



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, 27 October 2020, commencing at 5.00pm.

MEETING AGENDA ATTACHED

Chris Linnell

CHRIS LINNELL
CHIEF EXECUTIVE OFFICER
Date: 16 October 2020

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<p>MISSION STATEMENT <i>"Building on our history to create our future"</i></p>

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

Question(s)

Name: _____

Organization Name: _____
(If presenting on behalf of)

Item No. Referred To:
(If Applicable) _____

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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OFFICE USE ONLY

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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

Question 1

Given that both Talbot Rd and Quellington Rd are School Bus Routes and significant arterial routes carrying both heavy rural and tourist traffic, can you confirm that these significant risks to the general public are included in the Audit Committee Risk Register, and that you are currently managing these risks in accordance with your legal obligations under the Civil Liabilities Act of 2002. Division 2 – Duty of Care which states:

“(1) A person is not liable for harm caused by that person’s fault in failing to take precautions against a risk of harm unless – (a) the risk was foreseeable (that is, it is a risk of which the person knew or ought to have known); and (b) the risk was not insignificant; and (c) in the circumstances, a reasonable person in the person’s position would have taken those precautions.”

Response provided by the Executive Manager, Infrastructure & Development Services:

It is not usual to include individual road safety risks in the Audit Committee Risk Register. Instead the Shire manages its risk around roads in the following ways:

- Asset Management Plan identifying typical risk
- 5 Year Road Renewal plan/program
- 3 yearly road inspection.

The roads identified in the question have already been identified as needing remedial works and are included in this year’s works program.

The Shire of York will investigate how significant roads risks can be included in the Risk Register reported to the Audit and Risk Committee in the future.

- 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 - 29 September 2020

Confirmation






That the minutes of the Ordinary Council Meeting held on 29 September 2020 be confirmed as a correct record of proceedings.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**8.1 SHIRE PRESIDENTS MEETINGS SEPTEMBER**

Day	Meeting Description	Venue
1	Meeting with WA Tourism Minister	Faversham House
4	Mini York Show	York Playgroup
4	Meeting with York Events	Meeting
7	CEO Meeting	CEO Office
8	Audit & Risk Meeting	Chambers
8	Concept Forum	Chambers
11	AROC Presidents Meeting	e-Meeting
12	York Motor Show Volunteer Briefing	Meeting
13	York Motor Show Volunteer & Award Presentations	Meeting
14	CEO Meeting	CEO Office
18	Extraordinary Election Count	Chambers
21	AROC Presidents Meeting	Toodyay
21	York Radio Interview	Interview
22	Swearing in New Councillor	Chambers
22	Agenda Briefing	Chambers
25	WALGA Meeting Local Government AGM	Perth
26	Ian Crombie Memorial Opening	Bushland Garden
29	Ordinary Council Meeting	Greenhills
30	ABC Radio Interview	Interview
30	Residency Museum Exhibition Sundowner	Residency Museum

9 OFFICER'S REPORTS

SY151-10/20 MANAGEMENT OF RESERVE 2570 (LOT 29644 ON PLAN 253933)

File Number:	QU5.30170
Author:	Carly Rundle, Senior Planner
Authoriser:	Darren Wallace, Executive Manager, Infrastructure & Development Services
Previously before Council:	Not Applicable.
Appendices:	<ol style="list-style-type: none">1. Location Plan  2. Site Plan  3. Map of State Heritage Register Lising for St Andrews Church & Cemetery (PN2821)  

NATURE OF COUNCIL'S ROLE IN THE MATTER

Advocative.

PURPOSE OF REPORT

For Council to consider whether to accept the management of Reserve 2570 consisting of Lot 29644 on Plan 253933.

BACKGROUND

Reserve 2570 consists of Lot 29644 Quairading – York Road, Kauring which is located approximately 3km south of the Greenhills town area and 2.3km west of the Kauring townsite. Lot 29644 is 2.02ha in area.

A Location Plan and Site Plan is provided in **Appendices 1 and 2** respectively.

Reserve 2570 is a 'C' class reserve, which is reserved for the purpose of 'Public Utility', with the Department of Planning, Lands and Heritage (DPLH) listed as the responsible authority. It is currently unmanaged. The property is identified as a 'Public Purpose' Reserve by the Shire of York Town Planning Scheme No. 2.

The property was historically the site of a school which no longer exists. The land is now vacant of development, although is used as a point of access and carparking for the St Andrews Anglican Church which is located on the adjoining lot 1793 to the west. The St Andrews Anglican Church and Cemetery is listed on the State Register of Heritage Places. The extent of the listing is shown in **Appendix 3** which includes a portion of both Lot 1793 and 29644 (Reserve 2570). Both properties are also included on the Shire's Heritage List as a Grade A reflecting the State Heritage Register listing.

The DPLH has formally requested if the Shire has interest in accepting the management order over Reserve 2570 for the following reasons:

- There has been current interest from the Greenhills Progress Association (GPA). The Shire understands this relates to a desire for Reserve 2570 to form part of the Greenhills Heritage Trail and resolving the tenure issue to provide security for the continued use of the carpark. The GPA has also expressed a desire to locate signage associated with the trail on the land.
- The Perth Diocesan Trust (owners of Lot 1793) has raised concern with tenure due to the access and carparking to St Andrews Church being located on Reserve 2570.

To resolve the above, the DPLH has advised it considers the most effective arrangement would be that a Management Order be granted to the Shire, with the Power to Lease and Licence (PTL) for up to 21 years.

The matter is presented to Council, as officers do not have necessary delegations to respond to DPLH.

