SHIRE OF YORK

NOTICE OF MEETING

Dear Councillors

I respectfully advise that the ORDINARY COUNCIL MEETING will be held in Council Chambers, York Town Hall, York on Tuesday, 22 December 2020, commencing at 5.00pm.

MEETING AGENDA ATTACHED

Chris Linnell

CHRIS LINNELL
CHIEF EXECUTIVE OFFICER
Date: 11 December 2020

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

Local Government Act 1995 (as amended)

Part 1 Introductory Matters

1.3. Content and intent

(1) This Act provides for a system of local government by —
  (a) providing for the constitution of elected local governments in the State;
  (b) describing the functions of local governments;
  (c) providing for the conduct of elections and other polls; and
  (d) providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.

(2) This Act is intended to result in —
  (a) better decision making by local governments;
  (b) greater community participation in the decisions and affairs of local governments;
  (c) greater accountability of local governments to their communities; and
  (d) more efficient and effective local government.

(3) In carrying out its functions a local government is to use its best endeavours to meet the needs of the current and future generations through an integration of environmental protection, social advancement and economic prosperity.

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

2.7 The Role of Council

(1) The Council –
  (a) directs and controls the Local Government's affairs; and
  (b) is responsible for the performance of the Local Government's functions.

(2) Without limiting subsection (1), the Council is to –
  (a) oversee the allocation of the Local Government's finances and resources; and
  (b) determine the Local Government's policies.

Meetings generally open to the public

5.1. (1) Subject to subsection (2), the following are to be open to members of the public —
  (a) all council meetings; and
  (b) all meetings of any committee to which a local government power or duty has been delegated.

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

(i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
(ii) endanger the security of the local government's property; or
(iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;

(g) information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and
(h) such other matters as may be prescribed.

(3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Shire of York

G 2.6 PUBLIC QUESTION TIME

Policy Statement

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC QUESTION TIME PROFORMA
CONTINUED

Question(s)

Please ensure that your question complies with the Public Question Time Policy Statement as published in the Council Agenda and stated as per the attached

Name: _____

Residential Address: _____
(Required if written response requested)

Organization Name: _____
(If presenting on behalf of)

Council Meeting Date: _____

Item No. Referred To:
(If Applicable) _____

Write your question(s) as clearly and concisely as possible – lengthy questions may be paraphrased.

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

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Signature: _____ **Date:** _____

OFFICE USE ONLY

Presented Meeting Date: _____ Item No: _____

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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

1.2 Disclaimer

The Shire President advises the following:

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

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

1.3 Standing Orders

1.4 Announcement of Visitors

1.5 Declarations of Interest that Might Cause a Conflict

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

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

1.6 Declaration of Financial Interests

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

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

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

1.7 Disclosure of Interests that May Affect Impartiality

Councillors and staff are required (Code of Conduct), in addition to declaring any financial interest, to declare any interest that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect

their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making process.

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

2 ATTENDANCE

2.1 Members

2.2 Staff

2.3 Apologies

2.4 Leave of Absence Previously Approved

2.5 Number of People in the Gallery at Commencement of Meeting

3 QUESTIONS FROM PREVIOUS MEETINGS

3.1 Response to Previous Public Questions Taken on Notice

Michael Gill
B Eng. Civil Hons
MIE Aust CP Eng. NER 860131
Avon Civil Engineering

Read By The Shire President At Michael Gill's Request

My question is to the Shire President

I refer to the 2018 Tender Review of Tender 01/1617 presented to the York Shire Council in December 2018 OCM.

I draw your attention to Item 7.3 Appendix 3 Roads Geometry Verification Report, prepared by Chris Coates, Principal of Coates Civil Consulting.

On Page 112 under 3.0 Talbot Rd SLK 4.40 – 5.90km the report states " The main deficiency at this site is the variable radi, broken back and reverse curves, which when combined with vertical geometry and limited sight distance, can lead to difficulty for the driver in accurately positioning their vehicle in their traffic lane and negotiating the curves safely."

I also quote Page 115 of this report under 5.0 Quellington Rd SLK3.6 – 5.60 which states "The predominant deficiency at this site is lack of adequate superelevation development up to design superelevation crossfalls, particularly in the outside lanes. This presents a risk to traffic being unable to traverse the curves satisfactorily. Being the outside of the curve, there is little room for vehicle correction before vehicles encounter the unsealed gravel shoulder and road verge."

Page 118 of this Roads Geometry Verification Report states, under 8.0 Remediation Methodologies "potential remediation strategies to rectify discussed geometrical deficiencies are as follows: 1. Develop appropriate road crossfalls and superelevations by use of asphalt correction layers. Alternately ripping of the road surface and reshaping of the basecourse layer (with addition of new pavement materials as required) to achieve design pavement crossfalls and levels."

At the September Ordinary Council Meeting the current York Shire EMIDS stated that individual road risks are not usually recorded in the Audit Committee Risk Register, he did not refer to any other form of risk register in his response. –

Question 1:
Can you confirm that the Shire of York maintains a road safety risk register in which road safety risks are recorded?

Response provided by the Shire President:
The Shire does not currently maintain a road safety risk register. As outlined in section 3.1 of the minutes of the October OCM it was stated '*The Shire of York will investigate how significant road risks can be included in the Risk Register reported to the Audit and Risk Committee in the future'*. This investigation has been completed and the Shire is now implementing a road risk register that will be presented to the Audit and Risk Committee in March 2021 for ratification.

Question 2:
Can you confirm that the aforementioned road safety risks have been recorded in some form of register and are being acted upon?

Response provided by Shire President:
The aforementioned road safety issues will be included in the Road Risk Register currently being prepared. The register includes proposed actions. A number of these actions are already being resolved.

Question 3:
With regard to these unsafe and sub standard new roads constructed by Stabilised Pavements of Australia in 2017, Can you explain why when asked in PQT at the May 2020 OCM the Shire of York administration had not sought legal advice, as was directed by Council in December 2018?

Response provided by Shire President:
I cannot provide a reason as to why legal advice has not yet been obtained. I can confirm that the Administration have now requested a legal opinion.

Michelle Christensen

Read By The Shire President At Michelle Christensen's Request

Question 1.
What is the Council's position on sharing information and promoting events to local residents and rate payers? For example, the recent visits by Variety WA's Variety Ruby Road Trip, Steve Mills broadcasting his breakfast show in support of the Variety Road Trip. Visits to York by Ministers where it would appear only select business members are involved.

Response provided by the Shire President:

The Shire shares information to businesses via the weekly Visitor Centre Tourism Update email, the Shire's website, the Shire Update in Community Matters and via two Facebook pages – 'Shire of York' which provides information to the York community and 'Experience York' which provides tourism and economic information for a wider community.

In response to the specific examples: The York Visitor Centre was advised of Variety WA's intention to host the Ruby Road Trip and proposed overnight stay in June 2020. At this time due to the Phase 3 restrictions in place, it was uncertain if events of this nature would be possible in October of the same year. Businesses were however notified of the Ruby Road Trip in the weekly Visitor Centre Tourism Update emailed on Tuesday 30 June and again on Tuesday 20 October. On 21 October, the Speed Alert Message mobile trailer was changed for the day with a bespoke message and a post was placed on social media to welcome the Variety Club. We were not aware of the breakfast show broadcast.

Ministerial itineraries are prepared by their office and advice from the Shire is not always sought in advance.

Question 2.
What is the Council's plan in relation to Youth in the town? I am aware that there are various groups and stake holders, but what is the current position and what are plans for the future?

Response provided by Shire President:
The Shire have provided funding for the delivery of additional Youth activities for this and the next two financial years to the YCRC. In the interim the Shire and Council will prepare a Youth Strategy setting out intentions for Youth going forward.

Question 3.
How has the York Dollars initiative been received? Was it a success? What has been the feedback from rate payers and businesses?

Response provided by the Chief Executive Officer:
The figures for York Dollars are reported each month in the Financial report of the Agenda. The York Dollars initiative concludes on the 31 December 2020. The Shire will review the effectiveness of this initiative in the new year.

Simon Saint

Question 3:
It's apparent that the SOY's *COVID-19 Response Strategy & Recovery Action Plan* has effectively allowed the administration to circumvent adopted policies. Can Council confirm which of its policies the COVID-19 Response Strategy & Recovery Action Plan supplants?

Response provided by the Shire President:

The *COVID-19 Response Strategy & Recovery Action Plan* is a Shire of York response to a global pandemic. As it is an Action Plan it does not supplant adopted Policy.

Question 5:
On the 13 October 2020, I wrote to Councillors regarding municipal funding to certain event organisers, on 19 October 2020 I receive an acknowledgement from the Shire President, stating, quote, "… *I will discuss this with the Councillors and the CEO".*
(a) Has the matter been discussed, and
(b) what was the outcome, and
(c) does Council intend to provide a response to my correspondence 13 October 2020, as per its Customer Service Charter?

Response provided by the Shire President:

(a) Yes.
(b) Please see part (c).
(c) Thank you for your letter regarding the York Mini Festival. Council, at its May 2020 meeting resolved to negotiate a multi-year funding agreement with York Arts and Events Inc which included $15,000 for a mini festival to be held in March 2021.

With reference to your concerns that this festival is proposed to run concurrently with the York Antique Fair and the Medieval Festival, according to my research the York Mini Festival is planned for 6 & 7 March 2021, the Antique Fair is being held 3 to 5 April 2021 and the Medieval Fair on 26 September 2021.

Question 6:
The SOY frequently spends a significant amount of municipal funds on various consultants to write reports on what they, the consultants, consider the community needs, inevitably, the rhetoric includes facilities for younger members of the community. Instead of habitually throwing public money at consultants, would it not be more beneficial if the SOY spent the money on fixing the already broken play equipment, or, god forbid, installing additional equipment?

Response provided by the Shire President:
To support the delivery of budgeted project and programs there is, from time to time, a need to use consultants as they provide a skill set that is required. Regarding play equipment, the Shire does spend money fixing any damaged play infrastructure on an annual basis, the Shire would also be open to receiving any request(s) from the community for future play equipment.

3.2 Response to Unasked Questions from the Previous Meeting

Nil

4 PUBLIC QUESTION TIME

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

6.7 Other procedures for question time for the public

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

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

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

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

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

(a) declare that he or she has an interest in the matter; and
(b) allow another person to respond to the question.

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

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

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

(a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
(b) the member of the public uses public question time to make a statement, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
(c) the member of the public asks a question that is offensive or defamatory in nature, provided that the Presiding Member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.

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

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

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

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

4.1 Written Questions – Current Agenda

4.2 Public Question Time

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 PRESENTATIONS

6.1 Petitions

6.2 Presentations

6.3 Deputations

6.4 Delegates' reports

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Ordinary Council Meeting - 24 November 2020

Confirmation

That the minutes of the Ordinary Council Meeting held on 24 November 2020 be confirmed as a correct record of proceedings.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 SHIRE PRESIDENTS MEETINGS NOVEMBER 2020

Day	Meeting Description	Venue
1	Art Show Opening	Botanical
3	Concept Forum	Chambers
5	York Honours Group Meeting	Chambers
10	Seniors Lunch	The Old Mill
11	Remembrance Day	War Memorial
13	NAIDOC	
16	AROC Meeting	Toodyay
17	Agenda Briefing	Chambers
18	Tourism Workshop	Perth
20	Avon Midland Country Zone of WALGA Meeting	Zoom
23	Meeting with Ratepayer	
24	RDA Wheatbelt Meeting	Zoom
24	Ordinary Council Meeting	Chambers
30	Radio Interview	Radio Station

9 OFFICER'S REPORTS

SY177-12/20 MINUTES OF THE AUDIT AND RISK COMMITTEE MEETING HELD ON 1 DECEMBER 2020

File Number:	**FI.FRP.6**
Author:	**Tabitha Bateman, Finance Manager**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**Not applicable**
Appendices:	**1. Minutes of the Audit and Risk Committee Meeting held 1 December 2020** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

To receive the minutes and adopt the recommendations of the Audit and Risk Committee Meeting held Tuesday, 1 December 2020.

BACKGROUND

The minutes of the Audit and Risk Committee meetings are provided for Council and community information.

COMMENTS AND DETAILS

At the meeting held 1 December 2020, the Audit and Risk Committee was presented with information regarding the following;

1. Finance and Costing Review for the period ending 30 September 2020
2. Annual Financial Report for the period ending 30 June 2020

Finance and Costing Review for the period ending 30 September 2020

In accordance with the Shire's procedure for Finance and Costing Reviews, responsible officers reviewed their assigned accounts following the close of the first quarter ending 30 September 2020. Officers reviewed actuals against the adopted budget and presented a summary of proposed budget amendments resulting in an expected year end deficit of $7,639.

The report further provided an update on the progress of the capital works programme and grants received to date. Given the timing of the review and the immaterial value of the forecasted deficit, officers are confident that savings can be achieved throughout the remainder of the financial year to correct the deficit.

Annual Financial Report for the period ending 30 June 2020

This report presented documents relating to the finalisation and audit of the Shire's financial statements for the year ended 30 June 2020. The Audit Committee recommended that Council;

1. Accepts the Annual Financial Report for the year ended 30 June 2020 and;

2. Requests the CEO to finalise the annual report and present it to the December Council meeting along with a proposed date for the annual electors' meeting.

In March 2020, an entrance meeting for the 2019/20 annual financial audit was held between the Audit and Risk Committee, Shire officers and the Office of the Auditor General (OAG). The meeting outlined the scope of the audit which commenced late March 2020.

Unlike previous years, the interim audit was performed remotely as a direct result of COVID-19, primarily with the use of a shared portal and via teleconferencing. For this reason, the audit work took longer than expected and continued beyond the close out date of 4 April 2020. These arrangements not only added time to simple tasks like collection and collation of samples but also the need for additional 'COVID testing'.

A formal exit meeting was held during the Audit and Risk Committee meeting on 1 December 2020. Two staff from the Office of the Auditor General attended the Audit and Risk Committee meeting providing an opportunity for committee members to ask questions about the annual financial report. They further provided an overview of the results of the audit highlighting the key focus areas of the audit.

Following the end of the audit, formalised by the exit meeting, the Auditor General provided her Independent Opinion for inclusion in the Annual Report to be presented at the Annual General Meeting of Electors. This meeting is planned to be held Tuesday, 2 February 2021, if approved by Council, and is the subject of another report within this agenda presented for Council's consideration.

IMPLICATIONS TO CONSIDER

Consultative

Office of the Auditor General

Moore Australia

Strategic

Theme 5: Strong and Effective Leadership

5.3 Continuous improvement of governance

Policy Related

CP1.5 *Compliance*

G4.6 *Risk Assessment and Management*

Financial

Legal and Statutory

Local Government Act 1995

Section 5.54 Acceptance of Annual Reports

Section 6.4 Financial Report

Section 7.2 Audit

Section 7.9 Audit to be Conducted

Local Government (Audit) Regulations 1996

Regulation 10 Report by Auditor

Local Government (Financial Management Regulations) 1996

Part 4 – Financial Reports

Regulations 34-51 (relating to information to be included in annual financial reports)

Risk Related

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

The requirement to have the Shire's annual financial statements audited and lodged with the Department of Local Government is a legislative obligation. Section 5.54 of the Act requires the annual report for a financial year to be accepted by the following 31 December in each year or 2 months after the auditor's report becomes available. Failure to do so exposes Shire officers and Councillors to significant risk. This report and its appendices mitigate this risk.

Workforce

Not applicable

VOTING REQUIREMENTS

Absolute Majority: Yes

RECOMMENDATION

That Council receives the minutes of the Audit and Risk Committee meeting held 1 December 2020 and adopts the following recommendations of the Committee:

That Council:

1. Accepts the Finance and Costing Review Summary for the period ending 30 September 2020.
2. Notes the progress to date in relation to the 2020/21 Capital Works Program.
3. Notes the year to date position in relation to Grants and Contributions forecasted.
4. Adopts the proposed budget amendments and requests the CEO to implement the changes.
5. Accepts the Annual Financial Report for the year ended 30 June 2020.
6. Requests the CEO to finalise the annual report and present it to the December Council meeting along with a proposed date for the annual electors' meeting.

UNCONFIRMED MINUTES

Audit and Risk Committee Meeting
Tuesday, 1 December 2020

Date: Tuesday, 1 December 2020
Time: 2.30pm
Location: Council Chambers, York Town Hall, York

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MINUTES OF SHIRE OF YORK
AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK
ON TUESDAY, 1 DECEMBER 2020 AT 2.30PM

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

1 OPENING

1.1 Declaration of Opening

Cr Denese Smythe, Presiding Member, declared the meeting open at 2.34pm.

The Shire President welcomed the representatives from the Office of the Auditor General who attended via Zoom. The representatives commenced the Exit Meeting of the Annual Financial Audit for the year ended 30 June 2020. (Item 4 - Presentations).

1.2 Disclaimer

The Presiding Member advised the following:

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

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

1.3 Standing Orders

No Change

1.4 Announcement of Visitors

Via Zoom - Office of the Auditor General -

Nayna Raniga – Engagement Leader and Min Yeap – Principal Auditor

1.5 Declarations of Interest that Might Cause a Conflict

Nil

1.6 Declaration of Financial Interests

Nil

1.7 Disclosure of Interests that May Affect Impartiality

Nil

2 ATTENDANCE

2.1 Members

Cr Denese Smythe, Presiding Member; Cr Denis Warnick; Cr Jane Ferro; Cr Pam Heaton; Cr Stephen Muhleisen; Cr Kevin Trent

2.2 Staff

Chris Linnell, Chief Executive Officer; Darren Wallace, Executive Manager Infrastructure & Development Services; Helen D'Arcy-Walker, Council & Executive Support Officer; Alina Behan, Executive Manager Corporate & Community Services (via Zoom)

2.3 Apologies

Cr Ashley Garratt

2.4 Leave of Absence Previously Approved

Nil

3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

4 PRESENTATIONS

Via Zoom - Office of the Auditor General -

Nayna Raniga – Engagement Leader and Min Yeap – Principal Auditor

Presentation commenced at 2.34pm and concluded at 2.59pm

The Shire President returned to Item 1.2 to commence the Audit & Risk Committee Meeting at 2.59pm.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent **Seconded: Cr Pam Heaton**

That the minutes of the Audit and Risk Committee Meeting held on 8 September 2020 be confirmed as a correct record of proceedings.

CARRIED: 6/0

6 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire President thanked Nayna Raniga, Engagement Leader and Min Yeap, Principal Auditor from the Office of the Auditor General for attending the meeting via Zoom to undertake the Exit Meeting of the Annual Financial Audit for the year ended 30 June 2020.

7 OFFICER'S REPORTS

7.1 FINANCE AND COSTING REVIEW FOR THE QUARTER ENDED 30 SEPTEMBER 2020

File Number:	**FI.FRP**
Author:	**Tabitha Bateman, Finance Manager**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**Not applicable**
Appendices:	**1. Finance and Costing Review Summary - Quarter 1 2020/21** **2. Projected Statement of Financial Activity 2020/21** **3. Amended Capital Works Program 2020/21** **4. Detailed Budget Amendments 2020/21** **5. Grants Register 2020/21**

NATURE OF THE AUDIT COMMITTEE'S ROLE IN THE MATTER

Review

PURPOSE OF REPORT

This report presents the results of the quarterly Finance and Costing Review for the period ending 30 September 2020 for the Audit Committee's consideration and recommendation to Council.

BACKGROUND

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

The 2020/21 annual budget was adopted by Council on 14 July 2020. At the time of adopting the budget, the following was also resolved:

> *"That Council, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards, adopts the percentage of 10% for items with a variance of $5,000 or more for reporting material variances in the Statement of Financial Activity."*

Officers use the above resolution as a guide for highlighting any variations and as a basis for any budget amendment requests.

COMMENTS AND DETAILS

As part of the annual budget preparation, officers across the organisation are assigned projects and accounts within the budget for which they are responsible to monitor and manage. At the close of the quarter, responsible officers met with the Executive Leadership Team to analyse budgets and consider any variations to the adopted budget.

Following this review process, a summary of all material variances was compiled for consideration by the Audit and Risk Committee and is attached to this report as Appendix 1. The following table provides a summary of the anticipated year end position incorporating the proposed amendments with a deficit of $7,639 expected as a result. Given the timing of the review and the somewhat

immaterial value of the forecasted deficit, officers are of the opinion that savings can be achieved throughout the remainder of the financial year to correct the shortfall.

ITEM	2020/21 ANNUAL BUDGET	FACR QTR 1 YEAR END FORECAST	VAR TO CURRENT BUDGET $	VAR TO CURRENT BUDGET %
Operating Revenue	10,047,135	10,399,357	352,221	4%
Operating Expenditure	(10,708,019)	(10,839,099)	(131,080)	1%
OPERATING SUB-TOTAL	**(660,884)**	**(439,742)**	**221,142**	**-33%**
NON-CASH ITEMS ADDED BACK	2,837,950	2,698,950	(139,000)	-5%
CAPITAL PROGRAMME	(4,565,216)	(4,630,814)	(65,598)	1%
BORROWINGS	(244,526)	(244,526)	-	0%
RESERVES	416,168	416,168	-	0%
OPENING FUNDS	2,216,507	2,192,324	(24,183)	-1%
NET SURPLUS/(DEFICIT)	**0**	**(7,639)**	**(7,639)**	

The above table is provided in more detail at Appendix 2 (Projected Statement of Financial Activity). In addition, a detailed breakdown of the entire budget including explanatory notes, is provided at Appendix 4 (Detailed Budget Amendments 2020/21).

- **OPERATING REVENUE AND EXPENDITURE**

  Revenues – net increase $352,221

  Subsequent to the 2020/21 budget preparation, an extension to the Local Roads and Community Infrastructure (LRCI) funding program was confirmed, providing $383,098 in addition to the $433,684 originally allocated to the Shire of York. Officers propose this funding could be used to improve heavy vehicle access to the Shire's industrial area. Further information regarding this project is planned to be presented to Council in December 2020.

  Officers also sought funding from National Australia Day Council in October 2020 to deliver a 'COVID-safe' Australia Day for 2021. As a result of a successful application, Council will receive $21,000 to help minimise the risk of COVID and fund additional cleaning, modified layouts, personal protective equipment and signage.

  Further detail relating to variations to grants and contributions can be found in Appendix 5.

  Expenses – net increase of $131,080

  Following the review and as a result of changes to the Shire's communication systems and requirements, management determined the need for budget amendments to fund improved IT security and communication. Major concerns in this area have stemmed from the increased number of cyber-attacks and security breaches across the local government sector. In addition, ITVision, the Shire's main software provider, is rolling out a number of modules to replace current systems. ITVision have indicated that some modules and services will not be supported after 30 June 2021. Consequently, funds are required to implement these modules which will result in improvements and efficiencies across the organisation.

  In March 2020 officers presented a report to Council outlining details of the Container Deposit Scheme. Basic operational costs were included within the report noting that there would be negligible impact to the budget's bottom line. Now that the shed is built and operational, officers are proposing to amend the budget to include anticipated income and expenditure.

- **CAPITAL PROGRAMME**

  As outlined in Appendix 3, there is a slight increase to the overall capital works program of $65,598. This is represented by a significant increase to the roads program of $383,098 - the

LRCI funding noted above - which is offset by a number of budget reductions. Proposed variations to the capital programme in addition to the extra funding include;

- Replacement of the large Hino Truck Y711 is not currently required. The purchase price was estimated at $160,000 and offset by proceeds of $60,000.
- CEO and EMCCS vehicles were replaced early 2020 and will not require another replacement this year. Total purchase price combined was $96,000 offset by proceeds from sale of $58,000.
- As identified in the most recent IT audit the Shire's UPS and server are near end of life and require replacement in order to progress with the abovementioned IT improvements. The cost for this project is estimated at $30,000.

IMPLICATIONS TO CONSIDER

Consultative

Office of the Auditor-General

Policy Related

Policy F1.3 *Significant Accounting Policies*

Financial

The results of the first quarter FACR forecast a budget deficit position of $7,639 as at 30 June 2021. Details of proposed amendments are outlined within Appendix 1.

Legal and Statutory

Local Government Act 1995
Section 6.2 *Local government to prepare annual budget*
Section 6.10 *Financial management regulations*

Local Government (Financial Management) Regulations 1996
Part 2. Reg 5(g) CEO's duties as to financial management
Part 3. Reg 33A Review of budget

Risk Related

Failure to monitor and financially manage budgeted projects exposes Shire officers and Councillors to significant risk. This report helps to mitigate this risk.

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

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Cr Jane Ferro **Seconded: Cr Stephen Muhleisen**

That the Audit and Risk Committee recommends that Council:

1. **Accepts the Finance and Costing Review Summary for the period ending 30 September 2020 as attached to this report.**
2. **Notes the progress to date in relation to the 2020/21 Capital Works Program as attached at Appendix 3.**
3. **Notes year to date position in relation to Grants and Contributions forecasted as attached at Appendix 5.**
4. **Adopts the proposed budget amendments and requests the CEO to implement the changes.**

CARRIED: 6/0

FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 1

Description	COA	Current Budget	FACR Impact Quarter 1	Forecasted Year End	Comments/Justification for Request
Variation to 2019/20 year end surplus		(2,216,507)	24,183	(2,192,324)	There was a material variation to the estimated carried forward surplus compared to the 2020/21 budget. The surplus was overestimated by $24,183.
Rates Incentive Scheme	31127	131,531	(40,818)	90,713	Discount for early payment of rates of 1.5% as per budget estimate. Only 4,589 York Dollar vouchers were claimed. This was much less than the 8,666 budgeted.
WALGGC Grant Funding - General Purpose	32260	(397,438)	(17,022)	(414,460)	Adjust Financial Assistance Grants to match actuals which were higher than budgeted.
WALGGC Grant Funding - Local Roads	32270	(268,023)	(16,709)	(284,732)	Adjust Financial Assistance Grants to match actuals which were higher than budgeted.
Interest Earned - Municipal	39222	(18,000)	10,000	(8,000)	Interest expected to be received from term deposits will be much lower than budget estimates. Interest rates extremely low as a result of COVID-19.
Interest Earned - Reserve	39227	(21,832)	8,000	(13,832)	Interest expected to be received from term deposits will be much lower than budget estimates. Interest rates extremely low as a result of COVID-19.
Public Relations	41112	0	21,000	21,000	Expenditure associated with successful grant application for $20,000 to provide a COVID-safe event for Australia Day 2021 plus $1,000 for branding and collateral.
Government Grants	41237	0	(21,000)	(21,000)	Successful grant application for $20,000 to provide a COVID-safe event for Australia Day 2021 plus $1,000 for branding and collateral.
Fringe Benefits Tax	42168	92,250	24,000	116,250	Quarterly instalments are paid based on previous year's actuals. Any adjustments (positive or negative) are processed in May following lodgement of FBT return.
Admin Telephone	42178	12,000	7,500	19,500	Services were upgraded in 2019/20 to Voice Services (SIP) connecting all shire sites to a central communication hardware control because existing hardware was out of date. Budget did not include transition to new system.
Admin Internet	42180	11,128	19,365	30,493	Improved communications and firewall security for all Shire sites as a result of ICT audit - full costs not included in budget. Website refresh and bookings module $13,365 proposed to be funded 2020/21. At this stage, development of an intranet costing $15,884 (not including additional modules) will be scheduled for 2021/22 FY unless surplus funds become available throughout the year.
Computer Expenses	42188	174,298	112,000	286,298	Altus Payroll $58,000 / Altus Records $45,000 / Altus Procurement $9,000. ITVision have indicated they will no longer support Synergy payroll after 30 June 2020 (except under exceptional circumstances) and are unwilling to renew the payroll service contract. This was raised as a risk in last year's audit and needs to be addressed. Altus records and procurement will improve processes and efficiency and by committing to implementation of all three systems, the Shire will receive a discount.

FACR 2019/19 - Quarter 2 1 of 4

FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 1

Description	COA	Current Budget	FACR Impact Quarter 1	Forecasted Year End	Comments/Justification for Request
Building Valuation Fees	42194	25,000	(25,000)	0	Changes to the Financial Management Regulations now require revaluations to be carried out every 5 years instead of every 3 years.
Proceeds from Sale of Asset	42232	(97,000)	58,000	(39,000)	Income from proceeds from sale to reduce, offset by reduction in expenditure also. EMIDS and FM vehicles held for 2 years or more due for changeover this financial year. CEO and EMCCS vehicles purchased 2019/20 due to be held until 2021/22 financial year.
Administration Vehicles	42339	157,000	(95,000)	61,000	EMIDS and FM vehicles held for 2 years or more due for changeover this financial year only. CEO and EMCCS vehicles purchased 2019/20 due to be held until 2021/22 financial year.
Administration Building Capital	43141	74,000	8,500	82,500	Funds required for installation and connection to Business NBN to improve internet connection to the administration building.
Furniture and Equipment - Administration	43142	10,000	30,000	40,000	Current UPS has reached end of life and needs to be replaced. Server is also at end of life and must be replaced prior to implementation of new Altus modules as referred to above in GL 42188.
Bushfire Risk Mitigation Funding	51226	0	(41,600)	(41,600)	Successful Bushfire Mitigation Activity Fund grant to undertake chemical and mechanical treatments along Fire Access Track - Quairading-York Road.
Bushfire Risk Mitigation	51136	0	41,600	41,600	Associated expenditure of Bushfire Mitigation Activity Fund grant to undertake chemical and mechanical treatments along Fire Access Track - Quairading-York Road.
Government Grants	53204	0	(8,358)	(8,358)	Successful grant application - Animal Welfare in Emergencies program to assist with managing the impacts of emergencies on animal welfare.
Grant Expenditure - Emergency Management	53132	0	11,000	11,000	Expenditure of grant funds for the Animal Welfare in Emergencies program to assist with managing the impacts of emergencies on animal welfare.
Containers for Change - Salaries	101160	0	20,500	20,500	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
Containers for Change - Operating expenses	101161	0	7,250	7,250	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
Containers for Change - Building and Plant Maintenance	101162	0	6,670	6,670	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
Containers for Change - Income	101261	0	(35,100)	(35,100)	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
Fines and Penalties - Planning	106213	(2,000)	(4,000)	(6,000)	Current payment arrangement in place for outstanding fines raised 2018/19 to be received through the year.
Gardener Vehicles	113120	987	7,013	8,000	Correct budgeting error - increase budget to match actual vehicle running costs.

p FACR 2018/19 - Quarter 2 2 of 4

FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 1

Description	COA	Current Budget	FACR Impact Quarter 1	Forecasted Year End	Comments/Justification for Request
YRCC Expenditure - Bar	113145	147,670	(40,000)	107,670	Reduce budget for stock purchases due to slow start up after COVID closure and reduced sporting fixtures. Labour budget required to rotate stock and prepare re-opening procedures as required.
YRCC Expenditure - Canteen	113147	21,892	(10,000)	11,892	Reduced need for canteen facilities in first half of year due to reduced sporting fixtures as a result of COVID-19.
Reimbursements - Non-taxable	113223	(20,000)	20,000	0	Parks and Gardens Trainee reimbursement unlikely to be received this year.
YRCC Income - Bar	113245	(193,819)	50,000	(143,819)	Reduce bar income in line with reduction of expenditure due to slow start up after COVID closure and reduced sporting fixtures.
YRCC Income - Canteen	113247	(30,604)	15,000	(15,604)	Reduce income due to lack of 2020 sporting fixtures.
Avon Park Infrastructure	113302	30,000	30,000	60,000	The Avon Park planting project was originally planned to be undertaken as part of a community activity day however due to COVID-19 restrictions in place at the time, the Shire had to fully staff and fund the project.
Forrest Oval Precinct Infrastructure	113331	53,200	(30,000)	23,200	Security lighting project to be re-scoped and funded from operating budget.
LRCI Infrastructure Projects	125211	(300,000)	(383,098)	(683,098)	Local Roads and Community Infrastructure (LRCI) Program. Funding extension proposed to be used to fund RAV network industrial access subject to a report being presented for Council's consideration.
LRCI Infrastructure Projects	122300	300,000	383,098	683,098	Corresponding expenditure for Local Roads and Community Infrastructure (LRCI) Program. Funding extension proposed to be used to fund RAV network industrial access subject to a report being presented for Council's consideration.
Blackspot Projects	122407	100,000	(100,000)	0	Proposed Blackspot project on York Spencers Brook Road will not be funded by MRWA this financial year.
Blackspot Funding	125208	(66,667)	66,667	0	Proposed Blackspot project on York Spencers Brook Road will not be funded by MRWA this financial year.
Proceeds from Sale of Asset	127297	(119,000)	60,000	(59,000)	Truck Y711 will not be traded this financial year. Reduce proceeds from sale of asset accordingly.
Plant Purchases - Capital	127304	828,000	(160,000)	668,000	Truck Y711 will not be replaced this financial year. Reduce capital expenditure accordingly.
Grant Expenditure - Conservation Projects	131105	0	25,000	25,000	Reallocate grant expenditure for Avon River Banks Restoration project from GL 131108 to its GL 131105 for acquittal purposes.

FACR 2018/19 - Quarter 2 3 of 4

FINANCE AND COSTING REVIEW SUMMARY 2020/21 - Quarter 1

Description	COA	Current Budget	FACR Impact Quarter 1	Forecasted Year End	Comments/Justification for Request
Conservation Projects	131108	26,500	(15,740)	10,760	The funding request received from the River Conservation Society as presented to the November OCM was deferred for consideration outside the Community Funding Round. Officers propose to reallocate surplus funds from GL 132150 - Festivals and Events to GL 131105 - Conservation Projects.
Area Promotion	132145	37,500	(8,000)	29,500	Reallocate budget from GL 132145 to fund improvements to the Information Bay.
Information Bay upgrades	132146	6,284	8,000	14,284	Reallocate budget from GL 132145 to fund improvements to the Information Bay.
Festivals and Events	132150	282,500	(9,260)	273,240	The funding request received from the River Conservation Society as presented to the November OCM was deferred for consideration outside the Community Funding Round. Officers propose to reallocate surplus funds from GL 132150 - Festivals and Events to GL 131105 - Conservation Projects.
Festivals and Events	132150	282,500	(35,000)	247,500	Total budget allocated to festivals and events for the 2020/21 year was higher due to a significant carry forward, the result of many cancelled 2019/20 events. Council's COVID-19 Recovery Strategy committed to funding additional events however, based on the upcoming events calendar and the fact there are no further funding rounds this financial year, it is anticipated this budget will not be fully utilised.
Festivals and Events - Shire Assistance	132160	9,393	4,000	13,393	Increased shire labour hours and other inkind support required to assist delivery of COVID-19 recovery events.
Proceeds from Sale of Asset	143295	(21,000)	21,000	0	No trade planned for Y96 - vehicle to be kept for Works Leading Hand (Construction). Additional vehicle to be purchased for Works Coordinator. Reduce budgeted proceeds from sale of asset.
Lease Expenditure	146172	6,000	5,000	11,000	Additional funds required for legal review for all new leases.
Net Impact - Quarter 1			7,639		

FACR 2018/19 - Quarter 2 4 of 4

SHIRE OF YORK
PROJECTED FINANCIAL ACTIVITY STATEMENT
FINANCE AND COSTING REVIEW 2020/21 - Quarter 1

	2020/21 ANNUAL BUDGET	2020/21 YTD ACTUAL 30/10/2020	2020/21 FACR QTR 1	VAR TO BUDGET $	VAR TO BUDGET %
OPERATING REVENUE					
General Purpose Funding	6,763,120	6,196,482	6,778,851	15,731	0%
Governance	2,900	34,537	23,900	21,000	724%
Law,Order Public Safety	79,219	29,539	129,177	49,958	63%
Health	2,500	5,152	2,500	-	0%
Education and Welfare	35,623	13,094	35,623	-	0%
Community Amenities	733,316	688,887	772,416	39,100	5%
Recreation and Culture	788,852	106,404	703,853	(84,999)	-11%
Transport	1,353,617	440,567	1,670,048	316,431	23%
Economic Services	246,588	46,046	246,588	-	0%
Other Property and Services	41,400	13,395	36,400	(5,000)	-12%
	10,047,135	**7,574,102**	**10,399,357**	**352,221**	**4%**
LESS OPERATING EXPENDITURE					
General Purpose Funding	(443,201)	(170,755)	(402,383)	40,818	-9%
Governance	(784,408)	(209,857)	(943,272)	(158,865)	20%
Law, Order, Public Safety	(464,439)	(140,423)	(517,039)	(52,600)	11%
Health	(241,049)	(69,350)	(241,049)	-	0%
Education and Welfare	(146,148)	(39,880)	(146,148)	-	0%
Community Amenities	(1,184,791)	(272,120)	(1,219,211)	(34,420)	3%
Recreation and Culture	(3,473,468)	(951,683)	(3,430,481)	42,987	-1%
Transport	(2,475,127)	(864,265)	(2,475,127)	-	0%
Economic Services	(1,427,106)	(247,934)	(1,396,106)	31,000	-2%
Other Property & Services	(68,283)	16,581	(68,283)	-	0%
	(10,708,019)	**(2,949,685)**	**(10,839,099)**	**(131,080)**	**1%**
Increase/(Decrease)	**(660,884)**	**4,624,417**	**(439,742)**	**221,142**	**-33%**
ADD					
Principal Repayment Received - Loans					
Profit/Loss on sale of assets	(88,418)	-	-	88,418	-100%
Depreciation Written Back	2,585,950	716,753	2,585,950	-	0%
Sold Assets Written Back	340,418	-	113,000	(227,418)	-67%
	2,837,950	**716,753**	**2,698,950**	**(139,000)**	**-5%**
Sub Total	**2,177,067**	**5,341,169**	**2,259,208**	**82,142**	**4%**

SHIRE OF YORK
PROJECTED FINANCIAL ACTIVITY STATEMENT
FINANCE AND COSTING REVIEW 2020/21 - Quarter 1

	2020/21 ANNUAL BUDGET	2020/21 YTD ACTUAL 30/10/2020	2020/21 FACR QTR 1	VAR TO BUDGET $	VAR TO BUDGET %
LESS CAPITAL PROGRAMME					
Purchase Tools					
Purchase Land & Buildings	(570,000)	(83,489)	(578,500)	(8,500)	1%
Infrastructure Assets - Roads	(2,540,066)	(292,495)	(2,823,164)	(283,098)	11%
Infrastructure Assets - Recreation	(273,150)	(40,912)	(273,150)	-	0%
Infrastructure Assets - Other	(10,000)	-	(10,000)	-	0%
Purchase Plant and Equipment	(1,107,000)	(5,430)	(851,000)	256,000	-23%
Purchase Furniture and Equipment	(65,000)	(1,091)	(95,000)	(30,000)	46%
Repayment of Debt - Loan Principal	(244,526)	(48,189)	(244,526)	-	0%
Transfer to Reserves	(246,832)	-	(246,832)	-	0%
	(5,056,574)	(471,605)	(5,122,172)	(65,598)	1%
Sub Total	(2,879,507)	4,869,565	(2,862,963)	16,544	-1%
LESS FUNDING FROM					
Reserves	663,000	-	663,000	-	0%
Opening Funds	2,216,507	2,192,323	2,192,324	(24,183)	-1%
	2,879,507	2,192,323	2,855,324	(24,183)	-1%
ESTIMATED SURPLUS/(DEFICIT)	(0)	7,061,888	(7,639)	(7,639)	

SHIRE OF YORK

CAPITAL EXPENDITURE 2020/21

COA	Description	Adopted Budget 2020/21	YTD Actuals 31/10/2020	FACR Qtr1
Furniture and Equipment		**$65,000**	**$1,091**	**$95,000**
041352	CHAMBERS - FURNITURE & EQUIP	$30,000	$1,091	$30,000
043142	FURNITURE & EQUIPMENT ADMIN	$10,000	-	$40,000
113322	GYM EQUIPMENT - FORREST OVAL	$5,000	-	$5,000
113349	CONVENTION CENTRE FURNITURE AND EQUIPMENT - CAPITAL	$10,000	-	$10,000
132301	CHRISTMAS IMPROVEMENTS - F & E	$10,000		$10,000
Plant and Equipment		**$1,107,000**	**$5,430**	**$851,000**
042339	ADMINISTRATION VEHICLES	$157,000	-	$61,000
	CEO	$58,000		-
	Trade	($35,000)		-
	EMCCS	$38,000		-
	Trade	($23,000)		-
	EMIDS	$38,000		$38,000
	Trade	($23,000)		($23,000)
	FM	$23,000		$23,000
	Trade	($16,000)		($16,000)
053305	CRIME PREVENTION - PLANT & EQUIPMENT CAPITAL	$34,000	-	$34,000
	CCTV - LRCI Funding			
112304	SWIMMING POOL PLANT & EQUIPMENT CAPITAL	$13,000	-	$13,000
	Installation of automatic shutdown system			
127304	PLANT PURCHASES CAPITAL	$828,000	$5,430	$668,000
	Grader Utility Y482	$26,000		$26,000
	Trade	($5,000)		($5,000)
	Truck 13T Y711	$160,000		-
	Trade	($60,000)		-
	Mitsubishi Canter Y4099	$175,000		$175,000
	Trade	($15,000)		($15,000)
	Parks Vehicle Y3777	$75,000		$75,000
	Trade	($20,000)		($20,000)
	Truck with Water cart - New	$230,000		$230,000
	New vehicle - no trade	-		-
	Utility - Town Crew Y211	$26,000		$26,000
	Trade	($5,000)		($5,000)
	Replace Y6947	$26,000		$26,000
	Trade	($2,000)		($2,000)
	Mower - Gianni Ferrari Y1328	$65,000		$65,000
	Trade	($12,000)		($12,000)
	Spray Utility - Y770	$35,000		$35,000
	Trade	-		-
	Other Equipment	$10,000		$10,000
133319	PLANT & EQUIP - DSC VEHICLE	$37,000	-	$37,000
	Development Services Coordinator			
143301	DEPOT PLANT CAPITAL PURCHASE	$38,000	-	$38,000
	Works Supervisor			
Buildings		**$570,000**	**$83,109**	**$578,500**
043141	ADMIN OFFICE - LAND & BUILDINGS	$74,000	$20,402	$82,500
067304	CENTENNIAL UNITS - BUILDING	$25,000	-	$25,000
068302	PML BUILDING CAPITAL	$35,000	-	$35,000
101371	WASTE MANAGEMENT LAND & BUILDINGS	$150,000	$51,055	$150,000
113325	GREY ST PARK	$15,000	$9,350	$15,000
113327	CANDICE BATEMAN PARK CAPITAL	$20,000	$2,302	$20,000
118300	BUILDING CAPITAL	$220,000	-	$220,000
143304	DEPOT - BUILDINGS CAPITAL	$31,000	-	$31,000

SHIRE OF YORK

CAPITAL EXPENDITURE 2020/21

COA	Description	Adopted Budget 2020/21	YTD Actuals 31/10/2020	FACR Qtr1
Infrastructure - Roads		$2,540,066	$288,148	$2,823,164
122300	INFRASTRUCTURE PROJECTS LRCI	$300,000	-	$683,098
700302	Talbot Road - Widening - Lrci Project 20/21	$300,000		$300,000
new	RAV Network Industrial Access - Lrci Project 20/21	-		$383,098
122400	ROADS TO RECOVERY PROJECTS	$402,437	$77,008	$402,437
700203	Marriavale Road - Roads To Recovery 2020/21	$150,000	$89	$150,000
700608	Quellington Road - Roads To Recovery Project 2020/21	$110,000	-	$110,000
700801	Doodenanning Road - Roads To Recovery Project 2020/21	$110,000	$76,919	$110,000
Various	Rural Reseals	$32,437	-	$32,437
122401	REGIONAL ROAD GROUP PROJECTS	$543,629	-	$543,629
700115	York-Tammin Road (Goldfields Rd) - Rrg Project 2020/21	$543,629	-	$543,629
122402	MUNICIPAL ROAD CONSTRUCTION PROJECTS	$556,600	$122,027	$556,600
7003	Talbot Road	-	$50,243	-
7009	Top Beverley Road	-	$44,352	-
7020	Cut Hill Road	-	$6,867	-
7051	Ashworth Road Gravel	$120,000	-	$120,000
7054	Kittlers Road	-	$9,007	-
7089	Avon Terrace - Sealed	$100,000	-	$100,000
7171	Maxwell Street	-	$11,559	-
7901	Municipal Reseals And Kerbing (Budget Only)	$102,000	-	$102,000
7908	Municipal Road Safety Improvements (Budget Only)	$112,200	-	$112,200
7909	Tree Pruning	$122,400	-	$122,400
122403	MUNICIPAL FOOTPATH CONSTRUCTION PROJECTS	$112,100	$554	$112,100
various	York Townsites - Footpaths and Street trees	$112,100	-	$112,100
122404	MUNICIPAL BRIDGE CONSTRUCTION PROJECTS	$86,700	$6,149	$86,700
various	Preventative Maintenance and Renewal Programme	$86,700	-	$86,700
122407	BLACKSPOT PROJECTS	$100,000	-	-
	Talbot West/Luelf Rd Intersection	$100,000	-	
122411	TOWNSITE DRAINAGE	$234,600	$9,672	$234,600
70162	Greenhills South Road	-	$2,802	-
72191	Penny Drive	-	$6,871	-
various	Municipal Drainage Improvements (Budget Only)	$234,600	-	$234,600
122412	ASSET RENEWALS - GRAVEL RESHEETING	$204,000	$72,738	$204,000
various	Municipal School Bus Route Improvements (Budget Only)	$204,000	-	$204,000
Infrastructure - Other		$283,150	$40,912	$283,150
112302	SWIMMING POOL CAPITAL - BUILDINGS	$47,950	-	$47,950
113302	AVON PARK INFRASTRUCTURE	$30,000	$27,562	$60,000
113331	FORREST OVAL INFRASTRUCTURE	$53,200	-	$23,200
	Install lighting & security system	$30,000		-
	Replace Bowling Lights	$10,000		$10,000
	Boundary Fencing	$13,200		$13,200
113335	HERITAGE TRAILS INFRASTRUCTURE	$67,000	$13,350	$67,000
	York Trails Design/Planning	$20,000		$20,000
	York Trails Construction LRCI Funding	$20,000		$20,000
	Noongar Cultural Heritage Survey - Mt Brown	$20,000		$20,000
	Greenhills Heritage Trail 5 (Greenhills Progress Association) C/FWD	$7,000		$7,000
113346	MOTOCROSS TRACK INFRASTRUCTURE	$50,000	-	$50,000
113347	MT BROWN PARK INFRASTRUCTURE	$25,000	-	$25,000
132304	AREA PROMOTION INFRASTRUCTURE	$10,000	-	$10,000
	Total Capital Budget	$4,565,216	$418,689	$4,630,814

SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	Proceeds Sale of Assets							
042232	Proceeds Sale Of Assets - Admin Vehicles			($97,000)	($39,000)	-60%	58,000	Income from proceeds from sale to reduce, offset by reduction in expenditure also. EMIDS and FM vehicles held for 2 years or more due for changeover this financial year. CEO and EMCCS vehicles purchased 2019/20 due to be held until 2021/22 financial year.
	CEO Vehicles		($35,000)	-	-		-	
	EMCCS Vehicles		($23,000)	-	-		-	
	EMIDS Vehicles		($23,000)	-	-		-	
	FM Vehicle		($16,000)	-	-		-	
051228	Proceeds Sale Of Assets - Ranger's Vehicle			-	-		-	
077276	Proceeds Sale Of Assets - EHO Vehicle			-	-		-	
106210	Proceeds Sale Of Assets - Development Services Vehicle			-	-		-	
	Vehicle Changeover - Y000		-	-	-		-	
127297	Proceeds Sale Of Assets - Works Plant			($119,000)	($59,000)	-50%	60,000	Truck Y711 will not be traded this financial year. Reduce proceeds from sale of asset accordingly.
	Hino 13T Y711		($60,000)	-	-		-	
	Parks and Gardens Truck Y3777		($15,000)	-	-		-	
	Mitsubishi Canter Y4099		($20,000)	-	-		-	
	Grader Utility Y482		($5,000)	-	-		-	
	Utility Y211		($5,000)	-	-		-	
	Utility Y6947		($2,000)	-	-		-	
	Mower Gianni Ferrari		($12,000)	-	-		-	
133297	Proceeds Sale Of Assets - Building Officer Vehicle			($15,000)	($15,000)	0%	-	
	Building Officer Vehicle Changeover		($15,000)	-	-		-	
143295	Proceeds Sale Of Assets - Pwo Vehicles			($21,000)	-	-100%	21,000	No trade planned for Y96 - vehicle to be kept for Works Leading Hand (Construction). Additional vehicle to be purchased for Works Coordinator. Reduce budgeted proceeds from sale of asset.
	Work Supervisor's Vehicle Y96		($21,000)	-	-		-	
	Sub-Total Proceeds on Sale of Assets	-	($252,000)	($252,000)	($113,000)		$139,000	
				-				
042198	Loss on Sale of Assets - Admin Vehicles			-	-			
071901	Loss on Sale of Assets - EHO			-	-			
051197	Loss On Sale Of Assets			-	-			
				-				
	Sub-Total Profit/Loss on Sale of Assets	-	-	-	-		$0	
				-				
	Written Down Values of Assets Sold			-				
042251	Realisation on Sale of Assets - Admin Vehicles			$119,368	$119,368	0%	-	
	61 - CEO Vehicles		$36,264	-	-		-	
	61 - EMCCS Vehicles		$30,139	-	-		-	
	61 - EMIDS Vehicles		$29,965	-	-		-	
	61 - Admin Vehicles		$23,000	-	-		-	
05119	Realisation on Sale of Assets			-	-		-	
077280	Realisation on Sale of Assets			-	-		-	
127197	Realisation on Sale of Assets - Works Plant			$171,600	$171,600	0%	-	
	61 - Hino 13T Y711		$80,000	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	61 - Spray Ute Y770		$20,000	-	-		-	
	61 - Parks and Gardens Utility Y3777		$22,000	-	-		-	
	61 - Mitsubish Canter Y4099		$10,000	-	-		-	
	61 - Street Sweeper		$21,250	-	-		-	
	61 - Mower - Gianni Ferrari Y1328		$16,250	-	-		-	
	61 - Chainsaws, Blowers, Brushcutters & other minor items		$1,900	-	-		-	
	61 - Blowers		$400	-	-		-	
133296	Realisation on Sale of Assets			$19,500	$19,500	0%	-	
	61 - Development Services Vehicle		$19,500		-			
143298	Realisation on Sale of Assets			$29,750	$29,750	0%	-	
	61 - Works' Vehicles Y96		$29,750	-	-		-	
	61 - Parks and Gardens Utility Y3777			-	-		-	
	Sub-Total Written Down Value of Assets Sold	-	$340,418	$340,418	$340,418		$0	
				-				
	Total - GAIN/LOSS ON DISPOSAL OF ASSET - OPERATING STATEMENT		$88,418	$88,418	$227,418		$139,000	
	RATES							
	OPERATING EXPENDITURE							
031120	Admin O/Head & Labour Costs	$42,543	-	$140,903	$140,903	0%	-	
	39 - Allocation for total admin costs incurred by Council (from 4210C)		$140,903	-	-		-	
031118	Rates - Salaries	$22,285	-	$71,242	$71,242	0%	-	
	50 - Salaries as per Wages Schedule		$71,242	-	-		-	
031119	Rates - Superannuation	$3,194	-	$10,330	$10,330	0%	-	
	50 - Super as per Wages Schedule		$10,330	-	-		-	
031121	Long Service Leave		-	$333	$333	0%	-	
	50 - as per Wages Schedule		$333	-	-		-	
031122	Cash Discrepancy			$10	$10	0%		
	57 - Allocation for rounding of rates		$10	-	-		-	
031124	Doubtful Debts Provision	-	-	-	-		-	
	57 - Other Expenditure		-	-	-		-	
031127	Rates Incentive	$66,825	-	$131,531	$90,713	-31%	(40,818)	Discount for early payment of rates of 1.5% as per budget estimate. Only 4,589 York Dollar vouchers were claimed. This was much less than the 8,666 budgeted.
	57 - Rates incentive scheme for prompt payment of rates		$65,050	-	-		-	
	57 - Rates incentive scheme for prompt payment of rates - discount		$44,873		-			
	57 - Rates incentive scheme for prompt payment of rates - instalment cash		$21,008		-			
031128	Map Purchases		-	$1,107	$1,107	0%	-	
	36 - Allocation for the purchase of property maps		$1,107	-	-		-	
031129	Valuation Expenses	$1,835	-	$17,785	$17,785	0%	-	
	51 - GRV General Valuation - 3 Syr cycle		-	-	-		-	
	51 - UV Roll		$12,935	-	-		-	
	51 - Interim valuations	-	$4,851	-	-		-	
031130	Rate Write Offs Non Taxable	$33,669	-	$50,000	$50,000	0%	-	
	57 - Write-offs associated with long term debtors		$50,000	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
031131	Other Expenses-Rates		-	$721	$721	0%	-	
	35 - Rates Comparison Report		$255	-	-		-	
	35 - Title Search Fees		$333	-	-		-	
	35 - Other minor expenditure		$133	-	-		-	
031132	Rate Debt Recovery Cost			$10,000	$10,000	0%	-	
	51 - General rate debt collection costs		$10,000	-	-		-	
039107	Write Offs	$405	-	$2,500	$2,500	0%	-	
	57 - Costs associated with write offs of long term Sundry Debtors	-	$2,500	-	-		-	
	Sub Total - GENERAL RATES OP EXP	$170,755	$436,464	$436,464	$395,646		($40,818)	
	OPERATING INCOME							
031212	Rates	($5,987,276)		($5,983,027)	($5,983,027)	0%	-	
	01 - GRV Rates RID		($2,831,081)	-	-		-	
	01 - GRV Rates Minimums		($535,680)	-	-		-	
	01 - UV Rates RID		($2,165,906)	-	-		-	
	01 - UV Rates Minimums		($450,360)	-	-		-	
031213	Ex Gratia Rates	($19,781)		($17,500)	($17,500)	0%	-	
	04 - CBH rates adjusted annually according to storage capacity as advised by	-	($17,500)	-	-		-	
031214	Rates Non Payment Penalty			($25,000)	($25,000)	0%	-	
	08 - Penalty interest for non payment of rates		($25,000)	-	-		-	
031218	Interim Rates	($2,142)		($10,000)	($10,000)	0%	-	
	01 - Provision for increased rate revenue from interim adjustments	-	($10,000)	-	-		-	
031219	Interest On Rates Instalments		-	-	-		-	
	08 - Interest associated with instalment option method of payment to reflect		-	-	-		-	
031220	Instalment Admin Fee		-	-	-		-	
	07 - Charged to reflect Councils cost of administering the instalment option		-	-	-		-	
031221	Back Rates Prior Year	($3,202)		($100)	($100)	0%	-	
	01 - Rates due to increases in valuations from previous years		($100)	-	-		-	
031222	Pensioner Deferred Rate Interest			($2,200)	($2,200)	0%	-	
	08 - Interest payment provided by State Treasury Dept to reflect Council's	-	($2,200)	-	-		-	
031223	ESL Non-Payment Penalty Interest			-	-		-	
	08 - Interest charged on overdue ESL payments (retained by Council)			-	-		-	
031230	Property Enquiry Fees	($9,768)		($15,000)	($15,000)	0%	-	
	07 - Income received from EAS enquiries	-	($15,000)	-	-		-	
031231	Rate Debt Recovery Non Taxable			($5,000)	($5,000)	0%	-	
	04 - Recovered by Rates		($5,000)	-	-		-	
031232	Rates Debt Recovery Taxable			-	-		-	
	04 - Matching income to acct 31132	-	-	-	-		-	
	Sub Total - GENERAL RATES OP INC	($6,021,684)	($6,057,827)	($6,057,827)	($6,057,827)		-	
	Total - GENERAL RATES	($5,850,929)	($5,621,363)	($5,621,363)	($5,662,181)		($40,818)	
	OTHER GENERAL PURPOSE FUNDING							

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	OPERATING EXPENDITURE							
039104	Provision For Stock Write Off			$1,500	$1,500	0%	-	
	57 - Provision for stock shortfall		$1,500	-	-		-	
039106	Debt Recovery			$5,238	$5,238	0%	-	
	57 - Costs associated with debt recovery matters other than those relating to		$5,238	-	-		-	
039199	Depreciation			-	-		-	
	54 - Depreciation of assets		-	-	-			
	Sub Total - OTHER GENERAL PURPOSE FUNDING OP/EXP	-	$6,738	$6,738	$6,738	-	-	
	OPERATING INCOME							
032260	Grant Funds (Untied)	($103,615)	-	($397,438)	($414,460)	4%	(17,022)	Adjust Financial Assistance Grants to match actuals which were higher than budgeted.
	02 - LGGC funding (operating)		($397,438)	-	-		-	
032270	Grant Funds (Untied)	($71,183)	-	($268,023)	($284,732)	6%	(16,709)	Adjust Financial Assistance Grants to match actuals which were higher than budgeted.
	02 - LGGC funding road maintenance (operating)		($268,023)	-	-		-	
039219	Charges Legal Costs		-	-	-		-	
039222	Interest Earned Muni & Trust		-	($18,000)	($8,000)	-56%	10,000	Interest expected to be received from term deposits will be much lower than budget estimates. Interest rates extremely low as a result of COVID-19.
	08 - Interest earned on short term Council investments	-	($18,000)	-	-		-	
039227	Interest Earned Reserve Funds			($21,832)	($13,832)	-37%	8,000	Interest expected to be received from term deposits will be much lower than budget estimates. Interest rates extremely low as a result of COVID-19.
	08 - Interest earned on short term Council investments	-	($21,832)	-	-		-	
				-				
	Sub Total - OTHER GENERAL PURPOSE FUNDING OP/INC	($174,798)	($705,293)	($705,293)	($721,024)		($15,731)	
				-				
	Total - OTHER GENERAL PURPOSE FUNDING	($174,798)	($698,555)	($698,555)	($714,286)		($15,731)	
				-				
	Total - GENERAL PURPOSE FUNDING	($6,025,727)	($6,319,919)	($6,319,919)	($6,376,468)		($56,549)	
				-				
	MEMBERS OF COUNCIL			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
041101	Attendance Fees	$31,410		$102,359	$102,359	0%	-	
	57 - Elected Members' sitting fees		$81,374	-	-		-	
	57 - President's attendance meeting fees		$20,986	-	-		-	
041102	Conference Expenses	$700		$21,000	$21,000	0%	-	
	51 - Councillor's attendance at conferences, training sessions incl		$21,000	-	-		-	
041103	Election Expenses	$939		$20,000	$20,000		-	
	57 - Provision for Municipal election held every two years		-	-	-		-	
	57 - Provision for special election as required		$20,000		-			

SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
041104	Presidential Allowance	$7,126		$21,146	$21,146	0%	-	
	57 - Shire President's allowance		$16,916	-	-		-	
	57 - Deputy President's allowance		$4,229	-	-		-	
041105	Sponsorships	$8,647		$30,000	$30,000	0%	-	
	57 - Local Business Grant Program		$30,000	-	-			
041106	Refreshments & Receptions	$2,276		$15,000	$15,000	0%	-	
	51 - Council luncheons, civic receptions, Christmas party and other functions		$15,000	-	-		-	
041107	Citizenships & Presentations	$59		$1,500	$1,500	0%	-	
	57 - Small gifts purchased for presentation at citizenship ceremonies		$1,500		-			
041108	Printing & Stationery			$1,800	$1,800	0%	-	
	51 - Elected member business cards		$300	-	-		-	
	51 - Binding of minutes		$1,000	-	-		-	
	51 - Other minor expenditure		$500	-	-		-	
041109	Communication Allowance	$4,337		$14,000	$14,000	0%	-	
	57 - Councillor's communication allowance - 7 @ $2,000		$14,000	-	-		-	
041110	Insurance	$6,015		$5,511	$5,511	0%	-	
	53 - Councillor's & Officer's Management Liability		$4,864	-	-		-	
	53 - Corporate Travel		$434	-	-		-	
	53 - Personal Accident Insurance		$213	-	-		-	
041111	Subscriptions	$17,107		$23,214	$23,214	0%	-	
	51 - WA Local Government Association		$9,085	-	-		-	
	51 - AROC Subscription		$5,500	-	-		-	
	51 - WALGA Zone Secretarial Services		$2,200	-	-		-	
	51 - Avon Midland Zone - Political Lobbying		$1,571	-	-		-	
	51 - LGMA Corporate Membership		$1,943	-	-		-	
	51 - Volunteering WA		$244	-	-		-	
	51 - Country Arts WA		$122	-	-		-	
	51 - Australia Day Council		$550	-	-		-	
	51 - Other minor expenditure		$2,000	-	-		-	
041112	Public Relations	$5,462		$90,795	$111,795	23%	21,000	Expenditure associated with successful grant application for $20,000 to provide a COVID-safe event for Australia Day 2021 plus $1,000 for branding and collateral
	50 - Direct labour costs		$1,849	-	-		-	
	40 - Labour overheads		$2,569	-	-		-	
	35 - Miscellaneous Shire purchases including art		$2,000		-			
	51 - Seniors Expo/Forum		$10,000	-	-		-	
	51 - Budget newsletter, calendar etc		$2,000	-	-		-	
	51 - Community directory		$1,200	-	-		-	
	51 - Anzac Celebrations		$5,000					
	51 - Community Matters column		$18,855	-	-		-	
	35 - Plaques, gifts etc		$2,000	-	-		-	
	51 - Australia Day Community BBQ		$10,000	-	-		-	
	51 - Residents' Satisfaction Survey		$15,000	-	-		-	
	51 - York Society Multi-Year Funding Agreement			-	-		-	
	51 - Social Media Services		$20,000	-	-		-	
	51 - Town Hall usage - various		-	-	-		-	
	40 - Plant operation costs		$302	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
041114	Other - Sundry	$58		$1,250	$1,250	0%	-	
	45 - Desk plates, name badges etc		$1,000	-	-		-	
	51 - Statutory Compliance return		-	-	-		-	
	51 - Other minor expenditure		$250	-	-		-	
041115	Legal Fees			$5,000	$5,000	0%	-	
	51 - Legal fees payable		$5,000	-	-		-	
041116	Portraits & Plaques		-	-	-		-	
	51 - Councillors' portraits & pictures for Council Chambers & similar matters		-	-	-		-	
041118	Travel Expenses	$150		$1,500	$1,500	0%	-	
	51 - Members' travel expenses based on kilometreage		$1,500	-	-		-	
041121	Maintenance - Chambers	$941		$6,000	$6,000	0%	-	
	50 - Employee costs		$5,000	-	-		-	
	51 - Materials & contracts		$1,000	-	-		-	
041122	Admin O/Head & Labour Cost	$120,539	-	$399,226	$399,226	0%	-	
	39 - Allocation for total admin costs incurred by Council (from 4/21IC)		$399,226	-	-		-	
041124	Strategic Planning	$4,092		$25,000	$25,000	0%	-	
	51 - Costs associated with preparation of new Strategic Plan		$25,000	-	-		-	
041127	SEAVROC		-	-	-		-	
041190	Depreciation Expense			$106	$106	0%	-	
	54 - Depreciation of assets		$106	-	-		-	
	Sub Total - MEMBERS OF COUNCIL OP/EXP	$209,857	$784,408	$784,408	$805,408		$21,000	
	OPERATING INCOME							
041237	Contributions And Donations		-	($100)	($21,100)	21000%	(21,000)	Successful grant application for $20,000 to provide a COVID-safe event for Australia Day 2021 plus $1,000 for branding and collateral.
	04 - Contributions received		($100)	-	-		-	
041239	Reimbursements Taxable Supply		-	($200)	($200)	0%	-	
	04 - Reimbursement of goods provided		($200)	-	-		-	
041241	Seavroc Contributions		-	-	-		-	
							-	
	Sub Total - MEMBERS OF COUNCIL OP/INC	-	($300)	($300)	($21,300)		($21,000)	
	Total - MEMBERS OF COUNCIL	$209,857	$784,108	$784,108	$784,108		$0	
	GOVERNANCE							
	OPERATING EXPENDITURE							
042100	Less Allocated To Schedules	($709,052)	-	($2,348,389)	($2,348,389)	0%	-	
	39 - Allocation provided for total administration costs incurred by Council		($2,348,389)	-	-		-	
042109	Administration - Salaries	$343,514		$1,185,937	$1,185,937	0%	-	
	50 - Salaries as per Wages Schedule		$1,185,937				-	
042104	Admin Garden Maintenance	$865		$3,411	$3,411	0%	-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	50 - Direct labour costs		$632	-	-		-	
	40 - Labour overheads		$885	-	-		-	
	35 - Materials eg. mulch, fertiliser, plants etc.		$1,000	-	-		-	
	80 - Plant operation costs		$895	-	-		-	
042107	Insurance	$40,892		$82,284	$82,284	0%	-	
	53 - Public Liability & Professional Indemnity		$23,508	-	-		-	
	53 - Management Liability		$4,964	-	-		-	
	50 - Workers' Compensation		$37,368	-	-		-	
	53 - Fidelity Guarantee		$877	-	-		-	
	53 - Personal Accident Insurance		$213	-	-		-	
	53 - Cyber Crime		$1,906	-	-		-	
	53 - Property Insurance		-	-	-		-	
	53 - Regional Risk Coordinator		$9,500	-	-		-	
	53 - Miscellaneous Structures		$3,514	-	-		-	
	53 - Corporate Travel		$434	-	-		-	
042108	Superannuation Admin	$48,324		$161,961	$161,961	0%	-	
	50 - Superannuation payments associated with acct 42109		$161,961	-	-		-	
042111	Housing Maintenance EMDS	$2,712		$8,875	$8,875	0%	-	
	50 - Direct labour costs		-	-	-		-	
	40 - Labour overheads		-	-	-		-	
	51 - Materials & contracts		$5,000	-	-		-	
	52 - Water		$890	-	-		-	
	53 - Insurance		$626	-	-		-	
	57 - Rates		$2,359	-	-		-	
	80 - Plant operation costs		-	-	-		-	
042112	Housing Maintenance - CEO	$3,003		$9,012	$9,012	0%	-	
	50 - Direct labour costs		-	-	-		-	
	40 - Labour overheads		-	-	-		-	
	51 - Materials & contracts		$5,000	-	-		-	
	52 - Water		$924	-	-		-	
	53 - Property Insurance		$659	-	-		-	
	57 - Rates		$2,429	-	-		-	
	80 - Plant operation costs		-	-	-		-	
042114	Motor Vehicle Expenses Allocated to Function 14	$2,820		$23,116	$23,116	0%	-	
	51 - Parts, repairs, fuel etc P140, P165, P154, P167		$20,360	-	-		-	
	53 - Insurance & Licenses		$2,756	-	-		-	
042116	Housing Maintenance - EMCCS	$8,270		$8,875	$8,875	0%	-	
	50 - Direct labour costs		-	-	-		-	
	51 - Materials & contracts		$5,000	-	-		-	
	52 - Water		$890	-	-		-	
	53 - Insurance		$626	-	-		-	
	57 - Rates		$2,359	-	-		-	
042167	Dishonour Cheque Fees			$100	$100	0%	-	
	57 - Bank fees associated with presentation of dishonoured cheques		$100	-	-		-	
042168	Fringe Benefits General	$29,067		$92,250	$116,250	26%	24,000	Quarterly instalments are paid based on previous year's actuals. Any adjustments (positive or negative) are processed in May following lodgement of FBT return.

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	50 - Fringe Benefits Tax - Admin-based FBT		$92,250	-	-		-	
042169	Consultant Fees	$40,792		$109,870	$109,870	0%	-	
	51 - Reg 17 Review		$15,000	-	-		-	
	51 - Financial Internal Controls Review & Business Plans (Reg 5)		$10,000	-	-		-	
	51 - Implement Outcomes of Reg 17 and Reg 5 Reviews		$5,000	-	-		-	
	51 - Payroll Services		$22,000	-	-		-	
	51 - WALGA Tax Service		$1,790	-	-		-	
	51 - WALGA Workforce		$5,400	-	-		-	
	51 - WALGA Local Laws Service		$630	-	-		-	
	51 - WALGA Procurement Services		$2,550	-	-		-	
	51 - Human Resources Consultancy/Recruitment (EBA neg)		-	-	-		-	
	51 - Consultancy - Integrated Planning Reviews (CBP, LTFP, SP & WP)		-	-	-		-	
	51 - Financial Services		$7,500	-	-		-	
	51 - Asset Management Plans		$10,000	-	-		-	
	51 - Asset Projects		$10,000	-	-		-	
	51 - Rebranding Project		$15,000	-	-		-	
	51 - Records Re-structure		-	-	-		-	
	51 - Local Laws Review		-	-	-		-	
	51 - Provision for other consultant expenditure		$5,000	-	-		-	
042171	Organisational Staff Training and Conferences	$15,068		$67,143	$67,143	0%	-	
	50 - Staff training		$35,000	-	-		-	
	50 - Direct labour costs		$9,643		-			
	40 - Labour overheads		$13,500		-			
	50 - Conferences		$9,000	-	-		-	
042175	Long Service Leave			$5,695	$5,695	0%	-	
	50 - Annual provision for LSL accruals		$5,695	-	-		-	
042176	Admin Building Maintenance	$18,371		$69,054	$69,054	0%	-	
	50 - Salaries, Wages - Cleaning		$17,934	-	-		-	
	50 - Direct labour costs		$5,105	-	-		-	
	40 - Labour overheads		$7,147	-	-		-	
	51 - Air-conditioning service		$1,000	-	-		-	
	51 - Water Filtration Unit		$720	-	-		-	
	35 - General Mtce incl Termite inspections, First Aid kits etc		$14,000	-	-		-	
	51 - Sanitaire bin		$200	-	-		-	
	51 - Service fire extinguishers		$786	-	-		-	
	51 - Service automatic doors		$886	-	-		-	
	63 - Electricity		$9,677	-	-		-	
	52 - Water		$1,840	-	-		-	
	53 - Property Insurance		$4,753	-	-		-	
	57 - ESL Levy		$100	-	-		-	
	35 - Cleaning Materials		$3,000	-	-		-	
	51 - Crack repairs		-	-	-		-	
	51 - Rubbish/recycling charges		$1,907	-	-		-	
042178	Admin Telephone	$9,023	-	$12,000	$19,500	63%	7,500	Services were upgraded in 2019/20 to Voice Services (SIP) connecting all shire sites to a central communication hardware control because existing hardware was out of date. Budget did not include transition to new system.

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	62 - Admin telephone		$12,000	-	-		-	
042180	Admin - Internet Expense	$7,553		$11,128	$30,493	174%	19,365	improved communications and firewall security for all Shire sites as a result of ICT audit - full costs not included in budget. Website refresh and bookings module $13,365 proposed to be funded 2020/21. At this stage, development of an intranet costing $15,884 (not including additional modules) will be scheduled for 2021/22 FY unless surplus funds become available throughout the year.
	51 - Website Management		$6,400	-	-		-	
	51 - ISP annual connection fees		$4,728	-	-		-	
042181	Purchase Admin Maps		-	$611	$611	0%	-	
	35 - Purchase of map, plans etc for use in Admin Centre		$611	-	-		-	
042182	Staff Uniform Subsidy	$2,528		$11,000	$11,000	0%	-	
	50 - Purchase of uniform by staff in accordance with Council policy		$11,000	-	-		-	
042183	Office Expense - Printing	$2,252		$7,000	$7,000	0%	-	
	35 - Printing costs incurred		$7,000	-	-		-	
042184	Office Exp-Stationery	$2,848	-	$15,498	$15,498	0%	-	
	35 - Stationery costs incurred for the purchase of minor office equipment, copy		$13,284	-	-		-	
	35 - Additional office printers/minor equipment		$2,214	-	-		-	
042185	Office Expenses-Advertising	$2,335		$15,000	$15,000	0%	-	
	51 - Advertising Local Laws	-	-	-	-		-	
	51 - Advertising costs for statutory notices and other requirements	-	$15,000	-	-		-	
042186	Office Exp-Office Equip Mtce	$5,322		$24,500	$24,500	0%	-	
	51 - Copy costs and servicing		$17,000	-	-		-	
	35 - Toner and photocopier consumables		$3,500	-	-		-	
	35 - Other equipment maintenance / minor purchases		$4,000	-	-		-	
042187	Office Expenses-Bank Charges	$8,446		$17,000	$17,000	0%		
	57 - Bank / Eftpos fees and other associated bank charges		$17,000	-	-		-	
042188	Office Exp-Computer Expenses	$72,098		$174,298	$286,298	64%	112,000	Altus Payroll $58,000 / Altus Records $45,000 / Altus Procurement $9,000. ITVision have indicated they will no longer support Synergy payroll after 30 June 2020 (except under exceptional circumstances) and are unwilling to renew the payroll service contract. This was raised as a risk in last year's audit and needs to be addressed. Altus records and procurement will improve processes and efficiency and by committing to implementation of all three systems, the Shire will receive a discount.
	51 - IT Vision annual support and maintenance		$40,384	-	-		-	
	51 - IT Vision Universe licence		$3,791	-	-		-	
	51 - Microsoft licences		$27,590	-	-		-	
	51 - ICT Audit		-	-	-		-	
	51 - General network & software support		$41,771	-	-		-	
	51 - InfoCouncil		$15,528	-	-		-	
	51 - LG Hub		$7,500	-	-		-	
	51 - Synergy modules - Email Rates 19/20		-	-	-		-	
	51 - IT Upgrades and Cabling		-	-	-		-	
	35 - Computer/Printer purchases incl laptops/tablets as required		$37,735	-	-		-	
042189	Office Exp-Postage/Freight	$4,375		$15,000	$15,000	0%	-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	51 - Postage and freight charges for operations other than works		$15,000	-	-		-	
042190	Office Expenses-Sundry	$8,102		$19,156	$19,156	0%	-	
	51 - WATC Loan Government Guarantee Fee		$17,000	-	-		-	
	51 - Other minor expenditure		$2,156	-	-		-	
042191	Relocation Expenses			$5,000	$5,000	0%	-	
	50 - Relocation of Senior Staff		$5,000	-	-		-	
042193	Audit Fees			$45,000	$45,000	0%	-	
	51 - Annual Audit		$41,000	-	-		-	
	51 - Grant acquittal audits		$4,000	-	-		-	
042194	Revaluation Fees			$25,000	-	-100%	(25,000)	Changes to the Financial Management Regulations now require revaluations to be carried out every 5 years instead of every 3 years.
	51 - Consultant valuer to revalue Buildings & Structures		$25,000	-	-		-	
042195	Legal Expenses	$2,952		$10,000	$10,000	0%	-	
	57 - Legal matters		$10,000	-	-		-	
042196	Title Search			$84	$84	0%	-	
	57 - Title searches non rate related		$84	-	-		-	
042199	Depreciation Expense	$27,523		$113,531	$113,531	0%	-	
	54 - Depreciation of assets		$113,531	-	-		-	
				-	-		-	
	Sub Total - GOVERNANCE - GENERAL OP/EXP	$0	($0)	($0)	$137,865		$137,865	
				-				
	OPERATING INCOME			-				
				-				
042220	Contributions Taxable Supply			($100)	($100)	0%	-	
	04 - Reimbursements paid in relation to governance		($100)	-	-		-	
041236	Government Grants	($21,000)			-			
042221	Reimbursements Taxable Supply	($13,420)		($500)	($500)	0%	-	
	04 - Insurance rebates paid		($500)	-	-		-	
042223	Reimbursements Staff Uniforms			($100)	($100)	0%	-	
	04 - Contributions paid by staff for purchase of corporate uniform - see 42182		($100)	-	-		-	
042224	Charges-Other Taxable Supply			($100)	($100)	0%	-	
	07 - Faxing, photocopying, sale of publications etc		($100)	-	-		-	
042225	Charges Other Non Tax Supply	($117)		($300)	($300)	0%	-	
	07 - Sale of documents, FOI requests etc		($300)	-	-		-	
042227	Government Grants			-	-		-	
042228	Reimbursements Non Tax Supply			($1,500)	($1,500)	0%	-	
	04 - Provision for reimbursement of non GST taxable items		($1,500)	-	-		-	
				-	-			
	Sub Total - GOVERNANCE - GENERAL OP/INC	($34,537)	($2,600)	($2,600)	($2,600)		-	
				-	-			
	Total - GOVERNANCE - GENERAL	($34,537)	($2,600)	($2,600)	$135,265		$137,865	
				-	-			
	Total - GOVERNANCE	$175,320	$781,508	$781,508	$919,372		$137,865	
				-				
	FIRE PREVENTION			-				
				-				

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	OPERATING EXPENDITURE			-				
				-				
051101	Admin O/Head & Labour Costs	$14,181	-	$46,968	$46,968	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$46,968	-	-		-	
051131	Fire Control Expenses - ESL Expenditure			$1,527	$1,527	0%	-	
	51 - Materials and contracts		$1,527	-	-		-	
051103	Fire Insurance	$17,062		$21,689	$21,689	0%	-	
	53 - Bushfire Insurance incl volunteer protection		$16,318	-	-		-	
	53 - Volunteers' Vehicle Insurance		$1,622	-	-		-	
	53 - Fire Trucks		$3,476	-	-		-	
	53 - Fire Sheds building insurance		$273	-	-		-	
051104	Communication Mtce & Repairs	$361		$2,545	$2,545	0%	-	
	51 - Materials and contracts		$2,545	-	-		-	
051105	Fire Control Expenses	$5,104		$15,298	$15,298	0%	-	
	50 - Direct labour costs		$1,399	-	-		-	
	40 - Labour overheads		$1,959	-	-		-	
	51 - Materials and contracts		$3,054	-	-		-	
	51 - Utilities		-	-	-		-	
	52 - Utilities - Ranger's telephone expenses		$2,060	-	-		-	
	53 - Electricity		$515	-	-		-	
	51 - Bushfire advertising		$204	-	-		-	
	80 - Plant operation costs		$6,108	-	-		-	
051107	Fire Breaks - Shire Land	$9,683		$10,169	$10,169	0%	-	
	50 - Direct labour costs		$1,853	-	-		-	
	40 - Labour overheads		$2,594	-	-		-	
	51 - Implement Bush Fire Risk Mitigation Strategy			-	-		-	
	80 - Plant operation costs		$5,722	-	-		-	
051108	Staff Training			-	-		-	
	50 - Conference registration, accommodation etc.			-	-		-	
051109	Ranger Vehicle Expenses	$1,090		$5,494	$5,494	0%	-	
	51 - Materials and contracts		$5,000	-	-		-	
	53 - Insurance		$494	-	-		-	
051113	Computer Maintenance			$554	$554	0%	-	
	51 - Maintenance of Rangers computer		$554	-	-		-	
051115	Fire Base Maintenance			-	-		-	
	51 - Honorarium paid to CFCO		-	-	-		-	
051120	Fire Control - Salaries	$9,744		$30,463	$30,463	0%	-	
	50 - Salaries as per Wages Schedule		$30,463	-	-		-	
051121	Fire Control - Superannuation	$1,488		$4,417	$4,417	0%	-	
	50 - Superannuation payments associated with 51120		$4,417	-	-		-	
051122	Fire Control - Long Service Leave			$824	$824	0%	-	
	50 - Annual provision for LSL accruals		$824	-	-		-	
051125	Plant & Equipment Maintenance - ESL Equip	$2,297		$4,000	$4,000	0%	-	
	51 - Plant and equipment maintenance as per ESL funding allocation		$4,000	-	-		-	
	35 - Purchase and/or maintenance of plant equipment <$1200			-	-		-	
051126	Vehicle Maintenance	$759		$10,000	$10,000	0%	-	
	51 - Materials and contracts		$10,000	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
051127	Land & Buildings Maintenance		-	$5,506	$5,506	0%	-	
	51 - Materials and contracts		$5,000	-	-		-	
	63 - Electricity		-	-	-		-	
	50 - Direct labour costs		$207	-	-		-	
	40 - Labour overheads		$299	-	-		-	
	80 - Plant operation costs		-	-	-		-	
051128	Protective Clothing	$473		$5,000	$5,000	0%	-	
	35 - Protective clothing and safety equipment required by BF volunteers	-	$5,000	-	-		-	
051129	Other Goods & Services			$4,190	$4,190	0%	-	
	51 - Materials and contracts		$4,190	-	-		-	
051130	Fire Breaks - Contractors			$3,143	$3,143	0%	-	
	51 - Materials and contracts - reimbursed to Council see 51221		$3,143	-	-		-	
051136	Bushfire Risk Mitigation			-	$41,600		41,600	Associated expenditure of Bushfire Mitigation Activity Fund grant to undertake chemical and mechanical treatments along Fire Access Track - Quairading-York Road
051199	Depreciation Expense	$2,393		$46,265	$46,265	0%	-	
	54 - Depreciation of assets		$46,265	-	-		-	
				-				
	Sub Total - FIRE PREVENTION OP/EXP	$64,637	$218,051	$218,051	$259,651		$41,600	
				-				
	OPERATING INCOME			-				
				-				
051201	ESL Commission	($4,000)	-	($4,000)	($4,000)	0%	-	
	09 - Commission earned from DFES from Council's management of ESL		($4,000)	-	-		-	
051217	Fines & Penalties Fire Prevention	($510)	-	($3,000)	($3,000)	0%	-	
	07 - Fines and penalties issued for non-compliance of Council's BF notice		($3,000)	-	-		-	
051220	ESL Grants	($13,102)	-	($54,457)	($54,457)	0%	-	
	02 - ESL allocation provided on an annual basis based on funding submission		($54,457)	-	-		-	
051221	Reimbursements - Fire Break		-	($3,143)	($3,143)	0%	-	
	04 - Reimbursements from property owners		($3,143)	-	-		-	
051224	Reimbursements Taxable Supply			($10)	($10)	0%	-	
	04 - Reimbursements	-	($10)	-	-		-	
051225	FESA Capital Grants			-	-		-	
051226	Bushfire Risk Mitigation Funding	$0		-	($41,600)		(41,600)	Successful Bushfire Mitigation Activity Fund grant to undertake chemical and mechanical treatments along Fire Access Track - Quairading-York Road.
	Sub Total - FIRE PREVENTION OP/INC	($17,611)	($64,609)	($64,609)	($106,209)		($41,600)	
	Total - FIRE PREVENTION	$47,025	$153,442	$153,442	$153,442		$0	
	ANIMAL CONTROL							
	OPERATING EXPENDITURE							
052163	Animal Control - Salaries	$11,103		$30,463	$30,463	0%	-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	50 - Salaries as per Wages Schedule		$30,463	-	-		-	
052164	Animal Control - Superannuation	$1,488		$4,417	$4,417	0%	-	
	50 - Superannuation payments associated with 52163		$4,417	-	-		-	
052165	Uniform Allowance	$120		$1,000	$1,000	0%	-	
	50 - Provision for purchase of Ranger's uniform and protective clothing		$1,000		-		-	
052166	Admin O/Head & Labour Costs	$28,362		$93,936	$93,936	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$93,936	-	-		-	
052167	Long Service Leave	-		$346	$346	0%	-	
	50 - Annual provision for LSL accruals		$346		-		-	
052168	Annual Leave Provision		-	-	-		-	
052169	Animal Control Sundry Expenditure	$15,614		$40,423	$40,423	0%	-	
	50 - Direct labour costs		$870	-	-		-	
	40 - Labour overheads		$1,218	-	-		-	
	51 - Contractor services incl pound maintenance		$32,500	-	-		-	
	35 - Wireless internet		-	-	-		-	
	51 - Purchase of dog tags		$323	-	-		-	
	51 - Corella control		$3,054	-	-		-	
	35 - Stationery		$647	-	-		-	
	62 - Ranger mobile phone expenses		$1,617	-	-		-	
	51 - Corporate firearms licence		$194	-	-		-	
052172	Cat Pound - Expenditure	$21		$1,000	$1,000	0%	-	
	51 - Materials and Contracts		$1,000		-		-	
052199	Depreciation Expense	$1,069		$3,980	$3,980	0%	-	
	54 - Depreciation of assets		$3,980	-	-		-	
	Sub Total - ANIMAL CONTROL OP/EXP	**$57,777**	**$175,565**	**$175,565**	**$175,565**		-	
				-				
	OPERATING INCOME			-				
052272	Fines & Penalties Animal Control			($100)	($100)	0%	-	
	07 - Fines and penalties issued for non-compliance of Council's Cat laws		($100)	-	-		-	
052273	Charges-Impounding Fees	($109)		($100)	($100)	0%	-	
	07 - Fees associated with impounding of cats		($100)	-	-		-	
052274	Charges-Cat Registration	($747)		($1,500)	($1,500)	0%	-	
	07 - Cat registration fees		($1,500)	-	-		-	
052275	Reimbursements - Non taxable				-			
052282	Fines & Penalties Animal Control	($3,099)		($1,500)	($1,500)	0%	-	
	07 - Fines and penalties issued for non-compliance of Council's dog laws		($1,500)	-	-		-	
052283	Charges-Impounding Fees	($2,142)		($1,000)	($1,000)	0%	-	
	07 - Fees associated with impounding of animals		($1,000)	-	-		-	
052284	Charges-Dog Registration	($4,631)		($10,000)	($10,000)	0%	-	
	07 - Dog registration fees		($10,000)	-	-		-	
052285	Sundry Income Tax Supply	($1,090)		-	-		-	
052289	Dog Tag Replacements	($18)		($10)	($10)	0%	-	
	07 - Income received from the issuing of replacement dog tags		($10)	-	-		-	
	Sub Total - ANIMAL CONTROL OP/INC	**($11,835)**	**($14,210)**	**($14,210)**	**($14,210)**		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	Total - ANIMAL CONTROL	$45,941	$161,355	$161,355	$161,355		$0	
	OTHER LAW ORDER & PUBLIC SAFETY							
	OPERATING EXPENDITURE							
					-			
053102	Crime Prevention Expenditure	$2,723		$4,317	$4,317	0%	-	
	50 - Direct labour costs		$870	-	-		-	
	40 - Labour overheads		$1,218	-	-		-	
	51 - Mobile CCTV		$513	-	-		-	
	51 - Graffiti Tracking Project Annual Licence Fee		$513	-	-		-	
	51 - Graffiti expenses - materials, license, insurance		$1,025	-	-		-	
	50 - Direct labour costs		-	-	-		-	
	80 - Plant operation costs		$179	-	-		-	
053101	Admin O/Head & Labour Costs	$10,636	-	$35,226	$35,226	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 4210C)		$35,226	-	-		-	
053111	Rural Street Numbering			$966	$966	0%	-	
	51 - Materials and contracts		$966	-	-		-	
053120	Abandoned Vehicle Expenditure			$1,328	$1,328	0%	-	
	51 - Materials and contracts		$1,328	-	-		-	
053140	Community Emergency Services Manager	$4,411		$24,792	$24,792	0%	-	
	51 - Payment to Shire of Beverley to support CESM position		$24,792	-	-		-	
053130	Local Emergency Planning Expenditure			$3,000	$3,000	0%	-	
	51 - Emergency Plan Exercise - Mtg exp, catering		$3,000	-	-		-	
053132	Grant Expenditure - Emergency Management				$11,000		11,000	Expenditure of grant funds for the Animal Welfare in Emergencies program to assist with managing the impacts of emergencies on animal welfare.
053105	Speed Alert Mobile Trailer Maintenance	$240		$1,194	$1,194	0%	-	
	51 - Materials and contracts		$1,194	-	-		-	
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY	$18,009	$70,823	$70,823	$81,823		$11,000	
	OPERATING INCOME							
053202	Developers' Contributions To Rural Numbers	($92)		($300)	($300)	0%	-	
	04 - Small subdivisions and rural blocks		($300)	-	-		-	
053204	Government Grants			-	($8,358)		(8,358)	Successful grant application - Animal Welfare in Emergencies program to assist with managing the impacts of emergencies on animal welfare.
053220	Abandoned Vehicle Income			($100)	($100)	0%	-	
	09 - Income associated with the disposal of asendoned vehicles		($100)	-	-		-	
	Sub Total - OTHER LAW ORDER & PUBLIC SAFETY	($92)	($400)	($400)	($8,758)		($8,358)	
	Total - OTHER LAW ORDER PUBLIC SAFETY	$17,918	$70,423	$70,423	$73,065		$2,642	
	Total - LAW ORDER & PUBLIC SAFETY	$110,884	$385,220	$385,220	$387,862		$2,642	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	HEALTH ADMINISTRATION & INSPECTION							
	OPERATING EXPENDITURE							
077155	Health - Salaries	$31,577		$101,904	$101,904	0%	-	
	50 - Salaries as per Wages Schedule		$101,904	-	-		-	
077156	Health - Superannuation	$2,985		$14,776	$14,776	0%	-	
	50 - Superannuation payments associated with 52163		$14,776	-	-		-	
077157	Admin O/Head & Labour Costs	$28,362		$93,936	$93,936	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$93,936	-	-		-	
077158	Long Service Leave			$1,772	$1,772	0%	-	
	50 - Annual provision for LSL accruals		$1,772	-	-		-	
077160	Health Control Expenses	$541		$4,139	$4,139	0%	-	
	51 - Material and contracts - equipment, calibration etc		$2,000	-	-		-	
	51 - Food Standards subscription		$639	-	-		-	
	51 - Food sampling and water testing incl kit		$1,500	-	-		-	
77165	Pandemic Response	$4,564	-	$10,000	$10,000		-	
	COVID-19 Response		$10,000	-	-		-	
077166	Health Promotions			$786	$786	0%	-	
	51 - Foodsafe promotions, subscriptions, general public health awareness		$786	-	-		-	
077162	Vehicle Operating Expenses	$863		$5,160	$5,160	0%	-	
	51 - Servicing, parts & repairs, fuel & oils P133		$5,000	-	-		-	
	53 - Insurance & Licenses		$160	-	-		-	
077199	Depreciation Expense	-		$7,049	$7,049	0%	-	
	54 - Depreciation of assets		$7,049	-	-		-	
	Sub Total - HEALTH ADMIN & INSPECTION OP/EXP	$68,892	$239,522	$239,522	$239,522		-	
	OPERATING INCOME							
077271	Health Charges Other - Taxable				-			
077274	Septic Tank App Fee Charges	($1,534)		($1,500)	($1,500)	0%	-	
	07 - Charges levied in accordance with Health Act		($1,500)	-	-		-	
077275	Septic Inspection Fee	($1,395)		($1,000)	($1,000)	0%	-	
	07 - Charges levied in accordance with Health Act		($1,000)	-	-		-	
077277	Health Act Charges	($1,617)		-	-		-	
077278	Trading Public Places-Charges	($606)		-	-		-	
	07 - Fees payable to Council for permit to trade in a public place		-	-	-		-	
	Sub Total - HEALTH ADMIN & INSPECTION OP/INC	($5,152)	($2,500)	($2,500)	($2,500)		-	
	Total - HEALTH ADMIN & INSPECTION	$63,740	$237,022	$237,022	$237,022		$0	
	OTHER HEALTH							
	OPERATING EXPENDITURE							

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
078113	Analytical Expenses	$458		$1,527	$1,527	0%	-	
	51 - Expenditure on food sampling and water testing		$1,527	-	-		-	
079158	Medical Pract Vehicle Expenses			-	-		-	
	51 - Annual contribution in lieu of provision of vehicles	-	-	-	-		-	
079162	Health Services Support			-	-		-	
	51 - Rent Subsidy		-	-	-		-	
	51 - Support for Health Services		-		-			
				-				
	Sub Total - OTHER HEALTH OP/EXP	$458	$1,527	$1,527	$1,527			
				-				
	Total - OTHER HEALTH	$458	$1,527	$1,527	$1,527		$0	
	Total - HEALTH	$64,198	$238,549	$238,549	$238,549		$0	
	EDUCATION & WELFARE							
	CARE OF FAMILIES AND CHILDREN							
	OPERATING EXPENDITURE							
064101	Early Childhood Hub - (Old Bowling Club)	$1,305		$11,010	$11,010	0%	-	
	50 - Direct labour costs		$1,740	-	-		-	
	40 - Labour overheads		$2,436	-	-		-	
	80 - Plant operation costs	-	-	-	-		-	
	51 - General maintenance		$5,000	-	-		-	
	53 - Insurance		$1,834	-	-		-	
064102	Wheatbelt Womens' Health Hub (Old Youth Centre)	$137		$1,999	$1,999	0%	-	
	50 - Direct labour costs	-	$119	-	-		-	
	40 - Labour overheads		$164	-	-		-	
	53 - Insurance		$216	-	-		-	
	51 - General maintenance		$1,500	-	-		-	
	80 - Plant operation costs	-	-	-	-		-	
				-				
	Sub Total - CARE OF FAMILIES AND CHILDREN OP/EXP	$1,442	$13,009	$13,009	$13,009	-	-	
				-				
	OPERATING INCOME			-				
				-				
64202	Lease Income - Welfare			($1)	($1)	0%	-	
	07 - Fees and charges		($1)	-	-			
		-		-				
	Sub Total - CARE OF FAMILIES AND CHILDREN OP/INC		($1)	($1)	($1)			
	Total - CARE OF FAMILIES AND CHILDREN	$1,442	$13,008	$13,008	$13,008		-	
	OTHER WELFARE							
	OPERATING EXPENDITURE							

