provided a plan for the Central Business District and whilst this may not be going ahead at this time the use of the existing land for the purposes contained within this report are considered beneficial for the growth and development of York and therefore it is recommended for approval.

OFFICER RECOMMENDATION

Cr Randell left the meeting at 3.55pm.

Resolution

080407

MOVED Cr Lawrance seconded Cr Fisher

"That Council advise the applicant that it approves the proposed development in accordance with the attached plan labelled "Appendix A" for Reserve 39603, York subject to the following:

- 1. A building licence being issued in accordance with the Building Codes of Australia;*
- 2. The submission and approval of colour schemes by Council's Regional Heritage Advisor;*
- 3. Carparking bays for use by patrons and residents will need to be provided as per the Shire of York Town Planning Scheme No. 2. If the required number of bays cannot be provided onsite, the Council will accept a cash in lieu payment per bay;*
- 4. Stormwater being disposed of within the confines of the property or alternatively arrangements being made with the Council to utilise the Council's stormwater system. Fees may be payable to the Council to utilise the Council's system;*
- 5. Approval from Fire and Emergency Services prior to a building licence being issued;*
- 6. Crossover entries and traffic management to be to the satisfaction of the Chief Executive Officer;*
- 7. Landscaping to complement the appearance of the proposed development to the satisfaction of the Chief Executive Officer;*

MINUTES – ORDINARY COUNCIL MEETING 16 APRIL 2007

8. *All development shall be connected to the Water Corporation's deep sewer system;*
9. *The proponent to contribute 100% of the cost of imprinted concrete or brickpaved footpath for the full frontage of development on Howick Street and appropriate connection to the existing Settlers House walkway;*
10. *This planning approval is issued subject to substantial development occurring within two (2) years;*
11. *Construction work to be in accordance with the Environmental Protection (Noise) Regulations 1997;*
12. *Design and construction is to incorporate noise attenuation measures as detailed in AS2107; and*
13. *This development approval only comes into force when the subdivision is completed and freehold title is obtained and the title is transferred to the proponent.*

Advice Note:

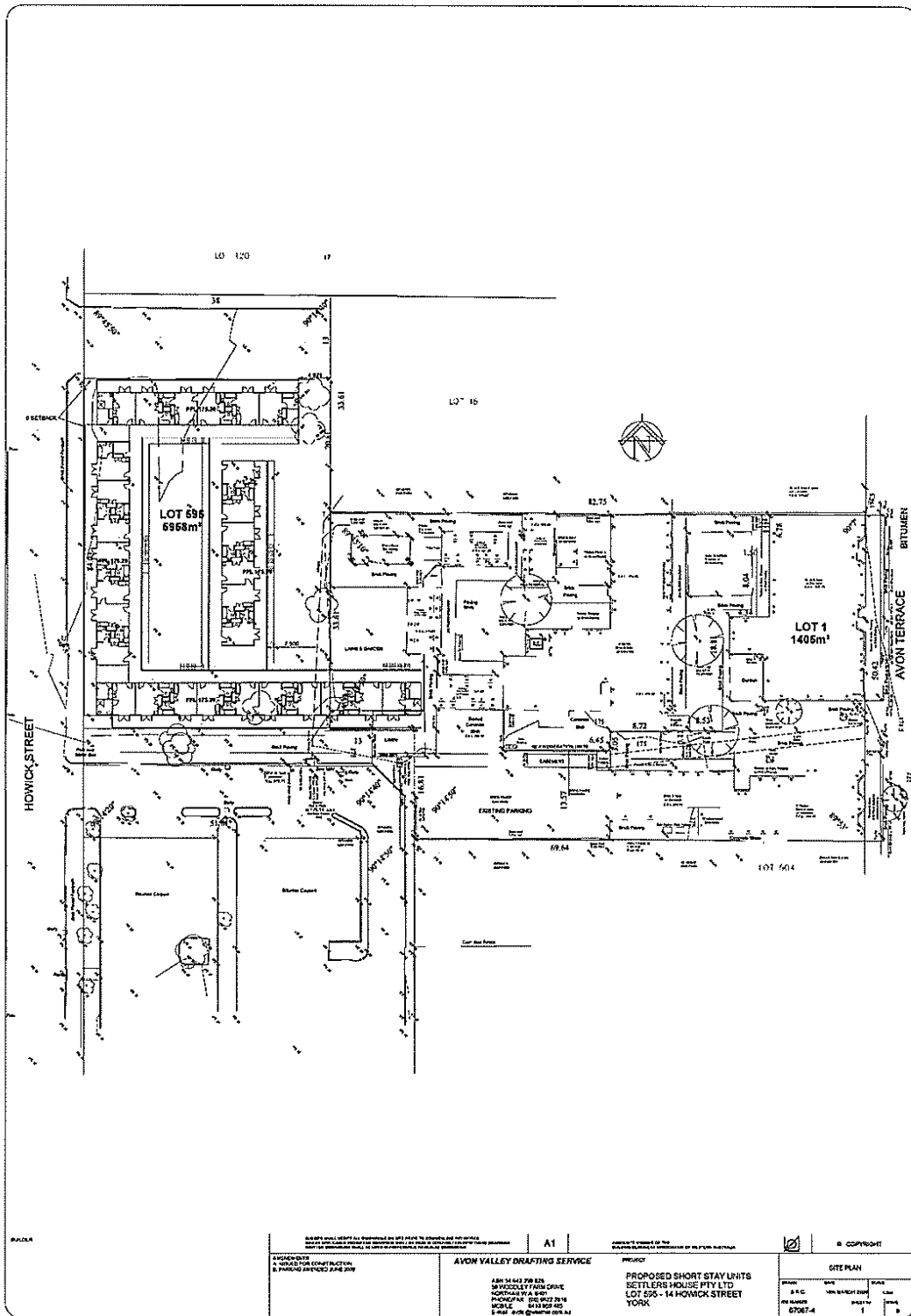
- a. *Finished floor level to cater for disabled access.*
- b. *The approval of the Development does not constitute a building licence.*
- c. *The following information is provided from the Water Corporation and relates to Appendix B:*

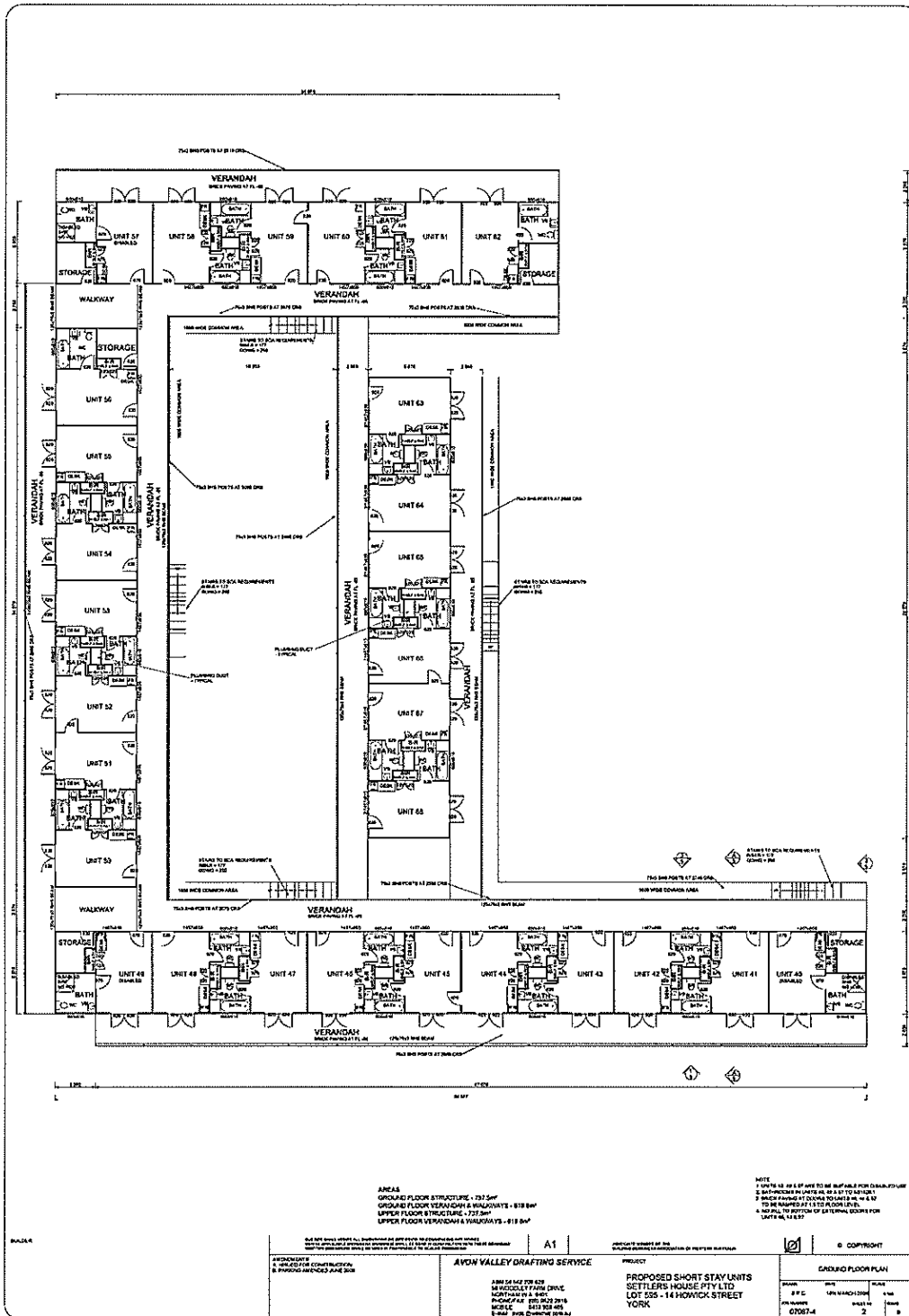
The developers will be responsible for the provision of water supply and sewerage and any upgrading required to the existing scheme to meet the proposed demands of the development. In addition the proponent will be required to fund the full cost of protecting, relocating or modifying any existing Water Corporation facilities or infrastructure which may be affected by a development.

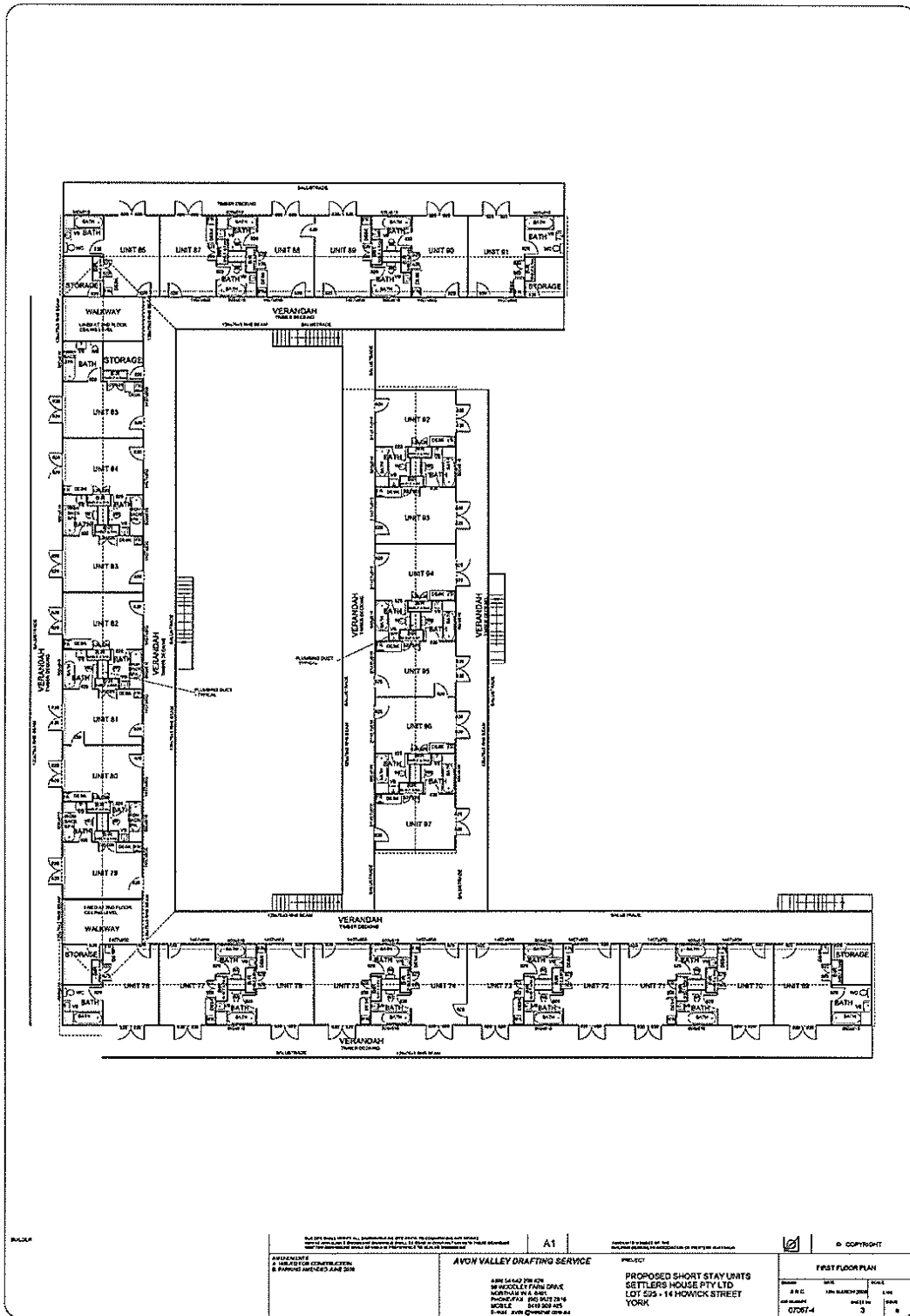
The attached plan indicates the position of the Corporation's sewer main. Building over sewers is not permitted unless special provisions are made for the sewer main. Furthermore no building development is permitted within 2.5 metres of the sewer main unless special building footings are constructed."

CARRIED (5-0)

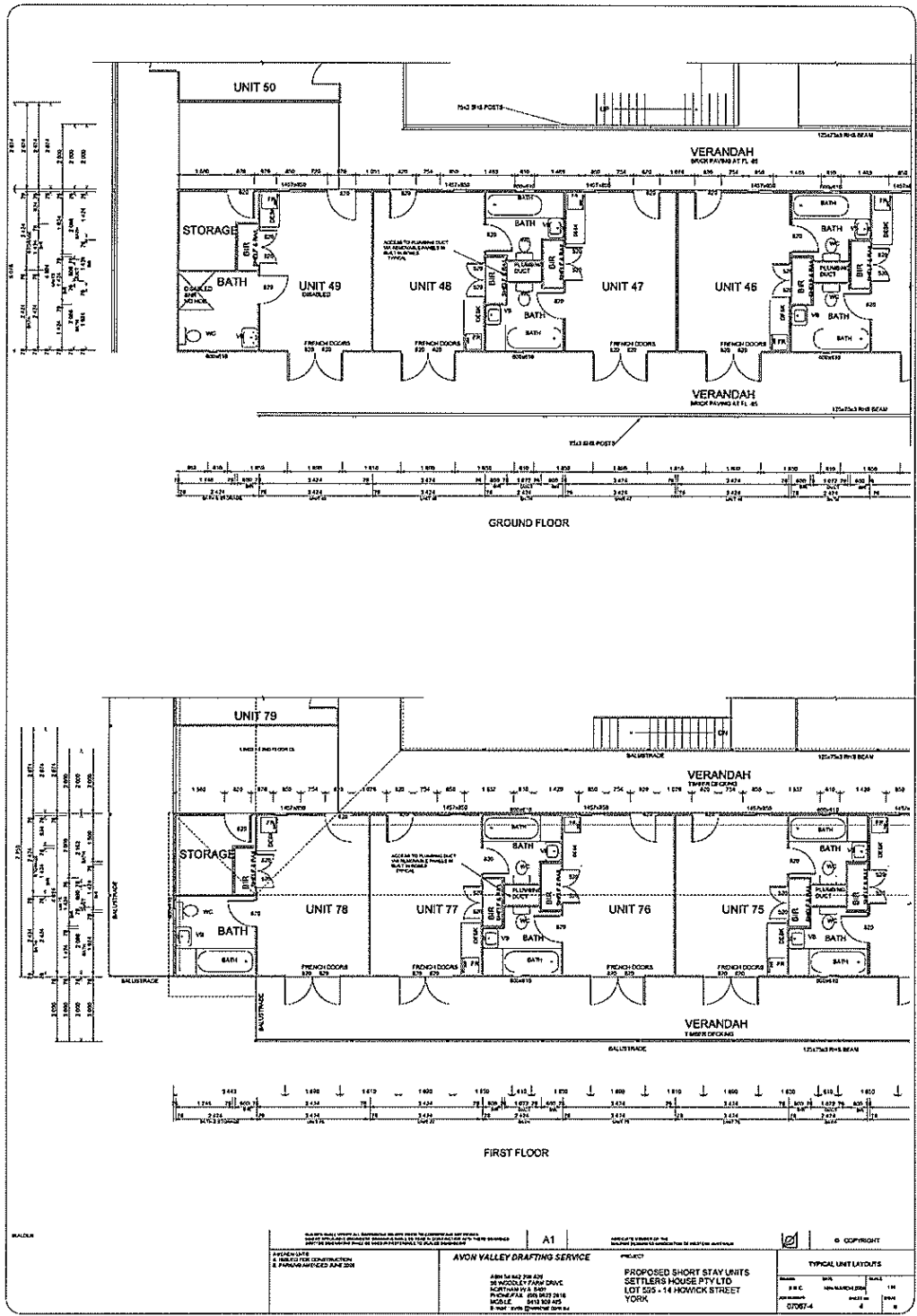
Cr Randell returned to the meeting at 4.00pm.

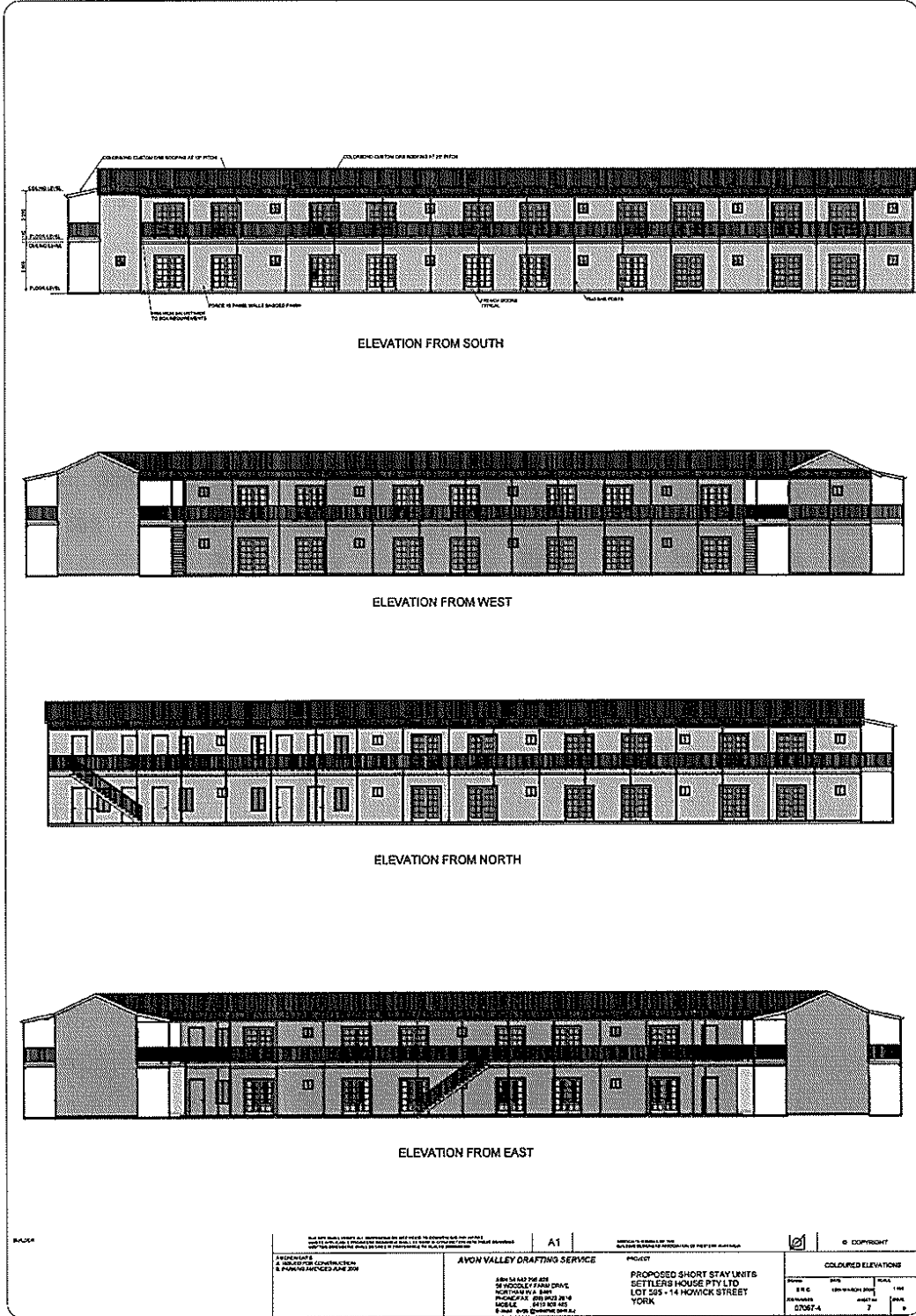




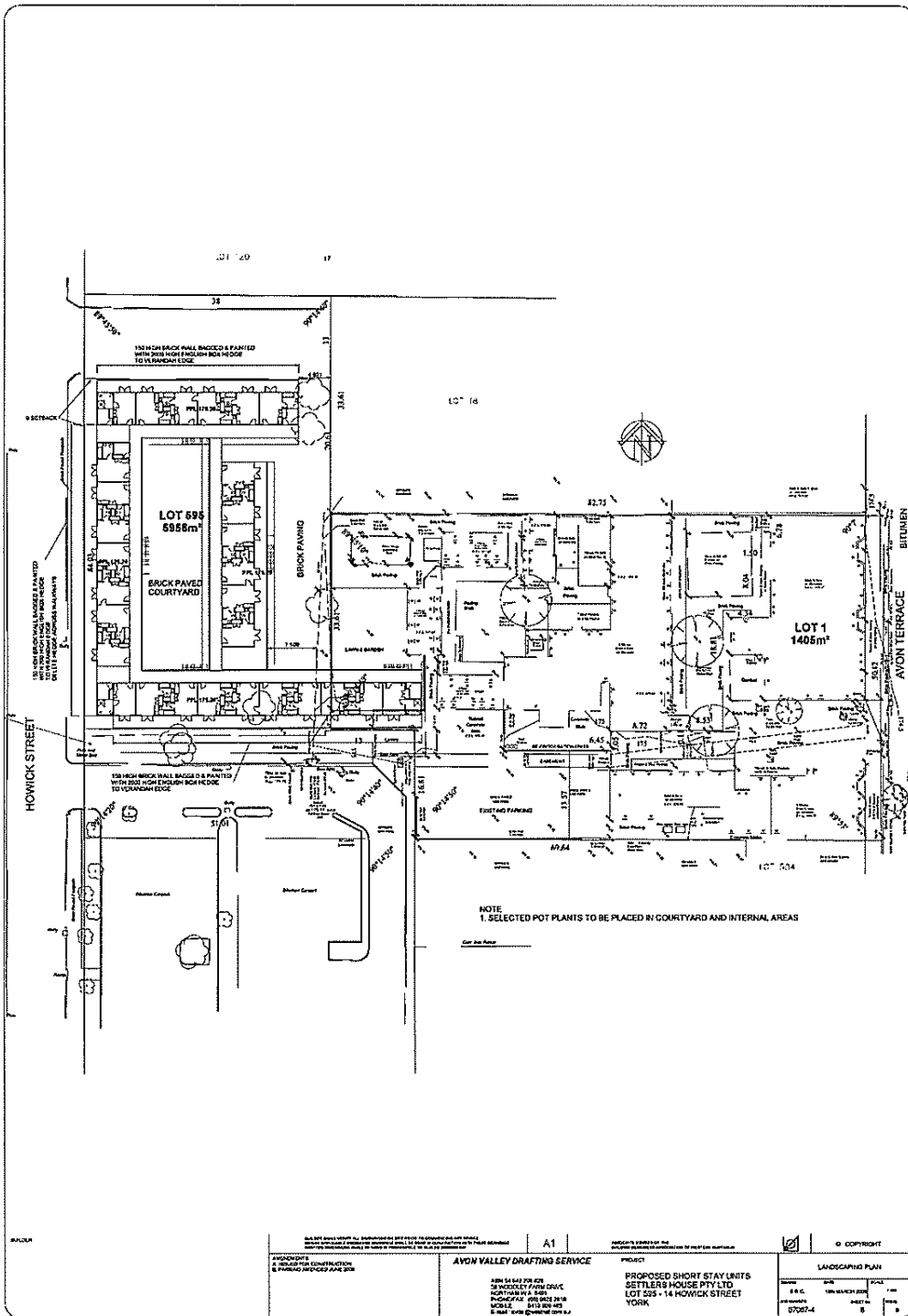


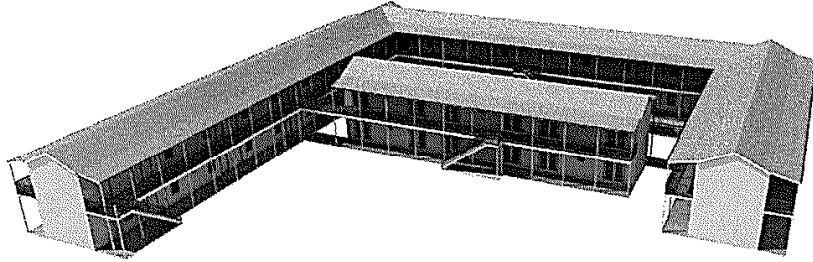
<p>ALL DIMENSIONS UNLESS OTHERWISE STATED ARE IN METERS. DIMENSIONS ARE TO FACE UNLESS OTHERWISE STATED.</p>		A1	<p>PROJECT: PROPOSED SHORT STAY UNITS SETTLERS HOUSE PTY LTD LOT 555 - 14 HOWICK STREET YORK</p>	<p>© COPYRIGHT</p>
<p>AVON VALLEY DRAFTING SERVICE</p>	<p>4895 164-00 2RD AVE 38 WOODLEY PARK DRIVE MORTONVILLE 4401 PHONE/FAX 080 342 2416 MOBILE 080 69 425 E-MAIL avon@avonvalleydrafting.co.nz</p>	<p>PROJECT: PROPOSED SHORT STAY UNITS SETTLERS HOUSE PTY LTD LOT 555 - 14 HOWICK STREET YORK</p>	<p>FIRST FLOOR PLAN</p>	<p>DATE: 15th MARCH 2010 SCALE: 1:100 DRAWN BY: 0708-4 CHECKED BY: 3 DATE: 08/04/10</p>





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				<small>ARCHITECTS A. HAYES & SONS 8, PARKING LANE, ALVELEY</small>	<small>PROJECT</small> PROPOSED SHORT STAY UNITS SETTLERS HOUSE PTY LTD LOT 505 - 14 HOWICK STREET YORK	<small>COLOURED ELEVATIONS</small> <table border="1"> <tr> <td>NO.</td> <td>DATE</td> <td>SCALE</td> </tr> <tr> <td>1</td> <td>15/02/2010</td> <td>1:100</td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> </table>	NO.	DATE	SCALE	1	15/02/2010	1:100	2	
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9.2 Administration Reports

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.1 Change of Road Name – Railway Road

FILE NO: PS.NAM.2/Ra 3
COUNCIL DATE: 15 February 2010
REPORT DATE: 29 January 2010
LOCATION/ADDRESS: Railway Road
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A - Map
DOCUMENTS TABLED: Nil

Summary:

It is considered appropriate to change Railway Road, as there is a duplication within the Shire of York that being off of the York Quairading Road and Railway Street located near the railway station. This will allow for emergency services and the like to promptly arrive at a request. The portion of road to be changed is shown on Appendix A.

Background:

The following correspondence was sent out to residents located on Railway Road on the 24 July 2009 and later to those on Park Road:

"The Council is currently in the process of changing names within the townsite that have been duplicated or are separated by natural and manmade features eg. railway line, river etc this is to assist with emergency services, customer service, postal service etc.

It is a requirement under the Geographic Names Committee that landowners on Railway Road are consulted regarding the proposed change. The following information is provided in support of the change to Davey Road:

"Henry Davey was an Enrolled Pensioner Guard and arrived in WA in 1850 with his wife Jane Marchant. Henry was a stonemason and builder by trade and was stationed at York where he was employed as a builder and bricklayer. He trained his sons as builders and many of the main buildings in York, Toodyay and Beverley were built by them. Messrs Davey built J H Monger's store on Avon Terrace.

An alternative interpretation is that of John Wall Hardey who arrived in WA in 1830 and took up his land grant in this area, Mt Hardey is named after him. He became a JP in 1833 and was nominated MLC 1849; 1855-58 and 1860-1870. His wife was Elizabeth Davey. Son Robert Davey Hardey took over the farm."

If you have any comments or wish to put forward any other suggestions please submit prior to the 6th August 2009. If no comments are received by this date Council will consider the name change on its merits at the Ordinary Council meeting to be held on the 21st September 2009."

The Geographic Names Committee supplied the following information:

"The names Swanson and Yarran both comply. I recommend that following the selection of one of these names, the other name be approved for the reserve register for future use as road name in the Shire of York. If you consider the suggestion is worth merit, just include the shire's request for it to be added to its reserve register when you sent in an application for approval for the renaming of any of the above roads. If you do decide to proceed with these names please include some extra details such as born/deceased dates and any other relevant info if available."

Due to concerns over the use of Davey in this area the following were suggested:

“Railway Road – Saul Yarran Road

This would not only acknowledge the local indigenous community but would also honour a very much respected elder following his recent death.

We can confirm that the JOHN SWANSON lived in Northam Road, moving to Monger Street in 1911. He traded as a blacksmith in Monger Street.”

Consultation:

Consultation was undertaken with Landgate – Geographic Names Committee to see if there was any possible way that Council may be able to use the words east, west, central etc.

All landowners located on Railway Road and Park Road were notified.

Two responses were received from the original proposal and this information is provided below:

Submission 1:

“We would like to object to the change of name from Railway Road to Davey Road. The name Davey to us sounds like a brand name and will not be accepted.

If council is to change to name of Railway Road we would be in favour that the road be named after the person’s who owned the land around the homestead that we reside in – but before this is supported by council we would like to be informed of what these names are.

Our first and only preference would be for the road to stay with the name of Railway Road – because if there was a change in name we would have to make changes to certain documents/ passport/ licenses/ business cards and bank – this can be quite costly. If there are any costs involved and including our time to rectify any changes to our documents will have to be covered by the York Shire.

Another concern of ours is – if you have the funds to change the name of Railway Road – we would suggest that you use these funds to up-grade the road. At present there is ripples and potholes and the road is very rough to travel on. It needs to have bitumen laid the first length of the road or more gravel bought in to build up the road – not just graded every 6 months because this only lasts a few weeks at the most and takes away all the layers off road. At present the road is in need of a good grading or up-grade.

We hope you consider our proposal/ concerns and suggestions. ”

Submission 2:

“I note I have just received late notice on 4th August 2009 that the York Shire proposed changing the name of the Railway Road that runs along my boundary and currently my address is Lot No 98 Railway Road.

I would like to register my strong views against this proposal. I consider that for the very small gain for the Shire of York it will cost the ratepayers including myself a considerable amount of monetary costs associated and the inconveniences of meeting this.