COMMENTS AND DETAILS

Accepting management of Reserve 2570 is considered to be in the interests of the Shire because:

- The land has been identified as part of the Greenhills Heritage Trail. Accepting management allows the Shire to ensure carparking and access are adequately maintained and allows for structures such as signage etc to be erected by the Shire as required (subject to necessary approvals being issued).
- It ensures that carparking and access to St. Andrews Church and Cemetery is secured for continued use into the future.

Being given the power to lease/licence is supported, as it gives the flexibility to enter into an arrangement if the need arises.

The current purpose of Reserve 2570 is listed as 'public utility', which does not suit the intended use of the Reserve by the Shire. It is suggested that should the Shire accept management of Reserve 2570, that it also requests the purpose be amended to reflect that it will be used for trails, parking and access. The DPLH has suggested that the purpose could be amended to 'Common' which would account for the existing and proposed use of the Reserve.

It is also noted that whilst the property is partly included on the State Register of Heritage Places, and is included on the Shire's Heritage List, because the land is vacant of buildings, the listing has minimal implications for management of the land.

Officers recommend that the DPLH be advised that the Council agrees to accept management of Reserve 2570 (Lot 29644 on Plan 253933) with power to licence/lease and requests that the purpose of the reserve be amended to 'Common' or similar to the satisfaction of the Chief Executive Officer.

OPTIONS

The following options are available to Council:

1. Support the officer's recommendation and accept management of Reserve 2570 with or without modification; or
2. Advise the DPLH that that it is not interested in accepting management of Reserve 2570. The DPLH has in certain circumstances in the past allowed for community groups to accept management, which could be investigated further should Council resolve not to accept management of the reserve. However, the capacity of community groups to manage Reserve 2570 is not known.

IMPLICATIONS TO CONSIDER

Consultative

The DPLH have advised that the request for the Shire to accept management of Reserve 2570 was in response to discussion with the Greenhills Progress Association and Perth Diocesan Trust. No other consultation has been undertaken.

Strategic

The Shire of York accepting management of Reserve 2570 is broadly consistent with the York's Strategic Community Plan 2020-2030, which promotes effective responsive leadership and governance, and support for community and tourism uses.

Policy Related

No implications.

Financial

Costs to the Shire associated with acceptance of management of the Reserve 2570 are anticipated to be related to fire management, weed control and maintenance of the car parking and trails area. Financial implications are anticipated to be minimal and can be undertaken within existing operating budgets.

Legal and Statutory

The following legislation is relevant with respect to this matter:

- The *Land Administration Act 1997* – provides for the creation and administration of reserves in Crown land.
- The *Local Government Act 1995* – provides at section 3.54 that “*the local government may do anything for the purpose of controlling and managing land that it could do under section 5 of the Parks and Reserves Act 1895 if it were a board appointed under that Act*”.

Risk Related

A risk assessment was undertaken in relation to the Shire accepting management of Reserve 2570. The risks identified were considered low which do not require further consideration or management.

Workforce

Workforce implications are anticipated to be minimal.