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
066101	Admin O'Head & Labour Costs	$7,091		$23,484	$23,484	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$23,484	-	-		-	
067101	Centennial Units Operating Expenditure	$13,603		$25,751	$25,751	0%	-	
	50 - Direct labour costs		$2,382	-	-		-	
	40 - Labour overheads		$3,335	-	-		-	
	51 - General maintenance		$4,072	-	-		-	
	51 - Cleaning of gutters		$568	-	-		-	
	51 - Homeswest maintenance report		$227	-	-		-	
	35 - Garden plants and fertiliser		$664	-	-		-	
	51 - Paint exterior timber		$539	-	-		-	
	52 - Water		$1,915	-	-		-	
	53 - Electricity		$552	-	-		-	
	51 - Termite inspection/treatment		$509	-	-		-	
	51 - Carpet repacement		$3,143	-	-		-	
	51 - Paint interior/minor repairs		$3,143	-	-		-	
	51 - Picket fence painting and repairs		$554	-	-		-	
	53 - Property insurance		$1,995	-	-		-	
	57 - ESL levy		$368	-	-		-	
	80 - Plant operation costs		$1,785	-	-		-	
067199	Depreciation Expense	$6,720		$24,581	$24,581	0%	-	
	54 - Depreciation of assets		$24,581	-	-		-	
068101	Pioneer Memorial Lodge Operating Expenditure	$1,862		$12,203	$12,203	0%	-	
	51 - Materials and contracts		$4,190	-	-		-	
	50 - Direct labour costs		$1,728	-	-		-	
	40 - Labour overheads		$2,469	-	-		-	
	51 - Full Termite Treatment		$173	-	-		-	
	53 - Property insurance		$3,622	-	-		-	
068199	Depreciation	$9,028		$39,121	$39,121	0%	-	
	54 - Depreciation of assets		$39,121	-	-		-	
069101	Education Expenses			$8,000	$8,000	0%	-	
	51 - Presentation night book awards		$2,000	-	-		-	
	51 - Sponsorships - Funding Poo		$6,000	-	-		-	
	Sub Total - OTHER WELFARE OP/EXP	$38,437	$133,139	$133,139	$133,139	-	-	
	OPERATING INCOME							
067202	Rent Centennial Units	($12,682)		($32,000)	($32,000)	0%	-	
	07 - Rent received from tenants of Centennial Units		($32,000)	-	-		-	
067205	Reimbursements Taxable Supply			($3,622)	($3,622)	0%	-	
	04 - Reimbursement of Insurance for PML		($3,622)	-	-		-	
068201	Contributions & Donations Pmi		-	-	-		-	
	Sub Total - OTHER WELFARE OP/INC	($13,094)	($35,622)	($35,622)	($35,622)		-	
	Total - OTHER WELFARE	$25,344	$97,517	$97,517	$97,517		$0	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	Total - EDUCATION & WELFARE	$26,786	$110,524	$110,524	$110,524		$0	
	SANITATION - HOUSEHOLD REFUSE							
	OPERATING EXPENDITURE							
101101	Admin O/Head & Labour Costs	$21,272	-	$70,452	$70,452	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$70,452					
101103	Community Projects - Waste	$418		$1,500	$1,500	0%	-	
	51 - Community based projects eg. KABC Tidy Towns, Garage Sale Trail		$1,500	-	-		-	
101104	Recycling Services	$32,906		$105,000	$105,000	0%	-	
	51 - Materials and contracts		$105,000	-	-		-	
101105	Seavroc Regional Waste Minimisation Strategy			$3,055	$3,055	0%	-	
	51 - E-waste project		$2,000	-	-		-	
	50 - Direct labour costs		$227	-	-		-	
	40 - Labour overheads		$318	-	-		-	
	80 - Plant operation costs		$510	-	-		-	
101106	Waste Management Facility Mtce	$2,567		$11,730	$11,730	0%	-	
	50 - Direct labour costs		$1,134	-	-		-	
	40 - Labour overheads		$1,588	-	-		-	
	51 - Waste oil removal		$1,300	-	-		-	
	52 - Water		$120	-	-		-	
	53 - Property insurance		$378	-	-		-	
	51 - Materials and contracts - Mulching etc		$5,000	-	-		-	
	57 - Transfer station licence		$1,700	-	-		-	
	80 - Plant operation costs		$510	-	-		-	
101107	Advertising	-	-	-	-		-	
	51 - Provision for advertising costs eg. recycling calendar	-	-	-	-		-	
101108	Avon Waste - Transfer Stn Op	$29,750		$121,002	$121,002	0%	-	
	51 - Contract collection payments		$121,002	-	-		-	
101109	Refuse Collection (Contractor)	$46,231		$165,000	$165,000	0%	-	
	51 - Materials and contracts		$165,000	-	-		-	
101110	Dumping/Disposal Fees	$17,643		$98,000	$98,000	0%	-	
	51 - Dumping fees at regional refuse site operated by Shire of Northam		$98,000	-	-		-	
101113	Drum Muster Collection	$2,800		$2,415	$2,415	0%	-	
	50 - Direct labour costs		$794	-	-		-	
	40 - Labour overheads		$1,112	-	-		-	
	51 - Materials and contracts		$509	-	-		-	
	80 - Plant operation costs		-	-	-		-	
101114	Skip Bins Verge Collection	$3,904		$12,000	$12,000	0%	-	
	51 - Materials and contracts		$12,000	-	-		-	
101115	Bulk Rubbish Verge Collection	-		$61,119	$61,119	0%	-	
	50 - Direct labour costs		$17,039	-	-		-	
	40 - Labour overheads		$23,855	-	-		-	
	51 - Materials and contracts		$1,000	-	-		-	
	80 - Plant operation costs		$19,225	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
101160	Containers for Change - Salaries	$2,733			$20,500		20,500	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
	50 - Salaries as per Wages Schedule	-			-			
101161	Containers for Change - Operating Expenses	$193			$7,250		7,250	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
	35 - Office expenses and consumables				-			
101162	Containers for Change - Building and Plant maintenance				$6,670		6,670	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
	35 - Office expenses and consumables							
101199	Depreciation	$370		$4,441	$4,441	0%	-	
	54 - Depreciation of assets	-	$4,441	-	-		-	
	Sub Total - SANITATION HOUSEHOLD REFUSE OP/EXP	$160,785	$655,712	$655,712	$690,132		$34,420	
	OPERATING INCOME							
101214	Charges - Rubbish Service	($395,668)		($397,000)	($397,000)	0%	-	
	07 - Charges for rubbish collection service		($397,000)	-	-		-	
101215	Bin Service - Additional Bins	($36,647)		($38,542)	($38,542)	0%	-	
	07 - Rubbish collection on additional bins		($38,542)	-	-		-	
101216	Waste Management Levy	($235,957)		($235,350)	($235,350)	0%	-	
	07 - Waste management and refuse facilities		($235,350)	-	-		-	
101218	Reimbursements Taxable	-		($100)	($100)	0%	-	
	04 - Reimbursements - Sale of scrap metal etc		($100)	-	-		-	
101219	Reimbursements Non Taxable	($1,577)		($300)	($300)	0%	-	
	04 - Reimbursement of Drummuster expenses		($300)	-	-		-	
101261	Containers for Change - Income				($35,100)		(35,100)	Containers for Change operating expenses not included in budget development. Officers anticipate negligible impact on budget.
	09 - Other Income	-						
	Sub Total - SANITATION H/HOLD REFUSE OP/INC	($669,849)	($671,292)	($671,292)	($706,392)		($35,100)	
	Total - SANITATION HOUSEHOLD REFUSE	($509,064)	($15,580)	($15,580)	($16,260)		($680)	
	SANITATION OTHER							
	OPERATING EXPENDITURE							
102147	Street Bin Collection - Contract	$2,735		$5,535	$5,535	0%	-	
	51 - Contractor to collect public street bins		$5,535		-		-	
102148	Main Street Bins - Mtce	$4		$1,107	$1,107	0%	-	
	51 - Cleaning and mtce of street bins by Shire		$1,107	-	-		-	
102199	Depreciation Expense			$211	$211	0%	-	
	54 - Depreciation of assets		$211	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE YAR	COMMENT
	Sub Total - SANITATION OTHER OP/EXP	$2,739	$6,853	$6,853	$6,853		-	
	Total - SANITATION OTHER	$2,739	$6,853	$6,853	$6,853		$0	
	PROTECTION OF THE ENVIRONMENT							
	OPERATING EXPENDITURE							
105103	Weed / Pest Control Programmes			$3,000	$3,000	0%	-	
	51 - Materials and contracts		$3,000	-	-		-	
105104	Environmental Control Expenses			$2,000	$2,000	0%	-	
	51 - Community projects		$2,000	-	-		-	
105105	Drainage Planning			-	-		-	
	51 - Water Harvesting Investigation		-	-	-		-	
	51 - Avon River water quality monitoring		-	-	-		-	
105199	Depreciation Expense			-	-		-	
	Sub Total - PROTECTION OF THE ENVIRONMENT OP/EXP	-	$5,000	$5,000	$5,000		-	
	OPERATING INCOME							
105254	Charges - Tree Planter			-	-			
105255	Reimbursements			-	-		-	
	04 - Reimbursements received		-	-	-		-	
	Sub Total - PROTECTION OF THE ENVIRONMENT OP/INC	-	-	-	-		-	
	Total - PROTECTION OF THE ENVIRONMENT	-	$5,000	$5,000	$5,000		$0	
	TOWN PLANNING & REGIONAL DEVELOPMENT							
	OPERATING EXPENDITURE							
106180	Planning Salaries	$30,892		$99,124	$99,124	0%	-	
	50 - Salaries as per Wages Schedule		$99,124	-	-		-	
106181	Planning - Superannuation	$3,862		$14,373	$14,373	0%	-	
	50 - Superannuation associated with 106180		$14,373	-	-		-	
106182	Planning Long Service Leave		-	$680	$680	0%	-	
	50 - Provision for accumulation of LSL entitlements		$680	-	-		-	
106184	Admin O/Head & Labour Costs	$28,362		$93,936	$93,936	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$93,936	-	-		-	
106185	Contrl Exp-Plan Consultant		-	$11,250	$11,250	0%	-	
	51 - Local Planning Strategy		$1,000	-	-		-	
	51 - Planning and Technical Services		$10,250	-	-		-	
	51 - Concept Plans		-	-	-		-	
106186	Contrl Expenses Advertising	$253	-	$4,000	$4,000	0%	-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	51 - Advertising expenses related to Town Planning matters		$4,000	-	-			
106187	Control Expenses - Legal Fees	$428	-	$35,000	$35,000	0%	-	
	51 - Legal expenses arising from appeals and civil actions		$35,000	-	-			
106188	Planning Control Expenses - Other	$3,200	-	$9,000	$9,000	0%	-	
	51 - Provision for Planning office expenses, stationery etc		$1,000		-			
	51 - Survey work as required		-		-			
	51 - Road/Reserve Dedications		$8,000	-	-			
106191	Review Town Planning Scheme		-	$18,000	$18,000	0%	-	
	51 - Materials and contracts - Mapping, Advertising, Gazettal of TPS etc		$9,000		-			
	51 - Consultant for full review		$9,000	-	-			
106194	Heritage Expenditure	$1,625	-	$16,040	$16,040	0%	-	
	51 - Heritage Consultants		$10,000	-	-			
	51 - York Society Archives		-	-	-			
	51 - Review Heritage Precincts and Places		$5,040	-	-			
	51 - Other minor expenditure		$1,000	-	-			
106199	Depreciation	$1,676		$8,629	$8,629	0%	-	
	54 - Depreciation of assets		$8,629	-	-			
	Sub Total - TOWN PLAN & REG DEV OP/EXP	$70,298	$310,032	$310,032	$310,032		-	
	OPERATING INCOME							
106200	Reimbursements - Advertising	($309)		($1,010)	($1,010)	0%	-	
	04 - Town Planning advertising expenses	-	($1,010)	-	-		-	
106201	Sale Of Text Scheme Texts			($101)	($101)	0%	-	
	07 - Sale of Town Planning schemes etc		($101)	-	-		-	
106202	Appl Planning Consent Charges	($9,285)		($15,000)	($15,000)	0%	-	
	07 - Processing of Town Planning applications	-	($15,000)	-	-		-	
106203	Rezoning Application Charges			($500)	($500)	0%	-	
	07 - Fees received from processing of property rezoning applications		($500)	-	-		-	
106204	Sub Div/Amalgamate Clearance	($116)		($1,000)	($1,000)	0%	-	
	07 - Fees received from subdivision and amalgamation clearances	-	($1,000)	-	-		-	
106209	Other Planning Income - Taxable			($500)	($500)	0%	-	
	07 - Other Planning Income		($500)	-	-		-	
106213	Fines & Penalties - Planning	($2,000)		($2,000)	($6,000)	200%	(4,000)	Current payment arrangement in place for outstanding fines raised 2018/19 to be received through the year.
	07 - Fees and charges		($2,000)	-	-		-	
106215	Reimburse Planning Legal Expenses	-		($2,000)	($2,000)	0%	-	
	04 - Reimbursement of Town Planning legal expenses incurred at acct 106187	-	($2,000)	-	-		-	
106216	Planning Reimbursements			($100)	($100)	0%	-	
	04 - Contributions, reimbursements and donations		($100)	-	-		-	
	Sub Total - TOWN PLAN & REG DEV OP/INC	($11,740)	($22,211)	($22,211)	($26,211)		($4,000)	
	Total - TOWN PLANNING & REGIONAL DEVELOPMENT	$58,558	$287,821	$287,821	$283,821		($4,000)	
	OTHER COMMUNITY AMENITIES							

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	OPERATING EXPENDITURE							
109101	Admin O'Head & Labour Costs - Cemetery	$10,636	-	$35,226	$35,226	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$35,226		-			
109137	Cemetery Maintenance	$11,394		$74,896	$74,896	0%	-	
	50 - Direct labour costs		$17,963	-	-		-	
	40 - Labour overheads		$25,148	-	-		-	
	50 - Re-open costs		$1,261	-	-		-	
	35 - General maintenance, fertiliser, plants, chemicals		$4,000	-	-		-	
	51 - Contractor - grave digging		$10,000	-	-		-	
	51 - Archiving/preservation of cemetery records		$681	-	-		-	
	35 - Cemetery plates and niche wall plaques		$2,000	-	-		-	
	51 - Membership Cremetoria Australia		$157	-	-		-	
	52 - Water		$1,396	-	-		-	
	53 - Insurance		$138	-	-		-	
	63 - Electricity		$182	-	-		-	
	80 - Plant operation costs		$5,709	-	-		-	
	50 - Salaries as per Wages Schedule		$5,468	-	-		-	
	50 - Superannuation		$793	-	-		-	
	51 - Digitise and update Grave Plan		-	-	-		-	
109141	Street Furniture Maintenance	$616		$6,754	$6,754	0%	-	
	50 - Direct labour costs		$1,966	-	-		-	
	40 - Labour overheads		$2,752	-	-		-	
	35 - General maintenance, oil signs and seats		$1,018	-	-		-	
	51 - Signage		$1,018	-	-		-	
109143	Toilets Howick St Maintenance	$2,780		$16,643	$16,643	0%	-	
	50 - Salaries, Wages - Cleaning	-	$5,785	-	-		-	
	50 - Direct labour costs		$303	-	-		-	
	40 - Labour overheads		$424	-	-		-	
	35 - General maintenance, graffiti removal, additional cleaning etc		$5,000	-	-		-	
	35 - Sanitaire and sanitation supplies		$2,000	-	-		-	
	52 - Water		$2,000	-	-		-	
	53 - Insurance		$462	-	-		-	
	63 - Electricity		$670	-	-		-	
109144	Sewerage Ponds Maintenance	$1,171		$5,464	$5,464	0%	-	
	50 - Direct labour costs		$303	-	-		-	
	40 - Labour overheads		$424	-	-		-	
	51 - General maintenance including pump and tank		$3,064	-	-		-	
	51 - Water and soil testing	-	-	-	-		-	
	51 - Pond clean out and removal of waste			-	-		-	
	57 - Licence fee		$1,827	-	-		-	
	53 - Insurance		$56	-	-		-	
109148	Community Plans			$10,000	$10,000	0%	-	
	51 - Community Plans as required - Consultancy support for Health Plan 20/21		$10,000	-	-		-	
109156	Admin O/Heads And Labour Costs - Youth Services	$10,636	-	$35,226	$35,226	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$35,226	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
109158	Youth General Expenditure			$17,000	$17,000	0%	-	
	51 - Sponsorships - Funding Pool		$17,000	-	-		-	
109199	Depreciation Expense	$1,166		$5,984	$5,984	0%	-	
	54 - Depreciation of assets	-	$5,984	-	-		-	
	Sub Total - OTHER COMMUNITY AMENITIES OP/EXP	$38,298	$207,194	$207,194	$207,194		-	
	OPERATING INCOME							
109250	Grave Reservation Fees	($464)		($1,010)	($1,010)	0%	-	
	07 - Fees for reservation of cemetery plots		($1,010)	-	-		-	
109253	Cemetery Fees - Burial & Interment	($1,951)		($17,000)	($17,000)	0%	-	
	07 - Burials/ interment of ashes into niche wall		($17,000)	-	-		-	
109254	Cemetery - Plates	($38)		($303)	($303)	0%	-	
	07 - Reimbursement of niche wall plaques		($303)	-	-		-	
109255	Cemetery Monument Permit	($1,350)		($2,500)	($2,500)	0%	-	
	07 - Fees and charges		($2,500)	-	-		-	
109256	Cemetery - Undertaker License	($350)		($2,000)	($2,000)	0%	-	
	07 - Approved Undertaker licence		($2,000)	-	-		-	
109269	Charges Liquid Waste Removal	($3,145)		($17,000)	($17,000)	0%	-	
	07 - Fees received from dumping by licensed operators at Septic Ponds		($17,000)	-	-		-	
	Sub Total - OTHER COMMUNITY AMENITIES OP/INC	($7,298)	($39,813)	($39,813)	($39,813)		-	
				-				
	Total - OTHER COMMUNITY AMENITIES	$31,000	$167,381	$167,381	$167,381		$0	
	Total - COMMUNITY AMENITIES	($416,767)	$451,476	$451,476	$446,796		($4,680)	
	PUBLIC HALL & CIVIC CENTRES							
	OPERATING EXPENDITURE							
111102	Town Hall	$24,518		$69,991	$69,991	0%	-	
	50 - Direct labour costs	-	$6,009	-	-			
	50 - Salaries, Wages - Cleaning	-	$8,678	-	-			
	40 - Labour overheads	-	$8,413	-	-			
	51 - Replace floorboards as required		$1,571	-	-			
	51 - Aircon service		$524	-	-			
	35 - Cleaning products and toilet tissue	-	$4,000	-	-			
	51 - General maintenance		$10,000	-	-			
	51 - Termite Treatment		$596	-	-			
	63 - Electricity	-	$3,100	-	-			
	52 - Water		$1,840	-	-			
	62 - Town Hall Lift - phone and service		$1,048	-	-			
	53 - Property Insurance	-	$21,703	-	-			
	35 - APRA Copyright fee	-	$303	-	-			

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	51 - Sanitare		$783	-	-			
	51 - Automatic doors maintenance		$568	-	-			
	51 - Concept Design for Stage 3 upgrades		-	-	-			
	80 - Plant operation costs		$856	-	-			
111103	Scout Hall	$260		$1,583	$1,583	0%	-	
	50 - Direct labour costs			-	-		-	
	40 - Labour overheads		$503	-	-		-	
	51 - Materials and Contracts		$500	-	-		-	
	53 - Property Insurance		$580	-	-			
111105	Old Convent School	$3,966		$7,172	$7,172	0%	-	
	50 - Direct labour costs		$525	-	-		-	
	40 - Labour overheads		$735	-	-		-	
	51 - General maintenance		$1,000	-	-		-	
	53 - Insurance		$828	-	-		-	
	57 - Rates and ESL A60563 A60562		$3,483	-	-		-	
	60 - Electricity		$600	-	-		-	
111106	Interest On Loans - Old Convent School	$6,067		$11,626	$11,626	0%	-	
	55 - Interest payments on Loan 67 - Old Convent School (L800,801 South St)		$11,626	-	-		-	
111120	Admin O/Head & Labour Costs	$14,181		$46,968	$46,968	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$46,968	-	-		-	
111104	Greenhills Hall	$4,200		$4,410	$4,410	0%	-	
	51 - Annual maintenance contribution paid to Greenhills Progress Assoc		$4,200	-	-		-	
	51 - Safety Inspection		$210	-	-		-	
111107	Talbot Hall	$444		$5,274	$5,274	0%	-	
	51 - Annual maintenance contribution paid to Talbot Progress Assoc		$4,200	-	-		-	
	51 - Safety Inspection		$210	-	-		-	
	53 - Property Insurance		$864	-	-		-	
111199	Depreciation Expense	$71,746		$211,455	$211,455	0%	-	
	54 - Depreciation of assets		$211,455	-	-		-	
				-				
	Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/EXP	**$125,381**	**$358,478**	**$358,478**	**$358,478**			
				-				
	OPERATING INCOME			-				
				-				
111215	Reimbursements			-	-			
111216	Hall Hire - Charges	($1,782)		($5,000)	($5,000)	0%	-	
	07 - Hire fees for use of Town Hall		($5,000)	-	-		-	
111217	Scout Hall Hire - Charges			($111)	($111)	0%	-	
	07 - Hire fees for use of Scout Hall		($111)	-	-		-	
111218	Liquor License Charges	($120)		($202)	($202)	0%	-	
	07 - Sundry income received from applications for liquor licence approvals		($202)	-	-		-	
111219	Grant Income			-	-		-	
				-				
	Sub Total - PUBLIC HALLS & CIVIC CENTRES OP/INC	**($1,902)**	**($5,313)**	**($5,313)**	**($5,313)**		-	
				-				
	Total - PUBLIC HALL & CIVIC CENTRES	**$123,479**	**$353,164**	**$353,164**	**$353,164**		**$0**	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	OTHER RECREATION & SPORT							
	OPERATING EXPENDITURE							
	Public Parks, Gardens, Reserves Maintenance							
113100	Avon Park Maintenance	$63,269		$90,350	$90,350	0%	-	
	50 - Direct labour costs		$22,536	-	-		-	
	40 - Labour overheads		$31,270	-	-		-	
	51 - Play equipment repairs		$1,018	-	-		-	
	51 - Reticulation		$1,629	-	-		-	
	35 - Fertiliser, plants, chemicals, retic		$509	-	-		-	
	51 - Shelter repairs		$524	-	-		-	
	35 - General maintenance incl re-turfing/garden beds		$4,400	-	-		-	
	51 - Swinging bridge oil and minor repairs incl. termite check		$1,527	-	-		-	
	52 - Water		$16,277	-	-		-	
	53 - Property insurance		$477	-	-		-	
	63 - Electricity		$4,646	-	-		-	
	80 - Plant operation costs		$5,737	-	-		-	
113101	Ionanna Whitely Park Maintenance	$3,883		$15,726	$15,726	0%	-	
	50 - Direct labour costs		$5,370	-	-		-	
	40 - Labour overheads		$7,518	-	-		-	
	51 - Materials and contracts		$105	-	-		-	
	53 - Property insurance		$197	-	-		-	
	80 - Plant operation costs		$2,536	-	-		-	
113102	Peace Park Maintenance	$6,522		$41,976	$41,976	0%	-	
	50 - Direct labour costs		$8,963	-	-		-	
	40 - Labour overheads		$12,548	-	-		-	
	51 - Materials and contract re-turfing/garden beds		$1,527	-	-		-	
	52 - Water		$12,000	-	-		-	
	63 - Electricity		$1,200	-	-		-	
	80 - Plant operation costs		$5,737	-	-		-	
113103	War Memorial Gardens Maintenance	$1,129		$13,760	$13,760	0%	-	
	50 - Direct labour costs		$3,025	-	-		-	
	40 - Labour overheads		$4,235	-	-		-	
	51 - Materials and contracts		$1,000	-	-		-	
	52 - Water		$4,000	-	-		-	
	63 - Electricity		-	-	-		-	
	53 - Insurance		-	-	-		-	
	80 - Plant operation costs		$1,500	-	-		-	
113104	Sundry Parks & Reserve	$27,719		$87,460	$87,460	0%	-	
	50 - Direct labour costs		$29,854	-	-		-	
	40 - Labour overheads		$41,796	-	-		-	
	35 - General maintenance including fertiliser, plants, chemicals		$2,000	-	-		-	
	51 - Parks improvements - partnerships		-	-	-		-	
	52 - Water		$7,725	-	-		-	
	57 - Other expenses		$314	-	-		-	
	63 - Electricity		$147	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	53 - Insurance		$500	-	-		-	
	80 - Plant operation costs		$5,125	-	-		-	
113105	Henrietta St Gardens Maintenance			$1,510	$1,510	0%	-	
	50 - Direct labour costs		$150	-	-		-	
	40 - Labour overheads		$210	-	-		-	
	35 - General maintenance including fertiliser, plants, chemicals		$1,000	-	-		-	
	80 - Plant operation costs		$150	-	-		-	
113106	Gwambygine/Avon Ascent Maintenance	$7,135		$28,997	$28,997	0%	-	
	50 - Direct labour costs		$9,757	-	-		-	
	40 - Labour overheads		$13,660	-	-		-	
	51 - Play equipment repairs		$500	-	-		-	
	51 - BBQ maintenance and Solar charge system		$1,000	-	-		-	
	51 - General maintenance		$2,000	-	-		-	
	51 - Gas		$300	-	-		-	
	51 - Replace boards and tighten bolts on walkway		-	-	-		-	
	52 - Water		$700	-	-		-	
	53 - Insurance		$581	-	-		-	
	51 - Oil walkway		-	-	-		-	
	51 - Signage		-	-	-		-	
	80 - Plant operation costs		$500	-	-		-	
113107	Arboretum Maintenance - Ford/Grey St	$857		$2,907	$2,907	0%	-	
	50 - Direct labour costs		$567	-	-		-	
	40 - Labour overheads		$764	-	-		-	
	80 - Plant operation costs		$499	-	-		-	
	35 - General maintenance including Signage, fertiliser, plants, chemicals		$1,018	-	-		-	
	52 - Water		$29	-	-		-	
113108	Monger St Reserve Maintenance	$4,333		$4,412	$4,412	0%	-	
	50 - Direct labour costs		$1,134	-	-		-	
	40 - Labour overheads		$1,588	-	-		-	
	51 - General maintenance		$1,000	-	-		-	
	80 - Plant operation costs		$690	-	-		-	
113109	RV Park Maintenance	$2,183	-	$28,452	$28,452	0%	-	
	50 - Direct labour costs		$9,576	-	-		-	
	40 - Labour overheads		$13,406	-	-		-	
	51 - General maintenance		$3,000	-	-		-	
	52 - Water		$1,500	-	-		-	
	63 - Electricity		$170	-	-		-	
	80 - Plant operation costs		$800	-	-		-	
113111	Loan Redemption Interest - Forrest Oval	$5,748		$79,291	$79,291	0%	-	
	55 - Loan 65A - Forrest Oval Stage 1		$57,383	-	-		-	
	55 - Loan 65A - Forrest Oval Stage 2		$8,558	-	-		-	
	55 - Loan 64 - Forrest Oval BTN & lights - 499,155		$13,350	-	-		-	
113112	Youth Skate Park	$168	-	$500	$500	0%	-	
	51 - General maintenance		$500	-	-		-	
	53 - Insurance			-	-		-	
113115	Toilets Avon Park	$8,675	-	$21,709	$21,709	0%	-	
	50 - Direct labour costs		$782	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	50 - Salaries, Wages - Cleaning		$6,364	-	-		-	
	40 - Labour overheads		$1,095	-	-		-	
	51 - Paint floor		-	-	-		-	
	51 - Graffiti removal and repair vandalism		$1,000	-	-		-	
	51 - Contract Cleaning, cleaning products and toilet tissue		$5,000	-	-		-	
	51 - General maintenance		$2,500	-	-		-	
	52 - Water		$4,021	-	-		-	
	53 - Insurance		$232	-	-		-	
	80 - Plant operation costs		$716	-	-		-	
113116	Mt Brown Park Maintenance	$3,633	-	$14,842	$14,842	0%	-	
	50 - Direct labour costs		$4,462	-	-		-	
	40 - Labour overheads		$6,247	-	-		-	
	51 - General maintenance		$2,000	-	-		-	
	53 - Insurance		$133	-	-		-	
	51 - Mt Brown Conservation Plan		-	-	-		-	
	80 - Plant operation costs		$2,000	-	-		-	
113117	Candice Bateman Park Maintenance	$8,562	-	$35,178	$35,178	0%	-	
	50 - Direct labour costs		$9,076	-	-		-	
	40 - Labour overheads		$12,706	-	-		-	
	51 - Play equipment repairs		$400	-	-		-	
	35 - Sand		$137	-	-		-	
	51 - General maintenance incl repairs to irrigation pump		$2,000	-	-		-	
	35 - Cleaning products and toilet tissue		$1,000	-	-		-	
	52 - Water		$5,500	-	-		-	
	63 - Electricity		$311	-	-		-	
	53 - Insurance		$665	-	-		-	
	80 - Plant operation costs		$3,382	-	-		-	
113118	Moto Cross Track Maintenance	$4,704	-	$16,172	$16,172	0%	-	
	50 - Direct labour costs		$4,727	-	-		-	
	40 - Labour overheads		$6,618	-	-		-	
	51 - General maintenance		$3,000	-	-		-	
	53 - Insurance		$28	-	-		-	
	57 - FESA levy		-	-	-		-	
	80 - Plant operation costs		$1,800	-	-		-	
113119	Avon Walk Trail Maintenance	$1,468	-	$12,664	$12,664	0%	-	
	50 - Direct labour costs		$4,878	-	-		-	
	40 - Labour overheads		$6,724	-	-		-	
	51 - General maintenance (incl conn to swing bridge)		$500	-	-		-	
	51 - Signage		$509	-	-		-	
	80 - Plant operation costs		$53	-	-		-	
113120	Gardener Vehicles	$1,964	-	$987	$8,000	710%	7,013	Correct budgeting error - increase budget to match actual vehicle running costs
	51 - Materials and contracts		-	-	-		-	
	53 - Insurance		$987	-	-		-	
113122	Racecourse Maintenance	$11,072	-	$11,918	$11,918	0%	-	
	50 - Direct labour costs		$300	-	-		-	
	40 - Labour overheads		$400	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	51 - Rates Contribution		$11,218	-	-		-	
113135	Forrest Oval Lights - Electricity		-	-	-		-	
113151	Admin O/Head & Labour Costs	$35,453	-	$117,419	$117,419	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$117,419	-	-		-	
113152	Long Service Leave			$4,063	$4,063	0%	-	
	90 - Annual provision for LSL accruals		$4,063	-	-		-	
113153	Forrest Oval Stadium Mtce	$7,056		$19,046	$19,046	0%	-	
	50 - Direct labour costs		$1,702	-	-		-	
	50 - Salaries, Wages - Cleaning		$5,811	-	-		-	
	40 - Labour overheads		$2,383	-	-		-	
	35 - Cleaning products and toilet tissue		$500	-	-		-	
	51 - General maintenance		$2,000	-	-		-	
	51 - Trestle tables x 2			-	-		-	
	51 - Painting & wall repairs		-	-	-		-	
	51 - Vacuum cleaner back pack		-	-	-		-	
	51 - Replace Blinds		$2,000	-	-		-	
	53 - Property insurance		$3,815	-	-		-	
	62 - Telephone		$485	-	-		-	
	80 - Plant operation costs		$350	-	-		-	
113155	Forrest Oval Pavilion	$3,354	-	$5,809	$5,809	0%	-	
	50 - Direct labour costs		-	-	-		-	
	50 - Salaries, Wages - Cleaning		$454	-	-		-	
	40 - Labour overheads		$2,438	-	-		-	
	51 - Carpet cleaning and cleaning supplies		$636	-	-		-	
	51 - General maintenance		$1,571	-	-		-	
	53 - Property insurance		$710	-	-		-	
113141	Forrest Oval Convention Centre	$29,892	-	$128,909	$128,909	0%	-	
	50 - Direct labour costs		$4,954	-	-		-	
	50 - Salaries, Wages - Cleaning		$15,763	-	-		-	
	40 - Labour overheads		$6,936	-	-		-	
	51 - Carpet cleaning and cleaning supplies		$4,000	-	-		-	
	51 - General maintenance		$30,000	-	-		-	
	51 - Gas		$9,951	-	-		-	
	53 - Property insurance		$5,142	-	-		-	
	51 - Toilets - replace seats		$4,982	-	-		-	
	51 - Resurface outdoor furniture		-	-	-		-	
	51 - Rubbish/recycling charges - Large Bin		$1,132	-	-		-	
	52 - Utilities - Water		$6,000	-	-		-	
	62 - Telephone		$7,333	-	-		-	
	51 - Monitoring CCTV		$1,000	-	-		-	
	51 - Annual Support Fee - POS		$1,000	-	-		-	
	63 - Utilities - Electricity		$28,441	-	-		-	
	57 - Other Expenses - ESL		$1,401	-	-		-	
	80 - Plant operation costs		$874	-	-		-	
113142	YRCC Marketing & Promotion	$1,540	-	$1,500	$1,500	0%	-	
	51 - Materials and contracts		$1,500	-	-		-	
113143	YRCC Gym Maintenance	$4,772	-	$11,013	$11,013	0%	-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	50 - Salaries, Wages - Cleaning		$3,623	-	-		-	
	51 - Materials and contracts - Fleet Fitness		$3,411	-	-		-	
	51 - Materials and contracts - addit fobs & software lic		$2,842	-	-		-	
	51 - General Maintenance		$1,137	-	-		-	
113144	Conference Expenses	$5,069		$23,099	$23,099	0%	-	
	50 - Salaries, Wages		$13,569	-	-		-	
	50 - Salaries, Wages - Cleaning		-	-	-		-	
	35 - Stock Purchases		$9,530	-	-		-	
113145	Bar Expenses	$28,251		$147,670	$107,670	27%	(40,000)	Reduce budget for stock purchases due to slow start up after COVID closure and reduced sporting fixtures. Labour budget required to rotate stock and prepare re-opening procedures as required
	50 - Salaries, Wages		$67,959	-	-		-	
	50 - Salaries, Wages - Cleaning		-	-	-		-	
	35 - Stock Purchases		$79,711	-	-		-	
113146	Café/Restaurant Expenses	$46,516	-	$160,419	$160,419	0%	-	
	50 - Salaries, Wages		$118,065	-	-		-	
	35 - Stock Purchases		$42,354	-	-		-	
113147	Canteen Expenses	$1,942	-	$21,982	$11,982	-45%	(10,000)	Reduced need for canteen facilities in first half of year due to reduced sporting fixtures as a result of COVID-19.
	50 - Salaries, Wages		$9,276	-	-		-	
	35 - Stock Purchases		$12,706	-	-		-	
113166	Feasibility Study / Operational and Marketing Plan - YRCC			$20,000	$20,000	0%	-	
	51 - Materials and contracts		$20,000	-	-		-	
113148	YRCC Turf Maintenance - Bowls	$131	-	$11,270	$11,270	0%	-	
	50 - Direct labour costs		$454	-	-		-	
	40 - Labour overheads		$636	-	-		-	
	51 - Materials and contracts		$10,180	-	-		-	
113149	YRCC Turf Maintenance - Tennis	$43	-	$11,087	$11,087	0%	-	
	50 - Direct labour costs		$378	-	-		-	
	40 - Labour overheads		$529	-	-		-	
	51 - Materials and contracts		$10,180	-	-		-	
113150	Forrest Oval Turf Maintenance	$1,509	-	$13,266	$13,266	0%	-	
	50 - Direct labour costs		$1,361	-	-		-	
	40 - Labour overheads		$1,905	-	-		-	
	51 - Vertimowing and decompacting		$10,000	-	-		-	
113156	Forrest Oval Grounds Maintenance	$24,078	-	$70,786	$70,786	0%	-	
	50 - Direct labour costs		$20,043	-	-		-	
	40 - Labour overheads		$28,360	-	-		-	
	35 - Fertiliser, plants, chemicals, retic		$3,000	-	-		-	
	51 - General maintenance		$5,000	-	-		-	
	51 - Reticulation		$1,000	-	-		-	
	51 - Pressure cleaner		-	-	-		-	
	51 - Lights Insurance Claim Pending		-	-	-		-	
	53 - Property insurance		$1,030	-	-		-	
	63 - Utilities - Electricity		$353	-	-		-	
	80 - Plant operation costs		$12,300	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
113157	Forrest Oval Water Supplies	$1,918	-	$80,109	$80,109	0%	-	
	50 - Direct labour costs		$416	-	-		-	
	40 - Labour overheads		$582	-	-		-	
	35 - Chemicals		$667	-	-		-	
	51 - Parts/repairs to chlorinator, pumps etc		$2,095	-	-		-	
	51 - Fence & gate repairs - Town Dam		$1,000	-	-		-	
	52 - Water (scheme in use until further notice)		$74,160	-	-		-	
	63 - Electricity		$424	-	-		-	
	53 - Property Insurance		$67	-	-		-	
	80 - Plant operation costs		$668	-	-		-	
113160	Recreation - Salaries	$20,227	-	$93,088	$93,088	0%	-	
	50 - Salaries as per Wages Schedule		$93,088	-	-		-	
113161	YRCC - Superannuation	$8,382	-	$40,000	$40,000	0%	-	
	50 - Superannuation payments		$40,000	-	-		-	
113167	Sporting Club Sponsorships		-	$10,000	$10,000	0%	-	
	51 - Sponsorships - Funding Pool		$10,000	-	-		-	
113169	Hockey Oval Maintenance	$3,446	-	$24,008	$24,008	0%	-	
	50 - Direct labour costs		$3,593	-	-		-	
	40 - Labour overheads		$5,030	-	-		-	
	50 - Salaries, Wages - Cleaning		$2,340	-	-		-	
	35 - General maintenance including fertiliser, chemicals		$3,563	-	-		-	
	51 - Vacuum cleaner back pack							
	51 - Vertimowing and decompacting		$3,666	-	-		-	
	53 - Insurance		$1,369	-	-		-	
	80 - Plant operation costs		$4,446	-	-		-	
113172	Second Hockey Field	$2,431		$7,145	$7,145	0%	-	
	50 - Direct labour costs		$1,513	-	-		-	
	40 - Labour overheads		$2,118	-	-		-	
	51 - General maintenance including fertiliser, chemicals		$3,258	-	-		-	
	80 - Plant operation costs		$256	-	-		-	
113174	Parks & Gardens Landscape Plan & Consultation				-			
113191	Admin O/Head & Labour Costs	$106,358	-	$352,258	$352,258	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$352,258	-	-		-	
113192	Admin O/Head & Labour Costs	$21,272	-	$70,452	$70,452	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$70,452					
113170	Trails Master Plan	$15,000	-	$30,000	$30,000	0%	-	
	51 - Trails Masterplan Review		-	-	-		-	
	51 - Trails Development Planning		$30,000		-			
113199	Depreciation Expense	$107,838		$422,911	$422,911	0%	-	
	54 - Depreciation of assets		$422,911	-	-		-	
				-				
	Sub Total - OTHER RECREATION & SPORT OP/EXP	$639,501	$2,406,120	$2,406,120	$2,363,132		($42,987)	
				-				
	OPERATING INCOME			-				
113223	Reimbursement Non Taxable			($20,000)	-	-100%	20,000	Parks and Gardens Trainee reimbursement unlikely to be received this year.
	Parks and Gardens Trainee Scheme reimbursement		($20,000)		-			

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
113220	Reimbursements Taxable Supply			-	-		-	
113221	Stadium Hire Charges	($1,372)		($1,200)	($1,200)	0%	-	
	07 - Income received from hire of Rec Centre		($1,200)	-	-		-	
113222	Avon Park - Charges	-		($100)	($100)	0%	-	
	07 - Private hire eg weddings etc		($100)	-	-		-	
113224	Leases	($800)		($15,040)	($15,040)	0%	-	
	07 - Education Department		($15,040)	-	-		-	
113229	Recreation Grants	-		($133,684)	($133,684)	0%	-	
	03 - Federal Grants - Infrastructure Projects Trails 20/21		($133,684)	-	-		-	
113231	Pavilion - Hire Charges	($16)		($202)	($202)	0%	-	
	07 - Hire of Forrest Oval Pavilion		($202)	-	-		-	
113233	Oval - Hire Charges			($525)	($525)	0%	-	
	07 - Income received from the hire of Forrest Oval		($525)	-	-		-	
113235	Charges - Forrest Oval Lights	($27)		($2,020)	($2,020)	0%	-	
	07 - Lighting charges		($2,020)	-	-		-	
113239	Government Grants - Non-taxable			-	-		-	
	03 - Non-Operating Grant funding - Avon Park Toilet Improvements			-	-		-	
113242	Convention Centre - Hire	($487)		($2,500)	($2,500)	0%	-	
	07 - Income received from hire charges		($2,500)	-	-		-	
113243	Convention Centre - Gym	($8,739)		($20,000)	($20,000)	0%	-	
	07 - Income received from gym usage		($20,000)	-	-		-	
113244	Convention Centre - Conferences	($6,324)		($36,704)	($36,704)	0%	-	
	07 - Conference Fees		($36,704)	-	-		-	
113245	Convention Centre - Bar	($34,085)		($193,819)	($143,819)	26%	50,000	Reduce bar income in line with reduction of expenditure due to slow start up after COVID closure and reduced sporting fixtures.
	07 - Bar Sales		($193,819)	-	-		-	
113246	Convention Centre - Café/Restaurant	($37,899)		($112,211)	($112,211)	0%	-	
	07 - Café/Restaurant Sales		($112,211)	-	-		-	
113247	Convention Centre - Canteen	($153)		($30,603)	($15,604)	49%	14,999	Reduce income due to lack of 2020 sporting fixtures.
	07 - Canteen Sales	-	($30,603)	-	-		-	
113248	YRCC Green Fees - Bowls	($1,333)		-	-		-	
	07 - Income from the hire of Bowls Greens			-	-		-	
113249	YRCC Green Fees - Tennis	($74)		($1,515)	($1,515)	0%	-	
	07 - Income from the hire of Tennis Greens	-	($1,515)	-	-		-	
113260	Transfer From POS Trust Fund			($20,000)	($20,000)		-	
	06 - York Estates POS for Candice Bateman Park		($20,000)	-	-		-	
113273	Government Grant Walk Trails	($5,547)		($41,555)	($41,555)		-	
	03 - Trails Grant funding - Avon Walk Trail - Stg 1	-		-	-		-	
	03 - Trails Grant funding - Greenhills		($41,555)	-	-		-	
				-			-	
	Sub Total - OTHER RECREATION & SPORT OP/INC	($97,090)	($630,678)	($630,678)	($545,679)		$84,999	
				-				
	Total - OTHER RECREATION & SPORT	$542,411	$1,775,442	$1,775,442	$1,817,453		$42,012	
				-				
	SWIMMING POOL			-				
				-				

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	OPERATING EXPENDITURE			-				
				-				
112150	Swimming Pool - Salaries	$24,331		$115,251	$115,251	0%	-	
	50 - Salaries as per Wages Schedule		$115,251	-	-		-	
	50 - Support staff			-	-		-	
112151	Swimming Pool - Superannuation	$2,471		$16,711	$16,711	0%	-	
	50 - Superannuation payments associated with acct 112150		$16,711	-	-		-	
112153	Admin O/Head & Labour Costs	$10,636	-	$35,226	$35,226	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$35,226		-		-	
112154	Long Service Leave			$1,286	$1,286	0%	-	
	50 - Annual provision for LSL accruals		$1,286	-	-		-	
112155	Swimming Pool - Water			$23,796	$23,796	0%	-	
	52 - Water		$23,796	-	-		-	
112156	Swimming Pool - Electricity	$1,696		$16,141	$16,141	0%	-	
	53 - Electricity		$16,141	-	-		-	
112157	Swimming Pool - Chemicals	$1,778		$9,951	$9,951	0%	-	
	51 - Chemicals required for maintenance of water quality		$9,951	-	-		-	
112158	General Maintenance Pool	$25,211		$34,416	$34,416	0%	-	
	50 - Direct labour costs		$1,702	-	-		-	
	40 - Labour overheads		$2,383	-	-		-	
	51 - General maintenance		$10,761	-	-		-	
	51 - Service pool cleaner		$2,066	-	-		-	
	51 - Pump service		$4,190	-	-		-	
	51 - Promotional events		$604	-	-		-	
	51 - Breathing apperatus service		$629	-	-		-	
	51 - Supervisor annual qualification, seminars, training etc		$619	-	-		-	
	51 - Equipment repairs		$5,238	-	-		-	
	53 - Property insurance		$4,272	-	-		-	
	57 - FESA levy		$350	-	-		-	
	80 - Plant operation costs		$1,574	-	-		-	
112159	Telephone	$50		$702	$702	0%	-	
	52 - Telephone		$702	-	-		-	
112160	Swimming Pool - Kiosk Expenses			-	-		-	
	51 - Materials and contracts			-	-		-	
112164	Pool Garden Maintenance	$2,523		$7,315	$7,315	0%	-	
	50 - Direct labour costs		$2,936	-	-		-	
	40 - Labour overheads		$3,970	-	-		-	
	35 - Fertiliser, plants, chemicals, retic		$509	-	-		-	
	80 - Plant operation costs		-	-	-		-	
112111	Loan: Redemption Interest - Swimming Pool			-	-		-	
112199	Depreciation Expense	$5,601		$30,971	$30,971	0%	-	
	54 - Depreciation of assets		$30,971	-	-		-	
				-				
	Sub Total - SWIMMING POOL OP/EXP	$74,296	$291,768	$291,768	$291,768		-	
				-				
	OPERATING INCOME			-				
				-				

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
112072	Grants Government - Swimming Pool			-	-			
	03 - Pool refurbishment		-	-	-			
112260	Swimming Pool - Kiosk Income			-	-		-	
112273	Pool Admission Charges	($1,160)		($33,000)	($33,000)	0%	-	
	07 - General admission fees		($30,000)		-		-	
	07 - York District High School		($3,000)	-	-		-	
112277	Reimbursements - Non Taxable			($10)	($10)	0%	-	
	04 - Reimbursements	-	($10)	-	-			
	Sub Total - SWIMMING POOL OP/INC	($1,160)	($33,010)	($33,010)	($33,010)		-	
				-				
	Total - SWIMMING POOL	$73,136	$258,758	$258,758	$258,758		$0	
				-				
	LIBRARIES			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
115110	Admin O/Head & Labour Costs	$7,091	-	$23,484	$23,484	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 4210C)		$23,484	-	-		-	
115111	Library Operating Stationery		-	$1,048	$1,048	0%	-	
	36 - Stationery/office supplies for Shire Library		$1,048	-	-		-	
115112	Library Operating Freight	$100		$1,571	$1,571	0%	-	
	51 - Freight charges libran		$1,571	-	-		-	
115113	Office Expenses	$25	-	$2,514	$2,514	0%	-	
	51 - General office items		$733	-	-		-	
	51 - Amlib subscription		$1,781	-	-		-	
115114	Lost Books			$400	$400	0%	-	
	51 - Cost of replacing lost or damaged LSWA books - on-charged where		$400	-	-		-	
115115	Magazines/ Newspapers	$97	-	$550	$550	0%	-	
	35 - Purchase of newspapers and magazines for public use at the library		$550	-	-		-	
115116	Storytime Library	$681		$2,036	$2,036	0%	-	
	35 - Expenditure for children's Storytime projects		$2,036	-	-		-	
115117	Books - Purchases	$30	-	$2,619	$2,619	0%	-	
	35 - Purchase of bestsellers and other popular titles		$2,619	-	-		-	
115118	Long Service Leave		-	$606	$606	0%	-	
	50 - Annual provision for LSL accruals		$606	-	-		-	
115120	Library - Salaries	$20,046	-	$67,357	$67,357	0%	-	
	50 - Salaries as per Wages Schedule		$67,357	-	-		-	
	50 - Salaries Book Selections		-	-	-		-	
115121	Library - Superannuation	$2,909	-	$9,767	$9,767	0%	-	
	50 - Superannuation payments associated with acct 115120		$9,767	-	-		-	
115124	Library Equipment		-	$1,833	$1,833	0%	-	
	51 - Equipment for library including furniture, office equipment and shelving		$1,571	-	-		-	
	51 - Purchase of new membership cards		$262	-	-		-	
115199	Depreciation Expense	$13,804		$54	$54	0%	-	
	54 - Depreciation of assets		$54	-	-			
				-				

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	Sub Total - LIBRARIES OP/EXP	$44,784	$113,838	$113,838	$113,838		-	
				-				
	OPERATING INCOME			-				
				-				
115229	Charges-Lost Books	($572)		($300)	($300)	0%	-	
	04 - Reimbursement for cost of repair or replacement of LISWA stock		($300)	-	-			
115230	Sundry Income Taxable Supply			($21)	($21)	0%	-	
	07 - Provision for library income	-	($21)	-	-			
	Sub Total - LIBRARIES OP/INC	($572)	($321)	($321)	($321)		-	
				-				
				-				
	Total - LIBRARIES	$44,212	$113,517	$113,517	$113,517	$0	$0	
				-				
	OTHER CULTURE			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
	RESIDENCY MUSEUM			-				
				-				
118111	Loan: Interest Repayments - Archives Centre	$301		$953	$953	0%	-	
	55 - Interest payments on Loan 65 for Archives Facility - matures 30/6/19		$953	-	-			
118167	Museum Shop Stock Purchases			$1,375	$1,375	0%	-	
	51 - Residency Museum stock purchases		$1,375	-	-		-	
118172	Residency Museum Building Mtce	$4,726		$34,759	$34,759	0%	-	
	50 - Direct labour costs		$7,128	-	-		-	
	40 - Labour overheads		$9,979	-	-		-	
	51 - General maintenance		$4,072	-	-		-	
	51 - Oil floorboards		$524	-	-		-	
	51 - Roof and ceiling repairs		$524	-	-		-	
	51 - Alarm system maintenance		$1,063	-	-		-	
	51 - Cleaning		$2,805	-	-		-	
	51 - Painting		-	-	-		-	
	51 - Replace carpet to entry		-	-	-		-	
	51 - Verandah handrail repairs		$539	-	-		-	
	52 - Water		$1,540	-	-		-	
	53 - Property insurance		$2,444	-	-		-	
	60 - Electricity		$3,542	-	-		-	
	57 - FESA levy, rubbish collection etc		$412	-	-		-	
	80 - Plant operation costs		$87	-	-		-	
118173	Maintenance Exhibits	$1,665		$3,760	$3,760	0%	-	
	51 - Maintenance of exhibits and displays		$3,760	-	-		-	
118175	Museum Promotion & Marketing	$2,454		$4,000	$4,000	0%	-	
	51 - Provision for marketing and promotion of Residency Museum incl Website		$4,000	-	-		-	
118176	Museum Phone, Internet & Computer	$537		$1,441	$1,441	0%	-	
	51 - Computer / modem maintenance		$400	-	-		-	
	51 - Audio training and ongoing support		-	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	51 - Internet fees		$334	-	-		-	
	52 - Telephone charges		$707	-	-		-	
118177	Stationery/Postage	$34		$200	$200	0%	-	
	51 - Stationery, postage and freight expenses		$200	-	-		-	
118178	Membership Fees	$300		$482	$482	0%	-	
	51 - Costs of memberships of professional associations		$482	-	-		-	
118179	Volunteers Police Clearances	$15		$323	$323	0%	-	
	51 - Provision for police & working with children clearances of volunteers		$323	-	-		-	
118181	Refreshments	$686		$970	$970	0%	-	
	51 - Provision for minor refreshments for volunteers and guests		$970	-	-		-	
118182	Equipment	$1,558		$5,000	$5,000	0%	-	
	51 - Provision for purchase of minor equipment including office machines		$5,000	-	-		-	
118184	Research Projects	$32		$1,048	$1,048	0%	-	
	51 - Provision for research into Museum collection and local history		$1,048	-	-		-	
118185	Sundry Expenses			$1,048	$1,048	0%	-	
	51 - Materials and contracts		$1,048	-	-		-	
118187	Grant Expenditure - Projects			$5,000	$5,000	0%	-	
	51 - Materials & Contracts - Shire contribution		$5,000	-	-		-	
118188	Residency Museum Garden - Shire	$3,170		$9,683	$9,683	0%	-	
	50 - Direct labour costs		$3,177	-	-		-	
	40 - Labour overheads		$4,448	-	-		-	
	51 - Materials and contracts		$1,120	-	-		-	
	51 - Garden/Reticulation maintenance		$764	-	-		-	
	80 - Plant operation costs		$174	-	-		-	
118191	Salaries Residency Museum	$20,165		$89,394	$89,394	0%	-	
	50 - Salaries as per Wages Schedule		$89,394	-	-		-	
118192	Residency Museum - Superannuation	$522		$7,000	$7,000	0%	-	
	50 - Superannuation payments associated with acct 118191;		$7,000	-	-		-	
118193	Long Service Leave - Residency Museum			$725	$725	0%	-	
	50 - Provision for LSL entitlements		$725	-	-		-	
118194	Admin O/Head & Labour Costs	$7,091		$23,484	$23,484	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$23,484	-	-		-	
118199	Depreciation Expense	$5,237		$15,338	$15,338	0%	-	
	54 - Depreciation of assets		$15,338	-	-		-	
							-	
	OTHER CULTURE						-	
							-	
119116	Radio Station Maintenance - Barker St	$204		$3,976	$3,976	0%	-	
	51 - General Maintenance including termite inspection		$210	-	-		-	
	50 - Direct labour costs		$69	-	-		-	
	40 - Labour overheads		$100	-	-		-	
	52 - Water		$288	-	-		-	
	53 - Property insurance		$310	-	-		-	
	51 - Sponsorship - operations, FESA levy, rates, rubbish etc		$3,000	-	-		-	
119120	Arts and Cultural Heritage - Salaries	$16,515		$56,761	$56,761	0%	-	
	50 - Salaries as per Wages Schedule		$56,761	-	-		-	
119121	Arts and Cultural Heritage - Superannuation	$2,509		$8,230	$8,230	0%	-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	50 - Superannuation payments associated with acct 119120		$8,230	-	-			
119122	Arts and Cultural Heritage Planning			$7,000	$7,000	0%	-	
	51 - Reconciliation Action Plan		$6,000		-			
	51 - Other office expenses incl exhibition costs		$1,000		-			
	51 - Arts and Cultural Plan				-			
119123	Arts and Cultural Heritage - Leave Provisions			$315	$315	0%	-	
	50 - Provision for AL and LSL entitlements		$315	-	-			
119124	Arts and Cultural Heritage - Projects		-	$21,000	$21,000		-	
	51 - Chambers Honour Board		$21,000		-			
				-				
	Sub Total - OTHER CULTURE OP/EXP	$67,722	$303,265	$303,265	$303,265	-	-	
				-				
	OPERATING INCOME			-				
				-				
118221	Museum Entry Fees	($5,090)	-	($7,000)	($7,000)	0%	-	
	07 - Admission fees for York Residency Museum		($7,000)	-	-		-	
118222	Sale Postcards/Books	($566)	-	($2,500)	($2,500)	0%	-	
	07 - Provision for sundry income from sale of postcards and stock		($2,500)	-	-		-	
118223	Donations	($25)	-	($10)	($10)	0%	-	
	04 - Provision for sundry donations received at the Residency Museum		($10)	-	-		-	
118225	Reimbursements Taxable Supply	-	-	($10)	($10)	0%	-	
	04 - Contributions		($10)	-	-		-	
118228	Grant Income		-	($110,000)	($110,000)		-	
	04 - Grant - Earthquake Risk Mitigation Pilot project	-	($110,000)	-	-			
119220	Other Culture - Sundry Income		-	($10)	($10)	0%	-	
	04 - Provision for sundry income		($10)	-	-			
119221	Government Grants - Arts and Cultural Heritage		-	-	-		-	
				-	-			
	Sub Total - OTHER CULTURE OP/INC	($5,680)	($119,530)	($119,530)	($119,530)		-	
				-				
	Total - OTHER CULTURE	$62,041	$183,735	$183,735	$183,735	$0	$0	
				-				
	Total - RECREATION AND CULTURE	$845,279	$2,684,616	$2,684,616	$2,726,627	$0	$42,012	
				-				
	STREETS,ROADS, BRIDGES, DEPOTS - MAINTENANCE			-				
				-				
	OPERATING EXPENDITURE			-				
125109	Street Cleaning	$23,207		$34,000	$34,000	0%	-	
	50 - Direct Labour costs		$10,000	-	-		-	
	40 - Labour overheads		$14,000	-	-		-	
	51 - Contractors Fees		$10,000	-	-		-	
125110	Road Safety Audits			$8,144	$8,144		-	
	51 - Materials and contracts		$8,144	-	-		-	
125116	Road Works - Developer's Expenses				-			
125121	Traffic Signs - Warning and Directional	$1,190		$5,571	$5,571	0%	-	
	50 - Direct labour costs		$238	-	-		-	
	40 - Labour overheads		$333	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	51 - Materials and contracts		$5,000	-	-		-	
125125	Weed Control	$4,333		$10,855	$10,855	0%	-	
	50 - Direct labour costs		$2,000	-	-		-	
	40 - Labour overheads		$2,800	-	-		-	
	51 - Materials and contracts		$5,000	-	-		-	
	80 - Plant operation costs		$1,055	-	-		-	
125128	Lighting of Streets	$19,717		$94,100	$94,100	0%	-	
	63 - Street light electricity		$94,100	-	-		-	
125129	Road Maintenance General	$303,527		$655,391	$655,391	0%		
	50 - Direct labour costs		$185,000	-	-		-	
	40 - Labour overheads		$259,000	-	-		-	
	51 - Materials and contracts		$77,015	-	-		-	
	80 - Plant operation costs		$134,376	-	-		-	
	50 - Direct labour costs		-	-	-		-	
	40 - Labour overheads		-	-	-		-	
	51 - Materials and contracts		-	-	-		-	
	80 - Plant operation costs		-	-	-		-	
	50 - Direct labour costs		-	-	-		-	
	40 - Labour overheads		-	-	-		-	
	51 - Materials and contracts		-	-	-		-	
	80 - Plant operation costs		-	-	-		-	
	50 - Direct labour costs		-	-	-		-	
	40 - Labour overheads		-	-	-		-	
	51 - Materials and contracts		-	-	-		-	
	51 - Contractors - Swells and Pipes		-	-	-		-	
125132	Bridge Maintenance	$17,538		$41,058	$41,058	0%	-	
	50 - Direct labour costs		$3,172	-	-		-	
	40 - Labour overheads		$4,441	-	-		-	
	53 - Insurance		$33,444	-	-		-	
125140	Crossover Rebate			$2,000	$2,000	0%	-	
	51 - General rebates		$2,000		-			
125141	Crossovers - York Estates Stage 2			-	-		-	
125165	Depot Maintenance	$13,214		$77,878	$77,878	0%	-	
	50 - Direct labour costs		$15,372	-	-		-	
	40 - Labour overheads		$21,521	-	-		-	
	51 - General maintenance incl cleaning		$20,000	-	-		-	
	51 - Fire Extinguishers - safety & compliance		$3,143	-	-		-	
	52 - Water		$5,665	-	-		-	
	53 - Insurance		$1,969	-	-		-	
	57 - Rates, Dangerous Goods Licence, FESA levy		$509	-	-		-	
	62 - Telephone		$2,545	-	-		-	
	63 - Electricity		$5,665	-	-		-	
	80 - Plant operation costs		$1,500	-	-		-	
125170	Road Verge Maintenance			$10,000	$10,000	0%	-	
	50 - Direct Labour costs			-	-		-	
	40 - Labour overheads		-	-	-		-	
	51 - Materials and contracts - WP contractors		$10,000	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
126199	Depreciation	$422,860		$1,318,707	$1,318,707	0%	-	
	54 - Depreciation of assets		$1,318,707	-	-		-	
127195	Interest on Loans			$2,584	$2,584	0%	-	
	55 - Interest payments on Loan 66 - Plant		$2,584	-	-		-	
	Sub Total - MTCE STREETS ROADS DEPOTS OP/EXP	$805,586	$2,260,288	$2,260,288	$2,260,288		-	
				-				
	OPERATING INCOME			-				
125201	Other Grants			($7,500)	($7,500)	0%	-	
	03 - MRWA Street lighting grant		($7,500)	-	-		-	
121202	Road To Recovery Grants	($120,000)		($396,868)	($396,868)	0%	-	
	03 - Grant received from Federal Govt for nominated road projects		($396,868)	-	-		-	
125202	Grant MRWA Direct Maintenance	($153,863)		($153,863)	($153,863)	0%	-	
	02 - Grant received from MRWA for unspecified road maintenance		($153,863)	-	-		-	
125203	Grant - RRG - Roads	($144,968)		($362,419)	($362,419)	0%	-	
	03 - Regional Road Group Funding - York Tammin Rd		($362,419)	-	-		-	
125204	Roads Reimbursements - Taxable Supply			-	-		-	
125220	Developers' Contributions - Footpaths			-	-	0%	-	
121215	Grant Lggc Special Projects- Bridges		-	-	-		-	
125208	Grant Govt - Black Spot Funding		-	($66,667)	-	-100%	66,667	Proposed Blackspot project on York Spencers Brook Road will not be funded by MRWA this financial year.
	03 - Blackspot grants - Roads subject to safety audits	-	($66,667)	-	-		-	
125210	WANDRRA Income			-	-		-	
	03 - Grant funding - subject to application (AGRN 743)	-	-	-	-		-	
125211	Grants - Federal	-		($300,000)	($683,098)	128%	(383,098)	Local Roads and Community Infrastructure (LRCI) Program. Funding extension proposed to be used to fund RAV network industrial access subject to a report being presented for Council's consideration.
	03 - Grant received from Fed Govt for nominated infrastructure projects	-	($300,000)	-	-		-	
				-				
	Sub Total - MTCE STREETS ROADS DEPOTS OP/INC	($420,831)	($1,287,317)	($1,287,317)	($1,603,748)		($316,431)	
				-				
	Total - MTCE STREETS ROADS DEPOTS	$384,755	$972,971	$972,971	$656,540	$0	($316,431)	
				-				
	TRAFFIC CONTROL			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
	PARKING							
128101	Paint Carparks/Park Bays CBD	-		-	-		-	
	51 - Materials and contracts	-	-	-	-			
128103	Howick St Car Park	$1,376		$5,067	$5,067	0%	-	
	50 - Direct labour costs		$1,538	-	-		-	
	40 - Labour overheads	-	-	-	-		-	
	51 - Materials and contracts	-	$1,048	-	-		-	
	80 - Plant operation costs		$2,482	-	-		-	
128104	Parking Enforcement			-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	50 - Ranger's time enforcing Parking Regulations		-	-	-		-	
128199	Depreciation	$6,054		$24,704	$24,704	0%	-	
	54 - Depreciation of assets		$24,704	-	-		-	
							-	
	LICENSING						-	
129102	Licensing Salaries	$19,853		$79,055	$79,055	0%	-	
	50 - Salaries as per Wages Schedule		$79,055	-	-		-	
129103	Licensing Superannuation	$3,035		$11,463	$11,463	0%	-	
	50 - Superannuation payments associated with 129102		$11,463				-	
129104	Licensing Leave Provisions			$614	$614	0%	-	
	50 - Licensing staff leave provisions		$614	-	-		-	
129401	Admin O'Heads And Labour Costs	$28,362	-	$93,936	$93,936	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 12100)		$93,936	-	-		-	
				-	-		-	
	Sub Total - TRAFFIC CONTROL OP/EXP	$58,679	$214,839	$214,839	$214,839		-	
							-	
	OPERATING INCOME						-	
							-	
129202	Commission Licensing	($19,891)		($66,300)	($66,300)	0%	-	
	09 - Commission received from DOT as licensing agent		($66,300)	-	-		-	
128204	Parking Fines	$154		-	-		-	
	Sub Total - TRAFFIC CONTROL OP/INC	($19,737)	($66,300)	($66,300)	($66,300)		-	
				-				
	Total - TRAFFIC CONTROL	$38,943	$148,539	$148,539	$148,539		$0	
				-				
	Total - TRANSPORT	$423,697	$1,121,510	$1,121,510	$805,079		($316,431)	
				-				
	RURAL SERVICES			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
131105	Grant Expenditure - Conservation Projects			-	$25,000		25,000	Reallocate grant expenditure for Avon River Banks Restoration project from GL 131106 to its GL 131105 for acquittal purposes.
131108	Conservation Volunteers	$1,359		$26,500	$10,760	-59%	(15,740)	In accordance with Community Funding Round requests, transfer River Conservation Society request from GL 132150 to GL 131105
	51 - Volunteer projects	-	$1,500	-	-			
	51 - Avon River banks restoration - seed funding		$25,000					
				-				
	Sub Total - RURAL SERVICES OP/EXP	$1,359	$26,500	$26,500	$35,760		$9,260	
				-				
	OPERATING INCOME			-				
131208	Operating Grants - Environmental	-	-	-	-			
	02 - Avon Riverbank Restoration Grant		-	-	-			
				-				
	Sub Total - RURAL SERVICES OP/INC		-	-	-			

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	Total - RURAL SERVICES	$1,359	$26,500	$26,500	$35,760		$9,260	
				-				
	TOURISM AND AREA PROMOTION			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
132101	Admin O/Head & Labour Costs	$10,636	-	$35,226	$35,226	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$35,226					
132102	Town Promotions	$4,163		$18,500	$18,500	0%	-	
	51 - Provision for expenditure on various town promotions incl video		$18,500	-	-		-	
132145	Area Promotion	$1,045		$37,500	$29,500	-21%	(8,000)	Reallocate budget from GL 132145 to fund improvements to the Information Bay.
	51 - Events support - Funding Pool		$37,500	-	-		-	
	51 - Other expenditure relating to area promotion eg. Trails		-	-	-		-	
132146	Information Bays and Street Furniture Maintenance	$223	-	$6,284	$14,284	127%	8,000	Reallocate budget from GL 132145 to fund improvements to the Information Bay.
	50 - Direct labour costs		$1,785	-	-		-	
	40 - Labour overheads		$2,499	-	-		-	
	51 - Materials and contracts		$2,000	-	-		-	
132103	York Information Centre - Salaries	$55,988	-	$178,557	$178,557	0%	-	
	50 - Salaries as per Wages Schedule		$178,557	-	-		-	
132104	York Information Centre - Superannuation	$6,664	-	$25,891	$25,891	0%	-	
	50 - Superannuation as per Wages Schedule		$25,891	-	-		-	
132148	Contribution to Information services	$10,242	-	$35,978	$35,978	0%	-	
	51 - Information Services - Stock for resale		$10,000	-	-		-	
	35 - Coin Machine - purchase of coins/albums/capsules/freight		$3,234	-	-		-	
	51 - Advertising		$3,000	-	-		-	
	51 - Brochure Production costs		$6,000	-	-		-	
	51 - Memberships		$1,000	-	-		-	
	51 - Information Services - Stationery		$1,078	-	-		-	
	51 - Information Services - Operations - incl p'copy chgs, signage, racking		$6,000	-	-		-	
	51 - Information Services - Telephones		$1,401	-	-		-	
	51 - Information Services - Wi-Fi connection		$1,266	-	-		-	
	51 - Information Services - Website maintenance annual charge		$1,500	-	-		-	
	63 - Electricity		$1,500	-	-		-	
132149	Tourist Bureau-Bldg Mtce	-	-	-	-		-	
	63 - Electricity		-	-	-		-	
132150	Festivals and Events Funding Pool	$32,147	-	$282,500	$238,240	-16%	(44,260)	In accordance with Community Funding Round requests, transfer River Conservation Society funds from GL 132150 to GL 131105. Total budget allocated to festivals and events for the 2020/21 year was higher due to a significant carry forward, the result of many cancelled 2019/20 events. Council's COVID-19 Recovery Strategy committed to funding additional events however, based on the upcoming events calendar and the fact there are no further funding rounds this financial year, it is anticipated this budget will not be fully utilised.

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	51 - Multi Year Agreement - Festival of Cycling		$20,000		-			
	51 - Multi Year Agreement - York Festival		$15,000		-			
	51 - Multi Year Agreement - York Motorcycle Festival		$25,000		-			
	51 - Multi Year Agreement - York Society		$6,000		-			
	51 - Annual Event - YorKids - subject to funding		$34,000		-		-	
	51 - Other Annual Events		$31,000	-	-		-	
	51 - Event Recovery Calendar		$75,000		-			
	51 - Festival Support funding pool		$76,500	-	-		-	
132153	Christmas Decorations/Festivities - Shire Assistance		-	$35,813	$35,813	0%	-	
	50 - Direct labour costs		$14,068	-	-		-	
	40 - Labour overheads		$19,695	-	-		-	
	51 - Materials and hire equipment		-	-	-		-	
	80 - Plant operation costs		$2,050	-	-		-	
132154	Banner Installation & Removal	$415	-	$9,446	$2,014	0%	-	
	50 - Direct labour costs		$454	-	-		-	
	40 - Labour overheads		$636	-	-		-	
	51 - Materials and contracts		$576	-	-		-	
	80 - Plant operation costs		$350	-	-		-	
132159	Grant Expenditure		-	-	-	-100%	-	
132160	Festivals and Events - Shire Assistance	$6,330		$9,393	$13,393	43%	4,001	Increased shire labour hours and other inkind support required to assist delivery of COVID-19 recovery events.
	50 - Direct labour costs		$3,700	-	-		-	
	40 - Labour overheads		$5,180	-	-		-	
	80 - Plant operation costs		$513	-	-		-	
132199	Depreciation Expense	$21		$90	$90	0%	-	
	54 - Depreciation of assets		$90	-	-		-	
				-				
	Sub Total - TOURISM & AREA PROMOTION OP/EXP	**$127,875**	**$667,746**	**$533,909**	**$627,486**		**($40,260)**	
				-				
	OPERATING INCOME			-				
				-				
132270	Contributions & Reimbursements Taxable			($204)	($204)	0%	-	
	04 - Provision for reimbursements		($102)	-	-		-	
132271	Contributions & Reimbursements - Non-Taxable			-	-		-	
	04 - Provision for reimbursements		($102)	-	-		-	
132252	Brochure Advertising Income			($6,000)	($6,000)	0%	-	
	07 - Sale of advertising space - Information Brochures		($6,000)	-	-		-	
132269	Government Grants	($6,300)		($10,500)	($10,500)	158%	-	
	02 - YorKids		($10,500)	-	-		-	
132255	Events Application fees	($409)		-	-		-	
	07 - Fees and charges	-	-	-	-		-	
132254	Fees and Charges			-	-		-	
132248	Tourist Bureau Income	($10,102)		($20,000)	($20,000)	0%	-	
	07 - Income from Information Services Sales		($20,000)	-	-			
	Sub Total - TOURISM & AREA PROMOTION OP/INC	**($16,811)**	**($36,704)**	**($36,704)**	**($36,704)**		-	
				-				
	Total - TOURISM & AREA PROMOTION	**$111,064**	**$631,042**	**$497,205**	**$590,782**		**($40,260)**	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	BUILDING CONTROL			-				
	OPERATING EXPENDITURE							
133160	Building - Salaries	$38,660		$126,479	$126,479	0%	-	
	50 - Salaries as per Wages Schedule		$126,479	-	-		-	
133161	Building - Superannuation	$5,157	-	$18,339	$18,339	0%	-	
	50 - Super payments associated with 133160		$18,339		-		-	
133189	Vehicle Operating Expenses - Y000 & Y837	$685	-	$5,238	$5,238	0%	-	
	35 - Vehicle operating costs direct		$5,238	-	-		-	
133190	Admin O/Head & Labour Costs	$28,362	-	$93,936	$93,936	0%	-	
	39 - Allocation for total admin costs incurred by Council (from 12100)		$93,936	-	-		-	
133192	Building Control Expenses Other	$151	-	$5,591	$5,591	0%	-	
	35 - Printing and stationery		-	-	-		-	
	51 - Signage		$1,705	-	-		-	
	62 - Mobile phone charges		$360	-	-		-	
	35 - Plan Stamps		$277	-	-		-	
	35 - New mobile phone handset		-	-	-		-	
	35 - New Building License Envelopes		$554	-	-		-	
	35 - Retrospective Building License Envelopes		$221	-	-		-	
	35 - Australian Standards Subscription		$1,512	-	-		-	
	35 - Building Costs Guide		$962	-	-		-	
	35 - Building Codes online subscription and updates		-	-	-		-	
	50 - Training Conferences		-	-	-		-	
	35 - Equipment		-	-	-		-	
	51 - Scanning building files		-	-	-		-	
133195	Building Licence Refunds	$34	-	$137	$137	0%	-	
	51 - Refund of Building licence applications where required		$137	-	-		-	
133196	Legal Advice Building			$5,000	$5,000	0%	-	
	51 - Legal advice retained to Building Control disputes		$5,000		-		-	
133186	DAIP Implementation Expenses	$2,074	-	$36,750	$36,750	0%	-	
	51 - Implement disabled access requirements		$36,750	-	-		-	
133199	Depreciation Expense			-	-		-	
				-				
	Sub Total - BUILDING CONTROL OP/EXP	$75,122	$291,471	$291,471	$291,471		-	
				-				
	BUILDING CONTROL OP/INC			-				
				-				
133204	Charges - Building Permits	($11,507)		($20,000)	($20,000)	0%	-	
	07 - Income received from Building Licence applications		($20,000)	-	-		-	
133205	Charges - Demolition Fees			($200)	($200)	0%	-	
	07 - Fees received for Building Demolition permits		($200)	-	-		-	
133206	Fees and Charges - Non Taxable	($6,675)		($1,830)	($4,830)	0%	-	
	07 - Swimming Pool fees collected through rates		($4,830)	-	-		-	
133207	BCITF Commission	($158)		($300)	($300)	0%	-	
	09 - Commission received from BCITF applied to licences issued over $20K		($300)	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
133208	Signs/Hoardings Charges			-	-	-100%	-	
133210	Building Fees Taxable	($1,029)		($500)	($500)	0%	-	
	07 - Other Building fees		($500)	-	-		-	
133211	Brb Commission	($165)		($500)	($500)	0%	-	
	09 - Commission received from BRB applied to all building licences		($500)	-	-		-	
133215	Building Fines & Penalties	($200)		($100)	($100)	0%	-	
	04 - Reimbursement of Building legal expenses incurred		($100)	-	-		-	
133213	Reimbursements - Non-Taxable			-	-		-	
	Sub Total - BUILDING CONTROL OP/INC	($19,734)	($26,430)	($26,430)	($26,430)			
				-				
	Total - BUILDING CONTROL	$55,387	$265,041	$265,041	$265,041		$0	
				-				
	ECONOMIC DEVELOPMENT			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
138101	Old Infant Health - 5 Joaquina Street (Old York Telecentre)	$507		$1,775	$1,775	0%	-	
	50 - Direct labour costs		-	-	-		-	
	40 - Labour overheads		-	-	-		-	
	51 - General maintenance		$1,000	-	-		-	
	52 - Water		$301	-	-		-	
	53 - Property insurance		$474	-	-		-	
138150	York Economic Development Projects			$137,000	$137,000	0%	-	
	51 - Projects as determined	-	-	-	-		-	
	51 - Shop Local Program		$137,000	-	-			
138103	Earthquake Building Mitigation Project Expenditure			$125,000	$125,000		-	
	51 - Earthquake Building Mitigation Project Expenditure		$125,000	-	-		-	
138160	Community/Economic Development Officer Salaries	$26,234		$87,776	$87,776	0%	-	
	50 - Salaries as per Wages Schedule		$87,776	-	-		-	
138161	Community Development Officer Superannuation	$3,799		$12,728	$12,728	0%	-	
	50 - Superannuation as per Wages Schedule		$12,728	-	-			
138162	CDO Provision for Long Service Leave	-		$2,122	$2,122	0%	-	
	50 - Annual Leave Accrual and LSL as per Wages Schedule		$2,122	-	-		-	
				-				
	Sub Total - ECONOMIC DEVELOPMENT OP/EXP	$30,540	$366,401	$366,401	$366,401		-	
				-				
				-				
	OPERATING INCOME			-				
				-				
138203	Earthquake Building Mitigation Project Income	-	-	($125,000)	($125,000)			
	04 - Earthquake Building Mitigation Project Income		($125,000)	-	-			
				-				
	Sub Total - ECONOMIC DEVELOPMENT OP/INC		($125,000)	($125,000)	($125,000)		-	
				-				
	Total - ECONOMIC DEVELOPMENT	$30,540	$241,401	$241,401	$241,401		$0	
				-				
	OTHER ECONOMIC SERVICES			-				

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	OPERATING EXPENDITURE			-				
				-				
139142	Standpipes Water/Maintenance	$3,275		$7,922	$7,922	0%	-	
	50 - Direct labour costs		$756	-	-		-	
	40 - Labour overheads		$1,058	-	-		-	
	51 - Materials and contracts incl. Compliance Certificates		$6,108	-	-		-	
139143	Standpipes-Water	$7,366		$51,500	$51,500	0%	-	
	52 - Water		$51,500	-	-		-	
139144	Community Bus Operation	$189		$6,954	$6,954	0%	-	
	50 - Direct labour costs		$173	-	-		-	
	40 - Labour overheads		$249	-	-		-	
	51 - Materials and contracts		$6,219	-	-		-	
	53 - Insurance		$313	-	-		-	
139199	Depreciation Expense	$2,209		$8,613	$8,613	0%	-	
	54 - Depreciation of assets		$8,613	-	-		-	
				-				
	Sub Total - OTHER ECONOMIC SERVICES OP/EXP	$13,039	$74,989	$74,989	$74,989		-	
				-				
				-				
	OPERATING INCOME			-				
139256	Charges-Sale Water	($8,913)		($51,500)	($51,500)	0%	-	
	07 - Income received from water sold from Council-owned standpipes		($51,500)	-	-		-	
139259	Community Bus Income	($587)		($6,954)	($6,954)	0%	-	
	07 - Income received from the hire of the Community Bus - excess income to be		($6,954)	-	-		-	
139258	Reimbursements			-	-			
	Sub Total - OTHER ECONOMIC SERVICES OP/INC	($9,501)	($58,454)	($58,454)	($58,454)		-	
				-				
	Total - OTHER ECONOMIC SERVICES	$3,538	$16,535	$16,535	$16,535		$0	
				-				
	Total - ECONOMIC SERVICES	$201,888	$1,180,518	$1,180,518	$1,149,518		($31,000)	
				-				
	PRIVATE WORKS			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
141001	Various Private Works	$986		-	-	97%	-	
				-				
	Sub Total - PRIVATE WORKS OP/EXP	$986	-	-	-		-	
				-				
	OPERATING INCOME			-				
				-				
142021	Charges-Private Works			-	-	96%	-	
				-				
	Sub Total - PRIVATE WORKS OP/INC	-	-	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE YAR	COMMENT
				-				
	Total - PRIVATE WORKS	$986	-	-	-		$0	
				-				
	PUBLIC WORKS OVERHEADS			-				
	OPERATING EXPENDITURE			-				
				-				
001064	Less Allocated-Works/Services	($297,516)		($990,470)	($990,470)	0%	-	
	40 - Overheads allocated		($990,470)					
143158	Admin O/Head & Labour Costs	$109,903	-	$364,000	$384,000	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$364,000	-	-		-	
143160	Engineering Office/Other Exp	$11,492		$31,843	$31,843	0%	-	
	35 - General expenses		$2,768	-	-			
	35 - Software		$500	-	-			
	51 - IT Support & computer maintenance		$524	-	-			
	35 - General office expenses		$5,238	-	-			
	51 - Bike Path Plan - subject to DoT funding - Henrietta connectivity		$10,000	-	-			
	35 - Colour Printer plus toners		$1,048	-	-			
	51 - RoMan Data updates		-	-	-			
	51 - Road and Access Inf Asset Plan Development		-	-	-			
	51 - Infrastructure valuations		-	-	-			
	51 - Safety Equipment upgrades		$3,866	-	-			
	51 - Roman Road Mgmt System Annual Subscription		$8,100	-	-			
143161	Superannuation Of Workmen	$33,685		$137,706	$137,706	0%	-	
	50 - Superannuation payments as per Wages Schedule - outside staff		$137,706	-	-		-	
143162	Sick/Holiday Pay	$25,539		$141,564	$141,564	0%	-	
	50 - Holiday pay as per Wages Schedule		$83,076	-	-		-	
	50 - Sick pay as per Wages Schedule		$24,763	-	-		-	
	50 - Public Holidays as per Wages Schedule		$33,705	-	-		-	
143164	Protective Clothing	$9,189		$7,688	$7,688	0%	-	
	50 - Provision for purchase of protective clothing and safety equipment		$7,688	-	-		-	
143166	Salary Allowances			-	-		-	
143167	Meeting Attendance	$976		$5,926	$5,926	0%	-	
	50 - Direct labour costs		$4,727	-	-		-	
	51 - Materials and contracts		$1,199	-	-		-	
143168	Safety Management	$3,688		$7,608	$7,608	0%	-	
	50 - Direct labour costs		$1,500	-	-		-	
	35 - Provision for OHS and related matters incl. First Aid kits		$6,108	-	-		-	
143171	Staff Training	$36		-	-	0%	-	
143172	Service Pay-Workmen	$6,782		$27,880	$27,880	0%	-	
	50 - Service pay allowance		$8,060	-	-		-	
	50 - Safety Bonus as per agreement		$5,000	-	-		-	
	50 - Adverse working allowance		$14,820	-	-		-	
143175	Sundry Tools Purchase	$1,297		$3,563	$3,563	0%	-	
	35 - Purchase of sundry tools and other minor equipment	-	$3,563	-	-		-	
143178	Long Service Leave	$2,194		$4,032	$4,032	0%	-	
	50 - Annual provision for LSL accruals		$4,032	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
143179	Insurance	$30,409		$62,394	$62,394	0%	-	
	53 - Public Liability		$23,535	-	-		-	
	50 - Workers' Compensation		$37,368	-	-		-	
	53 - Personal Accident		$844	-	-		-	
	53 - Transit		$647	-	-		-	
143180	Time In Lieu Taken	($574)		-	-		-	
143181	Works Salaries	$44,841		$157,962	$157,962	0%	-	
	50 - Salaries as per Wages Schedule		$157,962	-	-		-	
143182	Vehicle Operating Expenses Works P168, P134, P136	$4,926		$13,867	$13,867	0%		
	51 - Materials and contracts		$12,000	-	-		-	
	53 - Insurance		$799	-	-		-	
	57 - Other expenditure		$1,068	-	-		-	
143183	Shire Engineer Vehicle Mtce	$804		$6,901	$6,901	0%	-	
	51 - Parts and repairs including fuel and oil P166		$6,108	-	-		-	
	53 - Insurance		$313	-	-		-	
	57 - Other expenditure		$480	-	-		-	
143199	Depreciation	$2,741		$17,445	$17,445	0%	-	
	54 - Depreciation of assets		$17,445	-	-		-	
	Sub Total - PUBLIC WORKS O/HEADS OP/EXP	($9,590)	$0	$0	$0		-	
	OPERATING INCOME							
143293	Reimbursements Non-Taxable Supply	($3,442)	-	($12,000)	($12,000)	0%	-	
	04 - Diesel fuel rebate		($12,000)	-	-		-	
143297	Sundry Equipment Sales			($1,000)	($1,000)	0%	-	
	07 - Fees and charges - Sale of Scrap		($1,000)	-	-		-	
	Sub Total - PUBLIC WORKS O/HEADS OP/INC	($3,442)	($13,000)	($13,000)	($13,000)		-	
	Total - PUBLIC WORKS OVERHEADS	($13,032)	($13,000)	($13,000)	($13,000)		$0	
				-				
	PLANT OPERATIONS COSTS			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
001084	Less Allocated-Works/Services	($138,159)		($632,069)	($632,069)	0%	-	
	80 - Plant overheads and depreciation recovered		($632,069)	-	-		-	
014203	Plant Repair Wages	$15,983		$67,201	$67,201	0%	-	
	50 - Direct labour costs		$24,883	-	-		-	
	40 - Labour overheads		$42,318	-	-		-	
014204	Tyres And Tubes	$13,144		$22,738	$22,738	0%	-	
	51 - Purchase of tyres and tubes for Council's fleet allocated to plant number		$22,738	-	-		-	
014205	Parts And Repairs	$18,452		$99,438	$99,438	0%	-	
	51 - Purchase of parts and mechanical repairs for Council's fleet		$99,438	-	-		-	
014206	Insurance And Licences	$13,702		$24,264	$24,264	0%	-	
	53 - Insurance		$16,764	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	52 - Licences		$7,500	-	-		-	
014207	Fuel And Oil	$20,183		$125,703	$125,703	0%	-	
	51 - Purchase of fuels and oils for Council's fleet		$125,703	-	-		-	
014209	Grader Blades And Cutting Edges	-		$3,587	$3,587	0%	-	
	51 - Grader Blades		$3,587	-	-		-	
142102	General Administration Alloc	$7,091	-	$23,484	$23,484	0%	-	
	39 - Allocation for total admin costs incurred by Council. (from 42100)		$23,484	-	-		-	
142101	Depreciation	$25,923		$264,319	$264,319	0%	-	
	54 - Depreciation of assets		$264,319	-	-		-	
142807	Tools For Plant Maintenance			$1,335	$1,335	0%	-	
	51 - Purchase of tools used for maintenance on Council's fleet		$1,335	-	-		-	
				-				
	Sub Total - PLANT OPERATIONS COSTS OP/EXP	($23,681)	($0)	($0)	($0)		-	
				-				
	Total - PLANT OPERATIONS COSTS	($23,681)	($0)	($0)	($0)		-	
				-				
	SALARIES AND WAGES			-				
				-				
	OPERATING EXPENDITURE			-				
				-				
001101	Gross Total For Year	$1,055,023		$3,687,750	$3,687,750	0%	-	
	50 - Total salaries and wages payable to all staff		$3,687,750	-	-		-	
001102	Less Salaries & Wages Alloc	($1,055,023)		($3,687,750)	($3,687,750)	0%	-	
	50 - Total salaries and wages payable to all staff reallocated to other sub		($3,687,750)	-	-		-	
145141	Workers Compensation	$3,171	-	$5,000	$5,000	0%	-	
	50 - Salaries and wages paid to staff on W/C related leave		$5,000	-	-		-	
145250	Reimbursements Workers Comp			($5,000)	($5,000)	0%	-	
	04 - Salaries and wages paid to staff on W/C related leave	-	($5,000)	-	-		-	
				-				
	Sub Total - SALARIES AND WAGES OP/EXP	$3,171	-	-	-			
				-				
	Total - SALARIES AND WAGES	$3,171	-	-	-	-	-	
				-				
	OPERATING EXPENDITURE			-				
				-				
144181	Property Transaction Settlement Costs	-		$5,000	$5,000	0%	-	
	51 - Settlement costs for sale of Council land		$3,000	-	-		-	
	51 - Valuation fees		$2,000	-	-		-	
146111	Loan Redemption Interest - Lot 25 & 27 South St			-	-		-	
146170	General Maintenance - Lots 2-6 Avon Tce	-	-	$500	$500	0%	-	
	51 - Materials and contracts		$500	-	-		-	
146167	Local Disaster-Fire/Flood Etc			-	-		-	
	57 - Other expenditure		-	-	-		-	
146171	Housing Mice - Other Rentals	$8,282		$19,121	$34,338	0%	-	
	50 - Direct labour costs		$1,858	-	-		-	
	40 - Labour overheads		$2,516	-	-		-	
	51 - Materials and contracts	-	$20,000	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE YAR	COMMENT
	51 - Garden maintenance expenses		-	-	-		-	
	52 - Water		$990	-	-		-	
	53 - Insurance		$2,565	-	-		-	
	57 - Other expenditure, Rates etc		$6,268	-	-		-	
146199	Depreciation	$2,773		$17,445	$17,445	0%	-	
	54 - Depreciation of assets		$17,445	-	-		-	
146172	Sundry Expenditure - Other Leases	$1,478		$6,000	$11,000	83%	5,000	Additional funds required for legal review for all new leases.
	51 - Materials and contracts incl. Men's Shed fencing		$6,000	-	-		-	
				-				
	Sub Total - UNCLASSIFIED OP/EXP	$12,533	$63,283	$47,066	$68,283		$5,000	
				-				
	OPERATING INCOME			-				
				-				
146274	Other Lease Reserve	($161)		-	-		-	
146277	Grants Operating - Unclassified	($772)		-	-		-	
146278	Property Transaction Settlement Costs	($836)		-	-		-	
146271	Housing Rent Received	($8,100)		($23,400)	($23,400)	0%	-	
	07 - Rent Income - Other rentals		($23,400)	-	-		-	
				-	-			
	Sub Total - UNCLASSIFIED OP/INC	($9,952)	($23,400)	($23,400)	($23,400)	-	-	
				-				
	Total - UNCLASSIFIED	$2,580	$39,883	$39,883	$44,883	$0	$5,000	
				-				
	Total - OTHER PROPERTY AND SERVICES	($29,976)	$26,883	$26,883	$31,883		$5,000	
				-				
	EXPENDITURE - TRANSFERS TO RESERVE			-				
				-				
	Interest Earned on Reserve		$21,832	$21,832	$21,832		-	
043143	Transfer To Reserve Funds			$25,000	$25,000	0%	-	
	59 - Interest earned - Archives Reserve 37			-	-			
	59 - Transfer Leave entitlements		$25,000	-	-		-	
	59 - Transfer to Building Reserve 30		-	-	-		-	
068301	Transfer To Reserve - Aged Facilities			-	-		-	
101375	Transfer To Reserve - Refuse Site			-	-		-	
106301	Transfer To Reserve - Town Planning			-	-		-	
109390	Transfer To Reserve - Cemetery			-	-		-	
113351	Transfer To Reserve - Bowling Facilities			-	-		-	
113352	Transfer To Reserve - Tennis Facilities			-	-		-	
113350	Transfer To Reserve - Forrest Oval Lights			-	-		-	
113304	Transfer To Reserve			$100,000	$100,000	0%	-	
	59 - Interest earned - Recreation Reserve 8		$100,000	-	-		-	
112305	Transfer To Reserve Funds			-	-		-	
118303	Transfer To Reserve Funds			-	-		-	
127308	Transfer To Plant Reserve 4			-	-		-	
133402	Transfer To Reserves			-	-		-	
144381	Transfer To Land & Infrastructure Development Reserve			-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	59 - Transfer to Land & Infrastructure Reserve							
146301	Transfer To Reserve							
122405	Transfer To Reserve							
128301	Transfer To Car Parking Reserve 27							
139502	Transfer To Community Bus Reserve 24			$0	$0			
	59 - Community Bus transfer (operating profit)		$0					
153302	Transfer To Disaster Reserve 35			$100,000	$100,000			
	59 - Interest earned - Disaster Reserve		$100,000					
	Sub Total - TRANSFER TO OTHER COUNCIL FUNDS		$246,832	$246,832	$246,832	$0	$0	
	INCOME - TRANSFERS FROM RESERVE							
041428	Transfer Of Seavroc Funds From Tied Funds Reserve							
	10 - SEAVROC Awareness Training							
	10 - SEAVROC You're Welcome project							
	10 - Tfr from Tied Funds Reserve (40) Bridge Upgrades Funding							
044050	Transfer From Reserve - Governance / Admin			($113,000)	($113,000)	0%		
	10 - Reserve 35 - Disaster - Stage 1 - funds repurposed to support COVID		($113,000)					
	10 - Transfer from Building Reserve (30) Demolish Old Infant Health Centre							
067401	Transfer From Reserve -Centennial Units			($25,000)	($25,000)	-100%		
	10 - Operating loss of Centennial Units							
	10 - Building Renewals		($25,000)					
068401	Transfer From Reserve Pnl			($35,000)	($35,000)			
	10 - Operating loss of Pioneer Memorial Lodge							
	10 - Renewals PML		($35,000)					
101427	Transfer From Reserve - Waste Management			($150,000)	($150,000)			
	10 - Transfer from Waste Reserve - Container Deposit Site		($150,000)					
106426	Trans From Reserve							
109403	Transfer From Reserve 44							
111401	Transfer From Building Reserve 30 - Town Hall							
111402	Transfer From Reserve							
112401	Transfer From Rec. Reserve or Building Reserve							
113402	Transfer From Reserve							
	10 - Memorial Park Upgrade from Reserve 46							
118301	Transfer From Reserve Museum			($110,000)	($110,000)			
	10 - Residency Museum upgrades - FUNDS FROM BUILDING RESERVE 30		($110,000)					
127401	Transfer From Reserve Plant Replacement			($230,000)	($230,000)	-100%		
	10 - Transfer from Plant Replacement Reserve		($230,000)					
134001	Transfers From Infrastructure Reserve 50							
146401	Transfer From Reserve Land Development Reserve							
122504	Transfer From Reserve - Greenhills Projects							
	10 - Greenhills Townsite Redev Reserve 47							
122503	Transfer From Reserve - Roads Reserve 49							
	10 - Transfer from Road Reserve 49							
122505	Transfer From Reserve - Main Street Reserve 42							
122506	Transfer From Reserve - Main Street Reserve 42							