I would like to point out some of the associated costs that are not in acceptance to be met by myself, in changing the road name with regards to the re-registrations and all informed parties of the property listed below, but not limited to:

- Certificate of Title
- Security at the bank (mortgages, business banking accounts, personal details, etc)
- Passports
- Vehicle Licences / Driver's Licence / Firearm Licence
- Insurance and Public Liabilities pertaining to the property policies
- Business cards and stationery
- Business Registrations (electrical and farming)
- Farming and Livestock Registrations and the land associated to these
- Personal documents, Banking and Marriage Certificates
- Water, Electricity and Telephone accounts and services

I consider the Shire would be better served in improving the road itself and should also consider changing the other conflicting road names if necessary, which may exceed the realistic value of gain."

Due to community angst over other road name changes advice was requested from the St John Ambulance, State Emergency Services and the York Police, at the time of writing the report only one submission was received from the York Police and this is detailed below:

"I am writing in response to your letter dated 4 August 2009 titled "Proposal to Change Road Names within York".

Thank you for raising this issue. I anticipate this will not be an easy process with residents from some affected people, along with some people who will resist just for the sake of it.

I have personally been frustrated by this issue on numerous occasions. Recently both York Police and York St Johns Ambulance were called in the early morning to a Pool Street address. Due to safety concerns the Ambulance was waiting for Police to attend with them, However Police were waiting on one side of the river and the Ambulance was on the other. Valuable time was lost sorting out what should have been a simple matter of where to attend.

I consider this a necessary change and fully support this Shire initiative."

Further suggestions were put forward and the following correspondence was received:

Submission 1:

"We very much prefer the name Yarran Road which honours a respected elder of the indigenous community. Thank you for the opportunity of putting our point of view."

Submission 2:

"As we are to live on the renamed road – it would be most appreciated that Railway Road be renamed to Swanson Road"

Submission 3:

"In receipt of correspondence from your office with regard to possible name change of roads within the Shire, I write with strong objection to the proposed name change of Railway Road with the following concerns:

1. *There appears to have been no consideration nor conscious thought to the outlined and informed matters of prohibited costs which would be incurred to any of the effected situations if the name change was even remotely considered. (These situations, with resulting costs, were indicated and highlighted to the council with a respected informed letter dated 5th August, 2009 and present accordingly.)*

2. It is also of particular notation that the Shire's informing of their concern that certain names (similar sounding) may create or generate confusion – one needs to be made aware in the understanding that in particular Railway Street and Railway Road are as remotely different in suggestive as John Black and John Brown – which does not register any more rise in concern other than they are two different identities.

An interesting notation is that Railway Road is listed with all service operatives (water, electricity, telecommunications, GPS locations etc) as being in the locality of Cold Harbour, whereas Railway Street is listed in York.

3. Notation of particular concern is that the actions of such a proposal in name change, generates no informed importance other than simply changing for change sake. This is of alarm, as considerations would be more appropriately realised that availability of funds could be more fruitfully spent that which appears to be exhaustingly and unnecessarily used in such minor and trivial concerns whereas they could be utilised in upgrading and/or improving the actual road conditions, which are very much overdue.

4. It needs to be understood that there is of no prominent disrespect in regards to placing paramount importance to persons of any contributing nature within the foundations of York's history and like – but particular recognition of such could be more appropriately and less disruptive in creating other structures or indicative signage where as persons recognition could be displayed.

I enclose a copy of the original submitted response to proposed name change dated 5th August, 2009 and ask for the Shire to acknowledge receipt of this letter.”

Submission 4:

“Thank you for your letter dated 14th Dec. 09.

I would like to convey my thoughts about the changing of the name of Railway Road. If the name is to be changed, I would be in support the council's decision, in the meeting, on the 15th of Feb 2010, of the name being changed to Yarran Road.”

Statutory Environment:

Land Administration Act.

The Geographic Names Committee – WA (Landgate) provides the following information:

“Procedure for Naming and Renaming Roads

New Roads - Survey documents require approved road names before the survey can be approved. The developer or their agent should be prompt in lodging a concept plan and a proposal for road names conforming to the above guidelines with the relevant local government. It may also be helpful to supply a copy to the Secretary, Geographic Names Committee. Local governments then propose the names to LANDGATE for approval. Following agreement between the Department and the local government, the names will be approved and all interested parties advised.

The selection of names is at local government discretion, and many local governments maintain lists of preferred names. There must be sound justification to propose alternative names, but some local governments allow developers discretion, particularly with larger developments. Short names are encouraged for short roads.

Existing Roads — *Unnamed roads should be treated in a like manner to new roads. Proposals for renaming roads should follow the above guideline and be submitted through local government. Proposals should be accompanied by a map showing the extent of the name and full details on the name, including the reason for the selection.*

Policy Implications:

Nil.

Financial Implications:

Administration costs associated with staff time.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: No

Triple bottom Line Assessment:

Economic Implications:

There will be costs associated with the changing of addresses and legal documents etc, however it is deemed that the benefit of a quick service especially in times of near death experiences prevails over the financial impediment.

Social Implications:

The naming of roads should have a tangible connection to the community.

Environmental Implications:

Nil.

Comment:

Railway Road has been chosen to be renamed, as the Railway Station is located on Railway Street and this would appear to be the most logical to keep as Railway Street.

Whilst there is support for both of the proposed names, it is considered appropriate to use Swanson, as it has a link with the area in question and to include on Council's register the name Yarran for future use.

Once Council endorses the name then the matter will be referred to the Geographic Names Committee for final approval.

**RESOLUTION
070210**

Council has deferred this item as further research is required.

Moved: Cr Lawrance

Seconded: Cr Walters

“That Council:

- 1. advise the Geographic Names Committee that it approves the use of the name Swanson to be used on Railway Road, as per Appendix A;***
- 2. notify landowners in the vicinity of the proposed change;***
- 3. thank those that put in submissions; and***
- 4. include Yarran on the Council’s Register of Road Names.”***

CARRIED (5/0)

ITEM 9.2.1
APPENDIX A

File Systems Codes Related Information Searches Tools Spooler Menu Bar dso Window Help

Search Add Query Save Delete First Previous Next Last Lookup Cancel

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9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.2 Change of Road Name – Portion of Roe Street

FILE NO: PS.NAM.2/Ro 1
COUNCIL DATE: 15 February 2010
REPORT DATE: 29 January 2010
LOCATION/ADDRESS: Roe Street
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A - Map
DOCUMENTS TABLED: Nil

Summary:

It is considered appropriate to change a section of Roe Street due to a creek dividing the Street into two. A road reserve exists to Knight Street however this is not constructed.

This will allow for emergency services and the like to promptly arrive at a request. The portion of road to be changed is shown on Appendix A.

Background:

The following correspondence was sent out to residents located on Roe Street on the 24 July 2009:

"The Council is currently in the process of changing names within the townsite that have been duplicated or are separated by natural and manmade features eg. railway line, river etc this is to assist with emergency services, customer service, postal service etc.

It is a requirement under the Geographic Names Committee that residents on Roe Street are consulted regarding the proposed changes. It is uncertain at this time which portion of Roe Street will be renamed however the following information is provided in support of the change to Lockier Street:

"Richard Goldsmith Burges, grandson of Richard Lockier Burges of Ireland, married Mona Mary Sophia Phillips, daughter of Samuel Pole Phillips and Sophia Roe. Sophia was the daughter of John Septimus Roe, Western Australia's first Surveyor General. Richard Goldsmith Burges was a farmer and pastoralist at 'Tipperary' and 'Andover' in the North West. He was a member of the York Road Board 1888-1903, chairman on several occasions. JP 1892. In 1904 elected MLA. Lockier is the recurring family name of the Burges family, having been given to numerous generations. Richard, wife Mona and son, Lockier Roe Burges are buried in York Cemetery. Impressive family gravestones can still be seen in the cemetery."

If you have any comments or wish to put forward any other suggestions please submit prior to the 6th August 2009. If no comments are received by this date Council will consider the name change on its merits at the Ordinary Council meeting to be held on the 21st September 2009."

Consultation:

Consultation was undertaken with Landgate – Geographic Names Committee to see if there was any possible way that Council may be able to use the words east, west, central etc.

All landowners located on Roe Street were notified and one submission received from the portion to be changed and one verbal suggestion, the other submissions were received from the other side of the creek.

Four responses and one verbal suggestion was received back and this information is provided below:

Submission 1:

"I spoke to you earlier about my concerns about the changing of street names with out street (Roe St).

The following are my concerns;

- 1. Who will pay the cost of title changes to reflect the new names.*
- 2. If any cost to change names with other firms, e.g. banks, water corps for rates and other companies."*

Submission 2:

"I appreciate the need to rationalise street names for emergency services.

I bring to your attention that there are only 8 houses per side in Roe Street and it would be very easy to send them a note advising that emergency calls should be made from Roe, off Osnaburg or Roe off Bland.

Changing of visiting cards, stationery, business address notifications, etc seem to be a lot of trouble for such a small street.

If council does decide to change Roe Street may I suggest that the short Bland Road end be renamed, as the Osnaburg end extends across over Osnaburg, making it a much longer one".

Submission 3:

"I am writing to you in regards to the letter we received dated 27th July 2009 about the change of Road name of Roe Street.

We have been running our home business from here for 5 years and would find it quiet difficult and costly to change all our stationary business cards etc to a different name, also the other businesses we deal with.

We would appreciate it if you would consider our position in this matter. "

Submission 4:

"I'm writing to you in regards to a letter I received dated 27th July 2009 in relation to change of Street name in Roe Street.

*I have been living here at ** Roe Street York for 23 years plus, and I am the longest rate paying resident on this Street.*

I am strongly opposed to having my Street name changed."

Lockier due to its location could not be used due to it existing within 50km radius of York and therefore further correspondence was provided to the residents on the 3rd September 2009.

A suggestion was provided via telephone that due to it not being able to be called Lockier Street that this change to Septimas after Septimas Roe, as Christian names are not supported this has not been presented as a choice.

When selecting a name for this small length of road consideration to a short name is required and therefore the suggestion of Wolds Place was deemed appropriate.

Council sent correspondence regarding the use of Wolds Place, as this street looks towards the gentle rolling hills of the Dyott Range which the early explorers likened to the Yorkshire Wolds.

A submission was received on the 5th February 2010 detailed below:

“Further to our phone conversation this morning, re the name change for Roe St, I would like to re integrate that I feel that the new proposed name for Roe St (Wolds Way) is a little hard to say and doesn’t roll off the tongue that well.

As I said this morning a name, plant, animal or place taken from the local indigenous people relating to the York area would be more appropriate, and your suggestion of Yarran Way... would be ok by me.

Hope this helps a little.”

Statutory Environment:

Land Administration Act.

The Geographic Names Committee – WA (Landgate) provides the following information:

“Procedure for Naming and Renaming Roads

New Roads - Survey documents require approved road names before the survey can be approved. The developer or their agent should be prompt in lodging a concept plan and a proposal for road names conforming to the above guidelines with the relevant local government. It may also be helpful to supply a copy to the Secretary, Geographic Names Committee. Local governments then propose the names to LANDGATE for approval. Following agreement between the Department and the local government, the names will be approved and all interested parties advised.

The selection of names is at local government discretion, and many local governments maintain lists of preferred names. There must be sound justification to propose alternative names, but some local governments allow developers discretion, particularly with larger developments. Short names are encouraged for short roads.

Existing Roads — *Unnamed roads should be treated in a like manner to new roads. Proposals for renaming roads should follow the above guideline and be submitted through local government. Proposals should be accompanied by a map showing the extent of the name and full details on the name, including the reason for the selection.”*

Policy Implications:

Nil.

Financial Implications:

Administration costs associated with staff time.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: No

Triple bottom Line Assessment:

Economic Implications:

There will be costs associated with the changing of addresses and legal documents etc, however it is deemed that the benefit of a quick service especially in times of near death experiences prevails over the financial impediment.

Social Implications:

The naming of roads should have a tangible connection to the community.

Environmental Implications:

Nil.

Comment:

The portion of Roe Street chosen to be renamed is that section from the creek to Bland Road.

Once Council endorses the name then the matter will be referred to the Geographic Names Committee for final approval.

RESOLUTION

080210

Moved: Cr Lawrance

Seconded: Cr Randell

“That Council:

- 1. advise the Geographic Names Committee that it recommends that the use of the name Yarran Place to be used on a portion of Roe Street, as per Appendix A;***
- 2. notify landowners in the vicinity of the proposed change; and***
- 3. thank those that put in submissions.***

Advice Note:

That Council expresses its thanks to Jan Lonsdale and the York Society Inc, in particular Dilys Bailey for their researching of the names associated with the proposed road changes.”

CARRIED (4/1)

ITEM 9.2.2
APPENDIX A

[dso/YRK/YSC-DATABASE]SynergySoft - [Property Map Enquiry - A11570 58 ROE ST YORK 6302]

File Systems Codes Related Information Searches Tools Spooler Menu Bar dso Window Help

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Plan/Diagram	
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9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.3 Change of Road Name – Pool Street (Central)

FILE NO: PS.NAM.2/Po 1
COUNCIL DATE: 15 February 2010
REPORT DATE: 29 January 2010
LOCATION/ADDRESS: Pool Street (central portion)
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A - Map
DOCUMENTS TABLED: Nil

Summary:

It is considered appropriate to change a section of Pool Street due to the river dividing the Street into two. Council previously dealt with the western portion and renamed this to Centennial Drive. This will allow for emergency services and the like to promptly arrive at a request. The portion of road to be changed is shown on Appendix A.

Background:

The following correspondence was sent out to residents located on Pool Street (central portion) on the 14th December 2009:

"The Council is currently in the process of changing names within the townsite that have been duplicated or are separated by natural and manmade features eg. railway line, river etc this is to assist with emergency services, customer service, postal service etc.

It is a requirement under the Geographic Names Committee that landowners on Pool Street are consulted regarding the proposed change.

The following suggestions have been put forth and require final approval by way of a Ministerial Order completed by the Geographic Names Committee:

- *Pond Street – As most roads leading from the Avon River have names associated with water eg River Street, Water Street etc. Pond Street would keep the link.*
- *Church Street – This road runs alongside the Church of Christ and links the Holy Trinity via the swing bridge with the Uniting Church located just over the railway line at the end of Pool Street.*
- *Kirk Street – Kirk is Scottish for Church.*

If you have any comments or wish to put forward any other suggestions please submit prior to the 22nd January 2010. Council will consider the options at the Ordinary Council meeting to be held on the 15th February 2010..."

Church and Kirk are over used names and Pond Street was considered dull and therefore further research was undertaken by a York Resident operating a business in Pool Street. A few suggestions were put forward eg. bridge, swingbridge etc, however Christie was suggested and this has preliminary approval by the Geographic Names Committee.

Consultation:

Consultation was undertaken with Landgate – Geographic Names Committee to see if there was any possible way that Council may be able to use the words east, west, central etc.

All landowners located on Pool Street (eastern side) were notified.

Several responses were received back and this information is provided below:

Submission 1:

“Further to your letter (14th December 2009) our meeting at the Shire Offices and our sequent telephone discussions.

I agree Pond, Church and particular Kirk Street are not suitable names.

I accept Bridge Street is too generic and am disappointed that the authorities wouldn't accept Swingbridge as a name.

Despite this I am extremely happy and supportive that Christie Street will be our streets new name.

This family visited me here at 53 Pool Street twice to see their old home and I believe they were an “icon café” in York over many years.

So it records a bit of history and fulfils the change of name process.

Thankyou for your support.”

Due to community angst over other road name changes advice was requested from the St John Ambulance, State Emergency Services and the York Police, at the time of writing the report only one submission was received from the York Police and this is detailed below:

“I am writing in response to your letter dated 4 August 2009 titled “Proposal to Change Road Names within York”.

Thank you for raising this issue. I anticipate this will not be an easy process with residents from some affected people, along with some people who will resist just for the sake of it.

I have personally been frustrated by this issue on numerous occasions. Recently both York Police and York St Johns Ambulance were called in the early morning to a Pool Street address. Due to safety concerns the Ambulance was waiting for Police to attend with them, However Police were waiting on one side of the river and the Ambulance was on the other. Valuable time was lost sorting out what should have been a simple matter of where to attend.

I consider this a necessary change and fully support this Shire initiative.”

Statutory Environment:

Land Administration Act.

The Geographic Names Committee – WA (Landgate) provides the following information:

“Procedure for Naming and Renaming Roads

New Roads - Survey documents require approved road names before the survey can be approved. The developer or their agent should be prompt in lodging a concept plan and a

proposal for road names conforming to the above guidelines with the relevant local government. It may also be helpful to supply a copy to the Secretary, Geographic Names Committee. Local governments then propose the names to LANDGATE for approval. Following agreement between the Department and the local government, the names will be approved and all interested parties advised.

The selection of names is at local government discretion, and many local governments maintain lists of preferred names. There must be sound justification to propose alternative names, but some local governments allow developers discretion, particularly with larger developments. Short names are encouraged for short roads.

Existing Roads — *Unnamed roads should be treated in a like manner to new roads. Proposals for renaming roads should follow the above guideline and be submitted through local government. Proposals should be accompanied by a map showing the extent of the name and full details on the name, including the reason for the selection.”*

Policy Implications:

Nil.

Financial Implications:

Administration costs associated with staff time.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: No

Triple bottom Line Assessment:

Economic Implications:

There will be costs associated with the changing of addresses and legal documents etc, however it is deemed that the benefit of a quick service especially in times of near death experiences prevails over the financial impediment.

Social Implications:

The naming of roads should have a tangible connection to the community.

Environmental Implications:

Nil.

Comment:

The portion of Pool Street chosen to be renamed is that section from the Avon River to the railway line. The request to have this portion named as Christie Street is considered of historical significance, as the Christies lived in a house on this street and operated the infamous Christies Cafe back in the late 30s.

Once Council endorses the name then the matter will be referred to the Geographic Names Committee for final approval.

**RESOLUTION
090210**

Moved: Cr Randell

Seconded: Cr Lawrance

“That Council:

- 1. advise the Geographic Names Committee that it approves the use of the name Christie Street to be used on a portion of Pool Street, as per Appendix A;***
- 2. notify landowners in the vicinity of the proposed change; and***
- 3. thank those that took their time to put in a submission.”***

CARRIED (5/0)

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.4 Budget Variation

FILE NO: FI.BUD2009/10
COUNCIL DATE: 15 February 2010
REPORT DATE: 29 January 2010
LOCATION/ADDRESS: Whole of Shire
APPLICANT: Not Applicable
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Ray Hooper, CEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Revised Works Programme
DOCUMENTS TABLED: 2009/10 Budget

Summary:

To assist in the preservation of Shire road assets some budget amendments are proposed to ensure that final seals are applied to upgrading works from 2008/09.

Background:

The 2009/10 works programme adopted by Council included capital and upgrading works on the basis that primer seals would be suitable for final seal in 2010/11 however climate conditions and traffic movements resulted in this need being brought forward. Kerbs, drains and footpaths which can be claimed under Road Programmes cannot be done under Community Infrastructure funding and new Projects need to be found.

Consultation:

Works Director

Statutory Environment:

Local Government Act 1995
Local Government (Financial Management) Regulations.

Policy Implications:

Nil

Financial Implications:

The proposed budget variations are within the allocations in the 2009/10 budget.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: All roads subject to variation.

Triple bottom Line Assessment:

Economic Implications:

The asset preservation values of protecting the infrastructure by use of final seals support the transport needs of the region.

Social Implications:

Higher quality roads will be provided for the community.

Environmental Implications:

Environmental management is incorporated into the original and amended works programme for 2009/10.

Comment:

The amendments to the budgeted works programme will support the tender process for seals and re-seals as greater quantities will be involved to reduce the unit cost in addition to a greater level of asset preservation being achieved.

**RESOLUTION
100210**

Moved: Cr Boyle

Seconded: Cr Randell

“That Council:

Approve the variation to the road and street programme included in the 2009/10 municipal budget for works under Transport and Capital Expenditure allocations to meet asset preservation needs and requirements.”

CARRIED (5/0)

Shire of York

2009/10 Works Programme

ROAD	DETAIL	ADOPTED BUDGET	PROPOSED AMENDED
<i>Roads to Recovery</i>			
Top Beverley Road	Final seal 2008/09 works	-	29,400
Top Beverley Road	Extend widening	73,728	44,328
Avon Terrace	Kerb & Hotmix resurface	125,111	125,111
Greenhills Road	Upgrade shoulders	100,000	100,000
		298,839	298,839
<i>Regional Roads</i>			
York – Tammin	Final seal 2008/09 works	-	49,000
York – Tammin	Upgrade & widen 5.3 to 11.5	329,865	280,865
		329,865	329,865
<i>Blackspot</i>			
Mokine Road	Re-align curves	109,890	109,890
		109,890	109,890
<i>Community Infrastructure</i>			
Avon Terrace	Streetscape project	30,000	0.00
		30,000	0.00
<i>Development Projects</i>			
Top Beverley Road	ILI Entry	128,000	128,000
Sub-division Roads	Various	60,000	60,000
		188,000	188,000
<i>Townsite Projects</i>			
Various – York	Drainage, reseals, kerbing	100,000	100,000
South Street	Drainage	270,000	200,000
Penny Street – Kauring	Final seal	15,000	15,000
Greenhills	Footpaths etc (Res. Fund)	21,000	21,000
Footpaths	York – Municipal	50,000	82,500
Footpaths	York – Reserve	40,000	40,000
Footpaths	York – Developer	20,000	20,000
		516,000	478,500

Royalties for Regions

Avon Terrace	Drainage – Streetscape	100,000	100,000
West Talbot	Extend seal	400,000	400,000
		500,000	500,000

Municipal – Capital

Gwambygine East Road	Gravel & extend seal	70,000	70,000
Wambyn Road	Gravel & extend seal	70,000	20,000
Boyercutty Road	Gravel	20,000	-
Greenhills South Road	Gravel & seal	85,000	85,000
Cut Hill Road	Gravel	30,000	37,000
Ovens Road	Gravel	40,000	20,000
Spencers Brook Road	Final seal 2008/09 work	52,916	72,916
Ashworth Road	Extend seal, clear, drainage	70,000	70,000
Flea Pool Road	Clear & gravel	25,000	15,000
Doodenanning Road	Final seal 2008/09 work	-	28,000
Knotts Road	Final seal 2008/09 work	-	16,000
Mannavale/Goldfields Road	Final seal 2008/09 work	-	19,000
Boyercutty/Mokine Road	Final seal 2008/09 work	-	10,000
Avon Terrace	Streetscape	-	100,000
		462,916	562,916

Maintenance

Various Roads	Bridge maintenance	20,000	20,000
Various Roads	Weed control	20,000	20,000
Various Roads	General road maintenance	421,480	451,480
Various Roads	Verge clearing	80,000	20,000
Town Streets	Street lighting	37,873	37,873
Town Streets	Street signs	7,000	7,000
Various Roads	Road safety audits	12,000	12,000
		598,353	568,353

Capital – Bridges

Mannavale	Upgrade	272,000	272,000
Qualen West	Upgrade	234,000	234,000
Spencers Brook	Repairs	8,000	8,000
		514,000	514,000

Summary

Expenditure

Roads to Recovery	298,339	298,839
Regional Roads	329,865	329,865
Blackspot	109,890	109,890
Community Infrastructure	30,000	0.00
Development Projects	188,000	60,000
Townsite Projects	516,000	478,500
Royalties for Regions (Capital)	500,000	500,000
Municipal Funds (Capital)	462,916	562,916
Maintenance	598,353	568,353
Bridges (Capital)	514,000	514,000
	3,547,363	3,422,363

Revenue

Roads to Recovery – Road Grant	298,339	298,839
MRWA – Direct Grant	87,097	87,097
MRWA – Regional Roads	203,285	203,285
MRWA – Blackspot	73,260	73,260
Grants Commission – Road Grant	514,954	514,954
MRWA – Street Light Subsidy	4,500	4,500
MRWA – Flood Damage Recoup	18,000	60,000
Developer Contributions	228,000	60,000
Royalties for Regions – Regional Grant	400,000	400,000
Royalties for Regions – Local Grant	100,000	100,000
Community Infrastructure – Grant	30,000	0.00
Tied Funds & Reserves	2,307	2,307
Municipal Funds – 2009/10	860,000	900,000
Municipal Funds – 2007/08	154,121	154,121
Reserve Funds – Bridges	514,000	514,000
Developers Contribution – Footpaths	20,000	20,000
Developers Contributions – Drainage	70,000	-
	3,577,863	3,422,363

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.5 Donation – Toodyay Bush Fire Appeal

FILE NO: FI.DON
COUNCIL DATE: 15 February 2010
REPORT DATE: 12 January 2010
LOCATION/ADDRESS: Toodyay
APPLICANT: Not Applicable
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Ray Hooper, CEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Nil

Summary:

Council endorsement is required for a Shire of York donation of \$3,000 to the Toodyay Bush Fire Appeal Fund.

Background:

The bush fire on the 27th December, 2009 devastated the Toodyay community with 38 houses destroyed.

Council has previously donated \$5,000 to the Victorian Bush Fire Appeal and \$2,000 to the Queensland Flood Appeal.

Consultation:

SEAVROC

Statutory Environment:

Nil

Policy Implications:

Nil

Financial Implications:

No allowance has been made in the 2009/10 budget for this level of donation.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Cash contributions will greatly benefit the Toodyay community members and the local and regional economies.

Social Implications:

There has been strong community support for the victims of this natural disaster.

Environmental Implications:

Not applicable.

Comment:

Nil

RESOLUTION

110210

Moved: Cr Walters

Seconded: Cr Boyle

“That Council:

- 1. Endorse the action of a \$3,000 donation being made to the Toodyay Bush Fire Appeal; and***
- 2. Approve a budget variation to Members – Public Relations of \$3,000 to cover the value of the donation.”***

CARRIED (5/0)

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.6 Recordskeeping Plan – Policies and Procedures 2010

FILE NO: AS.RMT.4
COUNCIL DATE: 15 February 2010
REPORT DATE: 29 January 2010
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A – Policies and Procedures 2010
DOCUMENTS TABLED: Nil

Summary:

To complete the review of the Council's existing Recordkeeping Plan (RKP) 2006, Council's endorsement of the Policies and Procedures as detailed in Appendix A is required.

Background:

The State Records Act 2000 imposes a number of significant requirements and constraints on the organisation.

Consultation:

Kim Boulton – Records Consultant;
State Records Office;
Kate Emin; and
Nicole Fleay.

Statutory Environment:

Compliance with reporting requirements and necessity to meet the standards of practice stipulated by the State Records Act 2000.

Policy Implications:

Not applicable.

Financial Implications:

Adoption of this recommendation will have no financial implications, but potentially there could be significant financial implications to fully comply. Council is employing Kim Boulton to assist with the complete review, which is to be completed by March 2010 to ensure compliance with the State Records Office.

Strategic Implications:

Strategic Plan – Resource management relates to this report.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Not applicable.

Social Implications:

The document has been developed especially for administration staff to help them understand their roles and responsibilities for the making and keeping of proper and adequate government records, and to define the principles that underpin the Shire record keeping function. It establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

Environmental Implications:

Not applicable.

Comment:

The State Records Commission is aware of the Shire's limited resources and provided extensions to complete the full review.

The State Records Act 2000 states that Recordkeeping Plans are to be fully reviewed at least once every five years, this is part of that process.

RESOLUTION

120210

Moved: Cr Lawrance

Seconded: Cr Randell

“That Council:

- 1. endorse the Recordkeeping Plan, Policies and Procedures 2010 as attached and labelled Appendix A; and***
- 2. express its thanks to Kate Emin and Nicole Fleay who have worked very hard in getting the Recordkeeping Plan up to date.”***

CARRIED (5/0)



Shire of York

Policies and Procedures

2010

Record Keeping Procedures Handbook

The Record Keeping Handbook has been developed especially for administration staff to help them understand their roles and responsibilities for the making and keeping of proper and adequate government records, and to define the principles that underpin the Shire's Record Keeping function. It establishes a framework for the reliable and systematic management of Shire records in accordance with legislative requirements and best practice standards.

This procedures manual applies to all government records created or received by the Shire of York employee, Councillor, or an organisation performing outsourced services on behalf of the Shire of York, regardless of their physical format, storage location or date of creation.

CERTIFICATION

This procedure manual was presented to Council on 15 February 2010 at the Ordinary Council Meeting and will be reviewed as changes are implemented.



R P (Ray) Hooper
Chief Executive Officer

2-2-10
Date

Contents

Correspondence Capture & Control	4
What Is A Record?	4
Incoming Mail	4
Outgoing Mail	5
Outgoing Postage	5
Receiving Invoices, Payments And Bank Statements	5
Facsimiles	5
Ephemeral Items	6
Scanning And Attachments For Correspondence	6
Correspondence Security	6
Internal Mail	6
File Notes	6
Newspaper Articles	6
Minutes And Agendas	6
Filing Correspondence	6
Transferring Documents Between Files	7
Elected Members Records Capture And Control	8
Elected Member Correspondence	8
Distribution	9
File Creation And Closure	10
Creating Files	10
Closing Files	10
Example Of Form To Be Used To Close A File	11
Access To Corporate Records	11
Access To Corporate Records	12
Disposal	13
Electronic Records	14
Email Management	15
Emails	15
Website Management	16
Metadata Management	17
System/s Management	18
Migration Strategy	19
Other	20
Identifying And Handling Suspicious Mail Items	20

CORRESPONDENCE CAPTURE & CONTROL

WHAT IS A RECORD?

All corporate information should be registered relating to the business of Council.

To assist with determining if a document/email/request should be registered, ask yourself the following questions. If the answer is 'YES', then the information should be registered.

A record should be registered if: -

- It concerns Council's Core business, including legal advice;
- It details a policy change or development;
- It approves or authorises action or expenditure;
- Council is required to respond to the record;
- It involves a decision made by an employee on Council's behalf;
- It involves a complaint that requires investigation;
- It involves attending a formal meeting;
- It concerns a safety issue;
- It adds to Councils knowledge base.

A record is not required to be registered if it is: -

- A transitory or short term item such as a phone message, notes, compliment slips, delivery slips etc;
- Distributed to staff for information only;
- A personal message unrelated to official business;
- Rough working papers and/or calculations created in the preparation of official records;
- Published material which does not form an integral part of a Council record;
- Advertising material or 'junk' mail;
- Duplicate copies of material used for reference purposes.

INCOMING MAIL

Incoming mail is the responsibility of the Records Officer.

All Mail is date stamped, allocated a file reference then passed onto the Chief Executive Officer/Deputy Chief Executive Officer for review and then returned to Records to be entered and scanned into Records Registration, it is then distributed to the appropriate officer. File references are sourced from our file plan.

Details of registration should include:

Routing – incoming

Record Type – correspondence

File Number – as per file plan

Correspondence – who sent the letter – get details from names and addresses

Properties – assessment number is applicable

Short Title Contents – what, where and when

Internal Correspondent – officer/s who will deal with correspondence

Received Date – date we received the letter

Document Date – date on correspondence

Once these details have been saved a unique identification number will be allocated to the document.

Correspondence marked private and confidential, is date stamped and delivered to the addressee to open and then is to be returned to Records to be entered.

Correspondence addressed to Recreation Centre, Library, Residency Museum and Depot are to be treated the same as incoming mail.

Other incoming correspondence that does not come via mail e.g. email, fax and over the counter is entered as it arrives.

OUTGOING MAIL

The Chief Executive Officer signs all outgoing mail. A green copy is made of all outgoing mail and entered into Records Registration and then filed on the appropriate file. The signed original will be placed in an envelope and placed in the outwards mail box – see Postal Procedures.

Details of registration should include:

Routing – outgoing

File Number – as per file plan

Correspondence – who the correspondence is being sent to

Properties – assessment number is applicable

Short Title – what, where and when

Internal Correspondent – Officer who is sending the letter

Sent Date – date letter was typed

Document – date letter was typed

OUTGOING POSTAGE

All outgoing mail is placed in out trays or outwards mail box. This is collected at 3.20pm and sorted into the following

- Regular Locals
- Large Locals
- Regular Standard
- Large Standard
- Miscellaneous

Once sorted it is entered in the daily postal sheet and taken to the Post Office at 3.30pm then we enter these details in our postage register.