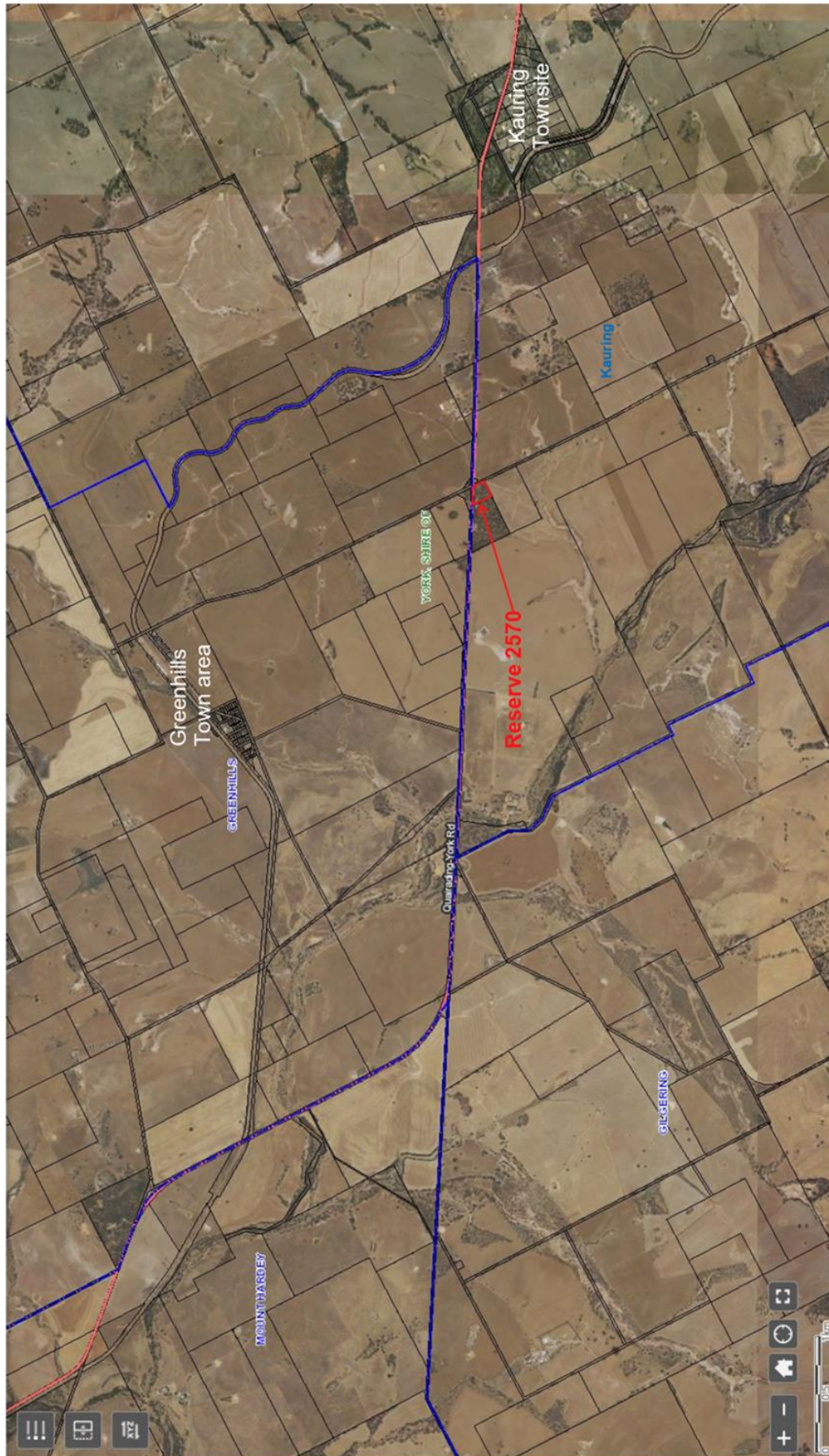
VOTING REQUIREMENTS

Absolute Majority: No

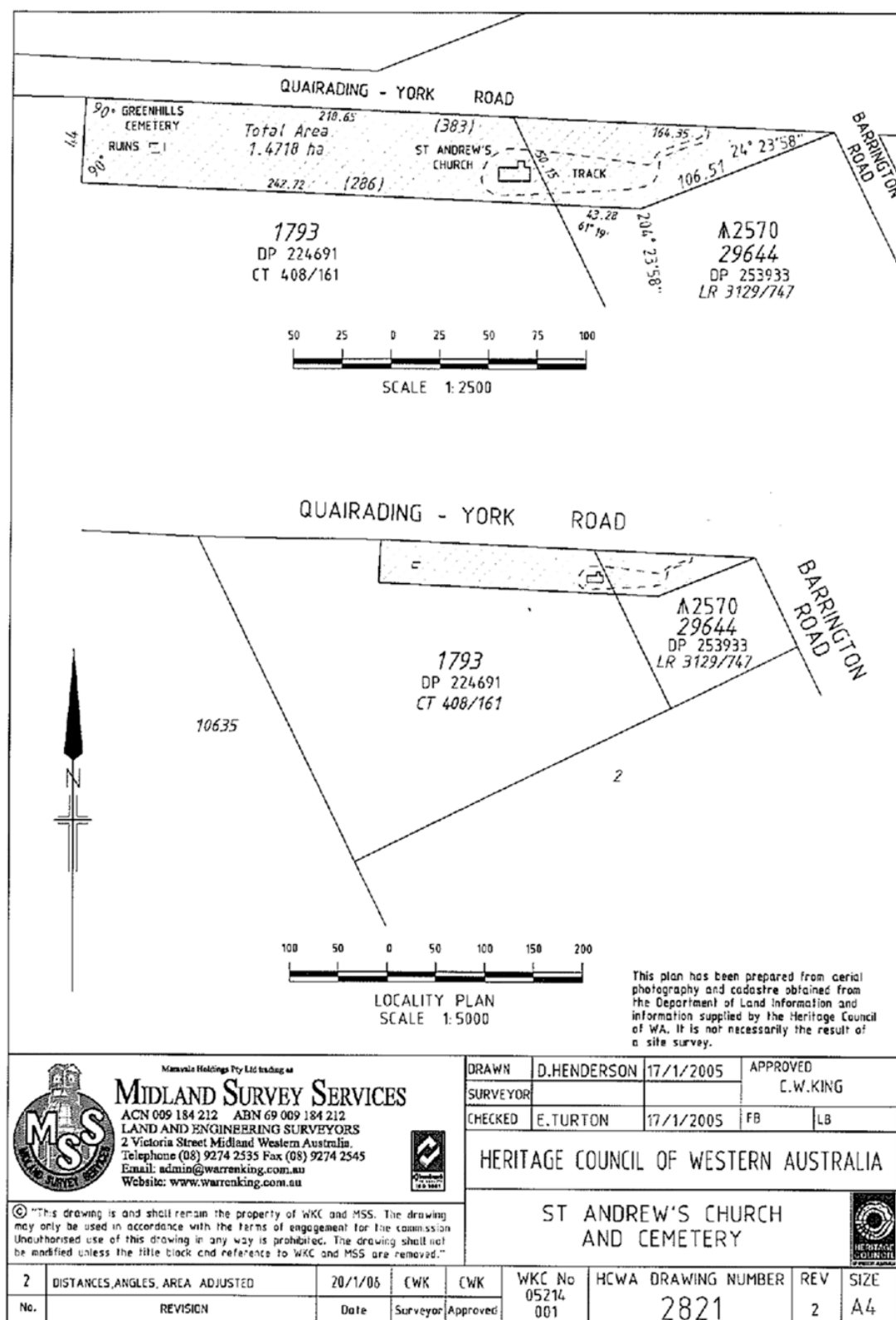
RECOMMENDATION

That Council:

1. Advises the Department of Planning, Lands and Heritage that the Shire of York will accept management of Reserve 2570, consisting of Lot 29644 on Plan 253933.
2. Requests the purpose of Reserve 2570 be amended to ‘Common’ or similar to the satisfaction of the Chief Executive Officer.
3. Authorises the Chief Executive Officer to execute documents to implement resolutions 1 and 2 above.