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
128403	Transfer From Carparking Reserve							
139403	Tfr from Community Bus Reserve							
	Total - TRANSFER FROM OTHER COUNCIL FUNDS		($663,000)	($663,000)	($663,000)			
	Total - FUND TRANSFER		($416,168)	($416,168)	($416,168)	$0	$0	
	000000 (Surplus) / Deficit - Carried Forward	($2,192,324)	($2,216,507)	($2,216,507)	($2,192,324)	1%	24,183	There was a material variation to the estimated carried forward surplus compared to the 2020/21 budget. The surplus was overestimated by $24,183.
	Sub Total - SURPLUS C/FWD	($2,192,324)	($2,216,507)	($2,216,507)	($2,192,324)		$24,183	
	Total - SURPLUS	($2,192,324)	($2,216,507)	($2,216,507)	($2,192,324)		$24,183	
	LIABILITY LOANS							
	EXPENDITURE							
111303	Principal On Loans	$30,859		$62,226	$62,226	0%		
	59 - Loan 67 Old Convent School		$62,226					
113306	Loan Redemption Principal - Forrest Oval Redevelopment	$13,933		$117,365	$117,365	0%		
	59 - Forrest Oval Redevelopment Stage 1 - Loan 62		$60,546					
	59 - Forrest Oval Redevelopment Stage 2 - Proceeds from Sale of Tennis Courts		$22,196					
	59 - New Forrest Oval Facilities Loan 64		$34,623					
118311	Principal Repayments - Archive Centre	$3,396	$13,836	$13,836	$13,836	0%		
127305	Loan Principal Repayments - Plant Purchases			$51,099	$51,099	0%		
	59 - Loan 66 Principal repayment for purchase of plant		$51,099					
	Sub Total - LOAN REPAYMENTS	$48,189	$244,526	$244,526	$244,526			
	Total - NON CURRENT LIABILITIES	$48,189	$244,526	$244,526	$244,526	$0	$0	
	000000 Depreciation Written Back	($716,753)	($2,585,950)	($2,585,950)	($2,585,950)	0%		
	000000 Book Value of Assets Sold Written Back		($340,418)	($340,418)	($340,418)	0%		
manual entr	000000 Long Service Leave - Cash at Bank Reserve 6 (increase)/decrease							
	000000 Deferred Pensioner Rates Non-current increase/(decrease)							
	Sub Total - DEPRECIATION WRITTEN BACK	($716,753)	($2,926,368)	($2,926,368)	($2,926,368)			
	Total - DEPRECIATION	($716,753)	($2,926,368)	($2,926,368)	($2,926,368)	$0	$0	
	FURNITURE & EQUIPMENT							
	GOVERNANCE							
	CAPITAL EXPENDITURE							

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
041352	Chambers - Furniture & Equip	$1,091		$30,000	$30,000			
	Audio Visual equipment/Recording system - Chambers		$30,000	-	-			
043142	Furniture & Equipment Admin			$10,000	$40,000	300%	30,000	Current UPS has reached end of life and needs to be replaced. Server is also at end of life and must be replaced prior to implementation of new Altus modules as referred to above in GL 42188
	Office Furniture		$5,000	-	-			
	Library Furniture		$5,000	-	-			
				-				
	Sub Total - CAPITAL WORKS	$1,091	$40,000	$40,000	$70,000	$3	$30,000	
				-				
	Total - GOVERNANCE	$1,091	$40,000	$40,000	$70,000	$3	$30,000	
				-				
	FURNITURE & EQUIPMENT			-				
				-				
	RECREATION AND CULTURE			-				
				-				
	EXPENDITURE			-				
				-				
113322	Gym Equipment - Forrest Oval		-	-	$5,000	$5,000	0%	-
	Gym Equipment		$5,000	-	-			
113321	Rec Complex Furniture & Equipment		-	-	-		-	
	Rec Centre Renewals		-	-	-			
	Shade Covers		-	-	-			
113349	Recreation Convention Centre Furniture and Equipment		-	$10,000	$10,000	$10,000	0%	-
	Furniture and Fittings incl IT and kitchen utensils		$10,000	-	-			
122303	Street Furniture		-	-	-		-	
132301	Christmas improvements - Avon Tce		-	$10,000	$10,000	$10,000	0%	-
	Christmas Decorations		$10,000	-	-			
	Sub Total - CAPITAL WORKS	-	$25,000	$25,000	$25,000		-	
				-				
	Total - RECREATION AND CULTURE	-	$25,000	$25,000	$25,000	$0	$0	
				-				
	Total - FURNITURE AND EQUIPMENT	$1,091	$65,000	$65,000	$95,000	$3	$30,000	
				-				
	LAND AND BUILDINGS			-				
				-				
	GOVERNANCE			-				
				-				
	EXPENDITURE			-				
				-				
043141	Administration Centre	$20,402		$74,000	$82,500	11%	8,500	Funds required for installation and connection to Business NBN to improve internet connection to the administration building.
	Upgrade Car Parking		$74,000	-	-			
	Upgrade Car Parking - Shades		-	-	-			
	Admin Building renewals		-	-	-			

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
042337	Forbes Street House - Land & Buildings			-	-			
				-				
	Sub Total - CAPITAL WORKS	$20,402	$74,000	$74,000	$82,500	$0	$8,500	
				-				
	TOTAL - GOVERNANCE	$20,402	$74,000	$74,000	$82,500	$0	$8,500	
				-				
				-				
	LAND AND BUILDINGS			-				
				-				
	WELFARE			-				
				-				
	EXPENDITURE			-				
				-				
68302	Pioneer Memorial Lodge			$35,000	$35,000		-	
	Renewals - Internal/External		$35,000	-	-			
067304	Centennial Units - Building			$25,000	$25,000			
	Building Renewals		$25,000	-	-			
				-				
	Sub Total - CAPITAL WORKS	-	$60,000	$60,000	$60,000		-	
				-				
	Total - WELFARE		$60,000	$60,000	$60,000	$0	$0	
				-				
101371	Waste Management Land & Buildings	$51,055		$150,000	$150,000			
	Container Deposit Site		$150,000	-	-			
				-				
	Sub Total - CAPITAL WORKS	$51,055	$150,000	$150,000	$150,000			
				-				
	Total - COMMUNITY AMENITIES	$51,055	$150,000	$150,000	$150,000	$0	$0	
	RECREATION AND CULTURE			-				
				-				
	EXPENDITURE			-				
				-				
113029	Town Hall Building		-	-	-		-	
	Town Hall Clock - replace mechanism		-	-	-			
113343	Netball Courts & Lights			-	-			
	Dual mark Netball courts and backboards for basketball - replace every 9 years		-	-	-			
113325	Grey St Park	$9,350	-	$15,000	$15,000	0%	-	
	Eco Toilet - carry fwd		$15,000	-	-			
	Disabled access improvements							
113327	Candice Bateman Park Capital	$2,302		$20,000	$20,000	0%	-	
	Playground Equip Renewals	-	$20,000	-	-			
118300	Residency Museum			$220,000	$220,000	0%	-	
	Earthquake Risk Project		$220,000	-	-			
	Museum Renewals - Gutter Replacement		-	-	-			
				-				
	Sub Total - CAPITAL WORKS	$12,032	$255,000	$255,000	$255,000		-	
				-				

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE YAR	COMMENT
	Total - RECREATION AND CULTURE	$12,032	$255,000	$255,000	$255,000		$0	
				-				
	LAND AND BUILDINGS			-				
143304	Depot	-	-	$31,000	$31,000	0%	-	
	Renewals - Remove asbestos	-	-	-	-			
	Above Ground Fuel Storage		$31,000	-	-			
				-				
	Sub Total - CAPITAL WORKS	-	$31,000	$31,000	$31,000		-	
				-				
	Total - TRANSPORT		$31,000	$31,000	$31,000		$0	
	Total - LAND AND BUILDINGS	$83,489	$570,000	$570,000	$576,500		$6,500	
				-				
	PLANT AND EQUIPMENT			-				
				-				
	GOVERNANCE			-				
				-				
	EXPENDITURE			-				
				-				
042339	Administration Executive Vehicles			$157,000	$61,000	-61%	($96,000)	EMIDS and FM vehicles held for 2 years or more due for changeover this financial year only. CEO and EMCDS vehicles purchased 2019/20 due to be held until 2021/22 financial year.
	CEO vehicles	-	$58,000	-	-			
	EMCDS vehicle		$38,000	-	-			
	EMIDS vehicle		$38,000	-	-			
	FM vehicle		$23,000		-			
				-				
	Sub Total - CAPITAL WORKS	-	$157,000	$157,000	$61,000	($1)	($96,000)	
				-				
	Total - GOVERNANCE	-	$157,000	$157,000	$61,000	($1)	($96,000)	
				-				
	PLANT AND EQUIPMENT			-				
				-				
	LAW ORDER & PUBLIC SAFETY			-				
				-				
	EXPENDITURE			-				
				-				
051336	Plant and Equipment Fire Brigades			-	-		-	
051339	Ranger Vehicle			-	-		-	
	Purchase of Rangers vehicle		-	-	-			
053305	Crime Prevention - Plant & Equipment			$34,000	$34,000			
	59 - CCTV - LRCI FUNDING		$34,000	-	-			
				-				
	Sub Total - CAPITAL WORKS	-	$34,000	$34,000	$34,000		-	
				-				
	Total - LAW ORDER & PUBLIC SAFETY	-	$34,000	$34,000	$34,000		$0	
				-				

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	PLANT AND EQUIPMENT			-				
				-				
	HEALTH			-				
				-				
	EXPENDITURE			-				
				-				
077305	Plant And Equipment Capital			-	-		-	
	Purchase EH0 Vehicle		-	-	-			
	Sub Total - CAPITAL WORKS	-	-	-	-			
				-				
	Total - HEALTH	-	-	-	-	$0	$0	
				-				
	PLANT AND EQUIPMENT			-				
				-				
	RECREATION AND CULTURE			-				
				-				
	EXPENDITURE			-				
				-				
112304	Plant & Equipment			$13,000	$13,000		-	
	Installation of automatic shutdown system		$13,000		-			
	Sub Total - CAPITAL WORKS	-	$13,000	$13,000	$13,000		-	
				-				
	Total - RECREATION AND CULTURE	-	$13,000	$13,000	$13,000	$0	$0	
				-				
	PLANT AND EQUIPMENT			-				
				-				
	TRANSPORT			-				
				-				
	EXPENDITURE			-				
				-				
127304	Plant Purchases Capital	$5,430	-	$828,000	$668,000	-19%	(160,000)	Truck Y711 will not be replaced this financial year. Reduce capital expenditure accordingly
	Street Sweeper (Replace Footpath Sweeper)		-	-	-			
	Grader Utility Y482		$26,000	-	-			
	Truck 13T Y711		$160,000	-	-			
	Mitsubishi Canter Y4099		$175,000	-	-			
	Parks Vehicle Y3777		$75,000	-	-			
	Truck with Water cart		$230,000	-	-			
	Utility - Town Crew Y211		$26,000	-	-			
	Replace Y6947		$26,000	-	-			
	Mower - Gianni Ferrari Y1328		$65,000	-	-			
	Spray Utility Y770		$35,000	-	-			
	Other Equip - incl csaws, whippers, blowers, gen sets and similar		$10,000	-	-			
	Sub Total - CAPITAL WORKS	$5,430	$828,000	$828,000	$668,000		($160,000)	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE YAR	COMMENT
	Total - TRANSPORT	$5,430	$828,000	$828,000	$668,000		($160,000)	
	PLANT AND EQUIPMENT							
	ECONOMIC SERVICES							
	EXPENDITURE							
133319	Building Surveyor's Motor Vehicle			$37,000	$37,000	0%	-	
	Development Services vehicle		$37,000					
139301	Community Bus Capital purchase							
139303	Plant & Equipment							
	Sub Total - CAPITAL WORKS	-	$37,000	$37,000	$37,000		-	
	Total - ECONOMIC SERVICES	-	$37,000	$37,000	$37,000	-	-	
	PLANT AND EQUIPMENT							
	OTHER PROPERTY AND SERVICES							
	EXPENDITURE							
143301	Depot Plant Capital Purchase			$38,000	$38,000	0%	-	
	Works Supervisor's Vehicle Y96 s		$38,000					
	Sub Total - CAPITAL WORKS	-	$38,000	$38,000	$38,000		-	
	Total - OTHER PROPERTY AND SERVICES	-	$38,000	$38,000	$38,000		$0	
	Total - PLANT AND EQUIPMENT	$5,430	$1,107,000	$1,107,000	$851,000		($256,000)	
	INFRASTRUCTURE							
	ROAD CONSTRUCTION							
122300	LRCI Infrastructure Projects - Federally funded			$300,000	$683,098	128%	383,098	Corresponding expenditure for Local Roads and Community Infrastructure (LRCI) Program. Funding extension proposed to be used to fund RAV network industrial access subject to a report being presented for Council's consideration.
	Projects as determined		$300,000	-	-			
122400	Roads To Recovery Projects	$77,008	-	$402,437	$402,437	0%	-	
709201	RtR - Tenth Road c/fwd - Materials and Contracts							
701601	Greenhills South Rd c/fwd							
	Quellington Road/Widen seal		$110,000					
700201	Mannavale Rd - Reconstruct and Widen		$150,000					

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
	Ashworth Rd - construct to sealed standard between seals		$110,000	-	-			
705001	Waterfall Road - Seal		-	-	-			
	Rural Reseals		$32,437	-	-			
122401	Regional Road Group Projects		-	$543,629	$543,629	0%	-	
	Expenditure by Road - York-Tammin Rd		$543,629		-			
70281	RRG - Knotts Road - Materials and Contracts		-	-	-			
	York-Tammin Rd slk 27.00-29.55 - Widening, Drainage Improvements		-	-	-			
122402	Municipal Road Construction Projects	$122,027	-	$556,600	$556,600	0%	-	
	Safety Improvements (Non-Blackspot)		$112,200		-			
various	Reseals, Kerbing & Drainage		$102,000	-	-			
7008	Doodenanning Road - Reconstruction and Widening		$120,000	-	-			
7089	Avon Terrace - Main Street Improvement Programme - ACCESS AND INCLUSION		$100,000	-	-			
various	Tree Pruning Programme		$122,400	-	-			
122403	Municipal Footpath Construction Projects	$554	-	$112,100	$112,100	0%	-	
	York Townsites - Footpaths and street trees		$107,100	-	-			
	Street Trees		$5,000	-	-			
122404	Municipal Bridge Construction Projects	$6,149	-	$86,700	$86,700	0%	-	
	Bridge Renewals		$86,700	-	-			
122407	Blackspot Projects	$113	-	$100,000	-	-100%	(100,000)	Proposed Blackspot project on York Spencers Brook Road will not be funded by MRWA this financial year.
	51 - Materials and contracts		-	-	-			
	Spencers Brook-York Road		$100,000	-	-			
	Projects Subject to Safety Audit		-	-	-			
122411	Townsite Drainage	$14,421	-	$234,600	$234,600			
	Various - York Townsite Drainage Renewals		$234,600	-	-			
	Shoulder and Table Drain Renewals		-	-	-			
122412	Asset Renewals - Gravel Sheeting/School Bus Routes	$72,222	-	$204,000	$204,000	0%	-	
	Gravel Re-sheeting Programme		$204,000	-	-			
70116	Ovens Road		-	-	-			
70356	Mackie Road		-	-	-			
70156	Boyercatty Road		-		-			
70406	Allen Road		-		-			
70616	Flea Pool Road		-		-			
70646	Club Hotel Road		-	-	-			
70616	Ashworth Road		-		-			
	Sub Total - CAPITAL WORKS	$292,495	$2,540,066	$2,540,066	$2,823,164		$283,098	
				-				
	Total - ROADS	$292,495	$2,540,066	$2,540,066	$2,823,164		$283,098	
				-				
	Total - INFRASTRUCTURE ASSETS ROAD RESERVES	$292,495	$2,540,066	$2,540,066	$2,823,164		$283,098	
				-				
	INFRASTRUCTURE - RECREATION FACILITIES			-				
				-				
112302	Swimming Pool			$47,950	$47,950	0%	-	
	Stage 1 - Design stages only		$47,950	-	-		-	
113346	Motocross Track infrastructure	-		$50,000	$50,000		-	
	York Motocross track - ORV Expension and upgrade - LRCI FUNDING		$50,000	-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

	Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE VAR	COMMENT
113347	Mount Brown Park Infrastructure			$25,000	$25,000		-	
	Mount Brown Park - Improvement Program/Trails Development Plan		$25,000	-	-		-	
113302	Avon Park Infrastructure	$27,562		$30,000	$60,000	100%	30,000	The Avon Park planting project was originally planned to be undertaken as part of a community activity day however due to COVID-19 restrictions in place at the time, the Shire had to fully staff and fund the project.
	Implement Avon Park Concept Plan - Stage 1 - Playground and Amenities		$30,000	-	-		-	
113311	Cricket Pitch Covers		-	-	-		-	
113365	Peace Park		-	-	-		-	
113367	War Memorial Park		-	-	-		-	
	Flag Poles		-	-	-		-	
113366	Gwambygine Park - Avon Ascent		-	-	-		-	
	BBQ Replacement		-	-	-		-	
113331	Forrest Oval Precinct Infrastructure			$53,200	$23,200	56%	(30,000)	Security lighting project to be re-scoped and funded from operating budget.
	Netball Fencing		-	-	-		-	
	Install lighting & security system - LRCI Funding		$30,000	-	-		-	
	Replace Bowling Green		-	-	-		-	
	Replace Bowling Lights		$10,000	-	-		-	
	Boundary Fencing		$13,200	-	-		-	
113335	Heritage Trails Infrastructure	$13,350	-	$67,000	$67,000	0%	-	
	York Trails Design/Planning		$20,000	-	-		-	
	York Trails Construction - LRCI Funding		$20,000	-	-		-	
	Noongar Cultural Heritage Survey - Mt Brown		$20,000	-	-		-	
	Avon River Trails		-	-	-		-	
	Greenhills Heritage Trail - 5 (Greenhills Progress Association)		$7,000	-	-		-	
116305	Old Convent School		-	-	-		-	
113318	Regional Skate Park		-	-	-		-	
				-				
	Sub Total - CAPITAL WORKS	**$40,912**	**$273,150**	$273,150	**$273,150**		-	
				-				
	Total - RECREATION FACILITIES	**$40,912**	**$273,150**	$273,150	**$273,150**		$0	
				-				
	Total - INFRASTRUCTURE ASSETS - REC FACILITIES	**$40,912**	**$273,150**	$273,150	**$273,150**		$0	
				-				
	INFRASTRUCTURE ASSETS - OTHER			-				
				-				
109383	Cemetery Infrastructure		-	-	-		-	
				-				
	Sub Total - CAPITAL WORKS			-	-		-	
				-				
	Total - COMMUNITY AMENITIES	-	-	-	-		$0	
				-				
132304	Area Promotion Infrastructure			$10,000	$10,000	0%	-	
	RV Relocation - Stage 1		-	-	-		-	
	RV Relocation - Stage 2		$10,000	-	-		-	
	Town Entry Statements		-	-	-		-	
132305	Area Promotion - CBD Infrastructure			-	-		-	

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SHIRE OF YORK ANNUAL BUDGET 2020/21

2020/21 FACR - QUARTER 1

Descriptions	Actuals as at 31/10/2020	Detail	ADOPTED BUDGET	FACR 1 YEAR ENDING PROJECTED	VARIANCE to BUDGET	(FAVOURABLE)/ UNFAVOURABLE YAR	COMMENT
Sub Total - CAPITAL WORKS	-	$10,000	$10,000	$10,000		-	
Total - TOURISM & AREA PROMOTION	-	$10,000	$10,000	$10,000		$0	
Total - INFRASTRUCTURE ASSETS - OTHER	-	$10,000	$10,000	$10,000		$0	

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SHIRE OF YORK
GRANTS REGISTER

GRANT INFORMATION			STATUS			IMPLEMENTATION				REPORTING
FUNDING PROVIDER	PURPOSE OF GRANT	AMOUNT REQUESTED/ ADOPTED BUDGET	TOTAL PROJECT COST	ACCEPTED / REJECTED	AMOUNT RECEIVED	DELIVERABLE DEADLINE 1	DELIVERABLE DEADLINE 2	DELIVERABLE DEADLINE 3	DELIVERABLE DEADLINE FINAL	FINAL REPORT/ ACQUITTAL DEADLINE
Healthway	YORKids	$ 10,500	$ 48,500	ACCEPTED	$ 6,300				1/06/2021	30/06/2020
Department of Fire and Emergency Services	Earthquake Risk Mitigation Activity Fund	$ 250,000	$ 250,000	ACCEPTED	$ -	31/08/2019			31/08/2022	31/08/2022
Lotterywest	Heritage Trails - Greenhills	$ 56,237	$ 83,785	ACCEPTED	$ 14,683				21/03/2021	20/06/2021
Bendigo Bank and Greenhills Progress Assoc	Heritage Trails - Greenhills	$ 7,548	as above	ACCEPTED	$ 5,547				21/03/2021	20/06/2021
Communities Environment Program	Avon River Bank Restoration	$ 20,000	$ 35,000	ACCEPTED	$ 20,000				1/12/2020	1/12/2020
Department of Planning Lands and Heritage	Earthquake Building Mitigation Project	$ 110,000	$ 220,000	ACCEPTED	$ 108,900	12/06/2020	28/08/2020		25/09/2020	
WA Local Government Grants Commission	Financial Assistance Grants - General Purpose	$ 397,438	N/A	ACCEPTED	$ 207,229				30/06/2021	30/11/2021
WA Local Government Grants Commission	Financial Assistance Grants - Local Roads	$ 268,023	N/A	ACCEPTED	$ 142,366				30/06/2021	30/11/2021
Department of Fire and Emergency Services	Emergency Services Levy Grants	$ 54,457	$ 54,457	ACCEPTED	$ 13,102				27/05/2020	31/08/2020
Main Roads WA	Street Lighting Subsidy	$ 7,500	$ 91,359	ACCEPTED	$ -				30/06/2021	30/06/2021
Main Roads WA	Direct Road Grant	$ 153,863	$ 2,260,288	ACCEPTED	$ 153,863				30/06/2021	30/06/2021
Main Roads WA	Regional Road Group Projects	$ 362,419	$ 543,629	ACCEPTED	$ 144,968				30/06/2021	30/06/2021
Department of Infrastructure	Roads to Recovery	$ 396,868	$ 396,868	ACCEPTED	$ 120,000				30/06/2021	31/10/2021
Local Roads and Community Infrastructure	COVID stimulus - Federal - various projects	$ 433,684	$ 300,000	ACCEPTED	$ -	31/07/2020			30/06/2021	
Local Roads and Community Infrastructure	COVID stimulus - Federal - various projects	$ -	$ 133,684	ACCEPTED	$ -	31/07/2020			30/06/2021	
Auspire - The Australia Day Council (WA)	To provide a Covid Safe event to community on Australia Day 2021	$ 20,000	$ 20,000	ACCEPTED	$ 20,000				26/01/2021	28/02/2021
Auspire - The Australia Day Council (WA)	To provide printed material using the Australia Day Brand	$ 1,000	$ 1,000	ACCEPTED	$ 1,000				26/01/2021	None
Department of Fire and Emergency Services	MAF Fire Mitigation	$ 41,600	$ 41,600	ACCEPTED	$ 41,600				10/11/2021	30/11/2021
Local Roads and Community Infrastructure	COVID stimulus extension - Federal	$ 383,098	$ 383,098	ACCEPTED	$ -	1/07/2020			31/12/2021	30/06/2022

7.2 AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

File Number:	**FI.FRP**
Author:	**Tabitha Bateman, Finance Manager**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Appendices:	**1. Annual Financial Statements for the year ended 30 June 2020**

NATURE OF AUDIT COMMITTEE'S ROLE IN THE MATTER

Legislative/Executive

PURPOSE OF REPORT

This report presents documents relating to the finalisation and audit of the Shire's financial statements for the year ended 30 June 2020 for the Audit and Risk Committee's consideration and recommendation to Council.

BACKGROUND

In accordance with Section 5.54 of the *Local Government Act 1995* (the Act), the Shire is required to prepare an annual financial report by 30 September for the previous financial year for submission to its auditor. Section 7.2 of the Act requires that the accounts and annual financial report of the local government are audited by an auditor and Section 7.9 prescribes the conditions under which the audit is to be conducted. Part 4 of the *Local Government (Financial Management) Regulations 1996* prescribes what is to be included in the report.

COMMENTS AND DETAILS

In March 2020, an entrance meeting for the 2019/20 annual financial audit was held between the Audit and Risk Committee, Shire officers and the Office of the Auditor General (OAG) in accordance with Australian Auditing Standard ASA 260 *Communication with Those Charged with Governance*. The meeting outlined the scope of the 2019/20 financial audit which commenced late March. The Shire's auditors had planned to visit York in person between 23 March and 4 April however, arrangements had to be changed as a result of COVID-19 and the associated challenges; travel restrictions, social distancing and staff working from home.

Consequently, the interim audit was performed remotely, primarily with the use of a shared portal and via teleconferencing. For this reason, the audit work took longer than expected and continued beyond the close out date of 4 April 2020. These arrangements not only added time to simple tasks like collection and collation of samples but also the need for additional 'COVID testing'. That being said, the OAG noted that good controls had been implemented by the Shire to address management of COVID risks around areas such as access controls for staff working from home and procurement in emergency situations.

Other issues identified at the outset of the audit included:

a) Changes to the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards

c) Use of accounting estimates requiring specific audit attention such as leave liabilities and application of fair value, and

d) Control environment - including the appointment of a new Chief Executive Officer.

These risks were considered by the OAG throughout the course of both the interim and final audits.

In September 2020, officers finalised the accounts for the 2019/20 year and prepared the annual financial statements in accordance with legislative requirements applicable at the time. The Office of the Auditor General commenced their review of the Shire's annual financial report however, as a result of changes to the *Local Government (Financial Management) Regulations 1996* gazetted on 6 November 2020, late changes were required around disclosures for valuations and right-of-use assets. The financial report was submitted for final review late November 2020.

Next Steps

It is standard procedure for the auditors to provide a management letter and audit opinion at the conclusion of their audit each year.

Due to the timing of the Exit Meeting, held as part of the Audit and Risk Committee Meeting on 1 December 2020, the audit opinion was not available at the time of preparing this report, but will be provided under separate cover for presentation to Council at the December Ordinary Council Meeting.

Once the Audit and Risk Committee recommends the Annual Financial Report 2019/20 for adoption by Council, the financials will be incorporated into the Annual Report and presented to Council at the December Council meeting with a proposed date for an Annual Electors' Meeting to be advertised.

IMPLICATIONS TO CONSIDER

Consultative

Moore Stephens

Office of the Auditor General

Policy Related

Policy F1.3	*Significant Accounting Policies*
Policy G4.5	*Asset Management*
Policy G4.6	*Risk Assessment and Management*

Financial

The indicative audit fee for the 2019/20 audit was $41,000 and is included in the 2020/21 annual budget under GL 42193. The fee is based on full cost recovery as determined by the OAG however, additional costs may arise from such things as significant accounting issues, delays in providing information to auditors or staff availability. Shire staff take responsible measures to ensure the audit runs smoothly to help mitigate any budget overruns relating to the cost of the audit.

Legal and Statutory

Local Government Act 1995

Section 5.54	Acceptance of Annual Reports
Section 6.4	Financial Report
Section 7.2	Audit
Section 7.9	Audit to be Conducted

Local Government (Audit) Regulations 1996

Regulation 10	Report by Auditor

Local Government (Financial Management Regulations) 1996

Part 4 – Financial Reports

Regulations 34-51 (relating to information to be included in annual financial reports)

Risk Related

Following acceptance of the Annual Report, under section 5.27 of the *Local Government Act 1995* the Shire has 56 days to hold an Annual General Meeting of Electors. This meeting is planned to be held Tuesday, 2 February 2021, if approved by Council at the upcoming Ordinary Council Meeting on 22 December 2020.

The requirement to have the Shire's annual financial statements audited and lodged with the Department of Local Government is a legislative obligation. Section 5.54 of the Act requires the annual report for a financial year to be accepted by the following 31 December in each year or 2 months after the auditor's report becomes available. Failure to do so exposes Shire officers and Councillors to significant risk. This report and its appendices mitigate this risk.

VOTING REQUIREMENTS

Absolute Majority: No

COMMITTEE RECOMMENDATION

Moved: Cr Kevin Trent **Seconded: Cr Denis Warnick**

That the Audit and Risk Committee recommends that Council:

1. **Accepts the Annual Financial Report for the year ended 30 June 2020 and;**
2. **Requests the CEO to finalise the annual report and present it to the December Council meeting along with a proposed date for the annual electors' meeting.**

CARRIED: 6/0

SHIRE OF YORK

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

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Principal place of business:
1 Joaquina Street, YORK WA 6302

SHIRE OF YORK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of York for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of York at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the day of 2020

Chief Executive Officer

CHRIS LINNELL
Name of Chief Executive Officer

SHIRE OF YORK
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	2019 Actual
		$	$	$
Revenue				
Rates	20(a)	5,878,646	5,885,914	5,742,900
Operating grants, subsidies and contributions	2(a)	2,110,209	1,057,663	1,998,666
Fees and charges	2(a)	1,391,296	1,498,250	1,396,447
Interest earnings	2(a)	183,147	212,810	270,901
Other revenue	2(a)	60,234	71,200	279,127
		9,623,532	8,725,837	9,688,041
Expenses				
Employee costs		(3,711,377)	(4,122,453)	(3,676,979)
Materials and contracts		(2,323,610)	(2,479,986)	(2,345,323)
Utility charges		(399,887)	(399,821)	(403,672)
Depreciation on non-current assets	9(c)	(2,956,342)	(2,584,364)	(2,874,158)
Interest expenses	2(b)	(103,316)	(105,003)	(112,957)
Insurance expenses		(255,506)	(197,905)	(252,218)
Other expenditure		(478,879)	(257,434)	(525,330)
		(10,228,917)	(10,146,966)	(10,190,637)
		(605,385)	(1,421,129)	(502,596)
Non-operating grants, subsidies and contributions	2(a)	2,205,782	1,671,470	1,163,960
(Loss) on asset disposals	9(a)	(197,629)	(97,018)	(91,327)
Assets expensed	9(b)	0	0	(136,081)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,153	0	70,068
		2,009,306	1,574,452	1,006,620
Net result for the period		**1,403,921**	**153,323**	**504,024**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus - Plant & Equipment	10	(32,952)	0	0
Total other comprehensive income for the period		**(32,952)**	**0**	**0**
Total comprehensive income for the period		**1,370,969**	**153,323**	**504,024**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	2019 Actual
		$	$	$
Revenue	2(a)			
Governance		50,190	2,900	17,212
General purpose funding		7,600,379	6,923,906	7,581,582
Law, order, public safety		350,486	72,827	262,328
Health		19,358	19,300	22,535
Education and welfare		39,016	35,451	37,821
Community amenities		737,454	770,804	706,584
Recreation and culture		400,839	488,281	652,731
Transport		218,885	215,000	220,906
Economic services		139,107	155,968	127,195
Other property and services		67,817	41,400	59,147
		9,623,531	8,725,837	9,688,041
Expenses	2(b)			
Governance		(798,099)	(746,744)	(673,734)
General purpose funding		(308,573)	(374,774)	(382,067)
Law, order, public safety		(688,701)	(483,914)	(716,136)
Health		(283,431)	(252,637)	(205,617)
Education and welfare		(126,705)	(142,387)	(122,003)
Community amenities		(1,020,948)	(1,189,964)	(1,114,423)
Recreation and culture		(3,063,451)	(3,321,860)	(2,995,239)
Transport		(2,838,355)	(2,462,227)	(2,825,579)
Economic services		(871,448)	(1,015,390)	(817,574)
Other property and services		(125,889)	(52,066)	(225,308)
		(10,125,600)	(10,041,963)	(10,077,680)
Finance Costs	2(b)			
Recreation and culture		(99,544)	(100,998)	(107,795)
Transport		(3,772)	(4,005)	(5,162)
		(103,316)	(105,003)	(112,957)
		(605,385)	(1,421,129)	(502,596)
Non-operating grants, subsidies and contributions	2(a)	2,205,782	1,671,470	1,163,960
(Loss) on disposal of assets	9(a)	(197,629)	(97,018)	(227,408)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,153	0	70,068
		2,009,306	1,574,452	1,006,620
Net result for the period		**1,403,921**	**153,323**	**504,024**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus - Plant & Equipment	10	(32,952)	0	0
Total other comprehensive income for the period		**(32,952)**	**0**	**0**
Total comprehensive income for the period		**1,370,969**	**153,323**	**504,024**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	NOTE	2020	2019
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	5,604,494	5,262,305
Trade and other receivables	5	2,025,225	1,583,898
Inventories	6	24,221	33,513
TOTAL CURRENT ASSETS		7,653,940	6,879,716
NON-CURRENT ASSETS			
Trade and other receivables	5	124,706	116,089
Other financial assets	4(b)	71,221	70,068
Property, plant and equipment	7(a)	32,453,112	33,669,676
Infrastructure	8	104,919,358	103,160,488
Right of use assets	7(b)	800,061	0
TOTAL NON-CURRENT ASSETS		138,368,458	137,016,321
TOTAL ASSETS		146,022,398	143,896,037
CURRENT LIABILITIES			
Trade and other payables	11	1,759,940	1,021,535
Contract liabilities	12	333,758	0
Borrowings	13(a)	244,526	233,976
Employee related provisions	14	869,559	771,617
TOTAL CURRENT LIABILITIES		3,207,783	2,027,128
NON-CURRENT LIABILITIES			
Borrowings	13(a)	1,624,815	1,869,341
Employee related provisions	14	137,024	126,582
TOTAL NON-CURRENT LIABILITIES		1,761,839	1,995,923
TOTAL LIABILITIES		4,969,622	4,023,051
NET ASSETS		141,052,776	139,872,986
EQUITY			
Retained surplus		33,517,034	32,236,981
Reserves - cash backed	4	3,023,350	3,090,661
Revaluation surplus	10	104,512,392	104,545,344
TOTAL EQUITY		141,052,776	139,872,986

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2018		**32,196,890**	**2,626,728**	**104,545,344**	**139,368,962**
Comprehensive income					
Net result for the period		504,024	0	0	504,024
Total comprehensive income		504,024	0	0	504,024
Transfers from reserves	4	41,776	(41,776)	0	0
Transfers to reserves	4	(505,709)	505,709	0	0
Balance as at 30 June 2019		**32,236,981**	**3,090,661**	**104,545,344**	**139,872,986**
Initial application of AASB15/1058	24(c)	(191,179)	0	0	(191,179)
Restated total equity at 1 July 2019		**32,045,802**	**3,090,661**	**104,545,344**	**139,681,807**
Comprehensive income					
Net result for the period		1,403,921	0	0	1,403,921
Other comprehensive income	10	0	0	(32,952)	(32,952)
Total comprehensive income		1,403,921	0	(32,952)	1,370,969
Transfers from reserves	4	342,349	(342,349)	0	0
Transfers to reserves	4	(275,038)	275,038	0	0
Balance as at 30 June 2020		**33,517,034**	**3,023,350**	**104,512,392**	**141,052,776**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual $	2020 Budget $	2019 Actual $
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		5,884,749	6,485,914	5,738,396
Operating grants, subsidies and contributions		1,883,210	1,191,663	1,642,047
Fees and charges		1,391,296	1,498,250	1,396,447
Interest received		183,147	212,810	270,901
Goods and services tax received		0	50,462	0
Other revenue		60,234	71,200	279,127
		9,402,636	9,510,299	9,326,918
Payments				
Employee costs		(3,706,972)	(4,122,453)	(3,561,674)
Materials and contracts		(1,567,894)	(2,477,986)	(2,181,222)
Utility charges		(399,887)	(399,820)	(403,672)
Interest expenses		(103,316)	(105,003)	(115,057)
Insurance paid		(255,506)	(197,906)	(252,217)
Other expenditure		(478,879)	(257,434)	(525,330)
		(6,512,454)	(7,560,602)	(7,039,172)
Net cash provided by (used in) operating activities	15	2,890,182	1,949,697	2,287,746
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	7(a)	(379,438)	(1,089,937)	(462,290)
Payments for construction of infrastructure	8(a)	(3,712,887)	(4,106,528)	(1,888,853)
Payments for right-of-use assets	7(b)	(31,861)	0	0
Non-operating grants, subsidies and contributions		1,742,623	1,671,470	1,163,960
Proceeds from sale of property, plant & equipment	9(a)	67,545	148,000	124,336
Net cash provided by (used in) investment activities		(2,314,017)	(3,376,995)	(1,062,847)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(233,976)	(233,976)	(223,922)
Net cash provided by (used in) financing activities		(233,976)	(233,976)	(223,922)
Net increase (decrease) in cash held		342,189	(1,661,274)	1,000,978
Cash at beginning of year		5,262,305	4,523,077	4,261,327
Cash and cash equivalents at the end of the year	15	5,604,494	2,861,803	5,262,305

This statement is to be read in conjunction with the accompanying notes.

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SHIRE OF YORK
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual $	2020 Budget $	2019 Actual $
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	21 (b)	2,294,904	2,273,332	1,750,159
		2,294,904	2,273,332	1,750,159
Revenue from operating activities (excluding rates)				
Governance		50,190	2,900	17,212
General purpose funding		1,721,737	1,037,992	1,851,330
Law, order, public safety		350,486	72,827	262,328
Health		19,358	19,300	22,535
Education and welfare		39,016	35,451	37,821
Community amenities		737,454	770,804	706,584
Recreation and culture		400,839	488,281	652,731
Transport		218,885	215,000	220,906
Economic services		139,107	155,968	127,195
Other property and services		68,967	41,400	129,215
		3,746,039	2,839,923	4,027,857
Expenditure from operating activities				
Governance		(805,973)	(762,112)	(719,257)
General purpose funding		(308,573)	(374,774)	(382,067)
Law, order, public safety		(873,596)	(483,914)	(724,190)
Health		(288,291)	(257,137)	(205,617)
Education and welfare		(126,705)	(142,387)	(122,003)
Community amenities		(1,020,948)	(1,189,964)	(1,114,423)
Recreation and culture		(3,162,995)	(3,422,858)	(3,169,456)
Transport		(2,842,127)	(2,543,382)	(2,931,194)
Economic services		(871,448)	(1,015,390)	(821,866)
Other property and services		(125,889)	(52,066)	(227,972)
		(10,426,545)	(10,243,984)	(10,418,045)
Non-cash amounts excluded from operating activities	21(a)	3,189,453	2,681,378	3,074,793
Amount attributable to operating activities		(1,196,149)	(2,449,351)	(1,565,236)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	2,205,782	1,671,470	1,163,960
Proceeds from disposal of assets	9(a)	67,545	148,000	124,336
Purchase of property, plant and equipment	7(a)	(852,087)	(1,089,937)	(462,290)
Purchase and construction of infrastructure	8(a)	(3,712,887)	(4,106,528)	(1,888,853)
Purchase of right-of-use assets	7(b)	(31,861)	0	0
Amount attributable to investing activities		(2,323,508)	(3,376,995)	(1,062,847)
FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(233,976)	(233,976)	(223,922)
Transfers to reserves (restricted assets)	4	(275,038)	(158,791)	(505,709)
Transfers from reserves (restricted assets)	4	342,349	333,199	41,776
Amount attributable to financing activities		(166,665)	(59,568)	(687,855)
Surplus/(deficit) before imposition of general rates		(3,686,321)	(5,885,914)	(3,315,938)
Total amount raised from general rates	20(a)	5,878,646	5,885,914	5,730,252
Surplus/(deficit) after imposition of general rates	21(b)	**2,192,324**	**(0)**	**2,414,314**

This statement is to be read in conjunction with the accompanying notes.

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SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2020

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SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, Regulation (Reg) 16 arbitrarily prohibited a local government from recognising as assets, Crown land that is a public thoroughfare, such as land under roads, and land not owned by, but under the control or management of the local government, unless it is a golf course, showground, race-course or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Shire. This was not in accordance with the requirements *of AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7.*

From 1 July 2019, the Shire has applied AASB 16 Leases which requires leases to be included by lessees in the balance sheet. Also, the FM regs have been amended to specify that vested land is a right of use (ROU) asset to be measured at cost. All ROU assets (other than vested improvements) zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

This FM Regs amendment had immaterial impact on the Shire as the Shire does not have a golf course, showground, race-course or recreational facility of State or regional significance.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS
On 1 July 2020 the following new accounting standards are to be adopted:
- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards - Materiality*

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report.

Specific impacts of *AASB 2018-7 Amendments to Australian Accounting Standards - Materiality,* have not been identified.

CRITICAL ACCOUNTING ESTIMATES
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 25 to these financial statements.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Operating grants, subsidies and contributions			
Governance	50,152	72,500	17,003
General purpose funding	1,501,240	720,682	1,528,249
Law, order, public safety	329,008	51,517	237,143
Education and welfare	3,380	3,450	2,027
Community amenities	2,150	7,170	3,494
Recreation and culture	14,831	340	13,140
Transport	163,467	148,700	159,537
Economic services	2,525	36,304	2,493
Other property and services	43,456	17,000	34,681
	2,110,209	1,057,663	1,998,666
Non-operating grants, subsidies and contributions			
Law, order, public safety	472,649	0	63,153
Recreation and culture	722,026	779,785	103,136
Transport	1,011,107	891,685	997,671
	2,205,782	1,671,470	1,163,960
Total grants, subsidies and contributions	4,315,991	2,729,133	3,162,626
Fees and charges			
Governance	38	400	210
General purpose funding	37,347	34,500	39,532
Law, order, public safety	17,478	17,210	20,912
Health	19,358	19,300	22,535
Education and welfare	35,636	32,001	34,894
Community amenities	734,720	763,634	702,871
Recreation and culture	385,981	487,941	426,361
Transport	640	0	686
Economic services	135,737	118,864	123,980
Other property and services	24,361	24,400	24,465
	1,391,296	1,498,250	1,396,447

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

	2020 Actual $	2020 Budget $	2019 Actual $
Non-operating grants, subsidies and contributions	2,205,782	1,671,470	1,163,960
	2,205,782	1,671,470	1,163,960

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Trade and other receivables from contracts with customers	509,216		232,735
Contract liabilities from contracts with customers	(333,758)		0

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

	Note	2020 Actual $	2020 Budget $	2019 Actual $
Revenue from statutory requirements				
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:				
General rates		5,878,646	5,885,914	5,742,900
		5,878,646	5,885,914	5,742,900
Other revenue				
Other		60,234	71,200	279,127
		60,234	71,200	279,127
Interest earnings				
Interest on reserve funds		37,118	54,810	65,978
Rates instalment and penalty interest (refer Note 20(b))		114,402	128,000	164,020
Other interest earnings		31,627	30,000	40,903
		183,147	212,810	270,901

(b) Expenses

Auditors remuneration				
- Audit of the Annual Financial Report		41,000	40,300	40,300
- Other services		1,500	6,000	1,800
		42,500	46,300	42,100
Interest expenses (finance costs)				
Borrowings	13(b)	103,316	105,003	112,957
		103,316	105,003	112,957

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings
Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)
Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

3. CASH AND CASH EQUIVALENTS

	NOTE	2020 $	2019 $
Cash at bank and on hand		3,064,566	2,777,772
Term deposits		2,539,928	2,484,533
Total cash and cash equivalents		5,604,494	5,262,305
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents		3,736,011	3,595,135
		3,736,011	3,595,135
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash backed	4	3,023,350	3,090,661
Contract liabilities from contracts with customers	12	333,758	0
Unspent grants, subsidies and contributions		0	119,409
Bonds and Deposits held		378,903	385,065
Total restricted assets		3,736,011	3,595,135

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted assets
Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4. RESERVES & OTHER FINANCIAL ASSETS

(a) Reserves - Cash-backed	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
(a) Plant Reserve	684,393	14,017	0	698,410	680,718	13,131	(155,000)	538,849	672,341	12,052		684,393
(b) Leave Reserve - Cash-backed	490,181	34,810	0	524,991	487,547	34,405	0	521,952	481,548	8,633		490,181
(c) Town Planning Reserve	7,275	137	(7,412)	0	7,236	140	0	7,376	7,147	128		7,275
(d) Avon River Mtce Reserve	14,932	298	0	15,230	14,852	541	0	15,393	14,669	263		14,932
(e) Industrial Land Reserve	129,710	2,589	0	132,299	129,013	2,489	0	131,502	127,426	2,284		129,710
(f) Refuse Site Develop Reserve	186,381	3,720	0	190,101	185,380	3,576	0	188,956	183,100	3,281		186,381
(g) Centennial Gardens Reserve	153,892	12,331	0	166,223	153,065	8,932	0	161,997	139,308	14,584		153,892
(h) Public Open Space Cont Reserve	440	8	(448)	0	438	9	0	447	433	7		440
(i) Community Bus	85,201	1,608	(86,809)	0	84,742	1,635	0	86,377	83,700	1,501		85,201
(j) Pioneer Memorial Lodge Reserve	88,660	1,770	0	90,430	88,184	1,701	(35,000)	54,885	99,603	1,717	(12,660)	88,660
(k) Residency Museum Reserve	0	0	0	0	0			0	6,041	75	(6,116)	0
(l) Carparking Reserve	18,026	360	0	18,386	17,929	346	0	18,275	17,708	318		18,026
(m) Building Reserve	367,933	72,413	0	440,346	365,956	72,059	0	438,015	354,540	36,393	(23,000)	367,933
(n) Disaster Reserve	33,983	114,467	0	148,450	33,801	652	0	34,453	33,385	598		33,983
(o) Archives Reserve	6,885	130	(7,015)	0	6,848	132	0	6,980	6,764	121		6,885
(p) Water Supply Reserve	6,778	0	(6,778)	0	6,778	0	0	6,778	6,778	0		6,778
(q) Unspent Grants Reserve	227,144	0	(207,587)	19,557	124,008	0	0	124,008	124,008	103,136		227,144
(r) Cemetery Reserve	5,109	96	(5,205)	0	5,081	98	0	5,179	5,020	89		5,109
(s) R.S.L. Memorial Reserve	13,270	264	(1,095)	12,439	13,199	0	(13,199)	0	13,036	234		13,270
(t) Greenhills Townsite Reserve	30,493	587	(20,000)	11,080	30,329	585	(20,000)	10,914	29,956	537		30,493
(u) Roads Reserve	364,738	7,280	0	372,018	362,778	6,998	(110,000)	259,776	91,636	273,102		364,738
(v) Land & Infrastructure Reserve	153,076	3,055	0	156,131	152,253	2,937	0	155,190	110,872	42,204		153,076
(w) Forrest Oval Lights Reserve	4,341	891	0	5,232	4,318	2,083	0	6,401	3,726	615		4,341
(x) Bowls Synthetic Surface Reserve	15,707	3,767	0	19,474	15,623	4,301	0	19,924	12,216	3,491		15,707
(y) Tennis Synthetic Surface Reserve	2,113	440	0	2,553	2,101	2,041	0	4,142	1,768	345		2,113
	3,090,661	275,038	(342,349)	3,023,350	2,972,177	158,791	(333,199)	2,797,769	2,626,729	505,709	(41,776)	3,090,661

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4. RESERVES & OTHER FINANCIAL ASSETS (Continued)

(a) Reserves - Cash-backed (Continued)

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows.

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Plant Reserve	Ongoing	To be used to fund plant purchases or major capital repairs.
(b) Leave Reserve - Cash-backed	Ongoing	To fund annual and long service leave requirements.
(c) Town Planning Reserve	30/06/2020	To develop and review the York Town Planning schemes and amendments.
(d) Avon River Mtce Reserve	Ongoing	To maintain and protect the Avon River and its environs.
(e) Industrial Land Reserve	Ongoing	For the continued development and expansion of an industrial subdivision within the Shire.
(f) Refuse Site Develop Reserve	Ongoing	To be used for ongoing maintenance and development of Council's waste management facilities.
(g) Centennial Gardens Reserve	Ongoing	To be used for further expansion and capital repairs of the existing units.
(h) Public Open Space Cont Reserve	30/06/2020	For the expansion and development of passive recreation areas within the Shire.
(i) Community Bus	30/06/2020	To finance the changeover of the Community Bus (funded by the operational surplus of the Community Bus).
(j) Pioneer Memorial Lodge Reserve	Ongoing	To finance capital improvements and extensions to the seniors village (funded by the operational surplus of the Lodge).
(k) Residency Museum Reserve	30/06/2020	To fund capital expenditure and maintenance of the historical museum.
(l) Carparking Reserve	Ongoing	To fund the management and control of parking facilities in accordance with Council's Parking Plan.
(m) Building Reserve	Ongoing	For the construction and major capital improvements to all Council buildings.
(n) Disaster Reserve	Ongoing	A contingency reserve to help fund recovery from any natural disaster.
(o) Archives Reserve	30/06/2020	To provide a secure building for the safe storage of Council's Archival Records.
(p) Water Supply Reserve	30/06/2020	To hold funds raised through the water supply charge until the loan repayment is due.
(q) Unspent Grants Reserve	Ongoing	To segregate grant funds provided for specific projects until those projects are carried out.
(r) Cemetery Reserve	30/06/2020	To provide for the ongoing development of the existing York Cemetery or the development of a new site at a location to be determined.
(s) R.S.L. Memorial Reserve	Ongoing	To provide for the upgrading of the RSL Memorial.
(t) Greenhills Townsite Reserve	Ongoing	To provide funds to enhance the amenity and economic potential of the Greenhills Townsite with such funds to be expended in consultation with the Greenhills Progress Association.
(u) Roads Reserve	Ongoing	To provide for future road resealing requirements.
(v) Land & Infrastructure Reserve	Ongoing	For the purpose of funding the purchase of land and or buildings or the construction of buildings.
(w) Forrest Oval Lights Reserve	Ongoing	To provide for the replacement and upgrading of the Oval Lights.
(x) Bowls Synthetic Surface Reserve	Ongoing	To provide for the future replacement of Bowls synthetic surface.
(y) Tennis Synthetic Surface Reserve	Ongoing	To provide for the future replacement of Tennis synthetic surface.

(b) Other Financial Assets - Non-current

	2020	2019
Financial assets at fair value through profit and loss	71,221	70,068
	71,221	70,068
Financial assets at fair value through profit and loss		
Units in Local Government House Trust	71,221	70,068
	71,221	70,068

During the year $1,153 ($70,068 in 2019) was recognised as fair value gains on equity investments at fair value through profit and loss.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Further information can be found regarding impairment (Note26(ii) and exposure to risk (Note 22).

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SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

5. TRADE AND OTHER RECEIVABLES

	2020 $	2019 $
Current		
Rates receivable	1,090,279	1,080,809
Sundry receivables	509,216	232,735
Allowance for impairment of receivables	(217,122)	(165,640)
Accrued income	575,043	368,504
LSL owed by other Local Governments	24,279	30,802
ESL Debtors	43,530	36,688
	2,025,225	1,583,898
Non-current		
Pensioner's rates and ESL deferred	124,706	116,089
	124,706	116,089

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

6. INVENTORIES

	2020	2019
	$	$
Current		
Stock on hand - Works and Services	4,307	6,973
Stock on hand - York Recreation and Convention Centre	19,914	26,540
	24,221	33,513
The following movements in inventories occurred during the year:		
Carrying amount at beginning of period	33,513	40,923
Inventories expensed during the year	(104,943)	(113,626)
Additions to inventory	95,651	106,216
Carrying amount at end of period	24,221	33,513

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

7. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Total land	Buildings - non-specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	$	$	$	$	$	$	$	$
Balance at 1 July 2018	5,580,550	5,580,550	25,962,977	25,962,977	31,543,527	333,227	2,529,780	34,406,534
Additions	0	0	176,586	176,586	176,586	51,311	232,391	462,290
(Disposals)	0	0	0	0	0	(4,955)	(144,286)	(149,241)
Impairment (losses) / reversals	0	0	0	0	0	(35,628)	(100,453)	(136,081)
Depreciation (expense)	0	0	(591,625)	(591,625)	(591,625)	(95,884)	(260,057)	(947,566)
Transfers	0	0	0	0	0	33,740		33,740
Carrying amount at 30 June 2019	5,580,550	5,580,550	25,549,940	25,549,940	31,130,490	281,811	2,257,375	33,669,676
Comprises:								
Gross carrying amount at 30 June 2019	5,580,550	5,580,550	26,148,654	26,148,654	31,729,204	922,122	2,897,969	35,549,295
Accumulated depreciation at 30 June 2019	0	0	(598,714)	(598,714)	(598,714)	(640,311)	(640,594)	(1,879,619)
Carrying amount at 30 June 2019	5,580,550	5,580,550	25,549,940	25,549,940	31,130,490	281,811	2,257,375	33,669,676
ROU assets at 1 July 2019 (see 7(b))	0	0	(788,815)	(788,815)	(788,815)	0	0	(788,815)
Additions	0	0	217,172	217,172	217,172	12,693	622,222	852,087
(Disposals)	0	0	0	0	0	0	(265,174)	(265,174)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	(32,952)	(32,952)
Depreciation (expense)	0	0	(577,234)	(577,234)	(577,234)	(85,089)	(308,137)	(970,460)
Transfers	0	0	0	0	0	0	(11,250)	(11,250)
Carrying amount at 30 June 2020	5,580,550	5,580,550	24,401,063	24,401,063	29,981,613	209,415	2,262,084	32,453,112
Comprises:								
Gross carrying amount at 30 June 2020	5,580,550	5,580,550	25,556,990	25,556,990	31,137,540	934,814	2,262,188	34,334,542
Accumulated depreciation at 30 June 2020	0	0	(1,155,927)	(1,155,927)	(1,155,927)	(725,399)	(104)	(1,881,430)
Carrying amount at 30 June 2020	5,580,550	5,580,550	24,401,063	24,401,063	29,981,613	209,415	2,262,084	32,453,112

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

7. PROPERTY, PLANT AND EQUIPMENT

(b) Right of Use Assets (ROU)

	Buildings	Total Right-of-Use Assets
	$	$
Balance at 1 July 2019		
Recognition of right-of-use assets on initial application of AASB 16	788,816	788,816
Carrying amount at start of period	788,816	788,816
		0
Additions	31,861	31,861
		0
Disposals	0	0
		0
Depreciation	(20,616)	(20,616)
		0
Carrying amount at 30 June 2020	800,061	800,061
Gross carrying amount	840,698	840,698
Accumulated Depreciation	(40,637)	(40,637)
	800,061	800,061

Right-of-Use (ROU) assets are measured at cost. This means that all ROU assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

All Shire's ROU assets are vested improvements on concessionary land leases which are reported at fair value.

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SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar assets	Independent	June 2018	Price per square metre
Buildings - non-specialised	3	Cost approach using depreciated replacement cost	Independent	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Furniture and equipment	3	Cost approach using depreciated replacement cost	Management	June 2017	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Plant and equipment*					
- Independent valuation 2020	2	Market approach using recent observable market data for similar assets	Independent	June 2020	Market price based on make, size, year of manufacture and condition

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

* The requirement to revalue plant and equipment has been removed in the *Local Government (Financial Management) Amendment Regulations* that were published in the Government Gazette on 6 November 2020. The Shire is required to use the cost model and there is no requirement to reverse the revaluation already undertaken by the Shire in 2019/20. In moving to the cost model, the Shire will continue to depreciate on the existing revalued amount.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

8. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - Drainage	Infrastructure - Bridges	Infrastructure - Footpaths	Infrastructure - Other Structures	Infrastructure - Parks and Reserves	Total Infrastructure
	$	$	$	$	$	$	$
Balance at 1 July 2018	68,759,256	16,987,791	11,222,600	1,445,675	2,328,767	2,554,300	103,298,389
Additions	1,464,197	30,875	3,313	44,862	264,910	80,696	1,888,853
(Disposals)	0	0	0	0	(66,422)	0	(66,422)
Depreciation (expense)	(1,005,938)	(443,812)	(140,427)	(35,985)	(229,184)	(71,246)	(1,926,592)
Transfers					(33,740)		(33,740)
Carrying amount at 30 June 2019	69,217,515	16,574,854	11,085,486	1,454,552	2,264,331	2,563,750	103,160,488
Comprises:							
Gross carrying amount at 30 June 2019	101,947,982	37,961,007	11,225,913	1,707,519	3,374,691	2,634,996	158,852,108
Accumulated depreciation at 30 June 2019	(32,730,467)	(21,386,153)	(140,427)	(252,967)	(1,110,360)	(71,246)	(55,691,620)
Carrying amount at 30 June 2019	69,217,515	16,574,854	11,085,486	1,454,552	2,264,331	2,563,750	103,160,488
Additions	2,191,518	103,561	10,368	153,554	160,198	1,093,688	3,712,887
Depreciation (expense)	(1,030,208)	(444,745)	(140,526)	(37,797)	(228,899)	(83,091)	(1,965,266)
Transfers					11,250		11,250
Carrying amount at 30 June 2020	70,378,825	16,233,670	10,955,328	1,570,309	2,206,880	3,574,347	104,919,359
Comprises:							
Gross carrying amount at 30 June 2020	104,139,500	38,064,568	11,236,281	1,861,073	3,549,889	3,728,684	162,579,995
Accumulated depreciation at 30 June 2020	(33,760,675)	(21,830,898)	(280,953)	(290,764)	(1,343,009)	(154,338)	(57,660,637)
Carrying amount at 30 June 2020	70,378,825	16,233,670	10,955,328	1,570,309	2,206,880	3,574,346	104,919,358

SHIRE OF YORK
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8. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Bridges	3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Other Structures	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Parks and Reserves	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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9. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Recognition and measurement

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, building, infrastructure or investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

Fair value of land, buildings, infrastructure and investment properties is determined at least once every five years in accordance with the regulatory framework, or when Council is of the opinion that the fair value of an asset is materially different from its carrying amount. This includes buildings and infrastructure which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019

In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was previously required to include as an asset (by 30 June 2013), vested Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads prior to 1 July 2019

In Western Australia, most land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the then *Local Government (Financial Management) Regulation 16(a)(i)* which arbitrarily prohibited local governments from recognising such land as an asset. This regulation has now been deleted.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

Land under roads from 1 July 2019

As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land assets, including land under roads, are treated as ROU assets measured zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the balance sheet.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related ROU assets at zero cost.

Refer to Note 7(b) that details the significant accounting policies applying to leases (including ROU assets).

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

9. FIXED ASSETS

(a) Disposals of Assets

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Loss
	$	$	$	$	$	$	$	$	$
Furniture and equipment							4,955	700	(4,255)
Plant and equipment	265,174	67,545	(197,629)	245,018	148,000	(97,018)	144,286	123,636	(20,650)
Infrastructure - Other Structures							66,422	0	(66,422)
	265,174	67,545	(197,629)	245,018	148,000	(97,018)	215,663	124,336	(91,327)

The following assets were disposed of during the year.

Plant and Equipment	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Loss
	$	$	$
Governance			
Mazda CX5 2018	28,074	25,545	(2,529)
Mazda CX5 2018	35,345	30,000	(5,345)
Law, order, public safety			
Greenhills Fire Truck	184,895	0	(184,895)
Health			
Hyundai i30 Hatch 2017	16,860	12,000	(4,860)
	265,174	67,545	(197,629)
	265,174	67,545	(197,629)

(b) Assets Expensed

In 2019 the total written down value of assets held by the Shire which have a fair value as at the date of acquisition of $5,000 or less were removed from the Shire's asset register. The totals are shown below.

	Actual Opening Value 1-Jul-18	Actual Depreciation Value 1-Jul-18	Loss on Write Off Value 1-Jul-18
	$	$	$
Furniture and equipment	88,324	52,696	(35,628)
Plant and equipment	117,731	17,278	(100,453)
	206,055	69,974	(136,081)

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9. FIXED ASSETS

(c) Depreciation

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Buildings - non-specialised	577,234	597,890	591,625
Furniture and equipment	85,089	92,277	95,884
Plant and equipment	308,137	197,523	260,057
Infrastructure - roads	1,030,208	880,962	1,005,938
Infrastructure - Drainage	444,745	457,971	443,812
Infrastructure - Bridges	140,526	124,145	140,427
Infrastructure - Footpaths	37,797	30,020	35,985
Infrastructure - Other Structures	228,899	203,576	229,184
Infrastructure - Parks and Reserves	83,091	0	71,246
Right-of-Use Assets	20,616	0	0
	2,956,342	2,584,364	2,874,158

SIGNIFICANT ACCOUNTING POLICIES

Depreciation
The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	40 to 100 years
Furniture and equipment	8 to 10 years
Plant and equipment	5 to 15 years
Intangible assets	5 years
Infrastructure - Roads	
formation	not depreciated
pavement	70 to 110 years
seal	20 to 25 years
Infrastructure - Footpaths	25 to 50 years
Infrastructure - Drainage	70 to 100 years
Infrastructure - Other	8 to 100 years
Infrastructure - Bridges	40 to 80 years
Right of use (plant and equipment)	Based on the remaining lease

Depreciation on revaluation
When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:
(a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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10. REVALUATION SURPLUS

	2020 Opening Balance	2020 Revaluation Increment	2020 Revaluation (Decrement)	Total Movement on Revaluation	2020 Closing Balance	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	Total Movement on Revaluation	2019 Closing Balance
	$	$	$	$	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	4,001,800	0	0	0	4,001,800	4,001,800	0	0	0	4,001,800
Revaluation surplus - Buildings	17,808,574	0	0	0	17,808,574	17,808,574	0	0	0	17,808,574
Revaluation surplus - Furniture and equipment	61,757	0	0	0	61,757	61,757	0	0	0	61,757
Revaluation surplus - Plant and equipment	804,963	0	(32,952)	(32,952)	772,011	804,963	0	0	0	804,963
Revaluation surplus - Infrastructure - Roads	51,881,661	0	0	0	51,881,661	51,881,661	0	0	0	51,881,661
Revaluation surplus - Infrastructure - Drainage	16,700,778	0	0	0	16,700,778	16,700,778	0	0	0	16,700,778
Revaluation surplus - Infrastructure - Bridges	9,305,554	0	0	0	9,305,554	9,305,554	0	0	0	9,305,554
Revaluation surplus - Infrastructure - Footpaths	863,267	0	0	0	863,267	863,267	0	0	0	863,267
Revaluation surplus - Infrastructure - Other Structures	533,633	0	0	0	533,633	533,633	0	0	0	533,633
Revaluation surplus - Infrastructure - Parks and Reserves	2,583,357	0	0	0	2,583,357	2,583,357	0	0	0	2,583,357
	104,545,344	0	(32,952)	(32,952)	104,512,392	104,545,344	0	0	0	104,545,344

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11. TRADE AND OTHER PAYABLES

	2020	2019
	$	$
Current		
Sundry creditors	1,269,688	515,404
Rates paid in advance	95,960	0
Accrued salaries and wages	0	103,979
Accrued interest on long term borrowings	15,389	17,087
Cash held for Distribution (Previously Trust)	378,903	385,065
	1,759,940	1,021,535

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF YORK
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12. CONTRACT LIABILITIES

	2020 $	2019 $
Current		
Contract liabilities from contracts with customers	333,758	0
	333,758	0

SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

13. INFORMATION ON BORROWINGS

(a) Borrowings

	2020	2019
	$	$
Current	244,526	233,976
Non-current	1,624,815	1,869,341
	1,869,341	2,103,317

(b) Repayments - Borrowings

Particulars	Loan Number	Institution*	Interest Rate	Actual Principal 1 July 2019	30 June 2020 Actual Principal repayments	30 June 2020 Actual Interest repayments	30 June 2020 Actual Principal outstanding	Budget Principal 1 July 2019	30 June 2020 Budget Principal repayments	30 June 2020 Budget Interest repayments	30 June 2020 Budget Principal outstanding	Actual Principal 1 July 2018	30 June 2019 Actual Principal repayments	30 June 2019 Actual Interest repayments	30 June 2019 Actual Principal outstanding
				$	$	$	$	$	$	$	$	$	$	$	$
Recreation and culture															
Loan 62 - Forrest Oval	62	WATC	6.30%	982,653	56,904	60,947	925,749	982,651	56,904	61,025	925,747	1,036,135	53,482	63,878	982,653
Loan 63 - Forrest Oval	63	WATC	5.15%	195,503	21,089	9,509	174,414	195,503	21,089	9,685	174,414	215,540	20,037	10,569	195,503
Loan 64 - Forrest Oval	64	WATC	5.15%	304,956	32,896	14,833	272,060	304,957	32,896	15,077	272,062	336,211	31,255	16,486	304,956
Loan 65 - Archive Facility	65	WATC	4.88%	37,842	13,180	1,566	24,662	37,842	13,180	1,608	24,662	50,398	12,556	2,179	37,842
Loan 67 - Old Convent School	67	WATC	3.29%	429,025	60,229	12,578	368,796	429,025	60,229	13,624	368,797	487,320	58,295	14,683	429,025
Transport															
Plant	66	WATC	2.84%	153,338	49,678	3,783	103,660	153,338	49,678	4,005	103,660	201,635	48,297	5,162	153,338
				2,103,317	233,976	103,316	1,869,341	2,103,317	233,976	105,003	1,869,341	2,327,239	223,922	112,957	2,103,317
				2,103,317	233,976	103,316	1,869,341	2,103,317	233,976	105,003	1,869,341	2,327,239	223,922	112,957	2,103,317

* WA Treasury Corporation

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FOR THE YEAR ENDED 30 JUNE 2020

13. INFORMATION ON BORROWINGS (Continued)

	2020	2019
(c) Undrawn Borrowing Facilities	$	$
Credit Standby Arrangements		
Bank overdraft limit	200,000	200,000
Bank overdraft at balance date	0	0
Credit card limit	10,000	10,000
Credit card balance at balance date	(407)	(1,500)
Total amount of credit unused	209,593	208,500
Loan facilities		
Loan facilities - current	244,526	233,976
Loan facilities - non-current	1,624,815	1,869,341
Total facilities in use at balance date	1,869,341	2,103,317
Unused loan facilities at balance date	0	0

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk
Information regarding exposure to risk can be found at Note 22.

SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2020

14. EMPLOYEE RELATED PROVISIONS

(a) Employee Related Provisions	Provision for Annual Leave	Provision for Sick Leave	Provision for Long Service Leave	Total
	$	$	$	$
Opening balance at 1 July 2019				
Current provisions	453,857	76,328	241,432	771,617
Non-current provisions	0	39,357	87,225	126,582
	453,857	115,685	328,657	898,199
Additional provision	6,240	(5,519)	107,663	108,384
Balance at 30 June 2020	460,097	110,166	436,320	1,006,583
Comprises				
Current	460,097	78,691	330,771	869,559
Non-current	0	31,475	105,549	137,024
	460,097	110,166	436,320	1,006,583

Amounts are expected to be settled on the following basis:	2020 $	2019 $
Less than 12 months after the reporting date	265,831	328,616
More than 12 months from reporting date	716,473	538,781
Expected reimbursements from other WA local governments	24,279	30,802
	1,006,583	898,199

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

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15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Cash and cash equivalents	5,604,494	2,861,803	5,262,305
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	1,403,921	153,323	504,024
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(1,153)	0	(70,068)
Depreciation on non-current assets	2,956,342	2,584,365	2,874,158
(Profit)/loss on sale of asset	197,629	97,018	91,327
(Profit)/loss on write off of asset	0	0	136,081
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(449,944)	784,462	(361,123)
(Increase)/decrease in inventories	9,292	2,000	7,410
Increase/(decrease) in payables	666,635	0	178,163
Increase/(decrease) in provisions	108,384	0	91,733
Increase/(decrease) in contract liabilities	204,858	0	
Non-operating grants, subsidies and contributions	(2,205,782)	(1,671,470)	(1,163,960)
Net cash from operating activities	2,890,182	1,949,698	2,287,745

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16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	2019
	$	$
Governance	2,928,248	2,941,104
General purpose funding	1,285,000	1,285,000
Law, order, public safety	397,503	815,577
Education and welfare	2,374,362	2,436,841
Community amenities	567,465	585,180
Recreation and culture	26,897,483	25,804,287
Transport	99,526,126	98,751,801
Economic services	103,322	79,191
Other property and services	2,632,572	2,670,734
Unallocated	9,310,317	8,526,323
	146,022,398	143,896,038

SHIRE OF YORK
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17. CONTINGENT LIABILITIES

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are disclosed and if quantifiable, are measured at the best estimate.

Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Contingent Liabilities

Litigation in progress
The Shire is not involved in any litigation proceedings.

Contaminated Sites
Under the Contaminated Sites Act 2003, the Shire is required to report known and suspected contaminated sites to the Department of Water and Environmental Regulation (DWER). In accordance with the Act, DWER classifies these sites on the basis of the risk to human health, the environment and environmental values. Where sites are classified as contaminated – remediation required or possibly contaminated – investigation required, the Shire may have a liability in respect of investigation or remediation expenses.

During the year the Shire reported no contaminated sites to (DWER).

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

18. COMMITMENTS

	2020	2019
	$	$
(a) Capital and Operating Expenditure Commitments		
Contracted for:		
- capital expenditure projects	50,029	374,214
- operating expenditure projects	36,414	0
	86,443	374,214
Payable:		
- not later than one year	86,443	374,214

At the end of the reporting period, the Shire had the above capital and operating commitments contracted but not provided for in the financial statements.

The prior year commitment was for road widening works on Knotts Road.

(b) Lease Commitments

Non-cancellable leases contracted for but not capitalised in the accounts (short term and low value leases).

	2020	2019
	$	$
Payable:		
- not later than one year	1,120	2,163
- later than one year but not later than five years	0	1,120
	1,120	3,283

SIGNIFICANT ACCOUNTING POLICIES

Leases

The Shire adopted AASB 16 para 5 whereby all contracts that are classified as short term leases, (i.e. a lease with a remaining term of 12 months or less) and leases of low value (assets of $10,000 or less) are recognised as an operating expense on a straight line basis over the term of the lease.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

19. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.	2020 Actual $	2020 Budget $	2019 Actual $
Meeting fees	101,524	102,359	101,346
President's allowance	16,870	16,916	16,749
Deputy President's allowance	4,217	4,229	4,187
Travelling expenses	582	1,500	362
Telecommunications allowance	13,680	14,000	14,000
	136,874	139,004	136,644

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:	2020 Actual $	2019 Actual $
Short-term employee benefits	922,646	807,765
Post-employment benefits	115,410	104,965
Other long-term benefits	94,359	95,101
	1,132,415	1,007,831

Short-term employee benefits
These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits
These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent long service benefits accruing during the year.

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19. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

The following transactions occurred with related parties:	2020 Actual	2019 Actual
	$	$
Purchase of goods and services	8,195	2,280

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel
Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties
The associate person of KMP was employed by the Shire under normal employement terms and conditions.

iii. Entities subject to significant influence by the Shire
An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF YORK
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20. RATING INFORMATION

(a) Rates

RATE TYPE Differential general rate / general rate	Rate in $	Number of Properties	2019/20 Actual Rateable Value $	2019/20 Actual Rate Revenue $	2019/20 Actual Interim Rates $	2019/20 Actual Back Rates $	2019/20 Actual Total Revenue $	2019/20 Budget Rate Revenue $	2019/20 Budget Interim Rate $	2019/20 Budget Back Rate $	2019/20 Budget Total Revenue $	2018/19 Actual Total Revenue $
Gross rental valuations												
GRV General Rate	0.123882	1,461	22,710,076	2,813,370			2,813,370	2,809,118			2,809,118	2,723,759
Unimproved valuations												
UV General	0.009416	334	218,563,934	2,057,998			2,057,998	2,059,496			2,059,496	2,027,653
											0	
Interim/Back Rates					1,693	(415)	1,278		10,000	100	10,100	
Sub-Total		1,795	241,274,010	4,871,368	1,693	(415)	4,872,646	4,868,614	10,000	100	4,878,714	4,751,412
Minimum payment	Minimum $											
Gross rental valuations												
GRV General Rate	1,080	505	1,536,022	545,400			545,400	550,800			550,800	567,000
Unimproved valuations												
UV General	1,400	329	32,193,873	460,600			460,600	456,400			456,400	411,840
Sub-Total		834	33,729,895	1,006,000	0	0	1,006,000	1,007,200	0	0	1,007,200	978,840
		2,629	275,003,905	5,877,368	1,693	(415)	5,878,646	5,875,814	10,000	100	5,885,914	5,730,252
Total amount raised from general rate							5,878,646				5,885,914	5,730,252
Movement from prior period for rates paid in advance							0				0	12,648
Totals							5,878,646				5,885,914	5,742,900
Concessions (Note 20(b))							(8,871)				(30,000)	(81,550)

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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20. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount $	2020 Actual $	2020 Budget $	2019 Actual $
Rates Write Offs				311	30,000	23,981
Penalty Interest Written off				8,560		38,369
Legal Fees Written Off						19,200
				8,871	30,000	81,550
Total discounts/concessions (Note 20(a))				8,871	30,000	81,550

SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2020

20. RATING INFORMATION (Continued)

(b) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		$	%	%
Option One				
Single full payment	2/09/2019	0.00	0.00%	9.00%
Option Two				
First instalment	2/09/2019	0.00	5.50%	9.00%
Second instalment	8/11/2019	10.00	5.50%	9.00%
Third instalment	13/01/2020	10.00	5.50%	9.00%
Fourth instalment	20/03/2020	10.00	5.50%	9.00%

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Interest on unpaid rates	90,557	104,000	140,354
Interest on instalment plan	23,845	24,000	23,666
Charges on instalment plan	18,410	19,500	19,200
	132,812	147,500	183,220

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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21. RATE SETTING STATEMENT INFORMATION

	Note	2019/20 (30 June 2020 Carried Forward)	2019/20 (1 July 2019 Brought Forward)	2018/19 (30 June 2019 Carried Forward
		$	$	$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32*.				
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash		34,810	8,634	8,634
Less: Fair value adjustments to financial assets at fair value through profit and loss		(1,153)	(70,068)	(70,068)
Movement in pensioner deferred rates (non-current)		(8,617)	(15,955)	(15,955)
Movement in rates paid in advance		0	(12,647)	(12,647)
Movement in employee benefit provisions (non-current)		10,442	63,264	63,264
Add: Loss on disposal of assets	9(a)	197,629	91,327	(44,754)
Add: Assets expensed	9(b)	0	136,081	136,081
Add: Depreciation on non-current assets	9(c)	2,956,342	2,874,158	2,874,158
Non cash amounts excluded from operating activities		3,189,453	3,074,794	2,938,713
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserves - cash backed	4	(3,023,350)	(3,090,661)	(3,090,661)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	13(a)	244,526	233,976	233,976
- Employee benefit provisions		524,991	490,180	490,180
Less: Rates received in advance		0	0	(71,768)
Total adjustments to net current assets		(2,253,833)	(2,366,505)	(2,438,273)
Net current assets used in the Rate Setting Statement				
Total current assets		7,653,940	6,879,716	6,879,716
Less: Total current liabilities		(3,207,783)	(2,218,307)	(2,027,128)
Less: Total adjustments to net current assets		(2,253,833)	(2,366,505)	(2,438,273)
Net current assets used in the Rate Setting Statement		2,192,324	2,294,904	2,414,315
(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards				
Total current assets at 30 June 2019				6,879,716
- Contract assets	24(a)			0
Total current assets at 1 July 2019				6,879,716
Total current liabilities at 30 June 2019				(2,027,128)
- Contract liabilities from contracts with customers	24(a)			(119,409)
- Rates paid in advance	24(b)			(71,770)
Total current liabilities at 1 July 2019				(2,218,307)

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NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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22. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close cooperation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as the investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	$	$	$	$
2020					
Cash and cash equivalents	0.68%	5,604,494	2,539,928	283,148	2,781,418
2019					
Cash and cash equivalents	2.64%	5,262,305	2,484,533	2,777,772	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020	2019
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	56,045	52,623

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 13(b).

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the Shire was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment, the effect of COVID-19 needs to be considered. Financial assistance provided to ratepayers is expected to adversely affect the Shire's cash flows.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for rates receivables;

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2020					
Rates receivable					
Expected credit loss	16.67%	18.56%	23.74%	20.95%	19.76%
Gross carrying amount	278,819	239,798	167,033	404,629	1,090,279
Loss allowance	46,492	44,517	39,658	84,776	215,443
30 June 2019					
Rates receivable					
Expected credit loss	11.50%	11.21%	15.31%	18.35%	14.48%
Gross carrying amount	289,410	225,736	191,446	374,217	1,080,809
Loss allowance	33,283	25,300	29,306	68,657	156,546

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables;

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Trade and other receivables					
Expected credit loss	0.06%	0.08%	0.50%	2.11%	0.33%
Gross carrying amount	283,151	2,387	200,255	23,423	509,216
Loss allowance	179	2	1,003	495	1,679
30 June 2019					
Trade and other receivables					
Expected credit loss	1.61%	15.87%	16.82%	23.58%	3.88%
Gross carrying amount	207,459	270	3,090	21,916	232,735
Loss allowance	3,363	43	520	5,168	9,094

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22. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
2020	$	$	$	$	$
Payables	1,759,940	0	0	1,759,940	1,759,940
Borrowings	338,979	1,382,019	648,691	2,369,689	1,869,341
Contract liabilities	333,758	0	0	333,758	333,758
	2,432,677	1,382,019	648,691	4,463,387	3,963,039
2019					
Payables	1,021,535	0	0	1,021,535	1,021,535
Borrowings	338,979	1,487,417	882,273	2,708,669	2,103,317
	1,360,514	1,487,417	882,273	3,730,204	3,124,852

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

Whilst the COVID-19 pandemic occurred prior to 30 June 2020, the greater effect on the Shire's operations may occur after 30 June 2020. The expected effect on the finances and resources are unable to be reliably quantified at the time of reporting.

In April 2020 changes were made to Local Government (Financial Management) Regulation 18 allowing a local government to change the use of reserve funds while a state of emergency is in force. At its Ordinary Meeting held 26 May 2020, Council resolved to re-purpose cash reserves in two stages in readiness to respond to the effects of the COVID-19 pandemic if required.

Stage 1 was effected prior to 30 June 2020 whereby the following reserves were closed and $113,137 was transferred to the Disaster Reserve for use in the 2020/21 Financial Year;

Cash-Backed Reserves		$
a)	Town Planning Reserve	7,376
b)	Public Open Space Reserve	447
c)	Community Bus Reserve	86,377
d)	Archives Reserve	6,980
e)	Water Supply Reserve	6,778
f)	Cemetery Reserve	5,179
		113,137

Council further resolved to implement Stage 2 totalling $230,467 if required to fund the COVID-19 recovery process.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 15: Revenue from Contracts with Customers

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

	Note	AASB 118 carrying amount 30 June 2019	Reclassification	AASB 15 carrying amount 01 July 2019
		$	$	$
Contract liabilities - current				
Contract liabilities from contracts with customers	12	0	(119,409)	(119,409)
Adjustment to retained surplus from adoption of AASB 15	24(c)		(119,409)	

(b) AASB 1058: Income For Not-For-Profit Entities

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

	Note	AASB 118 and AASB 1004 carrying amount 30 June 2019	Reclassification	AASB 1058 carrying amount 01 July 2019
		$	$	$
Trade and other payables				
Rates paid in advance	11	0	(71,770)	(71,770)
Adjustment to retained surplus from adoption of AASB 1058	24(c)		(71,770)	

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurred, the financial liability was extinguished and the Shire recognised income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

	Note	2020 $ As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	2020 $ Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	20(a)	5,878,646	95,960	5,974,606
Operating grants, subsidies and contributions	2(a)	2,110,209	224,858	2,335,067
Fees and charges	2(a)	1,391,296	0	1,391,296
Non-operating grants, subsidies and contributions	2(a)	2,205,782	108,900	2,314,682
Net result		1,403,921	429,718	1,833,639
Statement of Financial Position				
Trade and other payables	11	1,759,940	(95,960)	1,663,980
Contract liabilities	12	333,758	(333,758)	0
Net assets		141,052,776	429,718	141,482,494
Statement of Changes in Equity				
Net result		1,403,921	429,718	1,833,639
Retained surplus		33,517,034	429,718	33,946,752

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.
The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has appplied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

(c) Impact of New Accounting Standards on Retained Surplus

The below table represents the impact on the Shire's retained surplus due to the adoption of AASB 15 and AASB 1058 as at 1 July 2019.

	Note	Adjustments	2019 $
Retained surplus - 30 June 2019			32,236,981
Adjustment to retained surplus from adoption of AASB 15	24(a)	(119,409)	
Adjustment to retained surplus from adoption of AASB 1058	24(b)	(71,770)	(191,179)
Retained surplus - 1 July 2019			32,045,802

(d) Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019.

On adoption of AASB 16 Leases (issued February 2016), for leases which had previously been classified as an "operating lease" when applying AASB 117, the Shire is not required to make any adjustments on transition for leases where the underlying asset value is low.

	Actual
Operating lease commitments disclosed as at 30 June 2019	3,283
Low value leases recognised on a straight line as an expense	3,283

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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25. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2019	Amounts Received	Amounts Paid	30 June 2020
	$	$	$	$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
				0
	58,422	0	0	58,422

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26. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy
AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets
In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model ,such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

27 FINANCIAL RATIOS

	2020 Actual	2019 Actual	2018 Actual
Current ratio	1.46	2.14	1.80
Asset consumption ratio	0.70	0.70	0.71
Asset renewal funding ratio	1.08	1.03	1.74
Asset sustainability ratio	0.87	0.71	0.83
Debt service cover ratio	6.69	6.91	6.10
Operating surplus ratio	(0.11)	(0.09)	(0.12)
Own source revenue coverage ratio	0.74	0.75	0.72

The above ratios are calculated as follows:

Current ratio = current assets minus restricted assets / current liabilities minus liabilities associated with restricted assets

Asset consumption ratio = depreciated replacement costs of depreciable assets / current replacement cost of depreciable assets

Asset renewal funding ratio = NPV of planned capital renewal over 10 years / NPV of required capital expenditure over 10 years

Asset sustainability ratio = capital renewal and replacement expenditure / depreciation

Debt service cover ratio = annual operating surplus before interest and depreciation / principal and interest

Operating surplus ratio = operating revenue minus operating expenses / own source operating revenue

Own source revenue coverage ratio = own source operating revenue / operating expense

8 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

Nil

11 CLOSURE

The Presiding Member thanked everyone for their attendance and closed the meeting at 3.11pm.

SY192-12/20 DEVELOPMENT APPLICATION: OVERSIZED AND OVERHEIGHT OUTBUILDING AT LOT S10 (10) DINSDALE STREET, YORK

File Number:	**DI1.7030**
Author:	**Carly Shaddick, Senior Planner**
Authoriser:	**Darren Wallace, Executive Manager, Infrastructure & Development Services**
Previously before Council:	**SY152-10/20**
Appendices:	**1. Site Plan** ⇩ **2. Site Photos** ⇩ **3. Development Application** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

Quasi-judicial.

PURPOSE OF REPORT

For Council to make a determination on a development application for an oversized and over height outbuilding at Lot S10 (Hse 10) Dinsdale Street, York.

BACKGROUND

Lot S10 (Hse 10) Dinsdale Street, York is 2.02ha in area and contains an existing single house and outbuildings. The property is zoned Residential with a density of R5 and is surrounded by land similarly zoned, although adjoining land to the west has a density code of R10/30. The land gradually slopes from a high point in the north west corner to a low point in the south eastern corner.

A Site Plan and Site Photos is provided in Appendix 1 and Appendix 2**.**

A development application was previously submitted which proposed to construct an outbuilding which would:

- be 12m by 18m (216m^2) in area.
- have a wall height of 4.2m and a ridge height of 5.26m from finished floor level. To create a level pad, a maximum of 0.75m 'cut' into natural ground level will occur on the western side, with the finished floor level then being raised 100mm from this to account for the concrete pad.
- be setback 13m from the northern lot boundary and 46.5m from the western lot boundary.
- be used for the storage of vehicles and other personal goods.
- be constructed of Colourbond and in a colour matching existing outbuildings.

Council considered the application at its meeting on the 27 October 2020 and resolved to:

> *"Refuse the oversized and over height outbuilding at Lot S10 (10) Dinsdale Street, York for the following reasons:*
>
> 1. *The proposed outbuilding is of a size and scale that is excessive, is not compatible with the existing residential character, will have a detrimental impact on the amenity of adjoining landowners and the locality and does not achieve a high standard of residential amenity in the area which is inconsistent with:*
>
> - *The provisions and objectives of Local Planning Policy Outbuildings in Residential Zones.*

- *Cl 5.4.3 Design Principle P3 of State Planning Policy 7.3 Residential Design Codes Volume 1.*
- *Cl 4.8.1 Objectives of the Residential Zone of Shire of York Town Planning Scheme No. 2.*
- *Clause 67 b), g), m) & n) of Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*

2. *Approval of the development is inconsistent with orderly and proper planning and would create an undesirable precedent.*
3. *In considering the likely future development of the property in the Residential 'R5' zone, the proposed scale and size of the proposed outbuilding is not consistent with the likely future amenity of the area and is therefore inconsistent with:*
    - *The provisions and objectives of Local Planning Policy Outbuildings in Residential Zones.*
    - *Cl 4.8.1 Objectives of the Residential Zone of Shire of York Town Planning Scheme No. 2.*
    - *Clause 67 b), g), m) & n) of Schedule 2 Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015.*
    - *Orderly and proper planning."*

A new development application has been submitted which reduced the height and size of the outbuilding which is now proposed to:

- be 16m by 10m (160m^2).
- have a wall height of 3.6m and a ridge height of 4.48m from finished floor level. To create a level pad, a maximum of 0.75m 'cut' into natural ground level will occur on the western side, with the finished floor level then being raised 100mm from this to account for the concrete pad.
- be setback 14m from the northern lot boundary and 46m from the western lot boundary.
- be used for the storage of vehicles and other personal goods.
- be constructed of Colourbond and in a colour matching existing outbuildings.

A copy of the development application submitted is provided in **Appendix 3**.

The application requires development approval because the proposed area and height of the outbuilding exceeds that permitted by State Planning Policy 7.3 Residential Design Codes Volume 1 (R-Codes) and Local Planning Policy: Outbuildings in Residential Zones (Outbuildings Policy).

COMMENTS AND DETAILS

The application is required to be assessed in accordance with the Shire of York's Local Planning Scheme No. 2 and *Planning and Development (Local Planning Schemes) Regulations 2015* – Schedule 2 Deemed Provisions.

The property is zoned 'Residential' with a density code of R5 by the Scheme.

An outbuilding is ancillary development to a single house and is permitted development which is exempt from planning consent, except where it requires variation under the Scheme, R-Codes or Local Planning Policy. The Outbuildings Policy permits a larger area and height outbuilding than the R-Codes.

The proposed outbuilding involves variation to the R-Codes and Local Planning Policy because it exceeds the maximum height and maximum area permitted (refer table below).

Policy Provision	Proposed	Comment
1 General		

a)	Are not attached to a dwelling	Outbuilding is not attached to dwelling.	Complies.
b)	Are non-habitable or used for commercial and industrial purposes	The applicant has provided that it will be used for storage of vehicles and other personal goods.	Complies.
c)	Are not within the primary setback area	Outbuilding is not within primary street setback.	Complies.
d)	Do not reduce the amount of open space required in the R-Codes.	Over 70% of the site is being maintained as open space.	Complies.
e)	Comply with the siting and design requirements of the R-Codes for the dwelling, with the exception of the rear setback requirements	Side and Rear Setbacks comply.	Complies.
2 Floor Area			
(a) & (b)	Outbuildings on residential lot coded R10 and below that have a combined area not exceeding 100m^2 in area or 10 percent in aggregate of the site area, whichever is the lesser. A 5% variation is permitted (105m^2) provided adjoining landowners have consented to the variation.	There are existing outbuildings on site which have a cumulative area of 195m^2. The proposed outbuilding is 10m by 16m (160m^2). The cumulative area of the outbuildings proposed for the property is 355m^2.	Variation proposed.
3 Height			
(a) & (b)	Outbuildings on a residential lot coded R10 and below that has a maximum wall height of 3.5m and ridge height of 4.2m. A 5% variation is permitted (3.675 wall height and 4.41m) provided adjoining landowners have consented to the variation.	A wall height of 3.6m and a ridge height of 4.48m from finished floor level is proposed. To create a level pad, a maximum of 0.75m 'cut' into natural ground level will occur on the western side, with the finished floor level then being raised 100mm from this to account for the concrete pad.	Variation proposed.
4 Materials			
b) & (c)	(b) second-hand materials may only be used where the materials are in good condition and are sufficient to provide a consistent appearance to the building. Council's Building Surveyor may request a report from a structural engineer for use of second-hand building materials. (c) Materials of low reflectivity should be used to ensure that the structure does not adversely affect neighbours	Materials are proposed to be colorbond. The applicant has provided that colours will be an earthy tone to match existing outbuildings onsite. Existing outbuildings appear to be either a pale green or cream colour. If a reflective material/colour were to be used there is potential for glare to affect adjoining properties. If Council is to approve the application, it is recommended that a condition of approval require materials to be used have low reflectivity.	Complies, subject to conditions.

In accordance with the Scheme, R-Codes and Policy, variations will be assessed on their merits with consideration given to whether the development meets the following:

- In accordance with clause 9.8.7 of the Scheme the objectives which the policy was designed to achieve and whether the proposal meets the design principles of the R-Codes. The relevant objectives of the Local Planning Policy No. 5 Outbuildings in Residential zones and the R-Codes is as follows:

a) To provide flexibility for outbuilding size, construction and materials to meet the needs of local residents.

b) To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.

- Design principles of the R-Codes are as follows (5.4.3 Outbuildings):

  "Outbuildings that do not detract from the streetscape or the visual amenity of residents or neighbouring properties".