618964				
Postage – Shire of York				
Date: 29 January 2010				
REGULAR LOCALS	LARGE LOCALS	REGULAR STANDARD	LARGE STANDARD	MISCELLANEOUS

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RECEIVING INVOICES, PAYMENTS AND BANK STATEMENTS

All invoices and bank statements received are date stamped and forwarded to the Finance section.

All payments are date stamped and forwarded to the Customer Service Officer.

FACSIMILES

Facsimiles received/sent to or from the Shire of York that have continuing value to the Shire of York are allocated a file number and recorded in Records Registration. Facsimiles are monitored frequently.

EPHEMERAL ITEMS

Correspondence items that have no continuing value to the Shire of York e.g. junk mail do not need to be entered into Records Registration. It is handed to the appropriate officer or disposed of at the Records Officer's discretion.

SCANNING AND ATTACHMENTS FOR CORRESPONDENCE

All Incoming/Outgoing/Internal correspondence must be scanned/saved to the cover sheet under attachments of the unique identification number. This allows for quick and easy retrieval of correspondence.

CORRESPONDENCE SECURITY

All staff have a security access level dependent on their position within the Shire of York. Security levels are:

- 1 – general correspondence
- 200 – sensitive health issues
- 900 - human resources and legal issues

INTERNAL MAIL

All correspondence between the Shire Staff e.g. memos, staff updates etc are copied or emailed to the appropriate officers with the original entered in Records Registration and then filed.

FILE NOTES

All employees of Shire of York are encouraged to use file notes when necessary to ensure the accuracy of the corporate memory of the Shire of York. They help to ensure that effective accountable practices are maintained within the Shire and ensure the completeness of public records.

File notes can be used to record information such as telephone conversations, personal observations or to keep a record of an informal meeting that may have taken place.

NEWSPAPER ARTICLES

Any advertisements that have been placed in the newspaper by the Shire of York or if they are about the Shire they will be copied and recorded into Records Registration then placed on file.

MINUTES AND AGENDAS

Once signed off by the Shire President the minutes are entered into Records Registration, sent off to be bound then stored in the Strong Room.

FILING CORRESPONDENCE

When filing correspondence to files, all documents should be secure and clearly labeled with a file reference/number. Staples should be avoided as they can damage documents. There should be no "post it notes" or other adhesive notices attached to the documents.

Documents and files should be filed in ascending chronological order i.e. most recent documents at the front of the file. Care should be taken when filing that documents are neatly inserted into files.

Documents that are being incorporated into the Shire of York's Record Keeping System should be the original copy.

TRANSFERRING DOCUMENTS BETWEEN FILES

Individual correspondence can be moved to a different file as long as the files are active. To do this the file number needs to be changed on the original document and in Records Registration.

ELECTED MEMBERS RECORDS CAPTURE AND CONTROL

ELECTED MEMBER CORRESPONDENCE

Correspondence received for Elected Members will be entered as per incoming mail procedure and entered into Councillors Correspondence Register, and a copy is put in the Elected Members in tray.

The Shire will ensure records will be created which properly and adequately record the performance of member functions arising from their participation in the decision making process of council and the various committees of council.

This requirement will be met through the creation and retention of records of meetings of the Council and the Committees of Councils and other communications and transactions of elected members which constitutes evidence affecting the accountability of the Council and the discharge of Council Business.

All elected members are required to ensure any documents meeting the above criteria are passed to council to be registered as part of Council's correspondence registration process into the current registration system.

DISTRIBUTION

All staff have incoming/outgoing trays.

Daily mail is reviewed by the Chief Executive Officer/ Deputy Chief Executive Officer for approval of the officer listed to action the correspondence. Once the correspondence has been entered into Records Registration it is then placed in the officer's in-tray in a timely manner. If there is more than one officer that needs to deal with the correspondence the first officer will deal with it and mark their name no further action or responded to and forward onto the next officer listed, this keeps track of the correspondence.

If the correspondence is for Councillors' attention a copy is placed in their in-tray.

FILE CREATION AND CLOSURE

CREATING FILES

To create a new file within the system:

- Make a hard copy file including relevant details.
- Enter into the File Plan.
- Enter into Synergy Records File System.

Additional files are to be created when an existing file becomes too large. The new file is to have a reference to the preceding file and the word Volume ... added to the file reference. This reference needs also to be entered into the Records Files Register which includes the opening and closing dates of the file.

CLOSING FILES

Files cannot be closed by anyone except the Records Officer. The closure of a file/volume must be recorded in the Records Files Register, along with any other relevant details relating to the closure of the file. A form is to be inserted in the file to indicate that no further documents are to be placed on the file and that there is now a new volume.

Example of form to be used to close a file

To Remain on File

This file has been closed on:

Correspondence
from / to: _____ (date of last correspondence)

Next Volume

ACCESS TO CORPORATE RECORDS

Internal access to records

Records must be available to all Elected Members, staff and contractors who require access to them for business purposes of the Shire of York.

Some records created by the Shire of York will be of a sensitive or confidential nature and will require access to them to be restricted to one or more people.

Right of access to each record will be determined by the security classification attached to the record.

Confidential records will be restricted to those entitled to have access.

External access to records

Access to Shire of York Records by members of the public will be in accordance with the Shire's Policy on Freedom of Information and as per the provisions of freedom 5.94, 5.95 and 5.96 of the Local Government Act 1995 (as Amended).

Accessibility

Records will be stored in a way that they can be identified and retrieved easily and quickly by Shire of York staff and contractors.

Records will be housed in locked cupboards or areas which are not accessible to the public or unauthorised personnel.

The location of the records must not impede retrieval requirements.

As a general rule, no Shire of York's records should be removed from Shire of York's premises. However, it is sometimes necessary to remove files such as Building Applications and Licences. Where records are removed from the Shire of York premises, the loan to the individual concerned must be recorded and the care of the record is the responsibility of the person to whom the record has been loaned.

DISPOSAL

Files will be assessed upon closure (see file closure procedures for file closing requirements). This procedure requires a person with a working knowledge of the Local Government General Disposal Authority (basic training will enable simplification of the task in hand). Discuss with your fellow staff or even colleagues within your regional group (a lot of councils are forming local records group to enable resource and knowledge sharing).

It is important to remember when appraising files that you must check the whole file carefully (particularly with broad brush file titles) for disposal if there are multiple disposal requirements on a single file then the longest retention period applies (e.g. 7 years and destroy or 5 years and archive, then you would apply 5 years and archive even if it is only a single piece of correspondence requiring archiving (documents cannot be removed from files, whole file must be archived):

- Take file from cabinet (Separate Open and Closed file sections)
- Assess file according to GDA guidelines
- Apply appropriate disposal action (writing in pencil on file the disposal authority number and period required for holding before either archiving or destroying)
- Repeat above process for each file
- At completion of appraisal process separate files into Archive and Destruction piles
- Then sort files within each grouping by year of Archive or destruction, if destruction or Archival due current year, deal with as follows:
 - Fill out supplied destruction schedule by;
 - Filling in file number, file title, date range, box number, destruction period, GDA Reference.
 - Sign off as recommending officer
 - Pass to CEO for signing off approval to destroy
 - Destroy by SRO recommended as quoted in Local Government General Disposal (you may wish to contact an appropriate contractor who can carry out this process for you supplying appropriate Destruction Certification).
 - Place copy of destruction approval sheets on a created file for permanent retention as per SRO requirements.
 - Fill out supplied archiving sheet by;
 - Filling in file number, file title, date range, box number, Archive period, GDA Reference
 - Contact State Records Office to discuss arrangements as to whether files can be transported directly to SRO or are required to be held by Shire.
 - Place copy of Archive list on a created file for future retention

If destruction or archive is not for current year then place on appropriate list for bring up each year for dealing with at an appropriate time.

ELECTRONIC RECORDS

An electronic document becomes an electronic record when it takes part in a business transaction. For example, a report prepared using a word processing application remains a document until it is submitted.

All electronic documents, plans, images etc which constitute a record, as defined under the *State Records Act 2000*, must be captured into a corporate approved system which meets the record keeping requirements under the *State Records Act 2000* and the *State Records Principles and Standards 2002*.

Elected members and staff, including contractors, will ensure that electronic records created outside corporate approved systems, for example in office applications such as word processing, spreadsheets etc, are printed and attached to file wherever possible.

In some instances, it may not be practical to print an electronic record, for example records containing audio-visual material, spreadsheets with complex calculations etc. In these circumstances, it is the responsibility of the creator to ensure that the record will be held in electronic format and remain accessible until it reaches its disposition period. This will entail implementing a migration strategy through different software versions.

EMAIL MANAGEMENT

EMAILS

Emails sent/received by staff that have continuing value to the Shire of York and considered Local Government Records are to be printed and assigned a file number and then captured into the Records Registration.

Each individual staff member is responsible for registering their own emails.

WEBSITE MANAGEMENT

All changes are recorded electronically and a snapshot of web page is taken quarterly.

METADATA MANAGEMENT

Metadata documents data about data elements or attributes, (name, size, data type, etc) and data about records or data structures (length, fields, columns, etc) and data about data (where it is located, how it is associated, ownership, etc.). Metadata may include descriptive information about the context, quality and condition, or characteristics of the data.

The Shire of York is responsible for ensuring that all metadata elements associated with its record keeping system are captured, stored and made accessible over time.

Record keeping metadata ensures that records can be effectively retrieved over time and across platforms and systems as they are changed. Metadata is represented by the fields used to capture information about the record. Examples of information about records which must be captured are as follow:

- How the record was created, i.e. the application
- The creator of the record
- The date and time of the record creation or receipt
- The relationship one records has with another, if any
- The provenance of the record, that is the organisational context in which it was created
- The level of security access held by each user of the record keeping system
- The title of the record
- The changes made to a record

For electronic records, who made the change and nature of the changes.

For hard copy records and files, movements from location or person to another location should be tracked.

SYSTEM/S MANAGEMENT

The Records Officer is responsible for maintaining the file register held in the Records System. Access to the system is controlled through user passwords and logins. Security to the network computer system used within the Shire of York is controlled through the use of passwords and logins.

MIGRATION STRATEGY

On replacement or upgrade of any Shire of York's system containing corporate information and records, all legacy data, information and records which constitute corporate records will be migrated into the replacement system.

Where no replacement system exists, the Shire will ensure all legacy data, information and records which constitute corporate records will migrate to a system which will ensure the data, information and records may be accessed as long as required under an approved General Disposal Schedule by the State Records Commission.

OTHER

IDENTIFYING AND HANDLING SUSPICIOUS MAIL ITEMS

All chemicals and other dangerous material received by the Shire of York are received at the Administration Centre and Depot, staff are inducted in safe receipt and handling of these materials.

Although highly unlikely the possibility of the Shire of York receiving potentially dangerous unmarked items in the mail is a reality. If staff members have any reason to be concerned about a package or item, they should immediately notify their supervisor.

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.7 SEAVROC – Corporate Governance Policy

FILE NO: OR.RDT.4
COUNCIL DATE: 15 February 2010
REPORT DATE: 29 January 2010
LOCATION/ADDRESS: Not Applicable
APPLICANT: SEAVROC
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Ray Hooper, CEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: SEAVROC Policy
DOCUMENTS TABLED: Nil

Summary:

As SEAVROC operates as a local government entity there is a need to develop policies and procedures to provide openness and transparency and this governance policy is part of the development process.

Background:

SEAVROC has operated for 4 ½ years as a collaborative group operating under MOU's, draft charters, Strategic Plans, Project Plans and other instruments.

Consultation:

SEAVROC Member Councils.

Statutory Environment:

Not Applicable. SEAVROC is a voluntary grouping not governed by the Local Government Act.

Policy Implications:

Nil

Financial Implications:

Nil. The policy does not change the financial status of the organisation.

Strategic Implications:

Key Result Area 3: Community Development

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Not applicable

Social Implications:

Allows the ratepayers and residents of the 5 shires to be aware of the governance process.

Environmental Implications:

Not applicable.

Comment:

Without legislation allowing local government subsidiaries similar to South Australia each voluntary regional grouping of Councils need to construct their own management and control tools and this document sets corporate governance standards, actions and requirements.

RESOLUTION

130210

Moved: Cr Hooper

Seconded: Cr Randell

“That Council:

Adopt the SEAVROC Corporate Governance Policy as presented.”

CARRIED (5/0)

REPORT NO: SE--08 **TO: EXECUTIVE OFFICERS MEETING – 4 FEBRUARY 2010**
SUBJECT: SEAVROC CORPORATE GOVERNANCE POLICY
(File: serpt-10)

In order to formulate the SEAVROC Corporate Governance Policy, the following have been taken into account:

1. The Memorandum of Understanding (MOU) between the Shires of Beverley, Brookton, Cunderdin, Quairading and York.
2. The Proposed Charter of Operations.
3. Resolutions approved by the Executive Committee of SEAVROC.

The Corporate Governance Policy is based on the following criteria:

- A governance policy sets out the values that the organisation considers central to its operations, describes the boundaries of acceptable behaviour for the organisation based on these values, and identifies the areas in which procedures are required to police these boundaries.
- A governance policy can not overrule the organisation's constitution or charter.
- It is enforceable only with the agreement of its members, and is not a comprehensive statement of the applicable law, and therefore the policy can only be general in nature.

As SEAVROC does not yet have recognition as a legal entity, it is the only method by which SEAVROC can operate under until such legal recognition is established.

EXECUTIVE COMMITTEE MEMBERSHIP

1. Each Member Local Government of SEAVROC is to have two voting representatives, of which one must be an Elected Member of the Member Local Government.

COLLECTIVE COMMITMENT

2. The Executive Committee will:
 - (a) Be independent and not susceptible to outside direction or outside interests.
 - (b) Develop a culture that enables collective decision making.
 - (c) Ensure that while each Member has the right to debate their own point of view and vote as their conscience dictates, once a decision has been taken, they will not speak or work against the decision outside the Executive Committee.
 - (d) Take ultimate responsibility for ensuring that effective mechanisms are in place for dealing with and managing conflicts.
 - (e) Put policies in place to ensure that the Executive Committee Members treat each other frankly and honestly but with respect.
3. Members who are elected must be free to govern in the best interests of SEAVROC.
4. The decision making of SEAVROC be limited only in so far as that it cannot commit each Member Local Government to additional expenditure without approval of each Member Local Government.
5. Ensure that SEAVROC's business activities are consistent with the priorities and objectives of member Local Governments.

DEMOCRATIC GOVERNANCE

The Executive Committee will:

6. Ensure that its procedures allow for all Members to bring issues before the Committee, to be informed on these issues, to discuss these issues productively, and to take informed decisions.
7. Develop meeting procedures that are flexible, efficient and simple, and that allow motions of dissent to be put before the Committee without obstruction.
8. Meet at least six times per year.
9. Support the Chair to fulfil his/her functions.
10. Develop a culture that enables Members to dissent without apprehension from the Chair's rulings, or assessment of collective decisions.

MANAGEMENT OF THE EXECUTIVE COMMITTEE

The Executive Committee will:

11. Offer induction, instruction, and continuing support to provide all Members with the skills needed to carry out their functions.
12. Ensure that clear policies and procedures are in place to remove from the Executive Committee, in conformity with applicable legislation, Members who are in the opinion of the Executive Committee unable to properly fulfil their legal, ethical or social responsibilities.
13. Ensure that clear policies and procedures are in place to protect the rights of Members in voicing their views without fear of reprisals.
14. Have in place clear policies to ensure that all potential conflicts of interest are dealt with in accordance with ethical codes and applicable legislation through appropriate disclosure or recusal.

DIRECTION

The Executive Committee will:

15. Have ultimate responsibility and therefore control of SEAVROC. No major policy should be put into effect without analysis and approval of the Executive Committee.
16. Be responsible for approving SEAVROC's mission and strategic direction, its budget and its major financial affairs (with the approval of Member Local Governments), and its policies on governance, management, and program implementation.
17. In practice, concern itself primarily with the strategic direction of SEAVROC, and should delegate operational (day to day management) issues to its Executive Officer.
18. Document clearly in every case, the nature and extent of any delegation by the Executive Committee.
19. Be responsible for the performance of delegated duties, and institute effective monitoring and evaluation procedures.
20. Where SEAVROC employs staff, the Executive Officer will be responsible for the operational management of SEAVROC. The Executive Officer may delegate tasks to other staff, but the Executive Officer remains accountable to the Executive Committee for their performance.

21. Liaison between Members and SEAVROC staff should, except in exceptional circumstances, go through the Chairperson, Executive Officer and/or the host Local Government.

RISK MANAGEMENT

The Executive Committee will:

22. Ensure that robust risk management policies and procedures are in effect to minimise any risk to SEAVROC's mission, its assets, programs, reputation, staff, or its users.
23. Continuously test, review and refresh risk management policy and procedures.
24. Ensure that the health and safety of its employees is of equal priority with the performance of the mission of SEAVROC.
25. Be actively involved in risk management and strategic planning. Strategic planning will be based on the identification of opportunities and the full range of business risks that will determine which of those opportunities are most worth pursuing.

ACCOUNTABILITY

The Executive Committee will:

26. Be ultimately accountable for the entire operation and the impacts of SEAVROC.
27. Be directly accountable to its Members Local Governments.
28. Ensure that clear procedures are developed to provide a transparent framework for conducting its meetings, recording its decisions, communicating those decisions, and receiving feedback from SEAVROC's Member Local Governments and the users of its services.

TRANSPARENCY

29. All Executive Committee deliberations should be open to its Member Local Governments, except where the Executive Committee passes a motion to make any portion of the information confidential.

30. The Executive Committee to report to its Member Local Governments at least annually. The report should disclose information on topics and indicators required to demonstrate the impact of SEAVROC's activities to enable Member Local Governments to make informed decisions.
31. The Executive Committee to establish and implement "whistleblower" policies and procedures that enable individuals to come forward with information on illegal practices (or violations of Executive Committee approved policies) without fear or retaliation.

EFFECTIVENESS

The Executive Committee will:

32. Periodically review its own effectiveness, and take any necessary steps to ensure it works well.
33. Regularly review and evaluate the performance of the Executive Officer.
34. Ensure that SEAVROC as a whole, and its programs, are regularly reviewed, and its outputs and outcomes assessed against SEAVROC's mission.

DUTIES

The Delegates to the Executive Committee have a duty:

35. To act honestly in the exercise of their powers and discharge of functions.
36. To disclose direct and indirect interests in a matter being considered or about to be considered by the Executive Committee.
37. To exercise a degree of duty of care and diligence.
38. Not to make improper use of information or position to gain directly or indirectly an advantage for himself or herself or to the detriment of SEAVROC.

CONFLICT OF INTEREST

The Delegates to the Executive Committee will:

39. Not allow their personal interests or those of his or her family to prevail over those of SEAVROC. A delegate should seek to avoid conflicts of interest wherever possible. Full disclosure of any conflict, or potential conflict, must be made to the Executive Committee.

In addition delegate are required to make a disclosure of pecuniary interests at each Executive Committee meeting of SEAVROC.

Where a conflict does arise, a delegate must consider whether to refrain from participating in the debate, whether to be absent from discussion of the matter.

CONFIDENTIAL INFORMATION

The Delegates to the Executive Committee will:

40. The delegates to the Executive Committee will not disclose confidential information or allow it to be disclosed, unless that disclosure has been authorised by SEAVROC or is required by law.
41. Sign a Confidentiality Agreement.
42. Ensure that all records and files in their possession are secured.

FINANCIAL AND OTHER PRIVATE INTERESTS

The Delegates to the Executive Committee will:

43. Not take improper advantage of the position of delegates.
44. Not use commercially sensitive information regarding SEAVROC's business, or any information acquired in the course of their appointment, for their own personal gain or for that of others, such as friends, relatives or business associates.

PUBLIC COMMENT

The Delegates to the Executive Committee will:

45. Not make any public comment or comment to the media on behalf of or about SEAVROC without the approval of the Chairman. Delegates have the right to make public comment and enter into public debate on issues in a private capacity; however it is important that these views are not presented in such a way that they may be interpreted as being the views of SEAVROC.

FAIRNESS AND EQUITY

The Delegates to the Executive Committee will:

46. Abide by the principles of Equal Employment Opportunity and anti-discrimination, and treat their fellow delegates and SEAVROC employees fairly and equitably with respect, courtesy, compassion and sensitivity.

BREACHES OF THE CODE OF CONDUCT

The Delegates to the Executive Committee will:

47. At all times, comply with the spirit, as well as the letter, of the law and with the principles of this Policy.

Any disciplinary action required will be determined by the Chairman following discussion with the Executive Committee, if warranted. The SEAVROC Code of Conduct is as follows:

CODE OF CONDUCT

Every delegate on the Executive Committee of SEAVROC is expected to comply with the Code of Conduct determined by the Executive Committee from time to time. This Code of Conduct is set out below and is based on the Australian Institute of Company Directors (AICD) Guidelines.

A delegate should comply with the following standards of conduct:

The code of Conduct is as follows:

1. The delegate should act honestly, in good faith and in the best interests of SEAVROC as a whole.
2. The delegate should have a duty to use care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. The delegate should use the powers of office for a proper purpose, in the best interests of SEAVROC as a whole.
4. The delegate should recognise that the primary responsibility is to SEAVROC as a whole but may, where appropriate, have regard for the interest of all stakeholders of SEAVROC.
5. The delegate should not make improper use of information acquired as a delegate.
6. The delegate should not take improper advantage of the position of delegate.
7. The delegate should properly manage any conflict with the interests of SEAVROC.
8. The delegate has an obligation to be independent in judgement and actions and to take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Executive Committee.
9. Confidential information received by the delegates in the course of the exercise of their duties remains the property of SEAVROC from which it was obtained and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised by SEAVROC, or the person from whom the information is provided, or is required by law.
10. The delegate should not engage in conduct likely to bring discredit upon SEAVROC.
11. The delegate has an obligation, at all times, to comply with the spirit, as well as the letter of the law and with the principles of this Code.

#SE--08

RECOMMEND:

- (a) *That the Executive Committee of the South East Avon Voluntary Regional Organisation of Councils endorse the SEAVROC Corporate Governance Policy as detailed in Report SE-___-10.*
- (b) *Subject to (a) above, the Executive Officer develop policies and procedures in accordance with the SEAVROC Corporate Governance Policy.*

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.8 Change of Road Name – Bland Street

FILE NO: PS.NAM.2
COUNCIL DATE: 15 February 2010
REPORT DATE: 4 February 2010
LOCATION/ADDRESS: Bland Street
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A - Map
DOCUMENTS TABLED: Nil

Summary:

It is considered appropriate to change the name of Bland Street due to the fact there is already a Bland Road in the Shire of York. This will avoid confusion and allow emergency services and the like to promptly arrive at a request. The road to be changed is shown on Appendix A.

Background:

An internal memorandum from Mrs Pat Mogridge of this office to the Chief Executive Officer highlighted the issue in May 2008. The memorandum stated:

"Would it be possible to change the name of Bland Street, York, to Blandtown Street, York. Landgate will not allow Blandstown Street as it sounds like ownership.

Another suggestion would be to change Bland Street to Revett Street, York. Revett was the Christian name of Revett Henry Bland. (Revett was his mother's maiden name).

This is the only solution I can see to the correction of the problem having two streets with the same name, even though one is a street and the other a road, is to change the name of the one in Blandstown. There are only a few houses in Bland Street.

There are problems with the services e.g. Post Office, Police and it could be a major problem for the Ambulance or Fire services, getting the street and road confused.

I have had an irate owner from Bland Road, who has had the police knocking on her door to issue a summons, which should have been issued to Bland Street.

Please advise on whether you agree with the changing of the name and if you do agree, could the wheels be put in motion as soon as possible."

The following correspondence was sent out to residents located on Bland Street on the 26th August 2009.

"The Council is currently in the process of changing names within the townsite that have been duplicated or are separated by natural and manmade features e.g. railway line, river etc. this is to assist with emergency services, customer service, postal service etc.

It is a requirement under the Geographic Names Committee that landowners on Bland Street are consulted regarding the proposed change. The following information is provided in support of the change to Blandtown Street or Revett Street.

"Blandtown is suggested due to its location in the Blandstown Heritage Precinct, however Blandstown will not be supported by the Geographic Names Committee, as it sounds like ownership.

Revett is suggested, as it is the Christian name of Revett Henry Bland – Revett was his mother's maiden name."

If you have any comments or wish to put forward any other suggestions please submit prior to the 4th September 2009. If no comments are received by this date Council will consider the name change on its merits at the Ordinary Council Meeting to be held on the 21st September 2009."

Due to public consultation and Bland Street being in two sections, the following information was forwarded to landowners:

"As previously advised the Council is currently in the process of changing names within the townsites that have been duplicated or are separated by natural and manmade features eg. railway line, river etc this is to assist with emergency services, customer service, postal service etc.

It is noted that two portions of Bland Street exist, therefore requiring two names. Suggestions have been forthcoming to use alternative names and these are being investigated with the Geographic Names Committee. Therefore a report will not be considered by Council at its Ordinary Council meeting to be held on the 21st September 2009.

Further consultation will be undertaken in the near future."

Consultation:

Consultation was undertaken with Landgate – Geographic Names Committee to see if there was any possible way that Council may be able to use the words east, west, central etc.

All landowners located on Bland Street were notified and the following submissions received:

Submission 1:

"Both ... would like to suggest that the name change of Bland Street be "Kean Street" as Kean was the name of the second owner of the surrounding property".

It is recommended that Kean Street be used on the portion of Bland Street from the Railway Line (southwards).

Discussions with other landowners were held during the consultation period and with Jan Lonsdale of the Geographic Names Committee and the following information is provided:

"Bland Street – both sections would need different names so as not to clash with Bland Road – Revett would be ok if it is a surname not a first name."

Advice received on the 10 February 2010 from the Geographic Names Committee stated that Kean Street could not be used due to its location in Grass Valley even though the street name is spelt Keane.

Statutory Environment:

Land Administration Act.

The Geographic Names Committee – WA (Landgate) provides the following information:

"Procedure for Naming and Renaming Roads

New Roads - Survey documents require approved road names before the survey can be approved. The developer or their agent should be prompt in lodging a concept plan and a proposal for road names conforming to the above guidelines with the relevant local government. It may also be helpful to supply a copy to the Secretary, Geographic Names Committee. Local governments then propose the names to LANDGATE for approval. Following agreement between the Department and the local government, the names will be approved and all interested parties advised.

The selection of names is at local government discretion, and many local governments maintain lists of preferred names. There must be sound justification to propose alternative names, but some local governments allow developers discretion, particularly with larger developments. Short names are encouraged for short roads.

Existing Roads — Unnamed roads should be treated in a like manner to new roads. Proposals for renaming roads should follow the above guideline and be submitted through local government. Proposals should be accompanied by a map showing the extent of the name and full details on the name, including the reason for the selection.”

Policy Implications:

Nil.

Financial Implications:

Administration costs associated with staff time.

Strategic Implications:

Nil.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: No

Triple bottom Line Assessment:

Economic Implications:

There will be costs associated with the changing of addresses and legal documents etc, however it is deemed that the benefit of a quick service especially in times of near death experiences prevails over the financial impediment.

Social Implications:

The naming of roads should have a tangible connection to the community.

Environmental Implications:

Nil.

Comment:

Due to there being a Bland Street and Bland Road in the Shire of York, Council finds it imperative to change the name of one.

The request to have Bland Street renamed to Kean Street can not be granted and further consideration is required. It is recommended that another name be investigated and consultation take place with the landowners from the portion of Bland Street from the Railway Line (southwards). Revett can be used on the section of Bland Street adjoining Avon Terrace to the railway line, in accordance with the internal memorandum mentioned under Background of this report.

Once Council endorses the name then the matter will be referred to the Geographic Names Committee for final approval.

RESOLUTION

140210

Moved: Cr Boyle

Seconded: Cr Hooper

“That Council:

- 1. advise the Geographic Names Committee that it approves the use of the name Revett Street to replace the name Bland Street, as per Appendix A;***
- 2. notify landowners in the vicinity of the proposed change; and***
- 3. thank those that took their time to put in a submission.***

Advice Note:

Geographic Names Committee grant final approval and the above names may be altered in accordance with their procedures.

Investigate another name instead of Kean Street to replace the name Bland Street, as per Appendix A.”

CARRIED (5/0)

**ITEM 9.2.8
APPENDIX A**

[dso /YRK /YSC-DATABASE] SynergySoft - [Property Map Enquiry - A10491 17 BLAND ST YORK 6302]

File Systems Codes Related Information Searches Tools Spooler Menu Bar dso Window Help

Search Add Query Save Delete First Previous Next Last Lookup Cancel

Asset BR Dr Loan Cr GL Print RR Trst PO Stk Pay Csh WC Bid Pool Rec Sys Rpt Tp

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Search PickList Property Financial Summary Ownership Parcel Memos

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9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.9 York Liquor Accord

FILE NO: CS.NCS.11
COUNCIL DATE: 15 February 2010
REPORT DATE: 3 February 2010
LOCATION/ADDRESS: York Shire
APPLICANT: York Police
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Ray Hooper, CEO
DISCLOSURE OF INTEREST: Cr Randell – Proximity
APPENDICES: York Sub-District Liquor Accord
DOCUMENTS TABLED: Nil

Summary:

York Police have prepared and submitted the Accord as a means of liquor use control from a pro-active perspective to set standards for the future.

Background:

Nil

Consultation:

York Police.

Statutory Environment:

Liquor Licensing Act 1988 is the control legislation.

Policy Implications:

Nil

Financial Implications:

Nil at this stage.

Strategic Implications:

Key Result Area 3: Community Development

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications: Nil

Social Implications:

Excess alcohol consumption and drunkenness can be a social blight on a community with associated impacts on anti-social behaviour and the health and wellbeing of community members.

Environmental Implications:

Nil.

Comment:

The Accord provides a detailed process to deal with alcohol consumption and a format and procedure for dealing with alcohol issues and behaviour. Four (4) liquor outlets have agreed to participate on the Liquor Accord to date.

Cr Randell declared a Proximity Interest in this item, and left the room at 3.54pm.

**RESOLUTION
150210**

Moved: Cr Boyle

Seconded: Cr Walters

“That Council:

Endorse and sign the York Sub-District Liquor Accord in conjunction with the WA Police, York Health Services and the participating licensed premises.”

CARRIED (4/0)

Cr Randell re-entered the room at 3.58pm.

I 111937

SHIRE OF YORK	
FILE:	CS-NCS-11
OFFICER:	Ray
INITIALS:	J
- 7 JAN 2010	
REFERRED TO COUNCIL	
DATE:	18/2/10
INITIALS:	RO

York Sub-District Liquor Accord



Created by Sergeant GILMOUR 8075
York Police December 2009

Table of Contents

1. BACKGROUND AND DEFINITIONS	3.
2. TERMS OF REFERENCE.....	4.
3. SIGNATORIES TO THE ACCORD.....	5.
4. ROLES AND RESPONSIBILITIES.....	6.
4.1 Police.....	6.
4.2 Licensees.....	7.
4.3 Local Government.....	7.
4.4 York Hospital.....	8.
5. MINIMUM STANDARDS.....	9.
6. ACCORD BEST PRACTICE.....	12.
7. RESPONSIBLE SERVICE OF ALCOHOL.....	14.
8. TRAINING.....	16.
9. COMPLAINT RESOLUTION PROCESS.....	17.
10. EVALUATION PROCESS.....	18.
11. CONCLUSION AND SIGNATURES.....	19.

- 2 -

*York Sub-District Liquor Accord
Created by Sergeant GILMOUR 8075*



1. Background

The York Sub-District Liquor Accord is set up to establish Minimum Standards of practice to encourage responsible service of alcohol. The Accord will further serve the public's best interest to create a safe and secure community, and to minimise criminal and/or disorderly behaviour directly relating to Licensed Premises.