SY152-10/20 OVERSIZED & OVERHEIGHT OUTBUILDING AT LOT S10 (10) DINSDALE STREET, YORK**File Number:** DI1.7030**Author:** Carly Rundle, Senior Planner**Authoriser:** Darren Wallace, Executive Manager, Infrastructure & Development Services**Previously before Council:** Not Applicable.

Appendices:

1. Site Plan [↓](#) 
2. Site Photos [↓](#) 
3. Development Application & Plans [↓](#) 

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 overheight 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 are provided in Appendix 1 and Appendix 2.

A development application has been received which proposes to construct an outbuilding which will:

- Be 12m by 18m (216m²) 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 set back 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.

The application was referred to all adjoining landowners for comments. No submissions were received.

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). The application has been presented to Council for determination due to the extent of the variation.

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 the shed will be used for the storage of vehicles and other personal goods.	Complies.
c)	Are not within the primary setback area	Outbuilding is not within the 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 18m by 12m (216m ²). The cumulative area of the outbuildings proposed for the property is 411m 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 4.2m and a ridge height of 5.26m 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	Materials and colours are proposed to be Colourbond. The applicant has provided that colours will be an earthy tone to match existing other existing outbuildings onsite, which appear to be either a pale green or cream colour.	Complies, subject to conditions.

engineer for use of second-hand building materials.	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 be the requirement for materials used to have low reflectivity.	
(c) Materials of low reflectivity should be used to ensure that the structure does not adversely affect neighbours		

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 require that the variation be assessed in terms of whether the development will have a detrimental impact on:

- visual amenity or character of the locality from the streetscape or adjoining properties.
- detrimental impact on the character of the area.

- whether it is consistent with orderly and proper planning.

The application was referred to landowners in proximity of the development. No submissions were received.

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 outdoor living areas of 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 fruit orchards and other outbuildings.

The predominant character of the area is single houses with ancillary outbuildings generally around 80 – 100m².

Officers consider that with regards to the objectives of the R-Codes, Outbuildings Policy, Town Planning Scheme No. 2 and the Regulations that:

- the outbuilding will be visible to adjoining properties and is of a size and scale that is excessive, not compatible with the existing character and will likely have a detrimental impact on the residential amenity of the area.
- Whilst the property is larger in area (2ha) than surrounding properties (predominantly 1,500 – 2,500m²), it is zoned Residential with a density code of R5, which has subdivision/grouped dwelling potential to a minimum lot size of 2000m². 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 orderly and proper planning.
- It will likely set an undesirable precedent for the development of other outbuildings, which cumulatively will detrimentally impact the residential amenity of the locality.

It is recommended the outbuilding be refused based on the above.

OPTIONS

The following options are available to Council:

1. Resolve to, in accordance with the officer's recommendation to refuse the application.
2. Refuse the application and list alternate reasons for refusal.
3. Approve the application subject to conditions.

IMPLICATIONS TO CONSIDER

Consultative

The application was referred to all adjoining landowners for a period of 14 days inviting submissions to be made. No submissions were received.

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

No implications.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council refuse the development application for an oversized and overheight 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.

Advice Note:

1. *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.*





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

WA 6302

Attn: Planning Officer, Shire of York

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

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

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 2 vintage cars and vintage motorbikes stored in NSW at the moment), slabs of Jarrah timber as well as general storage of personal items, also will include some extra vehicles, trailer, camper trailer and personal items of my father in law as he will be moving to our property within the next 12 months (further planning permit coming for a caretakers cottage).

Our property in total is 10 acres with many trees and shrubs for birdlife as well as some nut, fruit and olive trees and slowly working through 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 three 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 46.5m from front (West) boundary and 13m 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.