- Clause 67 of the Regulations also contains general matters for consideration. Those most relevant to this application are:

  "a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area.

  b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Regulations or any other proposed planning instrument the local government is seriously considering adopting or approving;

  g) any local planning policy for the Scheme area;

  m) the compatibility of the development to development on adjoining land or on other land in the locality, including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development.

  n) the amenity of the locality including the following –

  (i) Environmental impacts of the development;

  (ii) The character of the locality;

  (iii) Social impacts on the development.

  p) whether adequate provision has been made for the landscaping of land to which the application relates and whether any trees or other vegetation on the land should be preserved.

- The objectives of the Residential zone of Shire of York Town Planning Scheme No. 2 which are:

  (a) to encourage single houses as the predominant form of residential development.

  (b) to require infill residential development in Heritage Precincts to be in accordance with Design Guidelines adopted by the local government.

  (c) *to achieve a high standard of development and residential amenity*.

The provisions of the Scheme, Regulations, R-Codes and Policy essentially require the development be assessed considering whether it will have a detrimental impact on the visual amenity or character of the area, from the streetscape or adjoining properties and whether it is consistent with orderly and proper planning.

The outbuilding is located on the northern side of the property and contains vegetation which will mostly screen the outbuilding from adjoining roads. It will be visible to adjoining properties to the west which are elevated higher than the outbuilding and are developed to have rear yards facing the east with views towards Mount Brown. The outbuilding is not anticipated to block views of Mount Brown, although is visible from these dwellings.

It will also be visible to adjoining properties to the north, although most have been developed with dwellings in proximity to Henry Road with the rear of the Lots adjoining the proposed outbuilding site either being vacant or developed with orchards and other outbuildings.
The predominant character of the area is single houses with ancillary outbuildings generally around 80 – 100m^2.

Officers consider that with regards to the objectives of the R-Codes, Outbuildings Policy, Town Planning Scheme No. 2 and the Regulations that whilst the outbuilding will be visible to adjoining properties, it has been reduced in size from that previously applied for, and considering the larger size of the lot, the proposed location of the outbuilding and its separation to adjoining properties, it is considered that it will not appear out of character or have a detrimental impact on the residential amenity of the area.

It is recommended the outbuilding be approved subject to conditions.

OPTIONS

The following options are available to Council:

1. In accordance with the officer's recommendation approve the application subject to conditions; or

2. Approve the application subject to alternate conditions; or

3. Refuse the application and list reasons why in a format similar to below:

> *"That Council refuses the development application for the Oversized and Overheight Outbuilding at Lot S10 (10) Dinsdale Street, York, because of the following reasons:*
>
> *1. ……..; and.*
> *2. ……..."*

IMPLICATIONS TO CONSIDER

Consultative

Advertising of the application was undertaken as part of the previous development application, where no submissions were received. This application is for a smaller outbuilding that previously applied for and does not require further advertising be undertaken.

Strategic

The Shire of York 2020-2030 Strategic Community Plan provides the following goals for development:

4. BUILT FOR LIFESTYLE AND RESILIENCE
Goal: To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future

Policy Related

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

Financial

There are no financial implications associated with this proposal for the Shire.

Legal and Statutory

The proposal has been assessed in accordance with the statutory framework set by the Scheme and Regulations.

Risk Related

A risk assessment of the proposal has been undertaken, and there was no medium to high risks identified with the proposal that warrant further discussion. Standard appeal rights to the State Administrative Tribunal are available to the applicant

Workforce

There are no workforce implications associated with the officer's recommendation.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council approves the development application for an Oversized and Over Height Outbuilding at Lot S10 (10) Dinsdale Street, York, subject to the following conditions:

1. The development hereby approved, shall be substantially commenced within two years of the date of this decision notice.
2. The development hereby approved, shall be undertaken in accordance with the signed and stamped, Approved Development Plan(s) (enclosed), including any notes placed thereon in red by the Shire and except as may be modified by the following conditions.
3. The shed is not to be used for habitable purposes.
4. The shed is not to be used for commercial and/or industrial purposes.
5. Stormwater shall be managed onsite to the satisfaction of the Shire.
6. The development hereby approved shall not be located within 1.2m of septic tanks, 1.8m from any leach drains and 0.5m from any disposal areas.
7. The use of any second-hand materials in the construction/external appearance of the shed shall be in a good condition to ensure a consistent finish and requires prior approval of the Shire.
8. External materials and colours used for the outbuilding shall be of low reflectivity.

Advice Notes:

1. If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of determination, the approval will lapse and be of no further effect.

2. Where an approval has lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained. Should the approval period lapse, a new planning application with relevant retrospective fees may be required by the Shire of York.

3. If the applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

4. In accordance with the provisions of the Building Act 2011, and Building Regulations 2012, an application for a building permit must be submitted to, and approval granted by the Shire.


Mansfield St
Burcat St
Henry Rd
Dinsdale St
Scarpia St
Eleventh Rd
Plaudit St
YORK, SHIRE OF
Brunswick Rd
Trigg St
Forbes St
Proposed Outbuilding Location
Subject Property Lot S10 2.02ha
Lot 11 2.02ha
Existing Outbuilding constructed 2019/2020 (132m²)
Existing Outbuildings (63m²)
Dwelling
0
30
60m



View of existing outbuildings from proposed development site (white pegs)



Western view of proposed development site (Mount Brown in Background)



Eastern view of proposed development site



Northern view of proposed development site (Mount Bakewell in background)

Geoff and Liza Crossing

10 Dinsdale Street York

Attn: Planning Officer, Shire of York 17th November 2020

Proposal for a new steel shed/outbuilding at 10 Dinsdale St. York

Lot: S10 Plan: P223250 Vol: 2911 Folio: 179

As our first shed proposal last month was not acceptable in size, we have now resubmitted a new planning request with reduced shed sizes in height, length and depth by approx. 25% overall so now hopefully will be acceptable.

After purchasing this property as our family home nearly 2 years ago we have found we need an extra shed mainly for weather protection (rain, sun) of trailers, cars (including only 1 vintage car now as there won't be room for the second one with the reduced depth to this shed and vintage motorbikes stored in NSW at the moment), slabs of Jarrah timber as well as general storage of personal items on high wall racking, also will include an extra car, horse float, trailer, camper trailer and personal items of my father in law as he will be moving to our property within the next 12 months.

Our property in total is 10 acres (2 x 5 acre titles) with many trees and shrubs for birdlife as well as some nut, fruit and olive trees so slowly working through them and updating old fencing and making our place a good presentable property that's proud to be part of the Shire of York.

This shed will match our other outbuildings to be in soft earthy Colourbond colours to both walls and roof, steel frame and concrete floor. Concrete floor will be approx. 100mm above ground level on lower entry east side with two bays to have roller doors and only two open fronted bays.

Rear of the shed will be cut into the slight slope (approx. .75 cut) so to lower height for our neighbours and overall helps with visual aesthetics/appearance of the area.

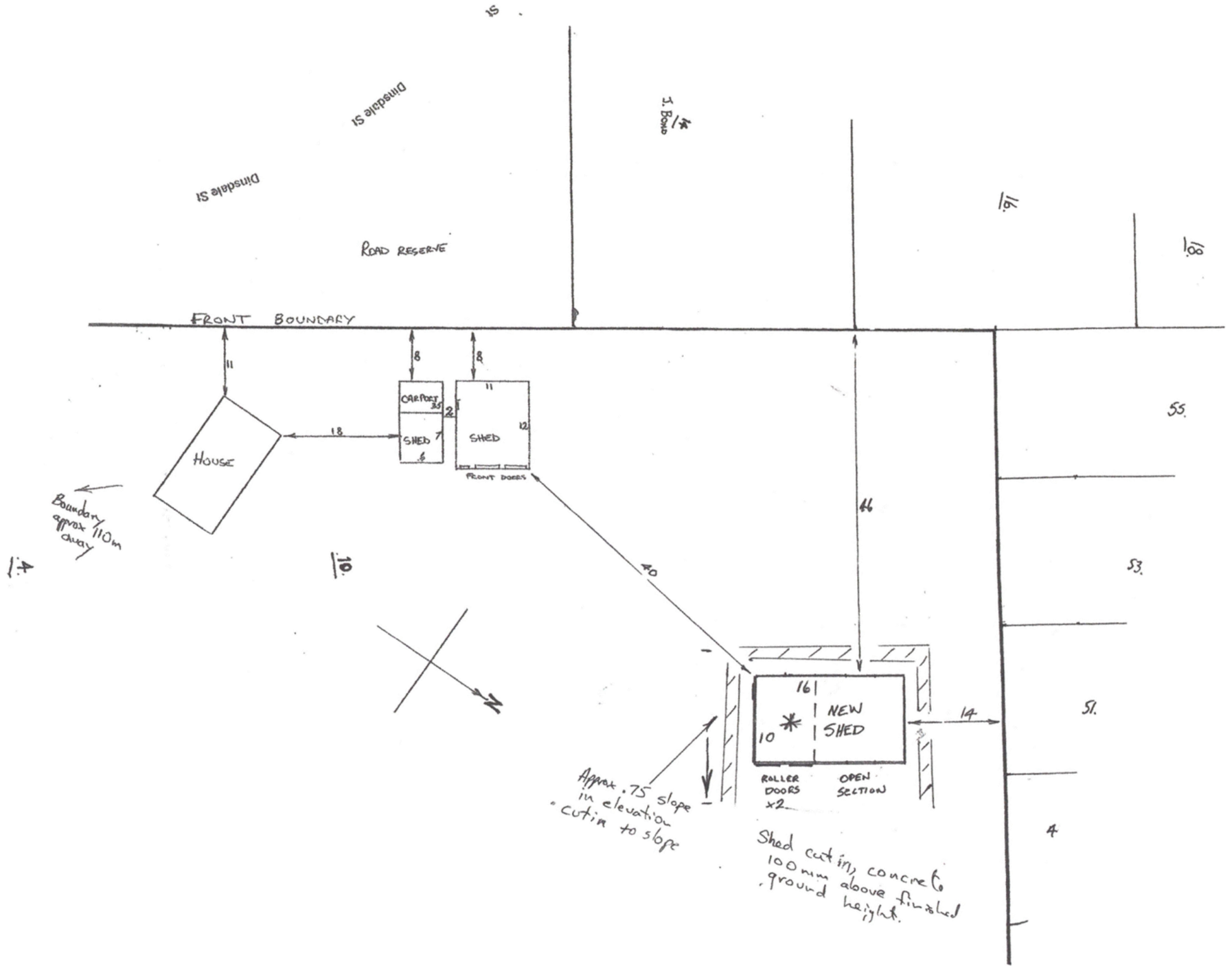
It will be about 46m from front (West) boundary and 14m from Side (Nth) boundary.

We have positioned this shed so not to inhibit or obstruct our great views or those of our neighbours and will not detract from the streetscape or the visual amenity of our area and reducing the size will minimalize the above even more.

Thank you

Kind regards

Geoff Crossing Liza Crossing


Dinsdale St
Dinsdale St
Dinsdale St
J. Bond
ROAD RESERVE
FRONT BOUNDARY
11
8
8
CARPORT
SHED
SHED
11
12
FRONT DOORS
18
HOUSE
Boundary approx 110m away
40
46
16
NEW SHED
10
14
ROLLER DOORS x2
OPEN SECTION
Approx .75 slope in elevation
cut in to slope
Shed cut in, concrete 100mm above finished ground height.
55
53
51
4
14
10
16

Delivery

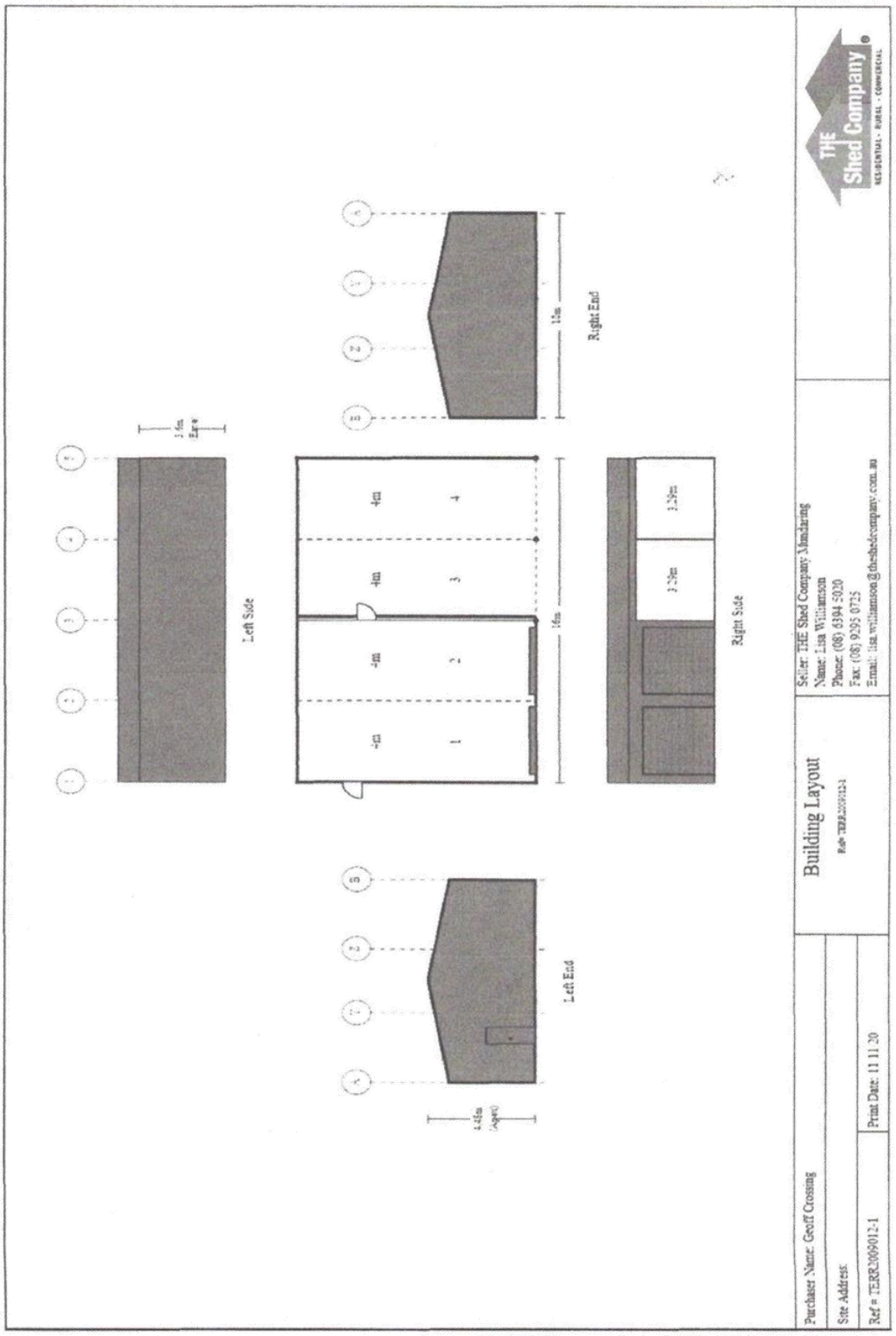
To York if on standard run, otherwise mileage rate applies for extra distance. It is estimated that your site is 27km off the standard run. has been allowed for extra delivery costs. Should your site be more or less then this the cost will be adjusted accordingly.



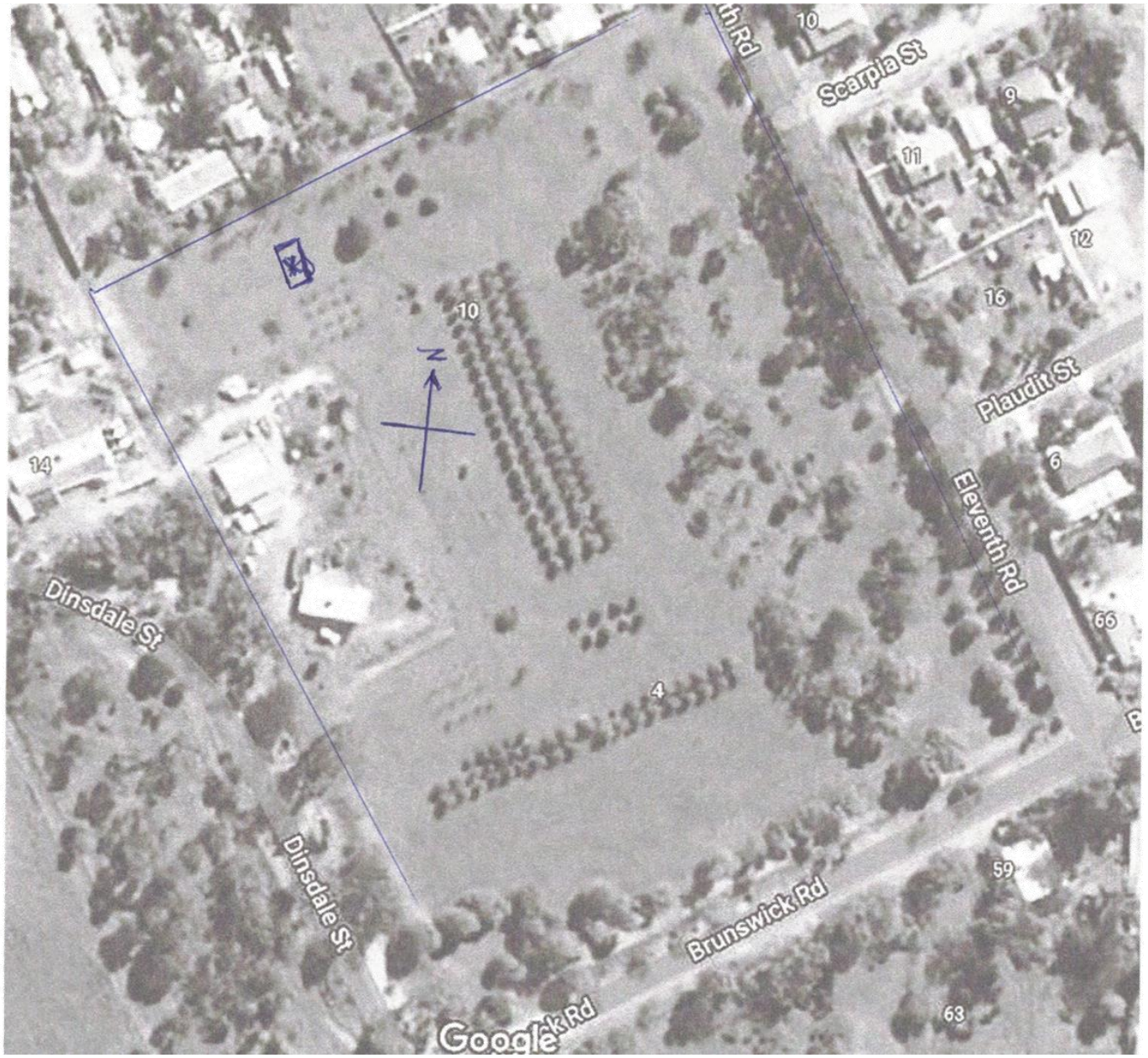
Details of your Building

(Approx. weight: 4,200 kg)

Span	10 metres
Length	16 metres (4 Bays of 4 metres each)
Height	3.6 metres
Roof Type	Gable, 10 degree pitch
Roof	COLORBOND® steel CORODEK® 0.42 BMT (0.47TCT) sheeting, BlueScope
Walls and Trim	COLORBOND® steel CORODEK® 0.42 BMT (0.47TCT) sheeting, BlueScope
Downpipes	1.8m Metal Downpipe 100 x 75,Downpipe Fixing Strap
Roller Doors	Two (2) COLORBOND® steel 3m high x 3.3m wide roller doors (roller door is wind rated). Refer to the General Specification (# Access Doors) in relation to opening sizes. The Roller Doors are boxed or steel wrapped for protection during transport.
PA Doors	Two (2) single skin Deluxe COLORBOND® steel doors with keyed lockset and lever handle to one side;
Dividing Walls	One (1) running across the span of the building. COLORBOND® steel CORODEK® 0.42 BMT (0.47TCT) sheeting.
Roof Ventilators	1 x 300mm Ventilator(s) (same colour as roof).
Open Bays	Two (2) 4m open bays - along the sides of the steel building. Refer to Layout (attached) for location & height clearances.
Purlins & Girts	Z sections bolted to rafters & columns with a minimum overlap of 10% of the bay width. The purlins and girts are Z100.
Bracing	The building will have Knee and Apex braces. Minimum internal knee clearances are: Main Building 2.751m.
Fixing to Footings	Tru-Bolts fitted after concrete is cured.



Supplying premium quality BlueScope buildings manufactured locally.


Scarpia St
10
9
11
12
16
Plaudit St
6
Eleventh Rd
66
10
N
14
Dinsdale St
4
Dinsdale St
59
Brunswick Rd
63
Google

SY181-12/20 COMMUNITY CONSULTATION, DEMOLITION OF "OLD INFANT HEALTH CLINIC" BUILDING

File Number:	**JO1; A14280; CCP.21**
Author:	**Darren Wallace, Executive Manager, Infrastructure & Development Services**
Authoriser:	**Chris Linnell, Chief Executive Officer**
Previously before Council:	27 October 2020 Item SY153-10/20
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

Review

PURPOSE OF REPORT

To update the Council on the progress of the community consultation for the possible demolition of the "old Infant Health Clinic".

BACKGROUND

At its Ordinary Council Meeting 27 October 2020 Council Resolved;

That Council;

1. Acknowledges that the preferred car park layout includes the demolition of the Building known as the old Infant Health Clinic.

2. Acknowledge that the old Infant Health Clinic has social heritage significance, and undertake community consultation in line with the Shire Community Engagement and Consultation Policy, prior to Council making a final decision on the future of the Building

3. Directs the CEO to report back to the December 2020 Council Meeting on the outcome of the Community consultation with a final recommendation on the future of the old Infant Health Clinic.

COMMENTS AND DETAILS

There has been higher than anticipated workloads in the Shires development services area. The Shire has received a large number of development applications (DA's) recently. The Shires own projects, including this one, have been given a lower priority than dealing with external DA's.

With the Christmas/New Year's break looming things are slowing down and it is anticipated that staff will be able to catch up.

To negate the need to readvertise to conform to planning requirements we will need to advertise for 28 days (plus one extra for any public Holidays). This is a change in the new State Planning Regulations. The current Regulations only requires 14 days advertising. It is proposed to advertise the construction of the carpark and the demolition of the old Infant Health Clinic in January/early February and report back to the February Council meeting. As a significant number of York residents are away in January, the consultation will be readvertised constantly during the consultation period.

OPTIONS

Option 1. Accepts the Officers recommendation.

Option 2. Not accept the Officers recommendation.

IMPLICATIONS TO CONSIDER

Consultative

There has been no consultation in relation to this report.

The community consultation referred to in this report will be undertaking in accordance with the Shires Community Engagement and Consultation Policy.

Strategic

GOAL 4: BUILT FOR LIFESTYLE AND RESILIENCE To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future PRIORITY 4.3. Revitalise Avon Terrace and restore heritage

GOAL 5: STRONG LEADERSHIP AND GOVERNANCE To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together PRIORITY 5.3. Continuous improvement of governance.

Policy Related

The consultation recommended in this report shall be undertaking in accordance with the Shires Community Engagement and Consultation Policy.

Financial

There are no financial implication as a result of the recommendation of this report.

Legal and Statutory

Draft Planning and Development (Local Planning Schemes) Regulations.

Risk Related

The major risk identified is in not sufficiently consulting with the community.

Workforce

The delay in reporting to Council is due to higher than anticipated workloads.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council notes that the CEO will report back to the February 2021 Council Meeting on the outcome of the Community Consultation with a final recommendation on the future of the old Infant Health Clinic.

SY182-12/20 APPLICATION TO OPERATE AN OFFENSIVE TRADE (SMALL FREE-RANGE PIGGERY) - LOT 101 CUBBINE ROAD, KAURING

File Number:	**HS.ITL.9**
Author:	**George Johnson, Environmental Health Officer**
Authoriser:	**Darren Wallace, Executive Manager, Infrastructure & Development Services**
Previously before Council:	**N/A**
Appendices:	**1. Site Plan** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

- Quasi-Judicial

PURPOSE OF REPORT

For Council to consider and determine a request to the Shire of York for permission to operate an offensive trade (small free-range piggery) on the property situated at Lot 101 Cubbine Road, Kauring.

BACKGROUND

The property located at Lot 101 Cubbine Road, Kauring is 60.537 hectares with the closest neighbouring residence being approximately 1000m from the property boundary with general agriculture zoning.

The applicant has applied to keep 5 breeding sows, 1 boar and approximately 29 growers throughout the year at any one time.

The small free-range piggery will consist of two 6.4 hectare fenced paddocks to house the pigs. The applicant has advised that the pigs will be sold to the meat industry through Corrigin Abattoirs.

A letter was sent to the three (3) surrounding landowners on 10 September 2020 requesting any feedback on the proposed offensive trade (small free-range piggery). No objections to the proposal were received.

As per the Shire of York Health Local Laws 2007, no premises shall be used as a piggery unless approved by Council.

COMMENTS AND DETAILS

There is no threat to the environment with the proposed piggery provided it remains free-range & it is not detrimental to the well-being of the adjoining neighbours and has no financial impact on Council.

The property meets all requirements of Table 2 of the Shire of York Health Local Laws 2007 as per below;

Table 2. Required Buffer Distances for Piggeries

Buffer	
Townsite boundaries.....	5 000m
Isolated rural dwellings, dairies and industries.....	1 000m
Public roads and recreation areas.....	100m
Neighbouring rural property boundaries.....	50m
Major water course and water impoundments.....	300m
Bores, wells or soaks used for drinking, stock or irrigation.....	300m
Minor water courses.....	100m

The officer therefore recommends that the applicant be granted permission to operate an offensive trade (small free-range piggery) subject to conditions being met.

The following conditions are recommended to restrain the pigs from entering into neighbouring properties, reduce the possible impact on amenity to the neighbours, ensure animal welfare and keep the pigs at a controlled stocking rate:

1. A maximum of 10 breeding sows and boars (total) and growers are to be kept on the property at any one time;
2. The pigs are not to be kept in feedlots, sheds or rotational pens;
3. The paddocks are to be constructed a minimum of 100m from the road frontage and 50m from neighbouring rural property boundaries;
4. The stocking rate shall not exceed 1 head (including growers) per 1600sqm of the land used as a piggery; and
5. All paddocks are to be constructed with electric fencing and barbed wire to keep the pigs within the paddocks. There shall be a minimum 3 strands of barbed wire, 1 strand at ground level, 1 strand at 75mm from ground level & 1 strand at 1m from ground level or other as approved by the CEO.

OPTIONS

1. Approve the application to operate an offensive trade (small free-range piggery) subject to conditions as per recommendation, at Lot 101 Cubbine Road, Kauring.
2. Approve the application to operate an offensive trade with alterative conditions.
3. Refuse the application to operation an offensive trade (small free-range piggery) subject to conditions at Lot 101 Cubbine Road, Kauring.

Option 1 is recommended.

IMPLICATIONS TO CONSIDER

Consultative

A letter was sent to the three (3) adjoining landowners on 10 September 2020 giving 14 days to respond with any objections or comments. No objections were received for the proposed operation of an offensive trade (small free-range piggery) at Lot 101 Cubbine Road, Kauring.

Strategic

Not applicable.

Policy Related

No current policy.

Financial

There are no financial implications for the Shire should Council approve the officer recommendation.

Legal and Statutory

Shire of York Health Local Laws 2007
Division 6 – Piggeries

Interpretation

5.6.1 For the purpose of this division –
"piggery" in relation to premises shall include any portion of premises to which the pigs have access.

Premises to be Approved

5.6.2 (1) No premises shall be used as a piggery unless approved by Council; (2) Subject to subsection (3), no premises shall be approved as a piggery by Council unless every portion of such piggery complies with the minimum separation distances listed in Table 2; or if it is an intensive piggery, the minimum separation distances listed in Table 3; and

(3) Sites unable to satisfy the separation requirements may be approved at the discretion of Council, if Council is satisfied that approving the piggery will not give rise to a health nuisance.

Risk Related

Nil.

Workforce

Nil.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council approves the application to operate an offensive trade (small free-range piggery) on the property situated at Lot 101 Cubbine Road, Kauring, subject to the following conditions;

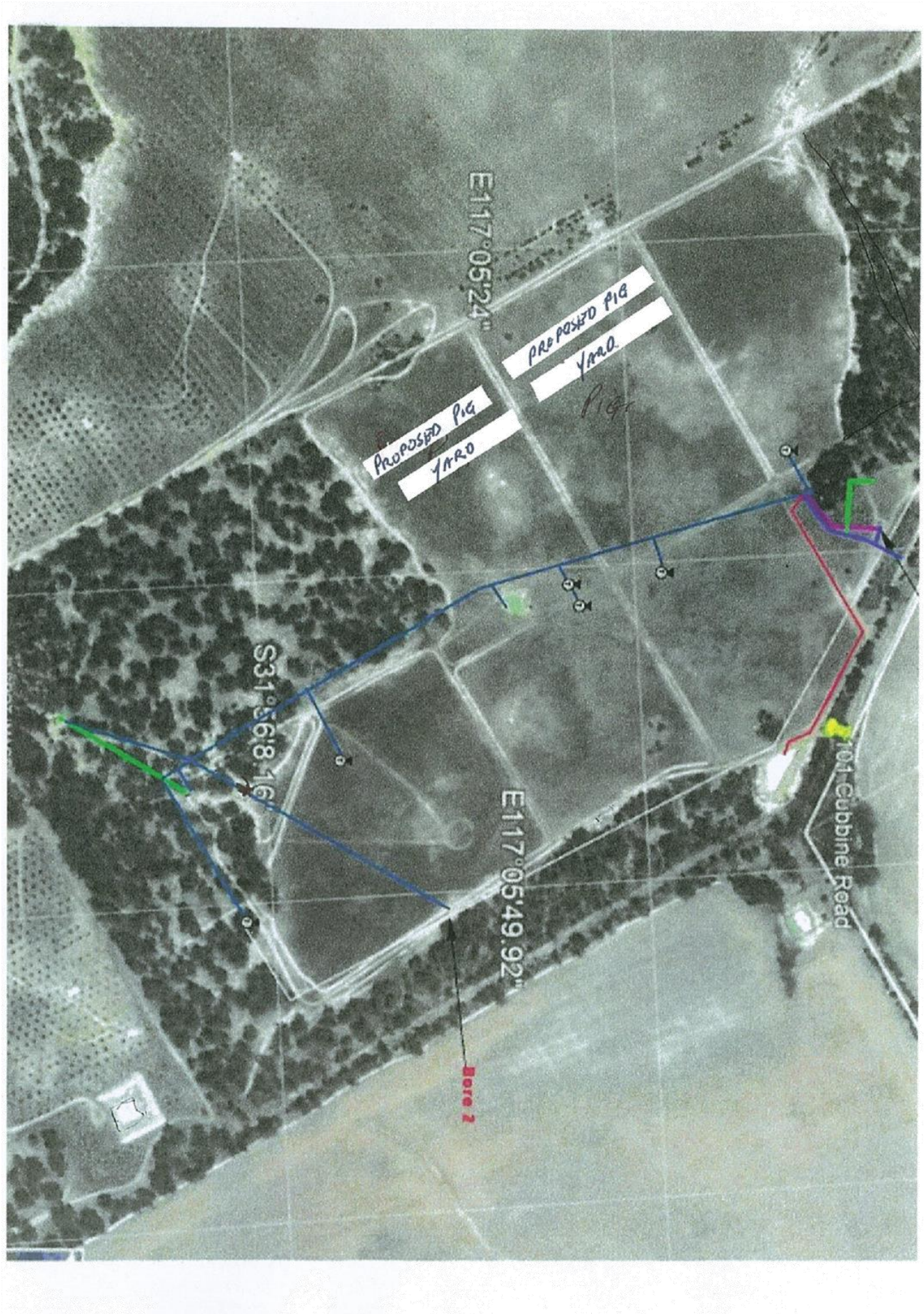
1. A maximum of 10 breeding sows and boars (total) and growers are to be kept on the property at any one time.

2. The pigs are not to be kept in feedlots, sheds or rotational pens.

3. The paddocks are to be constructed a minimum of 100m from the road frontage and 50m from neighbouring rural property boundaries.

4. The stocking rate shall not exceed 1 head (including growers) per 1600sqm of the land used as a piggery.

5. All paddocks are to be constructed with electric fencing and barbed wire to keep the pigs within the paddocks. There shall be a minimum 3 strands of barbed wire, 1 strand at ground level, 1 strand at 75mm from ground level & 1 strand at 1m from ground level or other as approved by the CEO.


E117°05'24"
PROPOSED PIG YARD
PROPOSED PIG YARD
S31°36'8.16"
E117°05'49.92"
101 Cubbine Road
Bore 2

SY183-12/20 YRCC MANAGEMENT UPDATE

File Number:	**CCP.7.1.1**
Author:	**Alina Behan, Executive Manager Corporate & Community Services**
Authoriser:	**Chris Linnell, Chief Executive Officer**
Previously before Council:	**28 April 2020, 25 February 2020**
Appendices:	**Nil**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The report provides recommendations for moving forward with the York Recreation and Community Centre (YRCC) management following the easing of COVID-19 restrictions.

BACKGROUND

At the Ordinary Council Meeting held on 25 February 2020, it was resolved that Council:

1. *Notes the request from the York Community Social Centre Inc to place on hold negotiations regarding the transition of the management of the hospitality functions of the YRCC, pending development of an alternative business model.*
2. *Requests the Chief Executive Officer to:*
    a) *Undertake the necessary actions to proceed with putting the facilities out for public tender and provide a proposed timeline for Council's consideration.*
    b) *Inform the York Community Social Centre Inc of the above and invite the association to make a submission as part of the tender process.*

The YRCC was brought to the attention of Council again at the Ordinary Council Meeting dated 28 April 2020 where, with regard to the transition of the management of the hospitality functions of the YRCC, Council:

1. *Resolves to delay putting management of the YRCC out for tender until the relevant COVID-19 restrictions are lifted.*
2. *Requests the CEO to explore an alternative in-house management structure, including costings, while the COVID-19 restrictions are in place.*

COMMENTS AND DETAILS

Since the beginning of 2020, the Shire of York has attempted to progress the movement of the management of the YRCC to an alternative model. It has:

- Consulted with the York Community Social Centre (YCSC) with the view to this body taking over the management of the hospitality function of the YRCC.
- Met with Belgravia Leisure to research an outsourced management model similar to Merredin Regional Community and Leisure Centre.
- Commissioned SGL Consulting Group to prepare a scope for the Request for Tender document relating to the management of the YRCC. A draft of this has been received, but it is not ready to release for tender.

- Conducted a cultural review of the Shire of York, which may identify alternative, fit for purpose options for Shire operations.

Despite this work, no clear direction for the management of the YRCC has been identified.

Progress was hampered by COVID-19 which required the attention of all staffing resources and required the closing of the facility. With the lifting of many of the COVID-19 restrictions, the management of the YRCC can now be reconsidered.

OPTIONS

A number of options for progress have been considered:

Option 1 – Complete further review of options, and in early 2021 release a Request for Tender to the market based on a Shire identified management model.

Option 2 –Release a Request for Proposal (RFP) focussed on community outcomes seeking alternate management models for the YRCC with the view to transition to new management in the 2021/2022 financial year.

Option 3 – Continue negotiations with the YCSC with the view to them transitioning to management of the centre in the 2021/2022 financial year.

Option 4 – Continue management of the facility as per current arrangements.

Option 2 is recommended as it will be able to provide a clear comparison of all alternatives currently available to Council with the ability to assess financial considerations against community outcomes.

IMPLICATIONS TO CONSIDER

Consultative

Council at two separate Concept Forums. YRCC staff and members of the YCSC have been consulted in the preparation of the RFP document. The YCSC, user groups and the broader community will also be informed of the intent of the RFP before its release with clear focus on the benefits to the community.

Strategic

A review of the YRCC Management was included as a strategic priority in Year One of the Corporate Business Plan 2016-2020 adopted by Council in May 2016. This action was changed to reflect implementation of the new management model in the Corporate Business Plan 2018 – 2022 adopted in February 2018. This aligns with the goals stated in the current Strategic Community Plan:

Goal 1: To be a close-knit community, full of life, in a welcoming and accessible place for all.

Goal 4: To have a built environment which supports community; economy and the environment, respects the past and creates a resilient future.

Goal 5: To have effective and responsive leadership and governance, where a sense of collective purpose and shared direction combine to work together.

Policy Related

There are no policy implications as a result of the recommendations of this report.

Financial

An amount of $20,000 has been allocated in the 2020-21 Annual Budget for the Feasibility Study/Operational and Marketing Plan – YRCC (GL 113166). There has been no expenditure against this line item year to date.

Legal and Statutory

Local Government Act 1995

3.58. Disposing of property (Parts 1, 2 & 5)

(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.

(5) This section does not apply to —

(d) any other disposition that is excluded by regulations from the application of this section.

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

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58 (Parts 1 & 2)

(1) A disposition that is described in this regulation as an exempt disposition is excluded from

the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions

Risk Related

Outlined below are the identified risks related to the Officer recommendations contained in this report.

Identified Risk	Risk type	Level of Risk	Mitigation
Community criticism of new management model	Reputational	Moderate/ High	There is a reputational risk to the Shire should the transition of management to a new association or management organisation not be successful. The Shire will mitigate this through the RFP process, where the respondents will need to demonstrate previous experience of the organisation and staff and submit detailed business plans. This will be followed up with sound contract management, clear KPIs and regular contractor reporting.

Community criticism over RFP process	Reputational		There is a reputational risk to the Shire due to the time and focus placed on this issue and damage to the relationship between the Shire and the Sporting community. The Shire is mitigating this by clear community engagement prior to the release of the RFP clearly identifying the process and intended community outcomes.
Financial burden created by failure of new management model	Financial		There is financial risk to the Shire should the transition of management to a new association or management organisation not be successful. The Shire will mitigate this through the RFP process, where the respondents will need to demonstrate previous experience of the organisation and staff and submit detailed business plans. This will be followed up with sound contract management, clear KPIs and regular contractor reporting.
Misuse of Intellectual Property Rights	Financial	Medium	There is a financial risk if the Shire is not mindful of the intellectual property rights of respondents. This will be recognised in the RFP document so all applicants will have a clear understanding of how the information provided could be used.

Workforce

Work will be conducted using current staffing levels.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That, with regard to the management of the YRCC facility, Council:

(a) Resolve to release a Request for Proposal focussed on community and financial outcomes, seeking alternate management models for the YRCC with the view to implement the preferred management model in the 2021/22 financial year.

(b) Request the CEO to report back to Council by April 2021 on the outcomes of the Request for Proposal.

SY184-12/20 ANNUAL REPORT 2019/20 AND ANNUAL ELECTORS' MEETING

File Number:	**FI.FRP.2**
Author:	**Joanna Bryant, Project Officer**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**Not applicable**
Appendices:	**1. Annual Report 2019/2020** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

Legislative

PURPOSE OF REPORT

This report presents the Annual Report for Council's acceptance and seeks the Council's approval to give public notice of the availability of the Annual Report and to advertise the date of an electors' meeting.

BACKGROUND

The Shire is required, under Section 5.53 of the *Local Government Act 1995* (the Act), to prepare an annual report for each financial year ending 30 June. The content of the annual report is prescribed by the Act and includes a summary of the Council's annual activities, including the audited annual financial statements and the auditor's report for the financial year. The audited financial statements for 2019/20 have been presented to the Audit and Risk Committee, with the minutes of that meeting the subject of a separate report in this agenda.

Section 5.27 of the Act requires that the Shire holds an annual electors' meeting not more than 56 days after the acceptance of the annual report for the previous year.

COMMENTS AND DETAILS

The Audited Financial Statements and Auditor's Report were presented to the Audit Committee at a meeting held on Tuesday, 1 December 2020 at which two officers from the Office of the Auditor General presented the outcomes of the 2019/20 financial year audit. The minutes, which are presented to Council as a separate report in this agenda, recommend that Council;

- *Accepts the Annual Financial Report for the year ended 30 June 2020 and;*
- *Requests the CEO to finalise the annual report and present it to the December Council meeting along with a proposed date for the annual electors' meeting.*

The Annual Report is now presented for Council's consideration. As well as the Auditor's report and Annual Financial Statements, it contains information regarding Council and staff activities during the year, statistics and statutory reporting as required. Officers are recommending that Council accepts the 2019/20 Annual Report in accordance with Section 5.54 of the Act. It is further proposed that an Annual Electors' meeting is held on Tuesday, 2 February 2021 at 5.00pm and that this date is publicly advertised for 14 days.

OPTIONS

Council could choose not to accept the annual report until its February Ordinary Council Meeting. However, as the Audited Financial Statements have been received, Council has an obligation under Section 5.54 of the *Local Government Act 1995* to accept the annual report no later than 31 December. The officer recommendation addresses this requirement.

IMPLICATIONS TO CONSIDER

Consultative

The Act requires the Annual Report to be made publicly available.

Strategic

5.3.1 Deliver continuous improvement in all areas of the Shire's governance.

Policy Related

CP1.5 *Compliance*

F1.3 *Significant Accounting Policies*

G4.2 *Integrated Planning and Reporting: (Reporting)*

Financial

The annual report was submitted to a designer to collate within current budget allocations.

Legal and Statutory

5.53. Annual reports

(1) The local government is to prepare an annual report for each financial year.

(2) The annual report is to contain —

(a) a report from the mayor or president; and

(b) a report from the CEO; and

[(c), (d) deleted]

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and

(f) the financial report for the financial year; and

(g) such information as may be prescribed in relation to the payments made to employees; and

(h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and

(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and

(hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —

(i) the number of complaints recorded in the register of complaints; and

(ii) how the recorded complaints were dealt with; and

(iii) any other details that the regulations may require;

and

(i) such other information as may be prescribed.

[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6; No. 5 of 2017 s. 7(1).]

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

[Section 5.55A inserted by No. 5 of 2017 s. 8.]

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed.

Risk Related

Compliance – the requirement to accept the Shire's annual report and to hold an annual electors' meeting is a legislative obligation. Failure to do so exposes Shire officers and Councillors to significant risk. This report and its appendix mitigate this risk.

Workforce

Nil

VOTING REQUIREMENTS

Absolute Majority: Yes

RECOMMENDATION

That Council:

1. Accepts the Annual Report for the year ended 30 June 2020 noting that it incorporates the Audit Completion Report and Audited Financial Statements that are the subject of a separate report in this agenda.
2. Authorises the Chief Executive Officer in consultation with the Shire President to make any necessary minor editorial changes prior to the publication of the Annual Report.
3. Gives local public notice of the availability of the Annual Report.
4. Authorises the Chief Executive Officer to convene the Annual Electors' Meeting to be held on Tuesday, 2 February 2021 at 5.00pm in the Lesser Hall, York Town Hall, York.

SHIRE OF YORK

ANNUAL REPORT

2019 - 2020



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This document is available in alternative formats upon request at the Shire Administration Office.

Shire of York
PO Box 22,York WA 6302
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Email: records@york.wa.gov.au
Website: www.york.wa.gov.au

EMPATHY | RESPECT | COURAGE



Acknowledgement of Country

The Shire of York acknowledge the Traditional Custodians of the land, the Balladong people of the Noongar nation and pays respects to Elders past, present and emerging.
We recognise the unique and valuable contribution the Balladong Noongar people have made and continue to make to our culture and in our community.
The land on which we live, meet and thrive as a community always was and always will be Noongar land.

Shire President's Report

It is my pleasure to introduce the Shire of York's Annual Report to provide details of the Shire's affairs for the 2019/2020 financial year. This annual report was accepted by Council at its meeting on 22 December 2020 and the contents of this report will be discussed at a general meeting of electors to be held on 2 February 2021.

In the October 2019 Local Government elections, the Shire welcomed two new Councillors, Cr Ashley Garratt and Cr Stephen Muhleisen, and I was elected by Council to the role of Shire President. I was extremely proud to be elected as Shire President and will continue to work tirelessly to enhance and support our community. I would also like to acknowledge the contribution of ex-Cr Heather Saint and Cr Jane Ferro for their time on Council prior to the 2019 elections. In June 2020 ex-Cr David Wallace resigned his position on Council. I thank David for all his work and leadership over two terms as President.

In February 2020, we welcomed Chris Linnell to the position of Chief Executive Officer (CEO). Just 4 weeks into the job the State Government declared the State of Emergency in response to the global pandemic COVID-19. Chris Linnell and the administration staff responded admirably, pulling together to manage a wide variety of unknowns in the most uncertain of times. This period also saw our community shine with everyone looking out for friends and neighbours to ensure all were safe and had the assistance they needed.

Council and staff worked tirelessly to find opportunities to support the community through this difficult period. In March 2020 Council held a Special Meeting to adopt the COVID-19 Specific Business Continuity Plan to ensure essential services continued while still protecting staff and the community. At the Ordinary Meeting of Council in April, Council voted to implement the Hardship Policy allowing:

- Temporary relief from interest on outstanding rates and sundry debts.
- For a 0% rate in the dollar rise ready for budget adoption in July 2020 for the 2020/21 financial year.
- Reduction or suspension of fees and charges.
- The repurposing of reserve funds to provide greater financial assistance to the community.

Council adapted rapidly to meeting on Zoom, with all meetings still going ahead. Both the CEO and I meet weekly via Zoom with David Templeman, Minister for Local Government and representatives from WALGA,the Department of Health, and WA Police so that York was constantly updated with the latest COVID-19 developments and strategies.

Highlights

A highlight of the year was the title of Honorary Freeman of the Shire being bestowed on Mrs Lorna Saunders in a civic ceremony in recognition of her many years of voluntary service to the community.

The Shire prepared a Responsible Authority Report (RAR) in response to an application by the Allawuna Landfill Holdings to the Joint Development Assessment Panel (JDAP) to extend the period for substantial commencement of Development Approval for the construction and use of Allawuna Farm for the purposes of a Class II Landfill at Great Southern Highway, St Ronan's. The JDAP did not support the extension request but we now await the applicant's request to take this decision to State Administrative Tribunal (SAT).

In November 2019 representatives from the Heritage Council of WA, GeoScience Australia, and the University of Adelaide visited York and presented their Earthquake Mitigation Project to the Council and members of the public. York has committed to participating in the protection of important assets via the project and has so far received in excess of $100,000 to commence protective work on the Residency Museum in the 2020/21 financial year.

During February 2020, Michael McCormack, Deputy Prime Minister and Christian Porter, Attorney General and Member for Pearce invited the CEO and myself to meet with other Pearce delegates to consider electorate concerns. We discussed York as a Trails Town, the Earthquake Mitigation Project and other issues such as the Secondary Freight Route, Great Southern Highway and aged care in rural towns.

Throughout 2019/20 the Shire conducted significant fire mitigation clearing along the Avon River and was successful in obtaining $249,683 from the Department of Fire and Emergency Services towards this work.

The 2019/20 Financial year can be clearly split into two parts, life before a global pandemic and life in a global pandemic!

On behalf of the Council, I would like to thank the Chief Executive Officer and Staff for the work they have undertaken throughout the year. Their commitment, enthusiasm and work ethic throughout the 2019/20 year is evident in the achievements contained in this report.



Cr Denese Smythe
Shire President

Introduction by CEO

It is with pleasure that I present my report for the 2019-2020 year. The year has been unique in the challenges posed and I commend the Council and our staff for their commitment and professionalism that has enabled us to rise to these challenges and provide the community with the guidance, support and high-level service required in these extraordinary times.

Achievements

The Avon Park redevelopment was a high point of the year made possible with funding from the WA Government through Lotterywest ($366,000), the Shire of York ($215,000) and the Commonwealth ($350,000). The project finished on time and opened to the public in June 2020 to a very positive reception both locally and further afield.

The Local Planning Strategy and Local Planning Scheme Review was adopted in December 2019. These planning documents provide the long-term vision to guide and control future land use and support responsible growth of the Shire.

The Major Strategic Review commenced in November 2019 and the community provided clear direction for the Strategic Community Plan 2020 – 2030 which was adopted in June 2020.

The focus on Tourism and Economic Development remains a priority for the Shire and June 2019 saw the launch of Experience York WA–a social media initiative to support our tourism strategies using Facebook and Instagram platforms to showcase the wide range of attractions York offers to visitors.

The global landscape changed in March 2020 when COVID-19 took hold, and everyone had to adapt to a new way of living. The Shire took immediate steps to action Federal and State requirements and support the community.

The Shire delivered the YORKIND initiative, a community support program to assist more vulnerable members of the community. To ensure continuity of services to isolated customers and homeschooling the library organised phone and collect or home delivery. Storytime was delivered digitally providing a weekly engagement and educational opportunity for those at home.

Management Changes

Paul Martin resigned as CEO in September 2019. I would like to thank Paul for his efforts in implementing change over his time at the Shire which saw improvements in all areas from governance to community engagement. Mark Dacombe and Allan Cooper provided cover as A/CEO during the period of recruitment for the new CEO. In addition, Suzie Haslehurst, Executive Manager Corporate and Community Services resigned in June 2020. I thank them all for their contribution.

I extend my appreciation and recognition to all Shire Staff for their invaluable contribution over a year that will forever be remembered. Without the support and dedication of a professional, passionate and community focussed workforce we would not have been able to achieve, and respond, to everything that we have over the past year.



Chris Linnell
Chief Executive Officer


A Place Where Community Vision Becomes a Reality
SHAM HOUSE
YORK, WESTERN AUSTRALIA
SHIRE OF YORK ANNUAL REPORT 2019-2020 P 7

Vision and Objectives

Vision "A vibrant and inviting agricultural, heritage and tourist town and Shire, and a community that is focused on and works collaboratively to improve and promote the town and the Shire of York as a destination and wonderful place to live."

Theme 1

The Place to Live

To be a place which is attractive and accessible for the young and elderly,and attracts people in the age groups in between to work and settle in the Shire.

Theme 2

A Leader in Cultural Heritage and Environment

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

Theme 3

Driving the York Economy Forward

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

Theme 4

Built for Resilience

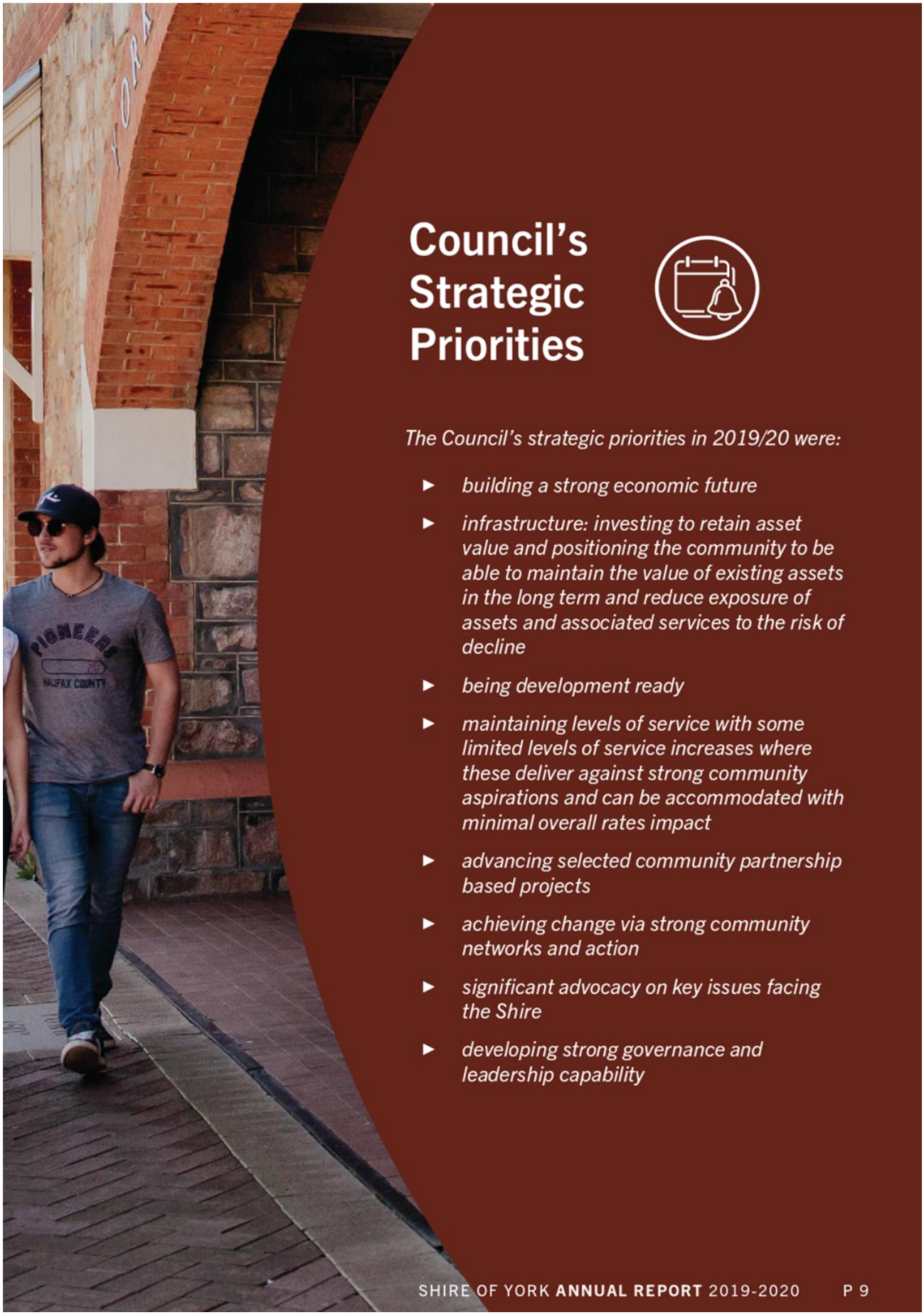
To have secured an infrastructure base which is affordable, is managed to a level of risk accepted by the community, supports a sustainable environment, increases rural and town resilience, and is responsive to community needs.

Theme 5

Strong Leadership and Governance

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





Council's Strategic Priorities

The Council's strategic priorities in 2019/20 were:

- *building a strong economic future*
- *infrastructure: investing to retain asset value and positioning the community to be able to maintain the value of existing assets in the long term and reduce exposure of assets and associated services to the risk of decline*
- *being development ready*
- *maintaining levels of service with some limited levels of service increases where these deliver against strong community aspirations and can be accommodated with minimal overall rates impact*
- *advancing selected community partnership based projects*
- *achieving change via strong community networks and action*
- *significant advocacy on key issues facing the Shire*
- *developing strong governance and leadership capability*

Governance

Elected Members

The Local Government elections were held on 19 October 2019 and the York Shire Councillors duly elected are as follows:



Cr Denese Smythe
Shire President
Expiry of Term:
October 2023



Cr Dennis Warnick
Deputy Shire President
Expiry of Term:
October 2021



Cr David Wallace
Councillor
Expiry of Term:
October 2021



Cr Ashley Garratt
Councillor
Expiry of Term:
October 2023



Cr Pamela Heaton
Councillor
Expiry of Term:
October 2023



Cr Stephen Muhleisen
Councillor
Expiry of Term:
October 2023



Cr Kevin Trent OAM; RFD;
Councillor
Expiry of Term:
October 2021

This year Council resolved in accordance with Section 4.61(2) of the Local Government Act 1995 to change the method of conducting the election from an In Person election to a Postal election using the Australia Post Priority Service.

Four Councillors were due to retire in 2019: Cr Pam Heaton, Cr Denese Smythe, Cr Heather Saint and Cr Jane Ferro. Cr Saint stood down as a Shire of York Councillor and we thank her for her significant contribution in her time as a Councillor for the Shire of York.
Councillors Heaton, Smythe and Ferro nominated for re-election.
Cr Ferro was unsuccessful in her election campaign to remain on Council.

Councillor Resignation
It is noted that Cr David Wallace resigned from Council on the 8 June 2020.

Register of Complaints about Conduct of Members
The Local Government Act 1995 s5.121 requires the complaints officer of the Local Government to maintain a register of complaints which records all complaints that result in an action under the Local Government Act s5.110 (6)(b) or (c). This register is held on the Shire of York's website. There were no breaches recorded for the 2019/20 year.

Strategic and Governance Activites

Major Strategic Review - Strategic Community Plan

A Major Strategic Review process was commenced in November 2019 and the Imagine York 2030 community consultation commenced in January 2020 and included 2 community workshops, stands at the Australia Day events and a community questionnaire.

The community vision and objectives were collated following the community engagement process to develop the Shire's Strategic Community Plan (SCP) 2020–2030 and Corporate Business Plan 2020–2024. The SCP was adopted by Council in June 2020 and will be reviewed every two years alternating between a minor and major strategic review.

Covid-19 Pandemic - Business Continuity Plan

The Coronavirus Pandemic was declared on 12 March 2020 and rapidly spread across the globe. The State Government of Western Australia declared a State of Emergency on 16 March 2020. The Shire responded quickly, developing the Business Continuity Plan to provide a framework to manage the implications and impacts of the Coronavirus (COVID-19) Health Alert issued by the World Health Organisation (WHO) and the Federal and State governments.

Covid-19 Recovery Strategy

The Shire of York's COVID-19 Recovery Strategy outlines Council's overall approach to responding and recovering from the COVID-19 pandemic. The strategy details how the Shire will facilitate the recovery of its community following the COVID-19 pandemic.



Shire of York

Community Engagement & Consultation Register

This Register will form part of the Shire of York Annual Report

Name of Engagement	Name of Engagement	Name of Engagement
Major Strategic Review	**Shire Rebranding**	**Flora and Fauna EPA Level 1 Survey of Wongborel- Mt. Brown by External Consultants**
Date	**Date**	**Date**
Commenced in January 2020	Commenced May 2020, but not complete in 2019/2020 year. To be reported on in 2020/21 year.	13 -30 September 2019
Engagement	**Engagement**	**Engagement**
Workshop held with Councillors. Stands manned at Australia Day celebration locations. Two community workshops held. Advertised in the local newspaper, Facebook, and the Shire website with hard copies available for viewing at the administration front counter and noticeboards.	Advertised in the local newspaper, Facebook, and the Shire website with hard copies available for viewing at the administration front counter and noticeboards.	An outline of the project was made available on the Shire website and Facebook page to inform the community of the project and indicate timing for the survey. Local residents of the Shire of York and identified stakeholders were invited to submit information to: • Assist the consultant to identify flora or fauna • Raise any concerns about rare flora or fauna 7 internal and 15 external stakeholders [environmental groups/ individuals] were directly emailed informing them of the options for submitting information and meeting with the consultant. • Anyone that could not make the allocated days and times for fieldwork was offered a telephone discussion with the consultant.
Analysis/Comment/ Lessons Learnt	**Analysis/Comment/ Lessons Learnt**	**Analysis/Comment/ Lessons Learnt**
Strong representation from environmental groups at workshops but only limited participation by other community sectors.	Low levels of participation were recorded for the initial engagement. Further consultation was conducted in 20/21 and full results will be discussed in that annual report.	Three representatives of environmental groups met with and/or accompanied the consultant on a fieldwork day, one of whom supplied three photographs of wildflowers. One local resident supplied a location of orchids seen earlier in the year. All information was passed to consultant.



Name of Engagement	Name of Engagement	Name of Engagement
Dieback Survey of Wongborel-Mt Brown by External Consultants	**Avon Park Redevelopment and Skate Park**	**York Bypass Draft Final Route Assement**
Date	**Date**	**Date**
23 October to 4 November 2019	7th June - July 2019 to 13th August 2020	Commence May 2020, but not complete in 2019/2020 year. To be reported on in 2020/21 year.
Engagement	**Engagement**	**Engagement**
An outline of the project was made available on the Shire website and Facebook page to inform the community of the project and indicate timing for the survey. Local residents of the Shire of York and identified stakeholders were invited to submit information to: • Raise any concerns about Phythoptera Dieback on Mt Brown/Wongborel 7 internal and 15 external stakeholders [environmental groups/ individuals] were directly emailed informing them of the options for submitting information and meeting with the consultant. • Anyone that could not make the allocated days and times for fieldwork was offered a telephone discussion with the consultant	Based on the initial concept plan that Council approved following extensive community consultation, Council secured $366,000 Lotterywest funding and $350,000 Federal Government funding towards the key elements of the concept that community identified as most desirable. Feedback was sought for the specific elements to be included in the Nature Playground and Skate Park.The proposed design for the overall Avon Park Redevelopment was posted on the Shire website, Facebook page and at the Shire Office for public review. Onsite community consulation was undertaken by Emerge Associates on behalf of the Shire on two occasions. They also meet with the Access and Inclusion Committee, Early Years Play Group, Shire Councilors.	Advertising was commenced for comment via Facebook, the Shire website and the community noticeboard in the Shire office.
Analysis/Comment/ Lessons Learnt	**Analysis/Comment/ Lessons Learnt**	**Analysis/Comment/ Lessons Learnt**
No response to invitation to accompany consultant on fieldwork. This was unsurprising as it is a specialised scientific process and not an exciting subject for the lay person. 3 responses to Facebook post. One email comment from a well-respected local environmentalist. All information was passed to consultant.	Shire Facebook feedback, 41 likes, 4 loves 0 dislikes. York Community Concerns Facebook, 10 likes, 1 love. Robust feedback that was taken on board by the Consultant and incorporated in the final design. An in depth Consultation report was presented to the Council meeting 23 September along with the final designs for Council adoption.	Further consultation was conducted in 2020/21 and an analysis will be included as part of that Annual Report.

Policies and Delegations Review

A role of Council is to determine Local Government policies. The development and management of Council policy is an ongoing process. It is important that Council policies are kept up to date and are reviewed on a regular basis under the direction of the Chief Executive Officer. If any changes or amendments are required these are brought to Council for endorsement.

New policies introduced this year include:

- F1.9 Panels of Pre-Qualified Suppliers
- F1.10 Financial Hardship–Rates and Charges
- G1.15 Attendance at Events Policy: Elected Members and CEO's

Amended Policies this year include:

- C1.4 Sponsorship and Tourism
- F1.5 Authority to Make Payments from Trust and Municipal Funds
- G1.1 Code of Conduct: Councillors, Committee Members and Employees
- G1.2 Councillors: Training and Continuing Professional Development

Register of Delegated Authority

Sections 5.18 and 5.46(2) of the Local Government Act 1995 require that a Local Government keeps a register of delegations of authority made under the Act and that these are reviewed at least once every financial year. The Shire of York's Register of Delegated Authority was reviewed and adopted in November 2019.

Shire Property Management

Old St Patrick's Convent School and Old Tennis Court Site

The advertising of these properties continues with Ray White Commercial, with an extension being granted by Council to the 30 June 2020.

Leases

The following leases were finalised during this period:

York Men's Shed–Deed of Variation and partial Surrender of Land registered with Landgate

Human Resources

Senior Staff

During the year, the following senior staff were employed by the Shire of York.

Chief Executive Officer	Mr Chris Linnell 17/02/2020

Employee Remuneration 2019/20

In the 2019/20 financial year the Shire of York had three (3) positions where employees were entitled to an annual cash salary of $100,000 or more in the following bands:

Bands	Employees
$100,000 to $109,999	
$110,000 to $119,999	
$120,000 to $129,999	
$130,000 to $139,999	
$140,000 to $149,999	2
$150,000 to $159,999	
$160,000 to $169,999	
$170,000 to $179,999	1
$180,000 to $189,999	

As part of the annual performance review process, officers and their supervisors identify areas where additional training is required or sought. In addition, cross-organisational training is provided to increase the capacity of the organisation. During 2019/20 this included:

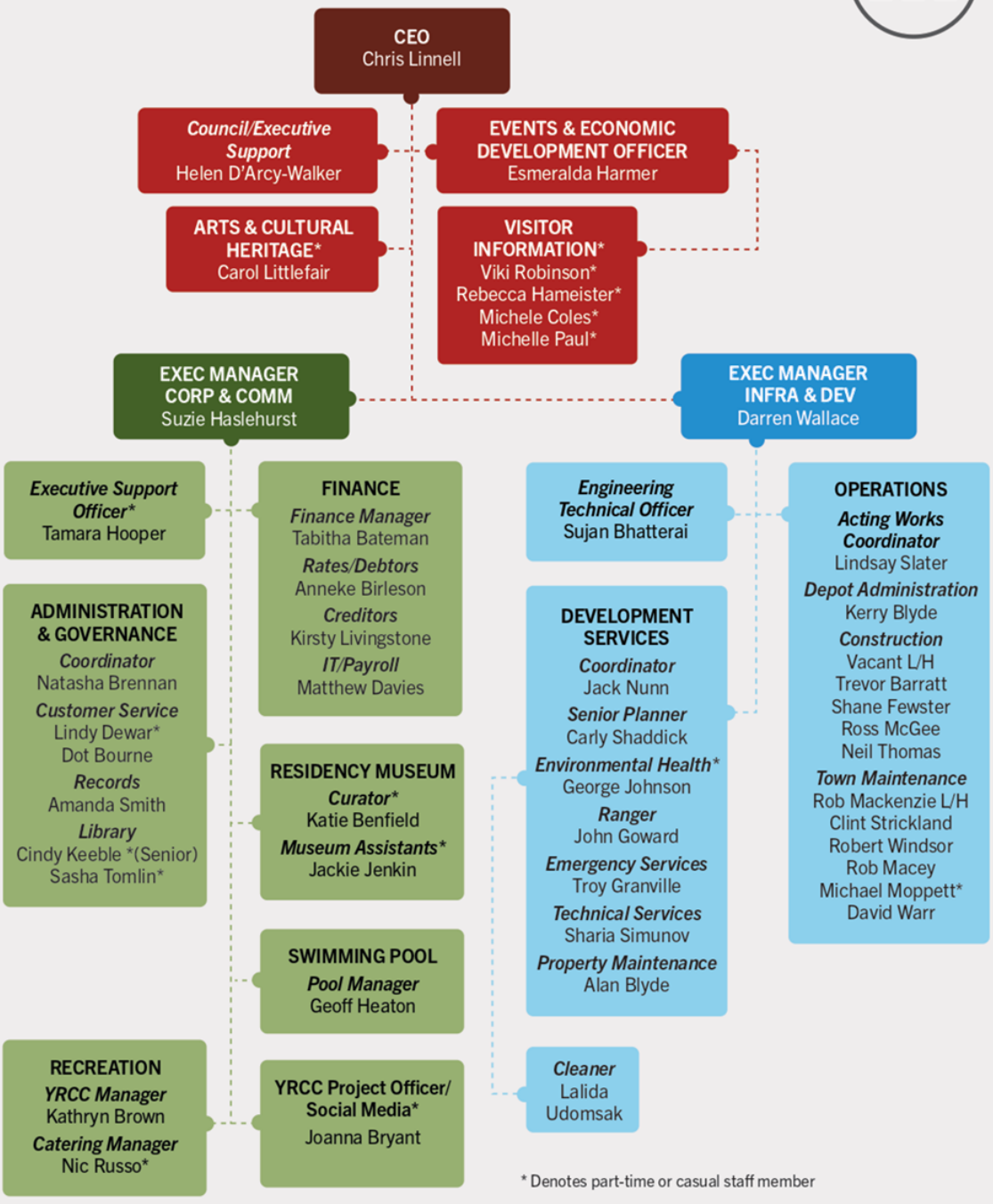
- Records awareness training
- Report Writing
- Risk Management
- Project Management Fundamentals
- LGIS Safe Work Methods
- LGIS Take 5 Training
- LGIS Isolation and Tag-Out Training
- Procurement Training
- COVID Training

In addition, the Shire is committed to the health and well-being of its staff and during the year provided

- Flu Vaccinations
- Skin Cancer Screening
- Health Assessments
- Employee Counselling

Organisational Chart 2019/20





The following staff left the employ of the Shire during the 19/20 year:
Mr Paul Martin–Chief Executive Officer
Ms Suzie Haslehurst–Executive Manager Corporate & Community Services
Mr Jethro Sleer–Works Coordinator

The Shire employs a number of casual and seasonal staff on an on-going basis. In addition, over 40 people volunteer their services to the York Visitor Centre, York Residency Museum and the York Public Library and the Shire is grateful for their on-going contribution.

Events & Economic Development

Whilst festivals and events have been significant to the town's economic growth throughout the first quarter of the 2019/20 year, the global pandemic declared in March 2020 required a renewed approach to economic development for the remainder of the financial year.

The adoption of the Trails Master Plan in 2019 and support provided to cycle friendly events positioned the town well in its COVID-19 recovery phase to continue to attract visitors and cyclists at a domestic level.

Leveraging this support alongside the newly developed Avon Park precinct saw visitor numbers bolstered following the lifting of COVID restrictions from May–30 June 2020, a traditionally quieter visitor period for York.

Over $130,000 was provided throughout the 2019/20 financial year to the following festivals and events, in addition to in kind support of $20,000:

EVENT	ATTENDANCE
York Motor Show	3,000
Triumph Ride	500
York Show	5,000
York Festival	28,000
York Rodeo	3,000
Art & Craft Awards	2,500
Garage Sale Trail	400
German Car Day	200
York Christmas Festival	500
Australia Day Events	800
Outdoor Summer Movie Series	1,200
Mountain Bike events over two weekends	1,500



2020 Events cancelled due to COVID-19 gathering restrictions:

- York Motorcycle Festival
- Easter Antique Fayre
- YORKids



The Community Funding and Sponsorship of Tourism Events programs enables the Shire to support large-scale events designed to appeal to a wider market of visitors, community-based groups and other locally relevant activities.



Two rounds are offered annually, in October and April, with the following events and organisations receiving a total of $46,416 in the 2019/20 financial year.

ORGANISATION	FUNDING AMOUNT
York Veteran Car Club	$6,000
York True Country Scooters	$500
Talbot Brook Community Group	$948
York Christmas Festival	$12,000
York Friendship Club	$5,000
Triumph Riders Group	$1,500
York Boot Scooters	$1,500
Wheatbelt Endurance Ride	$1,000
York District High School	$2,000
York Rose Patchwork & Quilters	$750
York Men's Shed	$2,000
York RSL	$400
York Family Playgroup	$3,000
York Swimming Club	$2,500
York Community Resource Centre	$2,790
York Garden Club	$500
York Netball Club	$2,028
Gooder Judder Aboriginal Corporation	$2,000

Council also provided recurring funding through multiyear agreements with the following organisations:

NAME	PURPOSE	ANNUAL FUNDING
York Society	Art & Craft Awards	$6,500
Avon Valley Motor Museum	Assist York Motor Musuem Operations	$18,000
York Arts & Events	York Festival	$22,500
Premiere Events	York Motorcycle Festival	$23,000

Tourism

In 2020 and the onset of COVID-19; when entire countries were shutting down and large-scale social distancing was rampant, tourism and the ways in which we operate and connect with one another and the world around us changed indefinitely.

When regional restrictions lifted in WA, York was well positioned as a cost affordable inter-regional destination for adventure, families and recreation experiences.

Many travel-lovers sought closer to home wallet–friendly experiences. Deliberate digital marketing campaigns promoting York's natural and outdoor experiences such as walk & cycle trails, self drive and COVID-19 'safe' experiences, saw visitor numbers increase in June 2020 versus June 2019.

These early indicators evidence more peoples willingness to tour closer to their home base, support local economies and explore regional and rural areas.

Key Tourism Highlights

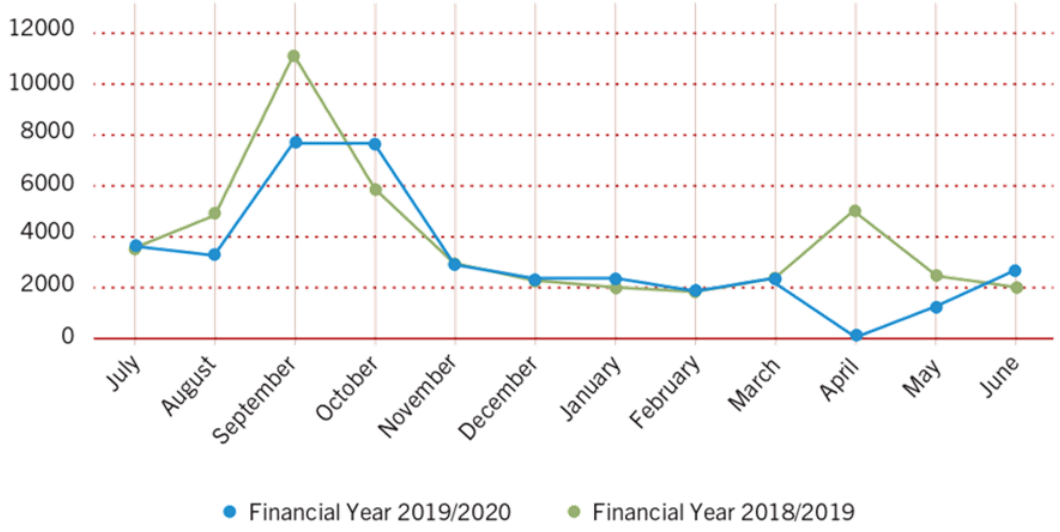
- Development of an online platform marketing the Avon Valley Region in conjunction with other local shires
- Development of a suite of regional self - drive digital brochures.
- Launch of Visitor Centre Play Trail application designed by and for families

Visitor Centre Key Highlights

- New volunteer and mentoring program
- Visitor Centre personnel redeployed during COVID-19 restrictions & shutdown to manage YOR**KIND** Social Isolation Support Centre. YOR**KIND** was created to support isolated and vulnerable community during COVID-19 restrictions and regional border closures with services such as kind calling residents, mobile library drop offs/pickups, emergency meal services, referrals to professional support services and connecting volunteers with vulnerable residents to assist with daily tasks
- Launch of Town Hall and Walking tour experiences



York Visitor Centre - Visitor Count - Financial Year 2019-2020



Visitor Number Overview

- Total visitor count decreased by 18% (8282 visitor) in 2019/2020 financial year versus previous.
- COVID-19 restrictions triggered the cancellation of the York Motorcycle Festival, Easter Antique Fair, ANZAC day commemorations and April school holiday activities with April being a traditional high visitor season for York
- Due to the COVID-19 restrictions the Visitor Centre closed to the public for 54 days from 25 March–17 May 2020.

MONTH	2019/2020 FY	2018/2019 FY
Jul	3615	3508
Aug	3223	4787
Sep	7734	11,116
Oct	7609	5823
Nov	2841	2841
Dec	2266	2195
Jan	2272	1999
Feb	1840	1745
Mar	2260	2321
Apr	0	4950
May	1148	2410
Jun	2573	1968
Total	**37,381**	**45,663**

Community Services

The Shire through its partnerships with the York Community Resource Centre, River Conservation Society and York Society has supported youth initiatives, community clean up days and programs including NAIDOC day, Welcome to York and an outdoor movie.

The following Committees of Council included community members being appointed to the Committee:

- Access and Inclusion Committee
- Honours Reference Group

The committees, in turn, consulted with the community on relevant matters including access and inclusion priorities and nominations for the Australia Day citizen awards.

YOR**KIND**

In response to the State of Emergency issued during COVID-19, the Shire set up a Social Isolation Support Centre to provide assistance to members of the community facing challenges and increasing social isolation due to COVID-19.

The YOR**KIND** initiative provided a coordinated approach linking services to the community as well as linking volunteers to people in need. 45 community members put their hands up to assist and helped with picking up shopping and prescriptions, dropping off library books and chopping wood.

In addition, Shire staff manning the Social Isolation Support centre made 3 rounds of phone calls to over 600 residents identified as vulnerable to check in and see if assistance could be offered.



Australia Day Awards

Australia Day Award winners were announced at the community breakfast and presentation ceremony at the York Recreation and Convention Centre. Celebrations continued at York Memorial Swimming Pool with free entry from 10.00am including lawn games, activities and a free BBQ.

Congratulations to the following winners of the 2020 Australia Day Awards:

Junior Sports Star Award: **Cody Peipi**

Senior Sports Star Award: **Justin Smith**

Active Citizenship Award (for a Community Group or Event): **York Seniors Mobility Group**

Community Citizen of the Year–Youth (under 25): **Miss Charlie Gaskell**

Community Citizen of the Year–Senior (65 years or over): **Elizabeth Parker**

Community Citizen of the Year : **Julian Kreig**



Left to Right

Active Citizenship Award (for a Community Group or Event): **Margaret Collins** – York Seniors Mobility Group

Community Citizen of the Year–Senior (65 years or over): **Elizabeth Parker**

Community Citizen of the Year: **Julian Krieg**

Community Citizen of the Year–Youth (under 25): **Miss Charlie Gaskell**

Junior Sports Star Award: **Cody Peipi**

Senior Sports Star Award–was not in attendance

Community Development

Age Friendly Community Plan

The Shire's Age Friendly Community Plan aims to optimise opportunities for health, participation and security in order to enhance the quality of life as people age. The Shire planned to host the 'Living Well in the Avon Region: York Senior Residents Forum & Expo' in May 2020 however this had to be cancelled due to COVID-19.

Disability Access and inclusion Plan

Local governments are required to prepare a Disability Access and Inclusion Plan (most commonly known as a DAIP) to plan and implement improvements across seven outcome areas; services and events, buildings and facilities, information, quality of service, complaints, consultation processes and employment.

Activities undertaken during 2019/20 to address the Shire's DAIP include the following:

- Winning support to co-deliver the Socially Inclusive Communities WA (SICWA) 2019/20 Initiative within the York community.
- Partnering with APM Communities, a disability employment service provider to provide a free community information session for people with disability, as well as their families and carers to learn more about the NDIS (National Disability Insurance Scheme).
- Progressing actions on the Access and Inclusion audit of Shire assets including: improved access to the Administration Centre, up to standard signage for York Recreation and Community Centre, improved access to the Residency Museum plus fully accessible toilet added and accessible parking bay created, signage and hearing loop provided in the Admin building and Visitor Centre, toilet improvements to the Swimming Pool and various improved foot paths throughout the York CBD.
- Consulting with the Access & Inclusion Advisory Committee on the development of Avon Park to ensure that the park is developed to be accessible and enjoyable for all. The park opened in June 2020 and has wide accessible paths and play elements that cater for all abilities including a flying fox with secure bucket seat, sound and tough equipment and swings suitable for all.
- Implementing a paid work trial with a client of APM Employment to create a work environment and trial the suitability of a jobseeker in the employer's business.





Library Services

The York Library has had a year of change and innovation with a strengthening focus on community. The year started with the York Library having a face lift with new carpets installed and a change of layout to allow more room in the children's section. The new layout provides the children's area with a designated space, incorporating a reading area and housing an increased number of new childrens books, DVD's and audio books.

Our Storytime Facilitator has continued to promote awareness into the community about the importance of early literacy development. The Storytime program went digital during the COVID-19 shutdown providing weekly engagement opportunites with an educational based focus for those that were self-isolating and home-schooling children.

COVID-19 created a need for the library to become innovative in the way that it operated and provided services to the local community as facilities went into lockdown. The library mobilised its services to cater to its isolated community through provision of a phone and collect or home delivery service. This provided much needed resources to some of our more vulnerable population during their period of isolation. The library was able to supply vital resources to families as they were homeschooling children.

The library also provided a phone support service to community members recognised as isolated or with limited assistance or help. Part of being in a small community provides us with the ability to interact and engage with our community on a more personal level.

Key Highlights

- Provided relief and mobile services during inter-regional COVID-19 restrictions
- Storytime went digital to help families stay connected
- Increased demand from other libraries for items held at the York Library due to collection management

2019/20 Library Statistics

		2019/20	2018/19
Items Issued	Adult Non-Fiction	2211	2383
	Adult Fiction	14345	15051
	Junior Library	4475	5730
	TOTAL	**21031**	**23,164**
Membership	Adults	694	718
	Family	420	445
	Junior	48	51
	TOTAL	**1,162**	**1,214**
General Statistics	Hours the library was open	1744*	1952
	Books issued per hour	12.09*	11.86
	Items requested by other libraries	275	235
	Items requested from other libraries	415	433
Local Stock On Hand	Adult Non-Fiction	3669	3569
	Adult Fiction	3995	3749
	Junior	2460	2439
	TOTAL	**10,124**	**9,757**
State Library Stock	Adult Non-Fiction	969	871
	Adult Fiction	3654	3222
	Junior	1359	1220
	TOTAL	**5,982**	**5,313**

*Numbers impacted by reduced opening hours during Covid 19.

Residency Museum

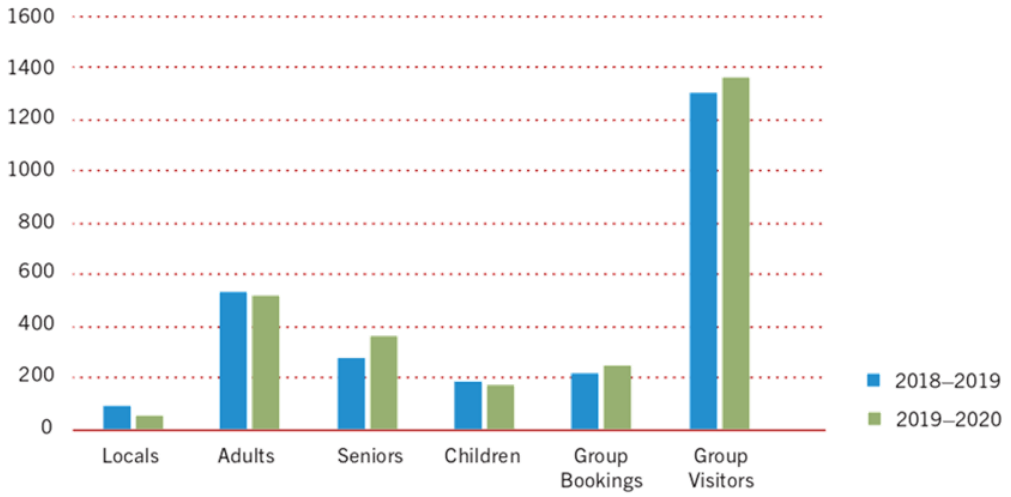
Donations/Acquisitions

In total, 99 photos, 402 objects, plus 186 extremely significant glass plate negatives/transparencies by local 19th Century photographer Obeithio Sargent were accepted into the collection during 2019-2020 compared to 269 digital photos and 69 objects in 2018/19.

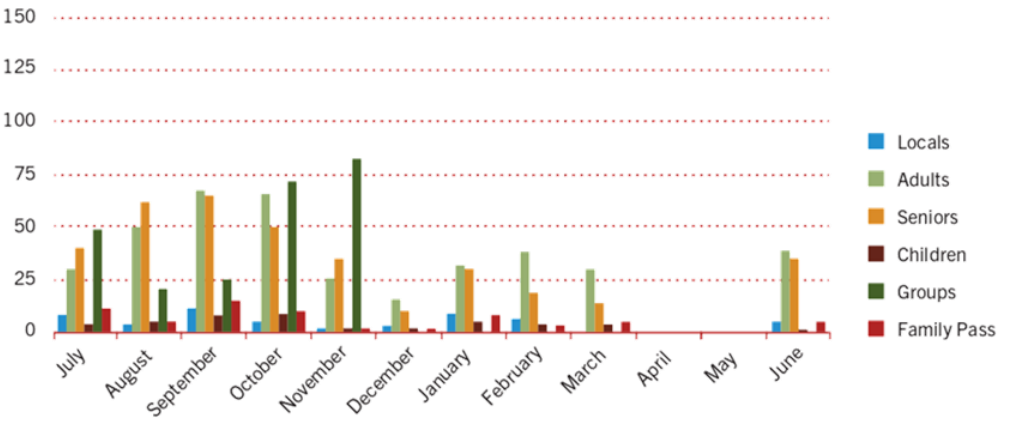
Visitor figures

The 2019/20 financial year saw 1367 visitors to The Residency Museum, an increase of 4.5% compared to the 18/19 financial year. This was despite closure from late March and including all of April and May, due to COVID-19. Higher than average visitor numbers were recorded in August, September and October 2019, possibly attributable to the popularity of exhibition 'Broad Arrows, Buttons and Bones–York's Convicts' and to a general increase in tourism to York during those months which include the York Festival in September.

Visitor Data–Comparision FY 2018-2019 to FY 2019–2020



Visitor Figures 2019–2020



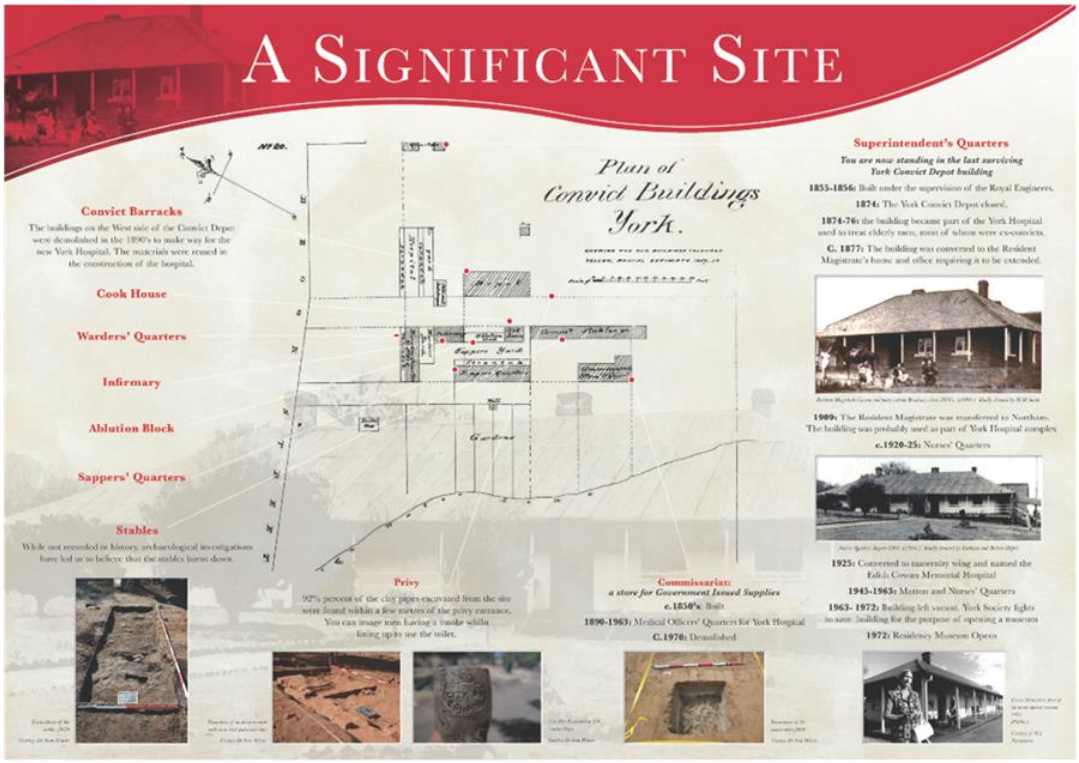
Staff and Volunteers

Curator Katie Benfield-Constable took maternity leave in February 2020 and Acting Curator Mona Numann, previously of Claremont Museum, held the post until mid-October 2020. From late March, COVID-19 meant the Museum had to close due to the Government instruction to close all museums and galleries to the public. Mona was kept busy behind the scenes preparing a new exhibition about the Avon River and answering public enquiries by email. Easing of restrictions in June allowed re-opening but without the many hands-on children's activities for which the museum is renowned.

The Residency Museum relies on its dedicated volunteers to provide customer service and care for the collections. One new volunteer joined us this year to assist with the work of caring for the collections, updating documentation, looking after the gardens and grounds and assisting in ways too numerous to mention. Due to the COVID-19 situation volunteers, many of whom are seniors, could not provide the usual assistance given to the Curator during the closure, but by year end in June the Museum routine was returning to a 'new normal'.

Exhibitions

The fascinating exhibition 'Broad Arrows, Buttons and Bones- York's Convicts' ran throughout this period highlighting the importance of this site, one of a handful of Convict Depots throughout the State. The Museum was the Depot Superintendent's quarters and is the last remaining part of the York Convict Depot still in existence.



Arts & Cultural Heritage

The Arts & Cultural Heritage Officer undertook the following during 2019/20:

- Trails Masterplan–Environmental surveys
- Aboriginal cultural heritage matters
- Earthquake Building Mitigation project

Highlights

- TrailsWA: Shire of York strong presence on website
- Greenhills Heritage Trail completion
- $110k grant from Department of Planning, Landscaping, Lands and Heritage (DPLH) for remedial conservation works to Residency Museum

Projects

Trails Masterplan – Environmental surveys

The Trails Masterplan adopted in July 2019 was progressed by:

The commissioning of Environmental Protection Authority (EPA) Level 1 survey of Wongborel/ Mt Brown. This was undertaken by external consultants DelBotanics and involved community consultation. A Dieback [Phythoptera] plant health survey was also undertaken by external consultants TerraTree. Both reports are available at *www.york.wa.gov.au/community/park-gardens/trails.aspx*

Waymarking of the west side of the Avon River Trail was completed.

A grant application was submitted for upgrades to the Off Road Trail Bike Park, results are still pending.



Aboriginal Cultural Heritage Matters

A Noongar Standard Heritage Agreement was entered into with the South West Aboriginal Land and Sea Council in early 2020. The Agreement area covers the open spaces Wongborel/Mt Brown,Walwalying/Mt Bakewell and along the Avon River identified in the Trails Master Plan as suitable for future trails development. This agreement will ensure a Noongar Cultural Survey will be undertaken to SWALSC standards in order to identify and record culturally sensitive sites.



Earthquake Building Mitigation project

The Shire of York as a project partner with GeoScience Australia, the University of Adelaide and the Department of Planning Lands and Heritage is taking this research forward through a grant of $110k from DPLH match–funded by the Shire of York to undertake remedial works to strengthen York Residency Museum against earthquakes and other natural hazards.

This is a pilot project for the broader application of remedial building techniques recommended by the researchers. Work is anticipated to start in January 2021

- Eleven trails have been added to the TrailsWA website, greatly increasing the profile of trails in the Shire of York. These can be found at http://trailswa.com.au/ search by keyword York to find heritage walks, cycle rides, self drive tours and a trail bike track
- Greenhills Heritage Trail was completed during FY 19–20 but opened to the public in September 2020 due to delays because of COVID-19. The trail has been well received and evaluation is in progress.



York Recreation and Convention Centre

Statistics–Average number of covers per night

	Fridays	Sundays
Adults	50.08	19.58
Kids	14.93	5.6
Sides	7.72	2.69
Desserts	4.9	1.24

Trading days	268	
Functions	59	

Transition to Community Management of the YRCC

The project to transition management of the YRCC restaurant and bar from the Shire to a community group continued during 2019/20. In June 2019, an Interim Committee was formed in order to establish an Incorporated Association and as a result the York Community Social Centre (YCSC) became incorporated in August 2019.

The Shire liaised with the YCSC and the terms of a lease were ageed but not signed while negotiations continued regarding the funding agreement. In February 2020, the YCSC requested that current arrangements with respect to the Lease Agreement, Funding Arrangements and the Transfer of the License of the YRCC be placed on hold subject to continued and ongoing investigation to alternative models of management. With the onset of COVID-19 no further progress was made to the end of the 2020 financial year.

Development Services

Town Planning

The Town Planner responds to many enquiries ranging from rezoning and subdivision, restoration and development of heritage properties, to the keeping of sea containers, varying the provisions of the Residential Design Codes and conducting home businesses.

It is the aim of the planning section to provide an efficient and effective service to landowners, residents, developers and the community.

Local Planning Strategy and Local Planning Scheme Review

The Shire of York prepared a new Local Planning Strategy and Local Planning Scheme which was adopted by Council at its Ordinary Meeting held on the 16 December 2019. The documents are currently with the Department of Planning, Lands and Heritage awaiting final approval before they have effect.

These planning documents provide the long term vision, goals and objectives to guide and control future land use and development in the Shire. The local planning strategy and scheme will consider land use, housing types, density, and identify locations for community and physical infrastructure to support the responsible growth of the Shire.