Definitions

'Accord':

A code of practice establishing a range of positive and effective community-based harm reduction strategies aimed at reducing crime and violence stemming from the excessive consumption of alcohol.

'Best Practices Committee':

Committee consisting of stakeholders who will ensure that the best practices of the Accord are maintained.



2. Terms of Reference.

The York Sub-District Liquor Accord **will** be subject to the following

- The Accord is chaired by a representative from York Police Station. The Wheatbelt District Office and Wheatbelt Alcohol and Drug Advisory Unit will provide relevant support and expertise as required to the Accord.
- All meetings will be an open forum of discussion. All parties will have an equal voice regardless of size or venue without fear of intimidation.
- The standards of the Accord will serve as a minimum standard. Licensees/signatories to the Accord may undertake more than is agreed to within the document, but the minimum must be maintained.
- The Accord will always be subject to review/change dependant on local issues and the Director of Liquor Licensing.
- The formation of a best practices Committee will be undertaken with bi-monthly meetings to discuss pertinent issues.
- A full meeting of members will be convened 6 monthly to discuss all pertinent issues.

- 4 -

*York Sub-District Liquor Accord
Created by Sergeant GILMOUR 8075*



3. Signatories to the Accord

The following Licensed Premises have agreed to and will subsequently be subject to the Accord.

- Castle Hotel
- Settlers Tavern
- The York Hotel
- Celebrations at the Duke of York

The following agencies will also be signatories to the Accord.

- Western Australia Police
- York Shire
- York Medical Services (Saint Johns Australia, York Hospital)

- 5 -

*York Sub-District Liquor Accord
Created by Sergeant GILMOUR 8075*



4. Roles and Responsibilities

4.1 Police

The Western Australian Police represented by the York Police Station, Wheatbelt District Office and Wheatbelt Alcohol and Drug Co-ordination Centre will be as follows.

- Chair all full meetings of the Accord, and record all relevant details of those meetings for future reference.
- Supporting responsible venue operators by the fair and effective enforcement of licensing, criminal and local laws and actively supporting initiatives to improve the external environment.
- Ensuring that all police on licensing duties in the Accord Area are familiar with, and operate in accordance with the principles, protocols and structures of the Accord.
- Ensuring that processes are in place for all officers relevant to the Accord and above to have regular formal communication with the licensees, nominees or managers of venues.
- Provide training and support for Licensees, Managers and staff of Licensed Premises in the responsible Service of Alcohol.
- Maintaining incident details and statistics of incidents at Licensed Premises.
- Ensuring open dialogue and continuation of Accord meetings.
- Formation of harm reduction strategies in line with the corporate strategies of the State Government and the W.A. Police.
- Ensure that all complaints and Licensing issues are dealt with in an unbiased non-intimidatory manner. This includes the formation of a local Complaint resolution process for dealing with complaints from the public, external agencies, licensees and staff.

- 6 -

*York Sub-District Liquor Accord
Created by Sergeant GILMOUR 8075*



4.2 Licensees

- Strict adherence to the responsibilities, rules and regulations set out within the Liquor Licensing Act 1988.
- Adhering to and promoting the Accord Code of Practice with staff and patrons.
- Ensuring that management and staff are trained in responsible serving practices.
- Cooperating with the police in controlling underage access to the venue, including the confiscation and forwarding to police of false ID's.
- Not engaging in or promoting alcohol related activities which could lead to alcohol abuse.
- Ensuring all staff that perform crowd control duties are properly trained and licensed.
- Responsible marketing of all licensed entertainment venues.
- Participating fully in and supporting the Accord committees, structures and decisions.
- Ensuring that procedures are in place and appropriate regulations satisfied, to enable a safe venue for patrons and staff.
- Correct and continued use of the Incident Report Register.
- Notification of local Police of any major events, anti-social behavior, or 'banned' persons using attached notification form.

4.3 Local Government

- To issue occupancy certificates to those premises that provides entertainment. The certificates state the number of patrons that can be on the premises.
- To support the Accord through planning processes and the maintenance of appropriate local amenities and services.

- 7 -

*York Sub-District Liquor Accord
Created by Sergeant GILMOUR 8075*



4.4 Lancelin Medical Services

- To advise York Police of any incidents occurring as a result of attendance at a Licensed Premises.
- To provide input for harm reduction strategies in relation to the excessive consumption of Alcohol.

- 8 -

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Created by Sergeant GILMOUR 8075*



5. Minimum Standards

Members of the York Accord will be subject to following Minimum Standards of Practice

1. **The licensee will ensure that staff will not sell or serve liquor to any person who is obviously affected by the excessive consumption of alcohol. Staff will receive training to enable them to practice responsible service to patrons.**
2. **The licensee will discourage any activity:**
 - (i) **That could lead to or result in excessive consumption of alcohol (i.e. drinking competitions, etc.)**
 - (ii) **Any promotion of alcohol should be discouraged if the promotion involves excessive or rapid consumption of liquor**
 - (iii) **The Licensee should abide by the Industry Code of Practice to assist in the responsible promotion of liquor products as defined in the guidelines set out by the Director of Liquor Licensing Division regarding acceptable and unacceptable practices**
3. **The minimum age for consumption of alcohol on licensed premises is 18 years of age. For proof of age, at least one of the following is required:**
 - (i) **Proof-of-Age Card Western Australia**
 - (ii) **A current driver's licence which incorporates a photograph of the patron**
 - (iii) **A current passport.**

- 9 -

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Created by Sergeant GILMOUR 8075*



4. A person shall be taken to be a responsible adult if that person was an adult who:
 - (i) is the parent, step-parent, spouse, legal guardian or other person in loco parentis to the juvenile; or
 - (ii) is a person who might reasonably have been expected to have had authority over the conduct of the juvenile.
5. Staff of licensed premises are to monitor the alcohol consumption of patrons and be alert for signs of excessive consumption.
6. The licensee should, where appropriate, ensure that reasonably priced food and non-alcoholic beverages are available to patrons and these services should be actively promoted through signage and display and by staff. Water should be available to patrons on request (though this is not to suggest bottled or packaged water should be free).
7. Reduced-alcohol beers should be sold at a price less than medium or high-strength beers.
8. A full nip of spirits (30 mL) will be considered the standard serve of spirits and half nips of spirits (15 mL) should be available on request.
9. The security and safety of patrons on the licensed premises is recognised as being a responsibility of the licensee. The licensee is also responsible for controlling disorderly behaviour and noise generated on the premises as well as the conduct of patrons which is unduly offensive, annoying, disturbing or inconvenient to people who reside or work in the vicinity.



10. Any conditions placed on a liquor license by the Liquor Licensing Division are to be strictly adhered to.
11. Members will fill out and fax the attached Events/Incident register (See Attachment 1.) to the York Police advising of banned persons, major upcoming events and other relevant information as soon as practicable once becoming aware of such occurrences.
12. To ban access to Licensed Premises to those patrons who are subject to a ban from another Licensed Premises who is a signatory to the Accord. To advise York Police when a person has been banned from attending their premises so others can be advised.
13. No take-away (packaged) liquor containing glass, where there is a non-glass alternative, to be sold within 2 hours of the close of business as stated under the Liquor License. The sale of 700ml (or greater) bottled spirits is acceptable under this accord.
14. Adopt a zero tolerance approach to illicit drug use on Licensed Premises, and to advise Police when detected. Those patrons using illicit drugs are to be removed from the licensed premises.
15. The sale of 'Shooters', 'lay-backs' and other drinks that may result in the rapid intoxication of patrons will be strictly monitored with the excessive purchase of such drinks (i.e. one patron buying 5-10 shooters etc) being banned.



6. Accord Best Practices

The Accord further sets out an agreed and adopted set of best practices that all licensed premises managers/owners will follow. These include:

1. **To encourage and reinforce the responsible service of alcohol philosophy within the York Sub-district.**
2. **To support of the Accord in all licensed premises to eliminate:**
 - (i) **Drunken persons entering or remaining on licensed premises**
 - (ii) **Under-age drinking.**
3. **To continue the Accord Agreement with requirements for:**
 - (i) **Photographic identification such as:**
 - a) **current motor vehicle driver's licence**
 - b) **passport**
 - c) **Proof of Age Card — Western Australia**
 - (ii) **No under-age patrons (except in accordance with the Liquor Licensing Act 1988)**
 - (iii) **Food available for staff/patrons at all times where practical during the operation of the premises.**
4. **To promote educational and informative items in the community media to discourage the irresponsible service and consumption of alcohol.**
5. **To prevent disorderly persons from entering or remaining on any licensed premises or venue.**

- 12 -

*York Sub-District Liquor Accord
Created by Sergeant GILMOUR 8075*



6. The licensee will support the principle of equity of access to the premises irrespective of race, religion or gender.

- 13 -

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7. Responsible Service of Alcohol

The following practices have been identified as being acceptable practices by the Liquor Licensing Division.

1. **The traditional 'Happy Hour' during or immediately following normal daytime working hours.**
2. **A complimentary standard drink upon arrival.**
3. **Promotions involving low-alcohol beer where it is clear from the advertising and promotional material, that it is a low-alcohol beer that is being promoted.**
4. **The advertising of a consistent price of a particular type or brand of liquor across the entire trading hours of a premises on a given day or night, providing the price is not so low that it will, in itself, encourage the excessive consumption of alcohol and intoxication.**
5. **Promotion of particular brands of liquor that provide incentives to purchase that brand by virtue of a consistent discounted price, offer of a prize, etc. but does not provide any particular incentive to consume that product more rapidly than a patron's normal drinking habit.**

The Liquor Licensing Division has identified the following practices as unacceptable.

1. **Drink cards that provide a multiple of free drinks, extreme discounts or discounts of limited duration on a given day or night and/or which have the**

- 14 -

*York Sub-District Liquor Accord
Created by Sergeant GILMOUR 8075*



capacity to be readily stockpiled by patrons or transferred to other patrons. In other words, the drink card must not by design, or potential misuse, create an incentive for patrons to consume liquor more rapidly than they otherwise might.

2. Any labeling or titling of promotions that may encourage patrons to consume liquor irresponsibly and excessively, encouraging intoxication.
3. The refusal to serve half measures of spirits on request or provide reasonably priced non-alcoholic drinks.
4. Any promotion, package or practice that encourages a patron to consume liquor excessively, e.g. 'all you can drink' offers, 'free drinks for women', 'two for one' and to consume it in an unreasonable time period.



8. Training

The Accord strongly promotes that all licensed premises staff complete a Responsible Service of Alcohol Course or similar training course.

Security staff conferences are to be regularly held with the members of the Accord committee to ensure the practices and procedures of the Western Accord guidelines are understood and followed.

Training and conferences will focus on ensuring the following:

1. Full knowledge of their obligations under the Liquor Licensing Act 1988, the Criminal Code, Police Act, Local Government Act 1995 and Health Act 1911, where relevant, and the Accord.
2. Conflict resolution and communication skills to be utilized correctly.
3. Only reasonable force to be used when dealing with patrons and their removal from licensed premises.
4. Training will be supplied by the York Police at times to be advised.



9. Complaint Resolution Process

The following guidelines are to be followed following a complaint from a member of the public in relation to Liquor Licensing matters. The guidelines are set out to alleviate the need for formal complaint resolution through the Liquor Licensing Act 1988.

1. When a complaint is received from a nearby resident, the following action should be taken:
 - (i) Details should be written by the employee receiving the complaint for prompt and accurate referral to the manager or licensee
 - (ii) On receipt, the manager or licensee will investigate and take appropriate measures to resolve the complaint
 - (iii) Respond to the complainant directly by telephone or letter.
2. Any complaints received from any party will be investigated with sincerity and without intimidation to the complainant.
3. Any complaints should be directed to the Accord Best Practice Committee for information, resolution and/or action.
4. Any Complaint that is unable to be adequately dealt with will be referred to the York Police for resolution within the terms of the Liquor Licensing Act 1988.
5. An accurate record is to be kept by the Licensee of any complaints and the resolution process for reference by the York Police and Director of Liquor Licensing if needed.



10. Evaluation Process

The effectiveness of the Accord, and to enable the Accord to be accountable to the public and itself, a process of self evaluation will be implemented by the following.

- York Police will continue to record any incidents involving Licensed Premises and collate the information for the purpose of comparison.
- Local Crime statistics involving alcohol and anti-social behaviour
- Hospital Emergency Department statistics relating to alcohol-affected casualties.
- Local surveys in relation to the perception of Licensed Premises within the Accord.
- Notation of Promotions involving alcohol or alcohol sponsored events.
- The collation of major event/incident register.



11. Conclusion

The York Sub-District Liquor Accord has been formulated to establish a Code of Practice that makes Licensees, Police and other external agencies accountable for Liquor Licensing matters within the York Sub-District.

The community expectation is that Licensed Premises will be run effectively and safely, minimising the risks to the general public as a result of alcohol consumption.

We the undersigned agree to be members of the York Sub-District Liquor Accord and further agree to abide by the Codes of Practice contained within the Accord, and abide by the Liquor Licensing Act 1988 and our responsibilities contained within the Act.

We understand that the Accord process only outlines a minimum Standard of Practice and we are free to go above and beyond what has been contained within the Accord.

..... Director Liquor Licensing WA Police Shire of York
..... Medical Services Castle Hotel Settlers Tavern
..... Imperial Hotel Celebrations Liquor York Bowling Club
..... Greenhills Hotel Saints Dinner York RSL

Date: **Time:**





York Liquor Accord Incident/Event Register

(Please complete and fax to the Lancelin Police Station as soon as possible when details are known of any major events, incidents or banned patrons.)

Attention: York Police Station

Phone: 9641 1400

Fax: 9641 1697

Date:

Upcoming Events

Venue/Licensed Premises:
Event Date:..... Time:
Expected Number of Patrons:..... Security: YES/NO
Security Company/Number Staff supplied:
Anticipated Issues/Items of concern:
.....

Incident Register

Venue/Licensed Premises:
Incident Date:..... Time:
Police advised (at time of incident): YES/NO Attended: YES/NO
Type of Incident (eg- person ejected, assault etc):
.....
Person Ejected (name, address, details if known)
.....
Follow up required: YES/NO

Office Use Only

Date/Time Received: Officer (rank & number):.....
Venues Advised: YES/NO If yes: Date/Time:
OIC advised: YES/NO



York Liquor Accord

TO:

On the (*insert date*), these premises became a member of the York Liquor Accord.

As part of this body, we have agreed to a set of principles that we feel go toward ensuring members of this community, can go about their daily business without fear, intimidation, annoyance and suffering (whether physical or mental).

As a result of your unacceptable behaviour onat the, it has been decided that your presence at this establishment is not welcomed.

Until further notice, you are requested not to visit upon or loiter about the doorways of this establishment. Valid until midnight

Under Section 115 of the Liquor Control Act 1988, you will be refused entry if you are found or attempt to enter the premises. Further, you may also subject yourself to prosecution under the Liquor Control Act 1988.

The following members of the Accord have also requested you do not visit them either.

Names of Premises

The York Hotel
Celebrations At the Duke of York
Castle Hotel
Imperial Hotel
Settlers Tavern

Sergeant Chris GILMOUR
Lancelin Police Station

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.10 Extension Of Lease – Balbally Pty Ltd

FILE NO: CCP.19
COUNCIL DATE: 15 February 2010
REPORT DATE: 8 February 2010
LOCATION/ADDRESS: Reserve 34841 (Part Lot 588)
APPLICANT: Balbally Pty Ltd
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Lease – Balbally Pty Ltd

Summary:

Correspondence has been received from Balbally Pty Ltd requesting the existing lease for Reserve 34841 (commonly known as Yorky's Coffee Carriage) be extended for a period of five years, effective 1 July 2010, as provided for under the terms and conditions of this lease. Additional terms commencing on the 1 July 2015 and 1 July 2020 have also been requested.

Background:

Balbally Pty Ltd has been operating the kiosk known as "York's Coffee Carriage" for a period of some years, with the original lease being implemented effective 1 July 2000.

Mr York provided the following correspondence on the 2nd April 2009 in relation to entering into the last option period of the lease:

"Further to our meeting of March 10th I would like to submit the following request and information.

A review of our lease agreement indicates that in July 2010 we will be entering our last 5 year option period.

We would like to undertake further development work in the form of landscaping and parking facilities etc.

Before any further expenditure takes place, we request that a further two, five years options be considered, that is a total of 15 years from the 1st July 2010.

The issue of adjusted flood levels was raised by yourself during our meeting and the suggestion by the "Dept of Water" that the area occupied by the carriage could be raised by some 400mm.

This would be a very expensive undertaking which could be hard to justify financially.

But more importantly the current arrangement whereby the carriage can be removed from the area during a flood works well for us.

Also it has been found by ourselves that being able to do this is good for business and affords us an unscheduled break from the routine of management.

Thanking you in consideration of this request."

Mr York provided the following correspondence on the 28th January 2010:

“Further to our discussions regarding an extension of the above I would like to advise the following as per our lease agreement.

We wish to advise that it is our intention to exercise our option of a further term commencing 1st July 2010 and also request that we be granted a further 2 terms of five years.

These additional terms would commence on 1st July 2015 and 1st July 2020.

Hoping that this request is found to be in order by yourselves.”

To add the additional terms the lease is to be advertised for public comment, prior to being endorsed by Council. This requirement of the Local Government Act, 1995 (as amended) is necessary before Council has the necessary statutory powers to enter into any type of commercial property lease arrangement.

Consultation:

The Acting Deputy Chief Executive Officer has held discussions with Michael York of Balbally Pty Ltd in regards to this matter.

Statutory Environment:

3.58. Disposing of property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —

- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Policy Implications:

Not applicable.

Financial Implications:

The lease currently returns Council an annual lease rental of \$1,588.88, per annum and indexed to the Consumer Price Index. The original market appraisal for the property estimated the value to be between \$1,350.00 and \$1,650.00 per annum.

Balbally Pty Ltd is responsible for all outgoings associated with their occupation of Reserve 34841, including municipal rates and other government charges.

Strategic Implications:

Not applicable.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Tourism is a significant component of the local economy, with Yorky's Coffee Carriage providing a popular tourist facility that compliments the infrastructure developed at Avon Park by the Council.

Social Implications:

York's Coffee Carriage has proven to be a popular eating establishment, for both residents and visitors to York alike, and contributes to the social diversity of the town.

Environmental Implications:

Although located in close proximity to the Avon River, there would appear to be no environmental implications arising from Balbally Pty Ltd's use of this land parcel.

Comment:

It is recommended that approval in accordance with the existing lease arrangements Schedule 1 be granted, the term being 1st July 2010 – 30th June 2015.

The applicant prior to undertaking works eg. landscaping etc wants to obtain Council approval for extended terms. It is recommended that the lease extension be advertised for public comment under the provisions of Section 3.58 of the Local Government Act prior to a decision being made on the extension of the lease.

**RESOLUTION
160210**

Moved: Cr Boyle

Seconded: Cr Randell

“That Council:

- 1. Advise Mr M York of Balbally Pty Ltd that the renewal is granted in accordance with the existing lease arrangements – Schedule 1 commencing 1 July 2010 – 30th June 2015; and***
- 2. Advertise the proposed extension of the existing lease with Balbally Pty Ltd for Reserve 34841 (part lot 588, York) for a period of five years with the option of a further five years, effective from the 1 July 2015 and 1 July 2020, for the purposes of operating a kiosk, in accordance with the terms and conditions of the existing lease.***

Advice Note:

The Local Government Act stipulates that a minimum of 2 weeks is required to allow for submissions, however a 28 day submission period will be advertised for public comments to be received.”

CARRIED (5/0)

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.11 Youth Officers Activity Updates

FILE NO: CS.LCS.6
COUNCIL DATE: 15 February 2010
REPORT DATE: 9 February 2010
LOCATION/ADDRESS: Not Applicable
APPLICANT: Not Applicable
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Kim Crawford, YDO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Nil

Summary:

The following is a summary of the activities undertaken by the Youth Development Officer since the last submitted report (August 2009).

Background:

The Youth Development Officer (YDO) has completed the following projects:

1. The Shire of York received a grant from the Department for Communities to run a WYLD (Wheatbelt Youth Leadership Development) camp over the October School Holidays and conduct a more traditional Holiday Program over the January holiday period. This has been completed with 15 young people attending the WYLD Camp and 93 young people participating over the six days of activities on offer from the shire, these included:
 - 2 day basketball skill development program
 - Horseback riding
 - Outdoor Confidence course
 - Adventure World
 - Lazer Tag
 - Movies
2. The YAC (Youth Advisory Council) have completed the Gwambygine works project in conjunction with Avon River Trust. The YAC members and the YDO (Youth Development Officer) were tasked with general cleanup and removal of rubbish at the old Gwambygine homestead. In exchange for this, the YAC will receive a donation toward the Youth Centre project.
3. The Wicked Wednesday after School Excursion Program continues with an outing taking place every fortnight. We have modified the program slightly to include an occasional Saturday for the young people who want to BMX and/or skate.
4. The YDO and YAC members are still involved with the regional weekend youth dance parties.
5. The Youth Big Day Out - 18 and under concert is supported by the Office of Youth Affairs and is still to be held at the Oval. This project is still moving ahead.
6. The second WYLD camp is still in the planning stage, and is scheduled to take place over the upcoming school holidays.

7. The YAC and the WYLD groups are working on producing a new youth magazine 'Our Wonderful Wheatbelt' for young people in the Wheatbelt region. There have been two brainstorming sessions so far with at least three more planned.
8. The Banner in the Terrace project is underway and the YDO and young people are finalising the design. Once a design is completed, we will submit it to Council for its feedback.
9. The Special Projects Coordinator Gail Maziuk is assisting the YDO with the Youth Centre project.
10. The YDO has applied to the Office of Crime Prevention for a Graffiti Diversionary Art Grant.

Realising the need to reduce spending on graffiti cleanup, the Shire of York has expressed an interest in developing a two-prong approach program.

The first part of the program would hold the individual taggers responsible for cleaning graffiti themselves, working off their debt with sweat equity.

The second part of the York Graffiti Youth Art Project would involve a series of consultative creative workshops involving young people and other interested individuals to formulate designs. Then using these designs on a variety of art forms to enhance the appearance of community buildings and bus shelters and then rating the effectiveness of the art form in deterring and resisting vandalism. Students will work with a graffiti artist to produce public art using graffiti resistant materials to visually improve the streetscape and to deter graffiti vandalism. Community themes of respect, acceptance, friendship, and pride in ones community are developed. Youth congregation areas such as park are one of the most frequently damaged and vandalised facilities in the Shire of York.

All designs will of course be presented to Council for consideration.

Consultation:

Council staff and youth.

Statutory Environment:

Nil to this report.

Policy Implications:

Nil to this report.

Financial Implications:

Activities and initiatives are funded in the budget or through grants and/or user pays contributions.

Strategic Implications:

To be developed further in conjunction with Councillors, Staff and the Youth.

Voting Requirements:

Absolute Majority Required: No

Site Inspection

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Nil at this stage.

If the expression of interest is accepted and Council moves onto the next stage of the application, some financial support and inkind support will be required.

Social Implications:

There may be some community comment on the York Graffiti Youth Art Project.

A strong focus on youth activities will support community cohesion and interaction through the recognition and valuing of this section of the community.

Environmental Implications:

Not applicable.

Comment:

Not applicable.

**RESOLUTION
170210**

Moved: Cr Walters

Seconded: Cr Randell

“That Council:

- 1. Receives the report and notes the activities and initiatives of the Youth Development Officer and the Youth Advisory Committee; and***
- 2. endorse the expression of interest for a York Graffiti Youth Art Project.”***

CARRIED (5/0)

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.12 Eight Year Review of Local Laws

FILE NO: LE.LLW
COUNCIL DATE: 15 February 2010
REPORT DATE: 8 January 2010
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Darren Long – DL Consulting
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Local Laws Review Discussion Papers November 2009

Summary:

To consider and adopt the report of the outcome of the process of reviewing the Council's Local Laws as per Section 3.16 of the *Local Government Act 1995* (The Act).

Background:

The Act requires that the Shire of York (the Council) must, every eight years after adoption or review of any local law conduct a review of the local law to ensure that it still retains currency. DL Consulting was engaged to conduct the review as a regional SEAVROC project.

The Council at its meeting on the 21st December 2009.

"That Council:

1. *resolves to undertake a review of its existing local laws.*

Advice Note:

- a. *In accordance with section 3.16 (2) of the Local Government Act 1995 the proposal was advertised for public comment with the consultation period due to expire of the 6th January 2010, following which a review of submissions and preparation of a final report to Council will be prepared.*
- b. *The Local Laws review may result in the repeal, amendment or adoption of new local laws to suit community needs for the following eight (8) year period."*

Following the formal adoption by the Council of the outcome of the review, any amendments to the local laws under review must be processed in accordance with S3.12 of the Act.

This means that two distinct processes must be followed. In order to separate the processes and avoid any confusion it was determined at the outset of the review process that the review would be undertaken first, with any amendments to the local laws to be undertaken as a separate process.

Consultation:

As required by the Act the community was invited to comment on the review of the Council's Local Laws. The review was advertised on 14 November 2009 with a closing date for submission of 6 January 2010. At the close of submissions no community comments had been received.

Council's Officers were invited to comment on the Local Laws and their suggestions were incorporated into the Discussion papers, where appropriate.

Statutory Environment:

Local Government Act 1995

Section 3.16 of the Act requires the Council to carry out a formal review of its Local Laws every eight (8) years. The Act provides that after the last day for submissions the Council is to consider any submission received and cause a report of the review to be prepared and considered by the Council. The Council must adopt the report on the review at which time it determines whether the Local Laws should be repealed or amended.

Agriculture and Related Resource Protection Act 1976

Cemeteries Act 1986

Health Act 1911

Bush Fires Act 1954

Policy Implications:

There are policy implications associated with this item in relation to the proposal to draft new Local Planning Policies for 'Brick Areas' and 'Signs and Advertising Devices'.

Drafts of these Local Planning Policies will be prepared and presented to Council for consideration in March 2010.

Any other Policy implications will be dealt with during the drafting of the Local Law amendments.

Financial Implications:

Advertising and Darren Long's consultancy – a SEAVROC initiative.

Strategic Implications:

Resource Management.

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Not applicable.

Social Implications:

Up to date and relevant local laws are an important cornerstone of good governance. Local Government has a statutory and moral obligation to ensure that the regulation of local matters is conducted in a fair, efficient and reasonable manner.

Environmental Implications:

Not applicable.

Comment:

At the close of the submission period, no submissions had been received. As a result of the review conduction by DL Consulting and Council Officers, it is proposed that the actions outlined in the table below be taken in relation to each local law.

By-Law / Local Law Title	Proposed Action	Reason
General By-Laws	Repeal	Obsolete – made under the Roads Board Act.
By-Laws relating to Standing Orders	Repeal	Obsolete – Made under the Roads Board Act.
Bylaws relating to Payment of Rates by Moieties	Repeal	Obsolete – Made under the Local Government Act 1960
Bylaws relating to Brick Areas	Repeal	This bylaw deals with matters that are now covered under a local planning scheme. It is proposed that this by-law be repealed and adopted as a Local Planning Policy, where it will have the prosecution powers under the Local Planning Scheme.
Local Laws relating to Signs and Advertisements	Repeal	It is the view of the Joint Standing Committee on Delegated Legislation that the control of signs and advertising devices is better managed and regulated as a Local Planning Policy, as most Councils require planning consent to be issued for the display of a sign or advertising device. It is proposed that this local law be repealed and adopted as a Local Planning Policy.
Parking and Parking Facilities Local Law	Amend	Update with new provisions outlined in the discussion paper.
Extractive Industry Local Law	Amend	Update with new provisions outlined in the discussion paper.
Cemeteries Local Law 2000	Amend	Update with new provisions outlined in the discussion paper.
By-Laws relating to Pest Plants – 16 January 1981	Repeal	Obsolete.
By-Laws relating to Pest Plants – 2 April 1982	Repeal	Obsolete.
Local Laws relating to Pest Plans – 15 December 2000	No action required.	No amendments were identified for this local law.
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law	Amend	Update with new provisions outlined in the discussion paper.

Local Government Property Local Law	Amend	Update with new provisions outlined in the discussion paper.
Dogs Local Law	Amend	Update with new provisions outlined in the discussion paper.
Local Laws relating to Fencing	Repeal	Many of the provisions required under this local law are imposed as conditions on a Development Application. It is proposed to repeal this local law and regulate fencing matters as part of the Development Approval process.
Local Laws relating to Fire Precautions	Repeal	It is proposed to repeal this local law and implement a Firebreak Order under the Bushfire Act to regulate the installation of firebreaks and other fire control measures.
Local Laws relating to Standing Orders	Repeal	It is proposed that this local law be repealed as it is believed that a local law to regulate Council meetings is not required.
Health Local Laws	Amend	Update with new provisions as outlined in the discussion paper.

It should be noted that the issues that have been identified in the initial Discussion Paper and through comments received as part of the advertising and submission period, whilst included in the report for consideration as a possible amendment to the respective Local Law, have not been formally assessed from a legal perspective. This would be more effectively undertaken as part of the second phase; that is development of the amendments to the various Local Laws.

RESOLUTION

180210

Moved: Cr Lawrance

Seconded: Cr Boyle

“That Council:

1. ***Note that no community submissions were received by the close of the submission period on 6 January 2010 following advertising the review of the following local laws:***
 - ***General By-Laws***
 - ***By-Laws relating to Standing Orders***
 - ***By-Laws relating to Payment or Rates by Moieties***
 - ***By-Laws relating to Brick Areas***
 - ***Local Laws relating to Signs and Advertisements***
 - ***Parking and Parking Facilities Local Law***
 - ***Extractive Industries Local Law***
 - ***Cemeteries Local Law 2000***
 - ***By-Laws relating to Pest Plants – 16 January 1981***
 - ***By-Laws relating to Pet Plants – 2 April 1982***

- **Local Laws relating to Pest Plants – 21 August 2000**
 - **Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law**
 - **Local Government Property Local Law**
 - **Dogs Local Law**
 - **Local Laws relating to Fencing**
 - **Local Laws relating to Fire Precautions**
 - **Local Laws relating to Standing Orders**
 - **Health Local Laws**
- 2. Determine by absolute majority to accept the review report and to take the following action for each local law:**
- | | |
|---|------------------|
| • General By-Laws | Repeal |
| • By-Laws relating to Standing Orders | Repeal |
| • By-Laws relating to Payment or Rates by Moieties | Repeal |
| • By-Laws relating to Brick Areas | Repeal |
| • Local Laws relating to Signs and Advertisements | Repeal |
| • Parking and Parking Facilities Local Law | Amend |
| • Extractive Industries Local Law | Amend |
| • Cemeteries Local Law 2000 | Amend |
| • By-Laws relating to Pest Plants – 16 January 1981 | Repeal |
| • By-Laws relating to Pet Plants – 2 April 1982 | Repeal |
| • Local Laws relating to Pest Plants – 21 August 2000 | No Action |
| • Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law | Amend |
| • Local Government Property Local Law | Amend |
| • Dogs Local Law | Amend |
| • Local Laws relating to Fencing | Repeal |
| • Local Laws relating to Fire Precautions | Repeal |
| • Local Laws relating to Standing Orders | Repeal |
| • Health Local Laws | Amend |
- 3. Determine by absolute majority to commence the process under Section 3.12 of the Local Government Act 1995 of amending or repealing the Local Laws as per (2) above;**
- 4. Instruct the CEO to commence the drafting of Local Planning Policies relating to ‘Brick Areas’ and ‘Signs and Advertising Devices’ for consideration by Council;**
- 5. Instruct the CEO to commence the drafting of a Firebreak Order for consideration by Council.**

CARRIED (4/1)

Council made note that a report will go to the 15 March 2010 meeting.