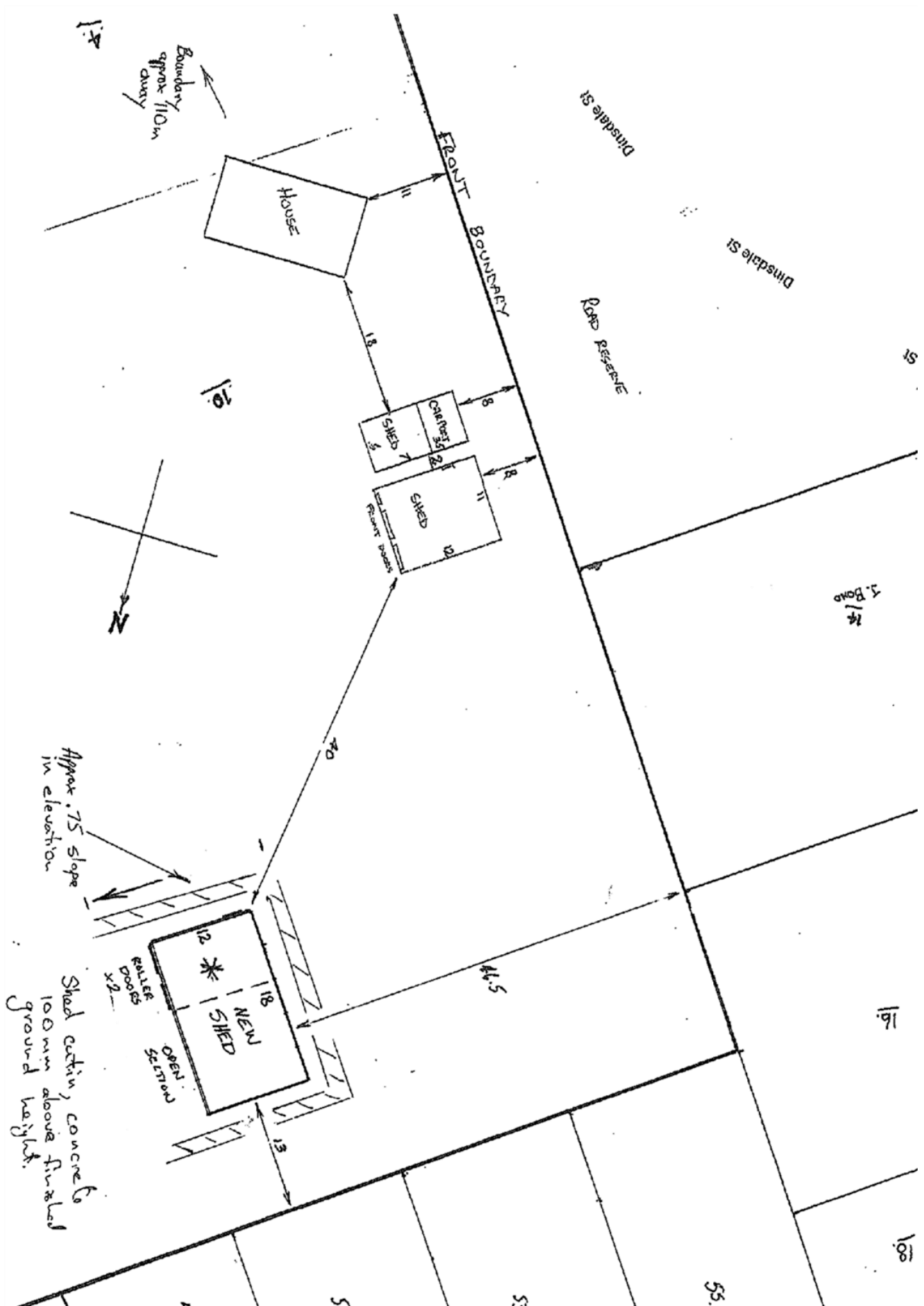
Thank you

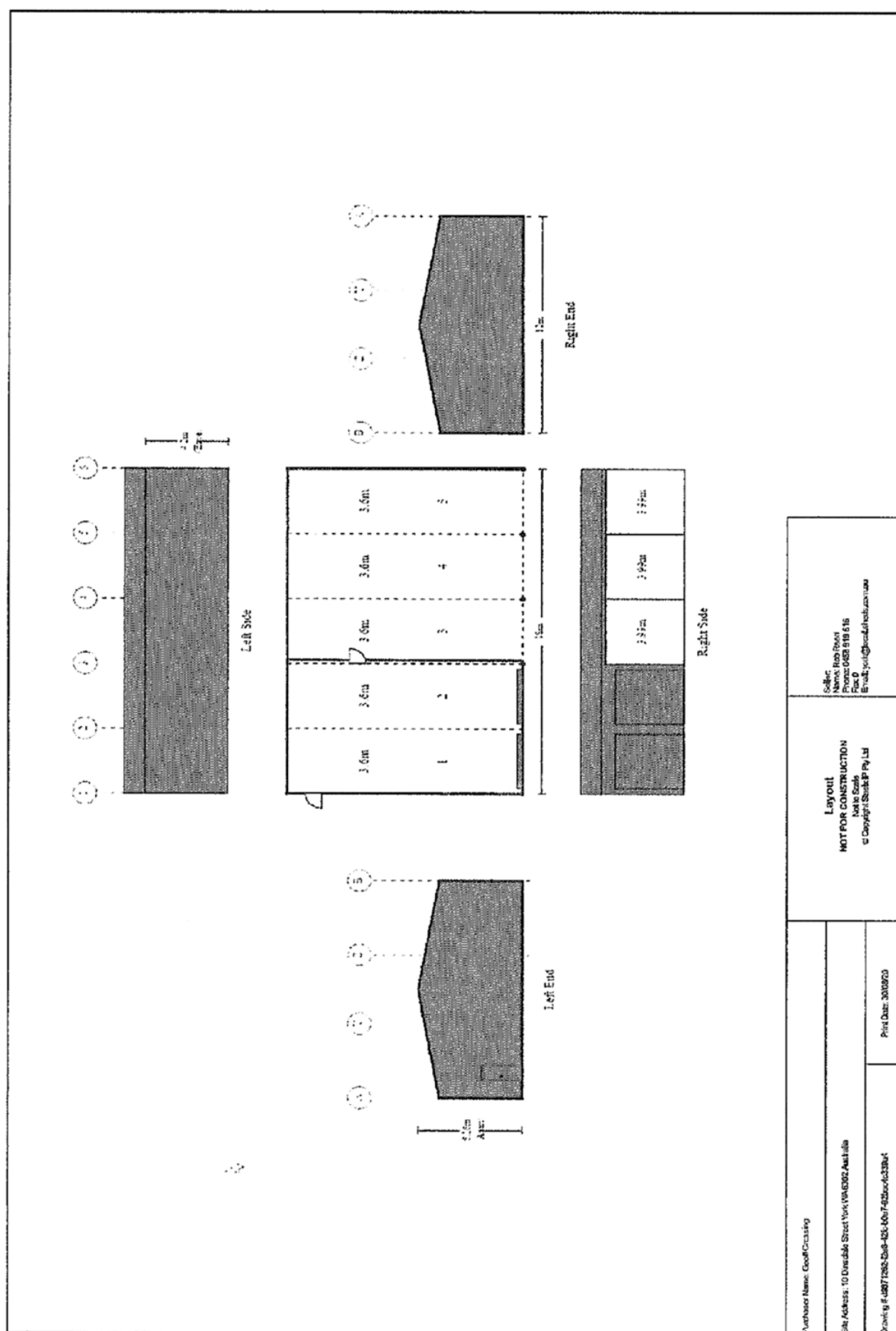
Kind regards

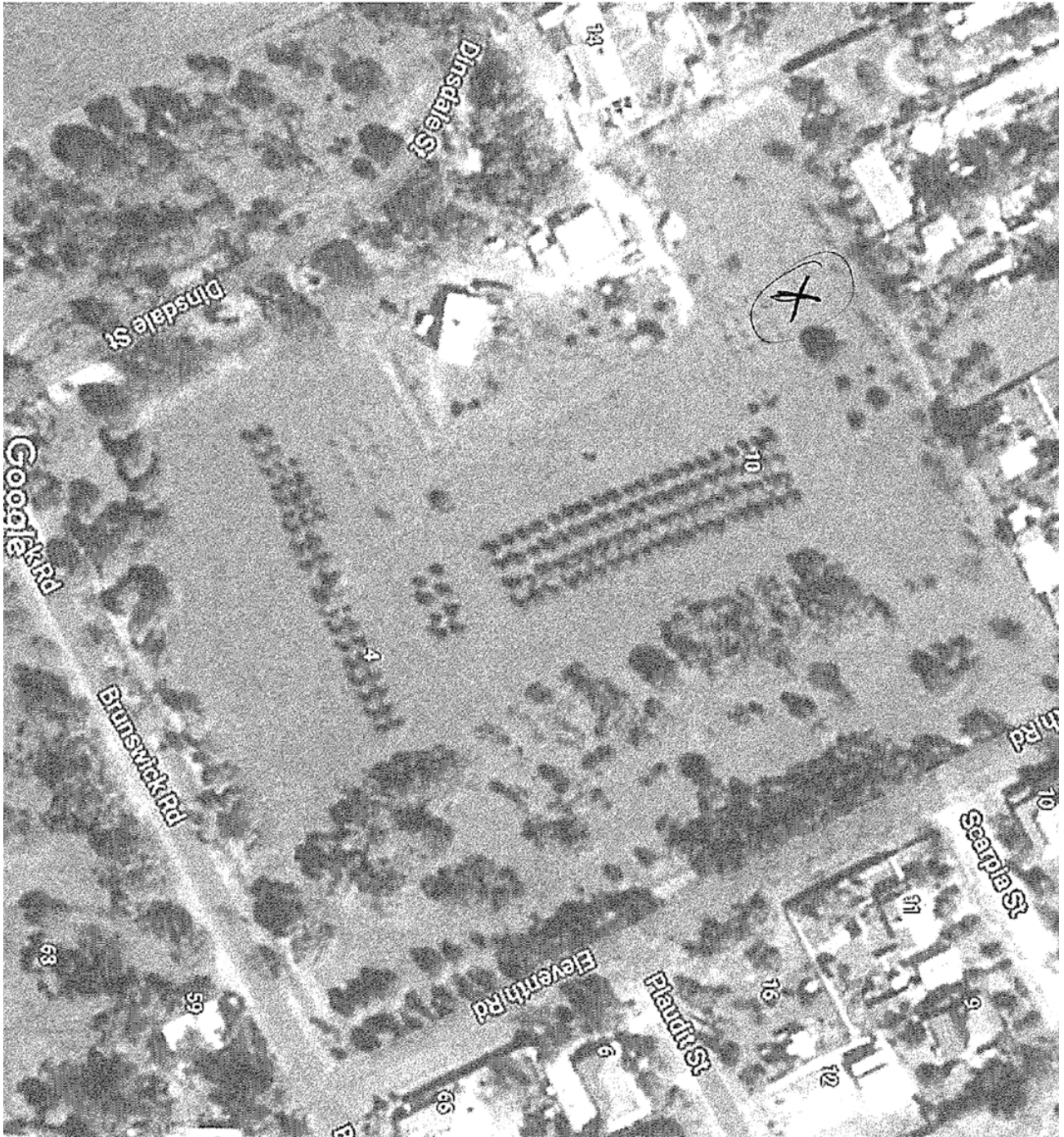
 Geoff Crossing

 Liza Crossing







 9th September 2020







SY153-10/20 STAFF PARKING AT SHIRE ADMINISTRATION CENTRE AND PROPOSED DEMOLITION

File Number:	JO1; A14280; CCP.21
Author:	Darren Wallace, Executive Manager, Infrastructure & Development Services
Authoriser:	Chris Linnell, Chief Executive Officer
Previously before Council:	27 May 2019, 26 November 2018 16 September 2014, 18 August 2014, 16 December 2013
Appendices:	1. Car Park without Building   2. Car Park with Building   3. Heritage Assessment  

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

Review

PURPOSE OF REPORT

This report seeks the Council's consideration of a proposal to demolish the building at Lot 7 (5) Joaquina Street, York in order to progress the formalisation of staff car parking at the Shire Administration Centre.