The Shire's current planning scheme was first gazetted in 1996. Being over 20 years old, it required significant review to reflect changes in the planning system put in place by the state government.

The local planning strategy and scheme support Council's Strategic Community Plan. They will help Council and the community implement key community aspirations of the Strategic Community Plan through the planning and development framework. Extensive community engagement and consultation occurred to adequately capture the community's aspirations for future land use in the Shire of York.

Local Heritage Survey, Heritage List and Heritage Areas

The Shire adopted a revised Local Heritage Survey, Heritage List and Heritage Areas and Local Planning Policy Heritage Conservation & Development at its Ordinary Meeting held on the 25 November 2019. These documents provide a comprehensive list of places with cultural heritage significance within the Shire, and provides for statutory development controls to protect heritage values for certain places.

The Shire is currently in the process of uploading the revised Local Heritage Survey to the 'Inherit' database, which is a mapping portal managed by the Department of Planning, Lands and Heritage (DPLH) to show heritage places within Western Australia.

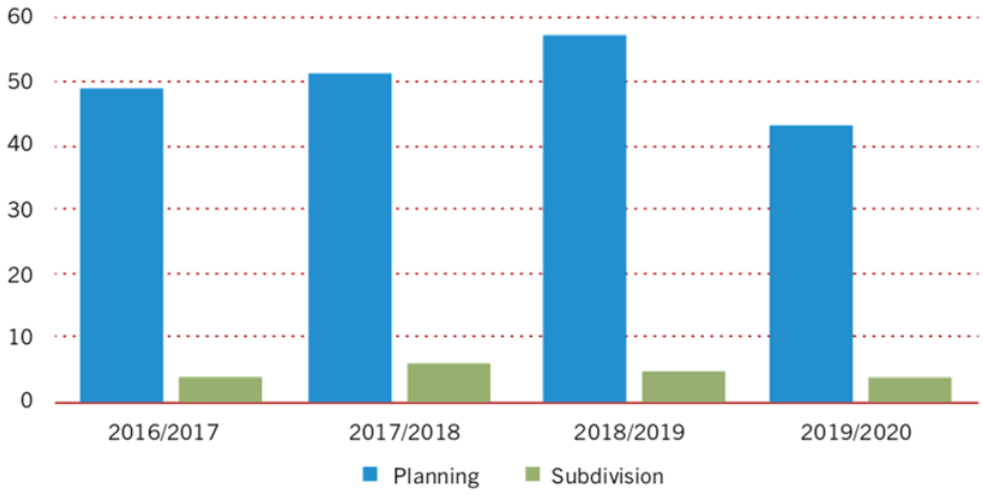
Planning Applications

In the 2019/2020 financial year, 43 planning applications were received, 14 less than in the previous period.

The number of subdivision applications received by the Western Australian Planning Commission (WAPC) for the Shire of York decreased and in this period 4 subdivision referrals were received by Council, compared to 5 in the previous period.

The following graph depicts the number of planning and subdivision applications for the York local government area:

Planning & Subdivision



Health

Council's Environmental Health Officer is responsible for monitoring various aspects of public health within the Shire including;

- inspection of food premises, public buildings, lodging houses, caravan parks.
- mosquito monitoring.
- public swimming pools inspection and monitoring.
- septic/ATU installations.
- offensive trade monitoring.
- trading in public places approvals, stallholder permits.
- approval of public events.

Council continued to monitor the structural and operational aspects of all premises during 2019/20 to ensure compliance with the requirements of relevant legislation.

Effluent Disposal Systems

Ten effluent disposal systems were approved for installation in 2019/2020. The progressive installation of reticulated sewer within the town site is required to overcome system failures and to facilitate the development of unit development and smaller residential blocks.

Registered and Licensed Premises

The following premises were operating in the Shire of York during 2019/2020.



Additionally, there are eight Bed and Breakfast businesses that were not required to be registered under the Health Act 1911.

Food Safety

The Shire of York offered a free Online Food Safety Training course to assist food businesses to meet their food safety training requirements under the Food Act 2008. This training was developed by Environmental Health Australia and is being used extensively throughout Australia.

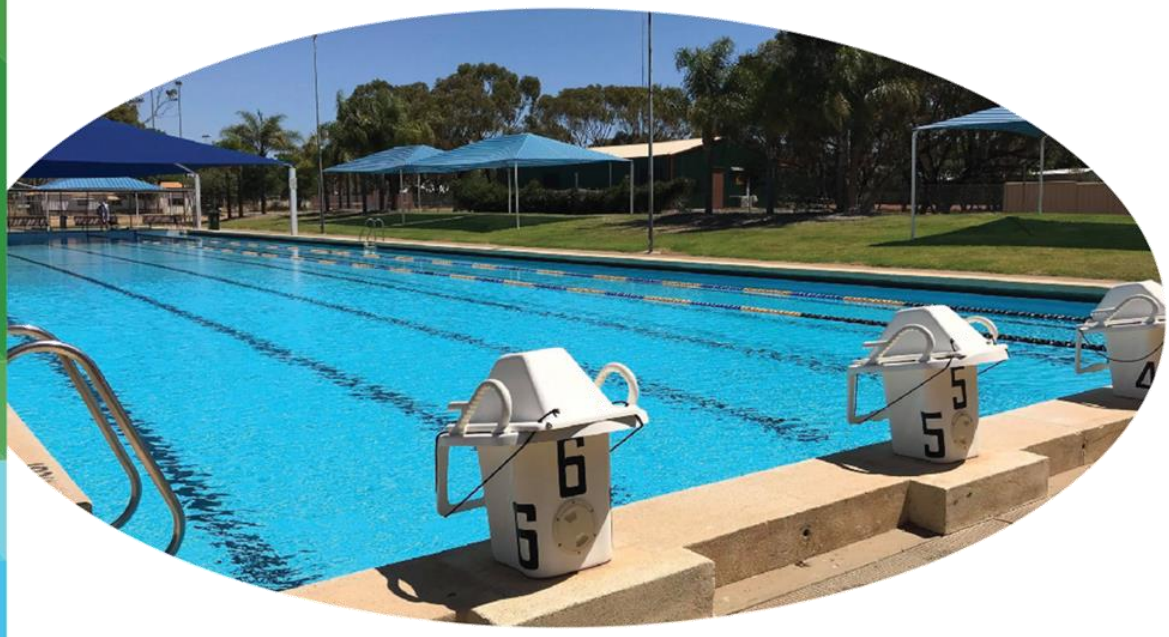
Swimming Pools

York War Memorial Public Swimming Pool

The York War Memorial Public Swimming Pool had its initial start-up water sample taken in October 2019, and water sampled monthly over the swimming pool season until March 2020 when the pool closed due to COVID-19. All samples of the swimming pool water met the required microbiological and bacteria standards as required by the Public Health Department.

General entries increased significantly during the 2019/2020 season from 16,914 from the previous season to 18,374, an increase of 1,460 entries which can be contributed to:

1. Although a cooler start and an early finish to the pool season due to COVID-19 we had a particularly hotter pool season than the past few years which attracted additional swimmers and families, with December and January being the busiest months.
2. Extended Swimming Pool Hours during School Holidays, the pool was open to the public from 10am – 6pm, 7 days a week an additional 4 hours per day.
3. No loss in open days to the public due to poor weather conditions.
4. Managing the entry point where each customer was accounted for on entry.
5. Continuation of pool activities and programs



Private Swimming Pools

The Shire of York is required to inspect all private swimming pools within its district at least once in every four-year period. No inspections were due in the year 2019-20.

Waste Collection & Disposal

MUSTER Programs

The Council again participated in the "drum MUSTER" program. This nationwide program provides for the collection and disposal of used farm chemical containers. A total of 1739 drums were collected under the program in 2019/2020, 1463 less than the amount collected the previous year due to the second collection date being cancelled due to COVID-19.

Council continued with its participation in the Mobile Muster program. This program was initiated to ensure that mobile phones and their accessories are recycled. Approximately 11kg of disused mobile phones were collected in 2019/20.

Waste Statistics

A total of 1268.43 tonnes of waste was transported to the Shire of Northam landfill site for the 2019/20 financial year. This is 35.54 tonnes less waste than the 2018/19 financial year. A total of 360.85 tonnes of recyclable material was received in 2019/20 which is 14.22 tonnes more material than 2018/19.

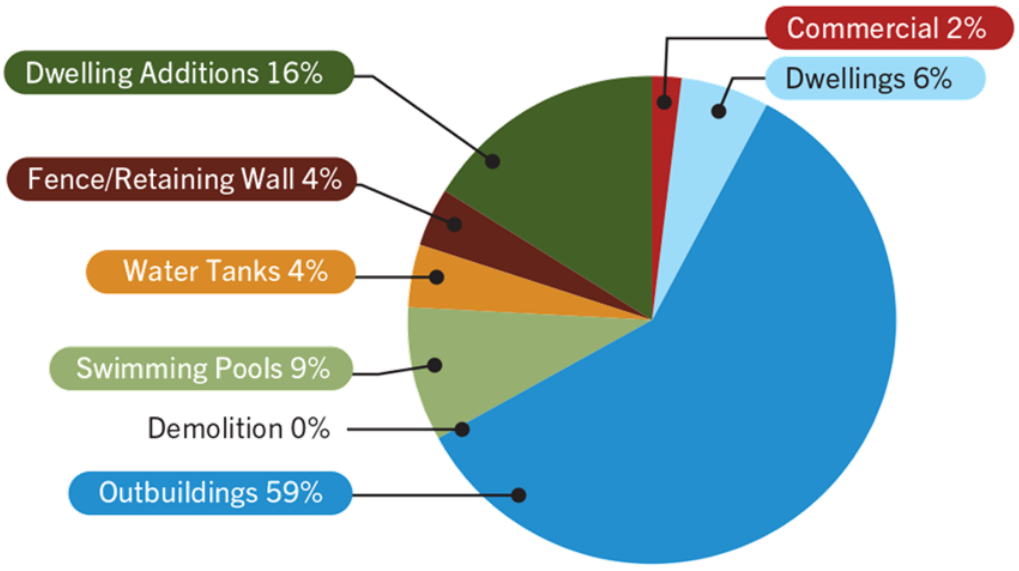
Building

Shire Officers audit building works to ensure compliance with the approved plans and to ensure that all work is carried out to the necessary standard.

Statistics

In 2019/20 the Shire processed 97 building applications. These applications were split into the following categories:

Building Approvals 20019/2020



The percentage split is similar to previous years with a slight increase in outbuilding applications.

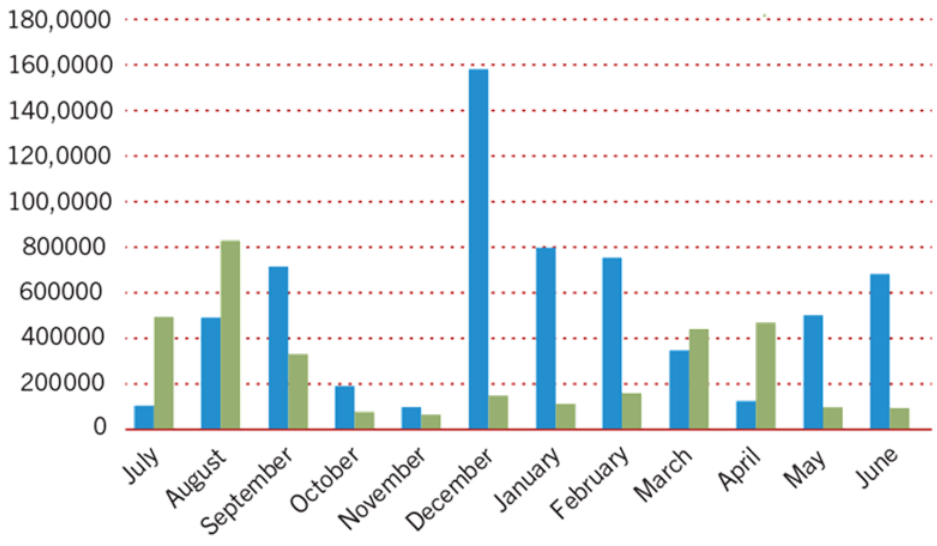
Comparison table for previous years are as follows:

	2019/20	2018/19	2017/18	2016/17	2015/16
Dwellings	6	17	14	18	20
Additions	15	11	8	5	7
Outbuildings	57	72	51	63	51
S/Pools	9	3	2	4	5
Commercial	2	7	10	4	3
Demolition	0	1	2	2	1
Water Tank	4	4	3	3	9
Fence	4	3	2	4	1
Earthworks	0	0	0	0	1
Total	**97**	**118**	**94**	**103**	**98**

The number of Building Permits issued in 2019/20 is slightly lower than previous years.

The approximate value of building works in the Shire was $3.25 million in 2019/20, a decrease of 49%, from $6.35 million in 2018/19 and a decrease of 45% in value from $5.88 million in 2017/18.

Construction Value



Ranger and Emergency Services

The York Shire Ranger conducts regular patrols related to responsible dog ownership, stock control, animal welfare, litter/illegal dumping control, illegal camping, illegal off-road usage, snake removal and fire control throughout the town site and rural areas.

A Community Emergency Services Manager (CESM) in partnership with the Shire of Beverley, and funded by the Department of Fire and Emergency Services is responsible for the Shire's legislative requirements in regards to bushfire and emergency preparedness, prevention, response and recovery activities. The CESM is responsible for coordinating the Local Emergency Management Committee and managing the Shire of York's four Bush Fire Brigades which are funded by an Emergency Services Levy (ESL) funding scheme.

Bush Fire Management

An advertising campaign is launched each year promoting the fire break and hazard reduction requirements and compliance dates. Zero tolerance in non-compliant fire breaks has resulted in far greater compliance.

Owner/occupiers of occupied properties within the town site which are landscaped to the extent that they do not present a fire hazard are allowed to apply for exemptions. In 2019/20, 66 exemptions were issued.

Animal Control

A reduced number of infringement notices relating to dog attacks were issued compared to last year and no dogs have been declared dangerous this year. Shire records indicate that 32 new cats and 94 new dogs have been registered this year.

Parking

Illegal parking continues to be closely monitored by the Ranger with particular attention to the disabled parking bays on Avon Terrace, vehicles parked within 6 meters of intersections, on footpaths or facing oncoming traffic.

Infrastructure Services

There were 16 Operational Staff based at the Depot during 2019-20, split into two main crews; Town Parks and Gardens, and Construction.

Town & Parks and Gardens

The Town & Parks and Gardens Crew has a substantial scope of works including, traffic control duties, drain clearing, cleaning and tree pruning in town and rural, street sweeping, graffiti removal, weed spraying in town and rural, kerbside pickup, drum MUSTER, maintaining parks, reserves and public open spaces through to installing Christmas decorations around town.

Some of the accomplishments achieved this year by our Town and Parks crew are as follows.

Highlights

- Replica of old telephone box on Avon Terrace
- BBQ's at Gwambygine Park updated with new burners and solar panels.
- Keeping our town neat and tidy
- Hockey Field and Forrest Oval Renovations
- Demolishment of Avon Park in preparation for redevelopment
- Hazard reduction tree pruning
- Kerbside Pickup
- Installation of turf and retic at the new RV Park.
- drum MUSTER collection
- Pressure cleaning footpaths in the CBD
- Brick paving Joaquina Street and Pavilion Entrance
- Christmas decoration installation and pack-up



Tree pruning



Candice Bateman Dog Exercise Area.



Tree pruning



Memorial Garden

Replica of old Telephone Box on Avon Terrace

Telstra approached the Shire identifying the need to replace the old phone box on Avon Terrace outside the Post Office with a modern replacement.

Council made the decision to commission the build of a replica phone box to retain the heritage value of Avon Terrace.

A contractor was engaged by the Shire to construct a replica utilizing toughened glass and a seamless exterior structure to resist the extreme weather conditions. The results were outstanding.

Telstra installed the new telephone equipment.

During the installation many people stopped to admire the new phone box with very positive comments.





Gwambygine Park BBQs

Three BBQs at Gwambygine Park were updated with new burners and solar panels for re-charging batteries.

Keeping our town neat and tidy

The Shire has an extensive maintenance schedule to keep our town looking beautiful, clean and tidy. The many tasks include mowing ovals and parks, brush cutting and weed spraying, cleaning and maintaining BBQs, mulching, road sweeping, graffiti removal, rubbish removal, planting, watering and reticulation repairs.








Forrest Oval & Hockey Fields Renovations

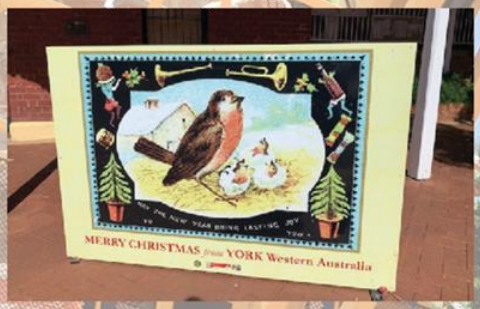
The Shire has undertaken extensive turf renovation of the Forrest Oval and Hockey Fields. A Contractor was engaged to undertake the works on behalf of the Shire with specialist equipment.

The works include hollow tine verti-draining, sweeping up the cores, top dressing with fine sand and the addition of gypsum to help improve the turf's resilience to saline conditions as well as to help flocculate the clay particles in the soil to improve drainage and aeration. Fertilising has been carried out using a controlled release fertiliser.

The fertilising has been based on soil testing to ensure that the right balance of minerals and nutrients is made available to the turf.

These works will "open up" the soil profile allowing deeper penetration of the turf roots. This combined with the fertiliser will encourage stronger turf which ultimately requires less watering and is more tolerant to both wetter and dryer conditions.









Installation of Christmas Decorations

Each year the Operations staff brighten up York township installing Christmas Decorations including, Banners, Bin Surrounds, Giant Christmas Cards, Christmas Tree on Avon Terrace, Park decorations, Town Hall and Administration Building decorations.

R V Park reticulation and turf installation

After the RV parking area was decommissioned at Avon Park, reticulation and turf was installed at the new Janet Millet Lane RV rest stop for the enjoyment of travellers.











Demolishment of Avon Park

The Town Crew played an important part in the demolition of the Avon Park. The bitumen roads, paving, paths in the park were removed along with the playground equipment being dismantled and removed. Once the park was ready, mulch was placed in the garden beds and trees and a variety of native plants were planted.

Brick Paving Joaquina Street and Pavilion entrance

The crew finished the paving outside the St John Ambulance on Joaquina Street.



Construction

The Construction Crew carries out road maintenance including maintenance grading and culvert cleaning. There are over 700kms of sealed and unsealed roads combined in the Shire of York. The crew operates two graders and a road patrol truck which manage road maintenance across gravel roads, sealed roads and town streets within the Shire.

The maintenance of rural roads to an acceptable standard is part of the daily routine for the Shire's Contruction crew.

Regular tasks include;

- Maintenance grading
- Patching of roads
- Clearing culverts and drains
- Repair/replacement of guideposts and signs
- Vegetation removal

Roads to Recovery

Specific road works undertaken through Roads to Recovery Funding in 2019/20.

- Tenth Road–Widen, seal and kerb
- Greenhills South Road–Construct and Seal
- Mannavale Road–Re-construct and Widen Seal
- Waterfall Road–Construct and Seal



Greenhills South Road drainage



Waterfall Road 300M section to be sealed



Mannavale Road tree pruning



Tenth Road widen seal kerb



Mannavale Road reconstruct & widen

Regional Road Group

- Knotts Road–Re-construct & Widen Seal by Contractor
- Goldfields Road (York–Tammin Road)–Re-construct & Widen Seal



Depot Goldfields roads re-construct

Municipal Road Construction

- Doodenanning Road–Re-construct & Widen Seal

Asset Renewal–Gravel Re-sheets

- Mackie Road
- Boyercutty Road
- Allen Road
- Flea Pool Road
- Ashworth Road
- Quonamining Road



Boyercutty Road



Ashworth Road

Sustainability

Drum Muster

The Shire had only one drum MUSTER September 2019, due to COVID-19, where 1,968 containers were processed.

The drum MUSTER service benefits the user, the environment, industry and the wider community by providing a reliable, cost effective and sustainable option for the recycling of eligible agvet chemical containers.



Ashworth Road



Greenwaste pickup

Kerbside Pickup

This year due to possible COVID-19 contamination, the kerbside pick-up was garden and green waste only. This was carried out in May 2020.

Grading Fire Breaks

As part of the Shire fire prevention works the Shire grades and maintains the fire breaks on Shire owned land.

Corporate Services

Records

The Shire of York uses a hybrid records management system (combination of electronic and hard copy). All records created and received in the course of business are captured and stored according to the Shire's Record Keeping Plan. As required under the State Records Act 2000 the Shire of York Record Keeping Plan 2015 is due for revision and adoption by March 2021.

All records are disposed of in accordance with the General Disposal Authority for Local Government Records. The disposal authority defines the minimum periods of time that different classes of records must be kept (retention periods) and provides guidelines for destruction of records after they have met the retention requirements of the schedule. The Records Officer annually recommends disposal of records in accordance with the State Records Act 2000 guidelines which are then approved by the Administration Governance Officer, Executive Manager Corporate and Community Services and the CEO.

Standard 2 Principle 6 requires the Shire to ensure that employees comply with the Record Keeping Plan. The following activities have been undertaken to ensure staff awareness and compliance:

- Induction program was undertaken for 5 staff within 2 weeks of commencement. The staff induction program ensures employees are made aware of their roles and responsibilities in regards to their compliance with the Shire's Record Keeping Plan.
- One edition of the records information bulletin was produced and circulated to staff to bring awareness of responsibilities, issues and changes. Two editions of the administration bulletin were produced including record keeping sections and circulated to staff.
- A presentation covering basic record keeping responsibilities was included with the annual all staff information workshop.
- One on one training and assistance has taken place on an as needs basis identified by staff/ manager request.

Key performance indicators have been established to identify the efficiency and effectiveness of inhouse training programs and records management systems. A Records and Information Management Systems Strategic Plan has been drafted in order to guide the development of records systems and practices in order to keep up to speed with changes in the way information is created, delivered and utilised.

Freedom of Information

The Shire of York has a Freedom of Information Statement prepared in accordance with the Freedom of Information Act 1992. It outlines the Shire's functions, the kind of documents held and how the documents can be assessed.

A total of two (2) new Freedom of Information Applications were received during this reporting period and one (1) was carried over from the previous year.

In addition one (1) application was subject to an Internal and External Review.

National Competition Policy and Public Interest Disclosure

The Shire of York has considered its obligations regarding the national competition policy and reviewed its policies to ensure anti-competitive practices are not adopted. No complaints were received regarding anti-competitive practice.

Disposal of Property

There were no disposals of property in accordance with Sections 3.58 and 3.59 of the Local Government Act 1995.

Customer Service

Customer Service Officers are responsible for general customer enquiries and payments as well as bookings for the Shire's facilities.

The Shire continues to provide services on behalf of the Department of Transport (DoT) to enable residents to register their vehicles and to renew their drivers licence and vehicle registration. Certain Shire officers are also authorised to issue permits on behalf of the Department of Transport and a DoT examiner visits the Shire fortnightly to conduct driving examinations.

The Office hours are 8.30am–4.30pm Monday to Friday except for public holidays and the advertised shut down between Christmas and New Year.

Financial Services

Rates

Rates account for approximately 50% of the Shire of York's revenue and are determined after lengthy and careful consideration by Council and administration based on the expected expenditure. Examples of expenditures identified in the annual budget include, but are not limited to:

- Infrastructure Services: local roads, bridges, footpaths, drainage, waste collection and management.
- Provision of Recreation Facilities: parks, swimming pool, recreation centre, ovals and sporting facilities.
- Health Services: water and food inspection, toilet facilities, noise control and animal control.
- Community Services: aged care/accommodation, community group/event sponsorship.
- Planning and Building Services
- Administration of Facilities: cemeteries, public parking.
- Cultural Facilities and Services: Library, Town Hall, tourist information service, Residency Museum.

Rates Incentive Prizes

In partnership with our sponsors, the Shire provided the following incentive prizes to encourage ratepayers to pay their rates in full and on-time.

First Prize

A $1,000 bank account provided by the Shire of York in conjunction with the York & Districts Community Bank Branch of Bendigo Bank.
Winner – Mr Peter and Mrs Ann-Marie Boyle

Second Prize

Four tickets to the West Australian Symphony Orchestra donated by WASO
Winner – Mr Andrew and Mrs Kylie Wherrett

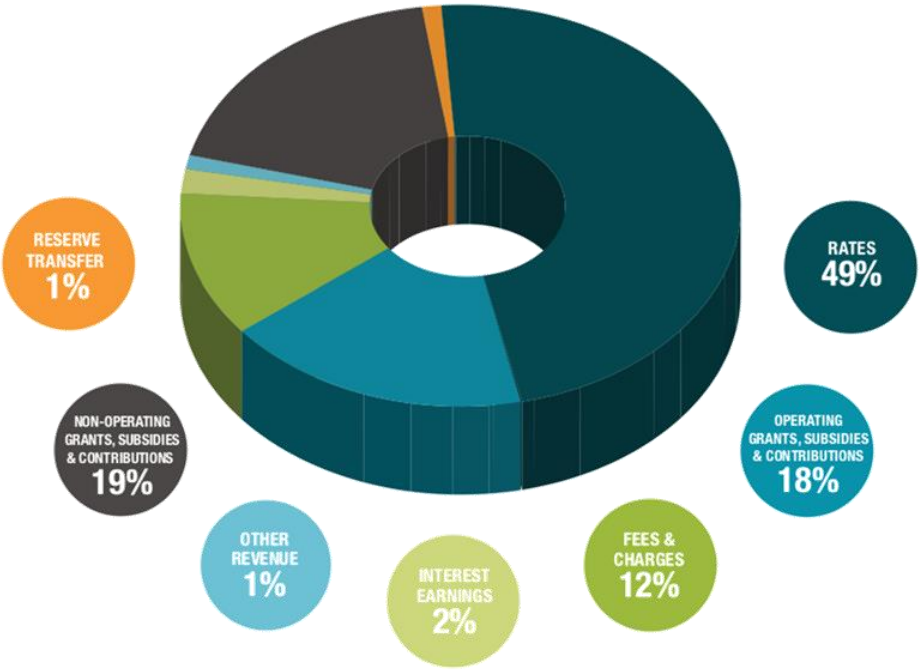
Third Prize

$200 of fuel donated by Fuel Distributions of Western Australia Pty Ltd
Winner – Mr Rob Garton Smith and Ms Jenny Garroun

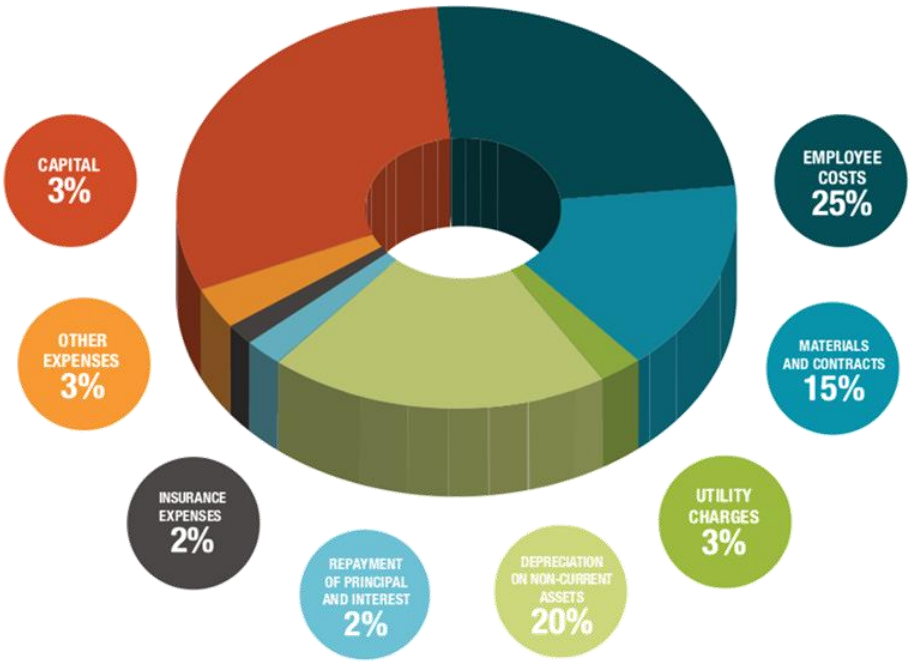
Revenue and Expenditure

Below is a breakdown of the Shire's Revenue and Expenditure.

Revenue 2019/20



Expenditure 2019/20



Appendix 1
Audited Financial Statements

SHIRE OF YORK

FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2020

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Principal place of business:
1 Joaquina Street, YORK WA 6302

SHIRE OF YORK
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of York for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of York at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 02 day of December 2020

Chief Executive Officer

CHRIS LINNELL
Name of Chief Executive Officer

SHIRE OF YORK
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	2019 Actual
		$	$	$
Revenue				
Rates	20(a)	5,878,646	5,885,914	5,742,900
Operating grants, subsidies and contributions	2(a)	2,110,209	1,057,663	1,998,666
Fees and charges	2(a)	1,391,296	1,498,250	1,396,447
Interest earnings	2(a)	183,147	212,810	270,901
Other revenue	2(a)	60,234	71,200	279,127
		9,623,532	8,725,837	9,688,041
Expenses				
Employee costs		(3,711,377)	(4,122,453)	(3,676,979)
Materials and contracts		(2,323,610)	(2,479,986)	(2,345,323)
Utility charges		(399,887)	(399,821)	(403,672)
Depreciation on non-current assets	9(c)	(2,956,342)	(2,584,364)	(2,874,158)
Interest expenses	2(b)	(103,316)	(105,003)	(112,957)
Insurance expenses		(255,506)	(197,905)	(252,218)
Other expenditure		(478,879)	(257,434)	(525,330)
		(10,228,917)	(10,146,966)	(10,190,637)
		(605,385)	(1,421,129)	(502,596)
Non-operating grants, subsidies and contributions	2(a)	2,205,782	1,671,470	1,163,960
(Loss) on asset disposals	9(a)	(197,629)	(97,018)	(91,327)
Assets expensed	9(b)	0	0	(136,081)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,153	0	70,068
		2,009,306	1,574,452	1,006,620
Net result for the period		**1,403,921**	**153,323**	**504,024**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus - Plant & Equipment	10	(32,952)	0	0
Total other comprehensive income for the period		**(32,952)**	**0**	**0**
Total comprehensive income for the period		**1,370,969**	**153,323**	**504,024**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual	2020 Budget	2019 Actual
		$	$	$
Revenue	2(a)			
Governance		50,190	2,900	17,212
General purpose funding		7,600,379	6,923,906	7,581,582
Law, order, public safety		350,486	72,827	262,328
Health		19,358	19,300	22,535
Education and welfare		39,016	35,451	37,821
Community amenities		737,454	770,804	706,584
Recreation and culture		400,839	488,281	652,731
Transport		218,885	215,000	220,906
Economic services		139,107	155,968	127,195
Other property and services		67,817	41,400	59,147
		9,623,531	8,725,837	9,688,041
Expenses	2(b)			
Governance		(798,099)	(746,744)	(673,734)
General purpose funding		(308,573)	(374,774)	(382,067)
Law, order, public safety		(688,701)	(483,914)	(716,136)
Health		(283,431)	(252,637)	(205,617)
Education and welfare		(126,705)	(142,387)	(122,003)
Community amenities		(1,020,948)	(1,189,964)	(1,114,423)
Recreation and culture		(3,063,451)	(3,321,860)	(2,995,239)
Transport		(2,838,355)	(2,462,227)	(2,825,579)
Economic services		(871,448)	(1,015,390)	(817,574)
Other property and services		(125,889)	(52,066)	(225,308)
		(10,125,600)	(10,041,963)	(10,077,680)
Finance Costs	2(b)			
Recreation and culture		(99,544)	(100,998)	(107,795)
Transport		(3,772)	(4,005)	(5,162)
		(103,316)	(105,003)	(112,957)
		(605,385)	(1,421,129)	(502,596)
Non-operating grants, subsidies and contributions	2(a)	2,205,782	1,671,470	1,163,960
(Loss) on disposal of assets	9(a)	(197,629)	(97,018)	(227,408)
Fair value adjustments to financial assets at fair value through profit or loss	4(b)	1,153	0	70,068
		2,009,306	1,574,452	1,006,620
Net result for the period		**1,403,921**	**153,323**	**504,024**
Other comprehensive income				
Items that will not be reclassified subsequently to profit or loss				
Changes in asset revaluation surplus - Plant & Equipment	10	(32,952)	0	0
Total other comprehensive income for the period		**(32,952)**	**0**	**0**
Total comprehensive income for the period		**1,370,969**	**153,323**	**504,024**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

	NOTE	2020	2019
		$	$
CURRENT ASSETS			
Cash and cash equivalents	3	5,604,494	5,262,305
Trade and other receivables	5	2,025,225	1,583,898
Inventories	6	24,221	33,513
TOTAL CURRENT ASSETS		7,653,940	6,879,716
NON-CURRENT ASSETS			
Trade and other receivables	5	124,706	116,089
Other financial assets	4(b)	71,221	70,068
Property, plant and equipment	7(a)	32,453,112	33,669,676
Infrastructure	8	104,919,358	103,160,488
Right of use assets	7(b)	800,061	0
TOTAL NON-CURRENT ASSETS		138,368,458	137,016,321
TOTAL ASSETS		146,022,398	143,896,037
CURRENT LIABILITIES			
Trade and other payables	11	1,759,940	1,021,535
Contract liabilities	12	333,758	0
Borrowings	13(a)	244,526	233,976
Employee related provisions	14	869,559	771,617
TOTAL CURRENT LIABILITIES		3,207,783	2,027,128
NON-CURRENT LIABILITIES			
Borrowings	13(a)	1,624,815	1,869,341
Employee related provisions	14	137,024	126,582
TOTAL NON-CURRENT LIABILITIES		1,761,839	1,995,923
TOTAL LIABILITIES		4,969,622	4,023,051
NET ASSETS		141,052,776	139,872,986
EQUITY			
Retained surplus		33,517,034	32,236,981
Reserves - cash backed	4	3,023,350	3,090,661
Revaluation surplus	10	104,512,392	104,545,344
TOTAL EQUITY		141,052,776	139,872,986

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		$	$	$	$
Balance as at 1 July 2018		**32,196,890**	**2,626,728**	**104,545,344**	**139,368,962**
Comprehensive income					
Net result for the period		504,024	0	0	504,024
Total comprehensive income		504,024	0	0	504,024
Transfers from reserves	4	41,776	(41,776)	0	0
Transfers to reserves	4	(505,709)	505,709	0	0
Balance as at 30 June 2019		**32,236,981**	**3,090,661**	**104,545,344**	**139,872,986**
Initial application of AASB15/1058	24(c)	(191,179)	0	0	(191,179)
Restated total equity at 1 July 2019		**32,045,802**	**3,090,661**	**104,545,344**	**139,681,807**
Comprehensive income					
Net result for the period		1,403,921	0	0	1,403,921
Other comprehensive income	10	0	0	(32,952)	(32,952)
Total comprehensive income		1,403,921	0	(32,952)	1,370,969
Transfers from reserves	4	342,349	(342,349)	0	0
Transfers to reserves	4	(275,038)	275,038	0	0
Balance as at 30 June 2020		**33,517,034**	**3,023,350**	**104,512,392**	**141,052,776**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual $	2020 Budget $	2019 Actual $
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		5,884,749	6,485,914	5,738,396
Operating grants, subsidies and contributions		1,883,210	1,191,663	1,642,047
Fees and charges		1,391,296	1,498,250	1,396,447
Interest received		183,147	212,810	270,901
Goods and services tax received		0	50,462	0
Other revenue		60,234	71,200	279,127
		9,402,636	9,510,299	9,326,918
Payments				
Employee costs		(3,706,972)	(4,122,453)	(3,561,674)
Materials and contracts		(1,567,894)	(2,477,986)	(2,181,222)
Utility charges		(399,887)	(399,820)	(403,672)
Interest expenses		(103,316)	(105,003)	(115,057)
Insurance paid		(255,506)	(197,906)	(252,217)
Other expenditure		(478,879)	(257,434)	(525,330)
		(6,512,454)	(7,560,602)	(7,039,172)
Net cash provided by (used in) operating activities	15	2,890,182	1,949,697	2,287,746
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	7(a)	(379,438)	(1,089,937)	(462,290)
Payments for construction of infrastructure	8(a)	(3,712,887)	(4,106,528)	(1,888,853)
Payments for right-of-use assets	7(b)	(31,861)	0	0
Non-operating grants, subsidies and contributions		1,742,623	1,671,470	1,163,960
Proceeds from sale of property, plant & equipment	9(a)	67,545	148,000	124,336
Net cash provided by (used in) investment activities		(2,314,017)	(3,376,995)	(1,062,847)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(233,976)	(233,976)	(223,922)
Net cash provided by (used In) financing activities		(233,976)	(233,976)	(223,922)
Net increase (decrease) in cash held		342,189	(1,661,274)	1,000,978
Cash at beginning of year		5,262,305	4,523,077	4,261,327
Cash and cash equivalents at the end of the year	15	5,604,494	2,861,803	5,262,305

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020

	NOTE	2020 Actual $	2020 Budget $	2019 Actual $
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	21 (b)	2,294,904	2,273,332	1,750,159
		2,294,904	2,273,332	1,750,159
Revenue from operating activities (excluding rates)				
Governance		50,190	2,900	17,212
General purpose funding		1,721,737	1,037,992	1,851,330
Law, order, public safety		350,486	72,827	262,328
Health		19,358	19,300	22,535
Education and welfare		39,016	35,451	37,821
Community amenities		737,454	770,804	706,584
Recreation and culture		400,839	488,281	652,731
Transport		218,885	215,000	220,906
Economic services		139,107	155,968	127,195
Other property and services		68,967	41,400	129,215
		3,746,039	2,839,923	4,027,857
Expenditure from operating activities				
Governance		(805,973)	(762,112)	(719,257)
General purpose funding		(308,573)	(374,774)	(382,067)
Law, order, public safety		(873,596)	(483,914)	(724,190)
Health		(288,291)	(257,137)	(205,617)
Education and welfare		(126,705)	(142,387)	(122,003)
Community amenities		(1,020,948)	(1,189,964)	(1,114,423)
Recreation and culture		(3,162,995)	(3,422,858)	(3,169,456)
Transport		(2,842,127)	(2,543,382)	(2,931,194)
Economic services		(871,448)	(1,015,390)	(821,866)
Other property and services		(125,889)	(52,066)	(227,972)
		(10,426,545)	(10,243,984)	(10,418,045)
Non-cash amounts excluded from operating activities	21(a)	3,189,453	2,681,378	3,074,793
Amount attributable to operating activities		(1,196,149)	(2,449,351)	(1,565,236)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	2,205,782	1,671,470	1,163,960
Proceeds from disposal of assets	9(a)	67,545	148,000	124,336
Purchase of property, plant and equipment	7(a)	(852,087)	(1,089,937)	(462,290)
Purchase and construction of infrastructure	8(a)	(3,712,887)	(4,106,528)	(1,888,853)
Purchase of right-of-use assets	7(b)	(31,861)	0	0
Amount attributable to investing activities		(2,323,508)	(3,376,995)	(1,062,847)
FINANCING ACTIVITIES				
Repayment of borrowings	13(b)	(233,976)	(233,976)	(223,922)
Transfers to reserves (restricted assets)	4	(275,038)	(158,791)	(505,709)
Transfers from reserves (restricted assets)	4	342,349	333,199	41,776
Amount attributable to financing activities		(166,665)	(59,568)	(687,855)
Surplus/(deficit) before imposition of general rates		(3,686,321)	(5,885,914)	(3,315,938)
Total amount raised from general rates	20(a)	5,878,646	5,885,914	5,730,252
Surplus/(deficit) after imposition of general rates	21(b)	**2,192,324**	**(0)**	**2,414,314**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2020

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SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, Regulation (Reg) 16 arbitrarily prohibited a local government from recognising as assets, Crown land that is a public thoroughfare, such as land under roads, and land not owned by, but under the control or management of the local government, unless it is a golf course, showground, race-course or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Shire. This was not in accordance with the requirements *of AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7.*

From 1 July 2019, the Shire has applied AASB 16 Leases which requires leases to be included by lessees in the balance sheet. Also, the FM regs have been amended to specify that vested land is a right of use (ROU) asset to be measured at cost. All ROU assets (other than vested improvements) zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

This FM Regs amendment had immaterial impact on the Shire as the Shire does not have a golf course, showground, race-course or recreational facility of State or regional significance.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS
On 1 July 2020 the following new accounting standards are to be adopted:
- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards - Materiality*

AASB 1059 Service Concession Arrangements: Grantors is not expected to impact the financial report.

Specific impacts of *AASB 2018-7 Amendments to Australian Accounting Standards - Materiality,* have not been identified.

CRITICAL ACCOUNTING ESTIMATES
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 25 to these financial statements.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Operating grants, subsidies and contributions			
Governance	50,152	72,500	17,003
General purpose funding	1,501,240	720,682	1,528,249
Law, order, public safety	329,008	51,517	237,143
Education and welfare	3,380	3,450	2,927
Community amenities	2,150	7,170	3,494
Recreation and culture	14,831	340	13,140
Transport	163,467	148,700	159,537
Economic services	2,525	36,304	2,493
Other property and services	43,456	17,000	34,681
	2,110,209	1,057,663	1,998,666
Non-operating grants, subsidies and contributions			
Law, order, public safety	472,649	0	63,153
Recreation and culture	722,026	779,785	103,136
Transport	1,011,107	891,685	997,671
	2,205,782	1,671,470	1,163,960
Total grants, subsidies and contributions	4,315,991	2,729,133	3,162,626
Fees and charges			
Governance	38	400	210
General purpose funding	37,347	34,500	39,532
Law, order, public safety	17,478	17,210	20,912
Health	19,358	19,300	22,535
Education and welfare	35,636	32,001	34,894
Community amenities	734,720	763,634	702,871
Recreation and culture	385,981	487,941	426,361
Transport	640	0	686
Economic services	135,737	118,864	123,980
Other property and services	24,361	24,400	24,465
	1,391,296	1,498,250	1,396,447

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Non-operating grants, subsidies and contributions	2,205,782	1,671,470	1,163,960
	2,205,782	1,671,470	1,163,960

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Trade and other receivables from contracts with customers	509,216		232,735
Contract liabilities from contracts with customers	(333,758)		0

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

	Note	2020 Actual	2020 Budget	2019 Actual
		$	$	$
Revenue from statutory requirements				
Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:				
General rates		5,878,646	5,885,914	5,742,900
		5,878,646	5,885,914	5,742,900
Other revenue				
Other		60,234	71,200	279,127
		60,234	71,200	279,127
Interest earnings				
Interest on reserve funds		37,118	54,810	65,978
Rates instalment and penalty interest (refer Note 20(b))		114,402	128,000	164,020
Other interest earnings		31,627	30,000	40,903
		183,147	212,810	270,901

(b) Expenses

Auditors remuneration				
- Audit of the Annual Financial Report		41,000	40,300	40,300
- Other services		1,500	6,000	1,800
		42,500	46,300	42,100
Interest expenses (finance costs)				
Borrowings	13(b)	103,316	105,003	112,957
		103,316	105,003	112,957

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings
Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)
Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

3. CASH AND CASH EQUIVALENTS

	NOTE	2020 $	2019 $
Cash at bank and on hand		3,064,566	2,777,772
Term deposits		2,539,928	2,484,533
Total cash and cash equivalents		5,604,494	5,262,305
Restrictions			
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:			
- Cash and cash equivalents		3,736,011	3,595,135
		3,736,011	3,595,135
The restricted assets are a result of the following specific purposes to which the assets may be used:			
Reserves - cash backed	4	3,023,350	3,090,661
Contract liabilities from contracts with customers	12	333,758	0
Unspent grants, subsidies and contributions		0	119,409
Bonds and Deposits held		378,903	385,065
Total restricted assets		3,736,011	3,595,135

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted assets
Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4. RESERVES & OTHER FINANCIAL ASSETS

(a) Reserves - Cash-backed	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
	$	$	$	$	$	$	$	$	$	$	$	$
(a) Plant Reserve	684,393	14,017	0	698,410	680,718	13,131	(155,000)	538,849	672,341	12,052		684,393
(b) Leave Reserve - Cash-backed	490,181	34,810	0	524,991	487,547	34,405	0	521,952	481,548	8,633		490,181
(c) Town Planning Reserve	7,275	137	(7,412)	0	7,236	140	0	7,376	7,147	128		7,275
(d) Avon River Mtce Reserve	14,932	298	0	15,230	14,852	541	0	15,393	14,669	263		14,932
(e) Industrial Land Reserve	129,710	2,589	0	132,299	129,013	2,489	0	131,502	127,426	2,284		129,710
(f) Refuse Site Develop Reserve	186,381	3,720	0	190,101	185,380	3,576	0	188,956	183,100	3,281		186,381
(g) Centennial Gardens Reserve	153,892	12,331	0	166,223	153,065	8,932	0	161,997	139,308	14,584		153,892
(h) Public Open Space Cont Reserve	440	8	(448)	0	438	9	0	447	433	7		440
(i) Community Bus	85,201	1,608	(86,809)	0	84,742	1,635	0	86,377	83,700	1,501		85,201
(j) Pioneer Memorial Lodge Reserve	88,660	1,770	0	90,430	88,184	1,701	(35,000)	54,885	99,603	1,717	(12,660)	88,660
(k) Residency Museum Reserve	0	0	0	0	0			0	6,041	75	(6,116)	0
(l) Carparking Reserve	18,026	360	0	18,386	17,929	346	0	18,275	17,708	318		18,026
(m) Building Reserve	367,933	72,413	0	440,346	365,956	72,059	0	438,015	354,540	36,393	(23,000)	367,933
(n) Disaster Reserve	33,983	114,467	0	148,450	33,801	652	0	34,453	33,385	598		33,983
(o) Archives Reserve	6,885	130	(7,015)	0	6,848	132	0	6,980	6,764	121		6,885
(p) Water Supply Reserve	6,778	0	(6,778)	0	6,778	0	0	6,778	6,778	0		6,778
(q) Unspent Grants Reserve	227,144	0	(207,587)	19,557	124,008	0	0	124,008	124,008	103,136		227,144
(r) Cemetery Reserve	5,109	96	(5,205)	0	5,081	98	0	5,179	5,020	89		5,109
(s) R.S.L. Memorial Reserve	13,270	264	(1,095)	12,439	13,199	0	(13,199)	0	13,036	234		13,270
(t) Greenhills Townsite Reserve	30,493	587	(20,000)	11,080	30,329	585	(20,000)	10,914	29,956	537		30,493
(u) Roads Reserve	364,738	7,280	0	372,018	362,778	6,998	(110,000)	259,776	91,636	273,102		364,738
(v) Land & Infrastructure Reserve	153,076	3,055	0	156,131	152,253	2,937	0	155,190	110,872	42,204		153,076
(w) Forrest Oval Lights Reserve	4,341	891	0	5,232	4,318	2,083	0	6,401	3,726	615		4,341
(x) Bowls Synthetic Surface Reserve	15,707	3,767	0	19,474	15,623	4,301	0	19,924	12,216	3,491		15,707
(y) Tennis Synthetic Surface Reserve	2,113	440	0	2,553	2,101	2,041	0	4,142	1,768	345		2,113
	3,090,661	275,038	(342,349)	3,023,350	2,972,177	158,791	(333,199)	2,797,769	2,626,729	505,709	(41,776)	3,090,661

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4. RESERVES & OTHER FINANCIAL ASSETS (Continued)

(a) Reserves - Cash-backed (Continued)

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Plant Reserve	Ongoing	To be used to fund plant purchases or major capital repairs.
(b) Leave Reserve - Cash-backed	Ongoing	To fund annual and long service leave requirements.
(c) Town Planning Reserve	30/06/2020	To develop and review the York Town Planning schemes and amendments.
(d) Avon River Mtce Reserve	Ongoing	To maintain and protect the Avon River and its environs.
(e) Industrial Land Reserve	Ongoing	For the continued development and expansion of an industrial subdivision within the Shire.
(f) Refuse Site Develop Reserve	Ongoing	To be used for ongoing maintenance and development of Council's waste management facilities.
(g) Centennial Gardens Reserve	Ongoing	To be used for further expansion and capital repairs of the existing units.
(h) Public Open Space Cont Reserve	30/06/2020	For the expansion and development of passive recreation areas within the Shire.
(i) Community Bus	30/06/2020	To finance the changeover of the Community Bus (funded by the operational surplus of the Community Bus).
(j) Pioneer Memorial Lodge Reserve	Ongoing	To finance capital improvements and extensions to the seniors village (funded by the operational surplus of the Lodge).
(k) Residency Museum Reserve	30/06/2020	To fund capital expenditure and maintenance of the historical museum.
(l) Carparking Reserve	Ongoing	To fund the management and control of parking facilities in accordance with Council's Parking Plan.
(m) Building Reserve	Ongoing	For the construction and major capital improvements to all Council buildings.
(n) Disaster Reserve	Ongoing	A contingency reserve to help fund recovery from any natural disaster.
(o) Archives Reserve	30/06/2020	To provide a secure building for the safe storage of Council's Archival Records.
(p) Water Supply Reserve	30/06/2020	To hold funds raised through the water supply charge until the loan repayment is due.
(q) Unspent Grants Reserve	Ongoing	To segregate grant funds provided for specific projects until those projects are carried out.
(r) Cemetery Reserve	30/06/2020	To provide for the ongoing development of the existing York Cemetery or the development of a new site at a location to be determined.
(s) R.S.L. Memorial Reserve	Ongoing	To provide for the upgrading of the RSL Memorial.
(t) Greenhills Townsite Reserve	Ongoing	To provide funds to enhance the amenity and economic potential of the Greenhills Townsite with such funds to be expended in consultation with the Greenhills Progress Association.
(u) Roads Reserve	Ongoing	To provide for future road resealing requirements.
(v) Land & Infrastructure Reserve	Ongoing	For the purpose of funding the purchase of land and or buildings or the construction of buildings.
(w) Forrest Oval Lights Reserve	Ongoing	To provide for the replacement and upgrading of the Oval Lights.
(x) Bowls Synthetic Surface Reserve	Ongoing	To provide for the future replacement of Bowls synthetic surface.
(y) Tennis Synthetic Surface Reserve	Ongoing	To provide for the future replacement of Tennis synthetic surface.

(b) Other Financial Assets - Non-current

	2020	2019
Financial assets at fair value through profit and loss	71,221	70,068
	71,221	70,068
Financial assets at fair value through profit and loss		
Units in Local Government House Trust	71,221	70,068
	71,221	70,068

During the year $1,153 ($70,068 in 2019) was recognised as fair value gains on equity investments at fair value through profit and loss.

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Further information can be found regarding impairment (Note26(i)) and exposure to risk (Note 22).

SHIRE OF YORK
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5. TRADE AND OTHER RECEIVABLES

	2020 $	2019 $
Current		
Rates receivable	1,090,279	1,080,809
Sundry receivables	509,216	232,735
Allowance for impairment of receivables	(217,122)	(165,640)
Accrued income	575,043	368,504
LSL owed by other Local Governments	24,279	30,802
ESL Debtors	43,530	36,688
	2,025,225	1,583,898
Non-current		
Pensioner's rates and ESL deferred	124,706	116,089
	124,706	116,089

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 22.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

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6. INVENTORIES

	2020	2019
	$	$
Current		
Stock on hand - Works and Services	4,307	6,973
Stock on hand - York Recreation and Convention Centre	19,914	26,540
	24,221	33,513
The following movements in inventories occurred during the year:		
Carrying amount at beginning of period	33,513	40,923
Inventories expensed during the year	(104,943)	(113,626)
Additions to inventory	95,651	106,216
Carrying amount at end of period	24,221	33,513

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF YORK
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7. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Total land	Buildings - non-specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	$	$	$	$	$	$	$	$
Balance at 1 July 2018	5,580,550	5,580,550	25,962,977	25,962,977	31,543,527	333,227	2,529,780	34,406,534
Additions	0	0	178,588	178,588	178,588	51,311	232,391	462,290
(Disposals)	0	0	0	0	0	(4,955)	(144,286)	(149,241)
Impairment (losses) / reversals	0	0	0	0	0	(35,628)	(100,453)	(136,081)
Depreciation (expense)	0	0	(591,625)	(591,625)	(591,625)	(95,884)	(260,057)	(947,566)
Transfers	0	0	0	0	0	33,740		33,740
Carrying amount at 30 June 2019	5,580,550	5,580,550	25,549,940	25,549,940	31,130,490	281,811	2,257,375	33,669,676
Comprises:								
Gross carrying amount at 30 June 2019	5,580,550	5,580,550	26,148,654	26,148,654	31,729,204	922,122	2,897,969	35,549,295
Accumulated depreciation at 30 June 2019	0	0	(598,714)	(598,714)	(598,714)	(640,311)	(640,594)	(1,879,619)
Carrying amount at 30 June 2019	5,580,550	5,580,550	25,549,940	25,549,940	31,130,490	281,811	2,257,375	33,669,676
ROU assets at 1 July 2019 (see 7(b))	0	0	(788,815)	(788,815)	(788,815)	0	0	(788,815)
Additions	0	0	217,172	217,172	217,172	12,693	622,222	852,087
(Disposals)	0	0	0	0	0	0	(265,174)	(265,174)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	0	0	(32,952)	(32,952)
Depreciation (expense)	0	0	(577,234)	(577,234)	(577,234)	(85,089)	(308,137)	(970,460)
Transfers	0	0	0	0	0	0	(11,250)	(11,250)
Carrying amount at 30 June 2020	5,580,550	5,580,550	24,401,063	24,401,063	29,981,613	209,415	2,262,084	32,453,112
Comprises:								
Gross carrying amount at 30 June 2020	5,580,550	5,580,550	25,556,990	25,556,990	31,137,540	934,814	2,262,188	34,334,542
Accumulated depreciation at 30 June 2020	0	0	(1,155,927)	(1,155,927)	(1,155,927)	(725,399)	(104)	(1,881,430)
Carrying amount at 30 June 2020	5,580,550	5,580,550	24,401,063	24,401,063	29,981,613	209,415	2,262,084	32,453,112

7. PROPERTY, PLANT AND EQUIPMENT

(b) Right of Use Assets (ROU)

	Buildings	Total Right-of-Use Assets
	$	$
Balance at 1 July 2019		
Recognition of right-of-use assets on initial application of AASB 16	788,816	788,816
Carrying amount at start of period	788,816	788,816
		0
Additions	31,861	31,861
		0
Disposals	0	0
		0
Depreciation	(20,616)	(20,616)
		0
Carrying amount at 30 June 2020	800,061	800,061
Gross carrying amount	840,698	840,698
Accumulated Depreciation	(40,637)	(40,637)
	800,061	800,061

Right-of-Use (ROU) assets are measured at cost. This means that all ROU assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

All Shire's ROU assets are vested improvements on concessionary land leases which are reported at fair value.

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar assets	Independent	June 2018	Price per square metre
Buildings - non-specialised	3	Cost approach using depreciated replacement cost	Independent	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Furniture and equipment	3	Cost approach using depreciated replacement cost	Management	June 2017	Purchase costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Plant and equipment*					
- Independent valuation 2020	2	Market approach using recent observable market data for similar assets	Independent	June 2020	Market price based on make, size, year of manufacture and condition

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

* The requirement to revalue plant and equipment has been removed in the *Local Government (Financial Management) Amendment Regulations* that were published in the Government Gazette on 6 November 2020. The Shire is required to use the cost model and there is no requirement to reverse the revaluation already undertaken by the Shire in 2019/20. In moving to the cost model, the Shire will continue to depreciate on the existing revalued amount.

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8. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - roads	Infrastructure - Drainage	Infrastructure - Bridges	Infrastructure - Footpaths	Infrastructure - Other Structures	Infrastructure - Parks and Reserves	Total Infrastructure
	$	$	$	$	$	$	$
Balance at 1 July 2018	68,759,256	16,987,791	11,222,600	1,445,675	2,328,767	2,554,300	103,298,389
Additions	1,464,197	30,875	3,313	44,862	264,910	80,696	1,888,853
(Disposals)	0	0	0	0	(66,422)	0	(66,422)
Depreciation (expense)	(1,005,938)	(443,812)	(140,427)	(35,985)	(229,184)	(71,246)	(1,926,592)
Transfers					(33,740)		(33,740)
Carrying amount at 30 June 2019	69,217,515	16,574,854	11,085,486	1,454,552	2,264,331	2,563,750	103,160,488
Comprises:							
Gross carrying amount at 30 June 2019	101,947,982	37,961,007	11,225,913	1,707,519	3,374,691	2,634,996	158,852,108
Accumulated depreciation at 30 June 2019	(32,730,467)	(21,386,153)	(140,427)	(252,967)	(1,110,360)	(71,246)	(55,691,620)
Carrying amount at 30 June 2019	69,217,515	16,574,854	11,085,486	1,454,552	2,264,331	2,563,750	103,160,488
Additions	2,191,518	103,561	10,368	153,554	160,198	1,093,688	3,712,887
Depreciation (expense)	(1,030,208)	(444,745)	(140,526)	(37,797)	(228,899)	(83,091)	(1,965,266)
Transfers					11,250		11,250
Carrying amount at 30 June 2020	70,378,825	16,233,670	10,955,328	1,570,309	2,206,880	3,574,347	104,919,359
Comprises:							
Gross carrying amount at 30 June 2020	104,139,500	38,064,568	11,236,281	1,861,073	3,549,889	3,728,684	162,579,995
Accumulated depreciation at 30 June 2020	(33,760,675)	(21,830,898)	(280,953)	(290,764)	(1,343,009)	(154,338)	(57,660,637)
Carrying amount at 30 June 2020	70,378,825	16,233,670	10,955,328	1,570,309	2,206,880	3,574,346	104,919,358

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8. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - roads	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Bridges	3	Cost approach using depreciated replacement cost	Independent valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Other Structures	3	Cost approach using depreciated replacement cost	Management valuation	June 2017	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Parks and Reserves	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

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9. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets
Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Recognition and measurement
Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5).* These assets are expensed immediately

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, building, infrastructure or investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation
Fair value of land, buildings, infrastructure and investment properties is determined at least once every five years in accordance with the regulatory framework, or when Council is of the opinion that the fair value of an asset is materially different from its carrying amount. This includes buildings and infrastructure which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019
In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii),* the Shire was previously required to include as an asset (by 30 June 2013), vested Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads prior to 1 July 2019
In Western Australia, most land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the then *Local Government (Financial Management) Regulation 16(a)(i)* which arbitrarily prohibited local governments from recognising such land as an asset. This regulation has now been deleted.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

Land under roads from 1 July 2019
As a result of amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land assets, including land under roads, are treated as ROU assets measured zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the balance sheet.

Vested improvements from 1 July 2019
The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related ROU assets at zero cost.

Refer to Note 7(b) that details the significant accounting policies applying to leases (including ROU assets).

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9. FIXED ASSETS

(a) Disposals of Assets

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Loss
	$	$	$	$	$	$	$	$	$
Furniture and equipment							4,955	700	(4,255)
Plant and equipment	265,174	67,545	(197,629)	245,018	148,000	(97,018)	144,286	123,636	(20,650)
Infrastructure - Other Structures							66,422	0	(66,422)
	265,174	67,545	(197,629)	245,018	148,000	(97,018)	215,663	124,336	(91,327)

The following assets were disposed of during the year.

Plant and Equipment	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Loss
	$	$	$
Governance			
Mazda CX5 2018	28,074	25,545	(2,529)
Mazda CX5 2018	35,345	30,000	(5,345)
Law, order, public safety			
Greenhills Fire Truck	184,895	0	(184,895)
Health			
Hyundai i30 Hatch 2017	16,860	12,000	(4,860)
	265,174	67,545	(197,629)
	265,174	67,545	(197,629)

(b) Assets Expensed

In 2019 the total written down value of assets held by the Shire which have a fair value as at the date of acquisition of $5,000 or less were removed from the Shire's asset register. The totals are shown below.

	Actual Opening Value	Actual Depreciation Value	Loss on Write Off Value
	1-Jul-18	1-Jul-18	1-Jul-18
	$	$	$
Furniture and equipment	88,324	52,696	(35,628)
Plant and equipment	117,731	17,278	(100,453)
	206,055	69,974	(136,081)

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9. FIXED ASSETS

(c) Depreciation

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Buildings - non-specialised	577,234	597,890	591,625
Furniture and equipment	85,089	92,277	95,884
Plant and equipment	308,137	197,523	260,057
Infrastructure - roads	1,030,208	880,962	1,005,938
Infrastructure - Drainage	444,745	457,971	443,812
Infrastructure - Bridges	140,526	124,145	140,427
Infrastructure - Footpaths	37,797	30,020	35,985
Infrastructure - Other Structures	228,899	203,576	229,184
Infrastructure - Parks and Reserves	83,091	0	71,246
Right-of-Use Assets	20,616	0	0
	2,956,342	2,584,364	2,874,158

SIGNIFICANT ACCOUNTING POLICIES

Depreciation
The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates
Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	40 to 100 years
Furniture and equipment	8 to 10 years
Plant and equipment	5 to 15 years
Intangible assets	5 years
Infrastructure - Roads	
formation	not depreciated
pavement	70 to 110 years
seal	20 to 25 years
Infrastructure - Footpaths	25 to 50 years
Infrastructure - Drainage	70 to 100 years
Infrastructure - Other	8 to 100 years
Infrastructure - Bridges	40 to 80 years
Right of use (plant and equipment)	Based on the remaining lease

Depreciation on revaluation
When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:
(a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
(b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

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10. REVALUATION SURPLUS

	2020 Opening Balance	2020 Revaluation Increment	2020 Revaluation (Decrement)	Total Movement on Revaluation	2020 Closing Balance	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	Total Movement on Revaluation	2019 Closing Balance
	$	$	$	$	$	$	$	$	$	$
Revaluation surplus - Land - freehold land	4,001,800	0	0	0	4,001,800	4,001,800	0	0	0	4,001,800
Revaluation surplus - Buildings	17,808,574	0	0	0	17,808,574	17,808,574	0	0	0	17,808,574
Revaluation surplus - Furniture and equipment	61,757	0	0	0	61,757	61,757	0	0	0	61,757
Revaluation surplus - Plant and equipment	804,963	0	(32,952)	(32,952)	772,011	804,963	0	0	0	804,963
Revaluation surplus - Infrastructure - Roads	51,881,661	0	0	0	51,881,661	51,881,661	0	0	0	51,881,661
Revaluation surplus - Infrastructure - Drainage	16,700,778	0	0	0	16,700,778	16,700,778	0	0	0	16,700,778
Revaluation surplus - Infrastructure - Bridges	9,305,554	0	0	0	9,305,554	9,305,554	0	0	0	9,305,554
Revaluation surplus - Infrastructure - Footpaths	863,267	0	0	0	863,267	863,267	0	0	0	863,267
Revaluation surplus - Infrastructure - Other Structures	533,633	0	0	0	533,633	533,633	0	0	0	533,633
Revaluation surplus - Infrastructure - Parks and Reserves	2,583,357	0	0	0	2,583,357	2,583,357	0	0	0	2,583,357
	104,545,344	0	(32,952)	(32,952)	104,512,392	104,545,344	0	0	0	104,545,344

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

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11. TRADE AND OTHER PAYABLES

	2020 $	2019 $
Current		
Sundry creditors	1,269,688	515,404
Rates paid in advance	95,960	0
Accrued salaries and wages	0	103,979
Accrued interest on long term borrowings	15,389	17,087
Cash held for Distribution (Previously Trust)	378,903	385,065
	1,759,940	1,021,535

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.
The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

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12. CONTRACT LIABILITIES

	2020 $	2019 $
Current		
Contract liabilities from contracts with customers	333,758	0
	333,758	0

SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

SHIRE OF YORK
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13. INFORMATION ON BORROWINGS

(a) Borrowings

	2020	2019
	$	$
Current	244,526	233,976
Non-current	1,624,815	1,869,341
	1,869,341	2,103,317

(b) Repayments - Borrowings

Particulars	Loan Number	Institution*	Interest Rate	Actual Principal 1 July 2019	30 June 2020 Actual Principal repayments	30 June 2020 Actual Interest repayments	30 June 2020 Actual Principal outstanding	Budget Principal 1 July 2019	30 June 2020 Budget Principal repayments	30 June 2020 Budget Interest repayments	30 June 2020 Budget Principal outstanding	Actual Principal 1 July 2018	30 June 2019 Actual Principal repayments	30 June 2019 Actual Interest repayments	30 June 2019 Actual Principal outstanding
				$	$	$	$	$	$	$	$	$	$	$	$
Recreation and culture															
Loan 62 - Forrest Oval	62	WATC	6.30%	982,653	56,904	60,947	925,749	982,651	56,904	61,025	925,747	1,036,135	53,482	63,878	982,653
Loan 63 - Forrest Oval	63	WATC	5.15%	195,503	21,089	9,509	174,414	195,503	21,089	9,665	174,414	215,540	20,037	10,569	195,503
Loan 64 - Forrest Oval	64	WATC	5.15%	304,956	32,896	14,833	272,060	304,957	32,896	15,077	272,062	336,211	31,255	16,486	304,956
Loan 65 - Archive Facility	65	WATC	4.88%	37,842	13,180	1,566	24,662	37,842	13,180	1,608	24,662	50,398	12,556	2,179	37,842
Loan 67 - Old Convent School	67	WATC	3.29%	429,025	60,229	12,678	368,796	429,025	60,229	13,624	368,797	487,320	58,295	14,683	429,025
Transport															
Plant	66	WATC	2.84%	153,338	49,678	3,783	103,660	153,338	49,678	4,005	103,660	201,635	48,297	5,162	153,338
				2,103,317	233,976	103,316	1,869,341	2,103,317	233,976	105,003	1,869,341	2,327,239	223,922	112,957	2,103,317
				2,103,317	233,976	103,316	1,869,341	2,103,317	233,976	105,003	1,869,341	2,327,239	223,922	112,957	2,103,317

* WA Treasury Corporation

SHIRE OF YORK
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13. INFORMATION ON BORROWINGS (Continued)

(c) Undrawn Borrowing Facilities	2020 $	2019 $
Credit Standby Arrangements		
Bank overdraft limit	200,000	200,000
Bank overdraft at balance date	0	0
Credit card limit	10,000	10,000
Credit card balance at balance date	(407)	(1,500)
Total amount of credit unused	209,593	208,500
Loan facilities		
Loan facilities - current	244,526	233,976
Loan facilities - non-current	1,624,815	1,869,341
Total facilities in use at balance date	1,869,341	2,103,317
Unused loan facilities at balance date	0	0

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities
Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk
Information regarding exposure to risk can be found at Note 22.

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14. EMPLOYEE RELATED PROVISIONS

(a) Employee Related Provisions

	Provision for Annual Leave	Provision for Sick Leave	Provision for Long Service Leave	Total
	$	$	$	$
Opening balance at 1 July 2019				
Current provisions	453,857	76,328	241,432	771,617
Non-current provisions	0	39,357	87,225	126,582
	453,857	115,685	328,657	898,199
Additional provision	6,240	(5,519)	107,663	108,384
Balance at 30 June 2020	460,097	110,166	436,320	1,006,583
Comprises				
Current	460,097	78,691	330,771	869,559
Non-current	0	31,475	105,549	137,024
	460,097	110,166	436,320	1,006,583

	2020	2019
Amounts are expected to be settled on the following basis:	$	$
Less than 12 months after the reporting date	265,831	328,616
More than 12 months from reporting date	716,473	538,781
Expected reimbursements from other WA local governments	24,279	30,802
	1,006,583	898,199

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

SHIRE OF YORK
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15. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2020 Actual $	2020 Budget $	2019 Actual $
Cash and cash equivalents	5,604,494	2,861,803	5,262,305
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	1,403,921	153,323	504,024
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(1,153)	0	(70,068)
Depreciation on non-current assets	2,956,342	2,584,365	2,874,158
(Profit)/loss on sale of asset	197,629	97,018	91,327
(Profit)/loss on write off of asset	0	0	136,081
Changes in assets and liabilities:			
(Increase)/decrease in receivables	(449,944)	784,462	(361,123)
(Increase)/decrease in inventories	9,292	2,000	7,410
Increase/(decrease) in payables	666,635	0	178,163
Increase/(decrease) in provisions	108,384	0	91,733
Increase/(decrease) in contract liabilities	204,858	0	
Non-operating grants, subsidies and contributions	(2,205,782)	(1,671,470)	(1,163,960)
Net cash from operating activities	2,890,182	1,949,698	2,287,745

SHIRE OF YORK
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16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	2019
	$	$
Governance	2,928,248	2,941,104
General purpose funding	1,285,000	1,285,000
Law, order, public safety	397,503	815,577
Education and welfare	2,374,362	2,436,841
Community amenities	567,465	585,180
Recreation and culture	26,897,483	25,804,287
Transport	99,526,126	98,751,801
Economic services	103,322	79,191
Other property and services	2,632,572	2,670,734
Unallocated	9,310,317	8,526,323
	146,022,398	143,896,038

SHIRE OF YORK
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17. CONTINGENT LIABILITIES

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are disclosed and if quantifiable, are measured at the best estimate.

Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

Contingent Liabilities

Litigation in progress

The Shire is not involved in any litigation proceedings.

Contaminated Sites

Under the Contaminated Sites Act 2003, the Shire is required to report known and suspected contaminated sites to the Department of Water and Environmental Regulation (DWER). In accordance with the Act, DWER classifies these sites on the basis of the risk to human health, the environment and environmental values. Where sites are classified as contaminated – remediation required or possibly contaminated – investigation required, the Shire may have a liability in respect of investigation or remediation expenses.

During the year the Shire reported no contaminated sites to (DWER).

SHIRE OF YORK
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18. COMMITMENTS

	2020	2019
	$	$
(a) Capital and Operating Expenditure Commitments		
Contracted for:		
- capital expenditure projects	50,029	374,214
- operating expenditure projects	36,414	0
	86,443	374,214
Payable:		
- not later than one year	86,443	374,214

At the end of the reporting period, the Shire had the above capital and operating commitments contracted but not provided for in the financial statements.

The prior year commitment was for road widening works on Knotts Road.

(b) Lease Commitments

Non-cancellable leases contracted for but not capitalised in the accounts (short term and low value leases).

	2020	2019
	$	$
Payable:		
- not later than one year	1,120	2,163
- later than one year but not later than five years	0	1,120
	1,120	3,283

SIGNIFICANT ACCOUNTING POLICIES

Leases

The Shire adopted AASB 16 para 5 whereby all contracts that are classified as short term leases, (i.e. a lease with a remaining term of 12 months or less) and leases of low value (assets of $10,000 or less) are recognised as an operating expense on a straight line basis over the term of the lease.

SHIRE OF YORK
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19. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.	2020 Actual $	2020 Budget $	2019 Actual $
Meeting fees	101,524	102,359	101,346
President's allowance	16,870	16,916	16,749
Deputy President's allowance	4,217	4,229	4,187
Travelling expenses	582	1,500	362
Telecommunications allowance	13,680	14,000	14,000
	136,874	139,004	136,644

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:	2020 Actual $	2019 Actual $
Short-term employee benefits	922,646	807,765
Post-employment benefits	115,410	104,965
Other long-term benefits	94,359	95,101
	1,132,415	1,007,831

Short-term employee benefits
These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits
These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits
These amounts represent long service benefits accruing during the year.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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19. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

The following transactions occurred with related parties:	2020 Actual $	2019 Actual $
Purchase of goods and services	8,195	2,280

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

The associate person of KMP was employed by the Shire under normal employement terms and conditions.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF YORK
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FOR THE YEAR ENDED 30 JUNE 2020

20. RATING INFORMATION

(a) Rates

RATE TYPE Differential general rate / general rate	Rate in $	Number of Properties	2019/20 Actual Rateable Value $	2019/20 Actual Rate Revenue $	2019/20 Actual Interim Rates $	2019/20 Actual Back Rates $	2019/20 Actual Total Revenue $	2019/20 Budget Rate Revenue $	2019/20 Budget Interim Rate $	2019/20 Budget Back Rate $	2019/20 Budget Total Revenue $	2018/19 Actual Total Revenue $
Gross rental valuations												
GRV General Rate	0.123882	1,461	22,710,076	2,813,370			2,813,370	2,809,118			2,809,118	2,723,759
Unimproved valuations												
UV General	0.009416	334	218,563,934	2,057,998			2,057,998	2,059,496			2,059,496	2,027,653
											0	
Interim/Back Rates					1,693	(415)	1,278		10,000	100	10,100	
Sub-Total		1,795	241,274,010	4,871,368	1,693	(415)	4,872,646	4,868,614	10,000	100	4,878,714	4,751,412
Minimum payment	Minimum $											
Gross rental valuations												
GRV General Rate	1,080	505	1,536,022	545,400			545,400	550,800			550,800	567,000
Unimproved valuations												
UV General	1,400	329	32,193,873	460,600			460,600	456,400			456,400	411,840
Sub-Total		834	33,729,895	1,006,000	0	0	1,006,000	1,007,200	0	0	1,007,200	978,840
		2,629	275,003,905	5,877,368	1,693	(415)	5,878,646	5,875,814	10,000	100	5,885,914	5,730,252
Total amount raised from general rate							5,878,646				5,885,914	5,730,252
Movement from prior period for rates paid in advance							0				0	12,648
Totals							5,878,646				5,885,914	5,742,900
Concessions (Note 20(b))							(8,871)				(30,000)	(81,550)

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF YORK
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20. RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount %	Discount $	2020 Actual $	2020 Budget $	2019 Actual $
Rates Write Offs				311	30,000	23,981
Penalty Interest Written off				8,560		38,369
Legal Fees Written Off						19,200
				8,871	30,000	81,550
Total discounts/concessions (Note 20(a))				8,871	30,000	81,550

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20. RATING INFORMATION (Continued)

(b) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		$	%	%
Option One				
Single full payment	2/09/2019	0.00	0.00%	9.00%
Option Two				
First instalment	2/09/2019	0.00	5.50%	9.00%
Second instalment	8/11/2019	10.00	5.50%	9.00%
Third instalment	13/01/2020	10.00	5.50%	9.00%
Fourth instalment	20/03/2020	10.00	5.50%	9.00%

	2020 Actual	2020 Budget	2019 Actual
	$	$	$
Interest on unpaid rates	90,557	104,000	140,354
Interest on instalment plan	23,845	24,000	23,666
Charges on instalment plan	18,410	19,500	19,200
	132,812	147,500	183,220

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21. RATE SETTING STATEMENT INFORMATION

	Note	2019/20 (30 June 2020 Carried Forward)	2019/20 (1 July 2019 Brought Forward)	2018/19 (30 June 2019 Carried Forward
		$	$	$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with *Financial Management Regulation 32.*				
Adjustments to operating activities				
Less: Movement in liabilities associated with restricted cash		34,810	8,634	8,634
Less: Fair value adjustments to financial assets at fair value through profit and loss		(1,153)	(70,068)	(70,068)
Movement in pensioner deferred rates (non-current)		(8,617)	(15,955)	(15,955)
Movement in rates paid in advance		0	(12,647)	(12,647)
Movement in employee benefit provisions (non-current)		10,442	63,264	63,264
Add: Loss on disposal of assets	9(a)	197,629	91,327	(44,754)
Add: Assets expensed	9(b)	0	136,081	136,081
Add: Depreciation on non-current assets	9(c)	2,956,342	2,874,158	2,874,158
Non cash amounts excluded from operating activities		3,189,453	3,074,794	2,938,713
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserves - cash backed	4	(3,023,350)	(3,090,661)	(3,090,661)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	13(a)	244,526	233,976	233,976
- Employee benefit provisions		524,991	490,180	490,180
Less: Rates received in advance		0	0	(71,768)
Total adjustments to net current assets		(2,253,833)	(2,366,505)	(2,438,273)
Net current assets used in the Rate Setting Statement				
Total current assets		7,653,940	6,879,716	6,879,716
Less: Total current liabilities		(3,207,783)	(2,218,307)	(2,027,128)
Less: Total adjustments to net current assets		(2,253,833)	(2,366,505)	(2,438,273)
Net current assets used in the Rate Setting Statement		2,192,324	2,294,904	2,414,315
(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards				
Total current assets at 30 June 2019				6,879,716
- Contract assets	24(a)			0
Total current assets at 1 July 2019				6,879,716
Total current liabilities at 30 June 2019				(2,027,128)
- Contract liabilities from contracts with customers	24(a)			(119,409)
- Rates paid in advance	24(b)			(71,770)
Total current liabilities at 1 July 2019				(2,218,307)

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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22. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close cooperation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as the investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	$	$	$	$
2020					
Cash and cash equivalents	0.68%	5,604,494	2,539,928	283,148	2,781,418
2019					
Cash and cash equivalents	2.64%	5,262,305	2,484,533	2,777,772	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020	2019
	$	$
Impact of a 1% movement in interest rates on profit and loss and equity*	56,045	52,623

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 13(b).

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22. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. Whilst the Shire was historically able to charge interest on overdue rates and annual charges at higher than market rates, which further encourage payment, the effect of COVID-19 needs to be considered. Financial assistance provided to ratepayers is expected to adversely affect the Shire's cash flows.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for rates receivables;

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2020					
Rates receivable					
Expected credit loss	16.67%	18.56%	23.74%	20.95%	19.76%
Gross carrying amount	278,819	239,798	167,033	404,629	1,090,279
Loss allowance	46,492	44,517	39,658	84,776	215,443
30 June 2019					
Rates receivable					
Expected credit loss	11.50%	11.21%	15.31%	18.35%	14.48%
Gross carrying amount	289,410	225,736	191,446	374,217	1,080,809
Loss allowance	33,283	25,300	29,306	68,657	156,546

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables;

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Trade and other receivables					
Expected credit loss	0.06%	0.08%	0.50%	2.11%	0.33%
Gross carrying amount	283,151	2,387	200,255	23,423	509,216
Loss allowance	179	2	1,003	495	1,679
30 June 2019					
Trade and other receivables					
Expected credit loss	1.61%	15.87%	16.82%	23.58%	3.88%
Gross carrying amount	207,459	270	3,090	21,916	232,735
Loss allowance	3,363	43	520	5,168	9,094

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22. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
2020	$	$	$	$	$
Payables	1,759,940	0	0	1,759,940	1,759,940
Borrowings	338,979	1,382,019	648,691	2,369,689	1,869,341
Contract liabilities	333,758	0	0	333,758	333,758
	2,432,677	1,382,019	648,691	4,463,387	3,963,039
2019					
Payables	1,021,535	0	0	1,021,535	1,021,535
Borrowings	338,979	1,487,417	882,273	2,708,669	2,103,317
	1,360,514	1,487,417	882,273	3,730,204	3,124,852

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

23. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

Whilst the COVID-19 pandemic occurred prior to 30 June 2020, the greater effect on the Shire's operations may occur after 30 June 2020. The expected effect on the finances and resources are unable to be reliably quantified at the time of reporting.

In April 2020 changes were made to Local Government (Financial Management) Regulation 18 allowing a local government to change the use of reserve funds while a state of emergency is in force. At its Ordinary Meeting held 26 May 2020, Council resolved to re-purpose cash reserves in two stages in readiness to respond to the effects of the COVID-19 pandemic if required.

Stage 1 was effected prior to 30 June 2020 whereby the following reserves were closed and $113,137 was transferred to the Disaster Reserve for use in the 2020/21 Financial Year;

Cash-Backed Reserves	$
a) Town Planning Reserve	7,376
b) Public Open Space Reserve	447
c) Community Bus Reserve	86,377
d) Archives Reserve	6,980
e) Water Supply Reserve	6,778
f) Cemetery Reserve	5,179
	113,137

Council further resolved to implement Stage 2 totalling $230,467 if required to fund the COVID-19 recovery process.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 15: Revenue from Contracts with Customers

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

	Note	AASB 118 carrying amount 30 June 2019	Reclassification	AASB 15 carrying amount 01 July 2019
		$	$	$
Contract liabilities - current				
Contract liabilities from contracts with customers	12	0	(119,409)	(119,409)
Adjustment to retained surplus from adoption of AASB 15	24(c)		(119,409)	

(b) AASB 1058: Income For Not-For-Profit Entities

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

	Note	AASB 118 and AASB 1004 carrying amount 30 June 2019	Reclassification	AASB 1058 carrying amount 01 July 2019
		$	$	$
Trade and other payables				
Rates paid in advance	11	0	(71,770)	(71,770)
Adjustment to retained surplus from adoption of AASB 1058	24(c)		(71,770)	

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurred, the financial liability was extinguished and the Shire recognised income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

	Note	2020 $ As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	2020 $ Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	20(a)	5,878,646	95,960	5,974,606
Operating grants, subsidies and contributions	2(a)	2,110,209	224,858	2,335,067
Fees and charges	2(a)	1,391,296	0	1,391,296
Non-operating grants, subsidies and contributions	2(a)	2,205,782	108,900	2,314,682
Net result		1,403,921	429,718	1,833,639
Statement of Financial Position				
Trade and other payables	11	1,759,940	(95,960)	1,663,980
Contract liabilities	12	333,758	(333,758)	0
Net assets		141,052,776	429,718	141,482,494
Statement of Changes in Equity				
Net result		1,403,921	429,718	1,833,639
Retained surplus		33,517,034	429,718	33,946,752

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.
The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has appplied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

(c) Impact of New Accounting Standards on Retained Surplus

The below table represents the impact on the Shire's retained surplus due to the adoption of AASB 15 and AASB 1058 as at 1 July 2019.

	Note	Adjustments	2019 $
Retained surplus - 30 June 2019			32,236,981
Adjustment to retained surplus from adoption of AASB 15	24(a)	(119,409)	
Adjustment to retained surplus from adoption of AASB 1058	24(b)	(71,770)	(191,179)
Retained surplus - 1 July 2019			32,045,802

(d) Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019.

On adoption of AASB 16 Leases (issued February 2016), for leases which had previously been classified as an "operating lease" when applying AASB 117, the Shire is not required to make any adjustments on transition for leases where the underlying asset value is low.

	Actual
Operating lease commitments disclosed as at 30 June 2019	3,283
Low value leases recognised on a straight line as an expense	3,283

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

25. TRUST FUNDS

Funds held at balance date which are required to be held in trust and which are not included in the financial statements are as follows:

	1 July 2019	Amounts Received	Amounts Paid	30 June 2020
	$	$	$	$
Cash in Lieu - Public Open Space	58,422	0	0	58,422
				0
	58,422	0	0	58,422

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

26. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification
The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures
All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures
Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures
Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation
The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities
Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy
AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1
Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2
Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3
Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques
The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach
Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach
Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets
In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model ,such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

SHIRE OF YORK
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

27 FINANCIAL RATIOS

	2020 Actual	2019 Actual	2018 Actual
Current ratio	1.46	2.14	1.80
Asset consumption ratio	0.70	0.70	0.71
Asset renewal funding ratio	1.08	1.03	1.74
Asset sustainability ratio	0.87	0.71	0.83
Debt service cover ratio	6.69	6.91	6.10
Operating surplus ratio	(0.11)	(0.09)	(0.12)
Own source revenue coverage ratio	0.74	0.75	0.72

The above ratios are calculated as follows:

Current ratio	current assets minus restricted assets / current liabilities minus liabilities associated with restricted assets
Asset consumption ratio	depreciated replacement costs of depreciable assets / current replacement cost of depreciable assets
Asset renewal funding ratio	NPV of planned capital renewal over 10 years / NPV of required capital expenditure over 10 years
Asset sustainability ratio	capital renewal and replacement expenditure / depreciation
Debt service cover ratio	annual operating surplus before interest and depreciation / principal and interest
Operating surplus ratio	operating revenue minus operating expenses / own source operating revenue
Own source revenue coverage ratio	own source operating revenue / operating expense

Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of York

Report on the Audit of the Financial Report

Opinion
I have audited the annual financial report of the Shire of York which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of York:
(i) is based on proper accounts and records; and
(ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion
I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting
I draw attention to Notes 1 and 9 to the annual financial report, which describe the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act, including the Local Government (Financial Management) Regulations 1996 (Regulations). My opinion is not modified in respect of these matters:

(i) Regulation 17A of the Regulations requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost.
(ii) In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 of the Regulations did not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report.

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Responsibilities of the Chief Executive Officer and Council for the Financial Report
The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error. In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report
The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements
In accordance with the Local Government (Audit) Regulations 1996 I report that:

(i) In my opinion, the following material matter indicate significant adverse trends in the financial position of the Shire:
   a. The Operating Surplus Ratio as reported in Note 27 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI)'s standard of 0.01 for the past 3 financial years.

(ii) The following material matter indicates non-compliance with Part 6 of the *Local Government Act 1995*, the Local Government (Financial Management) Regulations 1996 or applicable financial controls of any other written law were identified during the course of my audit:
   a. Testing of the procurement process noted that controls to ensure declarations of conflict of interest are performed prior to the evaluation of the tender process could not be evidenced increasing the risk of any actual or perceived conflicts of interest being adequately identified and managed by the Shire.

(iii) All required information and explanations were obtained by me.

(iv) All audit procedures were satisfactorily completed.

(v) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Matters Relating to the Electronic Publication of the Audited Financial Report
This auditor's report relates to the annual financial report of the Shire of York for the year ended 30 June 2020 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.

Labuschagne

SANDRA LABUSCHAGNE
DEPUTY AUDITOR GENERAL
Delegate of the Auditor General for Western Australia
Perth, Western Australia
4 December 2020

Shire of York
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SY185-12/20 INFORMATION STATEMENT 2020-21

File Number:	**AS.RMT.2**
Author:	**Natasha Brennan, Administration and Governance Coordinator**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**16 December 2019**
Appendices:	**1. Freedom of Information Statement 2020/2021**

NATURE OF COUNCIL'S ROLE IN THE MATTER

PURPOSE OF REPORT

Executive, Legislative & Review.

BACKGROUND

The *Freedom of Information Act 1992* requires that each year Council is to publish an up-to-date Information Statement.

The last Information Statement was endorsed by Council at the Ordinary Council Meeting held 16 December 2019, Resolution 131219.

COMMENTS AND DETAILS

The purpose of the Information Statement is to provide information to the community about the structure and functions of the local government, how decisions made by the Council affect the community and how members of the community can participate in the decision-making process and in the formulation of policies of the local government.

The Statement also lists documents that are held by the Shire and how they can be inspected, which ones can be purchased, and what types of documents can only be requested for access through application under the *Freedom of Information Act 1992.*

A comprehensive review was undertaken in 2017/18 with assistance provided from the Office of the Information Commissioner. Only minor changes have been required in the annual reviews undertaken since then.

It is noted that that more changes are expected to come into effect that are yet to be proclaimed, relating to the *Local Government Act 1995* – Public Information Access. Once these changes adopted, they will be incorporated into the next review.

A copy will be sent to the Information Commissioner, once it has been endorsed by Council.

Appendix A refers to the current Information Statement, with the proposed changes indicated in red.

OPTIONS

The Council could choose to seek advice from the Office of the Information Commissioner, prior to adopting this document.

IMPLICATIONS TO CONSIDER

Consultative

Shire Officers

Strategic

Theme 5: Strong Leadership and Governance

5.1 Effective and Informed
The Council supported by the administration is strategic, effective and informed in its decision-making

5.4 Open and accountable systems
Continuous improvement of governance

5.8 Open smart communication.
Communication between the Shire and the community is open, smart, efficient, and uses a range of methods including social media, is factually informative and makes use of collaborative community networks.

Policy Related

G2.2 Community Access to Information

Financial

Nil

Legal and Statutory

Freedom of Information Act 1992
Part 5 of the Publication of information about agencies
Section 94. Information statements

Risk Related

It is a requirement that the Council updates and reviews its Information Statement on an annual basis. Failure to do so exposes the Shire to a compliance risk.

Workforce

Nil

VOTING REQUIREMENTS

Absolute Majority: Yes

RECOMMENDATION

That Council:

1. Adopts the Shire of York Information Statement 2020-21 as attached to this report.
2. Requests the Chief Executive Officer to:
   (a) Forward the adopted Statement to the Office of the Information Commissioner.
   (b) Make the Statement available on the Shire's website and in hard copy upon request.
3. Authorises the Chief Executive Officer to make minor editorial amendments to the Statement prior to submission.

SHIRE OF YORK

FREEDOM OF INFORMATION STATEMENT

~~2019/2020~~2020/2021

Published by Council in accordance with the Freedom of Information Act 1992

This document is available in alternative formats upon request

Adopted ~~16 December 2019~~22 December 2020

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INTRODUCTION

This Information Statement is published by the Shire of York in accordance with the requirements of Part 5 of the *Freedom of Information Act 1992 (the FOI Act)*.

The purpose of this document is to provide information to the community about the structure and functions of the local government, how decisions made by the Council affect the community and how members of the community can participate in the decision making process and in the formulation of policies of the local government.

This statement describes the kinds of documents that are held by the Shire and the ways access may be given to those documents.

A review of the Information Statement will take place every twelve months.

FREEDOM OF INFORMATION LEGISLATION

Further information about Freedom of Information can be found at the Office of the Freedom of Information Commissioner's website at: www.foi.wa.gov.au. A copy of the *Freedom of Information Act 1992* and associated regulations can also be viewed here.

This information statement can also be accessed through the Shire of York's website at www.york.wa.gov.au.

~~**VISION STATEMENT**~~

THE COMMUNITY'S VISION AND PRIORITIES

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COMMUNITY VISION

We are WA's first inland community

The treasured Avon river is at our heart

The Shire is easy to get around for everyone

Our tourism and agricultural based economy is thriving, providing jobs for all and a future for our young people

The town centre is renowned for its iconic heritage and hosts festivals and events that draw thousands of visitors per year

The natural environment replenishes the soul and we embrace the culture and history of the Ballardong people as an integral part of life and the future

~~Shire of York Mission Statement - Building on our history to create our future.~~

Shire of York Community Aspirations:

- Theme 1: The Place to Be
  Goal: To be a close-knit community, full of life, in a welcoming and accessible place for all.
- Theme 2: Driving the York Economy Forward
  Goal: To have a vibrant, diverse and prosperous local economy which creates local jobs, business opportunities and a positive image for the Shire.
- Theme 3: A Leader in Sustainable Environment
  Goal: To be a place which is renowned for the quality of its natural environment, the astounding beauty of the landscape, and the care taken by the community.
- Theme 4: Build for Lifestyle and Resilience
  Goal: To have a built environment which supports community, economy and the environment, respects the past and creates a resilient future.
- Theme 5: Strong Leadership and Governance
  Goal: To have effective and responsible leadership and governance, where a sense of collective purpose and shared direction combine to work together.

- ~~Theme 1: The Place to Live~~
  ~~To be a place which is attractive and accessible for the young and elderly, and attracts people in the age groups in between to work and settle in the Shire~~
- ~~Theme 2: A Leader in Cultural Heritage and Environment~~
  ~~To be a place which is renowned for its cultural heritage and the quality of its natural environment, and for the care taken by the community of both.~~
- ~~Theme 3: Driving the York Economy Forward~~
  ~~To have a vibrant, diverse prosperous local economy which is sustainable in the long term, makes sustainable use of its natural and built heritage and community assets, and delivers benefit in the form of local jobs, business opportunities and a positive image for the Shire.~~
- ~~Theme 4: Build for Resilience~~
  ~~To have secured an infrastructure base which is affordable, is managed to a level of risk accepted by the community, supports a sustainable environment, increases rural and town resilience, and is responsive to community needs.~~

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- ~~Theme 5: Strong Leadership and Governance~~

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

THE COUNCIL AND COUNCILLORS

Council is the governing body of the local government and is made up of seven Elected Members (Councillors). The role of the Council is defined in the *Local Government Act 1995*:

- To direct and control the local government's affairs; and
- To be responsible for the performance of the local governments functions.

Generally, Councillors do not have an authority to act or make decisions as individuals. They are members of an elected body that makes decisions on behalf of the local government through a formal meeting process.