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.13 Use of the Old Fire Station

FILE NO: CCP.30
COUNCIL DATE: 15 February 2010
REPORT DATE: 9 February 2010
LOCATION/ADDRESS: 151 Avon Terrace, York
APPLICANT: Y Dols
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Agreement to Use – Example Only

Summary:

Mrs Y Dols has requested to use the Pottery Rooms located at the rear of the Old Fire Station building on Thursday to ensure no impact on other groups using the facilities.

Background:

The following correspondence was submitted on the 8th December 2009:

"Thank you on behalf of the group of ladies involved in the fundraising for the local boys Gopher. The Community Centre was an ideal venue and we exceeded all expectations for the garage sale on Saturday 5th December.

I have spoken to Graham Stanley to gain permission for the left over goods to remain temporarily stored at the Pottery Rooms in the back yard.

It has occurred to me on seeing this empty room that it would be ideal as a permanent location for the World Vision Op Shop. We would, if permissible, operate from there only one day a week – on a Thursday 10am -4pm with access from the rear. We guarantee there will be no goods left outside at any time. We will paint and upkeep the rooms including repainting the pergola.

When ever we have had an op shop gratis, the building has been left in better condition that when we took over.

By operating on a Thursday, we would not be impacting on either the Play Group (Friday) and the seniors or the Saturday Toy Library.

We envision starting in the New Year when school returns and thank you in anticipation of your support for this worth while cause."

In previous years an Agreement to Use is drawn up with the Occupant.

Consultation:

Yvonne Dols.

Statutory Environment:

Local Government Act 1995 (as amended).

Policy Implications:

No policy implications arise from this report.

Financial Implications:

The Old Fire Station is used by approved community groups, which pay an annual fee. Mrs Dols is not a registered group under the Fees and Charges and therefore a casual hire fee can be utilised at \$55.00 per day.

Strategic Implications:

The objectives of Key Result Area 7: Community Services, includes:

1. *“To provide and maintain high quality services and infrastructure in an efficient and cost effective way.”*
2. *“To meet community needs in terms of physical infrastructure and overall community services.”*

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Dependant on the outcome of this meeting.

Social Implications:

Granting use of the facility provides a community service.

Environmental Implications:

The built heritage is part of environmental management and sustainability of the building in its current use and condition should be addressed.

Comment:

A casual hire fee together with associated bond charges for the Old Fire Station would make it available to the community as a Shire facility that is presently under used.

While World Vision may be a very worthwhile charity free ongoing use may set a precedent for other community fundraising groups.

The type and quantity of goods to be delivered to, stored at and sold from the location may be a concern based on past practices eg. furniture and bulk items being left outside.

The application may be best dealt with under the community grant applications whereby the hire fee can be the funding sought to clearly define and quantify the community contribution to World Vision from municipal funds.

**RESOLUTION
190210**

Moved: Cr Randell

Seconded: Cr Boyle

“That Council advise Yvonne Dols that:

- 1. a fee of \$55.00 per day including GST for the casual hire of the Old Fire Station is applicable;***
- 2. bond charges for the casual hire of the Old York Fire Station of \$20.00 (key bond) and \$200.00 (hire bond) is applicable;***
- 3. approval of the use of the facilities for World Vision Op Shop will be considered and included under the annual rental charges through the Fees and Charges 2010/11 Financial Budget on or the Community Grants Application process;***
- 4. any agreed use would require the issue of an agreement to use the building detailing all requirements for the parties; and***
- 5. approval is not granted to use part of the Old Fire Station as a business premise at this time.***

CARRIED (5/0)

9.3 Finance Reports

9. OFFICER'S REPORTS
9.3 FINANCE REPORTS
9.3.1 Audit Committee Minutes

FILE NO: FI.FRP.6
COUNCIL DATE: 15 February 2010
REPORT DATE: 9 February 2010
LOCATION/ADDRESS: N/A
APPLICANT: N/A
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: T Cochrane, A/DCEO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Minutes of the Audit Committee 15/02/10

Summary:

That Council endorse the recommendations from the Audit Committee of the 15th February 2010.

Background:

In establishing the Audit Committee the Council determined that no delegation would be made to the Committee, the Committee is to make recommendations to Council for consideration.

Consultation:

Dominic Carbone & Associates
Macri Partners
Councillors

Statutory Environment:

Part 7 of the Local Government Act (1995)

Local Government Act (Audit) Regulations 1996, Regulation 16.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable at this time.

Strategic Implications:

Not applicable.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Not applicable.

Social Implications:

Community confidence in the governance of the district may be enhanced by the activities of the Audit Committee.

Environmental Implications:

Not applicable.

Comment:

That the Minutes of the Audit Committee and its recommendations be received and acted upon.

**RESOLUTION
200210**

Moved: Cr Hooper

Seconded: Cr Boyle

“That Council adopt the minutes and the following recommendations from the Audit Committee Meeting held on 15 February 2010:

- 1. *Report 7.1 – Meet with Auditors – Annually:
That it be noted that the Shires Auditor Macri Partners could not attend the Audit Committee meeting held on the 15th February 2010 and that an invite be extended to attend the Audit Committee on the 4th March 2010.***
- 2. *Report 7.2 – Delegation to the Committee:
That the information contained within Report 7.2 of the Audit Committee meeting held on the 15th February 2010 be received.***
- 3. *Report 7.3 – Financial Management Review:
Receives the Financial Management Systems and Procedures review completed by the Accountant, Dominic Carbone and Associates;
Subject to the advice provided by Dominic Carbone and Associates the Audit Committee makes the following recommendations for Council consideration:
That the following policies and delegations are recommended for adoption:
Administrative Policies:
Financial Management and Recovery and Service Charges
Financial Management Recovery of Non Rates Charges
Financial Management Investments
Financial Management Payments of Accounts
Financial Management Authority to Sign Trust and Municipal Fund Cheques
Financial Management Corporate Credit Cards
Financial Management Significant Accounting Policies
Financial Management Cash Advances
Administrative Delegations:
Investments
Donations or Financial Assistance
Payment from Trust and Municipal Funds
That the Chief Executive Officer further investigate the implication of the use of the kiosk by the Pool Manager in relation to Section 3.58 of the Local Government Act 1995.
That the Chief Executive Officer amend the procedures for recording and processing of takings at the Swimming Pool and the Residency Museum.***
- 4. *Report 7.4 – Auditors Management Letter for the Audit Year Ended 30 June 2009:
That the Management Letter provided by Macri Partners be received.***
- 5. *Report 7.5 – Interim Audit Year Ended 30 June 2009:
Receives the interim audit report for the financial year to the 30 June 2010 provided by Macri Partners; and
Advise Macri Partners that the Audit Committee has given consideration to the interim audit report.”***

CARRIED (5/0)

9. OFFICER'S REPORTS
9.3 FINANCE REPORTS
9.3.2 Festival of Motoring

FILE NO:	FI.DON
COUNCIL DATE:	15th February 2010
REPORT DATE:	18th January 2010
LOCATION/ADDRESS:	Not Applicable
APPLICANT:	York Motor Museum Pty Ltd
SENIOR OFFICER:	Ray Hooper, CEO
REPORTING OFFICER:	Tyhscha Cochrane, Acting DCEO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Nil
DOCUMENTS TABLED:	Nil

Summary:

This report seeks Council approval to contribute to the Festival of Motoring to be held in July 2010.

Background:

The 2009/10 Budget contains an allocation for contingency of \$2,000 within account number 132150.

2008/09 Council allocated an amount of \$1,000 in kind.

Consultation:

Mr Peter Harbin – York Motor Museum Pty Ltd
Pat Hooper – Shire President

Mr Harbin provided the following correspondence dated the 7th January 2010 in support of the request:

"During a recent conversation with the shire president he mentioned his regret that we no longer held the Festival of motoring in July. I agreed, as people seem to have forgotten the unique museum we have and also this special town. I said I would be delighted to try and hold it this year on 11 July, but would need some support from the shire, as the museum was on its own financially.

Mr Pat Hooper suggested that the shire may be interested and contribute \$2000 and organise the road closure for the event.

I have approached Shannon's Insurance, who have helped on the past six occasions, and have agreed to make it one of their main events for this year. Shannon's will do all the publicity and notifications of the car clubs, and organise all the flyers and posters of a high quality to make this a successful event.

The Lollyshop will sponsor the vintage bike club penny farthing section to attend. I have been assured that all the traders in the main street are supporting the show and are asking if it will be on.

It is aimed to have cars parked in Avon Terrace and to complete parade laps down South street along the river and return to Avon Terrace via the Coop. During lunch a pedal car race will be held from the museum to Bugattis café, hopefully with the police assisting as in years past.

I am certain you can recall the attraction to the town of the event, and with the museum cars out, we cannot charge for entry on that day, hence the expense. I would be grateful if counsel

would consider this proposal and let me know as soon as possible to enable us to commence the organising.

I have notified the Visitors centre of the proposed event.”

Statutory Environment:

Local Government Act 1995 and Local Government (Financial Management Regulations) 1996.

Policy Implications:

Nil

Financial Implications:

A contingency has been budget for, however there may be a requirement to use these and an allocation from another general ledger account may be required or a commitment be made from the funding from the 2010/11 budget.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Council will be calling for Community Sponsorships at the beginning of February and it is expected that in future years sponsorships of this nature will be formally requested through this process.

Social Implications:

The smooth running of this annual event provides a boost to community spirit and encourages more people to visit York.

Environmental Implications:

Additional waste receptacles will be provided for the event.

Comment:

To ensure that the Festival of Motoring is conducted in 2010 it would be appropriate for Council to provide in kind support eg. waste receptacles, organise advertising and road closure.

**RESOLUTION
210210**

Moved: Cr Randell

Seconded: Cr Walters

“That Council agrees to provide some financial support using the contingency of \$2,000 in general ledger account 132150 - Community Sponsorships to conduct the 2010 Festival of Motoring subject to the following:

- 1. provides a total of \$2,000 of in kind support and financial support based on the production of receipts for any financial support;***
- 2. advises Mr Peter Harbin that the in kind support will consist of assistance with the road closures eg. advertising and administration support and extra waste receptacles; and***
- 3. the proponent to prepare and submit traffic management plans prior to the road closure being organised.***

Advice Note:

Future requests will not be considered unless the request goes through the Community Grant Application process prior to the adoption of budget.”

CARRIED (5/0)

9. OFFICER'S REPORTS

9.3 FINANCE REPORTS

9.3.3 Monthly Financial Reports

FILE NO:	FI.FRP
COUNCIL DATE:	15th February 2010
REPORT DATE:	5th February 2010
LOCATION/ADDRESS:	Not Applicable
APPLICANT:	Not Applicable
SENIOR OFFICER:	Tyhscha Cochrane, Acting Deputy CEO
REPORTING OFFICER:	Colin Whisson, Administration Officer
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Yes – Appendix A as detailed in Summary
DOCUMENTS TABLED:	Nil

Summary:

The Financial Report for the period ending 31 December 2009 is hereby presented for the consideration of the Council.

Appendix A includes the following:

- Statement of Financial Position
- Statement of Financial Activity
- Bank Account Reconciliations
- Cheque drawings on the Municipal Account
- EFT drawings on the Municipal Account
- Cheque drawings on the Trust Account
- Reserve Accounts Balances Summary
- Payroll Direct Debits Summary
- Corporate Credit Card Summary and Transaction Listing
- Fuel Card Summary

Consultation:

Nil.

Statutory Environment:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Policy Implications:

Nil.

Financial Implications:

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 December 2009;

Sundry Creditors as per General Ledger	\$	311,017.32
Sundry Debtors as per General Ledger	\$	339,990.96
Unpaid rates and services current year (paid in advance inc. ESL)	\$	783,789.45
Unpaid rates and services previous years (inc. ESL)	\$	224,794.15

Strategic Implications: Nil

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

A zero balance or surplus end of year financial position will increase community confidence and cohesion and provide an opportunity for improved community benefits in future years.

Social Implications:

Not applicable.

Environmental Implications:

Not applicable.

Comment:

The December Financial Statements are a key control in the annual accounting process as this data is used for the half yearly financial review, which is to be completed by and reported on by the 31st March 2010.

The finances of the Shire of York are tracking well at present and this is projected to continue to the 30th June 2010.

Large scale expenditures will occur in the next quarter for sealing programmes, plant purchases, infrastructure projects and reserve transfers.

**RESOLUTION
220210**

Moved: Cr Lawrance

Seconded: Cr Boyle

“That Council:

Receive the Monthly Financial Report for December and ratify payments drawn from the Municipal and Trust accounts for the period ending 31 December 2009:

	<u>VOUCHER</u>	<u>AMOUNT</u>
MUNICIPAL FUND		
<i>Cheque Payments</i>	<i>28579-28638</i>	<i>\$ 720,269.15</i>
<i>Electronic Funds Payments</i>	<i>6242-6343</i>	<i>\$ 416,681.21</i>
<i>Direct Debits Payroll</i>		<i>\$ 182,127.09</i>
<i>Bank Fees</i>		<i>\$ 974.54</i>
<i>Corporate Cards</i>		<i>\$ 2,548.57</i>
<i>Shell Cards</i>		<i>\$ 7.50</i>
<i>TOTAL</i>		<i>\$ 1,322,608.06</i>
TRUST FUND		
<i>Cheque Payments 3656-3668</i>		<i>\$ 4,130.00</i>
<i>Direct Debits Licensing</i>		<i>\$ 129,661.95</i>
<i>TOTAL</i>		<i>\$ 133,791.95</i>
TOTAL DISBURSEMENTS		<u>\$ 1,456,400.01</u>

CARRIED (5/0)

Note to this item

The Chief Executive Officer has delegated authority under Delegation DE1 (Council Meeting 21 September 2009) to make payments from the Municipal and Trust accounts.

**SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT THE 31 DECEMBER 2009**

2008/09 ACTUAL		2009/10 ACTUAL 31-Dec-09
\$		\$
1,117,924	CURRENT ASSETS	
2,813,794	Cash	2,233,361
663,507	Cash Restricted	2,542,278
20,936	Receivables	1,522,511
0	Stock on Hand	48,451
	Prepaid Expenses	0
4,616,161	TOTAL CURRENT ASSETS	6,346,601
	CURRENT LIABILITIES	
(180,489)	Accounts Payable	(439,669)
0	Income Received in Advance	0
(422,203)	Provision for Leave	(422,203)
(8,363)	Interest Bearing Liabilities	(8,363)
(611,055)	TOTAL CURRENT LIABILITIES	(870,236)
	NET ASSETS	
4,005,106		5,476,365
	Less Items	
(2,813,794)	Cash Restricted	(2,542,278)
8,363	Interest Bearing Liabilities Included in Budget	8,363
(8,363)	Self Supporting Loan Income	(8,363)
112,069	Add Back LSL	113,633
1,303,381	TOTAL EQUITY	3,047,720

SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
AS AT 31 DECEMBER 2009

	2009/10	2009/10	2009/10	2009/10	Variance %	Variance \$
	ADOPTED BUDGET	Amended Budget	Budget Year to Date	Actual		
OPERATING REVENUE	\$	\$	\$	\$	\$	
General Purpose Funding	(1,049,230)	(1,049,230)	(500,457)	(529,393)	6%	28,936
Governance	(1,128,150)	(1,128,150)	(168,626)	(32,925)	(80%)	(135,701)
Law Order Public Safety	(269,329)	(269,329)	(31,974)	(24,766)	(23%)	(7,208)
Health	(57,000)	(57,000)	(20,504)	(10,877)	(47%)	(9,627)
Education and Welfare	(19,800)	(19,800)	(9,900)	(9,281)	(6%)	(619)
Housing	-	-	-	-		-
Community Amenities	(668,025)	(668,025)	(507,853)	(498,967)	(2%)	(8,886)
Recreation and Culture	(2,174,274)	(2,174,274)	(792,481)	(646,780)	(18%)	(145,701)
Transport	(1,563,091)	(1,563,091)	(431,598)	(142,931)	(67%)	(288,667)
Economic Services	(125,700)	(125,700)	(62,856)	(73,178)	16%	10,322
Other Property and Services	(276,656)	(276,656)	(192,402)	(147,359)	(23%)	(45,043)
	(7,331,256)	(7,331,256)	(2,718,651)	(2,116,458)	(22%)	(602,193)
LESS OPERATING EXPENDITURE						
General Purpose Funding	160,019	160,019	64,754	64,713	(0%)	41
Governance	1,667,171	1,667,171	480,480	243,919	(49%)	236,561
Law Order, Public Safety	355,006	355,006	194,955	146,335	(25%)	48,620
Health	320,300	320,300	137,828	93,639	(32%)	44,190
Education and Welfare	86,129	86,129	44,701	34,631	(23%)	10,070
Housing	-	-	0	-		-
Community Amenities	1,292,974	1,292,974	568,739	457,219	(20%)	111,520
Recreation and Culture	1,468,483	1,468,483	591,585	546,607	(8%)	44,978
Transport	2,320,154	2,320,154	1,159,801	1,150,625	(1%)	9,176
Economic Services	509,010	509,010	243,349	193,552	(20%)	49,797
Other Property & Services	95,000	95,000	56,656	103,787	83%	(47,131)
	8,274,246	8,274,246	3,642,848	3,035,025	(14%)	507,823

**SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
AS AT 31 DECEMBER 2009**

	2009/10	2009/10	2009/10	2009/10	Variance % Budget to Actual	Variance \$ Budget to Actual
	ADOPTED BUDGET	Amended Budget	Budget Year to Date	Actual		
ADD						
Proceeds on Sale of Assets	942,991	942,991	824,197	918,567	11%	(94,370)
Profit/Loss on Sale of Assets			0	-		
Increase(Decrease) Non Current Debtors Rates	(994,704)	(994,704)	8,813	4,768		
Increase(Decrease) Non Current Debtors S/S Loan	-	-	0	(30,103)		
Change Employee Leave Provisions	(8,363)	(8,363)	-	-		
Long Serv. Lve Cash at Bank (Increase)/Decrease in Bal.	(5,323)	(5,323)	-	(1,563)		
Depreciation Written Back	(2,139,000)	(2,139,000)	(4,027,368)	(836,119)		
Book Value of Assets Sold Written Back	2,620,815	(700,278)	(153,613)	(25,009)		
	(526,575)	(3,847,668)	(4,172,168)	(888,026)	(79%)	(3,284,142)
	416,416	(2,904,677)	(3,347,971)	30,541	(101%)	(3,378,512)
LESS CAPITAL PROGRAMME						
Purchase Tools	-	-	0	-		
Purchase Land & Buildings	2,382,259	2,382,259	20,500	152,678	645%	(132,178)
Purchase Plant & Equipment	1,199,570	1,199,570	256,200	30,758	(88%)	225,442
Purchase Furniture & Equipment	99,000	99,000	59,500	8,792	(85%)	50,708
Infrastructure Assets - Roads	2,979,510	2,979,510	1,438,381	853,658	(41%)	584,723
Infrastructure Assets - Recreation Facilities	1,140,880	1,140,880	285,000	474,035	66%	(189,035)
Infrastructure Assets - Other	41,700	41,700	30,848	-	(100%)	30,848
Repayment of Debt - Loan Principal	22,491	22,491	4,108	4,109	0%	(1)
Transfer To Reserves	1,636,669	1,636,669	48,498	28,483	(41%)	20,015
Transfer to Other Funds	-	-	0	-		
	9,502,079	9,502,079	2,143,035	1,552,514	(28%)	590,521

SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
AS AT 31 DECEMBER 2009

	2009/10 ADOPTED BUDGET	2009/10 Amended Budget	2009/10 Budget Year to Date	2009/10 Actual	Variance % Budget to Actual	Variance \$ Budget to Actual
ABNORMAL ITEMS	-	-	0	-		-
	-	-	0	-		-
Plus Rounding	9,502,079	9,502,079	2,143,035	1,552,514	(23%)	590,521
	9,918,495	6,597,402	(1,204,936)	1,583,054	(231%)	(2,787,990)
Sub Total						
LESS FUNDING FROM						
Reserves	(1,424,384)	(1,424,384)	(17,738)	(300,000)		282,262
Other Funds	-	-	0	-		-
Loans Raised	(1,000,000)	(1,000,000)	-	-		-
Opening Funds	(1,146,040)	(1,146,040)	(1,146,040)	(1,303,381)	14%	157,341
Sundry Adjustments				429		(429)
Closing Funds	(3,570,424)	(3,570,424)	(1,163,778)	(1,602,951)	38%	439,173
Total To Be Made up from Rates	(3,026,978)	(3,026,978)	(3,021,110)	(3,027,823)	0%	6,713
Net (Surplus) / Deficit	3,321,093	-	(5,389,824)	(3,047,720)	(43%)	(2,342,104)

BANK RECONCILIATION				
DECEMBER 2009				
		MUNICIPAL	TRUST	RESERVE
OPENING BALANCE PER SYNERGY		3,006,626.34	448,931.73	2,827,659.77
Receipts as per daily cash book		240,864.93	142,147.59	
Muni Interest NCD 179069	M1	4,826.00		
Muni Interest NCD 181849	M4	2,562.33		
Muni Interest NCD 199859	M5	739.73		
Reserve - Muni Transfer		300,000.00		(300,000.00)
Trust Interest NCD 179082	T26		1,424.07	
Reversal of receipt due to dishonoured cheque		(500.00)		
Reserve Interest 11AM At Call a/c				325.56
Reserve Interest NCD 14-4120				3,353.70
Reserve Interest NCD 179075				6,401.69
Reserve Interest NCD 14-4139				4,536.99
TOTAL RECEIPTS		548,492.99	143,571.66	(285,382.06)
Payment as per schedule cheques	28579-28638	(720,269.15)		
EFT Direct payments	6242-6343	(416,681.21)		
Payment as per schedule chqs - Trust	3656-3668		(4,130.00)	
Direct Debit Licensing			(129,661.95)	
Direct Debit Payroll		(182,127.09)		
Bank fees Bendigo Trust		(36.85)		
Bank fees Bendigo Muni		(219.55)		
Business Cards Bank Fees		(8.00)		
Dishonour Cheque Fee		(10.00)		
Eftpos Bank Fee Trust		(241.54)		
Eftpos Bank Fee Muni		(458.58)		
TOTAL BANK FEES	(974.52)			
Business Card Bendigo - CEO		(1,421.13)		
Business Card Bendigo - DCEO		(1,127.44)		
PAYMENTS IN ADVANCE - Previous month				
PAYMENTS IN ADVANCE - Current month	0.00			
NET PAYMENTS IN ADVANCE	0.00			
TOTAL BUSINESS CARDS Direct Debits DECEMBER	(2,548.57)			
Shell Card		(7.50)		
Rounding		(0.02)		
TOTAL EXPENDITURE		(1,322,608.06)	(133,791.95)	0.00
CLOSING BALANCE - CALCULATED		2,232,511.27	458,711.44	2,542,277.71
CLOSING BALANCE - SYNERGY		2,232,511.27	458,711.44	2,542,277.71
DIFFERENCE		-	-	-

BALANCES AS PER BANK STATEMENTS				
BENDIGO MUNICIPAL 118630623		83,553.35		
BENDIGO MUNICIPAL AT-CALL ACCT 61158		452,562.33		
BENDIGO MUNICIPAL NCD DUE 2/2/10	M3	600,744.86		
WESTPAC MUNICIPAL NCD DUE 23/3/10	M6	500,000.00		
WESTPAC MUNICIPAL NCD DUE 5/4/10	M7	320,000.00		
WESTPAC MUNICIPAL NCD DUE 5/2/10	M8	330,000.00		
BENDIGO TRUST 13074174			129,530.17	
BENDIGO TRUST NCD Open space DUE 31/3/10	T26		129,908.90	
BENDIGO TRUST TERM DEPOSIT	T2		23,183.60	
BENDIGO TRUST TERM DEPOSIT	T16		9,015.28	
BENDIGO TRUST TERM DEPOSIT	T19		25,000.00	
BENDIGO TRUST TERM DEPOSIT	T32		16,386.00	
BENDIGO TRUST TERM DEPOSIT	T40		21,750.00	
BENDIGO TRUST TERM DEPOSIT	T56		56,000.00	
BENDIGO TRUST TERM DEPOSIT	T78		48,188.00	
BENDIGO TRUST TERM DEPOSIT	T87		3,000.00	
BENDIGO RESERVE 119521748				1,810.06
BENDIGO RESERVE AT-CALL ACCT				114,000.00
BENDIGO RESERVE NCD DUE 31/3/10	R1			583,985.84
BENDIGO RESERVE NCD DUE 31/03/10	R2			334,591.12
BENDIGO RESERVE NCD DUE 29/01/10	R3			400,000.00
WESTPAC RESERVE				0.00
WESTPAC RESERVE NCD DUE 31/3/10	R5			304,536.99
WESTPAC RESERVE NCD DUE 24/2/10	R6			300,000.00
WESTPAC RESERVE NCD DUE 5/4/10	R7			500,000.00
TOTAL PER BANK STATEMENTS		2,286,860.54	461,961.95	2,538,924.01
RECONCILING ITEMS				
Plus Outstanding Deposits		0.00	0.00	
Muni - Reserve Transfers (done 20/1/2010)		(3,353.70)		3,353.70
Less Outstanding cheques		(5,845.36)	(3,710.00)	
Less Outstanding Licence Debits			0.00	
Less December credits - receipted January		(42,947.51)		
Less Unidentified Direct Credits (resolve Jan 2010)		(1,286.60)		
Less O/bank - unidentified money order 27/11/08		(250.00)		
Muni - Trust Transfers		40.51	(40.51)	
Plus Dishonoured Cheque		243.00	500.00	
Less returned EFT payment 15/12/09		(949.00)		
Adjustments		(0.61)		
TOTAL CLOSING BALANCE - CALCULATED		2,232,511.27	458,711.44	2,542,277.71
- PER SYNERGY		2,232,511.27	458,711.44	2,542,277.71
DIFFERENCE		-	-	-

Date: 15/01/2010
Time: 1:44:38PM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
YORK SHIRE COUNCIL (payroll only)				
28579		PAYROLL DEDUCTIONS		2,558.79
INV A/L PA`			2,558.79	
SYNERGY				
28580		ELECTRICITY 29/9-23/11/09 - ADMIN/ T/HALL/ TOURIST BURE		7,235.75
INV 9539156		ELECTRICITY - 25/9-23/11/09 - REC CENTRE & BOWLING CLU	1,972.45	
INV 640233C		ELECTRICITY - 25/9-23/11/09 - WAR MEMORIAL GDNS	18.40	
INV 2837726		ELECTRICITY - 25/9-23/11/09 - CRICKET CLUB ROOMS	85.55	
INV 5129019		ELECTRICITY 25/9-23/11/09 - FORREST OVAL BORE PUMP	18.40	
INV 1023938		ELECTRICITY 25/9-23/11/09 - FORREST OVAL	25.70	
INV 0762568		ELECTRICITY 25/9-23/11/09 - FIRE STN COMMUNITY CENTRE	92.40	
INV 5183365		ELECTRICITY 29/9-23/11/09 - ADMIN/ T/HALL/ TOURIST BURE	4,697.15	
INV 2543224		ELECTRICITY 25/9-23/11/09 - DEPOT	242.20	
INV 9815007		ELECTRICITY 25/9-23/11/09 - CENT UNITS	83.50	
WESTSCHEME SUPERANNUATION				
28581		SUPERANNUATION CONTRIBUTIONS		333.87
INV SUPER			333.87	
PRIME SUPER				
28582		SUPERANNUATION CONTRIBUTIONS		139.43
INV SUPER			139.43	
YORK SHIRE COUNCIL (payroll only)				
28583		PAYROLL DEDUCTIONS		2,075.00
INV DEDUC			375.00	
INV DEDUC			1,700.00	
AUSTRALIAN SAFETY ENGINEERS WA				
28584		SERVICE BREATHING APPARATUS - SWIMMING POOL		155.21
INV 59971			155.21	
MAIN ROADS WESTERN AUSTRALIA				
28585		BRIDGEWORKS - MANNA VALE RD BRIDGE 4152		556,600.09
INV 800087C			299,200.13	
INV 8000865		BRIDGEWORKS - QUALEN WEST RD 4153	257,399.96	
FLEET FITNESS				
28586		GYM SERVICE 11/11/09		286.00
INV SRF279			286.00	
SUNCORP WEALTHSMART BUSINESS SUPER				
28587		Superannuation contributions		184.56
INV SUPER			184.56	
CHRIS ANTILL - PLANNING & URBAN DESIGN CONSULTANT				
28588		AVON TCE DESIGN GUIDELINES BROCHURE - SECOND PROC		4,400.00
INV PROG P			4,400.00	
THE GOLDEN ROAST PTY LTD				
28589		CATERING - END OF YEAR FUNCTION 2009		2,477.30
INV 101209			2,477.30	
RETAIL EMPLOYEES SUPERANNUATION TRUST				
28590		Superannuation contributions		87.46
INV SUPER			87.46	
LIGHTBASE PTY LTD				
28591		PROGRESS PAYMENT 1 - NOV 09		22,000.00
INV 3652			22,000.00	
BRIAN DINIS GARDINER				
28592		REFUND PAVERS PURCHASE - BATCH 22-25		1,208.80
INV REFUND			1,208.80	
AUSTRALIAN SERVICES UNION				
28593		UNION FEES		189.00

Date: 15/01/2010
Time: 1:44:38PM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:2

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
INV DEDUC		AUSTRALIAN SERVICES UNION		
		UNION FEES	189.00	
		LANDGATE		
28594		GRV INTERIM VALS - COUNTRY & FESA		558.60
INV 248235-			425.88	
INV 248338-		RURAL UV INTERIM VALUATION SHARED	132.72	
		NORM REYNOLDS RETRAVISION		
28595		FRIDGE FREEZER 270LTR - 24 FORD ST		948.00
INV 59264			799.00	
INV 59266		MICROWAVE - 24 FORD ST	149.00	
		TELSTRA		
28596		MOBILE PHONE CHARGES - 11/10-10/11/09		392.92
INV 4062574		MOBILE PHONE CHARGES - WORKS - 11/11-10/12/09	12.19	
INV 3334864		MOBILE PHONE CHARGES - 11/10-10/11/09	380.73	
		SHIRE OF YORK		
28597		LIVE BAND - END OF YEAR FUNCTION 2009		300.00
INV LIVE B,			300.00	
		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
28598		SUPERANNUATION CONTRIBUTIONS		11,539.01
INV SUPER			7,429.52	
INV DEDUC			958.07	
INV DEDUC			255.26	
INV DEDUC			663.50	
INV DEDUC			696.62	
INV DEDUC			119.37	
INV DEDUC			29.84	
INV DEDUC			257.18	
INV DEDUC			88.62	
INV DEDUC			65.64	
INV DEDUC			151.42	
INV DEDUC			93.33	
INV DEDUC			34.17	
INV DEDUC			17.08	
INV DEDUC			41.68	
INV SUPER			469.89	
INV DEDUC			167.82	
		PARKER PRINT		
28599		PRINTING SERVICE - THE ROAD TO YORK BOOKLET x 6		15.00
INV 687574			15.00	
		SYNERGY		
28600		ELECTRICITY 1/10-26/11/09 - RES MUS		520.35
INV 4686639		ELECTRICITY 30/9-26/11/09 - SECURITY LIGHTING	51.70	
INV 3699816		ELECTRICITY 30/9-26/11/09 - CANDICE BATEMAN PARK	100.70	
INV 5842381		ELECTRICITY 30/9-26/11/09 - AVON PARK RETIC PUMP	24.30	
INV 4301583		ELECTRICITY 1/10-26/11/09 - OLD CEMETERY	17.50	
INV 3140037		ELECTRICITY 1/10-26/11/09 - CEMETERY	17.50	
INV 5732039		ELECTRICITY 1/10-26/11/09 - RES MUS	308.65	
		WESTSCHEME SUPERANNUATION		
28601		SUPERANNUATION CONTRIBUTIONS		334.13
INV SUPER			334.13	
		PRIME SUPER		
28602		SUPERANNUATION CONTRIBUTIONS		139.43
INV SUPER			139.43	
		YORK SHIRE COUNCIL (payroll only)		
28603		PAYROLL DEDUCTIONS		1,075.00
INV DEDUC			375.00	
INV DEDUC			700.00	