BACKGROUND

At the Ordinary Council Meeting held 27 May 2019, it was resolved;

That Council:

1. *In accordance with Section 3.58 (3) of the Local Government Act 1995, requests the Chief Executive Officer to give local public notice including inviting submissions from the community for a period of 4 weeks on the proposed disposition described as follows:*
 - a. *Shire of York leasing of part of Lot 203 Joaquina Street York (as identified in Attachment 2) to Stephen MUHLEISEN & Janine KOEFOED for a period of 10 years with the following conditions:*
 1. *The Shire and the owners of Lot 202 share 50/50 of the costs of preparing this lease.*
 2. *No assignment of the lease will be allowed without the approval of the Shire*
 3. *There will be no annual rental for the lease or the easement between the parties.*
 - b. *Establishing an easement over part of Lot 202 Joaquina Street York (as identified in Attachment 2) for a period of 10 years for the benefit of the Shire of York. The Shire is responsible for costs of establishing the easement.*
2. *Notes the Chief Executive Officer will need to obtain a valuation of this land in accordance with the requirements of Section 3.58(3) of the Local Government Act 1995.*
3. *Requests the Chief Executive Officer to present a report to Council following this period of local public notice with any submissions received in accordance with Section 3.58 (3) (b).*

4. *Requests the Chief Executive Officer to include an amount in the draft 2019/20 financial year budget for carparking for Shire staff on Lot 7 Joaquina Street York which will include:*
 - i. *Sealing the carpark area behind the Shire Administration which will be used for short term parking and deliveries;*
 - ii. *Designing and constructing a gravel carpark for staff parking on Lot 7 Joaquina Street including access, lighting and drainage; and*
 - iii. *Removal of trees required to construct the carpark as identified on the attached plan.*
5. *Agrees to reimburse Stephen MUHLEISEN & Janine KOEFOED half the costs of constructing the fence on the boundary between Lot 7 and Lot 202 Joaquina Street for \$1,347.50 (50% of invoice at Attachment 5) and half the costs of constructing the fence between Lots 202 and Lot 203 Joaquina Street for \$1,493.50 (50% of invoice at Attachment 10).*

Items 1, 2 & 3 of the above resolution are on-going and will be the subject of a separate report to Council in due course. Item 5 of the resolution has been completed. This report refers to Item 4 above of which parts i) and iii) have been completed. Gravel re-sheeting has also taken place, lighting has been installed and drainage has substantially been addressed for the existing car parking area on Lot 7 Joaquina Street. This leaves the access to be completed.

To finalise access to the staff car parking on Lot 7 Joaquina Street, a decision must be reached regarding the future of the old Infant Health Clinic (the Building). The report to the Ordinary Council Meeting held 27 May 2019 noted that the parking requirements could be achieved with the Building being retained. However previously, in 2013 Council resolved to demolish the Building based on a condition report and the on-going maintenance liability it presents.

The Building was constructed in 1953 as an Infant Health Clinic and was later used as a Doctor's surgery before being occupied by the Business Enterprise Centre and then the York Telecentre/Community Resource Centre before it relocated to its current premises. The Building has been unoccupied since 2014 and is currently used by the Shire to store records, Christmas decorations and obsolete office furniture.

The Building is listed on the Shire's Local Heritage Survey 2019 as a Grade B building as it is located in the Central York Heritage precinct with its contribution to the area listed as 'some'.

COMMENTS AND DETAILS

The Building is situated on a parcel of land 1,138 sqm in area which is zoned Town Centre and is owned freehold by the Shire of York.

The two possible car park layouts presented to the 27 May 2019 Council meeting are attached as Appendix 1 & 2. Both layouts have enough parking spaces to meet the parking needs for the Shires administration staff and comply with the Shires planning requirements for the provision of parking.

The layout that utilises the property most effectively for parking includes the removal of the old Infant Health Clinic. This layout also has better passive surveillance from the road and therefore is less likely to have security or antisocial issues.

The desirability of vehicles parking up against the York Art Space & Glass Company building wall is questionable and this area may best be landscaped. Even with this reduction in parking, the layout would have enough parking spaces to meet the parking needs for the Shires administration staff and comply to the Shires planning requirements for provision of parking.

Council has a responsibility to actively preserve the Shires built heritage and thus sought an independent report on the Heritage value of the Building from the Shires Heritage Advisor Leigh Barrett. This is attached as Appendix 1.

The report recommendations are;

Based on the documentary and physical evidence available it is recommended that the Infant Health Centre (fmr) is a place of some cultural heritage significance to the Shire of York (Grade C). It is not considered to warrant inclusion on the Shire of York Heritage List. Should

demolition of the place be supported, a comprehensive archival record should be prepared in accordance with the recommendation of the Heritage Council of Western Australia and the Department of Planning, Lands and Heritage.

It would be desirable to keep the Old Infant Health Centre as it has some cultural significance. This is due to the usage of the Building rather than the Building itself.

Staff have identified that the building could have some use as records storage. Having a records archive area close to the office would allow:

- Some of the records stored at the office to be relocated, reducing pressure on staff accommodation.
- Records unsatisfactorily stored at the depot to be relocated.
- Productivity benefits resulting from records stored near the office, rather than at the depot.

Private leasing of the Building has been requested however this is not supported by the Administration due to cost of bringing the building up to a suitable standard and the preferred use as a record archive.

The cost of refurbishing and repurposing the old Infant Health Clinic as a records storage is estimated at \$100,000.

As an alternative to refurbishing the Building a new, purpose-built records storage facility could be constructed and situated at the rear of the car park. Such a building would cost significantly more than refitting the existing building.

A new build would mean that the records were marginally closer to administration office and the Building would not impede passive surveillance of the car park.

Weighing up the desire to preserve heritage and the most effective use of the Shires resources, buildings, land and finances, it is considered that the best option would be to demolish the old Infant Health Clinic to allow the full development of the area as a car park. However, given that the building does have some cultural heritage significance it would be prudent to undertake public consultation on the possible demolition to gauge public opinion. This would also allow time to firm up the cost of refurbishing and refitting the Building for records storage or the cost of building new records storage.