The role of each Councillor is to:

- Represent the interests of electors, ratepayers and residents of the district.
- Provide leadership and guidance to the community in the district.
- Facilitate communication between the community and the Council.
- Participate in the local government's decision making processes at Council meetings; and
- Perform such other functions as are given to a Councillor by the *Local Government Act 1995* or any other written law.

Your elected Councillors are ratepayers or residents who have volunteered to work for the community and provide an avenue for public participation and input on important decisions that affect the way you live.

Local Government elections take place every second year on the third Saturday in October, with approximately half the Council retiring at each election. Retiring Council members are eligible for re-election. After each election, Elected Members select a Shire President and Deputy Shire President amongst themselves.

More information relating to your elected members can be found on the Shire of York website at www.york.wa.gov.au.

OFFICE OF THE CHIEF EXECUTIVE

Each local government employs a Chief Executive Officer (CEO) and staff to advise Council members on matters under discussion, administer the day to day operations of the local government, carry out the policies of Council and implement its decisions.

The CEO is responsible to Council for the implementation of Council policies, decisions and budgeted works, the provision of accurate and timely advice to Council and the efficient administration of the Shire.

PUBLIC PARTICIPATION

Council consults the community to seek its views on a number of projects in which it is involved in. Council seek these views in a number of ways including advertising in local papers, calling public meetings and seeking responses to surveys and questionnaires.

Public Notices & Advertising

The *Local Government Act 1995* and other legislation may require the Shire to provide notice of its intention to take a particular course of action or decision. The Shire may also advertise certain proposed courses of action or decisions in order to provide the community with an opportunity to make submissions. These notices and advertisements generally appear within The West Australian or York & District Community Matters or other local newspapers within the district. Notices are also placed on the Shire of York website and social media pages

Council Agendas & Minutes

To facilitate public participation and awareness of Council meetings, the Shire of York advertises the dates, times and places of meetings that are open to members of the public. The advertisements are placed in the local newspapers, on Council's website and also on the public notice boards located at the Post Office and the Shire Office.

Agendas

Agendas relating to any Council meetings are made available for public inspection at the Shire Office, on Council's website and at the same time that they are issued to members of Council, which is on the Thursday (sometimes Friday) prior to the Agenda Settlement Briefing.

In certain circumstances, members of the public are not entitled to inspect notice papers or agendas which in the Chief Executive Officer's opinion, relate to a meeting or part of a meeting which is likely to be closed to members of the public in accordance with Section 5.23(2) of the *Local Government Act 1995*.

Minutes

Council meeting minutes are available on the Shire's website and for inspection at the Shire Office within ten (10) business days after the meeting.

Council Meetings

An Agenda Briefing for Councillors is held on the second last Tuesday of each month at ~~5~~45.00pm and is open to the public.~~-~~

The Ordinary Council meeting takes place on the last Tuesday of each month at 5.00pm. At this meeting, all Councillors attend. They examine the recommendations ~~-~~made by Council's staff, debate and generally approve the recommendations before them.

~~made by Council's staff, debate and generally approve the recommendations before them.~~

Council Meetings are ~~generally~~ open to the public and are conducted in accordance with the Shire of *York Local Government (Council Meetings) Local Law 2016*.

Current Shire Committees

Local governments may appoint committees to share in the decision making workload as well as to utilise expertise effectively. Committees include Council members, staff from the local government and can also include members of the public.

Council Committees - (within the Shire)

- Access & Inclusion Advisory Committee
- Audit & Risk Committee
- Local Emergency Management Committee (LEMAC)

Council Committees – Other

- Council Reference / Working Group
- York Honours Reference Group

~~**Other Committees – external**~~
Council Representation – External Committees

Avon Midland Country Zone of WA Local Government Association
Avon Regional Roads Sub-Group
Avon Regional Organisation of Councils (AROC)
~~Avon Valley Tourism Association~~
Development Assessment Panel
Earthquake Building Mitigation Project Working Group

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~~Emergency Services Recover Coordinator~~
Paint York REaD
River Conservation Society
Rural Water Council
~~Rural Road Advisory Group~~
~~York By-Pass Working Group~~
York Community Resource Centre
York District High School Board
York Health Advisory Group
~~York-Merredin Road Working Group~~

Local Government (Council Meetings) Local Law 2016

This Local Law relates to the way in which Council and committee meetings are run, particularly the conduct of proceedings of the business of the Council and committee meetings. In governing the proceedings of a meeting, standing orders specifically detail issues such as the order of business, conduct of meetings with regard to determinations by the chairperson, rules of debate, voting, motions and amendments to motions and various miscellaneous matters.

A copy of the comprehensive Local Law relating to Council Meetings is available for perusal or purchase at the Shire Office. It can also be found on the Shire Website.

Delegated Authority

The Council of a local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties. For this to occur however, an absolute majority decision is required. There are some limits on powers or duties that can be delegated to the Chief Executive Officer. Comprehensive detail describing such limitations can be found in Section 5.43 of the *Local Government Act 1995*.

THE LOCAL GOVERNMENT ACT

Local Government's power is derived from legislation.

The *Local Government Act 1995* provides for a system of local government by creating a constitution for elected local government in the State, describing the functions of local governments, providing for the conduct of elections and providing a framework for the administration and financial management of local governments and for the scrutiny of their affairs.

Other important statutes include the *Bush Fires Act*, the *Cemeteries Act*, the *Dog Act*, the *Cat Act* and the *Environmental Protection Act*.

Local governments also derive powers from other Acts. Of these, the most important are the *Health Act*, which vests wide ranging powers in local governments to ensure the health of each community is safeguarded, and the *Town Planning and Development Act*,

which gives local governments the power to prepare local planning schemes and ensure orderly development.

POLICIES OF THE LOCAL GOVERNMENT

In order to provide guidance for the officers of the local government, the Council adopts policies that define the structure under which the local government operates.

A manual of the policies of the local government are available for public perusal on request at the Shire Office and also on the Shire of York Website.

LOCAL GOVERNMENT LOCAL LAWS

The powers of local governments to provide services and facilities and make local laws are derived from legislation passed in State Parliament. The principal Act from which local governments gain power is the *Local Government Act 1995*.

Local Laws were previously called By-laws. The terminology change was implemented by the *Local Government Act 1995*. The terminology change does not in any way change the intent of the original By-law.

There are two types of Local Laws that are the 'law' in any local government area. The first type are local laws made by the Governor which may be applicable to a single local government or even to every local government in the State. There are a few such local laws that are statewide applying to this local government and these have been identified as such in their headings.

The second type of local law is adopted by this local government. These local laws apply only to ratepayers and residents of the Shire of York. The power to make a local law and the extent to which it may be applied must be clearly set out in an Act of Parliament. This is sometimes described as the "Head of Power". Several different Acts give such powers with perhaps the most important to Council, being the *Local Government Act*, the *Health Act* and the *Bush Fires Act*.

A comprehensive Local Laws manual is available for perusal on request at the Shire Office and on the Shire of York Website.

PUBLICATONS

Where the Shire of York is required or has decided to make certain documents available to the public, then those documents will be available in their most recent format at the Shire of York Website http://www.york.wa.gov.au.

The Shire of York will ensure that as much information as possible is made available through the Shire of York website; alternatively, these documents can be made available by attending the Shire of York Administration Office in person or telephoning 9641 2233.

Charges may apply for hard copies of certain documents as per the Council's adopted Fees and Charges.

PUBLICATIONS AVAILABLE

Document Description	Inspection Only	Website
Aged Friendly Community Plan		x
Agenda & Minutes (excluding sections closed to the public)		x
Annual Budgets		x
Annual Reports		x
Business Plans		x
Code of Conduct – (located in the Policy Manual)		x
Committee Booklet		x
Community Scorecards		x
Complaints Register (minor breach)		x
Corporate Business Plan		x
Delegated Authority Register		x
Disability Access & Inclusion Plan		x
Fees and Charges		x
Freedom of Information Statement		x
Gift & Contributions to Travel Register		x
Local Laws Manual		x
Long Term Financial Plan		x
News & Events – Media Released		x
Policy Manual		x
Record Keeping Plan		x
Registers – Gifts & Travel		x
Register of Financial Interest	x	
Register – Tender	x	
Strategic Community Plan		x

Requests for information of a general nature may be made in writing to the Chief Executive Officer. Requests for information that is not otherwise listed as available in this statement will be considered in accordance with the *Freedom of Information (FOI) Act 1992*.

APPLYING FOR DOCUMENTS UNDER THE FREEDOM OF INFORMATION ACT

The *Freedom of Information Act 1992* gives people the right of access to documents held by Ministers, State Government departments, Local Governments and other statutory authorities subject to some limitations. These bodies are called agencies.

People have the right to apply for access to the documents of an agency or a local government. This right is not affected by any reasons the person has for wishing to obtain access or the local government's belief as to what the reasons are for wishing to obtain access.

However, you cannot apply to access documents under the FOI Act if those documents are available for purchase or free distribution to the public or available for inspection under an enactment.

The FOI Act also provides that certain documents or information is exempt. The exemptions in the FOI Act protect some documents from disclosure because their release would have an adverse effect on the private and business interests of individuals, or would hinder the proper functioning of government.

Sometimes access to only part of a document will be provided if it contains information considered to be exempt.

REQUIREMENTS FOR AN ACCESS APPLICATION UNDER THE FREEDOM OF INFORMATION ACT

Application forms are available at the Shire Office. The use of application forms is not mandatory, however access applications must:

- be in writing;
- give an Australian address for which notices can be sent;
- give enough information so that the documents requested can be identified; and

An application fee of $30 is payable if the applicant is seeking more than their own personal information.

Applications may be lodged at the Shire Offices or in person or mailed direct to the:

FOI Coordinator
Shire of York
PO Box 22
YORK WA 6302

Document Definition

A document includes any record or part of a record, and any copy or reproduction. It therefore covers files, computer printouts, maps, plans, photographs, tape recording, films, video tapes or electronically stored information.

Notice of Decision

Applicants will be given a written "Notice of Decision" by the Decision Maker, of the Shire of York. The "Notice of Decision" will provide reasons if you are refused access or only

given partial access to the document, which you requested. Your rights of review will be included in the "Notice of Decision".

Fees & Charges

A scale of fees and charges is set under the *Freedom of Information Regulations 1993*. Apart from the application fee for non-personal information, all charges are discretionary, meaning that it is left to the Shire's discretion whether a charge will apply or not. Straightforward applications usually incur only the application fee. The charges are as follows:

Application - personal information about the applicant	Free of charge
Application Fee non-personal information	$30
Charge for time taken by staff dealing with the application	$30/hour or pro-rata
Charge for access time supervised by staff	$30/hour or pro-rata
Charge for photocopying - staff time	$30/hour or pro-rata
Charge for photocopying - per copy	$0.20
Charge for transcribing from tape, film or computer	$30/hour or pro-rata
Charge for duplicating a tape, file or computer information	At cost
Charge for delivery, packaging and postage	At cost
Deposits	
Advanced deposit may be required of the estimated charges	25%

An estimate of charges will be provided if the cost is expected to exceed $25.00.

For financially disadvantaged applicants, or those issued with prescribed pensioner concession cards, the charges payable are reduced by 25%.

No charges apply for searching, identifying or collating the documents.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Appeals for review

If you are not satisfied with the decision made in relation to your request you can request a review of the Shire's decision.

Internal Review by the Shire of York

If you are dissatisfied with the Shire's decision, you can seek an internal review of the decision from the Shire. If the initial decision was made by the CEO you cannot apply

for an internal review but you can seek an external review with the Office of the Information Commissioner

To apply for an internal review:

- You must submit a letter or complete an "internal review application form" and lodge it with the Shire within 30 days after being given the Shire's notice of decision
- The ~~lodgment~~lodgement must give details of the decision you wish to have reviewed and give an address in Australia to which notices can be sent
- The Shire is required to provide you with a notice of its internal review decision within 15 days of you lodging your application for review.

External Review by the Information Commissioner

If after an internal review has been completed or if the Chief Executive Officer was the issuing officer of the Notice of Decision and you are still dissatisfied with the Shires decision, you can make a complaint to the Information Commissioner.

The complaint must be made in writing to the Information Commissioner and you must supply an address to which notices may be sent to you.

You must also give particulars of the decision you want reviewed and attach a copy of the Shire's notice decision on internal review or the decision of the Chief Executive Officer if internal review is not available.

If you are seeking access to documents or an amendment of personal information, your complaint must be lodged within 60 days after being given written notice of the Shire's decision. If you are a third party to an application for access to personal or commercial or business information concerning yourself, your complaint must be lodged within 30 days after being given written notice of the Shire's decision. There is no charge for review by the Information Commissioner.

Further details and brochures can be obtained at the Shire Office.

The Information Commissioner can be contacted at the following:

The Office of the Information Commissioner
Albert Facey House
469 Wellington Street
PERTH WA 6000

Telephone: 6551 7888

Country WA Callers: 1800 621 244 (toll free)
Facsimile: 6551 7889

Email: info@foi.wa.gov.au
Internet: www.foi.wa.gov.au

Appeals to the Supreme Court

Section 85 of the FOI Act provides that any party to a complaint may appeal to the Supreme Court on any question of law arising out of a decision of the Information Commissioner, except for a decision as to the deferral of access to a document, the charges to be imposed for dealing with an access application and the payment of a deposit on account of charges.

Amending Personal Information

The right to amend personal information held by the Shire ensures information does not unfairly harm the person referred to, misrepresent facts about them or give a misleading impression. An application can be made to the Executive Manager Corporate & Community Services or the Chief Executive Officer to correct or amend any documents containing an individual's personal information.

The application must be in writing, providing details and if necessary, documentation to support claims that the information the applicant seeks to have amended is inaccurate, incomplete, out of date or misleading.

The Shire will inform the applicant of its decision and its reasons and will advise the applicant of their right of review should they be dissatisfied with the Shire's decision.

SY187-12/20 ANNUAL REVIEW OF THE SHIRE OF YORK REGISTER OF DELEGATED AUTHORITY

File Number:	**OR.CMA.1**
Author:	**Natasha Brennan, Administration and Governance Coordinator**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**25 November 2019**
Appendices:	**1. Draft Delegations Register - 22 December 2020** ⇩ **2. WALGA Governance Update - November 2020** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

- Review
- Legislative

PURPOSE OF REPORT

The annual review of the delegation's register has been undertaken and is attached and presented to Council for endorsement.

BACKGROUND

Sections 5.18 and 5.46 of the *Local Government Act 1995* (the Act) require that a delegation's register be maintained and reviewed at least once each financial year. The delegations register was last reviewed by Council in November 2019.

Previously the appointment of Authorised Persons for the Shire of York has also been adopted by Council at the same time, in conjunction with the Delegations Register.

Recent amendments to section 9.10 of the Local Government Act now means the Chief Executive Officer has the authority to appoint authorised persons under the listed legislation (without reference to Council or requirement for Council decision), for the listed legislation below:

- Local Government Act 1995;
- Caravan Parks and Camping Grounds Act 1995;
- Cat Act 2011;
- Cemeteries Act 1986;
- Control of Vehicles (off-road areas) Act 1978;
- Dog Act 1976; and
- Subsidiary legislation made under an Act referred to above.

This Act amendment means that delegated authority from Council to the CEO to appoint authorised persons under the Local Government Act, Cat Act and Dog Act are inoperative and must be removed from Delegation Registers effective immediately, without the need for Council resolution to delete / revoke the delegation. These changes have been reflected in the Draft Register of Delegations attached as Appendix 1.

Section 5.18 relates to Register of Delegations to Committees and it is noted that Council does not currently delegate any powers or duties to Committees.

The current delegations provide an appropriate level of authority to the Chief Executive Officer to enable effective and timely consideration of day to day statutory functions.

They promote accountability and facilitate efficient service delivery to the community. They allow Council to focus on strategic planning and community leadership.

The Register of Delegated Authority is a comprehensive document that also includes delegations made under legislation other than the *Local Government Act 1995.*

All delegations made by Council must be carried by an Absolute Majority and be in accordance with section 5.42 of the Act.

COMMENTS AND DETAILS

Proposed amendments to existing delegations are listed in Table 1 below.

It is noted that the review proposes ten (10) changes to the delegations register. Four (4) extending the delegation to a second officer, three (3) removing delegated authority from Council to the CEO, two (2) new delegations and one (1) modification.

Appendix 1 provides a 'tracked changes' version of the Shire's Register of Delegated Authority for Council's review and consideration.

Appendix 2 refers to the WALGA Governance Update, which advises of the Local Government Act amendments.

Table 1

Delegation No:	Title	Proposed Amendments
DE2.7	Appointment of Authorised Persons under the Local Government Act 1995	Remove Delegation. New legislation (amendment to section 9.10 of the Local Government Act 1995) – CEO is now the prescribed decision maker to make the appointments of authorised officers
DE2.12	Appoint Authorised Persons	New Delegation. New legislation (amendment to section 9.10 of the Local Government Act 1995) – CEO is now the prescribed decision maker to make the appointments of authorised officers.
DE5.2	Tender Evaluation Criteria	Add Executive Manager Infrastructure & Development Services (EMIDS) & Executive Manager Corporate & Community Services (EMCCS) to CEO Delegation
DE6.11	Liquor Control Act 1988 – authority to Issue Certificates	Remove EMIDS from Delegation. CEO delegation only.
DE6.12	Cat Act 2011 – Appointment of Authorised Persons	Remove Delegation. New legislation (amendment to section 9.10 of the Local Government Act 1995) – CEO is now the prescribed decision maker to make the appointments of authorised officers
DE6.13	Dog Act 1976 – Approval to Keep More than Two Dogs	Add Executive Manager Infrastructure & Development Services (EMIDS) to CEO Delegation
DE6.14	Disposing of Sick or Injured Impounded Animals	Add Executive Manager Infrastructure & Development Services (EMIDS) to CEO Delegation
DE6.16	Approval of Camping Other than at a Caravan Park or Camping Ground	Remove Delegation. New legislation (amendment to section 9.10 of the Local Government Act 1995) – CEO is now the prescribed decision maker to make the appointments of authorised officers
DE6.19	Section 79 (3) (h) of the Cat Act 2011 – Approval to Keep More than Two Cats	Add Executive Manager Infrastructure & Development Services (EMIDS) to CEO Delegation
DE6.20	Bush Fires Act 1954 – Section 38 - Appoint Bush	New Delegation. New legislation (amendment to section 9.10 of the Local Government Act 1995) –

	Fire Control Officers and Fire Weather Officers	CEO is now the prescribed decision maker to make the appointments of authorised officers

OPTIONS

Council could choose to limit the delegations to the Chief Executive Officer and sub-delegations made to officers. However, the proposed delegations are recommended to ensure the effectiveness and efficiency of the Shire's operations whilst remaining accountable to Council.

IMPLICATIONS TO CONSIDER

Consultative

Executive Leadership Team
WALGA

Strategic

Theme 5: Strong Leadership and Governance

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

Policy Related

Several delegations are subject to compliance with Council's policy on the matter. This is noted in the policy section of each Delegation and under Conditions and Exceptions.

Financial

Nil

Legal and Statutory

Local Government Act 1995

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under —*

(a) this Act other than those referred to in section 5.43; or

(b) the Planning and Development Act 2005 section 214(2), (3) or (5).

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

Under Section 5.42 of the *Local Government Act 1995* (the Act), a local government may delegate to the Chief Executive Officer any of its powers or the discharge of any of its duties under the *Local Government Act 1995*, other than those prescribed under Section 5.43 and any of its duties under the *Planning and Development Act 2005* Section 214(2), (3) or (5).

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties —

(a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;

(b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;

(c) appointing an auditor;

(d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;

(e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;

(f) borrowing money on behalf of the local government;

(g) hearing or determining an objection of a kind referred to in section 9.5;

(ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;

(h) any power or duty that requires the approval of the Minister or the Governor;

(i) such other powers or duties as may be prescribed.

[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23.]

5.44. CEO may delegate powers and duties to other employees

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

(a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate,

are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —

***conditions** include qualifications, limitations or exceptions.*

[Section 5.44 amended by No. 1 of 1998 s. 14(1).]

5.45. Other matters relevant to delegations under this Division

(1) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —

(a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and

(b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

(2) Nothing in this Division is to be read as preventing —

(a) a local government from performing any of its functions by acting through a person other than the CEO; or

(b) a CEO from performing any of his or her functions by acting through another person.

5.46. Register of, and records relevant to, delegations to CEO and employees

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

9.10. Appointment of authorised persons

(1) In this section —

***law** means any of the following —*

(a) this Act;

(b) the Caravan Parks and Camping Grounds Act 1995;

(c) the Cat Act 2011;

(d) the Cemeteries Act 1986;

(e) the Control of Vehicles (Off-road Areas) Act 1978;

(f) the Dog Act 1976;

(g) subsidiary legislation made under an Act referred to in any of paragraphs (a) to (f);

(h) a written law prescribed for the purposes of this section;

***specified** means specified in the instrument of appointment.*

(2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.

(3) An appointment under subsection (2) is subject to any specified conditions or limitations.

(4) The CEO must give to each person appointed under subsection (2) an identity card that —

(a) on the front of the card, sets out —

(i) the name and official insignia of the local government; and

(ii) the name of the person; and

(iii) a recent photograph of the person;

and

(b) on the back of the card, specifies each law to which the person's appointment relates.

*(5) A person appointed under subsection (2) (the **authorised person**) must —*

(a) carry their identity card at all times when performing functions under a specified law; and

(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.

(6) A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.

[Section 9.10 inserted: No. 16 of 2019 s. 64.]

Other Applicable Legislation

Sections 5.74 to 5.76 of the Act require that an employee whom a duty of power has been delegated under the Act must lodge an Annual Return by 31 August each year.

Risk Related

The *Local Government Act 1995* requires that a local government reviews its register of delegations at least once every financial year. Council is therefore required to adopt the reviewed delegations prior to 30 June 2021 to ensure compliance. The risk is moderate if this date is not met as it results in non-compliance. However, the likelihood of this is rare given the review is being presented to Council well before the due date. Therefore, the overall risk is low.

An appropriate framework of delegations:

- Ensures accountability.
- Adequately manages risk.
- Increases efficiency and effectiveness of processes and practices.
- Ensures decisions are implemented.
- Complies with relevant legislation, policies and guidelines.

Workforce

Where an officer is delegated or sub-delegated authority, he/she is required to complete a primary and annual return in accordance with Sections 5.75 and 5.76 of the *Local Government Act 1995.*

VOTING REQUIREMENTS

Absolute Majority: Yes

RECOMMENDATION

That, with regard to the annual review of the Shire of York register of Delegated Authority, Council:

1. Notes that the last annual review of its Delegations of Authority in accordance with Section 5.46 (2) of the *Local Government Act 1995*, was conducted in November 2019.
2. Adopts the amended Register of Delegations attached as Appendix 1 to this report.
3. Authorises the CEO to make any minor typographical changes.

SHIRE OF YORK

~~2019/20~~2020/21

Register of Delegated Authority

Adopted ~~25 November 2019~~22 December 2020
Updated 26 May 2020

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Introduction

Purpose of Delegating Authority

The key purpose of delegating authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with and supports our commitment to a strong customer service ethos. The register details the related document(s) from which the power to delegate is derived, including legislation and policies of the Council. This supports ease of cross-referencing. This delegated authority register will be reviewed in accordance with the *Local Government Act 1995* on an annual basis. The co-ordination of the review will be performed through the Office of the CEO.

Legislation

The *Local Government Act 1995* (the Act) allows for a local government to delegate to the Chief Executive Officer (CEO) the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in Section 5.43. The Council must make all delegations by absolute majority decision. {s5.42 (1)}.

Associated Legislation

Legislation other than the Local Government Act 1995, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- *Planning and Development Act 2005* including regulations, and adopted policies;
- *Dog Act 1976* and regulations;
- *Cat Act 2011* and regulations;
- *Bush Fires Act 1954,* regulations and local laws created under that Act;
- *Health Act 1911 (as amended),* regulations and local law created under that Act;
- *Freedom of Information Act 1992;*
- *Land Administration Act 1997,* as amended and regulations;
- *Litter Act 1979* and regulations;
- *Local Government (Miscellaneous Provisions) Act 1960 as amended;*
- *Caravan Parks and Camping Grounds Act 1995;*
- *Control of Vehicles (Off-Road Areas) Act 1978* and regulations;
- *Strata Titles Act 1985;*
- *Food Act 2008;*
- *Environmental Protection Act 2005;*
- *Building Act 2011* and Building Regulations 2012
- *Graffiti Vandalism Act 2016*

Some legislation provides for authorisation of Local Government officers to have powers as are necessary in order for them to perform their required duties as a specific function of the local government. These duties are carried out as "acting through" functions under s.5.45(2) of the Local Government Act 1995.

The Planning and Development Act 2005 provides the WA Planning Commission with the powers to delegate under section 16(1) and (3)(e) *"any function of the Commission under this Act or any other written law, except this power of delegation, a local government, a committee established under the Local Government Act 1995, or an employee of a local government."*

Section 14(a)(iii) "Functions" of the *Planning and Development Act 2005* recognises the functions of the Commission to advise the Minister on legislation and delegations associated with local planning schemes. This includes Council's Town Planning Scheme No 2.

Delegation by the Chief Executive Officer

The Act provides for the Chief Executive Officer to delegate any of the powers to another Employee {s5.44 (1)}. This must be done in writing. {s5.44 (2)}. The Act allows for the Chief Executive Officer to place conditions on any delegations that he or she delegates. {s5.44 (4)}

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year. {s.5.46(1) and (2)}. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used. {s5.46 (3)}

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty. {Local Government (Administration) Regulations 1996 Regulation 19.}

Officers and/or sections of the organisation responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.

A person to whom a power is delegated under the Act is considered to be a 'designated employee' under s5.74(b) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the Chief Executive Officer to delegate a power. {s5.44 (1)}.

Acting through another person

Local Government Act 1995 – Section 5.45 (2)

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

a) a local government from performing any of its functions by acting through a person other than the CEO; or

b) a CEO from performing any of his or her functions by acting through another person.

The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision-making function in his or her own right.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the principle of "acting through". Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise a discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where no discretion exists is reinforced by Section 56 of the Interpretation Act 1984 which states –

56. "May" imports a discretion, "shall" is imperative

(1) Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.

(2) Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.

Note:
Decisions that are made under delegation are required to be recorded. This may take place in two ways. Many decisions under delegation are simply required to be recorded on the relevant file. In some cases a condition of the delegation is that decisions are reported to the Council. Where that is the case, the requirement is recorded in the delegation document.

Part 1 Functions of Local Governments

Local Government Act 1995 - Part 3

DE1-1 Closing Certain Thoroughfares to Vehicles (Exceeding 4 Weeks)

Function to be performed:

A local government may, after providing public notice of its intentions and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks.

Legislative Power or Duty delegated:

Section 3.50(1a) and 3.50(4) *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to close a thoroughfare, wholly or partially, for a period exceeding 4 weeks and to issue all necessary notices, subject to Section 3.50 of the *Local Government Act 1995*.

Conditions and Exceptions:

The closure of any thoroughfare under this delegation is not to exceed 3 months. The permanent closure of thoroughfares is to be referred to Council for determination.

Chief Executive Officer Delegates to:

Executive Manager, Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates to the above Officer the exercise of this delegated power. The exercise of the delegated power does not include the power of delegation.

Reporting Requirements:

Action taken to close thoroughfares must be recorded in the appropriate file to meet legislative requirements and Councillors informed via reporting in the Delegations Register to be included the next Council Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: Reviewed & Adopted – 18 April 2016 – Replaced DE 24 in part
Amended – 24 October 2016
Amended - 27 November 2017
Reviewed - December 2018
Reviewed – 25 November 2019

DE1-2 Closing Certain Thoroughfares to vehicles (Not Exceeding 4 Weeks) for Any Purpose Permitted by Law, Including Events

Function to be performed:

A local government may close a thoroughfare to vehicles wholly or partially, for a period not exceeding 4 weeks, including for, but not limited to, events on roads.

Legislative Power or Duty delegated:

Section 3.50(1) *Local Government Act 1995*

Road Traffic (Events on Roads) Regulations 1991

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to close a thoroughfare, wholly or partially, for a period not exceeding 4 weeks, subject to Section 3.50(1) of the *Local Government Act 1995*.

The delegation includes the authority to determine applications for the temporary closure of thoroughfares for the purpose of conducting events.

Conditions and Exceptions:

In considering the short term closure of thoroughfares the CEO will also have regard to the Shire's local law.

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services.

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Temporary road closures are to be noted in the monthly Council Information Bulletin.

Financial Interest Return Required: Yes

Details of Review: Reviewed - 24 October 2016 – Replaces DE 24 in part and DE25
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-3 Closing Certain Thoroughfares to Vehicles (Revocation)

Function to be performed:

An order to close a thoroughfare may be revoked by the local government.

Legislative Power or Duty delegated:

Section 3.50(6) of the *Local Government Act 1995*.

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to revoke an order to close a thoroughfare pursuant to Section 3.50(6) of the *Local Government Act 1995*.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services.

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Road closure revocations are to be noted in the monthly Council Information Bulletin.

Financial Interest Return Required: Yes

Details of Review: Reviewed - 24 October 2016 – Replaces DE24 in part
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019

Reviewed – 22 December 2020

DE1-4 Partial Closure of Thoroughfare for Repairs and Maintenance

Function to be performed:

A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare.

Legislative Power or Duty delegated:

Section 3.50A of the *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare pursuant to Section 3.50A of the *Local Government Act 1995*.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services
Works Coordinator

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officers. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Nil

Financial Interest Return Required: No

Details of Review: Reviewed - 24 October 2016 – Replaces DE24 in part
Reviewed – 27 November 2017

Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-5 Notices pursuant to Leases, Licences and Land Contracts

Function to be performed:

The exercise and enforcement of rights under, and to issue notices pursuant to, the following documents:

1. Lease or licence of:

    (a) Freehold land owned by the local government; or

    (b) Crown land managed by the local government; and

2. Contract for the sale or purchase of land by the local government.

Legislative Power or Duty delegated:

Section 3.18 of the *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to the exercise and enforcement of rights, and to the issue of notices, under the provisions of leases or licences of Shire of York freehold land or Crown Land managed by the Shire; and of any contract for the sale or purchase of land by the Shire.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

Actions under this delegation are to be reported to the Council at the first opportunity.

Financial Interest Return Required: *Yes*

Details of Review: NEW - 24 October 2016
Reviewed – 27 November 2017

Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-6 Public Thoroughfares – Fixing or Altering Levels or Alignments or Drainage onto Adjoining Land

Function to be performed:

To give notice before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land, and to receive and consider submissions regarding a proposal.

Legislative Power or Duty delegated:

Section 3.51(3) and (4) of the *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to give notice before fixing or altering the level of, or the alignment of a public thoroughfare and before draining water from a public thoroughfare or other public place onto adjoining land, and to receive and consider submissions regarding a proposal. The CEO is authorised to approve a proposal if no objection is received.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Executive Manager, Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:
Actions under this delegation are to be reported to the Council at the first opportunity.

***Financial Interest Return Required**: Yes*

Details of Review:
Reviewed - 24 October 2016 – Replaces DE27
Reviewed – 27 November 2017
Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-7 Development Application and Building Application on Land Owned by, or Crown Land Managed by, the Shire of York

Function to be performed:

To sign as 'Landowner' for the submission of Development and/or Building Applications for consideration by planning and building staff. This function to be performed with respect to Shire of York owned land and Crown land under the control of the Shire on land where the Minister of Land's delegation (DETAILS) applies.

Legislative Power or Duty delegated:

Section 3.18 of the *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to sign as 'Landowner' Development Applications and Building Applications with respect to land owned by the Shire of York, or Crown land under the control of the Shire of York pursuant to Section 3.18 of the *Local Government Act 1995*.

Conditions and Exceptions:

1. Applications are consistent with the terms of any relevant lease, management plan and current uses;
2. With respect to Crown Land, the application is consistent with the Minister of Land's delegation to Chief Executive Officers.

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

The CEO will inform the Council when this delegation is exercised preferably before an application is signed, or if this is not practicable then as soon as possible after the application is signed.

Financial Interest Return Required: *Yes*

Details of Review: New - 24 October 2016
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-8 Notices Pursuant to the Land Administration Act 1997

Function to be performed:

The issue of notices and infringements pursuant to the provisions of the *Land Administration Act 1997*.

Legislative Power or Duty delegated:

Section 3.18 of the *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to issue notices and infringements pursuant to the provisions of the *Land Administration Act 1997*

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

Notices and infringements issued under the Land Administration Act are required to be reported to the Council in the monthly Council Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-9 Power to Remove and Impound Goods

Function to be performed:

Power to remove and impound.

Legislative Power or Duty delegated:

Section 3.39, 3.42, 3.44, 3.46 and 3.48 of the *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated to:

- Authorise an employee in accordance with Section 3.39 to remove and impound any goods that are involved in a contravention that can lead to impounding
- Take appropriate action in respect to impounded non-perishable goods in accordance with Section 3.42
- Give notice in accordance with Section 3.44 to collect goods
- Refuse to allow goods to be collected until all costs have been paid in accordance with Section 3.46
- Take action to recover expenses in accordance with Section 3.48

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Shire Ranger

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:
In aggregate only as part of a statistical report on Ranger activities to be included in monthly Information Bulletin

Financial Interest Return Required: No

Details of Review: Reviewed – 24 October 2016 – Replaces DE19 in part
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-10 Declaring a Vehicle to be an Abandoned Vehicle Wreck

Function to be performed:

Declaration that a vehicle is an abandoned wreck so that it can be removed and disposed of.

Legislative Power or Duty delegated:

Section 3.40A(4) of the *Local Government Act 1995*

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to remove an abandoned vehicle and subject to the process set out in the Act declare it an "abandoned vehicle wreck".

Conditions and Exceptions:

Section 3.40A(4) (a) & (b) of the *Local Government Act 1995* provides the process steps to be followed in order to declare an "abandoned vehicle wreck".

Chief Executive Officer Delegates to:

Shire Ranger

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:
In aggregate only as part of a statistical report on Ranger activities included in the monthly Information Bulletin.

Financial Interest Return Required: No

Details of Review: NEW – 24 October 2016 – Replaces DE20 in part
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019

Reviewed – 22 December 2020

DE1-11 Disposing of Confiscated Goods

Function to be performed:

The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43 of the *Local Government Act 1995*.

Legislative Power or Duty delegated:

Section 3.47(1) of the *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is authorised to sell or otherwise dispose of, pursuant to Section 3.47(1) of the *Local Government Act 1995*, any goods that have been ordered to be confiscated under section 3.43 of the Act.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

To be reported to the Council in the monthly Information Bulletin.

Financial Interest Return Required: Yes

Details of Review: New - 24 October 2016 – Replaces DE20 in part
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-12 Disposing of Uncollected Vehicle

Function to be performed:

The local government may sell or otherwise dispose of any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) *of the Local Government Act 1995* or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck.

Legislative Power or Duty delegated:

Section 3.42(2) of the *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to sell or otherwise dispose of, in accordance with Section 3.47(2) of the *Local Government Act 1995*, any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck.

Conditions and Exceptions:

The CEO is to undertake a public process inviting tenders for the disposal of uncollected vehicles.

Chief Executive Officer Delegates to:

Executive Manager, Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

To be reported to the Council in statistical format in the monthly Information Bulletin.

Financial Interest Return Required: Yes

Details of Review: New - 24 October 2016 – Replaces DE20 in part
Amended – 27 November 2017
Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-13 Disposing of Uncollected Impounded Goods

Function to be performed:

The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1)(b) or 3.44 of the *Local Government Act 1995*.

Legislative Power or Duty delegated:

Section 3.47(2a) *Local Government Act 1995*.

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the authority to sell or otherwise dispose of, pursuant to Section 3.47(2a) of the *Local Government Act 1995*, impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1)(b) or 3.44 of the *Local Government Act 1995*.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Executive Manager, Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

To be reported to the Council in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: New 24 October 2016 – Replaces DE20 in part
Amended – 27 November 2017
Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-14 Disposing of Sick or Injured Impounded Animals

Function to be performed:

If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass.

Legislative Power or Duty delegated:

Section 3.47A(1) of the *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the authority to, pursuant to Section 3.47A(1) of the *Local Government Act 1995*, humanely destroy an impounded animal that is ill or injured to such an extent that treating it is not practicable, and to dispose of the carcass.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Shire Ranger

Executive Manager: Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

To be reported in aggregate in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-15 Disposing of Property (Public Auction or Public Tender)

Function to be performed:

Dispose of property to the highest bidder at public auction or the most acceptable public tender.

Legislative Power or Duty delegated:

Section 3.58(2) *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the authority to dispose of property in accordance with Section 3.58(2) of the *Local Government Act 1995* to the highest bidder at public auction or the most acceptable public tender.

Conditions and Exceptions:

Subject to the disposal being identified in the Shire's Annual Budget and the value of the property is less than $50,000.

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported to the Council at the next Council Concept Forum.

Financial Interest Return Required: *Yes*

Details of Review:
New - 24 October 2016
Amended - 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-16 Disposing of Property (Private Treaty)

Function to be performed:

Dispose of property by private treaty where this is considered the most advantageous method.

Legislative Power or Duty delegated:

Section 3.58(3) *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the authority to dispose of property in accordance with Section 3.58(3) of *the Local Government Act 1995*.

Conditions and Exceptions:

Subject to the disposal being identified in the Shire's Annual Budget.

Delegation applies to:

a) All transactions to a maximum value of $50,000 where no public submissions are received in response to public advertising as required by Section 3.58(3)(a).

b) Any other transactions to a maximum value of $50,000

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported to the Council at the next Council Concept Forum.

Financial Interest Return Required: *Yes*

Details of Review: New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-17 Recovery of Impounding Expenses

Function to be performed:

If goods are removed and impounded under section 3.39 of the *Local Government Act 1995* and the offender is convicted, the local government may, if the goods are not sold, recover any expenses incurred in removing and impounding the goods and disposing of them.

Legislative Power or Duty delegated:

Section 3.48 of the *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to recover, under Section 3.48 of the Local Government Act 1995 any expenses incurred in removing and impounding goods and disposing of them where they have been impounded under Section 3.39 of the Local Government Act 1995 and the offender has been convicted.

Conditions and Exceptions:

Compliance with Section 3.47 of the Local Government Act 1995 as to the process to be followed.

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported to the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE1-18 Powers of Entry

Function to be performed:

Powers of entry are conferred by the *Local Government Act 1995* to be used to perform any function that a local government has under the Act if entry is required for the performance of the function or in any other case in which entry is authorised by the Act.

Legislative Power or Duty delegated:

Local Government Act 1995

1. Enter on to land to perform any function of the local government under the Act. [refers S.3.28]
2. Give notice of entry. [S.3.32].
3. Seek and execute an entry under warrant. [S.3.33].
4. Execute an entry in an emergency, [S.3.34].
5. Give notice and effect entry by opening a fence [S.3.36]

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to exercise the powers of entry conferred by Sections 3.28, 3.32, 3.33, 3.34, and 3.36 of the *Local Government Act 1995*.

Conditions and Exceptions:

Where sub-delegated to any Officer the sub-delegation will be recorded in the Register of Delegations

Chief Executive Officer May Delegate to:

Executive Manager: Corporate and Community Services
Executive Manager: Infrastructure and Development Services
Works Coordinator
Shire Ranger
Such other Officers as determined by the CEO.

Power or Duty delegated by Chief Executive Officer:

Where the CEO delegates the exercise of this delegated power to any Officer the exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Nil

Financial Interest Return Required: *Yes*

Details of Review: New 24 October 2016

Amended – 27 November 2017
Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

Part 2 - Administration

Local Government Act 1995 - Part 5

DE2-1	Blank – Do not use. Rescinded 29 July 2019

DE2-2 Delegation of Powers and Duties of the Local Government Act 1995 to the Chief Executive Officer

Function to be performed:

The CEO's functions to be performed shall encompass all parliamentary legislation. As such, it is necessary for the Chief Executive Officer to hold those powers necessary for him/her to perform the functions required of him/her in an expeditious and competent manner.

Legislative Power or Duty delegated:

Section 5.42 of the *Local Government Act 1995*

Legislative Power to delegate:

5.41(i) of the *Local Government Act 1995*

Delegation to:

Chief Executive Officer

Delegation:

Council delegates to the Chief Executive Officer all of the delegable functions of the local government under all parliamentary legislation for the effective management of the Shire of York. This delegation is supplementary to the prescribed delegations in this Register of Delegated Authority.

Conditions and Exceptions:

The delegation takes into account Section 5.43 of the *Local Government Act 1995*. The delegation shall only be used when; an urgent operational function needs to be implemented and is not already prescribed as a delegated function; or it is problematic for Council to convene to otherwise make the decision. Elected members will where possible, be given at least 24 hours' notice via email of the CEO's intent to use this delegated authority.

Specification:

This delegation is limited only to the extent that a constraint is outlined by the statute within which the Chief Executive Officer is operating, to any Council resolutions in effect, and the following limitations and clarifications:

LIMITATIONS –
The CEO's delegated authority is subject to the following limitations:

1. State Administrative Tribunals (SAT) negotiations and mediations up to a value of $20,000 where there is a budget provision approved.

2. For the purposes of the administration of leases, acquire or dispose of any property lease valued at an amount not exceeding $20,000 per annum.

3. Dispose of minor plant and equipment with a depreciated value of not more than $50,000 without the requirement of Council approval.

4. Authorise a waiver, grant a concession, or write off an amount of money, not including a rate or service charge, owed to Council that does not exceed $1,000.

Reporting Requirements:

Details of transactions must be recorded in the appropriate record to meet legislative requirements and elected members informed at the next ordinary meeting of Council.

Financial Interest Return Required: *Yes*

Details of Review:
Adopted – 18 April 2016
Amended – 24 October 2016
Amended – 27 November 2017
Amended – 18 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-3 Councillors: Recognition of Service

Function to be performed:

Council delegates the function of authorising gifts for all retired Councillors as prescribed in 34AC of the *Local Government Act 1995*.

Legislative Power or Duty delegated:

Section 5.100A of the *Local Government Act 1995*

Legislative Power to delegate:

Section 5.100A of the *Local Government Act 1995*

Policy Provision:

To give effect to Policy G1.7

Delegation to:

Chief Executive Officer

Delegation:

Council delegates to the Chief Executive Officer the delegable function of authorising gifts for all retired Councillors

Conditions and Exceptions:

1. The retirement of a council member who has served at least one full 4-year term of office is prescribed under s5.100A(a) as circumstances in which a gift can be given to the Council member.
2. The amount as prescribed under section 5.100A(b) in respect of a gift given to a council member in the circumstances set out in sub-regulation (1).

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details recorded to meet legislative requirements and elected members informed at the next ordinary meeting of Council

Financial Interest Return Required: *Yes*

Details of Review:
Adopted – 18 April 2016
Amended – 24 October 2016
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-4 Training Travel and Accommodation – Elected Members

Function to be performed:

To provide for the participation of councillors in professional development by the attendance at training courses and conferences and to approve the associated travel and accommodation costs.

Legislative Power or Duty delegated:

Section 5.98 (2)(b) and (3) of the *Local Government Act 1995* and Regulation 32 of the Local Government (Administration) Regulations 1995.

Policy:

G 1.2 Councillors: Professional Development
G 1.3 Councillors: Travel and Accommodation

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the authority to arrange appropriate travel and accommodation for councillors to participate in professional development by the attendance at training courses and conferences.

Conditions and Exceptions:

Policy G1.2 provides Council guidance on professional development.
Policy G1.3 provides detailed guidance on travel and accommodation.
The policies and this delegation are to be exercised within the budget allocation for Councillors' Professional Development and Training.

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

In accordance with the provisions of Policy G1.2 and payments reported in the monthly financials.

Financial Interest Return Required: *No*

Details of Review: New - 24 October 2016
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-5 Use of the Crest and Logo

Function to be performed:

The Chief Executive Officer to approve the use of the Shire of York Crest and Logo.

Legislative Power or Duty delegated:

Section 3.1 of the *Local Government Act 1995*

Policy:

CP1.2 Use of Shire of York Crest and Logo

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the authority to approve the use of the Shire of York Crest and Logo.

Conditions and Exceptions:

The exercise of this delegation is limited by the provisions of Policy CP1.2.

Chief Executive Officer Delegates to:

Executive Manager, Corporate and Community Services

Executive Manager, Infrastructure and Development

Power or Duty delegated by Chief Executive Officer:
The CEO delegates the exercise of this power to the above Officers. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Nil

Financial Interest Return Required: No

Details of Review:
New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-6 Appointment of Authorised Persons to Execute Documents on Behalf of Council

Function to be performed:

Signing of various classes of documents on behalf of the Council.

Legislative Power or Duty delegated:

Section 9.49A(4) of the *Local Government Act 1995*

Policy:

CP1.1 Execution of Documents and Use of the Common Seal

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the responsibility to arrange for the execution of documents and the use of the common seal in accordance with the provisions of Policy CP1.1 Execution of Documents and Use of the Common Seal

Conditions and Exceptions:

The provisions of CP1.1 Execution of Documents and Use of the Common Seal

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported in the monthly Information Bulletin.

Financial Interest Return Required: No

Details of Review: Reviewed – 24 October 2016 – Replaced DE18
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-7 Appointment of Authorised Persons under the Local Government Act 1995

Function to be performed:

Authority to appoint persons or classes of person for the purpose of fulfilling prescribed functions within the *Local Government Act 1995*.

Legislative Power or Duty delegated:

Local Government Act 1995
Section 3.24(1) Authorised persons under this subdivision Section 9.10 (1)
Appointment of authorised persons.

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to appoint persons or classes of person for the purpose of fulfilling prescribed functions within the *Local Government Act 1995*.

Conditions and Exceptions:

Persons to be authorised for the purposes of the following sections of the *Local Government Act 1995*:

- S.3.25 Certain provisions about land
- S.3.39(1) Remove and impound goods
- S.3.40A(1) Remove and impound an abandoned vehicle wreck
- S.9.13 Onus of proof in vehicle offences may be shifted
- S.9.16 Giving a notice (infringement notice)
- S.9.17 For the purposes of receiving payment of modified penalties
- S.9.19 Extension of time (to pay)
- S.9.20 Withdrawal of notice (infringement notice)
- S.9.38 Evidence of documents coming from the Shire

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

Nil

Financial Interest Return Required: *Yes*

Details of Review: Reviewed 24 October 2016 – replaces DE4

~~Reviewed – 27 November 2017~~
~~Reviewed – 17 December 2018~~
~~Reviewed – 25 November 2019~~

DE2-8 Commissioning of Legal Advice

Function to be performed:

To commission legal advice as required

Legislative Power or Duty delegated:

Administrative function

Policy:

CP1.3 Commissioning Legal Advice

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated authority to procure all legal advice in accordance with Policy CP1.3

Conditions and Exceptions:

This delegation does not apply to legal advice required by the Council for matters related to the performance of the CEO and/or the relationship between the Council and the CEO.

Commissioning of legal advice must be obtained according to the requirements set out in the Procurement Policy F1.1.

A register of legal advice received by the Shire of York must be maintained and reviewed prior to commissioning of new advice.

Chief Executive Officer Delegates to:

Nil**Power or Duty delegated by Chief Executive Officer:**

N/A

Reporting Requirements:

All legal advice that may impact on a Council decision on a matter must be reported to Council.

Financial Interest Return Required: No

Details of Review: Reviewed – 24 October 2016 – Replaces DE30
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-9 Insurance – Public Liability Claims

Function to be performed:

Consideration of public liability claims against the Council where the value of the claim does not exceed the excess on the relevant insurance policy.

Legislative Power or Duty delegated:

Administrative function

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated authority to consider claims against the Council for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of the Council.

Conditions and Exceptions:

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of an appropriate release form prepared by Council's solicitors.

Chief Executive Officer Delegates to:

The CEO may delegate this function to the following officers:
Executive Manager: Corporate and Community Services
Executive Manager: Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

If the CEO delegates to the above officers the relevant legislative reference is Section 5.44 of the *Local Government Act 1995,* and any such delegation must be recorded in the Shire Register of Delegated Authority.

Reporting Requirements:

Where the CEO or the above officers reach a settlement under this delegation it is to be reported to the next Council Concept Forum.

Financial Interest Return Required: No

Details of Review: Reviewed – 24 October 2016 – Replaces DE29
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-10 Issuing of Licences, Approvals & Permits – Local Laws

Function to be performed:

Determine applications for the issue and/or renewal of licenses and permits that are provided for in Council local laws

Legislative Power or Duty delegated:

Administrative function

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated authority to determine applications for the issue and/or renewal of licenses and permits that are provided for in Council local laws.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

The CEO may delegate this function to the following officers:
Executive Manager: Corporate and Community Services
Executive Manager: Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

If the CEO delegates to the above officers the relevant legislative reference is Section 5.44 of *the Local Government Act 1995*, and any such delegation must be recorded in the Shire Register of Delegated Authority.

Reporting Requirements:

Nil

Financial Interest Return Required: No

Details of Review:	Reviewed – 24 October 2016 – Replaces DE35
	Reviewed – 27 November 2017
	Reviewed – 17 December 2018
	Reviewed – 25 November 2019
	Reviewed – 22 December 2020

DE2-11 Road Trains and Extra Mass Permits

Function to be performed:

Determine applications to use road trains and for extra mass permits on any road within the Shire.

Legislative Power or Duty delegated:

Administrative function

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated authority to determine any application to use road trains and for extra mass permits on any road within the Shire, recommending approval or refusal, with or without conditions, for referral to Main Roads WA.

Conditions and Exceptions:

The CEO will have regard to any Council policy on the issue that may be established from time to time.

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

If the CEO delegates to the above officer the relevant legislative reference is Section 5.44 of the *Local Government Act 1995*, any such delegation must be recorded the Shire Register of Delegated Authority.

Reporting Requirements:

Nil

Financial Interest Return Required: No

Details of Review: Reviewed – 24 October 2016 – Replaces DE36
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE2-12 Appoint Authorised Persons

Function to be performed:

1. Authority to appoint persons or classes of persons as authorised persons *[s.3.24 and s.9.10]* for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:

   (a) *Local Government Act 1995* and its subsidiary legislation, including Local Government Act Regulations, the *Local Government (Miscellaneous Provisions) Act 1960* and Local Laws made under the Local Government Act..

   (b) *Caravan Parks and Camping Grounds Act 1995;*

   (c) *Cat Act 2011;*

   (d) *Cemeteries Act 1986;*

   (e) *Control of Vehicles (Off-road Areas) Act 1978;*

   (f) *Dog Act 1976:*

   (g) *Graffiti Vandalism Act 2016* – refer s.15; and

   (e) any other legislation prescribed for the purposes of s.9.10 of the *Local Government Act 1995.*

2. Authority to appoint authorised persons for the purposes of section 9.16 of the *Local Government Act 1995,* as a precondition for appointment as authorised officers in accordance with Regulation 70(2) of the *Building Regulations 2012* and section 6(b) of the *Criminal Procedure Act 2004.*

Legislative Power or Duty delegated:

Local Government Act 1995
Section 5.44 CEO may delegate to some power and duties to other employees

Policy:

N/A

Delegation to:

Chief Executive Officer

Delegation:

Local Government Act 1995:
Section 3.24 Authorising persons under this subdivision (Part 3, Division 3, Subdivision 2 – Certain provisions about land)
Section 9.10 Appointment of authorised persons

The CEO is delegated the authority to appoint persons or classes of persons for the purpose of fulfilling prescribed functions within the Local Government Act 1995.

Conditions and Exceptions:

a. A register of Authorised Persons is to be maintained as a Local Government Record.

b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.

c. The CEO has discretion to determine any conditions / limitations applicable to the use of delegated powers or duties.

Chief Executive Officer Delegates to:

Nil.

Power or Duty delegated by Chief Executive Officer:

If the CEO delegates to the above officer the relevant legislative reference is Section 5.44 of the *Local Government Act 1995*, any such delegation must be recorded the Shire Register of Delegated Authority.

Reporting Requirements:

Details of all appointments must be recorded in the appropriate record to meet legislative requirements.

Financial Interest Return Required: No

Details of Review: NEW – 22 December 2020

Part 3 – FINANCIAL MANAGEMENT

Local Government Act 1995 - Part 6

DE3-1 Authority to make Payments from Trust and Municipal Funds

Function to be performed:

Making payments from Trust and Municipal Funds.

Legislative Power or Duty delegated:

Local Government (Financial Management) Regulations 1996, Regulation 12(1)(a). Payments from municipal fund or trust fund, restrictions on making.

Policy:

FP1.5 Authority to Make Payments from the Trust and Municipal Funds

Delegation to:

Chief Executive Officer
Executive Manager Corporate and Community Services
Executive Manager Infrastructure and Development Services

Delegation:

The Chief Executive Officer, the Executive Manager Corporate and Community Services and Executive Manager Infrastructure and Development Services are delegated so that either one must sign all cheques and authorise all electronic transfers. The CEO or Executive Manager must sign jointly with one other designated officer.

Conditions and Exceptions:

The delegation must be exercised in accordance with Policy F1.5 Authority to Make Payments from the Trust and Municipal Funds.

Access to electronic funds transfer software, passwords and encryption information is to be restricted to:
Chief Executive Officer
Executive Manager Corporate and Community Services
Executive Manager Infrastructure and Development Services
Finance Manager.

This delegation is subject to the requirements of Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.

Chief Executive Officer Delegates to:

a) In the case of cheques, the Finance Manager must sign with either the CEO or Executive Manager;

b) In the case of authorising electronic transfers, the Finance Manager must provide the authorisation with either the CEO or Executive Manager.

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officers. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented at the next ordinary meeting of Council.

Financial Interest Return Required: Yes

Details of Review:
Adopted - 18 April 2016 to replace DE1
Amended - 24 October 2016
Amended - 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 26 May 2020
Reviewed – 22 December 2020

DE3-2 Invest Money Held in Municipal and Trust Funds

Function to be performed:

Invest funds that are not required for the time being.

Legislative Power or Duty delegated:

Section 5.42 *Local Government Act 1995*
Trustees Act 1962 – Part III

Policy:

F1.4 Investment

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to invest money held in the Municipal or Trust Funds that is not required for the time being for any purpose.

Conditions and Exceptions:

Funds are to be transferred to an appropriate secured investment account or term deposit. All investments are to be fully compliant with Council policy F1.4 Investment.

Transfers must follow documented internal control procedures to ensure control over investments.

Chief Executive Officer Delegates to:

Executive Manager – Corporate and Community Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

A monthly investment report must be provided to the Council in accordance with Policy F1.4.

Financial Interest Return Required: Yes

Details of Review: Reviewed - 24 October 2016 – Replaces DE 16
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

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

Function to be performed:

Make an agreement to accept payment of a rate or service charge due and payable by a person.

Legislative Power or Duty delegated:

Section 6.49 *Local Government Act 1995*

Policy:

F1.1 Revenue Collection

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to enter into agreements with individuals who are having difficulty in meeting their rates payments.

Conditions and Exceptions:

Subject to the arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following.

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported in aggregate to the Council in the monthly Information Bulletin.

Financial Interest Return Required: Yes

Details of Review: New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-4 Write Off Monies Owing (Not Rates or Service Charges)

Function to be performed:

A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government

Legislative Power or Duty delegated:

Section 6.12(1)(c) *Local Government Act 1995*

Legislative Power to delegate:

Section 5.42 and Section 5.44 *Local Government Act 1995*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to waive, grant concessions or write off any amount of money owed to the Shire, subject to section 6.12(2) of the *Local Government Act 1995*.

Conditions and Exceptions:

CEO authorisation shall apply to an amount up to a maximum value of $1,000 per debtor.

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details recorded to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: Reviewed - 18 April 2016 - Replaces DE10
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-5 Consider Objection to the Rate Record

Function to be performed:

The local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.

Legislative Power or Duty delegated:

Section 6.76(5) *Local Government Act 1995*

Legislative Power to delegate:

Section 5.42 and Section 5.44 *Local Government Act 1995*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to consider any objection to the rate record and may either disallow it or allow it, wholly or in part, subject to section 6.76(5) of the *Local Government Act 1995*.

Conditions and Exceptions:

Nil

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of the determination must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
Adopted – 18 April 2016
Reviewed - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-6 Extension of Time for Objection to the Rate Record

Function to be performed:

The local government may, on application by a person proposing to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.

Legislative Power or Duty delegated:

Section 6.76(4) *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated authority to extend time for making the objection to the rate record.

Conditions and Exceptions:

An extension is not to be granted for a period exceeding six weeks

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported in the monthly Information Bulletin.

Financial Interest Return Required: No

Details of Review:
New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-7 Concession for Minor Charges

Function to be performed:

A local government may approve the waiving or granting of concessions in relation to any amount of money but this delegation shall not apply to an amount of money owing in respect of rates and service charges.

Legislative Power or Duty delegated:

Section 6.12(1)(b) and 6.12(2) and (3) of the *Local Government Act 1995*

Legislative Power to delegate:

Section 5.42 *Local Government Act 1995*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to approve concessions for minor charges, including Town Hall and other public hall hire charges, where he considers it appropriate.

Conditions and Exceptions:

Authorisation only applies to charges less than $1,000. The delegate has the authority to deal with such matters as are relevant to the delegation.

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of minor variation must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin

Financial Interest Return Required: Yes

Details of Review:
Adopted – 18 April - Replaced DE 15 in part
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-8 Rates or Service Charges Recoverable in Court

Function to be performed:

To determine that court action will be taken if a rate or service charge remains unpaid after it becomes due and payable.

Legislative Power or Duty delegated:

Section 6.56(1) *Local Government Act 1995*

Policy:

F1.1 Revenue Collection

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to determine that court action will be taken if a rate or service charge remains unpaid after it becomes due and payable

Conditions and Exceptions:

As set out in Policy F1.1 Revenue Collection

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

Decisions to pursue Court action for recovery are to be reported to Council in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-9 Require Lessee to Pay Rent in Satisfaction of Rates and Service Charge

Function to be performed:

If payment of a rate or service charge imposed in respect of any land is due and payable, notice may be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

Legislative Power or Duty delegated:

Section 6.60(2) *Local Government Act 1995*

Policy:

F1.1 Procurement

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to give notice to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

Conditions and Exceptions:

Subject to Section 6.60(3) of the *Local Government Act 1995*

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported to Council in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-10 Recover Amount of Rates or Service Charge from the Lessee

Function to be performed:

The local government may recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice issued in accordance with DE3-9.

Legislative Power or Duty delegated:

Section 6.60(4) *Local Government Act 1995*

Policy:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice issued in accordance with DE3-9.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported to Council in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-11 Donations

Function to be performed:

The local government may make a donation of cash or services.

Legislative Power or Duty delegated:

Local Government (Financial Management) Regulations 1996 Regulation 12(1)(a)
Payments from municipal fund or trust fund, restrictions on making.

Policy:

F 1.5 *Authority to Make Payments from Trust and Municipal Funds*

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to make a donation of cash or services to a maximum value of $1,000.

Conditions and Exceptions:

The Chief Executive Officer must consult with Councillors prior to exercising the power delegated under this authority.

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

To be reported to Council in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: New - 27 November 2017
Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE3-12 Suspension and/or Write-off of Interest relating to Rates and Service Charges

Function to be performed:

A local government may suspend the accrual of and/or write-off any interest charges in relation to rates and service charges owed to the local government.

Legislative Power or Duty delegated:

Local Government Act 1995

Section 6.12 (b) Power to defer, grant discounts, waive or write off debts

6.47 Concessions

Legislative Power to delegate:

Section 5.42 and Section 5.44 *Local Government Act 1995*

Policy Provision:

F1.9 *Financial Hardship*

F1.1 *Revenue Collection*

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the power to suspend and/or write-off interest charges relating to rates and service charges.

Conditions and Exceptions:

CEO authorisation shall apply to an amount up to a maximum value of $400 (suspension and/or write- off) per property per annum.

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details recorded to meet legislative requirements and reported in the monthly Information Bulletin.

***Financial Interest Return Required*:** Yes

Details of Review: Adopted – 21 April 2020
Reviewed – 22 December 2020

Part 4 – LOCAL GOVERNMENT (UNIFORM LOCAL PROVISION REGULATIONS) 1996

DE4-1 Private Works On, Over or Under Public Land

Function to be performed:

A local government may grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property.

Legislative Power or Duty delegated:

Regulation 17(2) of the *Local Government (Uniform Local Provisions) Regulations 1996.*

Legislative Power to delegate:

Section 5.42 and Section 5.44, *Local Government Act 1995*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to grant permission to a person to construct anything on, over or under a public thoroughfare or other public place that is local government property, subject to Regulation 17 of the *Local Government (Uniform Local Provisions) Regulations 1996* and Schedule 3.1, Division 2, item 3 and section 3.25(1)(b) of the *Local Government Act 1995*.

Conditions and Exceptions:

That due process for the issuing of a notice under section 3.25 of the Act is followed.

Chief Executive Officer delegates to:

Executive Manager: Infrastructure and Development Services

Delegation delegated by the CEO:

The CEO delegates the exercise of this delegated power to the above Officers. The exercise of the delegated power does not include the power of further delegation. **Reporting Requirements:**

Details of the permissions must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
Adopted – 18 April 2016
Reviewed – 24 October 2016
Amended – 27 November 2017
Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE4-2 Crossovers

Function to be performed:

Construction of Crossovers from Public Thoroughfare to Private Land or Private Thoroughfare

Legislative Power or Duty delegated:

Regulation 17(2) of the *Local Government (Uniform Local Provisions) Regulations 1996*.

Legislative Power to delegate:

Section 5.42 and Section 5.44, *Local Government Act 1995*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the authority to determine applications for the construction of a crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land and may agree to construct the crossing for the applicant subject to Council's operating procedures.

The Chief Executive Officer is delegated authority to give notice to an owner or occupier of private land requiring the person to construct or repair a crossing from a public thoroughfare to the land or a private thoroughfare serving the land in accordance with provisions of Sch 9.1 (7) of the Act.

Conditions and Exceptions:

This delegation relates to all of the provisions of the *Local Government (Uniform Local Provisions) Regulations 1996*.

Chief Executive Officer delegates to:

Executive Manager: Infrastructure and Development Services

Delegation delegated by the CEO:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Details of the permissions must be recorded in the appropriate record to meet legislative requirements.

Financial Interest Return Required: *Yes*

Details of Review: Reviewed 24 October 2016 – Replaces DE26
Amended - 27 November 2017

Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

Part 5 – LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996

DE5-2 Tender Evaluation Criteria

Function to be performed:

The local government must, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

Legislative Power or Duty delegated:

Regulation 14(1), (2), (3), (4) or (5) of the *Local Government (Function and General) Regulations 1996.*

Legislative Power to delegate:

Section 5.42 and Section 5.44, *Local Government Act 1995*

Policy Provision:

F1.2 Procurement

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to determine in writing the tender evaluation criteria prior to tenders being advertised.

Conditions and Exceptions:

After a notice has been given under the *Local Government (Function and General) Regulations 1996* 14(1) or (2), a local government may vary the information referred to in (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.

Chief Executive Officer delegates to:

~~Nil~~Executive Manager: Infrastructure & Development Services

Executive Manager: Corporate and Community Services

Power of Duty Delegated by Chief Executive Officer: ~~**Delegation delegated by the CEO:**~~

The CEO delegates the exercise of this delegated power to the Executive Manager: Infrastructure & Development Services. The exercise of the delegated power does not include the power of further delegation.

~~N/A~~

Reporting Requirements:

Details of the determination must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: Adopted - 18 April 2016

Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Amended – 22 December 2020

DE5-3 Minor Variation for Goods and Services

Function to be performed:

A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer.

Legislative Power or Duty delegated:

Regulation 20(1) of the *Local Government (Function and General) Regulations 1996*

Legislative Power to delegate:

Section 5.42 and Section 5.44, *Local Government Act 1995*

Policy Provision:

F1.2 Procurement

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power, with the approval of the tenderer, to make a minor variation in a contract for goods or services before the Shire enters the contract with the successful tenderer, subject to Regulation 20(1) of the *Local Government (Functions and General) Regulations 1996*.

Conditions and Exceptions:

Minor variations before entering a contract are limited to a maximum value of aggregated variations which remain under 10% of the total contract value and remain within the relevant adopted Budget allocation.

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of the minor variation must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
Adopted – 18 April 2016
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE5-4 Expressions of Interest

Function to be performed:

To determine the appropriate circumstances for application of the Expression of Interest process and to call for Expressions of Interest [Reg.21 of the *Local Government (Functions and General) Regulations 1996*] and to accept or reject any Expression of Interest.

Legislative Power or Duty delegated:

S3.57 of the *Local Government Act 1995*
Local Government (Function and General) Regulations 1996

- Reg 11 Tenders to be invited for certain contracts
- Reg 14 (2a), (4)(a) and (5) Requirements for publicly inviting tenders
- Reg 21 Limitation may be placed on who can tender
- Reg 23 Rejecting and accepting expressions of interest to be notified of outcome

Legislative Power to delegate:

Section 5.42 and Section 5.44, *Local Government Act 1995*

Policy Provision:

F1.2 Procurement

Delegation to:

Chief Executive Officer

Delegation:

Authorisation is given to call for Expressions of Interest for the supply of goods or services where appropriate and to accept or reject any Expression of Interest received.

Conditions and Exceptions:

The delegate has the authority to deal with such matters as are relevant to this declaration.

Details of the expression of interest sought must be recorded in the appropriate record and in the Tender Register as required by the *Local Government (Functions and General) Regulations 1996*, Regulation 17. A determination to call a tender must only occur where the procurement or disposal is identified in Annual Budget allocations.

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Tender Closing Checklist to be completed and the delegations of authority used to be recorded and reported in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
Adopted – 18 April 2016
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE5-5 Tenders to be invited for Certain Contracts

Function to be performed:

a) Determining, in writing, the criteria for deciding which tender should be accepted prior to tenders being publicly invited; and
b) Publicly inviting tenders before entering into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than $150,000.

Legislative Power or Duty delegated:

a) Regulation 14(2a) of the *Local Government (Function and General) Regulations 1996*; and
b) Section 3.57(1) of the *Local Government Act 1995*; and
c) Regulation 11(1) of the *Local Government (Function and General) Regulations 1996*.

Policy:

F1.2 Procurement

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to:

a) Determining, in writing, the criteria for deciding which tender should be accepted prior to tenders being publicly invited; and

b) Publicly inviting tenders before entering into a contract for the supply of goods or services if the consideration under the contract is, or is expected to be, worth more than $150,000.

Conditions and Exceptions:

Tenders will be awarded by the Council on receipt of a report on the evaluation against predetermined criteria and officers' recommendation.

Chief Executive Officer Delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Nil

Financial Interest Return Required: *Yes*

Details of Review:	New – 24 October 2016
	Amended – 27 November 2017
	Reviewed – 17 December 2018
	Reviewed – 25 November 2019
	Reviewed – 22 December 2020

Part 6 – OTHER LEGISLATION

The Local Government may delegate, appoint and authorise Shire staff directly under the following Acts:

Building Act 2011

Bush Fires Act 1985

Cat Act 2011

Dog Act 1976

Food Act 2008

Liquor Control Act 1988

Residential Tenancy Act 1997

Strata Titles Act 1985

DE6-1 Building Act 2011 – All Matters

Function to be performed:
The powers and functions of a permit authority under the Building Act 2011

Legislative power to delegate:

S127 of the *Building Act 2011*

1. Legislative Power or Duty delegated:

Section 96	Authority to appoint authorised persons
Section 110	Authority to issue Building Orders in relation to: Stop work, alter a building or evacuate a building where there is a contravention of a provision of the Act Take specific action to prevent contravention of the Act Finish an outward facing side of a wall
Section 117	Authority to revoke Building Orders
Section 139	Authority to commence prosecution

Delegation to:

Chief Executive Officer

2. Legislative Power or Duty delegated:

Section 19	Certificate of design compliance
Section 20	Authority to grant or refuse to grant building permits
Section 21	Authority to grant or refuse demolition permits
Section 22	Authority to refuse to grant Building Permits or Demolition Permits if: There appears to be an error in the documents or information provided in the application; or If an application is inconsistent with: a) a function that the Permit Authority has under any written law; or b) an agreement between the Permit Authority and the applicant
Section 27 (1) & (3)	Conditions imposed by permit authority
Section 55	Further information
Section 56	Certificate of construction compliance
Section 57	Certificate of building compliance
Section 58	Authority to grant, modify or refuse to grant Occupancy Permits or Building Approval certificates
Section 62(1) & (3)	Conditions imposed by permit authority
Section 65	Authority to extend the period to which the occupancy permit or modification or the building approval certificate has effect
Section 88(3)	Finishes of walls close to boundaries
Section 100	Entry powers
Section 101	Powers of entry for compliance purposes
Section 102	Obtaining information and documents
Section 103	Use of force and assistance
Section 104	Directions generally
Section 110	Building Orders
Section 111(1)	Notice of proposed building order other than a building order (emergency)

Section 131 (2) Inspection, copies of building records

Delegation to:

Executive Manager: Infrastructure and Development Services, and persons appointed to the office of Development Services Coordinator

Conditions and Exceptions:

Delegated with the exception of sections 96, 97, 98 and 127 of the Building Act and regulation 70 of the Building Regulations.

Reporting Requirements:

Details of the actions must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review: Reviewed & Adopted – 18 April 2016 - Replaces DE3
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-2 Bush Fires Act 1954 – Powers and Duties

Function to be performed:

All powers, duties and functions under the *Bush Fires Act 1954*

Legislative Power or Duty delegated:

All of the local authority's powers and duties

Legislative Power to delegate:

Section 48 of the *Bush Fires Act 1954*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer

Delegation:

All powers and duties under the Act

Conditions and Exceptions:

Excludes powers and duties that:

- are prescribed in the Act with the requirement for a resolution by the local government
- are prescribed in the Act for performance by prescribed offices; or

are subject to separate delegate authority within this register.

S48(3) of the Act provides that this delegation may not be sub-delegated

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of all notices must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review:
Reviewed & Adopted – 18 April 2016 – Replaces DE 32 – 33
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-3 Bush Fires Act 1954 – Prohibited Burning Times

Function to be performed:

Determine to vary Prohibited Burning Times, in accordance with S17(7) and (8) of the *Bush Fires Act 1954*, regarding:
- shortening, extending, suspending or reimposing a period of prohibited burning times; or
- imposing a further period of prohibited burning times

Legislative Power or Duty delegated:

Declaration of Prohibited Burning Times

Legislative Power to delegate:

Section 17 (10) of the *Bush Fires Act 1954*

Policy Provision:

N/A

Delegation to:

President and Chief Bush Fire Officer jointly

Delegation:

Powers under Sections 17.7 and 17.8 to declare and vary prohibited burning times

Conditions and Exceptions:

N/A

Chief Executive Officer delegates to:

N/A

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of all notices must be recorded in the appropriate record to meet legislative requirements

***Financial Interest Return Required**: No*

Details of Review:
Reviewed & Adopted – 18 April 2016 - Replaces DE 34
Reviewed – 24 October 2016
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-4 Bush Fires Act 1954 – Infringements

Function to be performed:

Issue infringement notices under the Bush Fires Act 1954

Legislative Power or Duty delegated:

Bush Fires Act 1954
s59A(2) Alternative Procedure – Infringement Notices

Legislative Power to delegate:

Section 59(3) – Delegation by local governments *Bush Fires Act 1954*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer
Chief Bush Fire Control Officer
Fire Control Officers

Delegation:

Section 59(3) – Delegation by local governments Bush Fires Act 1954

Conditions and Exceptions:

S59A(3) and *Bush Fires (Infringements) Regulations 1958*, Reg.4(a) provide that only the President or the Chief Executive Officer may withdraw an infringement notice.

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of all notices must be recorded in the appropriate record to meet legislative requirements

***Financial Interest Return Required**: No*

Details of Review: Reviewed & Adopted – 18 April 2016 – Replaces DE34
Reviewed – 24 October 2016
Reviewed – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-5 Bush Fires Act 1954 - Prosecutions

Function to be performed:

Consider allegations of offences alleged to have been committed against the *Bush Fires Act 1954* in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district.

Legislative Power or Duty delegated:

Bush Fires Act 1954
Section 59(3) Prosecution of Offences
Section 59A(2) Alternative Procedure – Infringement Notices

Legislative Power to delegate:

Section 59(3) – Delegation by local governments *Bush Fires Act 1954*

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegation:

Section 59(3) – Delegation by local governments *Bush Fires Act 1954*

Conditions and Exceptions:

S59A(3) and *Bush Fires (Infringements) Regulations 1958*, Reg.4(a) provide that only the President or the Chief Executive Officer may withdraw an infringement notice.

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of all notices must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review:
Adopted – 18 April 2016
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-6 Food Act 2008 – Appointment of Authorised Officers

Function to be performed:

Appointment of authorised officers under the provisions of the *Food Act 2008* and *Food Regulations 2009*

Legislative Power or Duty delegated:

Food Act 2008
Section 122 Appointment of Authorised Officers

Legislative Power to delegate:

Section 118(2) of the *Food Act 2008*

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegation:

Appointment of Authorised Officers

Conditions and Exceptions:

Prospective appointees must be suitably qualified for appointment

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of all appointments must be recorded in the appropriate record to meet legislative requirements and reported to Council at least annually.

Financial Interest Return Required: No

Details of Review:
Reviewed & Adopted – 18 April 2016 Replaces DE 17
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-7 Food Act 2008 – Powers of an Enforcement Agency

Function to be performed:

Authority to exercise the functions conferred or imposed on the Shire as an enforcement agency under the provisions of the *Food Act 2008* and *Food Regulations 2009*

Legislative Power or Duty delegated:

All powers of the local government as an enforcement agency

Legislative Power to delegate:

Section 118 of the *Food Act 2008*

Policy Provision:

Nil

Delegation to:

Chief Executive Officer
Executive Manager: Infrastructure and Development Services
Environmental Health Officers

Delegation:

1. The Executive Manager: Infrastructure and Development Services and all Environmental Health Officers employed by the Shire of York as staff members or contractors are appointed as "Authorised Officers" pursuant to Section 122(1)(b) of the *Food Act 2008*
2. Under the provisions of Section 126(2) of the *Food Act 2008* the "Authorised Officers" are to be "designated officers" for the purposes of issuing infringement notices.
3. The Executive Manager: Infrastructure and Development Services (Authorised Officer) is delegated to:
   - Issue "prohibition notices" under S65 of the *Food Act 2008*
   - Clear and remove "prohibition notices" under S66 of the *Food Act 2008*
   - Provide written notification not to issue a certificate of clearance in accordance with S67 of the *Food Act 2008*
   - Grant, apply conditions, refuse, vary or cancel registration of a food business in in accordance with S110 and S112 of the *Food Act 2008*
4. The Executive Manager: Infrastructure and Development Services is a "designated officer" under the provisions of S126(6) and 126(7) of the *Food Act 2008* to extend and revoke 'infringement notices'.
5. The Chief Executive Officer is the "designated officer under S126(3) of the *Food Act 2008* to receive payment for infringement notices.
6. The Chief Executive Officer is authorised to:
   - appoint authorised officers in accordance with section 122(1) of the *Food Act 2008*
   - issue certificates of authority to authorised officers in accordance with Section 123(1) and 123(2) of the *Food Act 2008*

Conditions and Exceptions:

See detail of the delegation above

Chief Executive Officer delegates to: N/A

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of all actions must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review:
Adopted – 18 April 2016
Reviewed – 24 October 2016
Amended - 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-11 Liquor Control Act 1988 – Authority to Issue Certificates

Function to be performed:

An application made to the licensing authority for the grant or removal of a licence, or for a change in the use or condition of any premises shall be accompanied by a certificate from the local government for the district in which the premises to which the application relates are situated, or are to be situated, unless the licensing authority otherwise determines.

Legislative Power or Duty delegated:

Section 39 & 40 of the *Liquor Control Act 1988*

Legislative Power to delegate:

Section 39 & 40 of the *Liquor Control Act 1988*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer
~~Executive Manager: Infrastructure and Development Services~~

Delegation:
To issue a certificate on behalf of the Shire, subject to Section 39 and 40 of the *Liquor Control Act 1988*

Conditions and Exceptions:

Nil

Chief Executive Officer delegates to:

Nil~~Nil~~

Delegation delegated by the CEO:

N/A

~~Delegation delegated by the CEO:~~

~~N/A~~

Reporting Requirements:

Details of all certificates must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review: Reviewed & Adopted – 18 April 2016 – replaces DE31
Reviewed – 24 October 2016
Amended – 27 November 2017

Reviewed – 17 December 2018
Reviewed – 25 November 2019
Amended – 22 December 2020

DE6-12 Cat Act 2011 – Appointment of Authorised Persons

Function to be performed:

A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the *Cat Act 2011*.

Legislative Power or Duty delegated:

Section 48 of the *Cat Act 2011*

Legislative Power to delegate:

Section 44 of the *Cat Act 2011*

Policy Provision:

N/A

Delegation to:

Chief Executive Officer

Delegation:

The Chief Executive Officer is delegated the power to appoint authorised persons for the purposes of performing particular functions under the *Cat Act 2011*.

Conditions and Exceptions:

Nil

Chief Executive Officer delegates to:

Nil

Delegation delegated by the CEO:

N/A

Reporting Requirements:

Details of all appointments must be recorded in the appropriate record to meet legislative requirements and reported in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review: Adopted – 18 April 2016
Reviewed – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Adopted – 25 November 2019

DE6-13 Dog Act 1976 – Approval to Keep More Than Two Dogs

Function to be performed:

The grant of an exemption to particular premises for the keeping of more dogs than is allowed under the Shire's local laws pursuant to section 26(3) of the *Dog Act 1976*.

Legislative Power or Duty delegated:

Dog Act 1976 Section 26 (3) Limitation as to numbers

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to grant exemptions as to the number of dogs kept on premises.

Conditions and Exceptions:

Ranger must inspect the premises to ensure means exist to effectively confine the dogs within the premises.

Provisions of the *Shire of York Dogs Local Law*

Chief Executive Officer Delegates to:

Shire of York Ranger

Executive Manager: Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officers. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Statistical information to be reported to the Council in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review: New - 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Amended – 22 December 2020

DE6-14 Health Act 1911 - Appointment and Authorisation of Deputy

Function to be performed:

The Shire's deputy for the purpose of discharging its powers and functions as a local government under the *Health Act 1911*.

The signing of such documents and initiation of appropriate legal action on behalf of the Shire in relation to the *Health Act 1911*, subsidiary legislation and the Shire's *Health Local Law*.

To administer the provisions of the *Health Act 1911* and regulations made thereunder and the Shire's *Health Local Law 2000*, including signing approvals and licenses relating to the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974*.

Legislative Power or Duty delegated:

Section 26 of the *Health Act 1911*

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to undertake the responsibility of the Shire of York under the *Health Act 1911*.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

The CEO to report any significant action he takes under this delegation to the Council. To be reported

in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:	New - 24 October 2016
	Amended – 27 November 2017
	Reviewed – 17 December 2018
	Reviewed – 25 November 2019
	Reviewed – 22 December 2020

DE6-15 Authorisation of Senior Environmental Health Officers

Function to be performed:

Administer the provisions of the *Health Act 1911* and regulations made there under and the Shire's *Health Local Law*, including signing approvals and licenses relating to the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and the signing of notices and approvals under Part VI (Public Buildings) of the *Health Act 1911*.

Legislative Power or Duty delegated:

Section 26 of the *Health Act 1911*

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to undertake the responsibility of the Shire of York under the *Health Act 1911*.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Environmental Health Officer

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officers. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

To be reported in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review:
New – 24 October 2016
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-16 Approval of Camping Other than at a Caravan Park or Camping Ground

Function to be performed:

Approval of camping other than at a caravan park or camping ground.

Legislative Power or Duty delegated:

Regulation 11 of the *Caravan Parks and Camping Grounds Regulations 1997* allows the Council to grant approval for a person to camp on land he or she has a legal right to occupy, for up to 3 months per 12month period, or up to 12 consecutive months while a building licence is issued to that person in respect of the land.

Regulation 6 of the *Caravan Parks and Camping Grounds Regulations 1997* allows the Council to delegate this function to any person authorised by the Local Government.

Policy Provision:

Temporary Accommodation

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to approve camping other than at a caravan park or camping ground in accordance with the Regulations.

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Nil

Power or Duty delegated by Chief Executive Officer:

N/A

Reporting Requirements:

Approvals granted under this delegation are to be reported to the Council in statistical format in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: Reviewed – 24 October 2016 (replaces DE21)
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019

DE6-17 Strata Titles Act 1985 - Approval of Strata Applications / Certificates

Function to be performed:

Approval of strata title applications subject to the building/s being in compliance with all relevant building and planning controls.

Legislative Power or Duty delegated:

Sections 23.4 and 23.5 Certificate of Local Government of *the Strata Titles Act 1985*.

Policy:

To be exercised in accordance with relevant provisions of the Town Planning Scheme

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to approve strata title applications subject to the building/s being in compliance with all relevant building and planning controls.

Conditions and Exceptions:

Does not include modifications to existing buildings

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services.

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Approvals granted under this delegation are to be reported to the Council in statistical format in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: Reviewed - 24 October 2016 (replaces DE8)
Amended – 27 November 2017
Amended – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-18 Health Local Law – Keeping of Animals

Function to be performed:

To approve or refuse applications to keep certain animals within the Townsite of York.

Legislative Power or Duty delegated:

Division 2 and 3 of the Shire of York *Health Local Law*

Policy:

To be exercised in accordance with any relevant policies or provisions of the Shire of York Town Planning Scheme.

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to approve or refuse applications to keep certain animals within the Townsite of York made in accordance with Division 2 and 3 of the Shire of York *Health Local Law.*

Conditions and Exceptions:

Nil

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services.

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officer. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Approvals granted under this delegation are to be reported to the Council in statistical format in the monthly Information Bulletin.

Financial Interest Return Required: *Yes*

Details of Review: Reviewed - 24 October 2016 (replaces DE14)
Amended – 27 November
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

DE6-19 Section 79 (3) (h) of the Cat Act 2011 – Approval to Keep More Than Two Cats

Function to be performed:

The grant of an exemption to particular premises for the keeping of more cats than is allowed under the Shire's local laws pursuant to section 79 (3) (h) of the *Cat Act 2011*.

Legislative Power or Duty delegated:

Section 79 (3) (h) of the *Cat Act 2011*– Approval to Keep More Than Two Cats

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegation:

The CEO is delegated the authority to grant a permit as to the number of cats kept on premises.

Conditions and Exceptions:

The limit of the delegated authority is up to four (4) cats.

Ranger must inspect the premises to ensure compliance with the factors relevant to a determination as contained in the Shire of York Cat Local Law 2017 clause 2.5 and Schedule 1 clause 2.6.

Chief Executive Officer Delegates to:

Shire of York Ranger

Executive Manager: Infrastructure and Development Services

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officers. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Statistical information to be reported to the Council in the monthly Information Bulletin.

Financial Interest Return Required: *No*

Details of Review: NEW – 25 November 2019
Amended – 22 December 2020

DE6-20 Bushfires Act 1954 – Appoint Bush Fire Control Officer/s and Fire Weather Officer

Function to be performed:

1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and
   a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and
   b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].
2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)]
3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].

a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].

Legislative Power or Duty delegated:

Bush Fires Act 1954: Section 48 Delegation by local government.

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegation:

Bush fires Act 1954: Section 38 Local Government may appoint bush fire control officer.

Conditions and Exceptions:

N/A

Chief Executive Officer Delegates to:

Nil

Reporting Requirements:

Details of all appointments must be recorded in the appropriate record to meet legislative requirements.

Financial Interest Return Required: *No*

Details of Review: NEW – 22 December 2020

Amended – 22 December 2020

Part 7 – Statutory Planning

DE7-1 Town Planning

Function to be performed:
The functions of the Council with respect to: Development Applications; Subdivision Applications; Enforcement, Appeals and Legal Proceedings; Structure Plans; Local Development Plans; and Miscellaneous Matters.

Legislative Power or Duty delegated:

To specify delegation of authority to the Chief Executive Officer in accordance with Schedule 2, Clauses 82, 83 and 84 of the *Planning and Development (Local Planning Schemes) Regulations 2015* in respect of the Town Planning functions of the Council

Policy Provision:

Nil

Delegation to:

Chief Executive Officer

Delegated Powers (including Limits):

The Chief Executive Officer is delegated authority to perform the functions of Council in respect of the following matters:

1.1.1 Development Application Delegations

(a) Determination of applications for development approval, including applications involving:

(i) The variation of Local Planning Scheme provisions or provisions of the Residential Design Codes; or

(ii) The exercise of discretion under the Local Planning Scheme, a Local Planning Policy or the Residential Design Codes;

(b) Refusal of all development applications where the proposed use is not permitted by the Local Planning Scheme or where the development does not comply with a mandatory requirement of the Local Planning Scheme, or with the non-discretionary provisions of the Residential Design Codes;

(c) Determine requests to amend or cancel a development approval or to extend development approval for up to two (2) years;

(d) Deletion or modification of conditions of approval, whether imposed under delegated authority or not subject to compliance of Council's Planning objectives;

(e) Determination of applications for the relocation of building envelopes.

Limits to Development Application Delegations

With the exception of delegated power 2.1.1(b), all applications will be submitted to a meeting of Council for determination in the following circumstances:

(a) Where the delegated decision would be contrary to the intent of a previous decision made at a Council meeting, or any law or regulation;

(b) Where written objection is received to the proposal from any statutory agency;

(c) Where the proposal is inconsistent with the general objectives and/or intent of a Local Planning Policy, approved Structure Plan or the discretionary provisions of the Local Planning Scheme;

(d) Where notification has been given to adjoining and nearby owners or the general public for comment in accordance with the Local Planning Scheme or any Local Planning Policy and written objections have been received within the time specified, unless in the opinion of the Chief Executive Officer:

(i) the proposal is for exercise of discretion under the R-Codes and is consistent with the objectives and/or intent of the Local Planning Scheme, Residential Design Codes and any relevant Local Planning Policy; and

(ii) the objections can be overcome by imposing a condition(s) on the development approval, or modifying the design of the development; or

(iii) the objection does not relate to valid planning and development issues associated with the proposal.

(e) Where, in the opinion of the Chief Executive Officer:

(i) any of the requirements of this delegation are not satisfied; or

(ii) there is insufficient certainty as to whether the application complies with the intent of the Local Planning Scheme, Residential Design Codes or any relevant Local Planning Policy; or

(iii) it would be in the public interest or consistent with the principles of administrative accountability for Council to determine the application; or

(iv) the decision involves a matter of principle which, in the opinion of the Chief Executive Officer, should be made by the Council; or

(v) a condition recommended by a statutory agency is unnecessary or impractical, or unreasonable to be enforced by the Shire of York.

1.1.2 Subdivision Application Delegations

Making recommendations to the Western Australian Planning Commission on:

(a) applications for subdivision or amalgamation of land;

(b) minor variations to approved subdivisions;

(c) clearance of conditions of subdivision approval.

Limits to Subdivision Application Delegations

Applications are required to be submitted to Council for consideration where the proposed subdivision will result in the creation of 20 lots or more and/or the application is inconsistent with an approved Structure Plan.

1.1.3 Enforcement, Appeals and Legal Proceedings Delegations

(a) Provision of written and verbal responses to planning appeals, mediated settlements resulting from appeals and Western Australian Planning Commission requests for reconsideration;

(b) Taking action against owners or occupiers of properties to cease illegal uses or comply with conditions of Development Approval, including the issuance of a written direction pursuant to Section 214 of the *Planning and Development Act 2005*;

(c) Obtaining legal advice where necessary to assist in the performance of these delegations.

Limits to Enforcement, Appeals and Legal Proceeding Delegations

The following matters are required to be referred to Council for determination:

(a) Whether to commence prosecution action through the Council's solicitors;

(b) Whether to apply for an injunction to the Supreme Court under Section 216 of the *Planning and Development Act 2005;*

(c) The obtainment of urgent legal advice where that advice would exceed $5,000 and there are no specific funds allocated within the budget or funds allocated by a resolution of Council;

(d) The determination of a position with respect to any mediation process resulting from an appeal against a decision on a proposal that was previously referred to Council.

1.1.4 Structure Plan Delegations

(a) Formation of the opinion that a Structure Plan or amendment to a Structure Plan contains sufficient information for the purposes of advertising;

(b) Making recommendations to the Western Australian Planning Commission on amendments to Structure Plans after being advertised for public comment.

Limits to Structure Plan Delegations

The exercise of this delegation is conditional on the following:

(a) Prior to the commencement of the advertising of any new Structure Plan, or amendment thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal;

(b) All new Structure Plans are to be referred to Council after being advertised for public comment;

(c) Any recommendation of a Structure Plan Amendment pursuant to Clause 20(2) of the deemed provisions may be determined by the Chief Executive Officer, after being advertised for public comment provided that:

i) Any objection received does not, in the opinion of the Chief Executive Officer, raise

relevant planning considerations;

ii) Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions;

iii) Elected members are provided with five working days in which to request that the proposal be referred to Council for determination; and

iv) The recommendation does not include any modifications to the advertised Structure Plan Amendment.

1.1.5 Local Development Plan Delegations

(a) Determine that a Local Development Plan is required and to seek the approval of the Western Australian Planning Commission for the preparation of a Local Development Plan.

(b) Formulate the opinion that a Local Development Plan or amendment to a Local Development Plan is suitable for the purposes of advertising.

(c) Determine that a Local Development Plan or amendment to a Local Development Plan is not required to be advertised for public comment where they are of:

i) Of a minor nature;

ii) Consistent with the intent of the zone and the objectives of the Local Planning Scheme; and

iii) Unlikely to have a material detrimental effect on the amenity of the locality or any owner or occupier or land in the locality.

(d) Determine a Local Development Plan or an amendment to a Local Development Plan after advertising.

(e) Endorse and arrange for the publication of Local Development Plans, pursuant to the deemed provisions.

Limits to Local Development Plan Delegations

The exercise of this delegation is conditional on the following:

(a) Prior to the commencement of the advertising of any new Local Development Plan, or amendment thereto, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each elected member provided with copies of relevant plans and information relating to the proposal;

(b) A Local Development Plan or amendment thereto may be determined by the Chief Executive Officer, after being advertised for public comment provided that:

i) Any objection received does not, in the opinion of the Chief Executive Officer, raise relevant planning considerations;

ii) Elected members are notified in writing of the Chief Executive Officer's intention to do so and provided a copy of submissions and Administration's recommendations in respect of those submissions;

iii) Elected members are provided with five working days in which to request that the proposal be referred to Council for determination.

iv) The determination will not result in a refusal of or require modifications to a Local Development Plan or amendment to a Local Development Plan after advertising.

1.1.6 Miscellaneous

(a) Formation of any opinion and consideration of any matter in the exercise of these delegated powers that would be required of Council under the Local Planning Scheme, including, but not limited to, sufficient information required for the processing of proposals (including development applications, structure plans, local development plans), referral and advertising of such proposals, and interpretation of Local Planning Scheme provisions, relevant Planning Policies and provisions of the Residential Design Codes.

(b) The execution of any documents or instruments required to fulfill a condition(s) of subdivision or development approval.

Limits to Miscellaneous Delegations

This exercise of delegated authority is conditional upon:

a) Prior to the commencement of advertising of any proposal, elected members must be notified of the proposal in writing advising the dates when the public comment period will start and finish, the means by which the proposal will be advertised and each Elected Member provided with copies of relevant plans and information relating to the proposal.

b) Any application is to be referred to Council for determination if one or more elected members requests such referral by written request to the Chief Executive Officer within ten working days of the commencement of advertising.

c) A report being forwarded to Council every month detailing the number of proposals determined under delegated authority within that period, the type of proposal and the decision made on each proposal.

Chief Executive Officer Delegates to:

Executive Manager: Infrastructure and Development Services.
Senior Planner: Sections 1.1.4, 1.1.5 and 1.1.6 only.

Power or Duty delegated by Chief Executive Officer:

The CEO delegates the exercise of this delegated power to the above Officers. The exercise of the delegated power does not include the power of further delegation.