Date: 15/01/2010
Time: 1:44:38PM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:3

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
28604		WESTERN AUSTRALIAN MUSEUM		
INV 249		IMAGES x3 - INTERPRETIVE LEAFLET	88.00	88.00
28605		SUNCORP WEALTHSMART BUSINESS SUPER		
INV SUPER		Superannuation contributions	153.80	153.80
28606		RETAIL EMPLOYEES SUPERANNUATION TRUST		
INV SUPER		Superannuation contributions	67.62	67.62
28607		AUSTRALIAN SERVICES UNION		
INV DEDUC		UNION FEES	189.00	189.00
28608		PETTY CASH		
INV PETTY		PETTY CASH RECOUP	122.30	122.30
28609		TELSTRA		
INV 9436723		TELEPHONES 24/11-24/12/09		1,531.28
INV 9434282		TELEPHONE 28/11-28/12/09 - RES MUS	46.34	
INV BP0271		TELEPHONES 24/11-24/12/09	1,424.99	
		INTERNET ACCESS 26/10-25/11/09 - CEO	59.95	
28610		WATER CORPORATION OF WA		
INV 9007881		WATER RATES 2009/10 - 2 DINSDALE ST		107.90
INV 9007884		WATER RATES 09/10 - RADIO STN - 26 BARKER ST	6.70	
		WATER RATES 2009/10 - 2 DINSDALE ST	101.20	
28611		SHIRE OF YORK		
INV LICENC		VEHICLE LICENSING 1/1-30/6/10 - Y000		420.65
INV LICENC		VEHICLE LICENSING 1/1-30/6/10 - Y4160	146.85	
INV LICENC		VEHICLE LICENSING 1/1-30/6/10 - Y641	136.90	
28612		YORK DISTRICT HIGH SCHOOL		
INV 235		SPONSORSHIP 2009/10 - PRESENTATION NIGHT BOOK AWAR	550.00	550.00
28613		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
INV SUPER		SUPERANNUATION CONTRIBUTIONS		13,413.81
INV SUPER			75.03	
INV SUPER			230.19	
INV SUPER			1,843.44	
INV DEDUC			658.37	
INV SUPER			6,738.56	
INV DEDUC			1,375.00	
INV DEDUC			663.50	
INV DEDUC			477.50	
INV DEDUC			372.28	
INV DEDUC			119.37	
INV DEDUC			29.84	
INV DEDUC			257.18	
INV DEDUC			88.62	
INV DEDUC			73.20	
INV DEDUC			147.42	
INV DEDUC			80.26	
INV DEDUC			34.17	
INV DEDUC			17.08	
INV DEDUC			78.28	
INV DEDUC			54.52	
28614		AUSTRALIAN TAXATION OFFICE		
INV SEP 09)		BAS - SEPTEMBER 09	62,949.00	62,949.00

Date: 15/01/2010
Time: 1:44:38PM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:4

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
28615	INV OCT 09	AUSTRALIAN TAXATION OFFICE BAS - OCT 09	5,719.00	5,719.00
28616	INV TIL/ RD	YORK SHIRE COUNCIL (payroll only) PAYROLL DEDUCTIONS	1,913.48	1,913.48
28628	INV ALLOW	BRIAN LAWRENCE ALLOWANCE 1/10-31/12/09	2,383.75	2,383.75
28629	INV ALLOW	PATRICIA WALTERS ALLOWANCE 1/10-31/12/09	1,827.50	1,827.50
28630	INV ALLOW	ANTHONY STEPHEN BOYLE ALLOWANCE 1/10-31/12/09	1,827.50	1,827.50
28631	INV ALLOW	TREVOR WILLIAM JOHN RANDELL ALLOWANCE 1/10-31/12/09	1,827.50	1,827.50
28632	INV ALLOW	ASHLEY JAMES FISHER ALLOWANCE 1-17/10/09	335.06	335.06
28633	INV DEDUC INV DEDUC	YORK SHIRE COUNCIL (payroll only) PAYROLL DEDUCTIONS	375.00 700.00	1,075.00
28634	INV 12	DOMINIC CARBONE SEAVROC - MGMT & ADMIN SERVICES - NOV 09	6,027.57	6,027.57
28635	INV ALLOW	ROY MICHAEL SCOTT ALLOWANCE 18/10-31/12/09	1,492.44	1,492.44
28636	INV 3334864 INV 4062574	TELSTRA MOBILE PHONE CHARGES - 11/11-10/12/09 MOBILE PHONE CHARGES - 11/11-10/12/09 - WORKS	239.13 24.38	263.51
28637	INV 236	YORK DISTRICT HIGH SCHOOL REIMBURSE FREIGHT CHARGES - ART MATERIALS RES MUS	189.78	189.78
28638	INV 83	WORLD VISION RAG BAGS x 4	40.00	40.00

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	720,269.15
TOTAL		720,269.15

Date: 15/01/2010
Time: 1:39:58PM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6242		DAVID LAWN		
INV RENT A		RENT - ARCHIVES FACILITIES 25/9-25/12/09	3,249.00	3,249.00
EFT6243		CELLARBRATIONS DUKE OF YORK		
INV 130003		REFRESHMENTS	488.93	488.93
EFT6244		CORPORATE EXPRESS		
INV WKI328		STATIONERY	397.94	476.54
INV NII3790		WIRELESS KEYBOARD/ MOUSE - DEPOT	49.01	
INV EWI150		STATIONERY	29.59	
EFT6245		NEAT N TRIM UNIFORMS PTY LTD		
INV T56322		STAFF UNIFORMS	375.00	949.00
INV T53872			289.00	
INV T64221			285.00	
EFT6246		WHEATBELT OFFICE & BUSINESS MACHINES		
INV 3650		PHOTOCOPIER HIRE - RES MUS	1,000.00	1,000.00
EFT6247		COMMERCIAL AIR SOLUTIONS		
INV 152		AIR CON PRE SEASON CHECK UP / SCHEDULED MAINTENAN	715.00	715.00
EFT6248		VALUE TISSUE		
INV 5125		HANDTOWELS / TOILET ROLLS - AV PK / TH / ADMIN	915.20	915.20
EFT6249		MOTORCHARGE LTD		
INV 301109		GULL CARD	552.77	552.77
EFT6250		SPECTRUM DISTRIBUTORS (ORICA AUSTRALIA PTY LTD)		
INV 4477071		CHLORINE GAS X 2 - SWIMMING POOL	316.80	950.40
INV 4482137		CHLORINE GAS x 1 CYLINDER	633.60	
EFT6251		YORK & DISTRICTS COMMUNITY MATTERS		
INV 2490		ADVERTISING	642.40	642.40
EFT6252		HENDERSON, PJ & KD		
INV 2544		SUPPLY & REPLACE CISTERN/ URINAL - AVON PARK TOILET	997.26	997.26
EFT6253		SUNNY SIGN COMPANY		
INV 184323		REFLECTIVE SIGNS - RURAL ST NUMBERING	91.30	91.30
EFT6254		DARRY'S PLUMBING AND GAS		
INV 416		SUPPLY & INSTALL AIR CON - DEPOT	390.50	2,220.50
INV 405		REPAIR WATER MAIN - FORREST OVAL	1,830.00	
EFT6255		JULIEANNE MAREE PEARCE-TRELOAR		
INV REFUND		REIMBURSE - CHRISTMAS DECORATION PURCHASE	454.92	454.92
EFT6256		ING CORPORATE SUPER		
INV SUPER		Superannuation contributions	169.70	169.70
EFT6257		YORK CHILDRENS CHRISTMAS PARTY		
INV 658858		ANNUAL CONTRIBUTION STREET CHRISTMAS PARTY 2009	1,500.00	1,500.00

Date: 15/01/2010
Time: 1:39:58PM

SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009

USER:Annette Hunt
PAGE:2

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6258 INV SUPER		RAMSAY SUPERANNUATION FUND Superannuation contributions	216.00	216.00
EFT6259 INV 91693		AVON TRACTOR & IMPLEMENT VEHICLE SERVICE - Y600	283.25	283.25
EFT6260 INV 522121		ARROW BRONZE NICHE WALL PLAQUES,VASES	69.08	69.08
EFT6261 INV TRANSI INV TRANSI		COURIER AUSTRALIA FREIGHT TO 15/11/09 FREIGHT TO 22/11/09	65.68 25.90	91.58
EFT6262 INV 0257		DALLIMORE CARPETS SUPPLY & FIT CARPETS - 24 FORD ST	3,899.00	3,899.00
EFT6263 INV 2865112		CUTTING EDGES PTY LTD CUTTING EDGE/ PLOWBOLT - Y600	1,055.84	1,055.84
EFT6264 INV 45948 INV 45949		HYDRAMET PTY LTD SERVICE CHLORINATION EQUIPMENT - FORREST OVAL SERVICE CHLORINATION EQUIPMENT - SWIMMING POOL SERVICE CHLORINATION EQUIPMENT - FORREST OVAL	1,894.38 2,294.56	4,188.94
EFT6265 INV SI11835		PEERLESS JAL PTY LTD CLEANING PRODUCTS - VARIOUS	14.28	14.28
EFT6266 INV 14365		PERFECT COMPUTER SOLUTIONS PTY LTD PRINTER - HP2055DN - PLANNER	885.00	885.00
EFT6267 INV 45903		SHERIDANS NAME BADGES / DESK PLAQUE - VARIOUS STAFF & CRS	204.58	204.58
EFT6268 INV 108266		LGIS WORKCARE WORKERS COMPENSATION INSURANCE 09/10 - SECOND INS'	38,313.00	38,313.00
EFT6269 INV Q1418		GRANT, COLIN D CARPET CLEANING - PAVILION 27/11/09	110.00	110.00
EFT6270 INV 101109 INV 011209		YORK MOTEL ACCOMMODATION - RELIEF EHO - A RAMSAY 25/11-30/11/09 ACCOMMODATION - RELIEF EHO - A RAMSAY 9-10/11/09 ACCOMMODATION - RELIEF EHO - A RAMSAY 25/11-30/11/09	180.00 270.00	450.00
EFT6271 INV 3265		FUEL DISTRIBUTORS DISTILLATE X 3000 LTRS	3,624.30	3,624.30
EFT6272 INV 1926		TIVELLA PTY LTD T/A PRITCHARD BOOKBINDERS BINDING COUNCIL MINUTES X 15	726.00	726.00
EFT6273 INV 105311		COOL CLEAR WATER BEVERAGES LTD WATER FILTRATION UNIT - DECEMBER 09	66.00	66.00
EFT6274 INV 85403		WA LIBRARY SUPPLIES CONTACT BOOK COVERING x 12 ROLLS	444.00	444.00
		SUPREME PRINTERS		

Date: 15/01/2010
Time: 1:39:58PM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:3

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		SUPREME PRINTERS		
EFT6275		ACTION REQUEST BOOKS X 50		1,241.90
INV 25120			843.70	
INV 25280		BUSINESS CARDS - VARIOUS STAFF & CRS	398.20	
		HOLTFRETERS PTY LTD		
EFT6276		WELDER PARTS / OXY CUTTING ATTACHMENT		211.35
INV SI2299			211.35	
		YORK BUILDING SUPPLIES		
EFT6277		PINE SLEEPERS x22 - AVON PARK		960.85
INV 19506			533.61	
INV 19552		WASHERS/SCREWS - SIGNAGE	3.26	
INV 19721		ADAPTOR - SWIMMING POOL RETIC	9.32	
INV 19756		SAFETY MASKS - GARDENER	55.00	
INV 19760		ROPE - GREENHILLS RD	220.00	
INV 20021		CEMENT - GREENHILLS RD	77.40	
INV 20063		PADLOCK SET - AVON PARK	41.70	
INV 20088		BUDGET PRUNERS / BROOM HANDLE - DEPOT	20.56	
		YORK NEWSAGENCY		
EFT6278		PAPERS/ STATIONERY - NOV 09		114.67
INV 4121			114.67	
		THE CHURCHES' COMMISSION ON EDUCATION		
EFT6279		SPONSORSHIP 2009/10 - SCHOOL CHAPLAINCY YDHS		3,300.00
INV 09/1473			3,300.00	
		YORK AUTO ELECTRICS		
EFT6280		REPAIR GRADER / REGAS		460.08
INV 4792			353.38	
INV 4827		REPAIR TRAILER PLUG - CHERRY PICKER / SUPPLY GLOBES	106.70	
		YORK LANDSCAPE SUPPLIES		
EFT6281		TRACTOR HIRE - LOAD PAVERS AVON TCE		70.00
INV 1560			70.00	
		PARS RURAL PTY LTD		
EFT6282		GREASE CARTRIDGES - VARIOUS PLANT		154.00
INV D122			154.00	
		LEWIS MOTORS		
EFT6283		HOLDEN VE OMEGA Y6555 - TRADE HOLDEN OMEGA Y6392		11,568.80
INV Z20123			11,568.80	
		JOHN'S LOCAL CLEANING SERVICE		
EFT6284		CLEANING - RES MUSEUM - NOVEMBER 09		125.00
INV 393			125.00	
		SHIRE OF NORTHAM		
EFT6285		TIPPING FEES - OCTOBER 09		12,953.65
INV 3464			7,126.55	
INV 3544		TIPPING FEES - NOVEMBER 09	5,827.10	
		ALLROUND CONCRETE		
EFT6286		CONCRETE CROSSOVER - YORK HOTEL REAR		1,892.00
INV 1242			1,892.00	
		SPECTRUM DISTRIBUTORS (ORICA AUSTRALIA PTY LTD)		
EFT6287		CHLORINE SERVICE FEE - SWIMMING POOL/ FORREST OVAL		140.45
INV 4488727			140.45	
		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION		
EFT6288		ADVERTISING WEST AUSTRALIAN - NOVEMBER 2009		10,513.14
INV I268457		ELECTORAL ADVERTISING 2009	1,729.75	
INV I268470		ADVERTISING WEST AUSTRALIAN - NOVEMBER 2009	8,783.39	
		FIRE & EMERGENCY SERVICES AUTH. OF WA		

Date: 15/01/2010
Time: 1:39:58PM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:4

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6289 INV 128665		FIRE & EMERGENCY SERVICES AUTH. OF WA ESL PAYMENT QUARTER 2 - 09/10	33,487.22	33,487.22
EFT6290 INV 8239		ROADS 2000 SUPPLY & LAY ASPHALT	38,624.30	38,624.30
EFT6291 INV CH9006		FUJI XEROX AUSTRALIA PTY LTD PHOTOCOPIER METRE CHARGES - NOVEMBER 09	1,266.84	1,266.84
EFT6292 INV 422		DARRY'S PLUMBING AND GAS REPLACE HOSE TAPS/COPPER PIPE/PLUG & WASTE - PAVILIO	321.20	321.20
EFT6293 INV 101209 INV 101209 INV 111109 INV 231109		YORK GENERAL CONTRACTING BOBCAT HIRE - VARIOUS WORKS - 1-9/12/09 BOBCAT HIRE - VARIOUS WORKS - 25-30/11/09 BOBCAT HIRE - VARIOUS WORKS - 1-9/12/09 BOBCAT HIRE - VARIOUS WORKS - 29-30/10/09 BOBCAT HIRE - VARIOUS WORKS - NOV 09	2,945.25 3,151.50 522.50 1,309.00	7,928.25
EFT6294 INV SUPER		ING CORPORATE SUPER Superannuation contributions	169.70	169.70
EFT6295 INV 912		DIRECTIONS SPONSORSHIP - 2010 WHEATBELT TRAINING AWARDS	500.00	500.00
EFT6296 INV SUPER		RAMSAY SUPERANNUATION FUND Superannuation contributions	172.80	172.80
EFT6297 INV 90		DARREN LONG CONSULTING CONSULTANCY SERVICE - SEAVROC - REVIEW LOCAL LAW!	4,004.00	4,004.00
EFT6298 INV 4146		FIRE AND SAFETY WA HANDHELD WEATHER METERS x 5	1,622.50	1,622.50
EFT6299 INV SI61437 INV SI61438		ROSS INDUSTRIES SAFETY BOOTS x11 PAIRS - DEPOT STAFF SAFETY BOOTS x 1 PAIR - CLEANING STAFF	1,236.51 81.40	1,317.91
EFT6300 INV 5400574		WATER DYNAMICS SUPPLY & INSTALL ADDITIONAL SOLENOID WIRES - FORRE	1,914.00	1,914.00
EFT6301 INV 61856		CARABODA ROLL-ON INSTANT LAWN SUPPLY AND INSTALL TURF - FORREST OVAL	118,849.50	118,849.50
EFT6302 INV 618964-		AUSTRALIA POST POSTAGE - NOVEMBER 09	954.66	954.66
EFT6303 INV TRANS INV TRANS		COURIER AUSTRALIA FREIGHT TO 6/12/09 FREIGHT - LIBRARY BOOKS FREIGHT TO 6/12/09	10.12 68.35	78.47
EFT6304 INV W01318		CJD EQUIPMENT PTY LTD REPAIR GRADER TRANSMISSION Y205	860.75	860.75
EFT6305		EASTERN HILLS SAWS AND MOWERS WHIPPERSNIPPER BLADES x4		280.00

Date: 15/01/2010
Time: 1:39:58PM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:5

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		EASTERN HILLS SAWS AND MOWERS		
INV 20810		WHIPPERSNIPPER BLADES x4	170.00	
INV 21342		BRUSHCUTTER CORD	110.00	
		GREENHILLS PROGRESS ASSOCIATION		
EFT6306		SPONSORSHIP 09/10 - GREENHILLS HALL MTCE		4,200.00
INV 1			4,200.00	
		JACKSONS DRAWING SUPPLIES		
EFT6307		CLAYS & OXIDES - RES MUS - AV CATCH COUNCIL GRANT		457.35
INV 60387			457.35	
		KEITH WILLIAM MOORFIELD		
EFT6308		REPAIR START PROBLEMS - ROLLER / DRIVE SHAFT - SWEEI		525.49
INV 2684			525.49	
		BJ MEREDITH ELECTRICAL CONTRACTOR & REFRIGERATION		
EFT6309		INSTALL POWER POINT - RANGER'S OFFICE DEPOT		120.00
INV 3577			120.00	
		PEERLESS JAL PTY LTD		
EFT6310		MOP HEAD/ FRAGRANT BLOCKS		186.13
INV SI12012			186.13	
		ROUS, ERIC DAVID		
EFT6311		REPAIR ELECTRICAL WIRING - SWIMMING POOL LIGHTS		2,917.75
INV 5364			2,917.75	
		SMITHS SHELL SERVICE		
EFT6312		GAS BOTTLE 45KG - TOWN HALL		120.00
INV 231186			100.00	
INV 232495		SPARK PLUG - WATER PUMP	5.00	
INV 232512		SPARK PLUGS x3 - WATER PUMP	15.00	
		AVON WASTE		
EFT6313		RUBBISH COLLECTION		8,625.90
INV 5007			5,848.22	
INV 5006		RECYCLING SERVICES	2,777.68	
		METAL ARTWORK		
EFT6314		DESK NAME PLATE - CR SCOTT		33.66
INV 19516			33.66	
		IT VISION		
EFT6315		RESTORE KEY BONDS TO TRUST SYSTEM		176.00
INV 18508			176.00	
		YORK MOTEL		
EFT6316		ACCOMMODATION - BUILDING RELIEF - 7-9/12/09		360.00
INV ACCOM		ACCOMMODATION - BUILDING RELIEF - 14-16/12/09	180.00	
INV ACCOM		ACCOMMODATION - BUILDING RELIEF - 7-9/12/09	180.00	
		RURAL PRESS REGIONAL MEDIA (WA) PTY LTD		
EFT6317		AVON ADVOCATE - VARIOUS ADVERTISING NOV 09		743.93
INV 3500001			743.93	
		LANDMARK		
EFT6318		TURF FERTILISER - FORREST OVAL		3,027.47
INV 998071		HOSE REEL - SPRAY UTE	280.50	
INV 49793		FITTINGS - WATER PUMP	172.67	
INV 49774			416.90	
INV 61172			37.51	
INV 61500			107.64	
INV 973626		CHEP PALLET DEPOSIT - REFUND UPON RETURN (TURF FER	32.25	
INV 970137		TURF FERTILISER - FORREST OVAL	1,980.00	
		AVON TOURISM		
EFT6319		AVON TOURISM REGIONAL BROCHURE 2010 - RES MUS		412.50
INV 009-011			412.50	

Date: 15/01/2010
Time: 1:39:58PM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:6

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
EFT6320 INV 810		RYLAN PTY LTD KERBING - YORK HOTEL / LOWE ST CARPARK	4,989.60	4,989.60
EFT6321 INV 609		DUSTRY PTY LTD BACKHOE HIRE - DIG GRAVES x 11	990.00	990.00
EFT6322 INV 4689 INV 4758 INV 4761		YORK AUTO ELECTRICS REPAIR AIR CON - GRADER/ROLLER REPAIR BRAKE LIGHTS - Y641 REPAIR AIR CON - Y130	1,748.73 170.50 276.38	2,195.61
EFT6323 INV ALLOW		JOHN PATRICK HOOPER ALLOWANCE 1/10-31/12/09	5,340.00	5,340.00
EFT6324 INV NGCS2		LEWIS MOTORS 15000KM SERVICE - Y00	265.10	265.10
EFT6325 INV 88712		4 FARMERS SPRAY CHEMICAL - VERGE WEED CONTROL	2,301.20	2,301.20
EFT6326 INV 922		M & R MACHINING SHARPEN MULCHER BLADES / SUPPLY 32 BOLTS	533.50	533.50
EFT6327 INV 571		YORK CONCRETE SUPPLY & LAY CONCRETE - LOWE ST CARPARK CROSSOVEI	1,078.00	1,078.00
EFT6328 INV 37471		MIDLAND RUBBER STAMPS INK STAMP PADS - ADMIN	38.50	38.50
EFT6329 INV 334		TREVS TRANSPORT FREIGHT - BREATHING APPARATUS SW POOL	34.98	34.98
EFT6330 INV 275310		ROCK SUPPLIES OF WA PROGRESS PMT - RETAINING WALL - HOCKEY CLUB	8,000.00	8,000.00
EFT6331 INV 63A-004		UNITED EQUIPMENT CHERRY PICKER HIRE - SEP 09	2,011.77	2,011.77
EFT6332 INV 1 INV 2		MAC CHENO EARTHMOVING GRADER HIRE 7-17/12/09 - TALBOT WEST RD WATER TRUCK HIRE 7-16/12/09 - TALBOT WEST RD	14,701.50 9,680.00	24,381.50
EFT6333 INV 3118254		RODNEY BYL BUILDING SURVEYOR CONSULTANCY - DEC 09	6,655.00	6,655.00
EFT6334 INV 1468		AVON VALLEY FLYSCREENS BLIND - GYM	132.00	132.00
EFT6335 INV TRANSI		COURIER AUSTRALIA FREIGHT TO 13/12/09	51.43	51.43
EFT6336 INV 60387-E		JACKSONS DRAWING SUPPLIES COPPER CARBONATE - YDHS PROJECT	10.59	10.59
		HOME HARDWARE		

Date: 15/01/2010
Time: 1:39:58PM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009**

USER:Annette Hunt
PAGE:7

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
HOME HARDWARE				
EFT6337		GAS BOTTLE - SWEEPER		148.95
INV 387113		STORAGE CONTAINERS - ADMIN	23.50	
INV 388667		CLR CLEANER - ADMIN	16.25	
INV 389796		GAS BOTTLE - SWEEPER	109.20	
YORK IGA				
EFT6338		REFRESHMENTS - MELBOURNE CUP LUNCH		611.24
INV 03/7889			210.83	
INV 01/0366		BISCUITS/ BAND AIDS	14.11	
INV 01/0726		MILK	6.87	
INV 03/0749		TISSUES	4.18	
INV 01/2370		MILK/ BISCUITS	14.90	
INV 02/5419		MILK/ TISSUES	14.96	
INV 02/6318		MILK/ BISCUITS	14.54	
INV 02/6405		MILK/ COFFEE	21.05	
INV 01/3826		COFFEE/ SUGAR	62.59	
INV 02/8279		BLEACH/ WIPES/ SPREE	16.76	
INV 02/9120		MILK/ BISCUITS	14.79	
INV 01/7975		MILK/ BISCUITS/ TISSUES	26.56	
INV 01/5488		MILK/ BISCUITS	20.78	
INV 03/4426		COTTON WOOL	2.56	
INV 02/1371		BLEACH	7.68	
INV 02/1759		MILK/ BISCUITS	16.71	
INV 01/7100		MILK	17.05	
INV 01/7472		MILK/ BISCUITS - DEPOT	15.69	
INV 111		ACCOUNT REPRINT FEE	0.43	
INV 01/8172		REFRESHMENTS - MELBOURNE CUP LUNCH	29.14	
INV 02/9661		MILK/ BISCUITS	15.45	
INV 02/0377		PAPER TOWEL/ EUCALYPTUS OIL	13.51	
INV 02/0755		MILK	7.04	
INV 03/9698		BLEACH/ WIPES	9.57	
INV 01/9942		MILK/ BISCUITS/ TISSUES	24.90	
INV 01/0156		MILK/ BISCUITS	8.59	
YORK EARTHMOVING				
EFT6339		SUPPLY & DELIVER SAND - FORREST OVAL TRENCHING / DI		5,280.00
INV 309			5,280.00	
AVON EXPRESS				
EFT6340		FREIGHT		253.00
INV 1779			253.00	
YORK MOTEL				
EFT6341		ACCOMMODATION - BUILDING RELIEF - 21/12/09		90.00
INV ACCON			90.00	
YORK RURAL TRADING				
EFT6342		PROTECTIVE CLOTHING - DEPOT		3,283.90
INV 1001861		STEEL POST	69.50	
INV 1001913		PROTECTIVE CLOTHING - RANGER	160.30	
INV 1001929			36.95	
INV 100193C		PROTECTIVE CLOTHING - DEPOT	50.95	
INV 1001949			2,285.85	
INV 1001803		POLY PLUG THREAD	187.17	
INV 1001807		DOG FOOD X 20KG	29.95	
INV 100181C		SOLENOID SEAL	189.90	
INV 100181C		POLY VALVE	38.55	
INV 1001841		FENCE DROPPERS	144.95	
INV 1001851		RETICULATION - RISER/ ELBOW/ SOCKET/ SPRAY JETS	89.83	
YORK PHARMACY				
EFT6343		ANTIBIOTICS - RANGER		27.40
INV 1209			27.40	

Date: 15/01/2010
Time: 1:39:58PM

SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
DECEMBER 2009

USER:Annette Hunt
PAGE:8

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	416,681.21
TOTAL		416,681.21

Date: 15/01/2010
 Time: 1:46:11PM

**SHIRE OF YORK
 TRUST CHEQUE PAYMENTS
 DECEMBER 2009**

USER:Annette Hunt
 PAGE:1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		MARGARET MEREMA		
3656		PAVILION BOND REFUND - M MEREMA - RECEIPT 144647		120.00
INV T8		KEY BOND REFUND - M MEREMA - RECEIPT 144743	20.00	
INV T83		PAVILION BOND REFUND - M MEREMA - RECEIPT 144647	100.00	
		KELLEE DENISE HOOPER		
3657		PAVILION BOND REFUND - K HOOPER - RECEIPT 142737		200.00
INV T83			200.00	
		SMART, VALERIE MYRLE		
3658		CENTENNIAL UNITS BOND REFUND - V SMART - RECEIPT 84		400.00
INV T3			400.00	
		CARMEL BATEMAN		
3659		CAT CAGE BOND REFUND - C BATEMAN - RECEIPT 141669		50.00
INV T1			50.00	
		SYDNEY THOMAS		
3660		CENTENNIAL UNITS BOND REFUND - S THOMAS - RECEIPT 1		650.00
INV T3			650.00	
		YORK JUNIOR NETBALL		
3661		DONATION		100.00
INV T8			100.00	
		KELLEE DENISE HOOPER		
3662		KEY BOND PORTION REFUND - K HOOPER - RECEIPT 142737		10.00
INV T8			10.00	
		SHIRE OF YORK		
3663		KEY BOND PORTION REFUND - K HOOPER - RECEIPT 142737		10.00
INV T8			10.00	
		BRENDA JOANNE TRELOAR		
3664		BRENDA TRELOAR REC 134126 - CAT TRAP REFUND		20.00
INV T1			20.00	
		JASMINE LOUISE PORTER		
3665		JASMINE PORTER REC 142821 - CAT TRAP REFUND		50.00
INV T1			50.00	
		SHIRE OF YORK		
3666		MARK EMERY REC 130638- TRAP NOT RETURNED - RECOUP		20.00
INV T1			20.00	
		JOHN ANTHONY GERRARD		
3667		JOHN GERRARD -CROSSOVER BOND REFUND (PALMBROOK		1,250.00
INV T77			1,250.00	
		DARREN LOVE		
3668		DARREN LOVE -CROSSOVER BOND REFUND (PALMBROOK)		1,250.00
INV T77			1,250.00	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	TRUST FUND BANK	4,130.00
TOTAL		4,130.00

TOTAL RESERVES	
31-Dec-09	
Reserve Name	Current Balance
4. Plant Reserve	348,205.97
6. Staff Leave Reserve	113,632.52
7. Town Planning Reserve	12,035.71
8. Recreation Complex Reserve	324,879.93
9. Avon River Maintenance Reserve	19,671.89
14. Industrial Land Reserve	90,002.47
15. Refuse Site Development Reserve	190,972.98
22. Centennial Gardens Reserve	107,303.51
23. Public Open Space Cont Reserve	305.60
24. Community Bus Reserve	37,161.18
25. Pioneer Memorial Lodge Reserve	131,269.80
26. Residency Museum Reserve	19,402.41
27. Carparking Reserve	57,461.47
30. Building Reserve	58,658.77
35. Disaster Reserve	23,281.90
37. Archives Reserve	21,542.54
38. Water Supply Reserve	6,778.29
40. Tied Grant Funds Reserve	465,174.11
42. Main Street (Town Precinct) Update Reserve	114,630.17
43. Strategic Planning Reserve	18,913.15
44. Cemetery Reserve	26,371.69
45. York Town Hall Reserve	39,566.00
46. RSL Memorial Reserve	19,206.34
47. Greenhills Townsite Development Reserve	21,158.27
48. Youth Capital Works	22,518.97
49. Roads	58,187.86
50. Land & Infrastructure	193,984.21
TOTAL RESERVE FUNDS	2,542,277.71
Funded by	
BENDIGO RESERVE 119521748	1,810.06
(add: interest transferred Muni - Reserve 20/01/2010)	3,353.70
BENDIGO RESERVE AT-CALL ACCT	114,000.00
BENDIGO RESERVE NCD DUE 31/3/10	583,985.84
BENDIGO RESERVE NCD DUE 31/03/10	334,591.12
BENDIGO RESERVE NCD DUE 29/01/10	400,000.00
WESTPAC RESERVE	0.00
WESTPAC RESERVE NCD DUE 31/3/10	304,536.99
WESTPAC RESERVE NCD DUE 24/2/10	300,000.00
WESTPAC RESERVE NCD DUE 5/4/10	500,000.00
Total Cash Funding	2,542,277.71
Comment	
The Local Government Act 1995 Part 6 Division 4 Section 6.11 requires the reserves to be fully funded. The reserves are fully funded.	

**STATEMENT OF PAYROLL DIRECT DEBITS
FOR THE MONTH ENDING DECEMBER 2009**

3 December 2009	55,739.69
7 December 2009	2,558.79
14 December 2009	955.84
16 December 2009	1,983.34
16 December 2009	7,088.24
17 December 2009	53,850.68
18 December 2009	1,997.53
23 December 2009	60,511.77
23 December 2009	1,913.48
PAYROLL TOTALS	\$ 186,599.36
(LESS PAYMENTS BY CHEQUE)	4,472.27
TOTAL PAYROLL DIRECT DEBITS AS PER BANK REC	\$ 182,127.09

SUMMARY OF CREDIT CARD PAYMENTS FOR THE MONTH ENDING DECEMBER 2009	
REFRESHMENTS	314.59
TRAINING & CONFERENCES	1,010.85
SEAVROC	820.50
FUEL	225.72
HOUSING MAINTENANCE	
OTHER	176.91
TOTAL PURCHASES	\$ 2,548.57
PAYMENTS TO C/C IN ADVANCE	0.00
(LESS PREVIOUSLY PAID IN ADVANCE)	0.00
TOTAL PAYMENTS TO C/C AS PER BANK REC	\$ 2,548.57

TRANSACTION LISTING OF CREDIT CARD PAYMENTS FOR THE MONTH ENDING DECEMBER 2009		
CARD 1		
DATE	AMOUNT	DESCRIPTION
3/11/2009	72.50	RETAIL PURCHASE Cafe Bugatti, YORK 0211
6/11/2009	125.50	RETAIL PURCHASE THE YORK MILL BAKEHO, YORK 0411
11/11/2009	820.50	RETAIL PURCHASE WHITE LACE MOTOR INN, MACKAY 1011
17/11/2009	37.47	RETAIL PURCHASE TARGET 140, BROADBEACH 1511
17/11/2009	39.44	RETAIL PURCHASE KMART, BROADBEACH 1511
25/11/2009	152.00	RETAIL PURCHASE WESTRALIA AIRPOR, PERTH AIRPORT 2111
26/11/2009	73.72	RETAIL PURCHASE BP THE LAKES 1903, THE LAKES 2411
29/11/2009	100.00	RETAIL PURCHASE Toodyay Club Incorp, TOODYAY 2711
TOTAL CARD 1	1,421.13	
CARD 2		
DATE	AMOUNT	DESCRIPTION
14/11/2009	54.99	RETAIL PURCHASE CELLARBRATIONS AT DU, YORK 1211
21/11/2009	61.60	RETAIL PURCHASE BENNY'S BAR & CAFE, FREMANTLE 1911
24/11/2009	1,010.85	RETAIL PURCHASE ESPLANADE HOTEL, FREMANTLE 2111
TOTAL CARD 2	1,127.44	
TOTAL CREDIT CARDS		\$ 2,548.57

**STATEMENT OF SHELL CARD PURCHASES
FOR THE MONTH ENDING DECEMBER 2009**

0 Y - CEO		0.00
Y 00 - DCEO		0.00
Y 000 - EHO		0.00
CARD FEES		7.50
TOTAL PURCHASES	\$	7.50
TOTAL PAYMENTS TO SHELL AS PER BANK REC	\$	7.50

9. OFFICER'S REPORTS

9.3 FINANCE REPORTS

9.3.4 Monthly Financial Reports

FILE NO:	FI.FRP
COUNCIL DATE:	15th February 2010
REPORT DATE:	8th February 2010
LOCATION/ADDRESS:	Not Applicable
APPLICANT:	Not Applicable
SENIOR OFFICER:	Tyhscha Cochran, Acting Deputy CEO
REPORTING OFFICER:	Colin Whisson, Administration Officer
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Yes – Appendix A as detailed in Summary
DOCUMENTS TABLED:	Nil

Summary:

The Financial Report for the period ending 31 January 2010 is hereby presented for the consideration of the Council.

Appendix A includes the following:

- Statement of Financial Position
- Statement of Financial Activity
- Bank Account Reconciliations
- Cheque drawings on the Municipal Account
- EFT drawings on the Municipal Account
- Cheque drawings on the Trust Account
- Reserve Accounts Balances Summary
- Payroll Direct Debits Summary
- Corporate Credit Card Summary and Transaction Listing
- Fuel Card Summary

Consultation:

Nil.

Statutory Environment:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Policy Implications:

Nil.

Financial Implications:

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 January 2010;

Sundry Creditors as per General Ledger	\$	(937.66)
Sundry Debtors as per General Ledger	\$	581,979.28
Unpaid rates and services current year (paid in advance inc. ESL)	\$	699,216.16
Unpaid rates and services previous years (inc. ESL)	\$	222,912.11

Strategic Implications: Nil

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: **Not applicable**

Triple bottom Line Assessment:

Economic Implications:

A zero balance or surplus end of year financial position will increase community confidence and cohesion and provide an opportunity for improved community benefits in future years.

Social Implications:

Not applicable.

Environmental Implications:

Not applicable.

Comment:

The Council currently has a large surplus position due to the fact that the rates have been raised and Royalties for Regions funds have been received. The surplus will decline as the year goes on and projects are completed. Improving investment interest rates should see the returns on Municipal Funds invested and Reserve funds come in above budget but this won't be reflected in the accounts until 2010, as many of the investments have been set for terms that mature in the third quarter to attain the best rate available.

**RESOLUTION
230210**

Moved: Cr Randell

Seconded: Cr Boyle

“That Council:

Receive the Monthly Financial Report for January and ratify payments drawn from the Municipal and Trust accounts for the period ending 31 January 2010:

	<u>VOUCHER</u>	<u>AMOUNT</u>
MUNICIPAL FUND		
<i>Cheque Payments</i>	28639-28690	\$ 134,710.67
<i>Electronic Funds Payments</i>	6344-6427	\$ 417,262.94
<i>Direct Debits Payroll</i>		\$ 115,388.89
<i>Bank Fees</i>		\$ 1,134.44
<i>Corporate Cards</i>		\$ 1,006.09
<i>Shell Cards</i>		\$ 145.15
TOTAL		\$ <u>669,648.18</u>
<u>TRUST FUND</u>		
<i>Cheque Payments</i>	3669-3674	\$ 1,130.00
<i>Direct Debits Licensing</i>		\$ 135,214.65
TOTAL		\$ <u>136,344.65</u>
TOTAL DISBURSEMENTS		\$ <u>805,992.83</u>

CARRIED (5/0)

Note to this item

The Chief Executive Officer has delegated authority under Delegation DE1 (Council Meeting 21 September 2009) to make payments from the Municipal and Trust accounts.

**SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT THE 31 JANUARY 2010**

2008/09 ACTUAL		2009/10 ACTUAL 31-Jan-10
\$		\$
1,117,924	CURRENT ASSETS	
2,813,794	Cash	1,781,358
663,507	Cash Restricted	2,555,641
20,936	Receivables	1,548,790
0	Stock on Hand	73,293
	Prepaid Expenses	0
4,616,161	TOTAL CURRENT ASSETS	5,959,081
	CURRENT LIABILITIES	
(180,489)	Accounts Payable	(105,698)
0	Income Received in Advance	0
(422,203)	Provision for Leave	(422,203)
(8,363)	Interest Bearing Liabilities	(8,363)
(611,055)	TOTAL CURRENT LIABILITIES	(536,265)
	NET ASSETS	
4,005,106		5,422,816
	Less Items	
(2,813,794)	Cash Restricted	(2,555,641)
8,363	Interest Bearing Liabilities Included in Budget	8,363
(8,363)	Self Supporting Loan Income	(8,363)
112,069	Add Back LSL	114,366
1,303,381	TOTAL EQUITY	2,981,542

SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
AS AT 31 JANUARY 2010

	2009/10	2009/10	2009/10	2009/10	Variance %	Variance \$
	ADOPTED BUDGET	Amended Budget	Budget Year to Date	Actual	to Actual	to Actual
OPERATING REVENUE	\$	\$	\$	\$	\$	
General Purpose Funding	(1,049,230)	(1,049,230)	(544,530)	(549,679)	1%	5,149
Governance	(1,128,150)	(1,128,150)	(169,842)	(33,584)	(80%)	(136,258)
Law, Order, Public Safety	(269,329)	(269,329)	(34,324)	(35,193)	3%	869
Health	(57,000)	(57,000)	(26,338)	(11,637)	(56%)	(14,701)
Education and Welfare	(19,800)	(19,800)	(11,550)	(11,253)	(3%)	(297)
Housing	-	-	-	-		-
Community Amenities	(668,025)	(668,025)	(516,989)	(503,618)	(3%)	(13,370)
Recreation and Culture	(2,174,274)	(2,174,274)	(805,138)	(653,834)	(19%)	(151,304)
Transport	(1,563,091)	(1,563,091)	(445,531)	(383,043)	(14%)	(62,488)
Economic Services	(125,700)	(125,700)	(73,332)	(89,329)	22%	15,997
Other Property and Services	(276,656)	(276,656)	(206,443)	(150,057)	(27%)	(56,386)
	(7,331,255)	(7,331,255)	(2,834,016)	(2,421,228)	(15%)	(412,786)
LESS OPERATING EXPENDITURE						
General Purpose Funding	160,019	160,019	77,615	74,186	(4%)	3,429
Governance	1,667,171	1,667,171	553,038	282,456	(49%)	270,582
Law, Order, Public Safety	355,006	355,006	222,604	162,489	(27%)	60,115
Health	320,300	320,300	166,616	100,494	(40%)	66,122
Education and Welfare	86,129	86,129	51,107	35,632	(30%)	15,475
Housing	-	-	0	-		-
Community Amenities	1,292,974	1,292,974	659,411	503,715	(24%)	155,696
Recreation and Culture	1,468,483	1,468,483	688,047	616,766	(10%)	71,281
Transport	2,320,154	2,320,154	1,353,017	1,200,451	(11%)	152,566
Economic Services	509,010	509,010	282,670	245,749	(13%)	36,921
Other Property & Services	95,000	95,000	56,007	69,438	24%	(13,431)
	8,274,246	8,274,246	4,110,132	3,291,376	(20%)	818,766

SHIRE OF YORK
STATEMENT OF FINANCIAL ACTIVITY
AS AT 31 JANUARY 2010

	2009/10	2009/10	2009/10	2009/10	Variance % Budget to Actual	Variance \$ Budget to Actual
	ADOPTED BUDGET	Amended Budget	Budget Year to Date	Actual		
ADD						
Proceeds on Sale of Assets	942,991	942,991	1,276,116	870,149	(32%)	405,967
Profit/Loss on Sale of Assets	(994,704)	(994,704)	(39,166)	4,768		
Increase/(Decrease) Non Current Debtors Rates	-	-	0	(30,103)		
Increase/(Decrease) Non Current Debtors S/S Loan	(8,363)	(8,363)	-	-		
Change Employee Leave Provisions	(5,323)	(5,323)	-	(2,297)		
Long Serv. Live Cash at Bank (Increase)/Decrease in Bal.	(2,139,000)	(2,139,000)	(4,027,368)	(836,119)		
Depreciation Written Back	2,620,815	(700,278)	(205,634)	(25,009)		
Book Value of Assets Sold Written Back	(526,575)	(3,847,668)	(4,272,168)	(888,760)	(79%)	(3,383,408)
	416,416	(2,904,677)	(2,996,052)	(18,611)	(99%)	(2,977,441)
LESS CAPITAL PROGRAMME						
Purchase Tools	-	-	0	-		-
Purchase Land & Buildings	2,382,259	2,382,259	55,000	164,928	200%	(109,928)
Purchase Plant & Equipment	1,199,570	1,199,570	266,200	30,758	(88%)	225,442
Purchase Furniture & Equipment	99,000	99,000	70,000	8,792	(87%)	61,208
Infrastructure Assets - Roads	2,979,510	2,979,510	1,903,791	928,001	(51%)	975,790
Infrastructure Assets - Recreation Facilities	1,140,880	1,140,880	385,000	489,410	27%	(104,410)
Infrastructure Assets - Other	41,700	41,700	32,656	-	(100%)	32,656
Repayment of Debt - Loan Principal	22,491	22,491	4,108	4,109	0%	(1)
Transfer To Reserves	1,636,669	1,636,669	56,581	41,846	(26%)	14,735
Transfer to Other Funds	-	-	0	-		-
	9,502,079	9,502,079	2,763,336	1,667,844	(40%)	1,095,492

BANK RECONCILIATION				
JANUARY 2010				
		MUNICIPAL	TRUST	RESERVE
OPENING BALANCE PER SYNERGY		2,232,511.27	458,711.44	2,542,277.71
Receipts as per daily cash book		217,644.81	138,914.65	
Reserve Interest 11AM At Call a/c				362.27
Reserve Interest NCD				13,000.58
TOTAL RECEIPTS		217,644.81	138,914.65	13,362.85
Payment as per schedule cheques	28639-28690	(134,710.67)		
EFT Direct payments	6344-6432	(417,262.94)		
Payment as per schedule chqs - Trust	3669-3674		(1,130.00)	
Direct Debit Licensing			(135,214.65)	
Direct Debit Payroll		(115,388.89)		
Bank fees Bendigo Trust		(62.35)		
Bank fees Bendigo Muni		(254.70)		
Bank fees Bendigo Reserve		0.00		
Business Cards Bank Fees		(8.00)		
Dishonour Cheque Fee		0.00		
Eftpos Bank Fee Trust		(180.86)		
Eftpos Bank Fee Muni		(628.53)		
TOTAL BANK FEES	(1,134.44)			
Business Card Bendigo - CEO		(907.49)		
Business Card Bendigo - DCEO		(98.60)		
PAYMENTS IN ADVANCE - Previous month				
PAYMENTS IN ADVANCE - Current month	0.00			
NET PAYMENTS IN ADVANCE	0.00			
TOTAL BUSINESS CARDS Direct Debits JANUARY	(1,006.09)			
Shell Card		(145.15)		
Muni - Trust Transfer				
Muni - Reserve Transfer				
Reserve - Muni Transfer				
Rounding				
TOTAL EXPENDITURE		(669,648.18)	(136,344.65)	0.00
CLOSING BALANCE - CALCULATED		1,780,507.90	461,281.44	2,555,640.56
CLOSING BALANCE - SYNERGY		1,780,507.90	461,281.44	2,555,640.56
DIFFERENCE		-	-	-

BALANCES AS PER BANK STATEMENTS				
BENDIGO MUNICIPAL 118630623		182,903.39		
BENDIGO MUNICIPAL AT-CALL ACCT 61158		152,562.33		
BENDIGO MUNICIPAL NCD DUE 2/2/10	M3	600,744.86		
WESTPAC MUNICIPAL NCD DUE 23/3/10	M6	500,000.00		
WESTPAC MUNICIPAL NCD DUE 5/4/10	M7	320,000.00		
WESTPAC MUNICIPAL NCD DUE 5/2/10	M8	330,000.00		
BENDIGO TRUST 13074174			134,211.57	
BENDIGO TRUST NCD Open space DUE 31/3/10	T26		129,908.90	
BENDIGO TRUST TERM DEPOSIT	T2		23,183.60	
BENDIGO TRUST TERM DEPOSIT	T16		9,015.28	
BENDIGO TRUST TERM DEPOSIT	T19		25,000.00	
BENDIGO TRUST TERM DEPOSIT	T32		16,386.00	
BENDIGO TRUST TERM DEPOSIT	T40		21,750.00	
BENDIGO TRUST TERM DEPOSIT	T56		56,000.00	
BENDIGO TRUST TERM DEPOSIT	T78		48,188.00	
BENDIGO TRUST TERM DEPOSIT	T87		3,000.00	
BENDIGO RESERVE 119521748				5,526.03
BENDIGO RESERVE AT-CALL ACCT				114,000.00
BENDIGO RESERVE NCD DUE 31/3/10	R1			583,985.84
BENDIGO RESERVE NCD DUE 31/03/10	R2			334,591.12
BENDIGO RESERVE NCD DUE 31/5/10	R3			413,000.58
WESTPAC RESERVE				0.00
WESTPAC RESERVE NCD DUE 31/3/10	R5			304,536.99
WESTPAC RESERVE NCD DUE 24/2/10	R6			300,000.00
WESTPAC RESERVE NCD DUE 5/4/10	R7			500,000.00
TOTAL PER BANK STATEMENTS		2,086,210.58	466,643.35	2,555,640.56
RECONCILING ITEMS				
Plus Outstanding Deposits		16,857.24	9,940.90	
Less Outstanding cheques		(66,170.10)	(3,020.00)	
Less cancelled cheques 28161 and 28272		(1,933.81)		
Less Outstanding Licence Debits			(12,742.30)	
Less January credits - receipted February		(42,862.12)		
Less O/bank - unidentified money order 27/11/08		(250.00)		
Muni - Trust Transfers		40.51	(40.51)	
Plus Dishonoured Cheque			500.00	
Less Outstanding EFT payments		(211,384.40)		
TOTAL CLOSING BALANCE - CALCULATED		1,780,507.90	461,281.44	2,555,640.56
- PER SYNERGY		1,780,507.90	461,281.44	2,555,640.56
DIFFERENCE		-	-	-

Date: 08/02/2010
Time: 8:40:47AM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
28639		WESTSCHEME SUPERANNUATION		
INV SUPER		SUPERANNUATION CONTRIBUTIONS	253.04	253.04
28640		PRIME SUPER		
INV SUPER		SUPERANNUATION CONTRIBUTIONS	144.23	159.41
INV SUPER			15.18	
28641		AMP FLEXIBLE LIFETIME SUPERANNUATION		
INV SUPER		Superannuation contributions	58.44	58.44
28642		SUNCORP WEALTHSMART BUSINESS SUPER		
INV SUPER		Superannuation contributions	207.63	207.63
28643		GREENHILLS GROWER GROUP		
INV REIMBI		REIMBURSE FUEL PURCHASE - COMMUNITY BUS 23/9/09	88.86	88.86
28644		AUSTRALIAN SERVICES UNION		
INV DEDUC		UNION FEES	189.00	189.00
28645		TELSTRA		
INV BP0271		INTERNET ACCESS 26/11-25/12/09 - CEO	59.95	59.95
28646		WATER CORPORATION OF WA		
INV 9014664		WATER USAGE 20/8-16/12/09 - DEPOT		2,821.20
INV 900789C		WATER USAGE 18/8-15/12/09 - CANDICE BATEMAN PARK	53.85	
INV 900788C		WATER USAGE 18/8-15/12/09 - LINCOLN ST STANDPIPE	120.70	
INV 900788C		WATER USAGE 20/8-16/12/09 - DEPOT	2,040.45	
INV 900788C		WATER USAGE 20/8-16/12/09 - REDMILE STANDPIPE	49.65	
INV 9007879		WATER USAGE 20/8-16/12/09 - RES MUS	440.45	
INV 9007879		WATER USAGE 20/8-16/12/09 - CEMETERY	116.10	
28647		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
INV SUPER		SUPERANNUATION CONTRIBUTIONS	231.56	14,144.14
INV SUPER			8,255.45	
INV DEDUC			1,375.00	
INV DEDUC			663.50	
INV DEDUC			477.50	
INV DEDUC			1,483.10	
INV DEDUC			119.37	
INV DEDUC			29.84	
INV DEDUC			257.18	
INV DEDUC			88.62	
INV DEDUC			74.56	
INV DEDUC			147.42	
INV DEDUC			95.75	
INV DEDUC			34.17	
INV DEDUC			17.08	
INV DEDUC			43.05	
INV DEDUC			56.57	
INV SUPER			383.08	
INV DEDUC			311.34	
28648		SHIRE OF TOODYAY		
INV DONAT		DONATION - TOODYAY BUSH FIRE APPEAL	3,000.00	3,000.00
28649		YORK SHIRE COUNCIL (payroll only)		
		PAYROLL DEDUCTIONS		2,505.92

Date: 08/02/2010
Time: 8:40:47AM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:2

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		YORK SHIRE COUNCIL (payroll only)		
INV A/L PA`		PAYROLL DEDUCTIONS	2,505.92	
		SYNERGY		
28650		ELECTRICITY 24/10-22/12/09 - STREET LIGHTING		10,341.15
INV 4675683			10,341.15	
		WESTSCHEME SUPERANNUATION		
28651		SUPERANNUATION CONTRIBUTIONS		213.69
INV SUPER			213.69	
		PRIME SUPER		
28652		SUPERANNUATION CONTRIBUTIONS		153.23
INV SUPER			153.23	
		YORK SHIRE COUNCIL (payroll only)		
28653		PAYROLL DEDUCTIONS		975.00
INV DEDUC			100.00	
INV DEDUC			500.00	
INV DEDUC			375.00	
		DEPARTMENT OF PREMIER & CABINET		
28654		ADVERT - GOVERNMENT GAZETTE - TPS 2 AMENDMENT 41		62.25
INV 72543			62.25	
		AMP FLEXIBLE LIFETIME SUPERANNUATION		
28655		Superannuation contributions		51.28
INV SUPER			51.28	
		SUNCORP WEALTHSMART BUSINESS SUPER		
28656		Superannuation contributions		179.70
INV SUPER			179.70	
		RETAIL EMPLOYEES SUPERANNUATION TRUST		
28657		Superannuation contributions		125.33
INV SUPER			125.33	
		TURFWORKS WA PTY LTD		
28658		ESTABLISHMENT MOWING - FORREST OVAL REDEVELOPMI		1,210.00
INV 2121			1,210.00	
		AUSTRALIAN INSTITUTE BUILDING SURVEYORS		
28659		NATIONAL BUILDING SURVEYOR CONFERENCE 22-23/10/09 -		350.00
INV W62129			350.00	
		AUSTRALIAN SERVICES UNION		
28660		UNION FEES		189.00
INV DEDUC			189.00	
		LANDGATE		
28661		GRV INTERIM VALS - COUNTRY & FESA		156.33
INV 249074-		MINING TENEMENTS - SCHEDULE M2009/8	31.50	
INV 249178-		GRV INTERIM VALS - COUNTRY & FESA	70.98	
INV 249125-		RURAL UV VALS - SCHEDULE R2009/9	53.85	
		WATER CORPORATION OF WA		
28662		WATER USAGE 20/8-17/12/09 - PEACE PARK		19,509.15
INV 9007881		WATER USAGE 20/8-17/12/09 - FORREST OVAL LAWN	3,385.90	
INV 9016178		WATER USAGE 25/8-21/12/09 - 75 OSNABURG RD	72.60	
INV 9007884		WATER USAGE 25/8-18/12/09 - 38 FRASER ST	34.85	
INV 9007882		WATER USAGE 21/8-18/12/09 - SWIMMING POOL	3,262.15	
INV 9007882		WATER USAGE 20/8-17/12/09 - SPORTS GROUND	69.45	
INV 9007882		WATER USAGE 20/8-17/12/09 - FORREST OVAL TANK	4,215.10	
INV 9007882		WATER USAGE 20/8-17/12/09 - SHOW GROUNDS	281.30	
INV 9007881		WATER USAGE 20/8-17/12/09 - ADMIN/ T/HALL	308.85	
INV 9007881		WATER USAGE 21/8-17/12/09 - OLD CEMETERY	16.75	
INV 9007876		WATER USAGE 21/8-17/12/09 - AVON PARK	794.05	
INV 9007876		WATER USAGE 20/8-17/12/09 - WAR MEMORIAL	286.10	
INV 9016178		WATER USAGE 25/8-21/12/09 - 51 ROE ST	31.95	

Date: 08/02/2010
Time: 8:40:47AM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:3

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
WATER CORPORATION OF WA				
INV 900789C		WATER USAGE 27/8-22/12/09 - 17 FORBES ST	44.30	
INV 9008751		WATER USAGE 27/8-22/12/09 - FORREST OVAL DAM	21.05	
INV 9014893		WATER USAGE 27/8-22/12/09 - CNR COWAN & NEWCASTLE S'	129.30	
INV 9007891		WATER USAGE 25/8-18/12/09 - ARBORETUM GREY ST	17.95	
INV 900789C		WATER USAGE 21/8-18/12/09 - CENT UNITS	422.75	
INV 900789C		WATER USAGE 20/8-17/12/09 - PEACE PARK	6,060.90	
INV 9007889		WATER USAGE 21/8-17/12/09 - COMMUNITY CENTRE	53.85	
SHIRE OF YORK				
28663		COMMUNITY BUS HIRE YAC - 7/11, 5/12 & 12/12/09		1,420.85
INV 2080			1,383.35	
INV 2086		COMMUNITY BUS HIRE COMPANION TIME - 18/8/09	37.50	
WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0				
28664		SUPERANNUATION CONTRIBUTIONS		12,160.48
INV SUPER			1,327.22	
INV DEDUC			789.96	
INV SUPER			5,878.62	
INV DEDUC			1,375.00	
INV DEDUC			663.50	
INV DEDUC			501.30	
INV DEDUC			119.37	
INV DEDUC			29.84	
INV DEDUC			257.18	
INV DEDUC			88.62	
INV DEDUC			70.59	
INV DEDUC			147.42	
INV DEDUC			85.03	
INV DEDUC			34.17	
INV DEDUC			17.08	
INV DEDUC			50.61	
INV SUPER			469.89	
INV DEDUC			255.08	
ROYAL LIFE SAVING				
28665		REGISTRATION - WATCH AROUND WATER PROGRAM 09/10		250.00
INV 38787			250.00	
SYNERGY				
28666		ELECTRICITY USAGE - 10/11-31/12/09 - MT BAKEWELL REPEA		15.95
INV 7492374			15.95	
BRIAN LAWRENCE				
28667		DEPUTY PRES ALLOWANCE - 1/1-31/3/10		2,383.75
INV 010110			2,383.75	
PATRICIA WALTERS				
28668		COUNCILLORS ALLOWANCE - 1/1-31/3/10		1,827.50
INV 010110			1,827.50	
ANTHONY STEPHEN BOYLE				
28669		COUNCILLORS ALLOWANCE - 1/1-31/3/10		1,827.50
INV 010110			1,827.50	
TREVOR WILLIAM JOHN RANDELL				
28670		COUNCILLORS ALLOWANCE - 1/1-31/3/10		1,827.50
INV 010110			1,827.50	
WESTSCHEME SUPERANNUATION				
28671		SUPERANNUATION CONTRIBUTIONS		294.79
INV SUPER			294.79	
PRIME SUPER				
28672		SUPERANNUATION CONTRIBUTIONS		144.23
INV SUPER			144.23	
YORK SHIRE COUNCIL (payroll only)				

Date: 08/02/2010
Time: 8:40:47AM

**SHIRE OF YORK
MUNICIPAL CHEQUE PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:4

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
YORK SHIRE COUNCIL (payroll only)				
28673		PAYROLL DEDUCTIONS		875.00
INV DEDUC			500.00	
INV DEDUC			375.00	
DOMINIC CARBONE				
28674		SEAVROC - MANAGEMENT & ADMIN SERVICES DEC 09		8,611.71
INV 9		YORK VISITORS CENTRE FINANCIAL REVIEW	3,348.00	
INV 13		SEAVROC - MANAGEMENT & ADMIN SERVICES DEC 09	5,263.71	
AMP FLEXIBLE LIFETIME SUPERANNUATION				
28675		Superannuation contributions		51.28
INV SUPER			51.28	
SUNCORP WEALTHSMART BUSINESS SUPER				
28676		Superannuation contributions		184.55
INV SUPER			184.55	
RETAIL EMPLOYEES SUPERANNUATION TRUST				
28677		Superannuation contributions		72.13
INV SUPER			72.13	
ROY MICHAEL SCOTT				
28678		COUNCILLORS ALLOWANCE - 1/1-31/3/10		1,827.50
INV 010110			1,827.50	
HESTA				
28679		Superannuation contributions		205.11
INV SUPER			73.84	
INV SUPER			131.27	
ASGARD				
28680		Superannuation contributions		156.59
INV SUPER			156.59	
A & B CANVAS AUSTRALIA				
28681		CANVAS BUGGY COVER - CONSERVATION GRANT		968.00
INV 149870			968.00	
OFFICE OF SHARED SERVICES				
28682		GOVERNMENT GAZETTE ADVERTISING 12/1/10 - VARIOUS		560.25
INV 73167			560.25	
CITY OF STIRLING				
28683		LSL TO CITY OF STIRLING - K INFERRERA		4,097.48
INV 173			4,097.48	
AUSTRALIAN SERVICES UNION				
28684		UNION FEES		189.00
INV DEDUC			189.00	
COMMISSIONER OF POLICE				
28685		CORPORATE FIREARM LICENCE - 2009/10 - RANGER		104.00
INV 9990704			104.00	
PETTY CASH				
28686		PETTY CASH RECOUP		107.50
INV RECOU			107.50	
TELSTRA				
28687		TELEPHONE LANDLINES - 25/11-24/12/09		1,460.13
INV 9434282			1,414.11	
INV 9436723		TELEPHONE - RES MUS 28/11-28/12/09	46.02	
WATER CORPORATION OF WA				
28688		CONTRIBUTION TO ROAD RESTORATION COSTS MACARTNI		26,229.60
INV 9007946		WATER USAGE 10/9/09 - 13/1/10 - HAMERSLEY S/PIPE	85.75	
INV 9007946		WATER USAGE 9/9/09 - 11/1/10 - GWAMBY STANDPIPE	338.40	
INV 9007947		WATER USAGE 9/9/09 - 11/1/10 - GWAMBY TOILETS	86.20	
INV 9007967		WATER USAGE 11/9/09 - 11/1/10 - DOVEY CRT STANDPIPE	11.30	
INV 9007946		WATER USAGE 11/9/09 - 12/1/10 - RAILWAY STANDPIPE	2,607.95	

Date: 08/02/2010
 Time: 8:40:47AM

**SHIRE OF YORK
 MUNICIPAL CHEQUE PAYMENTS
 JANUARY 2010**

USER:Annette Hunt
 PAGE:5

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		WATER CORPORATION OF WA		
INV 9010777		CONTRIBUTION TO ROAD RESTORATION COSTS MACARTNI	23,100.00	
		SHIRE OF YORK		
28689		CONFERENCE EXPENSES - AVON MIDLAND WARD ANNUAL		100.00
INV CONF E			100.00	
		WA LOCAL GOVT SUPER PLAN PTY LTD, (ACN 0		
28690		SUPERANNUATION CONTRIBUTIONS		9,754.59
INV SUPER			6,312.88	
INV DEDUC			1,375.00	
INV DEDUC			663.50	
INV DEDUC			537.79	
INV DEDUC			119.37	
INV DEDUC			29.84	
INV DEDUC			257.18	
INV DEDUC			88.62	
INV DEDUC			54.71	
INV DEDUC			147.42	
INV DEDUC			90.24	
INV DEDUC			34.17	
INV DEDUC			17.08	
INV DEDUC			26.79	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	134,710.67
TOTAL		134,710.67

Date: 09/02/2010
Time: 8:47:11AM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
CORPORATE EXPRESS				
EFT6344		STATIONERY - ADMIN		1,107.24
INV WK1332		TONER CARTRIDGES - RANGER	543.40	
INV WK1331		STATIONERY - ADMIN	563.84	
NEAT N TRIM UNIFORMS PTY LTD				
EFT6345		STAFF UNIFORMS		798.00
INV T56249			275.00	
INV T64213			285.00	
INV 4078			238.00	
COMMERCIAL AIR SOLUTIONS				
EFT6346		AIR CON REPAIRS - ADMIN		1,815.00
INV 219			1,815.00	
YORK BUILDING SUPPLIES				
EFT6347		PINE LOG - LOWE ST CARPARK		648.57
INV 020101			477.09	
INV 020106		ALUMINIUM RIVETS - 24 FORD ST	8.25	
INV 020128		CABLE TIES - XMAS DECORATIONS	17.29	
INV 020255		PAINT - DEPOT	59.40	
INV 020280		CONCRETE - CLIFFORD ST SIGNS	15.48	
INV 020358		RUBBER GRIP TAPE - DEPOT	21.00	
INV 020418		SOAKER HOSE - 75 OSNABURG RD/ 51 ROE ST	34.58	
INV 020425		CONCRETE - TOP BEVERLEY RD SIGNS	7.74	
INV 020451		CONCRETE - JOAQUINA ST SIGNS	7.74	
YORK NEWSAGENCY				
EFT6348		PAPERS/ STATIONERY - DEC 09		89.07
INV 4319			89.07	
GEMINI MEDICAL SERVICES PL				
EFT6349		PAYMENT IN LEIU OF DOCTOR'S VEHICLE -		497.60
INV S10417			497.60	
L J'S CAFE				
EFT6350		REFRESHMENTS - COUNCIL BRIEFING 21/12/09		247.67
INV 80		REFRESHMENTS - LEMAC MTG 2/12/09	104.50	
INV 81		REFRESHMENTS - COUNCIL BRIEFING 21/12/09	143.17	
COMMUNITY NEWSPAPER GROUP				
EFT6351		ADVERTISING - 11 DEC 09		530.17
INV 2206749			488.90	
INV 2212343		ADVERTISING - 18 DEC 09	41.27	
AUSTRAL MERCANTILE				
EFT6352		SUNDRY DEBTOR DEBT COLLECTION - DEC 09		161.48
INV 301209			161.48	
TATTY PARROT BAKERY				
EFT6353		REFRESHMENTS - LEMAC MTG 2/12/09		52.50
INV 023			52.50	
MOTORCHARGE LTD				
EFT6354		GULL CARD		656.89
INV 311209			656.89	
SPECTRUM DISTRIBUTORS (ORICA AUSTRALIA PTY LTD)				
EFT6355		CHLORINE GAS x2 CYLINDERS		633.60
INV 4494792			633.60	
YORK IT & COMMUNICATION				
EFT6356		USB CORD - RECORDS SCANNER		12.50
INV I02545			12.50	
A CLASS LINEMARKING SERVICE				
EFT6357		LINE MARKING - LOWE ST CARPARK / YORK HOTEL		710.00