Reporting Requirements:

Reporting requirements are detailed in the body of the delegation.

Financial Interest Return Required: Yes

Details of Review:

Date of Meeting 22 April 2003
Endorsed Reviewed May 2004
Endorsed 19 July 2004
Reviewed & Amended July 2005
Endorsed 18 July 2005
Amended & Endorsed 23 January 2006
Endorsed 18 June 2007
Reviewed - 24 October 2016 (replaces DE5)
Amended – 27 November 2017
Reviewed – 17 December 2018
Reviewed – 25 November 2019
Reviewed – 22 December 2020

View in your browser

Governance Update

FRIDAY, 20 NOVEMBER 2020

WALGA
WORKING FOR LOCAL GOVERNMENT

Help! Implementing Amendments to Public Information Access and Authorisations

Proclamation of some of the few remaining Local Government Act amendments contained in the *Local Government Legislation Amendment Act 2019* and Gazettal of supporting Administration Regulation amendments occurred on 6 November 2020 (and became effective on 7 November 2020). This created new requirements for providing public access to information and for appointing authorised persons.

A new **Public information Access Guide** is available to WALGA Governance subscribers on the 'Good Governance in Practice' webpage.

This Guide outlines the requirements under sections 5.94, 5.95 and 5.96A of the *Local Government Act 1995* and relevant Administration Regulations for making information available for public inspection and publishing information on Local Government websites. This Guide can be a useful checkpoint for Local Governments to ensure they have complied with existing and new requirements.

The process for **Appointing Authorised Persons** under a range of legislation has been harmonised through an amendment to section 9.10 of the *Local Government Act 1995,* which now means the CEO is the prescribed decision maker to make the appointments.

This Act amendment means that delegated authority from Council to the CEO to appoint authorised persons under the Local Government Act, Cat Act and Dog Act are inoperative and must be removed from Delegation Registers without the need for a Council resolution to delete / revoke the delegation (as in effect the Act amendment means Council no longer has the authority).

The WALGA Template Delegations Register has been updated to remove the redundant delegations and a new CEO to Employee delegation (refer 1.3.8) has been inserted as an example, if the CEO wishes to delegate the function to appoint authorised persons.

The WALGA Decision Making in Practice Authorisations Guide will be updated to accord with the Act amendments and will be republished in December.

Please remember that the Act amendment includes transitional provisions that enable continuation of authorised person appointments in place before 7 November 2020 - refer Cl. 55, Schedule 9.3 of the *Local Government Act 1995*. Therefore, there is no need to reissue existing authorisations immediately!

Need more information?
Please contact **WALGA Governance Advice** on (08) 9213 2514 or governance@walga.asn.au

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SY188-12/20 PROPOSAL TO LEASE OLD TENNIS COURTS - RIVER CONSERVATION SOCIETY

File Number:	**CCP.39 / GL1.50048**
Author:	**Natasha Brennan, Administration and Governance Coordinator**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**Nil**
Appendices:	**1. River Conservation Society - Proposal - Confidential** **2. Letter of Support - Conservation Council of WA - Confidential** **3. Letter of Support - Wheatbelt NRM - Confidential** **4. Charitable Collections Licence & Certificate of Incorporation - Confidential**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents to Council a proposal received from the River Conservation Society to lease the old Tennis Courts situated on Glebe Street, York and seeks Councils approval in principle to progress the lease documentation.

BACKGROUND

The old Tennis Court site is freehold land owned by the Shire, which is not currently being utilised.

At a concept forum on 3 November 2020, the River Conservation Society presented their proposal to Council for an Environmental Discovery Centre. Proposal attached and labelled Appendix 1. Letters of Support attached and labelled Appendix 2 & 3.

COMMENTS AND DETAILS

The River Conservation Society are an incorporated, charitable community group proposing to establish an Environmental Discovery Centre on the old tennis courts site. (Details of the River Conservation Society Incorporation Certificate and Charitable Collections Licence are attached at Appendix 4.) The proposed Discover Centre will activate this underutilised site with the intent of providing benefit to both the community and visitors.

The proposal is part of a two (2) stage plan, developed over approximately 6-8 years.

Stage 1: Consists of renovating and modernising the existing building and grounds and constructing a storage shed.

Stage 2: (to be developed in line with the Shire of York Strategic Community Plan 2020-2030) is to explore the development of an Environmental and Cultural Discovery Centre by end June 2024.

These projects are being assisted with the help of the York Wildflower Society.

The River Conservation Society are requesting a 21-year lease based on peppercorn rental. The length of this lease is inconsistent with the Shire's direction of shorter lease periods but a 5 + 5 + 5 + 5 could be considered to incorporate necessary review periods but give the Society security of tenure to assist with alternative funding sources.

If Council gives in principle approval the proposal will still require planning approval and the preparation of a lease agreement.

OPTIONS

Option 1
Council could choose to advertise the proposal and intention to lease to the River Conservation Society and invite public comment.

Option 2
Council could choose to advertise expressions of interest for the use of the old Tennis Courts land and building.

Option 3
Council could choose not to advertise and commence lease negotiations with the River Conservation Society.

Option 4
Council could choose not to support the proposal and provide reasons.

Option 5
Council could place the property back onto the market for sale.

Option 1 is the preferred option. While the charitable status of the River Conservation Society allows an exemption under the Local Government (Functions and General) Regulations 1996, the size of the disposal warrants a higher degree of transparency.

IMPLICATIONS TO CONSIDER

Consultative

Council
York River Conservation Society – Members
Shire Officers

Strategic

Theme 1:	The Place to Live
1.3	Support community lead development
Theme 2:	Our Local Economy
2.1.2	Diversify strategies to ensure sustainable tourism
Theme 3:	Our Natural Environment
3.1	Improve the ecology and enjoyment of the Avon River
3.1.1.2	Identify where the Shire can work in partnership, facilitation or advocacy with others who can influence the health and amenity of the river
3.1.1.5	Explore the development of an Environmental and Cultural Discovery Centre
Theme 5:	Strong and Effective Leadership
5.1	Continuous improvement of community engagement
5.3	Continues improvement of governance

Policy Related

CP1.5 Compliance
G2.9 Community Engagement and Consultation
G4.6 Risk Assessment and Management

Financial

Legal Expenses associated with lease preparation.
Costs to bring the building up to building standard, for leasing purposes.

Legal and Statutory

As a general rule leases will be advertised for public consultation in accordance with section 3.58 of the *Local Government Act 1995* and / or when they are considered to be of significant public interest or debate. However, Regulation 30 of the *Local Government (Functions and Regulations) Act 1996* provides an exemption where the intended lessee is a not-for-profit entity.

Local Government Act 1995

3.58. Disposing of property (Parts 1, 2 & 5)

(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.

(5) This section does not apply to —

(d) any other disposition that is excluded by regulations from the application of this section.

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

Local Government (Functions and General) Regulations 1996

30. Dispositions of property excluded from Act s. 3.58 (Parts 1 & 2)

(1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.

(2) A disposition of land is an exempt disposition if —

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions

Any development proposals would require Council approval.

Risk Related

Competing community uses were identified during the attempted sale of the Old Tennis Court. Reputational risk could be incurred if community consultation was not undertaken prior to this disposal.

Workforce

The workload would be absorbed by current resourcing.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council,

1. Agrees in principle to the proposal from the River Conservation Society Inc to establish an Environmental Discovery Centre at the old Tennis Court site, Glebe Street York.
2. Requests the Chief Executive Officer to advertise the 'intend to lease' for public comment.
3. Requests the Chief Executive Officer to bring a report back to Council in March 2021 for consideration of a draft lease.

SY189-12/20 RECORDKEEPING PLAN REVIEW

File Number:	**AS.RMT.4**
Author:	**Amanda Smith, Records Officer**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**25 May 2015**
Appendices:	**1. Recordkeeping Plan 2020** ⇩ **2. Recordkeeping Plan Self Evaluation Checklist** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents Council with the reviewed and amended Recordkeeping Plan (RKP) for consideration and adoption prior to submission to the State Records Commission via the State Records Office for approval.

BACKGROUND

The Shire of York developed a Recordkeeping Plan (RKP), as required by the State Records Act 2000 and Council adopted the first version on 16 February 2004. The current Recordkeeping Plan was approved at the Ordinary Council Meeting held on the 25 May 2015 and approved by the State Records Office on 10 March 2016.

Due to changes in practices over the last 5 years and results from the Auditor General's Report into Records Management in Local Government in April 2019, the current RKP is out of date.

The amended RKP is required by the State Records Office for approval no later than 10 March 2021. As outlined in their letter dated 22 March 2016, the amended RKP addresses the three areas brought up requiring attention.

- Principle Two – An overview of the Shire's records management and business information systems.
- Principle Four – Estimate the quantity of Archival records held by the Shire, on and off site.
- Principle Six – Provision of recordkeeping training to staff in relation to handover of records when staff leave the organisation and induction programs for new staff and Councillors.

COMMENTS AND DETAILS

The State Records Act 200 states that Recordkeeping Plans are to be reviewed at least once every five years. Government organisations are required to review their RKPs and submit a report of the review to the State Records Commission, via the State Records Office, prior to the expiration of the 5 year period.

The purpose of the review is to enable government organisations to comply with Section 28 of the Act and to ensure that their recordkeeping systems are continually evaluated and improved in order to meet compliance requirements and continuing business needs.

OPTIONS

Council has the option not to adopt the RKP however the Shire's RKP is a primary source of guidance for Council and staff in relation to records and information management. It is required by all Local Government authorities to ensure records and information management practices are kept current

to ensure the information Council and administration relies on to make decisions is available and accessible.

IMPLICATIONS TO CONSIDER

Consultative

Staff were consulted in their current practices in relation to records and information management systems.

Strategic

Supports Theme 5: Strong Leadership and Governance

5.3 Continuous improvement of governance

Policy Related

G1.8 Record Keeping

Financial

Nil

Legal and Statutory

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

State Records Act 2000 – Section 28 Review of Plans

1) A government organization may review its record keeping plan at any time.
2) A government organization must review its record keeping plan whenever there is any significant change to the organization's functions.
3) The Commission may require a government organization, other than a Schedule 3 organization, to review its record keeping plan.
4) The relevant Minister may require a Schedule 3 organization to review its record keeping plan.
5) Not more than 5 years is to elapse between the approval of a government organization's record keeping plan and a review of it or between one review and another.
6) When a government organization, other than the Commission or a Schedule 3 organization, has reviewed its record keeping plan it must submit a report of the review to the Commission.
7) When a Schedule 3 organization has reviewed its record keeping plan it must submit a report of the review to its relevant Minister.

Risk Related

Compliance – if Council doesn't adopt the RKP there is a high compliance risk by not meeting the requirements of the State Records Act 2000.

Workforce

Nil

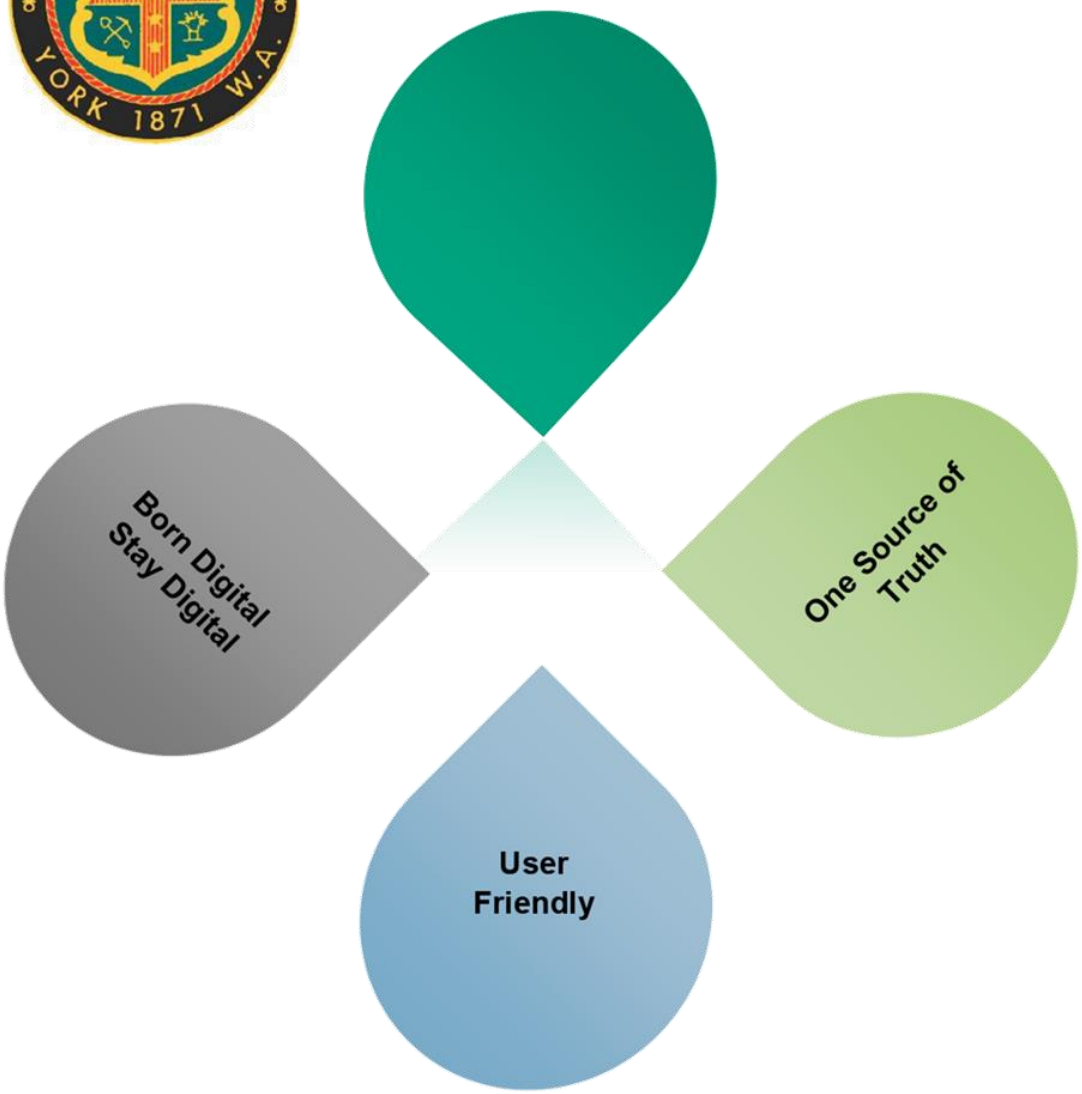
VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council:

1. Adopts the Recordkeeping Plan as required by the State Records Act 2000.
2. Authorises the Chief Executive Officer to make any necessary minor typographical changes prior to publication and submission to the State Records Commission.
3. Submits the amended Recordkeeping Plan to the State Records Commission for approval.



Shire of York
Recordkeeping Plan
2020

VERSION CONTROL AND ENDORSEMENT

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

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INTRODUCTION

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

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

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

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

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

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

This Recordkeeping Plan applies to all:

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

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

> *"In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council.*
>
> *This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of local government and other communications and transactions of elected*

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

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

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

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

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

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

(State Records Act, 2000)

1 PRINCIPLE ONE: PROPER AND ADEQUATE RECORDS

1.1 HISTORICAL BACKGROUND

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

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

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

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

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

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

1.2 MISSION STATEMENT

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

1.3 STRATEGIC FOCUS

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

Community Vision

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

1.4 BUSINESS ACTIVITY

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

1.5 OUTSOURCED FUNCTIONS

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

1.6 MAJOR STAKEHOLDERS

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

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

1.7 ENABLING LEGISLATION

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

1.8 OTHER LEGISLATION

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

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

1.9 MAJOR GOVERNMENT POLICY AND/OR INDUSTRY STANDARDS

Refer to Appendix 4

2 PRINCIPLE TWO: POLICIES AND PROCEDURES

2.1 RECORDS MANAGEMENT AND BUSINESS INFORMATION SYSTEMS

2.1.1 Records Management System

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

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

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

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

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

2.1.2 Business Information Systems

Other business systems containing corporate records include:

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

2.2 RECORDS MANAGEMENT POLICY AND PROCEDURES

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

The policies and procedures cover the following recordkeeping activities:

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

2.3 CERTIFICATION OF POLICIES AND PROCEDURES

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

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

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

2.4 EVALUATION OF POLICIES AND PROCEDURES

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

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

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

3 PRINCIPLE THREE: LANGUAGE CONTROL

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

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

3.2 ASSESSMENT OF ITS EFFECTIVENESS

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

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

3.5 IDENTIFIED AREAS FOR IMPROVEMENT

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

4 PRINCIPLE FOUR: PRESERVATION

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

4.1 ASSESSMENT OF RISKS

4.1.1 On Site Storage

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

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

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

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

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

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

4.1.2 Offsite Storage

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

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

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

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

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

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

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

4.1.3 Data Centre and Cloud Storage

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

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

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

4.1.4 Storage of Archives

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

4.1.5 Storage of Backups

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

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

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

4.1.6 Quantity of Records

The Shire of York has custody of approximately:

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

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

4.1.7 Security and Access

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

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

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

4.2 ASSESSMENT OF THE IMPACTS OF DISASTERS

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

4.3 STRATEGIES IN PLACE FOR PRESERVATION AND RESPONSE

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

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

4.3.1 Vital Records Program

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

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

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

4.3.2 Backup Procedures for Electronic Records

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

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

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

4.3.3 Preservation of Electronic Records

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

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

4.3.4 Security

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

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

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

4.3.5 Storage Reviews

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

4.3.6 Recovery of Lost Information

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

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

4.4 IDENTIFIED AREAS FOR IMPROVEMENT

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

5 PRINCIPLE FIVE: RETENTION AND DISPOSAL

5.1 RETENTION AND DISPOSAL SCHEDULE/SECTOR DISPOSAL AUTHORITY

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

5.1.1 Retention and Disposal Schedule Review

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

5.2 DISPOSAL OF SOURCE RECORDS

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

5.4 EXISTING AD HOC DISPOSAL AUTHORITIES

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

5.5 EXISTING DISPOSAL LISTS

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

5.6 RESTRICTED ACCESS ARCHIVES

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

5.7 TRANSFER OF ARCHIVES

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

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

5.8 NON-TRANSFER OF ARCHIVES

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

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

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

5.9 DISPOSAL PROGRAM IMPLEMENTED

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

5.10 AUTHORISATION FOR DISPOSAL OF RECORDS

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

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

5.11 IDENTIFIED AREAS FOR IMPROVEMENT

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

6 PRINCIPLE SIX: COMPLIANCE

6.1 STAFF TRAINING, INFORMATION SESSIONS

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

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

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

6.2 BROCHURES OR NEWSLETTERS

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

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

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

6.3 INDUCTION PROGRAMS

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

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

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

6.4 PERFORMANCE INDICATORS

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

- weekly overdue records report
- monthly registered records report
- quarterly file audits

- biennial staff survey

6.5 AGENCY'S EVALUATION

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

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

These are planned to be addressed by December 2023.

6.6 ANNUAL REPORT

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

6.7 IDENTIFIED AREAS FOR IMPROVEMENT

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

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

7 SRC STANDARD 6: OUTSOURCED FUNCTIONS

7.1 OUTSOURCED FUNCTIONS IDENTIFIED

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

7.2 RECORDKEEPING ISSUES INCLUDED IN CONTRACTS

7.2.1 Planning

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

7.2.2 Ownership

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

7.2.3 Control

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

7.2.4 Disposal

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

7.2.5 Access

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

7.2.6 Custody

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

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

7.2.7 Contract Completion

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

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

7.3 IDENTIFIED AREAS FOR IMPROVEMENT

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

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

Recordkeeping Plan RKP

APPENDIX 1 – FUNCTIONS OF LOCAL GOVERNMENT

Recordkeeping Plan RKP

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

Recordkeeping Plan RKP

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

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

Recordkeeping Plan RKP

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

Recordkeeping Plan RKP

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

Recordkeeping Plan RKP

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

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

Recordkeeping Plan RKP

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

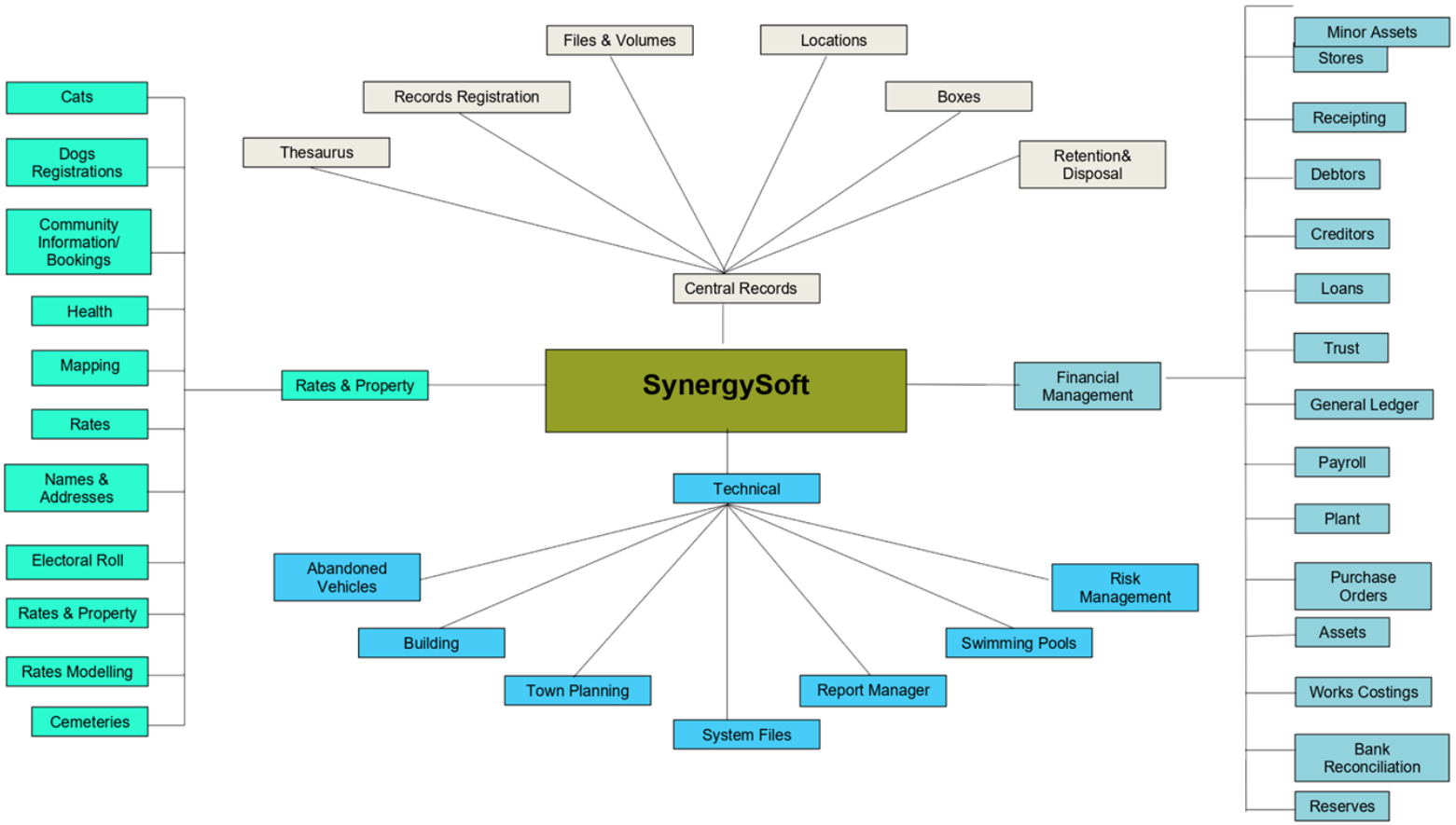
APPENDIX 4 – MAJOR GOVERNMENT POLICY AND/OR INDUSTRY STANDARDS IMPOSED UPON OR ADOPTED BY THE SHIRE OF YORK

Recordkeeping Plan RKP

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

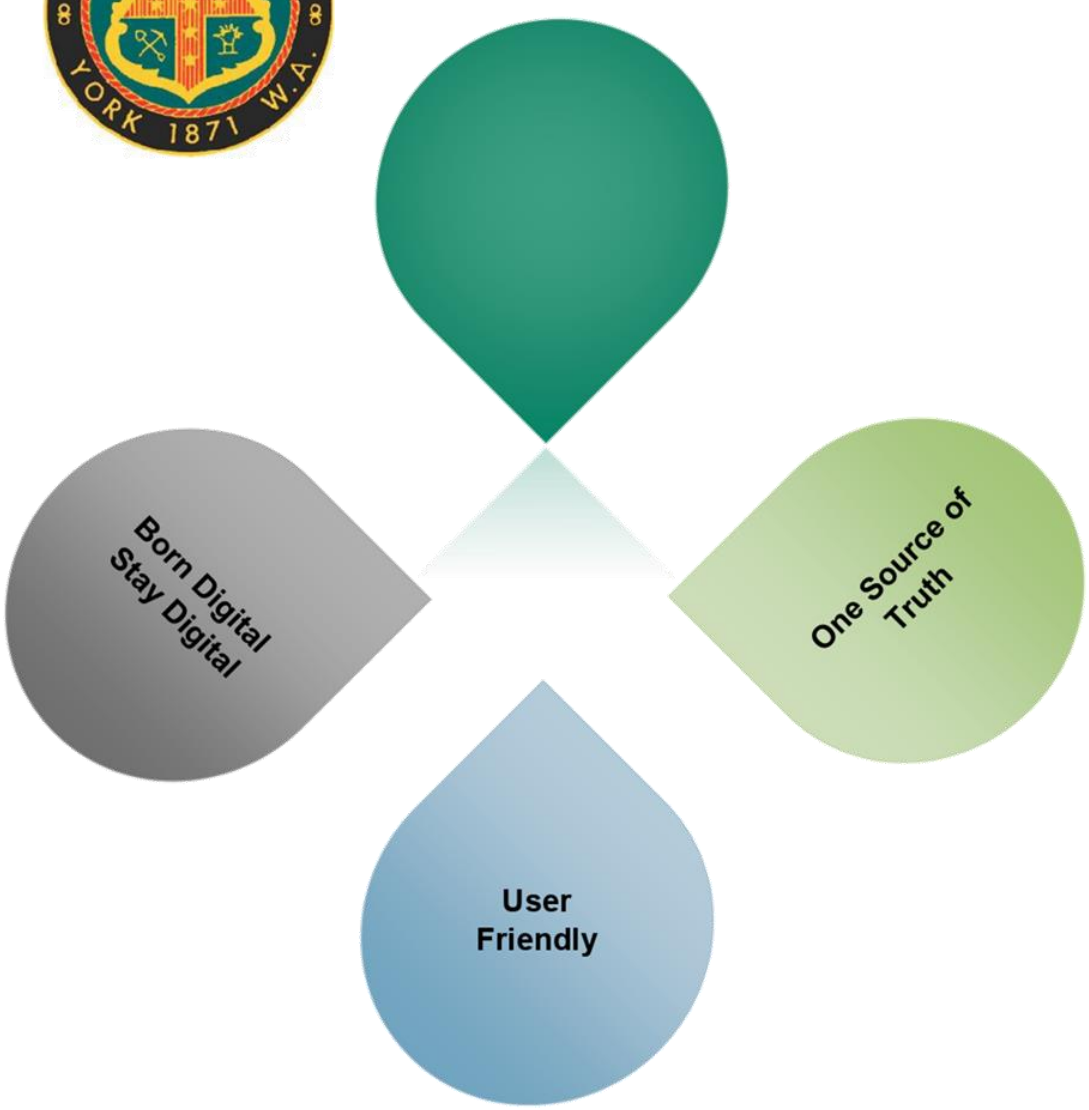
APPENDIX 5 – SYNERGYSOFT MODULES

Recordkeeping Plan RKP



Recordkeeping Plan RKP

APPENDIX 6 – RECORDS MANAGEMENT SYSTEMS STRATEGIC PLAN



Shire of York
Records Management Systems Strategic Plan
2020-2030

VERSION CONTROL AND ENDORSEMENT

This document is to have a minor review every two years with a major review to take place every 5 years in line with the Strategic Community Plan.

Date	Action	Officer	Resolution No	Date of Resolution
29/11/2019	First Draft	Amanda Smith – Records Officer		
7/12/2020	Final Draft	Amanda Smith – Records Officer		

PURPOSE

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

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

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

VISION

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

MISSION

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

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

BACKGROUND

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

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

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

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

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

STRENGTHS

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

WEAKNESSES

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

CHALLENGES

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

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

OPPORTUNITIES

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

LEGISLATION

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

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

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

RELEVANT STRATEGIES AND PLANS

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

1. Strategic Community Plan
2. Corporate Business Plan

OBJECTIVES

THEME1: GOVERNANCE

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

Current Issues

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

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

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

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

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

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

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

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

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

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

Outcomes

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

Strategies

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

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

Performance Indicators

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

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

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

EASE OF CAPTURE, RETRIEVAL AND REUSE OF INFORMATION

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

Issues

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

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

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

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

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

Outcomes

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

Strategies

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

Performance Indicators

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

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

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

ONE SOURCE OF INFORMATION

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

Issues

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

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

Outcomes

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

Strategies

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

Performance Indicators

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

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

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

DIGITAL LIFECYCLE

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

Issues

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

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

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

Outcomes

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

Strategies

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

Performance Indicators

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

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

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

SECURITY AND PRIVACY OF INFORMATION

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

Issues

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

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

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

Outcomes

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

Strategies

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

Performance Indicators

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

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

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

FINANCIAL ASSESSMENT/FUNDING STREAMS

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

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

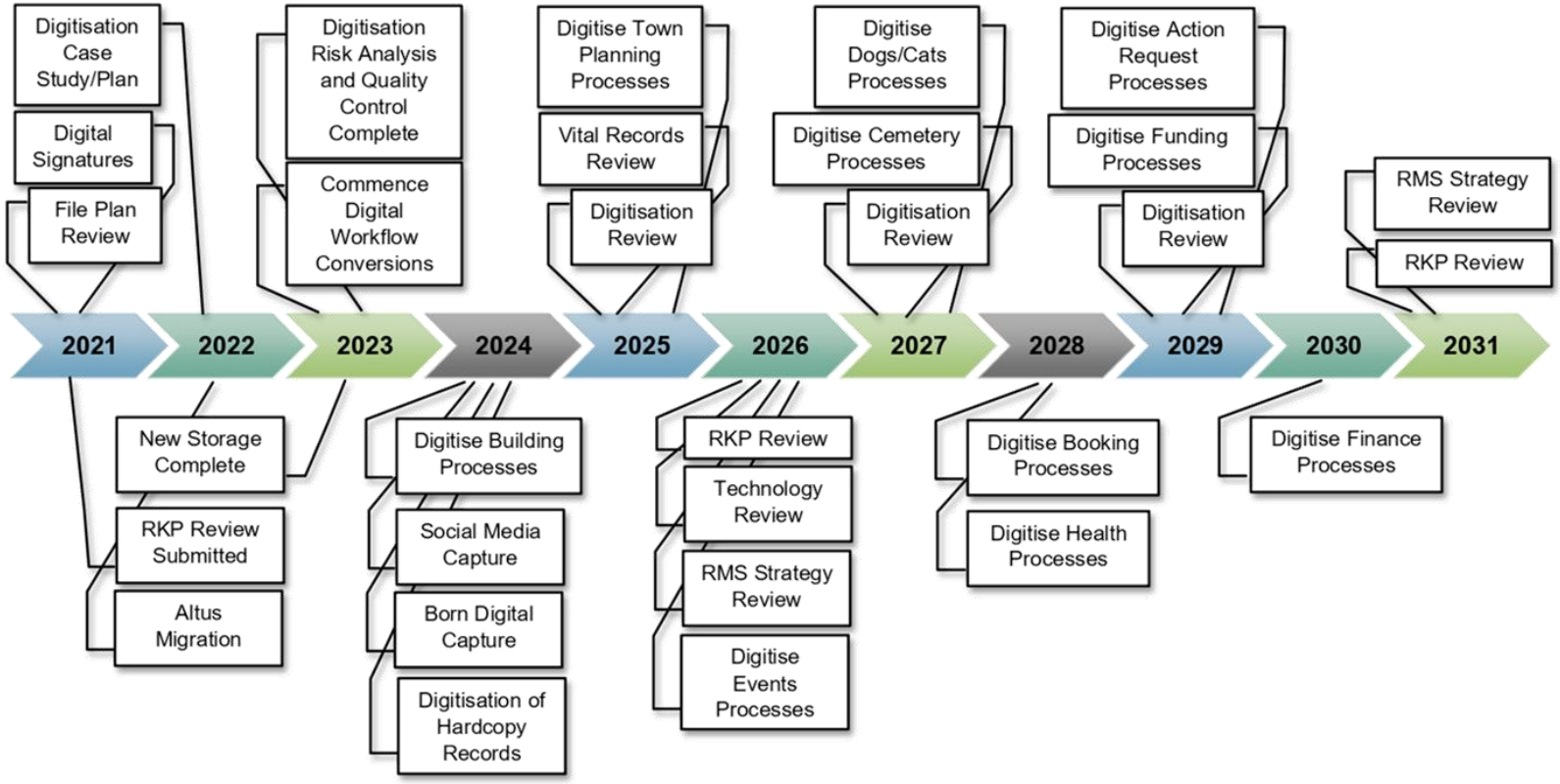
It is presumed that computer requirements will be covered in the IT Strategy and budget. Additional software estimates have been included.

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

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

ROAD MAP

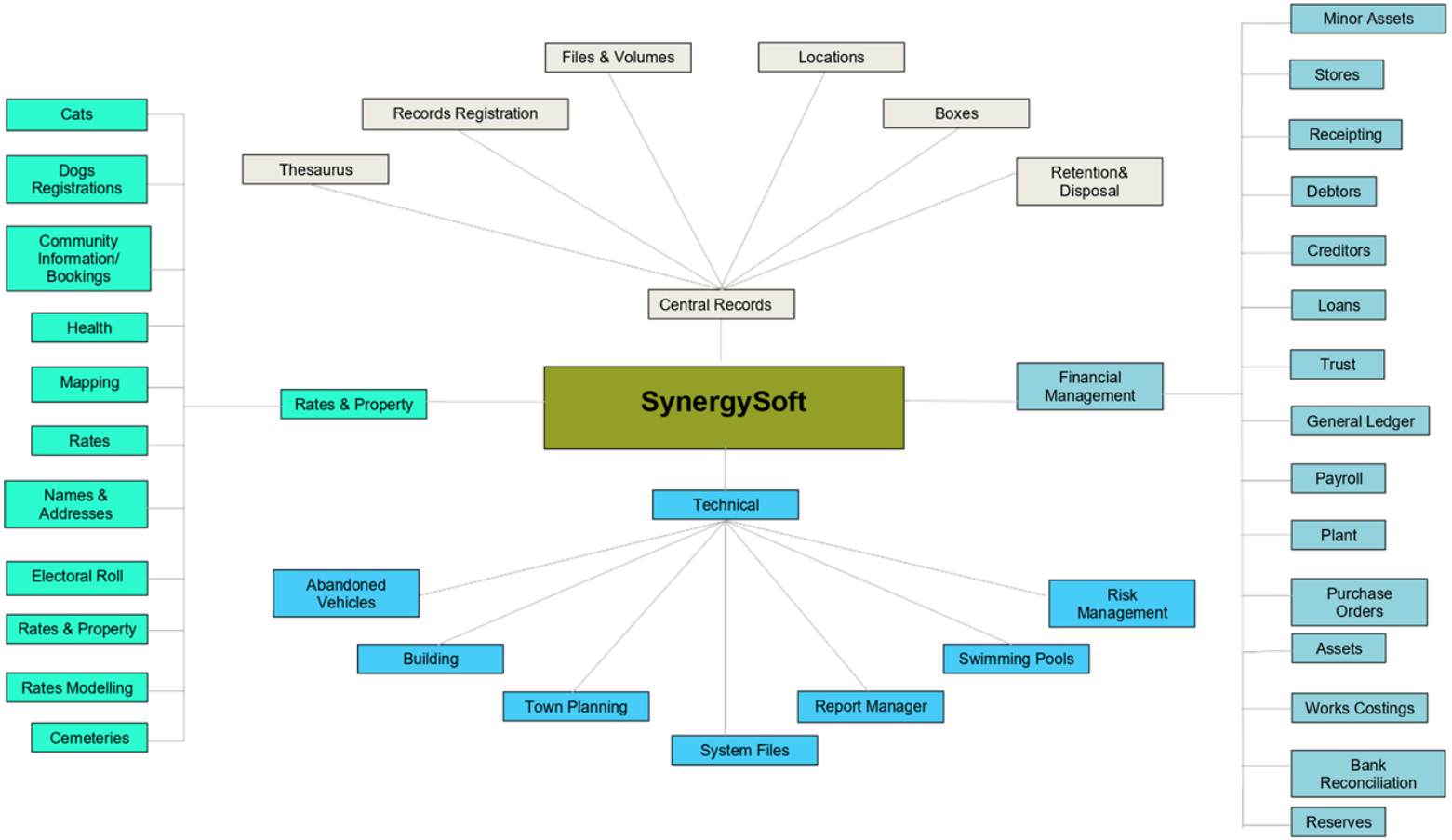
This roadmap is based on the assumption council will make funding available for consultants to assist with the development and implementation.



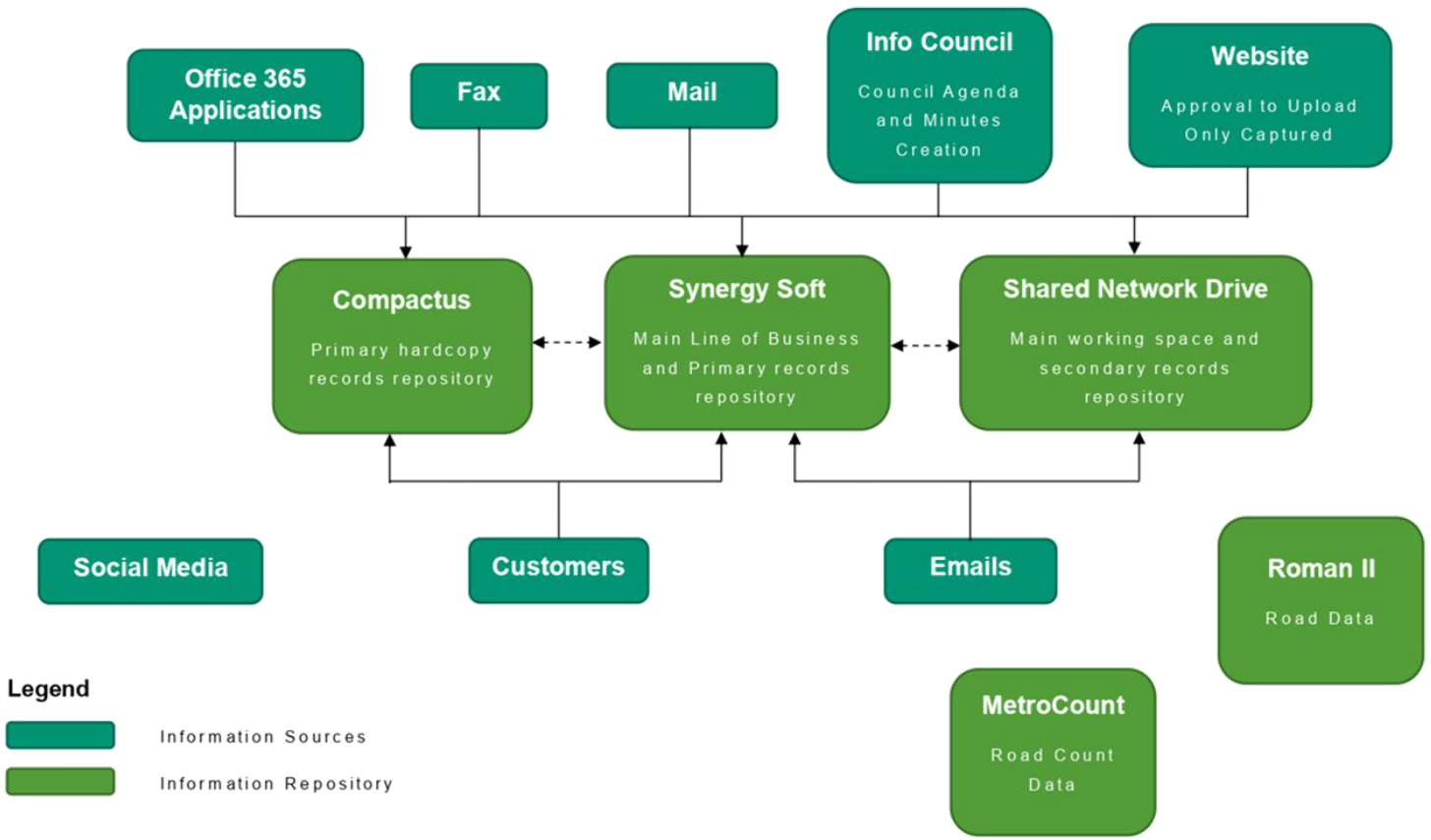
Appendix 1

SynergySoft Modules and Information Repositories

EMPATHY RESPECT COURAGE



INFORMATION REPOSITORIES



APPENDIX 7 – POLICIES AND PROCEDURES

Index of Records Related Policies and Procedures

Records Policies

- G1.8 Record Keeping

Internal Records Policies

- Digital and Electronic Signatures

Policies Containing Record Keeping Requirements

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

Records Procedures

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

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

Procedures Containing Record Keeping Requirements

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

Recordkeeping Plan RKP

APPENDIX 8 – FILE PLAN EXTRACT

Administration

Refers to the provision of administrative support to the organisation.

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

Building Services

Refers to the regulatory requirements and the administration of the building section.
Specific building issues will be coded to the property file and the building licence records as kept by the section.

Building Services	General Administration	BS.GEN

Community Services

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

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

Council And Community Properties

Relates to all Council properties including reserves
For Council owned houses refer to the applicable geographic property file
For bookings of CCPs refer to CS.CCS.6

Council and Community Properties	Council and Community Properties	CCP

Environment

Relates to the protection, conservation and control of the environment.
Matters dealing with specific locations are coded to property file.

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

Finance

Relates to all aspects of financial management

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

Health Services

Refers to the regulatory requirements and administration of the health section.
Specific issues will be coded to the property file.

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

Legal

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

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

Organisation

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

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

Personnel

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

Personnel	Awards	PE.AWD

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

Planning Services

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

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

Property Files

Property Files	Assessment Details	A

Ranger Services

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

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

Transport

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

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

Utilities

Relates to public utilities and the provision of these services

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

Works

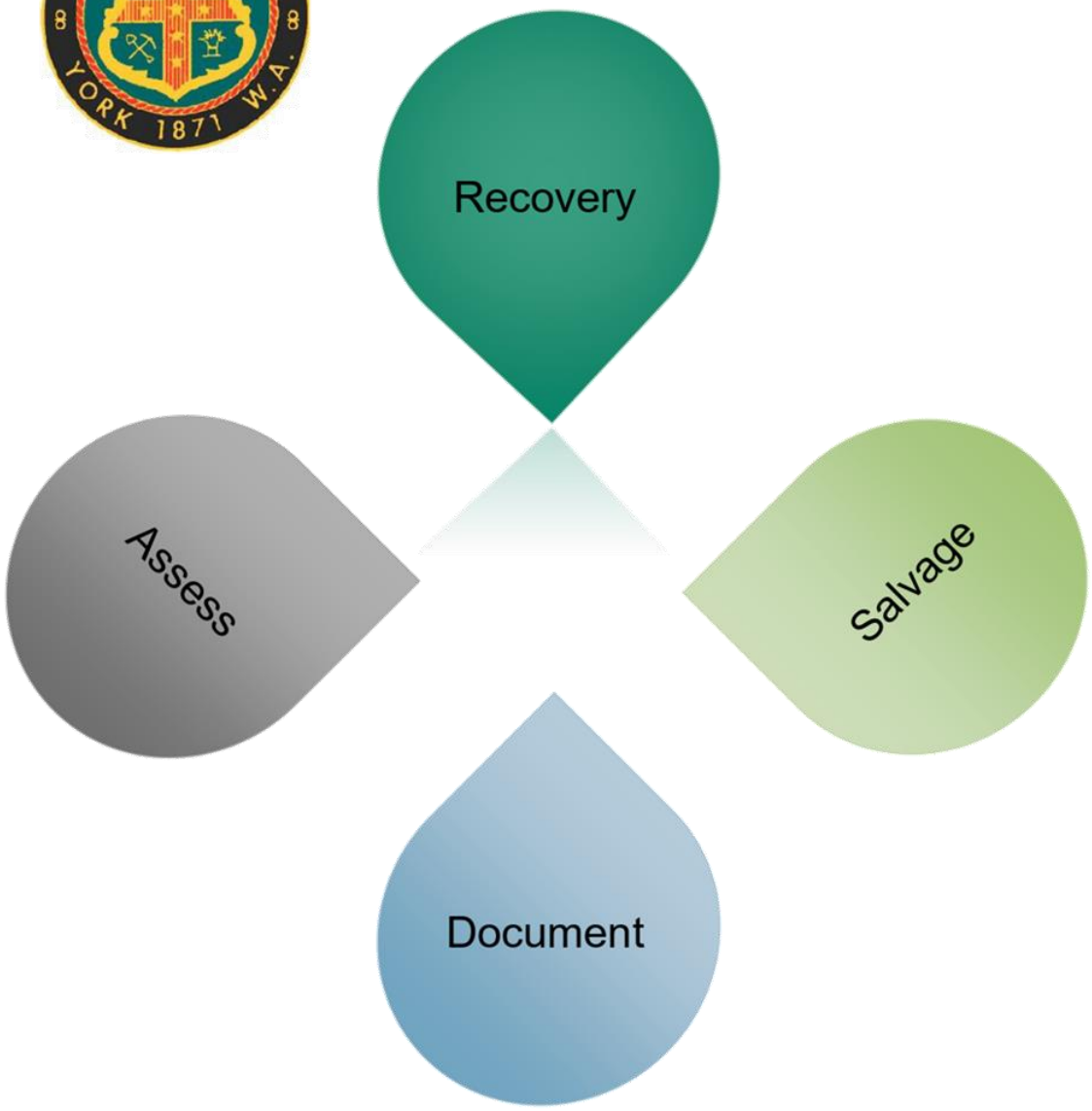
Relates to all aspects of road construction and maintenance and plant management

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

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

Recordkeeping Plan RKP

APPENDIX 9 – RECORDS AND INFORMATION MANAGEMENT DISASTER MANAGEMENT PLAN



Shire of York
Records & Information Management Disaster Management Plan

Revised September 2020

VERSION CONTROL AND ENDORSEMENT

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

INTRODUCTION

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

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

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

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

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

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

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

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

PURPOSE

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

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

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

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

BACKGROUND

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

SCOPE

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

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

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

The assets covered under this document are:

- Corporate paper records (registered and unregistered)

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

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

OBJECTIVES

The objectives are:

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

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

PLANNING

DISASTER RECOVERY TEAM

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

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

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

RESPONSIBILITIES

A disaster recovery team has been established and organised to:

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

The team will consist of the following positions:

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

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

Records Disaster Recovery Coordinator

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

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

Records Disaster Recovery Team Members

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

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

IT Disaster Recovery Manager and Coordinator

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

RISK MANAGEMENT

DISASTERS AFFECTING RECORDS

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

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

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

RISK ASSESSMENT SUMMARY

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

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

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

PREVENTION

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

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

RECORDS SECURITY

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

BUILDINGS

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

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

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

FIRE

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

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

It is the responsibility of Development Services to:

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

FLOOD/STORM

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

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

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

PESTS & VERMIN

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

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

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

In the event of an infestation:

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

STORAGE

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

ELECTRICAL

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

HOUSEKEEPING

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

SIGNAGE

- Ensure exit signs are clearly marked
- Ensure location and readability of signs is appropriate
- Fire extinguishers location signage clear and well defined

ACTIVATING THE RECORDS DISASTER RECOVERY PLAN

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

INITIAL STEPS

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

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

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

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

PREPARATIONS

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

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

RESPONSE

ASSESSING THE DISASTER

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

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

A disaster that involves the loss of official Shire of York records and the action being taken must be reported to the State Records Office.

SECURING THE SITE

The disaster site must be immediately secured to prevent:

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

All equipment should be disconnected from electrical power outlets.

ASSESSING DAMAGED RECORDS

Determine:

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

DOCUMENT THE DISASTER

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

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

RECOVERY

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

BRIEF THE RESPONSE TEAM

Brief the response team (if necessary)

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

STABILISE THE SITE

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

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

ASSESS THE RECORDS

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

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

RECOVERY PRIORITY

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

Recovery Priorities

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

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

PREPARING THE RECOVERY AREA

SPACES AVAILABLE FOR THE RECOVERY OF RECORDS

LARGE DISASTER SPACE AVAILABILITY:
Pavilion which is located at 45 South Street, York

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

SETUP TASKS

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

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

REMOVING THE RECORDS

Mould grows on wet records within 48 hours so need to act as quickly as practicably possible. **Do not open fireproof safes/rooms for at least 3 days after the event to prevent spontaneous combustion.**

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

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

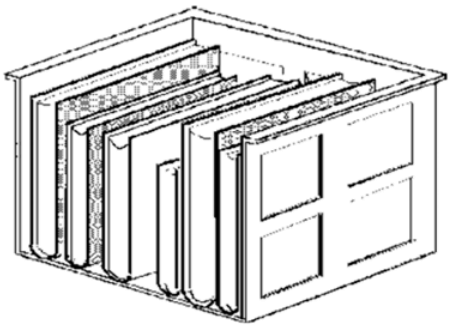
As wet documents can be very heavy trolleys should be used to move them to the evaluation area (paper will absorb up to 60 percent of its original weight).

RECORDING THE DAMAGE

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

SALVAGING WATER DAMAGED RECORDS

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



Packing wet records in plastic crates

Freezing Records

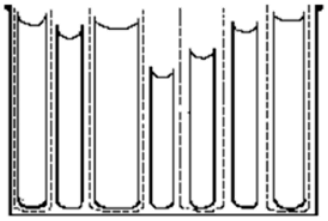
Freezing may be required when immediate salvage of materials is not possible and when a large quantity of damaged records requires attention.

Do not freeze

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

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

- Determining the best drying method.
- Allowing careful co-ordination of the drying operation.
- Assessment of the value of the damaged items and the probable recovery costs.
- Preparation of adequate storage facilities for the damaged records.
- Controlling mould growth.
- Stabilising water-soluble materials such as, inks and dyes.
- Conditions for freezing materials:
- Freezing can be done in a standard kitchen freezer or a bulk freezer storage unit.
- The freezing temperature must reach -10C.
- Dry ice can be used for transport in unrefrigerated trucks.
- Items should be wrapped in freezer wrap, freezer bags or wax paper.
- Give priority to items showing signs of developing mould.
- Do not open the freezer until ready to remove material, as a freeze-thaw cycle will begin.



Preparing wet records for freezing

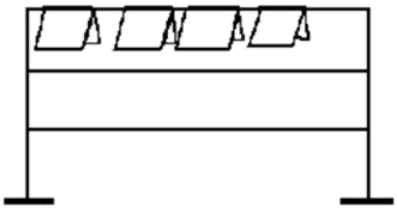
Drying Records

Air Drying

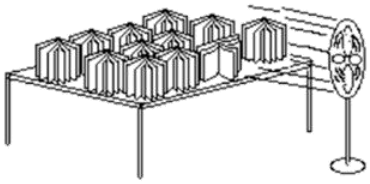
Air-drying requires an environment conducive to drying (10 to 17C and 25-35% humidity). Air-drying of materials should be used when only small amounts of records are involved and there is an opportunity to immediately begin salvage of the material.

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

Wet file covers and archive boxes should be replaced.



Hanging small items



Drying bound volumes by standing upright

Freeze Drying

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

Vacuum Drying

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

SALVAGING FIRE AND SMOKE DAMAGED RECORDS

Fire damage requires expert advice.

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

Partly burned records

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

Destroyed records

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

Soot

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

Smoke damage

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

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

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

AFTER THE DISASTER

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

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

CLEAN UP MEASURES

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

RELOCATION OF MATERIAL

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

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

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

RECORDING THE EMERGENCY

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

PLAN EFFECTIVENESS

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

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

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

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

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

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

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

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

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

APPENDIX

10.1 EMERGENCY CONTACTS

Emergency Services

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

Emergency Supplies

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

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

Disaster Response and Recovery Team

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

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

IT Disaster Recovery Coordinator	Focus Networks Rep	External IT Contractors	1300 664 136	
Records Disaster Recovery Team Member	Carol Littlefair	Arts & Cultural Heritage Officer	9641 0520	Carol.littlefair@york.wa.gov.au
Records Disaster Recovery Team Member	Dot Bourne	Customer Service /Records Officer	9641 0504	cso2@york.wa.gov.au
Records Disaster Recovery Team Member	Mona Numann	Museum Curator	9641 0528	Mona.numann@york.wa.gov.au
Records Disaster Recovery Team Member	Natasha Brennan	Administration & Governance Coordinator	9641 0521	governance@york.wa.gov.au
Records Disaster Recovery Team Member	Tamara Hooper	Executive Support Officer EMCCS	9641 0523	adminsupport@york.wa.gov.au

Building Disaster Response Contacts

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

Other Staff Contacts

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

OTHER CONTACTS

State Records Office	9427 3360

10.2 DISASTER BIN

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

- Adhesive tape and dispenser
- Paper towelling
- Bucket

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

Note: Broom and mop are located in cupboards

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

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

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

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

10.3 DAMAGE SHEET

Date:

Location:

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

10.4 EMERGENCIES REGISTER

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

10.5 RISK ASSESSMENT TOOLS

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

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

Measures of Likelihood

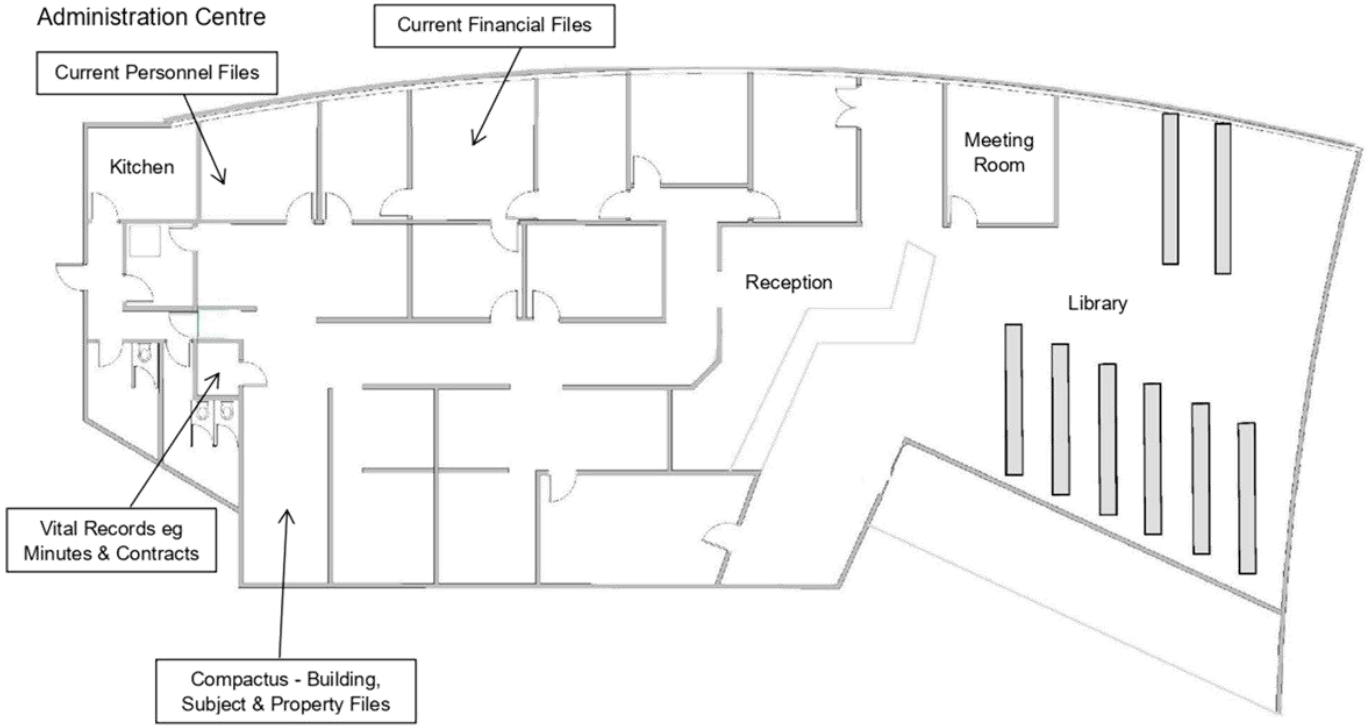
Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The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

Risk Matrix

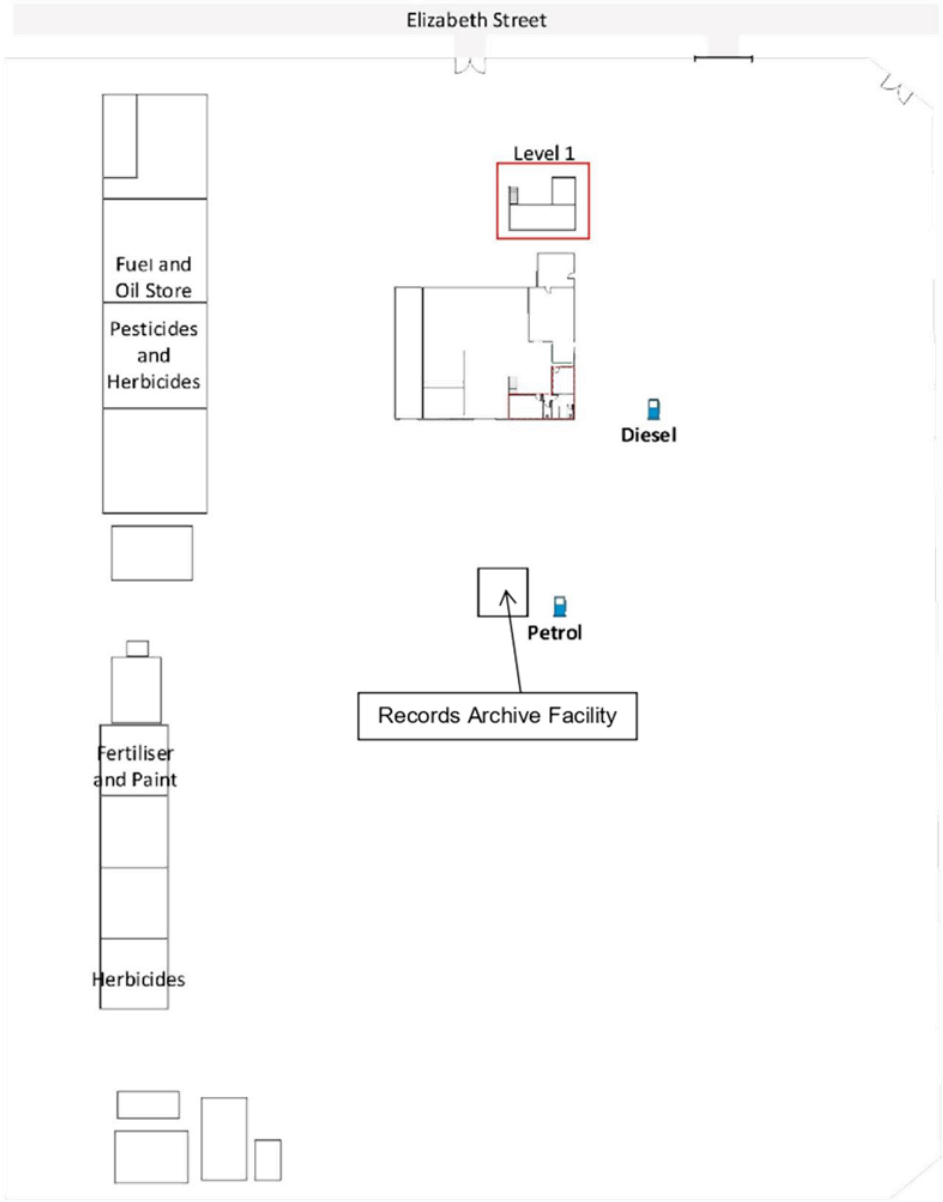
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)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

10.6 FLOOR PLANS

Administration Centre



York Depot and Archives Shed Plan



Recordkeeping Plan RKP

APPENDIX 10 – EXTRACT OF RECENTLY AUTHORISED RECORDS FOR DESTRUCTION

CERTIFICATE OF DESTRUCTION

Certificate: 2415098-Z3X9

Amount	Description
1	240L Permanent Security Bin
57	Archive Boxes

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

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

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

Compliance and Governance Manager

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

N1760(

Record Destruction Authority

Shire of York

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

Box 2018/021

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

Box 2018/026

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

Record Destruction Authority

Shire of York

Box 2019/001

File Number	Title Description	Start Date	Finish Date	Disposal Action	General Disposal Authority	Authority Action
	Rates - V.G's Schedules - interim rates - volume 1	1/07/2011	30/06/2012	D - 6 years after action completed	2015-001/1	120.3 - Information / reports provided to the Valuer General - Under Section 37 of the Valuation of Land Act 1978
	Rates - V.G's Schedules - interim rates - volume 2	1/07/2011	30/06/2012	D - 6 years after action completed	2015-001/1	120.3 - Information / reports provided to the Valuer General - Under Section 37 of the Valuation of Land Act 1978
	Rates - V.G's Schedules - interim rates - volume 3	1/07/2011	30/06/2012	D - 6 years after action completed	2015-001/1	120.3 - Information / reports provided to the Valuer General - Under Section 37 of the Valuation of Land Act 1978
	Rates - Journals 2011/12	1/07/2011	30/06/2012	D - 6 years after successful audit - 19/11/12	2015-001/1	3.3 - Accounting - records (including master records) relating to the evidence of payments and supporting documentation. Includes but is not limited to: invoices; cheques; credit notes; approvals; purchase orders; claims and payment vouchers; cash books and journals; sales tax records; transaction records; ex-gratia payments; batch reports; and trial balance reports.
	Rates - Pension claims	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	90.8 - Pensioner rebates, other rebates and deferments
	Rates - Sundry Debtors	1/07/2011	30/06/2012	D - 7 years after action completed	2015-001/1	34.8.4 - Rates - debtors balances, arrears book, debt collection, debtors interest calculations
	Rates Model - Rates Billing & G/L Accounts - rates excess distributed after billing	1/07/2011	30/6/02012	D - 6 years after successful audit - 19/11/12	2015-001/1	3.5 - General or subsidiary journals, ledgers and ledger accounts in any format

Record Destruction Authority

Shire of York

Box 2019/002

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

Box 2019/003

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

Record Destruction Authority

Shire of York

Box 2019/057

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

Recommended for Approval:

Natasha Brennan
Administration and Governance Coordinator Signed NBrennan Date 13 May 2020

Suzie Hastlehurst
Executive Manager Corporate & Community Services Signed SHastlehurst Date 13 May 2020

Chris Linnell
Chief Executive Officer Signed CLinnell Date 14-05-2020

Recordkeeping Plan RKP

APPENDIX 11 – ADMINISTRATION BULLETIN APRIL 2020 EXTRACT

Administration Bulletin

April 2020





Welcome!!

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

I hope you have all made them feel welcome.

Services Update

Due to current circumstances the following services have been closed:

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



The latest updates to available facilities can be found
https://www.york.wa.gov.au/community/your-community/covid-19-important-community-information.aspx











Staff Whereabouts

[redacted]

Working From Home

[redacted]

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



Name	Days	Comments/Additional Duties
[redacted]		

Staff on Leave



Name	Return Date	
[redacted]		

Dedicated Office Champions

Name	Days	Comments/Additional Duties
[redacted]		





The Visitor Centre has been transformed into YorKIND hub rather than the YRCC as originally intended. The hub provides information and services including:

- Government & health alerts
- What services are available
- York mobile library
- Help with shopping
- Business support advice
- Town servicing updates
- Community companion calls
- Virtual activities
- Education guides
- Volunteer coordination
- Home support service
- Jigsaw library

Make sure to let Es or Jo know if you have any ideas on services, activities or social media events to keep the community engaged.

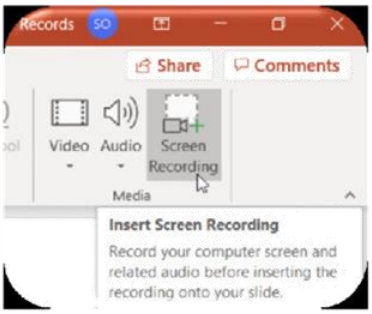
Video Tutorials



Working from home introduced a few challenges to the mix when it came to assisting staff with their "how to" needs. Into the brain waltzes the idea of video tutorials!

A small number of tutorials have been created already with more to come:

- Using the step recorder – great for writing procedures
- Adding to the computer startup menu
- Outstanding records – goodbye records bill!
- Digital signatures – get those letters signed from home
- Registering emails



To video what is happening on your computer screen you can open a Power Point document and click on insert then screen recording. Select the area of screen you want to record then press the record button when you're ready to go. When you press stop button the video is embedded into the presentation. Right click on the embedded video and save the recording to your location of choice.

Remember that you probably don't have a built-in microphone to record audio unless you have a headset or external speakers with built in mike. Use Video Editor to perfect your already perfect creation, save it in the common share and let us all know it's there!

New procedures

1 January 2020 to 15 April 2020

Record No	Title
N16205	Advertising
N16206	Christmas/New Year Closure of Shire Facilities
N16604	Operating Procedure - Grants Management
N16797	Digital and Electronic Signatures - Setting Up Procedure
N16836	Digital Signatures - Using - Application
N16837	Digital Signature Internal Policy Procedure





Matthew has been kept under the pump but has a few key steps to help us out:

- If something isn't working, try closing it and reopening, if it still doesn't work try restarting the computer
- We have limited remote access capabilities so call Matthew first
- We have temporary admin level access for some of the smaller jobs eg Firewall issues, Records registrations, InfoCouncil

Webcams with built in microphones have been ordered but shipment from the warehouse has been delayed. Focus are chasing distributors to find an alternative to our original order.

Security Changes to Protect Servers and PC's

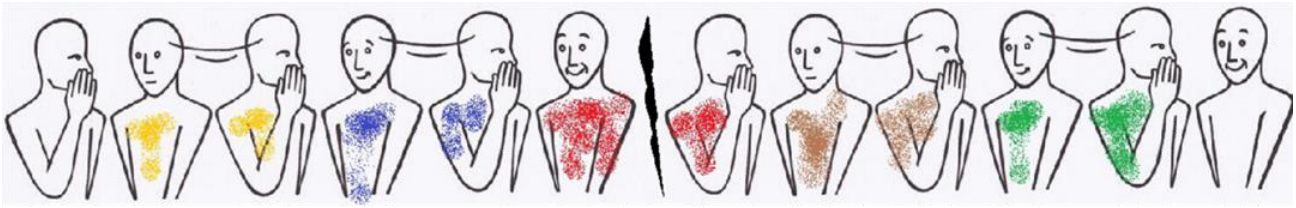
- Duo Multifactor Authentication – increases security for remote users. You will receive an email from DUO which we need you to follow through the activation steps. Please call if you have any issues.
- Crystal Reports – If you got a new PC recently and are having difficulty running reports in Synergy please contact Matthew. This is a simple fix, the SAP Crystal report program requires running.
- Outlook Records Registration – If you run into errors when registering, check your email has been registered in Synergy as there are occasions where it allocates a record number without completing the process correctly. Please contact Matthew or Amanda as the majority of the causes are simple fixes and we will generally get you back on track quickly.
- Phone Messages – Messages left on the work phones are being forwarded to your email address. They still need to be deleted off your phone. If you have not received any phone messages via email please contact Matthew. If you are unable to attend the office to have the message bank cleared please contact the office.

[redacted]





[redacted]





[redacted]

[redacted]



From the Records Desk



Working from home has certainly rearranged my priorities. My first thought was how are we going to get letters etc signed so we can be a little closer to business as usual? The next thought was how do I help my colleagues register their records when I can't stand over their shoulder and point at the screen? Yeah, I know, records officers are probably the only ones that care. So digital signatures got pulled forward a next year job to this year job. Some bright spark (me) decided to cover assistance she would make some instructional videos....

Well that was certainly a challenge. If you need help making a video, I'm your lady.

I have also discovered the beauty of Microsoft Teams ♥. Anneke can tell you just how excited I am! I'm always on Microsoft Teams and I do have a webcam and microphone for video calls.

My job list includes: getting disposal lists completed and circulated ready for approval, reviewing documentation for the record keeping plan, completing a digitization project plan and finding solutions for our file plan issues.

If there's something I can do to make life better for you all, let me know so I can get onto it and I will do my best.



A big thank you to Natasha and Tamara for sorting out our minutes and archiving a big stack of financial records.

If you're needing something to do, I always have something going.

Don't forget to keep registering those emails and knock off the outstanding records on that records bill!



Stay Safe

Keep in Touch

And don't forget to Smile



APPENDIX 12 – RECORDS INDUCTION MANUAL CONTENTS PAGE

RECORD KEEPING PROCEDURES INDUCTION MANUAL FOR GENERAL USERS

Contents

Overview....3
Record Keeping Policy....4
SRO Record Keeping Basics Information Sheet....10
SRO Record Keeping Responsibilities and You Information Sheet....14
SRO Email Information Sheet....15
Registering Records: General Procedures....16
Quick Reference Card 1....20
Quick Reference Card 3....22
Quick Reference Card 4....25
Registering Records: Emails....28
Quick Reference Card 5....33
Addressing Outstanding Correspondence....34
Quick Reference Card 2....37
Loaning Files....38
Adding and Updating Names and Addresses....41

Please Note: This manual is subject to regular update with updates to policies and procedures. For current procedures see H:\Common Share\Administration\Procedures. Employees are expected to keep their own manuals up to date. New procedures are circulated once completed.

Recordkeeping Plan RKP

APPENDIX 13 – ANNUAL REPORT EXTRACT

SHIRE OF YORK

ANNUAL REPORT

2019 - 2020



Corporate Services

Records

The Shire of York uses a hybrid records management system (combination of electronic and hard copy). All records created and received in the course of business are captured and stored according to the Shire's Record Keeping Plan. As required under the State Records Act 2000 the Shire of York Record Keeping Plan 2015 is due for revision and adoption by March 2021.

All records are disposed of in accordance with the General Disposal Authority for Local Government Records. The disposal authority defines the minimum periods of time that different classes of records must be kept (retention periods) and provides guidelines for destruction of records after they have met the retention requirements of the schedule. The Records Officer annually recommends disposal of records in accordance with the State Records Act 2000 guidelines which are then approved by the Administration Governance Officer, Executive Manager for Corporate and Community Services and the CEO.

Standard 2 Principle 6 requires the Shire to ensure that employees comply with the Record Keeping Plan. The following activities have been undertaken to ensure staff awareness and compliance:

- Induction program was undertaken for 5 staff within 2 weeks of commencement. The staff induction program ensures employees are made aware of their roles and responsibilities in regards to their compliance with the Shire's Record Keeping Plan.
- 1 edition of the records information bulletin was produced and circulated to staff to bring awareness of responsibilities, issues and changes. 2 editions of the administration bulletin were produced including record keeping sections and circulated to staff.
- A presentation covering basic record keeping responsibilities was included with the annual all staff information workshop.
- One on one training and assistance has taken place on an as needs basis identified by staff/ manager request.

Key performance indicators have been established to identify the efficiency and effectiveness of inhouse training programs and records management systems. A Records and Information Management Systems Strategic Plan has been drafted in order to guide the development of records systems and practices in order to keep up to speed with changes in the way information is created, delivered and utilised.

Freedom of Information

The Shire of York has a Freedom of Information Statement prepared in accordance with the Freedom of Information Act 1992. It outlines the Shire's functions, the kind of documents held and how the documents can be assessed.

A total of two (2) new Freedom of Information Applications were received during this reporting period and one (1) was carried over from the previous year.

In addition one (1) application was subject to an Internal and External Review.

National Competition Policy and Public Interest Disclosure

The Shire of York has considered its obligations regarding the national competition policy and reviewed its policies to ensure anti-competitive practices are not adopted. No complaints were received regarding anti-competitive practice.

Disposal of Property

There were no disposals of property in accordance with Sections 3.58 and 3.59 of the Local Government Act 1995.

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate 2. Acceptable but Requires Development 3. Effective 4. Very Good			
Principle 1. Background	**Included in RKP Yes or No**	**Rating 1 - 4**	**Further Comment (if the rating is less than 3 include strategies for improvement and timelines for completion)***	**SRO Use Only**
Historical Information	Yes	4		
Strategic Focus Identified	Yes	4		
Business Activity Identified	Yes	4		
Outsourced Functions Identified	Yes	3		
Major Stakeholders Identified	Yes	3		
Enabling Legislation	Yes	3		
Legislation – Other	Yes	3		
Major Govt Policy and/or Industry Standards	Yes	3		
Identified areas for improvement				

*Refer to the RKP Self-Evaluation Guideline for further information

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate	2. Acceptable but Requires Development	3. Effective	4. Very Good
Principle 2. Policies & Procedures	**Included in RKP Yes or No**	**Rating 1 - 4**	**Further Comment** (if the rating is less than 3 include strategies for improvement and timelines for completion)*	**SRO Use Only**
Recordkeeping Systems Overview	Yes	3		
Business Information Systems Overview	Yes	3		
Policy & Procedures (P&P)				
Correspondence Capture & Control	Yes	3		
Elected Members Records Capture & Control	Yes	3		
Digitisation *(if applicable)*	N/A			
Distribution	Yes	3		
File Creation/Closure	Yes	3		
Access to Corporate Records	Yes	3		
Disposal	Yes	2	Disposal of electronic copies in EDRMS not in place. Software to be purchased and procedures developed based on software by January 2022	
Electronic Records	Yes	3		
Email Management	Yes	3		
Website Management	Yes	3		
Metadata Management	Yes	3		
System/s Management	Yes	3		
Migration Strategy	Yes	3		
Other			Identification and treatment of restricted state archives procedure to be developed by January 2022	
Policy & Procedure Manual				
Adequate coverage	Yes	3		
More info required				

*Refer to the RKP Self-Evaluation Guideline for further information

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate	2. Acceptable but Requires Development	3. Effective	4. Very Good
CEO Certification of P&P	Yes	3		
Evaluation of P&P		3		

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate 2. Acceptable but Requires Development 3. Effective 4. Very Good			
Principle 3. Language Control	**Included in RKP Yes or No**	**Rating 1 - 4**	**Further Comment (if the rating is less than 3 include strategies for improvement and timelines for completion)***	**SRO Use Only**
Keyword for Councils (KFC) Implemented	N/A			
Admin records				
Functional records **OR**				
Thesaurus (other than KFC)	N/A			
Admin records				
Functional records **OR**				
File Plan / List of Headings Appropriate terms for: -				
Admin records	Yes	2	Current file plan requires review as all staff have difficulty using it effectively	
Functional records	Yes	2	Current file plan requires review as all staff have difficulty using it effectively	
Agency's assessment of its effectiveness				
Effectiveness of terms	Yes	2	Current file plan requires review as all staff have difficulty using it effectively	
Ease of classification & indexing	Yes	2	Current file plan requires review as all staff have difficulty using it effectively to file records	
Ease of retrieval	Yes	2	Current file plan requires review as all staff have difficulty using it effectively to retrieve information	

*Refer to the RKP Self-Evaluation Guideline for further information

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment				
	1. Inadequate		2. Acceptable but Requires Development	3. Effective	4. Very Good
Identified areas for improvement			Current file plan requires review as all staff have difficulty using it effectively. December 2023		

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate 2. Acceptable but Requires Development 3. Effective 4. Very Good			
Principle 4. Preservation	**Included in RKP Yes or No**	**Rating 1 - 4**	**Further Comment (if the rating is less than 3 include strategies for improvement and timelines for completion)***	**SRO Use Only**
Assessment of the risks				
Storage – on site	Yes	3		
Storage – off site	Yes	2	Environmental conditions inadequate	
Storage – data centre / cloud	Yes	3		
Storage – Archives	Yes	2	Environmental conditions inadequate	
Storage – back-ups	Yes	3		
Quantity of temporary records (linear metres)				
Quantity of archival records (linear metres)				
Volume of digital information stored (Gb/Tb/Pb)	Yes	4		
Security & Access	Yes	3		
Assessment of the impacts of disasters to records				
Impact of damage	Yes	3		
Impact of loss	Yes	3		
Other				
Strategies in place for preservation and response				
Vital records program	Yes	3		
Back-up procedures	Yes	4		
Preservation – electronic records	Yes	4		
Security	Yes	3		
Storage reviews	Yes	3		
Recovery of lost information	Yes	3		

*Refer to the RKP Self-Evaluation Guideline for further information

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment				
	1. Inadequate		2. Acceptable but Requires Development	3. Effective	4. Very Good
Identified areas for improvement			Environmental conditions of storage locations to be addressed as resources become available eg funding		

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate	2. Acceptable but Requires Development	3. Effective	4. Very Good
Principle 5. Retention & Disposal	**Included in RKP Yes or No**	**Rating 1 - 4**	**Further Comment (if the rating is less than 3 include strategies for improvement and timelines for completion)***	**SRO Use Only**
General Disposal Authority for Local Government Records in use	Yes	4		
General Disposal Authority for Source Records in use	N/A			
Existing Ad Hoc Schedules	Yes	4	SRO Adhoc GDA for COVID19 to be implemented once approved	
Registration Number/s				
Existing Disposal Lists	Yes	4		
Registration Number/s				
Restricted Access Archives identified	Yes	2	Procedures to be developed by January 2022	
Transfer of Archives	Yes	2	Procedures to be developed by January 2022	
Non-Transfer of Archives	Yes	3		
Disposal Program				
Implemented	Yes	3		
Frequency	Yes	3		
CEO Authorisation	Yes	4		
Identified areas for improvement			Procedures for when confidential council items are no longer confidential required.	

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate 2. Acceptable but Requires Development 3. Effective 4. Very Good			
Principle 6. Compliance	**Included in RKP Yes or No**	**Rating 1 - 4**	**Further Comment (if the rating is less than 3 include strategies for improvement and timelines for completion)***	**SRO Use Only**
Staff Training, Information Sessions				
In-house RM training	Yes	3		
External RM training	Yes	3		
Staff info sessions	Yes	3		
Staff coverage **AND/OR**	Yes	3		
Brochures or Newsletters				
With RM content **AND**	Yes	3		
Induction Programs				
Conducted	Yes	3		
Coverage – all staff	Yes	3		
Coverage – topic	Yes	3		
Performance Indicators in place	Yes	3		
Agency's evaluation – of efficiency & effectiveness	Yes	3	Training ok but systems need improvement – planned for December 2023	
Annual Report excerpt				
Recordkeeping training for staff	Yes	3		
Compliance	Yes	3		
Identified areas for improvement			Training ok but systems need improvement – planned for December 2023	

*Refer to the RKP Self-Evaluation Guideline for further information

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Principle Components	Assessment			
	1. Inadequate 2. Acceptable but Requires Development 3. Effective 4. Very Good			
Standard 6. Outsourced Functions	**Included in RKP Yes or No**	**Rating 1 - 4**	**Further Comment (if the rating is less than 3 include strategies for improvement and timelines for completion)***	**SRO Use Only**
Outsourced Functions – Identified	Yes	3		
Recordkeeping issues included in contracts				
Planning	Yes	1	WALGA templates to be reviewed and updated to ensure record keeping practices included.	
Ownership	Yes	1	WALGA templates to be reviewed and updated to ensure record keeping practices included.	
Control	Yes	1	WALGA templates to be reviewed and updated to ensure record keeping practices included.	
Disposal	Yes	1	WALGA templates to be reviewed and updated to ensure record keeping practices included.	
Access	Yes	1	WALGA templates to be reviewed and updated to ensure record keeping practices included.	
Custody	Yes	1	WALGA templates to be reviewed and updated to ensure record keeping practices included.	
Contract Completion	Yes	1	WALGA templates to be reviewed and updated to ensure record keeping practices included.	
Identified areas for improvement			WALGA templates to be reviewed and updated to ensure record keeping practices included.	

*Refer to the RKP Self-Evaluation Guideline for further information

SHIRE OF YORK RKP SELF-EVALUATION CHECKLIST

Further comment

Prepared by
Name: Amanda Smith Position: Records Officer

Reviewed by
Name: Alina Behan Position: Executive Manager Corporate and Community Services

Statement by Chief Executive Officer or Principal Officer, or delegate

In accordance with the *State Records Act 2000* I hereby submit for your consideration and submission to the State Records Commission the Recordkeeping Plan / amended Recordkeeping Plan of the Shire of York. The Recordkeeping Plan has been prepared in accordance with the provision of the *State Records Act 2000* and the State Records Commission Principles and Standards.

Name: _____ Position:_____ Date :_____

Signed: _____

SY190-12/20 OUTSTANDING RATES AND CHARGES - PAYMENT AGREEMENTS

File Number:	**FI.DRS.3.1**
Author:	**Anneke Birleson, Finance Officer (Rates & Debtors)**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**24 November 2020**
Appendices:	**1. Applications for Payment Agreement - December 2020 - Confidential**

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

The purpose of this report is to provide Council with details regarding payment arrangement applications the Shire has received, that do not qualify under Delegation DE3-3.

This report seeks Council's approval to accept the officer recommendations regarding the proposed arrangements, as detailed in Confidential Appendix 1.

BACKGROUND

At the Ordinary Council Meeting held on 25 February 2019, Council resolved to accept a revised Finance Policy F1.1 Revenue Collection.

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

COMMENTS AND DETAILS

Council has considered five (5) applications during the 2020/21 financial year. These agreements expire on 30 June 2021.

The Shire has received eight (8) further applications for the 2020/21 financial year that do not qualify under DE3-3 and therefore, require Council consideration.

Seven (7) of the applicants are claiming financial difficulties or hardship as a result of their circumstances. One (1) of the applicants relates to a deceased estate.

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

Applications are assessed on a case by case basis, taking into consideration people's circumstances, in accordance with policy F1.1 Principle (c).

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

OPTIONS

Council could elect to approve or reject any of the officer recommendations. However, officers have worked with the applicants regarding their current financial circumstances and ability to pay. One of the principles of the revenue collection policy is that people's circumstances are taken into account.

IMPLICATIONS TO CONSIDER

Consultative

Not Applicable

Strategic

Theme 5: Strong Leadership and Governance

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

Policy Related

F1.1 Revenue Collection

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

Financial

The total debt associated with the payment arrangement relating to rates and charges, as at 30 November 2020 is $89,017.25.

This represents approximately 3.30% of the total outstanding rates and charges as at 30 November 2020.

Legal and Statutory

Local Government Act 1995

6.49. Agreement as to payment of rates and service charges

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

Risk Related

The Financial Impact risk is Moderate (3).

The Likelihood of Recurrence is Possible (3).

The overall risk rating is Moderate (9).

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

The financial risk reduces as the debts are paid.

Workforce

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

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council approves the officer recommendations relating to the applications for payment agreements as detailed within Confidential Appendix 1, with the condition that any default may result in debt recovery action.

SY193-12/20 FINANCIAL REPORT FOR NOVEMBER 2020

File Number:	**FI.FRP**
Author:	**Tabitha Bateman, Finance Manager**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**Not Applicable**
Appendices:	**1. Monthly Financial Statements - November 2020** **2. Creditors Payments Listing - November 2020** **3. Business Card Summary - October 2020**

NATURE OF COUNCIL'S ROLE IN THE MATTER

- Legislative
- Review

PURPOSE OF REPORT

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

BACKGROUND

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

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

COMMENTS AND DETAILS

The Financial Report for the period ending 30 November 2020 is presented for Council's consideration and includes the following;

- Monthly Statements for the period ended 30 November 2020
- List of Creditor Payments
- Business Card Statement and Transaction Summary

The following information provides balances for key financial areas for the Shire of York's financial position as at 30 November 2020;

Outstanding Rates and Services

The total outstanding rates balance at the end of November was $2,696,169 compared to $3,284,968 at the end of October 2020. The second instalment was due in November and is mainly the reason for the significant movement between months. The third instalment is due 19 January 2021 with interest beginning to accrue from 1 January 2021.

Current Year	Properties		30/11/2020	%	Properties		30/11/2019	%
3 years and over	85	$	463,781.24	17%	93	$	470,567.10	17%
2 years and over	97	$	205,359.57	8%	105	$	196,215.49	7%
1 year and over	183	$	311,117.87	12%	199	$	292,906.36	10%
Total Prior Years outstanding		$	980,258.68	36%		$	959,688.95	34%
Current Rates	1311	$	1,715,910.50	64%	1395	$	1,871,582.41	66%
Total Rates Outstanding		**$**	**2,696,169.18**			**$**	**2,831,271.36**	

Officers will continue to administer payment arrangements outside of the ordinary payment options which can be requested and are presented to Council from time to time. Council also adopted a Financial Hardship Policy under which ratepayers in severe financial hardship can apply for levels of flexibility and relief.

Outstanding Sundry Debtors

Total outstanding sundry debtors as at 30 November 2020 were $49,263 compared to $64,141 as at 31 October 2020. Payment of the Australia Day grant funds of $20,000 was received during the month.

Current Year	30/11/2020	%	30/11/2019	%
90 days and over	$16,958.83	34%	$35,831.92	12%
60 days and over	$1,105.43	2%	$1,012.56	0%
30 days and over	$8,163.54	17%	$8,054.74	3%
Current	$23,034.80	47%	$245,439.48	85%
Total Debtors Outstanding	**$49,262.60**		**$290,338.70**	

COVID-19 Response Update – rates payment incentives and local stimulus

Council allocated over $131,000 within the 2020/21 annual budget to combat the financial impacts of COVID-19 by providing economic stimulus via the rates payment incentive scheme as follows;

a) All ratepayers who pay current and outstanding rates in full on or before 14 September 2020 to qualify for the 1.5% discount applicable to the rates component only.

b) All ratepayers who pay current and outstanding rates in full on or before 14 September 2020 to qualify for $50 York Dollars.

c) All ratepayers who pay the first instalment including any arrears in full on or before 14 September 2020 to qualify for $20 York Dollars

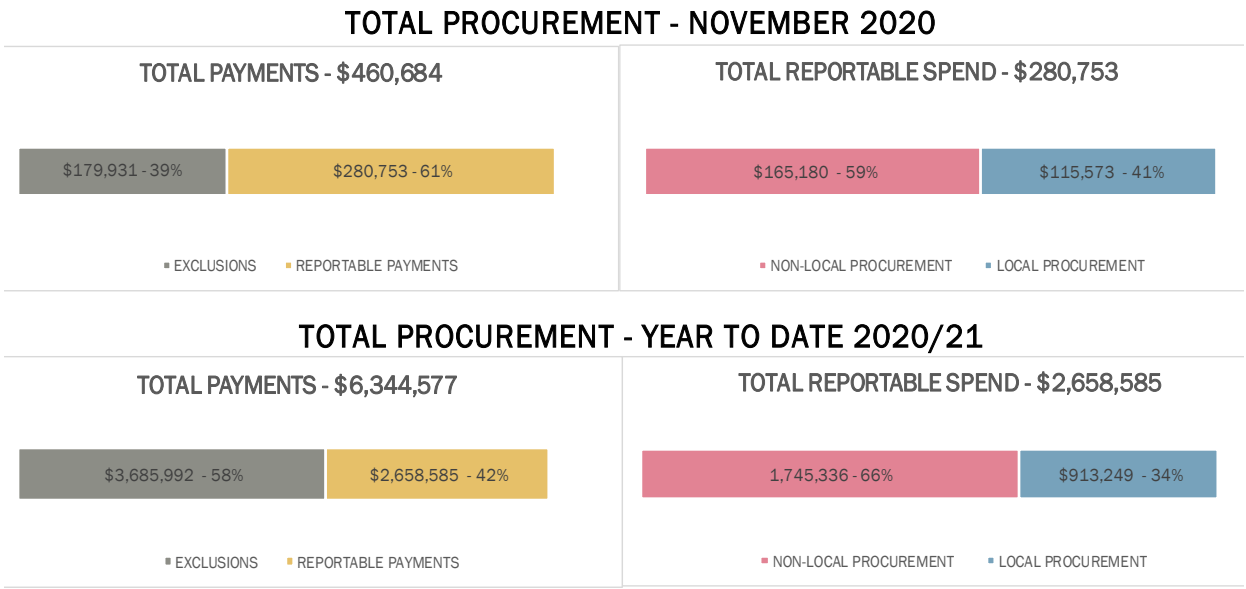
At the time of preparing this report (2 December 2020), officers report the following;

- Discounts applied to date – $45,958 compared to a budget estimate of $44,873
- York Dollars issued to date – $45,840.
- York Dollars claimed from participating businesses - $26,342. York Dollars will be valid for use at participating businesses until 31 December 2020. Businesses must claim payment from the Shire by no later than 31 January 2021.

- Hardship Policy applications received to date – 2

Local procurement

To further support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of November 2020, officers report the following in relation to local procurement, noting that 41% of reportable creditor payments were made to businesses situated in York.



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

- Superannuation
- Goods and Services Tax
- Department of Fire and Emergency Services
- Local Government Insurance Services
- WA Local Government Association
- WA Treasury Corporation
- Utilities (Synergy, Telstra, Water Corporation)
- Placement of Shire term deposits

OPTIONS

Not applicable.

IMPLICATIONS TO CONSIDER

Consultative

Not applicable.

Strategic

Theme 5: Strong and Effective Leadership

Policy Related

Policy F1.2 Procurement
Policy F1.6 Credit Cards

Policy F1.5 Authority to make payments from Trust and Municipal Funds
DE 3.1 Authority to make Payments from Trust and Municipal Funds

Financial

This report and its appendices provide a summary of the financial position of the Shire at the end of the reporting period.

Legal and Statutory

Local Government Act 1995

6.10. Financial Management Regulations may provide for —

(a) the security and banking of money received by a local government; and

(b) the keeping of financial records by a local government; and

(c) the management by a local government of its assets, liabilities and revenue; and

(d) the general management of, and the authorisation of payments out of —

(i) the municipal fund; and

(ii) the trust fund, of a local government.

Local Government (Financial Management) Regulations 1996

13. Payments from municipal fund or trust fund by CEO (Act s. 6.10)

(1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —

(a) the payee's name; and

(b) the amount of the payment; and

(c) the date of the payment; and

(d) sufficient information to identify the transaction.

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

(1A) In this regulation —

***committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.*

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

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

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

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

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

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

(2) Each statement of financial activity is to be accompanied by documents containing —

(a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and

(b) an explanation of each of the material variances referred to in subregulation (1)(d); and

(c) such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity may be shown —

(a) according to nature and type classification; or

(b) by program; or

(c) by business unit.

(4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —

(a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and

(b) recorded in the minutes of the meeting at which it is presented.

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

Risk Related

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

Workforce

Not applicable.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council receives the Monthly Financial Report and the list of payments drawn from the Municipal and Trust accounts for the period ending 30 November 2020 as summarised below:

Nov-20

MUNICIPAL FUND	AMOUNT
Cheque Payments	20,768.60
Payroll Debits	205,130.40
Electronic Funds Payments	392,009.89
Payroll Debits - Superannuation	45,077.17
Bank Fees	979.05
Corporate Cards	2,816.28
Exetel NBN Fees	396.00
Fuji Xerox Equipment Rental	236.62
Fire Messaging Service	82.50
Sub total - Municipal	**667,496.51**
TRUST FUND	
Electronic Funds Payments	2,828.39
Cheque Payments	-
Direct Debits Licensing	96,311.95
Sub total - Trust	**99,140.34**
TOTAL DISBURSEMENTS	**766,636.85**

SHIRE OF YORK

MONTHLY STATEMENTS

FOR THE PERIOD ENDED 30 NOVEMBER 2020

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1	STATEMENT OF FINANCIAL POSITION
2	INCOME AND EXPENDITURE STATEMENT BY PROGRAMME
3	INCOME AND EXPENDITURE STATEMENT BY NATURE & TYPE
4	STATEMENT OF CURRENT ASSETS AND LIABILITIES
5-9	FINANCIAL ACTIVITY STATEMENT WITH VARIANCE REPORT
10	OPERATING STATEMENT - YRCC

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

Statement of Financial Activity by reporting program
is presented at page 5 and shows a balance as at 30 November 2020 $ 6,815,600

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

Supplementary information prepared
Reserve Funds
Loan Schedule
Detailed operating and non-operating schedules

Prepared by: Tabitha Bateman
Finance Manager

Reviewed by: Alina Behan
Executive Manager Corporate and Community Services

Date prepared: Monday, 7 December 2020

SHIRE OF YORK

INCOME AND EXPENDITURE STATEMENT BY NATURE OR TYPE
FOR THE PERIOD ENDED 30 NOVEMBER 2020

	2020/21 ADOPTED BUDGET	2020/21 YTD ACTUAL
REVENUE		
General Rates	5,993,127	5,993,093
Operating Grants,Subsidies and Contributions	1,090,010	406,799
Fees and Charges	1,394,574	952,625
Interest Earnings	67,032	-
Other Revenue	91,200	44,255
	8,635,943	**7,396,772**
EXPENDITURE		
Employee Costs	(4,314,396)	(1,409,437)
Materials and Contracts	(2,644,202)	(547,197)
Utility Charges	(399,841)	(82,171)
Depreciation	(2,585,950)	(716,753)
Interest Expense	(94,453)	(48,318)
Insurance	(219,481)	(162,069)
Other Expenditure	(449,696)	(269,127)
	(10,708,019)	**(3,235,071)**
Increase/(Decrease)	**(2,072,077)**	**4,161,700**
Non-operating Grants and Subsidies	1,411,193	436,968
Profit on Asset Disposal		-
Loss on Asset Disposal	(88,418)	-
Loss on Revaluation of Fixed Assets		-
	1,322,775	**436,968**
NET RESULT	**(749,302)**	**4,598,668**

SHIRE OF YORK

INCOME AND EXPENDITURE STATEMENT BY PROGRAMME

FOR THE PERIOD ENDED 30 NOVEMBER 2020

	2020/21 ANNUAL BUDGET	2020/21 NOVEMBER BUDGET	2020/21 YTD ACTUAL
			$
REVENUE			
General Purpose Funding	6,763,120	6,360,124	6,373,817
Governance	2,900	795	34,882
Law, Order, Public Safety	79,219	27,070	53,366
Health	2,500	875	6,097
Education and Welfare	35,623	18,702	15,936
Community Amenities	733,316	694,443	713,784
Recreation and Culture	788,852	157,132	156,601
Transport	1,353,617	645,147	616,132
Economic Services	246,588	63,139	52,227
Other Property & Services	41,400	15,536	15,790
	10,047,136	**7,982,963**	**8,038,631**
EXPENDITURE			
General Purpose Funding	(443,201)	(253,364)	(192,209)
Governance	(784,408)	(271,486)	(255,321)
Law, Order, Public Safety	(464,439)	(180,275)	(158,816)
Health	(241,049)	(85,169)	(84,214)
Education and Welfare	(146,148)	(52,194)	(42,396)
Community Amenities	(1,184,791)	(401,781)	(331,987)
Recreation and Culture	(3,473,468)	(1,278,363)	(1,160,522)
Transport	(2,475,127)	(817,946)	(948,481)
Economic Services	(1,427,106)	(396,051)	(339,457)
Other Property and Services	(68,283)	62,302	73,440
	(10,708,019)	**(3,674,327)**	**(3,439,963)**
Increase/(Decrease)	**(660,884)**	**4,308,636**	**4,598,668**
DISPOSAL OF ASSETS			
Plant and Equipment	(88,418)	-	-
Land	-		-
Furniture and Equipment			-
Gain/(Loss) on Disposal	**(88,418)**	**-**	**-**
Change in net assets resulting from operations			
Gain/(Reduction)	**(749,302)**	**4,308,636**	**4,598,668**

SHIRE OF YORK

SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDED 30 NOVEMBER 2020

CURRENT ASSETS	LY ACTUAL 30/11/2019	YTD ACTUAL 30/06/2020	YTD ACTUAL 30/11/2020
Cash at Bank	$8,094,950	$5,604,493	$7,926,438
Sundry Debtors	$3,290,834	$1,929,265	$3,021,408
Stock on Hand	$72,326	$24,221	$33,244
SUB-TOTAL	**$11,458,110**	**$7,557,978**	**$10,981,091**
LESS CURRENT LIABILITIES			
Sundry Creditors	($765,656)	($1,997,737)	($797,574)
Loan Liability	($121,550)	($244,526)	($127,051)
Leave Provisions	($771,618)	($869,559)	($869,559)
	($1,658,824)	**($3,111,822)**	**($1,794,184)**
Cash Backed Reserves	**($3,105,242)**	**($3,023,350)**	**($3,023,350)**
Add Back Loan Liability	$121,550	$244,526	$127,051
Add Back Leave Reserve 6	$492,682	$524,991	$524,991
Adjustments/Rates in advance	($71,769)		
SUB-TOTAL	**($4,221,603)**	**($5,365,655)**	**($4,165,492)**
NET CURRENT ASSETS - SURPLUS/(DEFICIT)	**$ 7,236,507**	**$ 2,192,323**	**$ 6,815,600**

SHIRE OF YORK

FINANCIAL ACTIVITY STATEMENT

FOR THE PERIOD ENDED 30 NOVEMBER 2020

	2020/21 ANNUAL BUDGET	2020/21 NOVEMBER BUDGET	2020/21 YTD ACTUAL 30/11/2020	VAR TO BUDGET $	VAR TO BUDGET %
OPERATING REVENUE					
General Purpose Funding	6,763,120	6,360,124	6,373,817	13,693	0%
Governance	2,900	795	34,882	34,087	4288%
Law,Order Public Safety	79,219	27,070	53,366	26,297	97%
Health	2,500	875	6,097	5,222	597%
Education and Welfare	35,623	18,702	15,936	(2,767)	-15%
Community Amenities	733,316	694,443	713,784	19,341	3%
Recreation and Culture	788,852	157,132	156,601	(531)	0%
Transport	1,353,617	645,147	616,132	(29,015)	-4%
Economic Services	246,588	63,139	52,227	(10,912)	-17%
Other Property and Services	41,400	15,536	15,790	254	2%
	10,047,135	**7,982,963**	**8,038,631**	**55,669**	1%
LESS OPERATING EXPENDITURE					
General Purpose Funding	(443,201)	(253,364)	(192,209)	61,155	-24%
Governance	(784,408)	(271,486)	(255,321)	16,165	-6%
Law, Order, Public Safety	(464,439)	(180,275)	(158,816)	21,458	-12%
Health	(241,049)	(85,169)	(84,214)	955	-1%
Education and Welfare	(146,148)	(52,194)	(42,396)	9,798	-19%
Community Amenities	(1,184,791)	(401,781)	(331,987)	69,794	-17%
Recreation and Culture	(3,473,468)	(1,278,363)	(1,160,522)	117,841	-9%
Transport	(2,475,127)	(817,946)	(948,481)	(130,535)	16%
Economic Services	(1,427,106)	(396,051)	(339,457)	56,595	-14%
Other Property & Services	(68,283)	62,302	73,440	11,138	18%
	(10,708,019)	**(3,674,327)**	**(3,439,963)**	**234,364**	-6%
Increase/(Decrease)	**(660,884)**	**4,308,636**	**4,598,668**	**290,032**	7%
ADD					
Principal Repayment Received - Loans					
Profit/Loss on sale of assets	(88,418)	-	-		
Depreciation Written Back	2,585,950	646,488	716,753	70,265	11%
Sold Assets Written Back	340,418	-	-		
	2,837,950	**646,488**	**716,753**	**70,265**	11%
Sub Total	**2,177,067**	**4,955,123**	**5,315,421**	**360,297**	7%

SHIRE OF YORK

FINANCIAL ACTIVITY STATEMENT

FOR THE PERIOD ENDED 30 NOVEMBER 2020

	2020/21 ANNUAL BUDGET	2020/21 NOVEMBER BUDGET	2020/21 YTD ACTUAL 30/11/2020	VAR TO BUDGET $	VAR TO BUDGET %
LESS CAPITAL PROGRAMME					
Purchase Tools					
Purchase Land & Buildings	(570,000)	(150,000)	(125,296)	24,704	-16%
Infrastructure Assets - Roads	(2,540,066)	(430,279)	(376,653)	53,626	-12%
Infrastructure Assets - Recreation	(273,150)	(97,000)	(40,999)	56,001	-58%
Infrastructure Assets - Other	(10,000)	(10,000)	-	10,000	-100%
Purchase Plant and Equipment	(1,107,000)	(270,660)	(24,180)	246,480	-91%
Purchase Furniture and Equipment	(65,000)	(16,000)	(7,543)	8,457	-53%
Repayment of Debt - Loan Principal	(244,526)	(3,111)	(117,475)	(114,363)	3676%
Transfer to Reserves	(246,832)	-	-		
	(5,056,574)	**(977,050)**	**(692,144)**	**284,906**	-29%
Sub Total	**(2,879,507)**	**3,978,073**	**4,623,276**	**645,203**	16%
LESS FUNDING FROM					
Reserves	663,000	-	-		
Opening Funds	2,216,507	2,216,507	2,192,324	(24,183)	-1%
	2,879,507	**2,216,507**	**2,192,324**	**(24,183)**	-1%
ESTIMATED SURPLUS/(DEFICIT)	**(0)**	**6,194,580**	**6,815,600**	**621,020**	10%

SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 NOVEMBER 2020

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

	Actual 30/06/2020 $	Actual 30/11/2020 $
Current assets		
Cash and cash equivalents	5,225,590	7,547,535
Rates Outstanding	1,090,153	2,471,874
Sundry Debtors	935,072	549,535
Cash Held for Distribution (Prev Trust)	378,903	378,903
Inventories/Stock	24,221	33,244
Total current assets	**7,653,938**	**10,981,091**
Non-current assets		
Trade and other receivables	124,706	124,706
Investment in LG House Trust	71,221	71,221
Property, plant and equipment	33,226,122	33,194,463
Infrastructure	104,946,409	104,835,985
Total non-current assets	138,368,457	138,226,375
Total assets	**146,022,396**	**149,207,466**
Current liabilities		
Trade and other payables	1,714,795	418,671
Cash Held for Distribution (Prev Trust)	378,903	378,903
Provisions	869,559	869,559
Interest-bearing loans and borrowings	244,526	127,051
Total current liabilities	**3,207,782**	**1,794,184**
Non-current liabilities		
Interest-bearing loans and borrowings	1,624,815	1,624,815
Provisions	137,024	137,024
Total non-current liabilities	**1,761,839**	**1,761,839**
Total liabilities	**4,969,621**	**3,556,023**
Net assets	**141,052,774**	**145,651,442**
Equity		
Accumulated surplus	32,234,223	33,446,965
Change in net assets resulting from operations	1,212,742	4,598,668
Asset revaluation reserve	104,582,459	104,582,459
Other reserves	3,023,350	3,023,350
Total equity	**141,052,774**	**145,651,442**

SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020

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

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

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

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
(b) budget estimates to the end of the month to which the statement relates; and
(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
(d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
(e) the net current assets at the end of the month to which the statement relates.

OPERATING REVENUE	YTD ADOPTED BUDGET	YTD ACTUALS	VAR TO YTD BUDGET $	VAR TO YTD BUDGET %
General Purpose Funding	$6,360,124	$6,373,817	$13,693	0%
No material variance to report.				
Governance	$795	$34,882	$34,087	4288%
Permanent variance - LGIS Contributions Assistance funding received $13,420. Successful grant application raised for Australia Day 2021 for $21,000.				
Law, Order Public Safety	$27,070	$53,366	$26,297	97%
Permanent variance - Fines and Penalties imposed for roaming animals to date $5,803 compared to a year to date budget of $958. Successful Bushfire Mitigation Activity Fund grant raised - $20,800, to undertake chemical and mechanical treatments along Fire Access Track - Quairading-York Road. Offset by matching expenditure.				
Health	$875	$6,097	$5,222	597%
Timing variance - Septic tank applications received to date - $3,830 - higher than expected for this time $875.				
Education and Welfare	$18,702	$15,936	-$2,767	-15%
Timing variance - Insurance charges for Pioneer Memorial Lodge to be raised for reimbursement in December 2020.				
Community Amenities	$694,443	$713,784	$19,341	3%
No material variance to report.				
Recreation and Culture	$157,132	$156,601	-$531	0%
No material variance to report.				
Transport	$645,147	$616,132	-$29,015	-4%
No material variance to report.				
Economic Services	$63,139	$52,227	-$10,912	-17%
Timing variance - part payment for the Earthquake Mitigation Project was expected to be received $25,000. Offset by higher than anticipated building application fees received to date.				
Other Property and Services	$15,536	$15,790	$254	2%
No material variance to report.				
	$7,982,963	$8,038,631	$55,669	1%

SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020

OPERATING EXPENDITURE	YTD BUDGET	YTD ACTUALS	VAR TO BUDGET	VAR TO BUDGET
General Purpose Funding	$253,364	$192,209	-$61,155	-24%
Permanent variance due to lower than anticipated take up of Rates Payment Incentive scheme. A budget reduction was proposed in the first quarter FACR of $40,818.				
Governance	$271,486	$255,321	-$16,165	-6%
No material variance to report.				
Law, Order, Public Safety	$180,275	$158,816	-$21,458	-12%
Permanent variance relating to reduced insurance costs associated with fire control of $5,000. Timing variance in relation to seasonal costs associated with fire and emergency expenditure.				
Health	$85,169	$84,214	-$955	-1%
No material variance to report.				
Education and Welfare	$52,194	$42,396	-$9,798	-19%
Timing variance - sponsorship for YDHS processed December 2020 - $2,000				
Community Amenities	$401,781	$331,987	-$69,794	-17%
Timing variance in relation to payment of waste services and tipping fees.				
Recreation and Culture	$1,278,363	$1,160,522	-$117,841	-9%
Lower than budgeted year to date expenditure for YRCC due to reduced sporting fixtures. A budget reduction was proposed in the first quarter FACR for both income and expenditure.				
Transport	$817,946	$948,481	$130,535	16%
Permanent variation - quarterly depreciation processed for road assets - higher than budget figure by $93,000 (non-cash variation).				
Economic Services	$396,051	$339,457	-$56,595	-14%
Timing variance relating payments for festivals support - not utilised to date $32,000. Proposed budget reduction presented with first quarter FACR.				
Other Property & Services	-$62,302	-$73,440	-$11,138	18%
Timing variance relating to allocation of overheads.				
	$3,674,327	$3,439,963	-$234,364	-6%

SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 30 NOVEMBER 2020

CAPITAL PROGRAMME	YTD BUDGET	YTD ACTUALS	VAR TO BUDGET	VAR TO BUDGET
Land & Buildings	$150,000	$125,296	-$24,704	-16%
Timing variance - Works carried forward from 2019/20 for Carparking upgrades at the Administration office. Construction of Containers for Change shed practically complete - not all invoices received to date.				
Infrastructure Assets - Roads	$430,279	$376,653	-$53,626	-12%
Timing variance only - Construction program underway.				
Infrastructure Assets - Recreation Facilities	$97,000	$40,999	-$56,001	-58%
Timing variance only - Expenditure for Trails lower than anticipated for this time.				
Infrastructure Assets - Other	$10,000	$0	-$10,000	-100%
Timing variance - lights to be installed at RV Parking area.				
Plant and Equipment	$270,660	$24,180	-$246,480	-91%
Timing Variance only - no vehicle trades to date.				
Furniture and Equipment	$16,000	$7,543	-$8,457	-53%
Timing variance - AV equipment for Chambers ordered but not yet installed.				
	$973,939	$574,670	-$399,269	-41%

YORK RECREATION AND CONVENTION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 30 NOVEMBER 2020

	2019/20 ADOPTED BUDGET	2019/20 YTD ACTUAL 30/06/2020	2019/20 COMPARISON 30/11/2019	2020/21 ADOPTED BUDGET	2020/21 YTD ACTUAL 30/11/2020	% OF BUDGET	YTD ACTUAL 31/10/2020	MOVEMENT OCT-NOV
REVENUES								
FORREST OVAL LIGHTS INCOME	2,020	1,606	1,137	2,020	67	3%	27	40
YRCC INCOME - HIRE	5,050	1,501	886	2,500	537	21%	487	50
YRCC INCOME - GYM	22,220	15,851	10,534	20,000	10,136	51%	8,739	1,397
YRCC INCOME - CONFERENCES	35,350	19,330	8,879	35,704	8,968	25%	6,324	2,645
YRCC INCOME - BAR	191,900	141,337	81,310	193,819	52,254	27%	34,085	18,168
YRCC INCOME - CAFE/RESTAURANT	111,100	106,081	61,917	112,211	53,279	47%	37,899	15,380
YRCC INCOME - CANTEEN	30,300	10,762	10,676	30,603	153	1%	153	0
YRCC INCOME - GREEN FEES - BOWLS	0	75	39	0	1,354		1,333	20
YRCC INCOME - GREEN FEES - TENNIS	1,515	794	115	1,515	82	5%	74	8
	399,455	**297,337**	**175,494**	**398,372**	**126,831**	**32%**	**89,122**	**37,709**
COST OF SALES								
YRCC EXPENDITURE - GYM	11,506	7,221	3,462	11,013	5,292	48%	4,772	520
YRCC EXPENDITURE - CONFERENCES	28,946	15,547	6,630	23,099	6,226	27%	5,069	1,157
YRCC EXPENDITURE - BAR	142,994	91,918	53,326	147,670	38,794	26%	28,251	10,543
YRCC EXPENDITURE - CAFE/RESTAURANT	151,385	130,678	66,690	160,419	61,396	38%	46,516	14,880
YRCC EXPENDITURE - CANTEEN	21,398	10,587	10,871	21,982	1,942	9%	1,942	0
YRCC EXPENDITURE - BOWLS	10,644	4,263	3,310	11,270	131	1%	131	0
YRCC EXPENDITURE - TENNIS	10,644	702	702	11,087	43	0%	43	0
	377,517	**260,917**	**144,989**	**386,540**	**113,824**	**29%**	**86,724**	**27,100**
GROSS PROFIT	**21,938**	**36,420**	**30,505**	**11,832**	**13,007**	**110%**	**2,398**	**10,609**
CENTRE COSTS								
FORREST OVAL CONVENTION CENTRE	129,653	102,582	43,678	128,909	32,933	26%	29,892	3,041
YRCC MARKETING & PROMOTIONS	3,704	1,436	1,436	1,500	1,540	103%	1,540	0
RECREATION - SALARIES	77,745	55,435	38,890	93,088	23,735	25%	20,227	3,508
RECREATION - SUPERANNUATION	45,049	26,524	12,743	40,000	10,606	27%	8,382	2,225
YRCC OPERATIONAL & MARKETING PLAN	10,000	1,842	1,162	20,000	0	0%	0	0
	266,152	**187,819**	**97,909**	**283,497**	**68,814**	**24%**	**60,040**	**8,774**
PROFIT/(LOSS)	**(244,214)**	**(151,399)**	**(67,404)**	**(271,664)**	**(55,807)**	**21%**	**(57,642)**	**1,835**

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EFT24874	02/11/2020	ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - OCTOBER 2020	1		1,289.44
INV CRS PMT	31/10/2020	ASHLEY ROBERT GARRATT	COUNCILLOR ALLOWANCES - OCTOBER 2020	1	1,289.44	
EFT24875	02/11/2020	DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - OCTOBER 2020	1		3,356.67
INV CRS PMT	31/10/2020	DENESE EILEEN SMYTHE	COUNCILLOR ALLOWANCES - OCTOBER 2020	1	3,356.67	
EFT24876	02/11/2020	DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - OCTOBER 2020	1		1,648.60
INV CRS PMT	31/10/2020	DENIS CHARLES WARNICK	COUNCILLOR ALLOWANCES - OCTOBER 2020	1	1,648.60	
EFT24877	02/11/2020	ECO FAERIES	COVID-19 EVENT RECOVERY ACTIVITY - COUNCIL RESOLUTION 070620 - FACILITATOR FEE FOR TWO FACE PAINTERS FOR FOUR HOURS DURATION, ONE ROVING FAIRIE FOR FOUR HOURS DURATION, ENERGISER ZONE ACTIVATION OF TWO FAIRIES FOR FOUR HOURS DURATION INCLUDING TRAVEL	1		2,740.00
INV 201002	10/10/2020	ECO FAERIES	COVID-19 EVENT RECOVERY ACTIVITY - COUNCIL RESOLUTION 070620 - FACILITATOR FEE FOR TWO FACE PAINTERS FOR FOUR HOURS DURATION, ONE ROVING FAIRIE FOR FOUR HOURS DURATION, ENERGISER ZONE ACTIVATION OF TWO FAIRIES FOR FOUR HOURS DURATION INCLUDING TRAVEL	1	2,740.00	
EFT24878	02/11/2020	JANE ELISE FERRO	COUNCILLOR ALLOWANCES - OCTOBER 2020	1		1,289.44
INV CRS PMT	31/10/2020	JANE ELISE FERRO	COUNCILLOR ALLOWANCES - OCTOBER 2020	1	1,289.44	
EFT24879	02/11/2020	KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - OCTOBER 2020	1		1,289.44
INV CRS PMT	31/10/2020	KEVIN RICHARD TRENT	COUNCILLOR ALLOWANCES - OCTOBER 2020	1	1,289.44	
EFT24880	02/11/2020	PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - OCTOBER 2020	1		1,289.44
INV 0CRS PMT	31/10/2020	PAMELA HELEN HEATON	COUNCILLOR ALLOWANCES - OCTOBER 2020	1	1,289.44	
EFT24881	02/11/2020	ROBERT WILLIAM PAMPLING	PHOTOGRAPHY - OFFICIAL OPENING AVON PARK 10/10/2020	1		250.00
INV 0006-36	12/10/2020	ROBERT WILLIAM PAMPLING	PHOTOGRAPHY - OFFICIAL OPENING AVON PARK 10/10/2020	1	250.00	
EFT24882	02/11/2020	ROUS ELECTRICAL	REPLACE EXTERNAL POWER POINT COVER (SOUTH SIDE OF HOUSE NEAR GARDEN SHED) - 75 OSNABURG RD	1		171.71
INV 00002540	20/10/2020	ROUS ELECTRICAL	REPLACE EXTERNAL POWER POINT COVER (SOUTH SIDE OF HOUSE NEAR GARDEN SHED) - 75 OSNABURG RD	1	171.71	

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EFT24883	02/11/2020	STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - OCTOBER 2020	1		1,289.44
INV CRS PMT	31/10/2020	STEPHEN EDWARD MUHLEISEN	COUNCILLOR ALLOWANCES - OCTOBER 2020	1	1,289.44	
EFT24884	02/11/2020	YORK BUILDING SUPPLIES	MONTHLY MAINTENANCE SUPPLIES (ADMIN, YVC, & DEPOT) & REIMBURSEMENT OF YORK DOLLAR$ VOUCHERS - SEPTEMBER 2020	1		4,012.58
INV	30/09/2020	YORK BUILDING SUPPLIES	MONTHLY MAINTENANCE SUPPLIES (ADMIN, YVC, & DEPOT) & REIMBURSEMENT OF YORK DOLLAR$ VOUCHERS - SEPTEMBER 2020	1	4,012.58	
EFT24885	02/11/2020	YORK HOME HARDWARE	MONTHLY MAINTENANCE SUPPLIES (ADMIN, YVC, & DEPOT) - SEPTEMBER 2020	1		1,517.52
INV YSHIRE	30/09/2020	YORK HOME HARDWARE	MONTHLY MAINTENANCE SUPPLIES (ADMIN, YVC, & DEPOT) - SEPTEMBER 2020	1	1,517.52	
EFT24886	02/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS	1		46,523.06
INV 66	02/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 66 - PLANT PURCHASES		26,841.40	
INV 63	02/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 63 - FORREST OVAL REDEVELOPMEMT		7,688.57	
INV 64	02/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 64 - FORREST OVAL REDEVELOPMENT		11,993.09	
EFT24887	05/11/2020	FOCUS NETWORKS	COMPUTER SUPPORT - MANAGED HOSTED & PROACTIVE SERVICES (AUGUST 2020)	1		6,183.61
INV	12/08/2020	FOCUS NETWORKS	COMPUTER SUPPORT - MANAGED PROACTIVE SERVICES (AUGUST 2020)	1	3,066.80	
INV	13/08/2020	FOCUS NETWORKS	COMPUTER SUPPORT - MANAGED HOSTED SERVICES (AUGUST 2020)	1	3,116.81	
EFT24888	13/11/2020	BUILDING AND ENERGY	BSL REIMBURSEMENT FOR OCTOBER 2020	2		1,427.95
INV T6	03/11/2020	BUILDING AND ENERGY	BSL REIMBURSEMENT FOR OCTOBER 2020	2	1,427.95	
EFT24889	13/11/2020	CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR OCTOBER 2020	2		807.44
INV T9	03/11/2020	CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR OCTOBER 2020	2	807.44	
EFT24890	13/11/2020	SHIRE OF YORK	BSL& CTF COLLECTION & REFUND KERB BOND TO BE PAID ONTO INTERIM RATES A60776	2		593.00
INV T9	03/11/2020	SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR OCTOBER 2020	2	33.00	
INV T6	03/11/2020	SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR OCTOBER 2020	2	60.00	

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INV T4	05/11/2020	SHIRE OF YORK	REFUND KERB BOND ON LOT 818 (42) SOUTH ST, YORK PD ON 13/10/2014, REC #191362 - PAY ONTO INTERIM RATES A60776	2	500.00	
EFT24891	16/11/2020	ALL-WAYS FOODS (WA DISTRIBUTORS PTY LTD)	YRCC - FOOD SUPPLIES	1		129.46
INV 599459	21/10/2020	ALL-WAYS FOODS (WA DISTRIBUTORS PTY LTD)	YRCC - FOOD SUPPLIES	1	129.46	
EFT24892	16/11/2020	ARROW BRONZE	NICHE WALL PLAQUES, VASES	1		295.07
INV 700817	26/10/2020	ARROW BRONZE	NICHE WALL PLAQUES, VASES	1	295.07	
EFT24893	16/11/2020	ASTROTOURISM WA PTY LTD	ASTROPHOTOGRAPHY WORKSHOP FACILITATION FEE - FRIDAY 16 OCTOBER - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1		1,375.00
INV 1040	19/10/2020	ASTROTOURISM WA PTY LTD	ASTROPHOTOGRAPHY WORKSHOP FACILITATION FEE - FRIDAY 16 OCTOBER - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1	1,375.00	
EFT24894	16/11/2020	AUSTRALIAN GROWN	SUPPLY MISCELLANEOUS STOCK FOR RESALE - YORK VISITORS CENTRE	1		629.64
INV SI30809	05/11/2020	AUSTRALIAN GROWN	SUPPLY 100 X STUBBY COOLERS - YORK TOWN HALL DESIGN; PURCHASE OF STOCK FOR RE-SALE AT YORK VISITORS CENTRE	1	368.50	
INV SI30864	09/11/2020	AUSTRALIAN GROWN	SUPPLY STAFF UNIFORM - YVC STAFF	1	261.14	
EFT24895	16/11/2020	AVON FENZING	DIG APPROX 23M TRENCH FOR ELECTRICAL CABLE AT SHIRE DEPOT (CONTAINERS FOR CHANGE)	1		275.00
INV 0753	05/11/2020	AVON FENZING	DIG APPROX 23M TRENCH FOR ELECTRICAL CABLE AT SHIRE DEPOT (CONTAINERS FOR CHANGE)	1	275.00	
EFT24896	16/11/2020	AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 23/10/20	1		22,582.60
INV 00041100	23/10/2020	AVON WASTE	RUBBISH/ RECYCLING COLLECTION - 23/10/20	1	22,582.60	
EFT24897	16/11/2020	BLING DESIGN	CREATIVE, GRAPHIC DESIGN AND WEBSITE ASSETS FOR AVON PARK OPENING PROMOTION	1		200.00
INV 1812	01/10/2020	BLING DESIGN	CREATIVE, GRAPHIC DESIGN AND WEBSITE ASSETS FOR AVON PARK OPENING PROMOTION	1	200.00	
EFT24898	16/11/2020	BLUE FORCE PTY LTD	ALARM MONITORING	1		140.08
INV 116002	02/11/2020	BLUE FORCE PTY LTD	ALARM MONITORING 1/11/20-31/1/21 - RESIDENCY MUSEUM	1	120.08	

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INV 115939	02/11/2020	BLUE FORCE PTY LTD	ALARM MONITORING 1/11/20-30/11/20 - YVC	1	20.00	
EFT24899	16/11/2020	BOLLARDSHOP	SUPPLY AND DELIVERY OF FOUR (4) 140MM X 1800MM INGROUND YELLOW BOLLARD TO BE USED IN YRCC CAR PARK	1		1,037.30
INV 8398	05/10/2020	BOLLARDSHOP	SUPPLY AND DELIVERY OF FOUR (4) 140MM X 1800MM INGROUND YELLOW BOLLARD TO BE USED IN YRCC CAR PARK	1	1,037.30	
EFT24900	16/11/2020	BRITTANY MOORE - WITH, B	SOCIAL MEDIA MANAGEMENT - OCTOBER 2020	1		700.00
INV 0023	05/10/2020	BRITTANY MOORE - WITH, B	SOCIAL MEDIA MANAGEMENT - OCTOBER 2020	1	700.00	
EFT24901	16/11/2020	CARLTON UNITED BREWERS	YRCC - BULK BEER SUPPLIES	1		2,604.31
INV	29/10/2020	CARLTON UNITED BREWERS	YRCC - BULK BEER SUPPLIES	1	2,604.31	
EFT24902	16/11/2020	CELLARBRATIONS DUKE OF YORK	REIMBURSEMENT FOR 49 X YORK DOLLAR$ VOUCHERS & SUPPLY 3 X CARTONS DRAUGHT RESALE STOCK FOR YRCC	1		715.00
INV 13	31/10/2020	CELLARBRATIONS DUKE OF YORK	REIMBURSEMENT FOR 49 X YORK DOLLAR$ VOUCHERS & SUPPLY 3 X CARTONS DRAUGHT RESALE STOCK FOR YRCC	1	715.00	
EFT24903	16/11/2020	COOL CLEAR WATER GROUP LIMITED	WATER FILTRATION UNIT - NOVEMBER 2020	1		67.32
INV	01/11/2020	COOL CLEAR WATER GROUP LIMITED	WATER FILTRATION UNIT - NOVEMBER 2020	1	67.32	
EFT24904	16/11/2020	CREDIT MANAGEMENT AUSTRALIA POST	MONTHLY POSTAGE - OCTOBER 2020	1		1,069.22
INV	03/11/2020	CREDIT MANAGEMENT AUSTRALIA POST	MONTHLY POSTAGE - OCTOBER 2020	1	1,069.22	
EFT24905	16/11/2020	CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1		200.03
INV 00004422	20/10/2020	CRIMEA GROWERS MARKET	YRCC - FOOD SUPPLIES	1	200.03	
EFT24906	16/11/2020	DARRYS PLUMBING AND GAS	PLUMBING SERVICES	1		1,611.50
INV 7385	29/10/2020	DARRYS PLUMBING AND GAS	REPAIR URINAL (NEW SOLENOID) - AVON PARK MALE TOILET	1	181.50	
INV 7402	04/11/2020	DARRYS PLUMBING AND GAS	SUPPLY & INSTALLATION OF (2) CORNER BASINS & TAP MIXERS TO UPSTAIRS BATHROOMS - TOWN HALL	1	1,430.00	
EFT24907	16/11/2020	DEPARTMENT OF PARKS AND WILDLIFE	SUPPLY 13 X BOOKS FOR RESALE STOCK INCLUDING FREIGHT - YVC	1		66.21
INV 101029444	28/10/2020	DEPARTMENT OF PARKS AND WILDLIFE	SUPPLY 13 X BOOKS FOR RESALE STOCK INCLUDING FREIGHT - YVC	1	66.21	
EFT24908	16/11/2020	EASTWAY FOOD SUPPLIES	YRCC - FOOD SUPPLIES	1		187.41

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INV 182932	21/10/2020 EASTWAY FOOD SUPPLIES	YRCC - FOOD SUPPLIES	1	187.41	
EFT24909	16/11/2020 ERGOLINK	SUPPLY 2 X ACCORD L-SHAPE LARGE HEIGHT ADJUSTABLE DESKS - CEO CHRIS LINNELL & FINANCE MANAGER TABITHA BATEMAN	1		4,248.11
INV 00071643	28/10/2020 ERGOLINK	SUPPLY 2 X ACCORD L-SHAPE LARGE HEIGHT ADJUSTABLE DESKS - CEO CHRIS LINNELL & FINANCE MANAGER TABITHA BATEMAN	1	4,248.11	
EFT24910	16/11/2020 FOCUS NETWORKS	COMPUTER SUPPORT & SUPPLIES	1		10,695.39
INV 8835G	30/10/2020 FOCUS NETWORKS	SUPPLY INSTALL & CONFIGURE RUCKUS WIRELESS ACCESS POINT X 2 - COUNCIL CHAMBERS & FOYER	1	3,014.00	
INV 8850G	30/10/2020 FOCUS NETWORKS	MANAGED FIREWALL SERVICES - NOVEMBER 2020	1	445.50	
INV 11261	30/10/2020 FOCUS NETWORKS	MONTHLY COMPUTER SUPPORT - MANAGED PROACTIVE SERVICES - OCTOBER 2020	1	913.00	
INV	06/11/2020 FOCUS NETWORKS	MONTHLY COMPUTER SUPPORT - MANAGED PROACTIVE SERVICES - NOVEMBER 2020	1	3,120.70	
INV 11307	06/11/2020 FOCUS NETWORKS	MONTHLY COMPUTER SUPPORT - MANAGED HOSTED SERVICES - NOVEMBER 2020	1	3,202.19	
EFT24911	16/11/2020 GALLERY 152	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1		2,750.00
INV 2555	11/10/2020 GALLERY 152	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1	2,750.00	
EFT24912	16/11/2020 GATHER YORK	EVENING MEAL FOR COUNCILLORS AND ELT FOLLOWING THE OCTOBER 2020 ORDINARY COUNCIL MEETING	1		250.80
INV 0018	29/10/2020 GATHER YORK	EVENING MEAL FOR COUNCILLORS AND ELT FOLLOWING THE OCTOBER 2020 ORDINARY COUNCIL MEETING	1	250.80	
EFT24913	16/11/2020 GHD PTY LTD	FINAL INVOICE - QTN.9/2017 - SHIRE OF YORK LOCAL PLANNING STRATEGY & NEW LOCAL PLANNING SCHEME NO. 3 - PLANNING	1		5,091.68
INV	14/09/2020 GHD PTY LTD	FINAL INVOICE - QTN.9/2017 - SHIRE OF YORK LOCAL PLANNING STRATEGY & NEW LOCAL PLANNING SCHEME NO. 3 - PLANNING	1	5,091.68	
EFT24914	16/11/2020 HAIRITAGE HAIR BY LISA	REIMBURSEMENT FOR 7 X YORK DOLLAR$ VOUCHERS	1		70.00
INV 46	10/11/2020 HAIRITAGE HAIR BY LISA	REIMBURSEMENT FOR 7 X YORK DOLLAR$ VOUCHERS	1	70.00	
EFT24915	16/11/2020 HATWORLD PTY LTD	SUPPLY MISCELLANEOUS STOCK FOR RESALE - YVC	1		426.25
INV SR1953	28/10/2020 HATWORLD PTY LTD	SUPPLY MISCELLANEOUS STOCK FOR RESALE - YVC	1	426.25	

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EFT24916	16/11/2020	HAWKE VIEW KENNELS	BOARDING OF DOG 'BOOF' FROM 22/10/2020 - 26/10/2020 (5 DAYS) - RANGER SERVICES	1		125.00
INV 2740	30/10/2020	HAWKE VIEW KENNELS	BOARDING OF DOG 'BOOF' FROM 22/10/2020 - 26/10/2020 (5 DAYS) - RANGER SERVICES	1	125.00	
EFT24917	16/11/2020	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1		1,284.59
INV	14/10/2020	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	679.86	
INV 890588	21/10/2020	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	243.00	
INV 89265	28/10/2020	HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	361.73	
EFT24918	16/11/2020	HONEY AND FIG HOMEWARES	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1		1,500.00
INV REIGNITE	19/10/2020	HONEY AND FIG HOMEWARES	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1	1,500.00	
EFT24919	16/11/2020	HUDSON HOWELLS	FINAL PAYMENT 50% - TRAILS ECONOMIC BUSINESS CASE RFQ Q10-1920/ AS.QTN.51 - SHIRE OF YORK	1		16,500.00
INV HH02	04/11/2020	HUDSON HOWELLS	FINAL PAYMENT 50% - TRAILS ECONOMIC BUSINESS CASE RFQ Q10-1920/ AS.QTN.51 - SHIRE OF YORK	1	16,500.00	
EFT24920	16/11/2020	IMPERIAL HOSPITALITY PTY LTD	REIMBURSEMENT FOR 41 X YORK DOLLAR$ VOUCHERS	1		410.00
INV 00000179	03/11/2020	IMPERIAL HOSPITALITY PTY LTD	REIMBURSEMENT FOR 41 X YORK DOLLAR$ VOUCHERS	1	410.00	
EFT24921	16/11/2020	INNOVATION	SUPPLY OF RED RIBBON FOR THE OPENING OF AVON PARK	1		69.96
INV 00005376	22/10/2020	INNOVATION	SUPPLY OF RED RIBBON FOR THE OPENING OF AVON PARK	1	69.96	
EFT24922	16/11/2020	IXOM OPERATIONS PTY LTD	SUPPLY 4 X 70KG CHLORINE GAS CYLINDERS - YORK SWIMMING POOL	1		2,015.38
INV 6312403	11/11/2020	IXOM OPERATIONS PTY LTD	SUPPLY 4 X 70KG CHLORINE GAS CYLINDERS - YORK SWIMMING POOL	1	2,015.38	
EFT24923	16/11/2020	JULES SHOPPE	REIMBURSEMENT FOR 60 X YORK DOLLAR$ VOUCHERS	1		600.00
INV 48	07/11/2020	JULES SHOPPE	REIMBURSEMENT FOR 60 X YORK DOLLAR$ VOUCHERS	1	600.00	
EFT24924	16/11/2020	KEN DESIGNS	PURCHASE AND SUPPLY OF 25 X TEA TOWELS - SCREEN PRINTED WITH IMAGE PROVIDED	1		187.50

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INV 68	01/11/2020	KEN DESIGNS	PURCHASE AND SUPPLY OF 25 X TEA TOWELS - SCREEN PRINTED WITH IMAGE PROVIDED	1	187.50	
EFT24925	16/11/2020	KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,074.87
INV 00052037	04/11/2020	KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	1,074.87	
EFT24926	16/11/2020	L M PAVING & CONCRETE	REMOVAL OF EXISTING CONCRETE AND INSTALLATION OF NEW CONCRETE RAMP WITH STEEL HANDRAILS AS ACCORDING TO THE RFQ PROVIDED AT YORK SWIMMING POOL.	1		3,828.00
INV 320	02/11/2020	L M PAVING & CONCRETE	REMOVAL OF EXISTING CONCRETE AND INSTALLATION OF NEW CONCRETE RAMP WITH STEEL HANDRAILS AS ACCORDING TO THE RFQ PROVIDED AT YORK SWIMMING POOL.	1	3,828.00	
EFT24927	16/11/2020	LANDGATE	RURAL UV INTERIMS R2020/12 19/9/20-2/10/20 & R2020/13 3/10/20-16/10/20	1		256.38
INV	27/10/2020	LANDGATE	RURAL UV INTERIMS R2020/12 19/9/20-2/10/20 & R2020/13 3/10/20-16/10/20	1	256.38	
EFT24928	16/11/2020	LLOYD FAMILY TRUST (THE OLD YORK MILL MARKETS)	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1		2,200.00
INV 201020	29/10/2020	LLOYD FAMILY TRUST (THE OLD YORK MILL MARKETS)	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1	2,200.00	
EFT24929	16/11/2020	MAL AUTOMOTIVES	25,000KM SERVICE OF HYUNDAI I30 (EHO VEHICLE)	1		302.83
INV 25771	03/11/2020	MAL AUTOMOTIVES	25,000KM SERVICE OF HYUNDAI I30 (EHO VEHICLE)	1	302.83	
EFT24930	16/11/2020	MCLEODS BARRISTERS AND SOLICITORS	NON COMPLIANCE LEGAL ADVICE FOR WHITEGUM AIR PARK LOT 2308 CAMERON RD - MATTER 43859	1		2,775.69
INV 116100	30/10/2020	MCLEODS BARRISTERS AND SOLICITORS	NON COMPLIANCE LEGAL ADVICE FOR WHITEGUM AIR PARK LOT 2308 CAMERON RD - MATTER 43859	1	2,775.69	
EFT24931	16/11/2020	OFFICEWORKS	OFFICE SUPPLIES	1		259.84
INV 13503008	27/10/2020	OFFICEWORKS	SUPPLY THERMAL PAPER ROLL EPSON M362D RECEIPT PRINTER - CONTAINERS FOR CHANGE DEPOT	1	119.89	
INV 13568681	30/10/2020	OFFICEWORKS	SUPPLY KEYBOARD LOGITECH WAVE - FINANCE MANAGER	1	139.95	
EFT24932	16/11/2020	OXTER SERVICES	PACK OF 50 MILAN 380MM X 290MM PAPER BAGS - PURCHASE OF PACKAGING FOR THE VISITOR CENTRE	1		31.30

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INV 23557	23/10/2020	OXTER SERVICES	PACK OF 50 MILAN 380MM X 290MM PAPER BAGS - PURCHASE OF PACKAGING FOR THE VISITOR CENTRE	1	31.30	
EFT24933	16/11/2020	PATCHWORK ON AVON	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1		1,925.00
INV REIGNITE	12/11/2020	PATCHWORK ON AVON	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1	1,925.00	
EFT24934	16/11/2020	PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1		1,056.00
INV KV754151	16/10/2020	PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	306.00	
INV KV820707	23/10/2020	PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	282.30	
INV KV885833	30/10/2020	PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	467.70	
EFT24935	16/11/2020	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PUBLIC LIBRARIES WESTERN AUSTRALIA ANNUAL SUBSCRIPTION	1		170.00
INV 00130	05/11/2020	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	PUBLIC LIBRARIES WESTERN AUSTRALIA ANNUAL SUBSCRIPTION	1	170.00	
EFT24936	16/11/2020	PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - OCTOBER 2020	1		1,441.00
INV	01/10/2020	PUMA ENERGY AUSTRALIA PTY LTD	FUEL CARD - OCTOBER 2020	1	1,441.00	
EFT24937	16/11/2020	RAECO	SUPPLY LIBRARY SCANNER	1		252.51
INV 559769	16/10/2020	RAECO	SUPPLY LIBRARY SCANNER	1	252.51	
EFT24938	16/11/2020	REGAL MIST FLOWERS	WREATH TO BE LAID FOR 2020 REMEMBRANCE DAY BY THE SHIRE PRESIDENT	1		80.00
INV 78	12/11/2020	REGAL MIST FLOWERS	WREATH TO BE LAID FOR 2020 REMEMBRANCE DAY BY THE SHIRE PRESIDENT	1	80.00	
EFT24939	16/11/2020	ROUS ELECTRICAL	ELECTRICAL SERVICES	1		3,114.10
INV 00002570	10/11/2020	ROUS ELECTRICAL	RUN THREE PHASE POWER ACROSS FROM MAIN POLE TO NEW RECYCLE STATION FITTING SWITCHBOARD & POWER POINTS NEAR SWITCHBOARD - CONTAINERS FOR CHANGE DEPOT	1	1,812.80	
INV 00002572	10/11/2020	ROUS ELECTRICAL	UPGRADE MAIN SWITCHBOARD TO CHANGE OLD FUSES TO CIRCUIT BREAKERS AT DEPOT	1	1,301.30	
EFT24940	16/11/2020	SHERIDANS	SUPPLY 1 X EMPLOYEE NAME BADGE	1		45.87
INV 80788	20/10/2020	SHERIDANS	SUPPLY 1 X EMPLOYEE NAME BADGE	1	45.87	
EFT24941	16/11/2020	SHRED-X PTY LTD	PROVIDE PAPER SHRED SERVICE FR 240 LITRE BIN 8/10/20	1		80.00
INV 01520094	31/10/2020	SHRED-X PTY LTD	PROVIDE PAPER SHRED SERVICE FR 240 LITRE BIN 8/10/20	1	80.00	

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EFT24942	16/11/2020	SID HENNESSY	FACILITATOR FEE - AVON PARK COVID RECOVERY EVENT OPENING	1		2,000.00
INV 419	05/10/2020	SID HENNESSY	FACILITATOR FEE - AVON PARK COVID RECOVERY EVENT OPENING	1	2,000.00	
EFT24943	16/11/2020	SKATE SCULPTURE	PERFORMANCE AND MANAGEMENT FEE FOR DELIVERY OF SKATE PARK ACTIVATIONS - AVON PARK OPENING SAT 10 OCTOBER - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1		2,750.00
INV 0000215	04/11/2020	SKATE SCULPTURE	PERFORMANCE AND MANAGEMENT FEE FOR DELIVERY OF SKATE PARK ACTIVATIONS - AVON PARK OPENING SAT 10 OCTOBER - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1	2,750.00	
EFT24944	16/11/2020	SMITHS SHELL SERVICE	REIMBURSEMENT FOR 30 X YORK DOLLAR$ VOUCHERS	1		300.00
INV 2374	31/10/2020	SMITHS SHELL SERVICE	REIMBURSEMENT FOR 30 X YORK DOLLAR$ VOUCHERS	1	300.00	
EFT24945	16/11/2020	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	EVENT AMBULANCE FEE FOR ATTENDANCE - SATURDAY 10 OCTOBER FROM 11-5PM - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1		415.80
INV 00157830	30/10/2020	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	EVENT AMBULANCE FEE FOR ATTENDANCE - SATURDAY 10 OCTOBER FROM 11-5PM - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1	415.80	
EFT24946	16/11/2020	SYNERGY	ELECTRICITY	1		6,810.65
INV 240740670	02/11/2020	SYNERGY	ELECTRICITY 20/8/20-2/11/20 - OLD CONVENT SCHOOL	1	116.06	
INV 467568350	02/11/2020	SYNERGY	ELECTRICITY 2/10/20-2/11/20 - STREETLIGHTS	1	6,694.59	
EFT24947	16/11/2020	THE GOOD LIFE STORE	REIMBURSEMENT FOR 11 X YORK DOLLAR$ VOUCHERS	1		110.00
INV 1008	25/10/2020	THE GOOD LIFE STORE	REIMBURSEMENT FOR 11 X YORK DOLLAR$ VOUCHERS	1	110.00	
EFT24948	16/11/2020	THE WORKWEAR GROUP	20/21 STAFF UNIFORM - ANNEKE BIRLESON	1		192.00
INV 12681195	04/11/2020	THE WORKWEAR GROUP	20/21 STAFF UNIFORM - ANNEKE BIRLESON	1	192.00	
EFT24949	16/11/2020	TRINITEQ INTERNATIONAL PTY LTD	YRCC - POINT OF SALE PRINTER SUPPLIES	1		21.20
INV 27915	23/10/2020	TRINITEQ INTERNATIONAL PTY LTD	YRCC - POINT OF SALE PRINTER SUPPLIES	1	21.20	
EFT24950	16/11/2020	VOCUS COMMUNICATIONS	SIP VOICE COMMUNICATION SERVICES (NOV 2020) - ADMINISTRATION	1		947.69
INV	05/11/2020	VOCUS COMMUNICATIONS	SIP VOICE COMMUNICATION SERVICES (NOV 2020) - ADMINISTRATION	1	947.69	
EFT24951	16/11/2020	VOCUS PTY LTD	FIBRE INTERNET SERVICES - ADMINISTRATION CONNECTION - NOVEMBER 2020	1		1,116.50

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INV P637336	01/11/2020	VOCUS PTY LTD	FIBRE INTERNET SERVICES - ADMINISTRATION CONNECTION - NOVEMBER 2020	1	1,116.50	
EFT24952	16/11/2020	VT & CS GREEN	RATES REFUND FOR ASSESSMENT A627 - 961 TALBOT RD TALBOT WA 6302	1		206.75
INV A627	13/11/2020	VT & CS GREEN	RATES REFUND FOR ASSESSMENT A627 - 961 TALBOT RD TALBOT WA 6302		206.75	
EFT24953	16/11/2020	YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT FOR 82 X YORK DOLLAR$ VOUCHERS	1		820.00
INV 641207209	31/10/2020	YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT FOR 82 X YORK DOLLAR$ VOUCHERS	1	820.00	
EFT24954	16/11/2020	YORK & DISTRICTS COMMUNITY MATTERS	MONTHLY COMMUNITY UPDATE PAGE - NOVEMBER 2020 & ADVERTISING	1		1,619.80
INV 1783	31/10/2020	YORK & DISTRICTS COMMUNITY MATTERS	MONTHLY COMMUNITY UPDATE PAGE - NOVEMBER 2020 & ADVERTISING	1	1,619.80	
EFT24955	16/11/2020	YORK & DISTRICTS SENIORS APPRECIATION DAY	DONATION TO SUPPORT THE 2020 SENIORS DAY REQUEST TO DELIVER THE LUNCHEON	1		1,000.00
INV 91120	09/11/2020	YORK & DISTRICTS SENIORS APPRECIATION DAY	DONATION TO SUPPORT THE 2020 SENIORS DAY REQUEST TO DELIVER THE LUNCHEON	1	1,000.00	
EFT24956	16/11/2020	YORK BOWLING CLUB	SPONSORSHIP FOR INTERLEAGUE LAIDES CHAMPIONSHIPS 20-22 NOVEMBER 2020	1		1,600.00
INV 727527	28/10/2020	YORK BOWLING CLUB	SPONSORSHIP FOR INTERLEAGUE LAIDES CHAMPIONSHIPS 20-22 NOVEMBER 2020	1	1,600.00	
EFT24957	16/11/2020	YORK COMMUNITY RESOURCE CENTRE INC	2500 X LEAFLETS FOLDED & REIMBURSEMENT OF YORK DOLLAR$	1		110.00
INV 00005430	30/07/2020	YORK COMMUNITY RESOURCE CENTRE INC	2500 X LEAFLETS FOLDED BY 'Z' FOLDING MACHINE	1	90.00	
INV 00005459	10/11/2020	YORK COMMUNITY RESOURCE CENTRE INC	REIMBURSEMENT FOR 2 X YORK DOLLAR$ VOUCHERS	1	20.00	
EFT24958	16/11/2020	YORK HOME HARDWARE	REIMBURSEMENT FOR 191 X YORK DOLLAR$ VOUCHERS	1		1,908.66
INV YORKDOLL	31/10/2020	YORK HOME HARDWARE	REIMBURSEMENT FOR 191 X YORK DOLLAR$ VOUCHERS	1	1,908.66	
EFT24959	16/11/2020	YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1		495.80
INV 1732	15/10/2020	YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	301.50	
INV 1729	26/10/2020	YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	158.29	
INV 1740	30/10/2020	YORK QUALITY BUTCHERS	YRCC - MEAT SUPPLIES	1	36.01	
EFT24960	20/11/2020	4 FARMERS	SUPPLY 20LTS CHLORPYRIFOS 500 - FORREST OVAL	1		187.00
INV 72100587	30/10/2020	4 FARMERS	SUPPLY 20LTS CHLORPYRIFOS 500 - FORREST OVAL	1	187.00	

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EFT24961	20/11/2020	ALLIED EQUIPMENT SALES	SUPPLY 2020 REDLIFT CPCD35H-490 (3 STAGE) FORKLIFT - CONTAINERS FOR CHANGE DEPOT	1		20,625.00
INV 3912	29/10/2020	ALLIED EQUIPMENT SALES	SUPPLY 2020 REDLIFT CPCD35H-490 (3 STAGE) FORKLIFT - CONTAINERS FOR CHANGE DEPOT	1	20,625.00	
EFT24962	20/11/2020	AUSTRALIAN GROWN	PURCHASE OF MISCELLANEOUS STOCK FOR RESALE - YORK VISITORS CENTRE	1		247.28
INV SI30857	06/11/2020	AUSTRALIAN GROWN	PURCHASE OF MISCELLANEOUS STOCK FOR RESALE - YORK VISITORS CENTRE	1	247.28	
EFT24963	20/11/2020	AUSTRALIAN SERVICES UNION	UNION FEES	1		310.80
INV	03/11/2020	AUSTRALIAN SERVICES UNION	UNION FEES		155.40	
INV	17/11/2020	AUSTRALIAN SERVICES UNION	UNION FEES		155.40	
EFT24964	20/11/2020	AVON EXPRESS	FREIGHT - 20/10 & 3/11	1		93.50
INV AE8295	30/10/2020	AVON EXPRESS	FREIGHT - 20/10 & 3/11	1	93.50	
EFT24965	20/11/2020	AVON FENZING	DIG TRENCHES FOR STORMWATER PIPES FOR CONTAINERS FOR CHANGE SHED	1		88.00
INV 0754	05/11/2020	AVON FENZING	DIG TRENCHES FOR STORMWATER PIPES FOR CONTAINERS FOR CHANGE SHED	1	88.00	
EFT24966	20/11/2020	BATTERY WORLD MIDLAND	SUPPLY 3 X 10AH AGM BATTERIES FOR GWAMBYGINE PARK BBQS	1		237.00
INV	07/08/2020	BATTERY WORLD MIDLAND	SUPPLY 3 X 10AH AGM BATTERIES FOR GWAMBYGINE PARK BBQS	1	237.00	
EFT24967	20/11/2020	BLUE FORCE PTY LTD	WORKS FOR CCTV IN AVON TERRACE 9/7/20 & 6/10/20	1		1,916.22
INV 115726	30/10/2020	BLUE FORCE PTY LTD	WORKS FOR CCTV IN AVON TERRACE 9/7/20 & 6/10/20	1	1,916.22	
EFT24968	20/11/2020	BOC GASES	SUPPLY VARIOUS GAS & ANNUAL CONTAINER RENTAL - 28/9/20-28/10/20	1		68.33
INV	31/10/2020	BOC GASES	SUPPLY VARIOUS GAS & ANNUAL CONTAINER RENTAL - 28/9/20-28/10/20	1	68.33	
EFT24969	20/11/2020	BUNNINGS MIDLAND	SUPPLY 4LTS OF DULUX SUPER HARD WEAR ENAMEL PAINT FOR CANDICE BATEMAN PARK SHADE SAIL	1		92.06
INV	28/10/2020	BUNNINGS MIDLAND	SUPPLY 4LTS OF DULUX SUPER HARD WEAR ENAMEL PAINT FOR CANDICE BATEMAN PARK SHADE SAIL	1	92.06	
EFT24970	20/11/2020	BUSH CONTRACTING PTY LTD	DRY HIRE EXCAVATOR 28-29/10 (CONTAINERS FOR CHANGE DEPOT), 450M AUGER HIRE 20/10 CANDICE BATEMAN PARK SHADE SAIL & FLOAT MULTI ROLLER FROM DEPOT TO YORK TAMMIN RD 23/10/20	1		1,551.00

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INV 5298	01/11/2020	BUSH CONTRACTING PTY LTD	DRY HIRE EXCAVATOR 28-29/10 (CONTAINERS FOR CHANGE DEPOT), 450M AUGER HIRE 20/10 CANDICE BATEMAN PARK SHADE SAIL & FLOAT MULTI ROLLER FROM DEPOT TO YORK TAMMIN RD 23/10/20	1	1,551.00	
EFT24971	20/11/2020	CASTLE HOTEL	YRCC - BEVERAGE SUPPLIES FOR FUNCTION WITH ADDITIONAL GUESTS	1		119.88
INV 00000287	19/10/2020	CASTLE HOTEL	YRCC - BEVERAGE SUPPLIES FOR FUNCTION WITH ADDITIONAL GUESTS	1	119.88	
EFT24972	20/11/2020	CORSIGN WA	SUPPLY SIGNS	1		823.90
INV 00051415	28/10/2020	CORSIGN WA	SUPPLY 1 X EMERGENCY VEHICLE ACCESS 900 X 300MM RED/WHT NON-REFL 1.6ALI W/2 X STRUTS ON BACK	1	90.20	
INV 00051628	29/10/2020	CORSIGN WA	SUPPLY 44 X ROAD SIGNS (SPEED LIMIT, REDUCE SPEED & MULTI MESSAGE)	1	733.70	
EFT24973	20/11/2020	DARRYS PLUMBING AND GAS	SUPPLY & INSTALLATION OF HAND BASIN WITH COLD WATER SUPPLY TAP, EXCAVATIONS & BACK FILLING OF TRENCH, INSTALLATION OF SOAK WELL & DRAINAGE CONNECTION AS PER QUOTE 8150 FOR CONTAINERS FOR CHANGE BUILDING	1		2,942.46
INV 7383	29/10/2020	DARRYS PLUMBING AND GAS	REPAIR WATER FOUNTAIN (LOW WATER PRESSURE) - YORK SWIMMING POOL	1	99.00	
INV 7428	04/11/2020	DARRYS PLUMBING AND GAS	STORMWATER SUPPLIES - CFC DEPOT	1	192.30	
INV 7430	06/11/2020	DARRYS PLUMBING AND GAS	SUPPLY & INSTALLATION OF HAND BASIN WITH COLD WATER SUPPLY TAP, EXCAVATIONS & BACK FILLING OF TRENCH, INSTALLATION OF SOAK WELL & DRAINAGE CONNECTION AS PER QUOTE 8150 FOR CONTAINERS FOR CHANGE BUILDING	1	1,770.78	
INV 7434	10/11/2020	DARRYS PLUMBING AND GAS	REPAIRS TO SOLAR HWS - YORK SWIMMING POOL	1	450.00	
INV 7435	10/11/2020	DARRYS PLUMBING AND GAS	YRCC - INVESTIGATE FLOOR DRAIN AND KITCHEN PLUMBING ISSUES (CLEAR BLOCKAGE & CAP 6 X DISUSED POST MIX GAS LINES)	1	430.38	
EFT24974	20/11/2020	DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT	1		990.02
INV	03/11/2020	DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		495.01	
INV	17/11/2020	DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		495.01	
EFT24975	20/11/2020	FRAMES WEST	MANUFACTURE 2 X RECEIVAL TABLES FOR CONTAINERS FOR CHANGE DEPOT	1		869.00
INV 00021542	11/11/2020	FRAMES WEST	MANUFACTURE 2 X RECEIVAL TABLES FOR CONTAINERS FOR CHANGE DEPOT	1	869.00	

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EFT24976	20/11/2020 FUEL DISTRIBUTORS	SUPPLY 7000LTS OF DISTILLATE @ $1.05326 PER LITRE FOR THE DEPOT	1		7,232.82
INV 53101739	12/11/2020 FUEL DISTRIBUTORS	SUPPLY 7000LTS OF DISTILLATE @ $1.05326 PER LITRE FOR THE DEPOT	1	7,232.82	
EFT24977	20/11/2020 H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CONTRACTOR CLEANING - OCTOBER 2020	1		1,132.50
INV OCTOBER	01/11/2020 H J SCHAUER & J S SCHAUER (CHRIS CLEAN)	CONTRACTOR CLEANING - OCTOBER 2020	1	1,132.50	
EFT24978	20/11/2020 JASON SIGNMAKERS	SUPPLY CHANNEL CABLE AND HOSE PROTE - CFC DEPOT	1		1,049.18
INV 213497	30/10/2020 JASON SIGNMAKERS	SUPPLY CHANNEL CABLE AND HOSE PROTE - CFC DEPOT	1	1,049.18	
EFT24979	20/11/2020 KLK FARMS PTY LTD	SUPPLY 889.68CM OF GRAVEL FROM GOLDFIELDS ROAD PIT @$3.50 PER CM FOR WORK ON RAILWAY ROAD	1		3,425.29
INV 021120	02/12/2020 KLK FARMS PTY LTD	SUPPLY 889.68CM OF GRAVEL FROM GOLDFIELDS ROAD PIT @$3.50 PER CM FOR WORK ON RAILWAY ROAD	1	3,425.29	
EFT24980	20/11/2020 LANDGATE	COPY OF CERTIFICATE OF TITLE - SHIRE DEPOT AMALGAMATION (CFC DEPOT)	1		26.70
INV 1053303	02/11/2020 LANDGATE	COPY OF CERTIFICATE OF TITLE - SHIRE DEPOT AMALGAMATION (CFC DEPOT)	1	26.70	
EFT24981	20/11/2020 MAL AUTOMOTIVES	36,000KM SERVICE ISUZU UTE FRONT WHEEL BEARING REPACK & HEAVY DUTY CANVAS SEAT COVERS - Y387	1		1,011.67
INV 25787	06/11/2020 MAL AUTOMOTIVES	36,000KM SERVICE ISUZU UTE FRONT WHEEL BEARING REPACK & HEAVY DUTY CANVAS SEAT COVERS - Y387	1	1,011.67	
EFT24982	20/11/2020 NICK CHILDS	PERFORMANCE FEE - AVON PARK OPENING SAT 10 OCTOBER - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1		250.00
INV 102	10/10/2020 NICK CHILDS	PERFORMANCE FEE - AVON PARK OPENING SAT 10 OCTOBER - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1	250.00	
EFT24983	20/11/2020 NUTRIEN AG SOLUTIONS	SUPPLY BALE FASTENERS - CFC DEPOT	1		60.14
INV 903556380	07/10/2020 NUTRIEN AG SOLUTIONS	SUPPLY BALE FASTENERS - CFC DEPOT	1	60.14	
EFT24984	20/11/2020 PAINTER DECORATOR	PRIMING & PAINTING FRONT WALL ON NEW SHED GREEN - CONTAINERS FOR CHANGE DEPOT	1		660.00
INV 0684	06/11/2020 PAINTER DECORATOR	PRIMING & PAINTING FRONT WALL ON NEW SHED GREEN - CONTAINERS FOR CHANGE DEPOT	1	660.00	

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EFT24985	20/11/2020	QUAIRADING EARTHMOVING CO	PUSH UP 1900CM OF GRAVEL FROM HELENA ROAD PIT FOR WORK ON ASHWORTH ROAD INC MOB & PUSH UP 2250CM OF GRAVE FROM BERRYBROW PIT FOR WORK ON BERRYBROW ROAD INC MOB	1		6,806.25
INV 00018747	30/10/2020	QUAIRADING EARTHMOVING CO	PUSH UP 1900CM OF GRAVEL FROM HELENA ROAD PIT FOR WORK ON ASHWORTH ROAD INC MOB & PUSH UP 2250CM OF GRAVE FROM BERRYBROW PIT FOR WORK ON BERRYBROW ROAD INC MOB	1	6,806.25	
EFT24986	20/11/2020	ROUS ELECTRICAL	ELECTRICAL SERVICES	1		3,125.76
INV 00002565	03/11/2020	ROUS ELECTRICAL	REPAIR RETIC CABLES, FIT PITS, TEST RETIC AND LOCATE CABLES AT FORREST OVAL	1	1,193.50	
INV 00002571	10/11/2020	ROUS ELECTRICAL	SUPPLY & FIT 6 X LED BATTENS WITH 2 SWITCHES, WIRE 3 X DOUBLE POWER POINTS AROUND WEST WALL & SOUTH WEST CORNER AND INSTALL A HANGING POWER POINT - CONTAINERS FOR CHANGE DEPOT	1	1,932.26	
EFT24987	20/11/2020	SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT - OCTOBER 2020	1		413.60
INV 20064568	01/11/2020	SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT - OCTOBER 2020	1	413.60	
EFT24988	20/11/2020	SMITHS SHELL SERVICE	MAINTENANCE SUPPLIES	1		324.25
INV 231	02/11/2020	SMITHS SHELL SERVICE	MAINTENANCE SUPPLIES	1	324.25	
EFT24989	20/11/2020	STELLA PEST MANAGEMENT	(8) HOURS MOSQUITO CONTROL WITHIN YORK SHIRE - ENVIRONMENTAL HEALTH	1		840.00
INV 7937	02/11/2020	STELLA PEST MANAGEMENT	(8) HOURS MOSQUITO CONTROL WITHIN YORK SHIRE - ENVIRONMENTAL HEALTH	1	840.00	
EFT24990	20/11/2020	THE GOOD LIFE STORE	REIMBURSEMENT FOR 24 X YORK DOLLAR$ VOUCHERS	1		240.00
INV 1006	17/10/2020	THE GOOD LIFE STORE	REIMBURSEMENT FOR 24 X YORK DOLLAR$ VOUCHERS	1	240.00	
EFT24991	20/11/2020	THE SOCK FACTORY	REIMBURSEMENT FOR YORK DOLLAR$ VOUCHERS	1		60.00
INV 00006106	09/10/2020	THE SOCK FACTORY	REIMBURSEMENT FOR 2 X YORK DOLLAR$ VOUCHERS	1	20.00	
INV 00006118	16/10/2020	THE SOCK FACTORY	REIMBURSEMENT FOR 4 X YORK DOLLAR$ VOUCHERS	1	40.00	
EFT24992	20/11/2020	TOLL TRANSPORT GROUP	FREIGHT 2/10 & 9/10	1		254.10
INV 0409	11/11/2020	TOLL TRANSPORT GROUP	FREIGHT 2/10 & 9/10	1	254.10	
EFT24993	20/11/2020	VERMEER EQUIPMENT	SUPPLY 16 X VM508478100 SCREWS HCS M16 2.00 X 100 10.9 IS FOR VERNEER WOODCHIPPER P158	1		83.60

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INV 115018	10/11/2020	VERMEER EQUIPMENT	SUPPLY 16 X VM508478100 SCREWS HCS M16 2.00 X 100 10.9 IS FOR VERNEER WOODCHIPPER P158	1	83.60	
EFT24994	20/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 62 - FORREST OVAL REDEVELOPMENT	1		58,964.58
INV 62	20/11/2020	WESTERN AUSTRALIAN TREASURY CORPORATION	LOAN REPAYMENTS - LOAN 62 - FORREST OVAL REDEVELOPMENT		58,964.58	
EFT24995	20/11/2020	YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT FOR YORK DOLLAR$ VOUCHERS & SUPPLIES	1		1,025.07
INV 641207209	11/10/2020	YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT FOR 77 X YORK DOLLAR$ VOUCHERS	1	770.00	
INV 641207209	18/10/2020	YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT FOR 210 X YORK DOLLAR$ VOUCHERS	1	210.00	
INV 641206172	31/10/2020	YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (OCTOBER 2020) - RESIDENCY MUSEUM	1	45.07	
EFT24996	20/11/2020	YORK AUTO ELECTRICS	REPLACEMENT BATTERY FOR SWEEPER TRAILER - P122	1		143.00
INV 15438	30/10/2020	YORK AUTO ELECTRICS	REPLACEMENT BATTERY FOR SWEEPER TRAILER - P122	1	143.00	
EFT24997	20/11/2020	YORK LANDSCAPE SUPPLIES	SUPPLY 1 X PALLET OF GENERAL PURPOSE CEMENT	1		587.00
INV 00055852	03/11/2020	YORK LANDSCAPE SUPPLIES	SUPPLY 1 X PALLET OF GENERAL PURPOSE CEMENT	1	587.00	
EFT24998	20/11/2020	YORK NEWSAGENCY	STATIONERY SUPPLIES	1		59.35
INV 39622	03/11/2020	YORK NEWSAGENCY	STATIONERY SUPPLIES	1	59.35	
EFT24999	20/11/2020	YORK QUALITY BUTCHERS	SAFETY BONUS VOUCHER FOR ROB MACKENZIE AS PER THE 14.8 SAFETY INCENTIVE BONUS IN THE OUTSIDE STAFF COLLECTIVE	1		100.00
INV 1744	04/11/2020	YORK QUALITY BUTCHERS	SAFETY BONUS VOUCHER FOR ROB MACKENZIE AS PER THE 14.8 SAFETY INCENTIVE BONUS IN THE OUTSIDE STAFF COLLECTIVE	1	100.00	
EFT25000	25/11/2020	AVON VALLEY PICTURE FRAMING	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1		2,000.00
INV 22102	22/10/2000	AVON VALLEY PICTURE FRAMING	BUSINESS REIGNITE SPONSORSHIP - COUNCIL RESOLUTION 110920	1	2,000.00	
EFT25001	25/11/2020	GRACIE B	PERFORMER FEE - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1		150.00
INV 10/10/20	10/10/2020	GRACIE B	PERFORMER FEE - COVID RECOVERY EVENT - COUNCIL RESOLUTION 070620	1	150.00	
EFT25002	25/11/2020	IT VISION	MONTHLY PAYROLL SERVICES - OCTOBER 2020	1		1,885.40
INV 34259	15/10/2020	IT VISION	MONTHLY PAYROLL SERVICES - OCTOBER 2020	1	1,885.40	

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EFT25003	25/11/2020 PETER BAXENDALE	DETAILED DESIGN, DOCUMENTATION, PREPARATION OF SPECIFICATION AND REQUEST FOR TENDER TO CONTRACTORS OF THE RESIDENCY MUSEUM	1		8,690.00
INV 2017-01	28/10/2020 PETER BAXENDALE	DETAILED DESIGN, DOCUMENTATION, PREPARATION OF SPECIFICATION AND REQUEST FOR TENDER TO CONTRACTORS OF THE RESIDENCY MUSEUM	1	8,690.00	
EFT25004	25/11/2020 PUBLIC TRUSTEE	RATES REFUND FOR ASSESSMENT A10690 24 HOPE ST YORK WA 6302	1		1,947.44
INV A10690	23/11/2020 PUBLIC TRUSTEE	RATES REFUND FOR ASSESSMENT A10690 24 HOPE ST YORK WA 6302		1,947.44	
EFT25005	25/11/2020 QUAIRADING EARTHMOVING CO	PUSH UP 14500CM OF GRAVEL AT GOLDFIELDS PIT FOR MANNAVALE ROAD INC MOB, YORK TAMMIN RD & RAILWAY RD	1		22,467.50
INV 00018743	16/10/2020 QUAIRADING EARTHMOVING CO	PUSH UP 14500CM OF GRAVEL AT GOLDFIELDS PIT FOR MANNAVALE ROAD INC MOB, YORK TAMMIN RD & RAILWAY RD	1	22,467.50	
EFT25006	25/11/2020 REED ENTERPRISES	BALANCE PAYMENT - SHED ERECTION OF CONTAINERS FOR CHANGE DEPOT SHED	1		4,390.00
INV 303	18/11/2020 REED ENTERPRISES	BALANCE PAYMENT - SHED ERECTION OF CONTAINERS FOR CHANGE DEPOT SHED	1	4,390.00	
EFT25007	25/11/2020 SHERRIN RENTALS	DRY HIRE OF WATER TRUCK 1/10/20-31/10/20 INCLUDING 3 DAYS STANDOWN - VARIOUS SHIRE ROADS	1		7,315.00
INV 5148210	31/10/2020 SHERRIN RENTALS	DRY HIRE OF WATER TRUCK 1/10/20-31/10/20 INCLUDING 3 DAYS STANDOWN - VARIOUS SHIRE ROADS	1	7,315.00	
EFT25008	25/11/2020 SUNNY SIGN COMPANY PTY LTD	SUPPLY AND DELIVERY SIGNS 1- PARKING SIGNS FOR AVON PARK PARKING AND OTHER AREA'S ACCESSIBLE PARKING 2- DIRECTIONAL SIGNS FOR GREENHILL SOUTH ROAD	1		2,027.17
INV 441379	14/09/2020 SUNNY SIGN COMPANY PTY LTD	SUPPLY AND DELIVERY SIGNS 1- PARKING SIGNS FOR AVON PARK PARKING AND OTHER AREA'S ACCESSIBLE PARKING 2- DIRECTIONAL SIGNS FOR GREENHILL SOUTH ROAD	1	2,027.17	
EFT25009	25/11/2020 THE YORK CHRISTMAS FESTIVAL INC	SPONSORSHIP TO SUPPORT 2020 CHRISTMAS FESTIVAL - COUNCIL RESOLUTION 110820	1		12,750.00
INV 243	23/11/2020 THE YORK CHRISTMAS FESTIVAL INC	SPONSORSHIP TO SUPPORT 2020 CHRISTMAS FESTIVAL - COUNCIL RESOLUTION 110820	1	12,750.00	
EFT25010	25/11/2020 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN, YVC, & DEPOT) - OCTOBER 2020	1		1,872.07
INV	31/10/2020 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (ADMIN, YVC, & DEPOT) - OCTOBER 2020	1	988.09	

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INV 641206173	31/10/2020 YORK & DISTRICT CO-OPERATIVE LTD	MONTHLY SUPPLIES & REFRESHMENTS (YRCC) - OCTOBER 2020	1	883.98	
EFT25011	25/11/2020 YORK ARTS & EVENTS INC	MULTIYEAR FUNDING AGREEMENT (YEAR 1) FIRST PAYMENT 80% - TO SUPPORT THE 2021 YORK MINI FESTIVAL	1		13,200.00
INV 00073	05/11/2020 YORK ARTS & EVENTS INC	MULTIYEAR FUNDING AGREEMENT (YEAR 1) FIRST PAYMENT 80% - TO SUPPORT THE 2021 YORK MINI FESTIVAL	1	13,200.00	
31847	05/11/2020 TELSTRA	SHIRE MOBILE PHONES	1		1,281.24
INV 402574514	18/09/2020 TELSTRA	SHIRE PHONES 18/9/20-17/10/20 - DSC JACK NUNN	1	39.00	
INV	11/10/2020 TELSTRA	SHIRE MOBILE PHONES 11/10/20-10/11/20	1	1,242.24	
31848	05/11/2020 WATER CORPORATION OF WA	WATER CHARGES	1		19,138.51
INV	25/09/2020 WATER CORPORATION OF WA	WATER CHARGES 28/7/20-24/9/20 - CANDICE BATEMAN PARK	1	266.20	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - DEPOT	1	380.60	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - OLD CONVENT SCHOOL	1	117.56	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 297/20-30/9/20 - WAR MEMORIAL GARDENS	1	154.40	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 297/20-30/9/20 - RV DUMP POINT	1	45.25	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - SHOWGROUNDS	1	54.99	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - YRCC	1	736.02	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - OLD INFANT HEALTH	1	49.66	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - OLD CEMETERY	1	82.52	
INV	01/10/2020 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/9/20-31/10/20 - RADIO STATION	1	44.18	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - TOWN HALL & ADMIN	1	640.69	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - PEACE PARK	1	207.64	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-30/9/20 - FORREST OVAL TANK	1	4,264.52	
INV	01/10/2020 WATER CORPORATION OF WA	WATER CHARGES 28/7/20-30/9/20 - 1 SOUTH ST LOT 588 RES 34841	1	594.82	
INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 30/7/20-1/10/20 - HOWICK ST TOILETS/ JOHANNA WHITELY PARK	1	322.10	
INV	02/10/2020 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/9/20-31/10/20 - 24 FORD ST	1	44.18	
INV	02/10/2020 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/9/20-31/10/20 - 2 DINSDALE RD	1	44.18	
INV	02/10/2020 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/9/20-31/10/20 - 38 FRASER ST	1	44.18	
INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 30/7/20-1/10/20 - SWIMMING POOL	1	3,022.05	

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INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 30/7/20-1/10/20 - CENT UNITS	1	150.39	
INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 30/7/20-1/10/20 - GWAMBYGINE TOILETS	1	154.40	
INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 30/7/20-1/10/20 - GWAMBYGINE RD STANDPIPE	1	1,147.32	
INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 30/7/20-1/10/20 FORD/GREY ST ARBORETUM	1	21.30	
INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 29/7/20-1/10/20 - RAILWAY RD STANDPIPE	1	6,077.99	
INV	02/10/2020 WATER CORPORATION OF WA	WATER CHARGES 28/7/20-1/10/20 - HAMMERSLY SIDING STANDPIPE	1	5.32	
INV	05/10/2020 WATER CORPORATION OF WA	WATER CHARGES 28/7/20-2/10/20 - BURGES SIDING STANDPIPE	1	291.28	
INV	05/10/2020 WATER CORPORATION OF WA	WATER CHARGES 1/9/20-2/10/20 - 17 FORBES ST	1	62.45	
INV	05/10/2020 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/9/20-31/10/20 - 51 ROE ST	1	44.18	
INV	05/10/2020 WATER CORPORATION OF WA	WATER SERVICE CHARGES 1/9/20-31/10/20 - 75 OSNABURG RD	1	44.18	
INV	05/10/2020 WATER CORPORATION OF WA	WATER CHARGES 28/7/20-2/10/20 - TRANSFER STATION	1	13.31	
INV	06/10/2020 WATER CORPORATION OF WA	WATER CHARGES 1/8/20-5/10/20 - CARTER RD (MENS SHED)	1	10.65	
31849	16/11/2020 SHIRE OF YORK	LICENSING 6MNTHS - Y96	1		203.05
INV 1GTN498	26/10/2020 SHIRE OF YORK	LICENSING 6MNTHS - Y96	1	203.05	
31850	16/11/2020 TELSTRA	SHIRE PHONES 18/10/20-17/11/20 - DSC J. NUNN	1		39.00
INV	18/10/2020 TELSTRA	SHIRE PHONES 18/10/20-17/11/20 - DSC J. NUNN	1	39.00	
31851	16/11/2020 WEST AUSTRALIAN NEWSPAPERS	SUPPLY WEST AUSTRALIAN NEWSPAPERS 6/11/20-29/1/21 - LIBRARY	1		106.80
INV 100187	06/11/2020 WEST AUSTRALIAN NEWSPAPERS	SUPPLY WEST AUSTRALIAN NEWSPAPERS 6/11/20-29/1/21 - LIBRARY	1	106.80	
DD14991.1	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1		13,075.47
INV SUPER	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	10,102.36	
INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,768.27	
INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.47	
INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	298.39	
INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	136.24	
INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	85.75	
INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	200.07	
INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.00	

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INV	03/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
DD14991.2	03/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,559.46
INV SUPER	03/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,353.85	
INV	03/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.61	
INV	03/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	65.00	
DD14991.3	03/11/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		873.14
INV SUPER	03/11/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	711.63	
INV	03/11/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	161.51	
DD14991.4	03/11/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		204.37
INV SUPER	03/11/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	204.37	
DD14991.5	03/11/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		65.53
INV SUPER	03/11/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	65.53	
DD14991.6	03/11/2020 UNISUPER LIMITED	SUPERANNUATION CONTRIBUTIONS	1		58.61
INV SUPER	03/11/2020 UNISUPER LIMITED	SUPERANNUATION CONTRIBUTIONS	1	58.61	
DD14991.7	03/11/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1		317.62
INV SUPER	03/11/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	236.18	
INV	03/11/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	81.44	
DD14991.8	03/11/2020 HESTA	SUPERANNUATION CONTRIBUTIONS	1		71.56
INV SUPER	03/11/2020 HESTA	SUPERANNUATION CONTRIBUTIONS	1	71.56	
DD14991.9	03/11/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1		1,451.20
INV SUPER	03/11/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	740.70	
INV	03/11/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	710.50	
DD15004.1	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1		13,316.22
INV SUPER	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	10,283.11	
INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,753.99	

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INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.78	
INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	372.99	
INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.61	
INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	85.75	
INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	200.07	
INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.00	
INV	17/11/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
DD15004.2	17/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,478.21
INV SUPER	17/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,273.08	
INV	17/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.13	
INV	17/11/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	65.00	
DD15004.3	17/11/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		872.54
INV SUPER	17/11/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	711.03	
INV	17/11/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	161.51	
DD15004.4	17/11/2020 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		105.81
INV SUPER	17/11/2020 MERCER SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	105.81	
DD15004.5	17/11/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		202.22
INV SUPER	17/11/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	202.22	
DD15004.6	17/11/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		45.41
INV SUPER	17/11/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	45.41	
DD15004.7	17/11/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1		282.98
INV SUPER	17/11/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	210.42	
INV	17/11/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	72.56	
DD15004.8	17/11/2020 HESTA	SUPERANNUATION CONTRIBUTIONS	1		68.58
INV SUPER	17/11/2020 HESTA	SUPERANNUATION CONTRIBUTIONS	1	68.58	

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DD15004.9	17/11/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1		1,502.93
INV SUPER	17/11/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	792.43	
INV	17/11/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	710.50	
DD14991.10	03/11/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		518.62
INV	03/11/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	132.98	
INV SUPER	03/11/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	385.64	
DD14991.11	03/11/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		588.34
INV	03/11/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	135.16	
INV SUPER	03/11/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	453.18	
DD14991.12	03/11/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1		957.09
INV	03/11/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	585.00	
INV SUPER	03/11/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	372.09	
DD14991.13	03/11/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		532.46
INV	03/11/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	136.53	
INV SUPER	03/11/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	395.93	
DD14991.14	03/11/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,400.38
INV	03/11/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	190.30	
INV SUPER	03/11/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	1,210.08	
DD14991.15	03/11/2020 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		273.02
INV SUPER	03/11/2020 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	273.02	
DD14991.16	03/11/2020 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		514.28
INV SUPER	03/11/2020 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	514.28	
DD15004.10	17/11/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		514.06
INV	17/11/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	131.81	
INV SUPER	17/11/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	382.25	

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DD15004.11	17/11/2020	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		586.10
INV	17/11/2020	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	131.57	
INV SUPER	17/11/2020	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	454.53	
DD15004.12	17/11/2020	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1		957.09
INV	17/11/2020	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	585.00	
INV SUPER	17/11/2020	BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	372.09	
DD15004.13	17/11/2020	PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		521.85
INV	17/11/2020	PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	133.81	
INV SUPER	17/11/2020	PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	388.04	
DD15004.14	17/11/2020	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,374.00
INV	17/11/2020	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	186.87	
INV SUPER	17/11/2020	RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	1,187.13	
DD15004.15	17/11/2020	IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		273.02
INV SUPER	17/11/2020	IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	273.02	
DD15004.16	17/11/2020	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		515.00
INV SUPER	17/11/2020	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	515.00	

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	**457,855.66**
2	TRUST FUND BANK	**2,828.39**
TOTAL		**460,684.05**

SHIRE OF YORK

BUSINESS CARD SUMMARY
OCTOBER 2020

BUSINESS CARD 2 – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES

Total purchases October 2020 $2,816.28

11 Oct 20	WAPC Application fee – Amalgamation of Shire lots – Containers for Change Depot
24 Oct 20	Ibis Styles Perth - Accommodation only – Finance staff x 3 – Finance Workshop presented by Moore 26-27 November 2020

www.bendigobank.com.au Bendigo Bank

Bendigo Bank

009670

SHIRE OF YORK
PO BOX 22
YORK WA 6302

Card summary

Account number	[redacted]
Card number	[redacted]
Customer number	[redacted]
Statement period	[redacted]
Statement number	[redacted]

Any questions?

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

Business Credit Card *(continued)*.

Date	Transaction	Withdrawals	Payments
11 Oct 20	WAPC FORM 1A FREEHOL , PERTH AUS	2,406.00	
24 Oct 20	Ibis Styles East Pe, East Perth AUS	136.76	
24 Oct 20	Ibis Styles East Pe, East Perth AUS	136.76	
24 Oct 20	Ibis Styles East Pe, East Perth AUS	136.76	
	TOTALS	**$2,816.28**	**$0.00**

573BH103 / E-0 / S-2392 / I-2392 / 00130741740020000

We suggest you carefully check all entries on your statement. Apparent errors or possible unauthorised transactions should be promptly reported to us.
The security of your Personal Identification Number (PIN) is very important. To avoid being liable for unauthorised transactions, you should follow the terms and conditions of your account. We also recommend some simple steps to protect your PIN:

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

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

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

SY195-12/20 INVESTMENTS - NOVEMBER 2020

File Number:	**FI.FRP**
Author:	**Tabitha Bateman, Finance Manager**
Authoriser:	**Alina Behan, Executive Manager Corporate & Community Services**
Previously before Council:	**Not applicable**
Appendices:	**1. Investment Register - November 2020** ⇩

NATURE OF COUNCIL'S ROLE IN THE MATTER

- Legislative
- Review

PURPOSE OF REPORT

To report to Council the balance and distribution of investments held by the Shire of York as of 30 November 2020.

BACKGROUND

Council's policy F1.4 - *Investment* requires Council to review the performance of its investments monthly. In accordance with the policy, a report of investments is presented to Council to provide a summary of investments held by the Shire of York.

COMMENTS AND DETAILS

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

a) Council's Investments as at 30 November 2020

b) Application of Investment Funds

c) Investment Performance

During the month of October, four new term deposits totalling $2,500,000 were placed with the National Australia Bank in accordance with policy thresholds. No further term deposits were placed during November. There were no maturing deposits in November. Details of the Shire's current term deposits and bank balances are provided within Appendix 1 attached to this report.

OPTIONS

Not applicable.

IMPLICATIONS TO CONSIDER

Consultative

Standard and Poor's Australia - Global ratings

Financial institutions

Strategic

Goal 5: Strong Leadership and Governance

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

Policy Related

Policy F1.4 *Investment*

DE 3-2 Invest Money Held in Municipal and Trust Funds

Financial

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

Legal and Statutory

Local Government Act 1995

6.14. Power to invest

(1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.

(2A) A local government is to comply with the regulations when investing money referred to in subsection (1).

(2) Regulations in relation to investments by local governments may —

(a) make provision in respect of the investment of money referred to in subsection (1); and

[(b) deleted]

(c) prescribe circumstances in which a local government is required to invest money held by it; and

(d) provide for the application of investment earnings; and

(e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

(1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.

(2) The control procedures are to enable the identification of —

(a) the nature and location of all investments; and

(b) the transactions related to each investment.

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

(1) In this regulation —

***authorised institution** means —*

(a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or

(b) the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;

***foreign currency** means a currency except the currency of Australia.*

(2) When investing money under section 6.14(1), a local government may not do any of the following —

(a) deposit with an institution except an authorised institution;

(b) deposit for a fixed term of more than 3 years;

(c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;

(d) invest in bonds with a term to maturity of more than 3 years;

(e) invest in a foreign currency.

Risk Related

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

Workforce

Not applicable.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council receives and notes the Shire of York Investment Portfolio attached to this report.

SHIRE OF YORK INVESTMENT PORTFOLIO
30 November 2020

Deposit Institution	S & P's	Investment Date	Maturity Date		Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity
MUNICIPAL - Interest Bearing NCDs/TDs									
National Australia Bank	A1+	Tuesday, 20 October 2020	Friday, 18 December 2020	**59**	500,000.00	6%	0.30%	500,242.47	**242.47**
National Australia Bank	A1+	Tuesday, 20 October 2020	Tuesday, 16 February 2021	**119**	500,000.00	6%	0.45%	500,733.56	**733.56**
National Australia Bank	A1+	Tuesday, 20 October 2020	Thursday, 18 March 2021	**149**	500,000.00	6%	0.45%	500,918.49	**918.49**
MUNICIPAL - Interest Bearing NCDs/TDs					**1,500,000.00**	**19%**		**1,501,894.52**	**1,894.52**
MUNICIPAL - Other funds									
Municipal Account 118630623	A2		Monday, 30 November 2020		2,560,192.96	32%		2,560,192.96	**0.00**
AMP Banking At call	A2		Monday, 30 November 2020		1,181.28	0%		1,181.28	**0.00**
AMP Banking Notice	A2		Monday, 30 November 2020		278,099.48	3%		278,099.48	**0.00**
Westpac Flex-i	A1+		Monday, 30 November 2020		5,368.53	0%		5,368.53	**0.00**
MUNICIPAL - Other					**2,844,842.25**	**36%**		**2,844,842.25**	**0.00**
RESERVE - Interest Bearing NCDs/TDs									
Westpac Bank	A1+	Thursday, 3 September 2020	Wednesday, 8 September 2021	**370**	875,721.95	11%	0.80%	882,727.73	**7,005.78**
National Australia Bank	A1+	Wednesday, 1 July 2020	Friday, 25 June 2021	**359**	484,931.23	6%	0.90%	489,223.87	**4,292.64**
Westpac Bank	A1+	Saturday, 22 August 2020	Thursday, 22 April 2021	**243**	567,302.24	7%	0.72%	570,021.56	**2,719.32**
National Australia Bank	A1+	Tuesday, 20 October 2020	Friday, 16 July 2021	**269**	1,000,000.00	13%	0.50%	1,003,684.93	**3,684.93**
RESERVE - Interest Bearing NCDs/TDs					**2,927,955.42**	**37%**	**0.73%**	**2,945,658.09**	**17,702.67**
RESERVE - Other funds									
Reserve Acct 119521748	A2		Monday, 30 November 2020		238,068.60	3%		238,068.60	**0.00**
RESERVE - Other					**238,068.60**	**3%**		**238,068.60**	**0.00**

SHIRE OF YORK INVESTMENT PORTFOLIO
30 November 2020

	Deposit Institution	S & P's	Investment Date	Maturity Date		Investment Value	% of total portfolio	Investment Rate	Value at maturity	Total Interest to be paid at maturity
TRUST - Interest Bearing NCDs/TDs										
T2 PREISIG 2509	Bendigo Bank	A2	Wednesday, 30 September 2020	Friday, 30 April 2021	**212**	34,188.17	0%	0.70%	34,327.17	**139.00**
T40 I/SECTIONS 2513	Bendigo Bank	A2	Wednesday, 30 September 2020	Friday, 30 April 2021	**212**	32,074.07	0%	0.70%	32,204.47	**130.41**
T77 C/OVERS 2514	Bendigo Bank	A2	Wednesday, 30 September 2020	Friday, 30 April 2021	**212**	61,705.75	1%	0.70%	61,956.63	**250.88**
TRUST - Interest Bearing NCDs/TDs						**127,967.99**	**2%**	**0.70%**	**128,488.28**	**520.29**
TRUST - Other funds										
	Trust Acct 118630649	A2		Monday, 30 November 2020		340,019.41	4%		340,019.41	**0.00**
TRUST - Other						**340,019.41**	**4%**		**340,019.41**	**0.00**
TOTALS						**7,978,854**	**100%**	**0.72%**	**7,998,971**	**20,117**

Reconcilation

by rating	Value of Investments/Bank accounts	
A1+	4,433,323.95	**56%**
A1	0.00	**0%**
A2	3,545,529.72	**44%**
TOTAL	**7,978,853.67**	**100%**

TD's by bank	Summary of Amount		Bank Accounts - Bendigo Bank	
Bendigo Bank	127,967.99	**3%**	Muni	2,560,192.96
AMP Banking	0.00	**0%**	Reserve	238,068.60
National Australia Bi	2,984,931.23	**66%**	Trust	340,019.41
Westpac Bank	1,443,024.19	**32%**	AMP At call	1,181.28
			AMP Notice	278,099.48
			Wespac Flex-i	5,368.53
	4,555,923.41	**100%**	**30-Nov-20**	**$ 3,422,930.26**

Interest Earnings

Fund	Adopted Budget	Year to Date Actual
Municipal	$ 18,000.00	
Reserve	$ 21,832.00	
Total	**$ 39,832.00**	**$ -**

10 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

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

13 MEETING CLOSED TO THE PUBLIC

13.1 Matters for which the Meeting may be closed

RECOMMENDATION

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

SY196-12/20 - Confidential - Rates and Charges - Requests for Minor Write Offs

This matter is considered to be confidential under Section 5.23(2) - e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

SY197-12/20 - Confidential - Request for Rates Relief - Financial Hardship

This matter is considered to be confidential under Section 5.23(2) - e(iii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.

13.2 Public Reading of resolutions to be made public

14 CLOSURE