Date: 09/02/2010
Time: 8:47:11AM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:2

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
INV 91218		A CLASS LINEMARKING SERVICE LINE MARKING - LOWE ST CARPARK / YORK HOTEL	710.00	
EFT6358 INV 77		IMPACT SWEEPING STREET SWEEPING - DEC 09	1,320.00	1,320.00
EFT6359 INV SUPER		ING CORPORATE SUPER Superannuation contributions	169.70	169.70
EFT6360 INV SUPER		RAMSAY SUPERANNUATION FUND Superannuation contributions	129.60	129.60
EFT6361 INV 3303		AVON VALLEY CONTRACTORS LOWLOADER HIRE - GREENHILLS RD	286.00	286.00
EFT6362 INV 52208		MCLEODS BARRISTERS AND SOLICITORS LEGAL FEES - EHO RESIGNATION	1,752.30	1,752.30
EFT6363 INV 5019 INV 5020		AVON WASTE RECYCLING SERVICES 18/12/09 RUBBISH COLLECTION - 18/12/09 RECYCLING SERVICES 18/12/09	6,045.44 11,956.38	18,001.82
EFT6364 INV 3198 INV 3218 INV 3277 INV 3259		AVON VALLEY TYRE SERVICE SUPPLY & FIT TYRES - Y345 SUPPLY & FIT BATTERIES - GREENHILLS FIRE TRUCK SUPPLY & FIT TYRES - Y345 SUPPLY & FIT WINDSCREEN - Y4160 SUPPLY & FIT BATTERY - Y770	360.00 1,900.00 325.00 180.00	2,765.00
EFT6365 INV 37002		TECHNICAL IRRIGATION IMPORTS SOLENOID VALVE - TOWN DAM	95.48	95.48
EFT6366 INV GRAVE INV GRAVE		YORK EARTHMOVING GRAVEL SUPPLY 2250M ³ GRAVEL SUPPLY 810M ³ GRAVEL SUPPLY 2250M ³	1,215.00 3,375.00	4,590.00
EFT6367 INV 9608 INV 9601		MAL AUTOMOTIVES VEHICLE SERVICE/ CLUTCH REPAIRS - COMMUNITY BUS SUPPLY FILTERS - MINOR PLANT	1,864.00 602.00	2,466.00
EFT6368 INV 1831		AVON EXPRESS FREIGHT	170.50	170.50
EFT6369 INV 1		YORK QUALITY BUTCHERS SUPPLY MEAT - END OF YEAR FUNCTION - DEPOT	218.64	218.64
EFT6371 INV IN19754		HOSECO WA PTY LTD CAMLOCK/ CONNECTION - TALBOT WEST RD	177.20	177.20
EFT6372 INV 134254 INV 134376 INV 136087		CELLARBRATIONS DUKE OF YORK REFRESHMENTS - END OF YEAR FUNCTION 09 REFRESHMENTS - END OF YEAR 09 - DEPOT	1,097.30 58.98 731.39	1,887.67
EFT6373 INV ILS09-7		DEPARTMENT OF ENVIRONMENT AND CONSERVATION WASTE TRANSFER STATION LICENCE FEE 09/10	213.94	213.94

Date: 09/02/2010
Time: 8:47:11AM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:3

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
		YORK GENERAL PRACTICE		
EFT6374		MEDICAL		135.70
INV 63686			135.70	
		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION		
EFT6375		ADVERT - WEST AUSTRALIAN 5/12/09 - MANAGER HEALTH/		830.27
INV 1268501			830.27	
		JETPAVE		
EFT6376		ROAD PATCHING - VARIOUS ROADS		20,719.60
INV 2855			20,719.60	
		FUJI XEROX AUSTRALIA PTY LTD		
EFT6377		PHOTOCOPIER METRE CHARGES - DECEMBER 09		339.15
INV CH9557			339.15	
		YORK GENERAL CONTRACTING		
EFT6378		BOBCAT HIRE		484.00
INV 180110			484.00	
		TREVS TRANSPORT		
EFT6379		FREIGHT - POOL CLEANER		46.64
INV 25			46.64	
		ALLPACK SIGNS		
EFT6380		STREET SIGNS VARIOUS		3,015.32
INV 32289			3,015.32	
		ING CORPORATE SUPER		
EFT6381		Superannuation contributions		169.70
INV SUPER			169.70	
		MAC CHENO EARTHMOVING		
EFT6382		GRADER HIRE 18-22/12/09 - TALBOT WEST RD		4,158.00
INV MC000C			4,158.00	
		RAMSAY SUPERANNUATION FUND		
EFT6383		Superannuation contributions		172.80
INV SUPER			172.80	
		AMERICAN ASSET PTY LTD T/AS NORTHAM RENTALS & HIRE		
EFT6384		HIRE CAT LOADER / CHERRY PICKER - NOV 09		16,665.00
INV 11556			12,375.00	
INV 11557		CHERRY PICKER HIRE - NOV 09		2,860.00
INV 11558		CHERRY PICKER HIRE - XMAS DECS		286.00
INV N00011:		CHERRY PICKER HIRE - DEC 09		1,144.00
		RECLAIM INDUSTRIES		
EFT6385		SUPPLY & INSTALL SOFTFALL UNDERLAY - AVON PARK		35,592.70
INV SW5098			35,592.70	
		COLONIAL FIRST STATE		
EFT6386		Superannuation contributions		141.92
INV SUPER			141.92	
		AUSTRALIA POST		
EFT6387		POSTAGE - DECEMBER 09		938.45
INV 618964-			938.45	
		COURIER AUSTRALIA		
EFT6388		FREIGHT		21.45
INV TRANS			21.45	
		CJD EQUIPMENT PTY LTD		
EFT6389		REPAIRS - PARTS & LABOUR - GRADER Y205		5,736.35
INV 162955		LEVEL GUARD - GRADER Y205		25.04
INV W01323		REPAIRS - PARTS & LABOUR - GRADER Y205		4,391.31
INV W01325		TRANSPORT GRADER - Y130		1,320.00

Date: 09/02/2010
Time: 8:47:11AM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:4

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
SHIRE OF WYALKATCHEM				
EFT6390		WALGA TAX SEMINAR - 3-4/12/09 - C WHISSON/ M DAVIES		1,254.00
INV 78/2121			1,254.00	
HOME HARDWARE				
EFT6391		PINE POLES - AVON PARK X 18		2,412.55
INV 386515			598.59	
INV 388380		SPRAY PAINT/ KILLRUST - OLD CEMETERY	32.62	
INV 388820		KEY CUT/ KEY TAGS - OLD CEMETERY	5.04	
INV 388959		PAINT - TOWN HALL	8.60	
INV 389028		CORNICE CEMENT/ JOINT FINISH - TOWN HALL	44.15	
INV 389171		EXTENSION LEAD/ BATTERIES - DEPOT	90.54	
INV 389181		NUT/ BOLT/ SEALANT/ PAINTERS TAPE - CEMETERY	37.58	
INV 390043		PAINT - 24 FORD ST	8.60	
INV 390085		PAINT/ TOILET SEAL - 24 FORD ST	16.10	
INV 390288		PAINT - 24 FORD ST	8.60	
INV 390349		PAINT OPENER/ GAP FILLER/ PAINT/ GYROCK - 24 FORD ST	83.18	
INV 386808		SCREW/ HOOK - COMMUNITY CENTRE	35.95	
INV 390387		PAINT - 24 FORD ST	60.60	
INV 390435		CORD STARTER - WASTE PONDS	4.36	
INV 390713		VARNISH/ INSECT SCREEN - 24 FORD ST	63.77	
INV 391307		ACCOUNT REPRINT FEE	1.44	
INV 391216		COUPLING SLIP/ REDUCING BUSH/ RIVET - AVON PARK TOII	12.37	
INV 391217		SCREWDRIVER/ RIVET/ WEATHER SEAL - 24 FORD ST	62.56	
INV 386950		ROLLER KIT/ PAINT BRUSH - JOAQUINA ST	17.01	
INV 387860		PADBOLT/ CLIP - DEPOT	22.72	
INV 387898		WASHER/ VALVE TAP/ WASHER BODY - TOWN HALL	15.98	
INV 387966		GLUE - TOWN HALL	7.29	
INV 388029		NUT/ BOLT/ GRINDER DISC/ ROD - DEPOT	37.70	
INV 388131		HOSE/ HOSE FITTING - HOWICK ST TOILET	33.24	
INV 388202		GAP FILLER/ PAINT - 24 FORD ST	93.17	
INV 391518		SKYLIGHT KIT - 24 FORD ST	118.25	
INV 393448		TAPE/ PIPE - COMMUNITY CENTRE	12.81	
INV 393605		ROPE - TOWN HALL	27.75	
INV 393692		SCREW/ DRILL BIT/ NAILS - RES MUSEUM	26.76	
INV 393724		GAS REFILL - SWIMMING POOL BBQ	39.60	
INV 393930		DUCT TAPE - 24 FORD ST	5.49	
INV 394509		TAPE MEASURE/ FILTER/ POLYTUBE - TOWN HALL	20.17	
INV 394801		PADLOCK - AVON PARK TOILETS	26.10	
INV 394936		SAFETY STAPLE - HOWICK ST TOILETS	14.04	
INV 396110		ACCOUNT REPRINT FEE	13.97	
INV 391519		TIE WIRE/ TAPE/ CABLE TIE - XMAS DECORATIONS	56.88	
INV 391580		CUP HOOK/ DRILL BIT - XMAS DECORATIONS	9.14	
INV 391722		SILICONE/ POWERBOARD/ WALLPLUG - XMAS DECORATION	33.30	
INV 392386		SPRAY PAINT - AVON PARK TOILETS	11.74	
INV 392450		EXTENSION LEAD - DEPOT	23.40	
INV 392541		SHELF/ BRACKET - 24 FORD ST	15.07	
INV 392716		SPRAY PAINT/ SCREW/ SANDING PAPER - 24 FORD ST	12.26	
INV 393412			77.77	
INV 388229		MDF SHEET - RES MUSEUM	14.43	
INV 388734		LIQUID NAILS/ GEL GRIP - RES MUSEUM	18.35	
INV 390410		STEP LADDER - RES MUSEUM	119.00	
INV 390757		ADHESIVE SPRAY BOND - RES MUSEUM	24.50	
INV 396121		ACCOUNT FINANCIAL CHARGE - RES MUSEUM	1.76	
INV 393506		HOSE/ TIMER TAP - 75 OSNABURG RD	39.81	
INV 393686		KEY CUT/ GAS/ HOSE/ TAP TIMER	143.65	
INV 394635		GLASS CLEANER - DEPOT	19.25	
INV 395294		BUCKETS - T/HALL/ TOILETS	67.00	
INV 395904		TAP - TOWN HALL	18.54	
YORK IGA				

Date: 09/02/2010
Time: 8:47:11AM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:5

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
YORK IGA				
EFT6392		COOL DRINKS - XMAS PARTY 09		732.05
INV 02/2819		MILK/ BISCUITS	15.78	
INV 02/8028		WINDOW CLEANER - COMMUNITY BUS	13.19	
INV 01/2735		MILK/ BISCUITS	12.88	
INV 02/9072		BISCUITS	10.29	
INV 01/3459		MILK/ SUGAR	10.52	
INV 01/4389		AJAX/ BLEACH/ TOILET CLEANER	15.49	
INV 01/4738		MILK	6.83	
INV 01/5169		NAPKINS	3.86	
INV 03/1903		REFRESHMENTS - YEAR END FUNCTION 09 - DEPOT	108.17	
INV 02/3910		TAPE/ BISCUITS/ MILK	19.76	
INV 02/9806		MILK/ TEA/ COFFEE - DEPOT	21.25	
INV 01/8355		MILK/ BISCUITS	9.28	
INV 02/3331		MILK/ TEA COFFEE/ BISCUITS - DEPOT	46.21	
INV 311209		ACCOUNT REPRINT FEE	0.43	
INV 02/4848		POWERBOARD - ADMIN	22.59	
INV 01/0277		MILK/ BISCUITS	25.43	
INV 02/5678		MILK/ MILO	9.29	
INV 01/0704		WREATH/ XMAS CRACKERS/ PLATES - XMAS PARTY 09	110.88	
INV 04/0119		COOL DRINKS - XMAS PARTY 09	167.01	
INV 01/1460		COOL DRINKS/ WATER - XMAS PARTY 09	91.43	
INV 02/6923		CURLING RIBBON/ CHOCOLATES - STORYTIME	11.48	
YORK VISITORS CENTRE				
EFT6393		YVC FUNDING - 3RD QUARTER 09/10		28,934.95
INV 3808			28,934.95	
BGC QUARRIES				
EFT6394		GRANITE X 268.90 TONNES - TALBOT WEST RD		10,470.97
INV Q134255			10,470.97	
HEWETT, E J & L J				
EFT6395		GRAVEL SUPPLY 10250M ³ - FORREST OVAL REDVELOPMENT		16,912.50
INV 1-00026			16,912.50	
STEWART & HEATON CLOTHING CO PTY LTD				
EFT6396		BUSHFIRE PROTECTIVE CLOTHING X 3		307.03
INV SIN-182			307.03	
LANDMARK				
EFT6397		DOG BISCUITS - POUND SUPPLIES		63.30
INV 963384		REFLECTOR VEST - RANGER	19.50	
INV 111284		DOG BISCUITS - POUND SUPPLIES	43.80	
SHIRE OF QUAIRADING				
EFT6398		SIDE TIPPER HIRE - 18/8-19/11/09		13,420.00
INV 13055			13,420.00	
COOL CLEAR WATER BEVERAGES LTD				
EFT6399		WATER FILTRATION UNIT - JAN 10		66.00
INV 109939			66.00	
PETER SPECIALE SMASH REPAIRS				
EFT6400		EXCESS ON INSURANCE CLAIM Y00		300.00
INV 9780/2			300.00	
CORPORATE EXPRESS				
EFT6401		STATIONERY - ADMIN		1,558.81
INV WK1333			799.86	
INV WK1333		TONER / ORGANISER TRAYS - ADMIN	758.95	
YORK AUTO ELECTRICS				
EFT6402		FLASHING LIGHT - LOADER / W/PROOF SWITCH HINO TIPPEJ		196.35
INV 49.38			196.35	
GEMINI MEDICAL SERVICES PL				
EFT6403		PAYMENT IN LEIU OF DOCTOR'S VEHICLE -		497.60

Date: 09/02/2010
Time: 8:47:11AM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:6

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
INV S11283		GEMINI MEDICAL SERVICES PL PAYMENT IN LEIU OF DOCTOR'S VEHICLE -	497.60	
EFT6404 INV 010110		JOHN PATRICK HOOPER PRESIDENT ALLOWANCE 1/1-31/3/10	5,340.00	5,340.00
EFT6405 INV 15081		PRODUCTIVE PLASTICS PERSPEX SHOWCASE - CONSERVATION GRANT	1,078.00	1,078.00
EFT6406 INV 220110		DAVID LAWN RENT ARCHIVE FACILITY - 25/12/09 - 25/3/10	3,249.00	3,249.00
EFT6407 INV 405		JOHN'S LOCAL CLEANING SERVICE CLEANING RES MUS - DEC 09	100.00	100.00
EFT6408 INV 28216		YORK MASONIC LODGE NO 5 SPONSORSHIP FUNDING 2009/10	3,040.40	3,040.40
EFT6409 INV 4507713 INV 4506949		SPECTRUM DISTRIBUTORS (ORICA AUSTRALIA PTY LTD) CHLORINE GAS x 2 - SWIMMING POOL CHLORINE SERVICE FEE - SWIMMING POOL / FORREST OVA	653.40 158.00	811.40
EFT6410 INV 2617		YORK & DISTRICTS COMMUNITY MATTERS ADVERTISING	385.00	385.00
EFT6411 INV 2579		HENDERSON, PJ & KD CLEAR BLOCKED DRAINS - CENT UNIT 3	88.00	88.00
EFT6412 INV I268484		WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION REGISTRATION - NEW COUNCILLOR SEMINAR 15/2/10	220.00	220.00
EFT6413 INV 5409		PRESERVATION SERVICES PHOTO RESTORATION 'YORK CENTENARY COMM'	1,017.50	1,017.50
EFT6414 INV REFUN		EDS SHEDS REFUND PLANNING APPLIC FEES - 14 MORRIS EDS DVE REC	132.00	132.00
EFT6415 INV SUPER		ING CORPORATE SUPER Superannuation contributions	169.70	169.70
EFT6416 INV SUPER		RAMSAY SUPERANNUATION FUND Superannuation contributions	81.00	81.00
EFT6417 INV 3118255		RODNEY BYL BUILDING SURVEYOR CONSULTANCY - JAN 10	4,235.00	4,235.00
EFT6418 INV SUPER		COLONIAL FIRST STATE Superannuation contributions	181.28	181.28
EFT6419 INV TRANS		COURIER AUSTRALIA FREIGHT CHARGES TO 10/1/10	90.36	90.36
EFT6420		AVON WASTE RUBBISH COLLECTION - 15/1/10		17,434.92

Date: 09/02/2010
Time: 8:47:11AM

**SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010**

USER:Annette Hunt
PAGE:7

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
AVON WASTE				
INV 5084		RUBBISH COLLECTION - 1/1/10	5,856.02	
INV 5085		RECYCLING SERVICES - 1/1/10	2,783.52	
INV 5103		RUBBISH COLLECTION - 15/1/10	6,008.94	
INV 5104		RECYCLING SERVICES - 15/1/10	2,786.44	
BOC GASES				
EFT6421		RENTAL MEDICAL GAS CYLINDER 1/1-31/12/10		93.60
INV 6331076			93.60	
TOTAL EDEN				
EFT6422		SPRINKLER PARTS - VARIOUS PARKS & GARDENS		547.75
INV 5073100			547.75	
RURAL PRESS REGIONAL MEDIA (WA) PTY LTD				
EFT6423		ADVERTISING AVON ADVOCATE - DECEMBER 2009		720.72
INV 1171507			720.72	
MORRIS PEST & WEED CONTROL				
EFT6424		PERIMETER TREATMENTS / FOLLOW UP TREATMENTS - VAI		3,636.60
INV 1951			3,636.60	
FUEL DISTRIBUTORS				
EFT6425		DIESEL x 7000 LTRS		27,325.64
INV 2683		UNLEADED x 1454 LTRS	1,711.74	
INV 6135		DIESEL x 5008 LTRS / UNLEADED x 704 LTRS	6,789.13	
INV 6185		DIESEL x 3000 LTRS / UNLEADED x 1060 LTRS	5,009.80	
INV 6236		DIESEL x 4274 LTRS	5,356.17	
INV 2748		DIESEL x 7000 LTRS	8,458.80	
SIGMA CHEMICALS				
EFT6426		CHLORINE / POOL STABILISER		362.17
INV 25880/1			362.17	
BURGESS RAWSON (WA) PTY LTD				
EFT6427		STANDPIPE WATER CHARGES - 10/9/09 - 13/1/10 - BURGESS SD		12.43
INV 289142			12.43	
JOHN SHENTON				
EFT6428		ULTRAMAX SMARTCLEANER - SWIMMING POOL		13,475.00
INV 1102744			13,475.00	
SHIRE OF NORTHAM				
EFT6429		TIPPING FEES - DECEMBER 09		7,496.30
INV 3701			7,496.30	
R N R CONTRACTING PTY LTD				
EFT6430		BITUMEN SEALING - TALBOT WEST RD		29,861.87
INV 1525			29,861.87	
WATER DYNAMICS				
EFT6431		SUPPLY & INSTALL RETICULATION - FORREST OVAL REDEV		84,425.00
INV 5400790			84,425.00	
AVON VALLEY TYRE SERVICE				
EFT6432		TYRES x 2 - Y397 / TRACTOR TYRES x 2 - Y299		3,155.00
INV 3322			2,140.00	
INV 3308		PUNCTURE REPAIRS Y4118 / DRIVE TYRES x 2 Y345	1,015.00	

Date: 09/02/2010
Time: 8:47:11AM

SHIRE OF YORK
MUNICIPAL EFT PAYMENTS
JANUARY 2010

USER:Annette Hunt
PAGE:8

<u>Cheque /EFT</u> <u>No</u>	<u>Date</u>	<u>Name</u> <u>Invoice Description</u>	<u>INV</u> <u>Amount</u>	<u>Amount</u>
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REPORT TOTALS

<u>Bank Code</u>	<u>Bank Name</u>	<u>TOTAL</u>
1	MUNICIPAL FUND BANK	417,262.94
TOTAL		417,262.94

Date: 08/02/2010
 Time: 8:43:32AM

**SHIRE OF YORK
 TRUST CHEQUE PAYMENTS
 JANUARY 2010**

USER:Annette Hunt
 PAGE:1

Cheque /EFT No	Date	Name Invoice Description	INV Amount	Amount
3669		GRAEME LAWRENCE HOPKINS		
INV T78		ADDITIONAL CROSSOVER REBATE HOPKINS - 35 LANGFORD	500.00	500.00
3670		DEBORAH PHOENIX		
INV T83		REFUND D PHOENIX - TOWN HALL BOND - REC 142823	200.00	220.00
INV T8		REFUND D PHOENIX - TOWN HALL KEY BOND - REC 142823	20.00	
3671		GIL STUBBS		
INV T1		REFUND G STUBBS - CAT TRAP BOND - REC 146240	50.00	50.00
3672		RUTH HALBERT		
INV T8		REFUND R HALBERT - PAVILION HIRE BOND - REC 146166		120.00
INV T7		REFUND R HALBERT - PAVILION KEY BOND - REC 146166	20.00	
		REFUND R HALBERT - PAVILION HIRE BOND - REC 146166	100.00	
3673		YORK TROTting CLUB		
INV T8		REFUND YORK TROTting CLUB - PAVILION HIRE BOND - RI		120.00
INV T83		REFUND YORK TROTting CLUB - PAVILION KEY BOND - RE	20.00	
		REFUND YORK TROTting CLUB - PAVILION HIRE BOND - RI	100.00	
3674		YORK LADIES BADMINTON CLUB		
INV T8		REFUND YORK LADIES BADMINTON - PAVILION HIRE BOND		120.00
INV T83		REFUND YORK LADIES BADMINTON - PAVILION KEY BOND	20.00	
		REFUND YORK LADIES BADMINTON - PAVILION HIRE BOND	100.00	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
2	TRUST FUND BANK	1,130.00
TOTAL		1,130.00

TOTAL RESERVES	
31-Jan-10	
Reserve Name	Current Balance
4. Plant Reserve	350,453.45
6. Staff Leave Reserve	114,365.96
7. Town Planning Reserve	12,113.40
8. Recreation Complex Reserve	326,976.86
9. Avon River Maintenance Reserve	19,798.86
14. Industrial Land Reserve	90,583.39
15. Refuse Site Development Reserve	192,205.61
22. Centennial Gardens Reserve	107,996.09
23. Public Open Space Cont Reserve	307.57
24. Community Bus Reserve	37,401.03
25. Pioneer Memorial Lodge Reserve	132,117.08
26. Residency Museum Reserve	19,527.64
27. Carparking Reserve	57,832.36
30. Building Reserve	59,037.38
35. Disaster Reserve	23,432.17
37. Archives Reserve	21,681.58
38. Water Supply Reserve	6,778.29
40. Tied Grant Funds Reserve	465,174.11
42. Main Street (Town Precinct) Update Reserve	115,370.05
43. Strategic Planning Reserve	19,035.22
44. Cemetery Reserve	26,541.90
45. York Town Hall Reserve	39,821.38
46. RSL Memorial Reserve	19,330.31
47. Greenhills Townsite Development Reserve	21,294.83
48. Youth Capital Works	22,664.32
49. Roads	58,563.44
50. Land & Infrastructure	195,236.28
TOTAL RESERVE FUNDS	2,555,640.56
Funded by	
BENDIGO RESERVE 119521748	5,526.03
BENDIGO RESERVE AT-CALL ACCT	114,000.00
BENDIGO RESERVE NCD DUE 31/3/10	583,985.84
BENDIGO RESERVE NCD DUE 31/03/10	334,591.12
BENDIGO RESERVE NCD DUE 31/5/10	413,000.58
WESTPAC RESERVE	0.00
WESTPAC RESERVE NCD DUE 31/3/10	304,536.99
WESTPAC RESERVE NCD DUE 24/2/10	300,000.00
WESTPAC RESERVE NCD DUE 5/4/10	500,000.00
Total Cash Funding	2,555,640.56
Comment	
The Local Government Act 1995 Part 6 Division 4 Section 6.11 requires the reserves to be fully funded. The reserves are fully funded.	

**STATEMENT OF PAYROLL DIRECT DEBITS
FOR THE MONTH ENDING JANUARY 2010**

8 January 2010	7,021.49
14 January 2010	50,110.74
21 January 2010	2,505.92
28 January 2010	58,196.71
29 January 2010	59.95
PAYROLL TOTALS	\$ 117,894.81
(LESS PAYMENTS BY CHEQUE)	2,505.92
TOTAL PAYROLL DIRECT DEBITS AS PER BANK REC	\$ 115,388.89

**SUMMARY OF CREDIT CARD PAYMENTS
FOR THE MONTH ENDING JANUARY 2010**

REFRESHMENTS	540.60
TRAINING & CONFERENCES	26.60
SEAVROC	
FUEL	201.93
HOUSING MAINTENANCE	
OTHER	236.96
TOTAL PURCHASES	\$ 1,006.09
PAYMENTS TO C/C IN ADVANCE	0.00
(LESS PREVIOUSLY PAID IN ADVANCE)	0.00
TOTAL PAYMENTS TO C/C AS PER BANK REC	\$ 1,006.09

**TRANSACTION LISTING OF CREDIT CARD PAYMENTS
FOR THE MONTH ENDING JANUARY 2010**

CARD 1		
DATE	AMOUNT	DESCRIPTION
3/12/2009	74.00	RETAIL PURCHASE THE YORK MILL BAKEHO, YORK 0112
11/12/2009	7.00	RETAIL PURCHASE WILSON PARKING PER1, PERTH 1012
12/12/2009	60.80	RETAIL PURCHASE NORTHAM TAVERN, NORTHAM 1012
17/12/2009	112.00	RETAIL PURCHASE SETTLERS HOUSE PL, YORK 1512
19/12/2009	41.50	RETAIL PURCHASE THE YORK MILL BAKEHO, YORK 1712
19/12/2009	70.00	RETAIL PURCHASE Cafe Bugatti, YORK 1812
22/12/2009	70.71	RETAIL PURCHASE BP BALLAJURA 6330, BALLAJURA 1912
24/12/2009	110.30	RETAIL PURCHASE SETTLERS HOUSE PL, YORK 2212
26/12/2009	229.96	RETAIL PURCHASE CELLARBRATIONS AT DU, YORK 2412
31/12/2009	77.50	RETAIL PURCHASE BP GOOMALLING 1813, GOOMALLING 2912
31/12/2009	53.72	RETAIL PURCHASE CALTEX STAR MART, MALAGA 2712
TOTAL CARD 1	907.49	
CARD 2		
DATE	AMOUNT	DESCRIPTION
6/12/2009	72.00	RETAIL PURCHASE THE YORK MILL BAKEHO, YORK 0412
13/12/2009	26.60	RETAIL PURCHASE LORT HEIGHTS NOMINEE, YORK 1112
TOTAL CARD 2	98.60	
TOTAL CREDIT CARDS		\$ 1,006.09

**STATEMENT OF SHELL CARD PURCHASES
FOR THE MONTH ENDING JANUARY 2010**

0 Y - CEO		0.00
Y 00 - DCEO		0.00
Y 000 - EHO		137.65
CARD FEES		7.50
TOTAL PURCHASES	\$	145.15
TOTAL PAYMENTS TO SHELL AS PER BANK REC	\$	145.15

9. OFFICER'S REPORTS

9.3 FINANCE REPORTS

9.3.5 Round Two of the Regional & Local Community Infrastructure Program (RLCIP)

FILE NO:	FI.FAG.8
COUNCIL DATE:	15 February 2010
REPORT DATE:	9 February 2010
LOCATION/ADDRESS:	N/A
APPLICANT:	Shire of York
SENIOR OFFICER:	R Hooper, CEO
REPORTING OFFICER:	T Cochrane, ADCEO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Nil
DOCUMENTS TABLED:	Nil

Summary:

The Shire of York has been notified that \$30,000 of Round Two needs to be reallocated and further projects nominated up to this value.

Background:

The original project was to use the funds for part of the Avon Terrace upgrade however this was rejected by DOTARS as funding for this work is available under Roads to Recovery allocations.

Consultation:

The allocation of the funds to various projects has been the subject of discussion between senior staff and Councillors at the forward planning session on the 27th January 2010.

Councillors have had some input from community members.

Statutory Environment:

Grant expenditure must be allocated specifically to community infrastructure.

Policy Implications:

Not applicable.

Financial Implications:

The reallocation of this funding is an opportunity to address infrastructure shortfall issues for the long term benefit of the community.

Strategic Implications:

Key Result Area 3: Community Development – Objective 1: To have in place the infrastructure to enable the community to develop.

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

The development of high level facilities and structures in York will assist in income generation in the business community and further enhance lifestyle attraction and investor readiness.

Social Implications:

This expenditure will provide facilities and services to assist with community cohesion and encourage further tourism.

Environmental Implications:

All proposed developments will need to meet relevant environmental standards.

Comment:

That the funding for the proposed projects be supported.

RESOLUTION

240210

Moved: Cr Lawrance

Seconded: Cr Boyle

“That Council:

- 1. Endorse the listed projects for Round Two of the Regional and Local Community Infrastructure Program:***

<i>RV Friendly Town – Connect to Sewer</i>	<i>\$4,000</i>
<i>Swimming Pool – Connect Sewer to Existing Drains</i>	<i>\$3,520</i>
<i>Candice Bateman Park Shelter</i>	<i>\$3,980</i>
<i>Starting Blocks – Swimming Pool</i>	<i><u>\$18,500</u></i>
	<i><u>\$30,000</u></i>

CARRIED (5/0)

9.4 Confidential Reports

9.5 Late Reports

10. NEXT MEETING

RESOLUTION

250210

Moved: Cr Randell

Seconded: Cr Lawrance

“That Council:

hold the next Special Meeting of the Council on February 22, 2010 at 3.30pm in the Lesser Hall , York.”

“That Council:

hold the next Ordinary Meeting of the Council on March 15, 2010 at 3.00pm in the Lesser Hall , York.

CARRIED (5/0)

11. CLOSURE

Cr Hooper thanked everyone for their attendance and declared the meeting closed at 4.30pm.