OPTIONS

Council can;

1. Agree that the preferred car park layout includes the demolition of the Building known as the old Infant Health Clinic. However, acknowledging that the old Infant Health Clinic has social heritage significance, community consultation is required prior to a final decision on the future of the Building.
2. Agree that the preferred car park layout includes the demolition of the Building known as the old Infant Health Clinic and instruct the CEO to proceed with the demolish and completion of the car park.
3. Acknowledges that the old Infant Health Clinic, while having only some significance is worth preserving and instruct the CEO to prepare a separate report to Council on the cost to refurbish and refit for records storage. This would allow the car park to be completed to the alternative design.

IMPLICATIONS TO CONSIDER

Consultative

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

It will include;

- The Shires website.

- The Shires FaceBook page.
- Notice boards around the Shire.
- Community Matters
- Local Radio.

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 undertaken in accordance with the Shires Community Engagement and Consultation policy.

Financial

The demolition of the Building is estimated to cost \$30,000 and is allowed for in this year's Council Budget. There would also be a small sum for installation of interpretative signage.

To refurbish and refit the Building for records storage is estimated to cost \$100,000 and not included in this year's budget. Although the unexpended demolition budget could be redirected to some initial refurbishment.

Legal and Statutory

There are no legal and statutory implications as a result of this recommendation

Risk Related

There is a reputational risk that the Shire could be seen as not respecting Heritage if it demolishes the old Infant Health Clinic.

There is also a reputational risk that the Shire could be seen not to be sensibly using its resources if the old Infant Health Clinic is demolished or, if it stays.

Workforce

There are no Shire workforce implications as a result of this recommendation

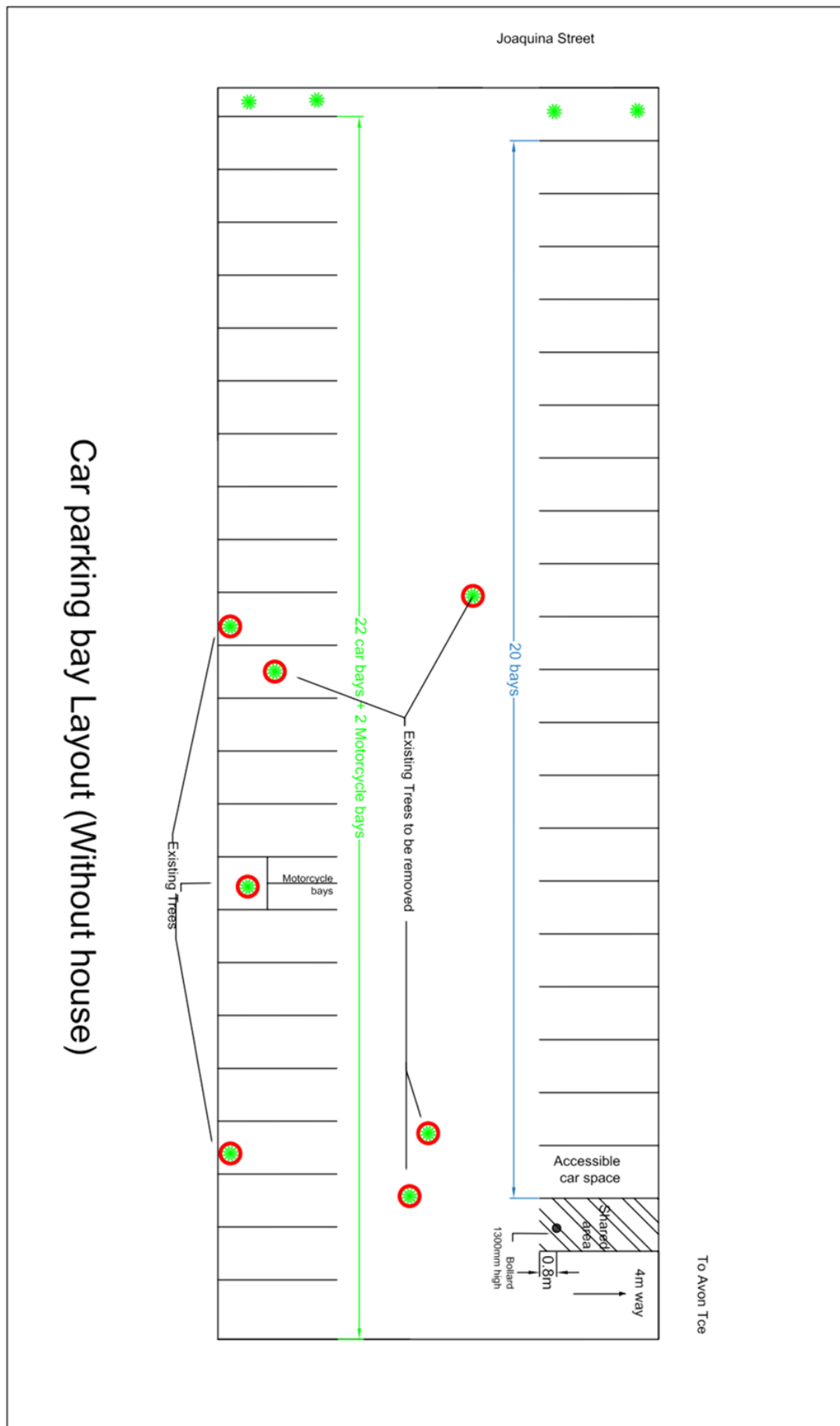
VOTING REQUIREMENTS

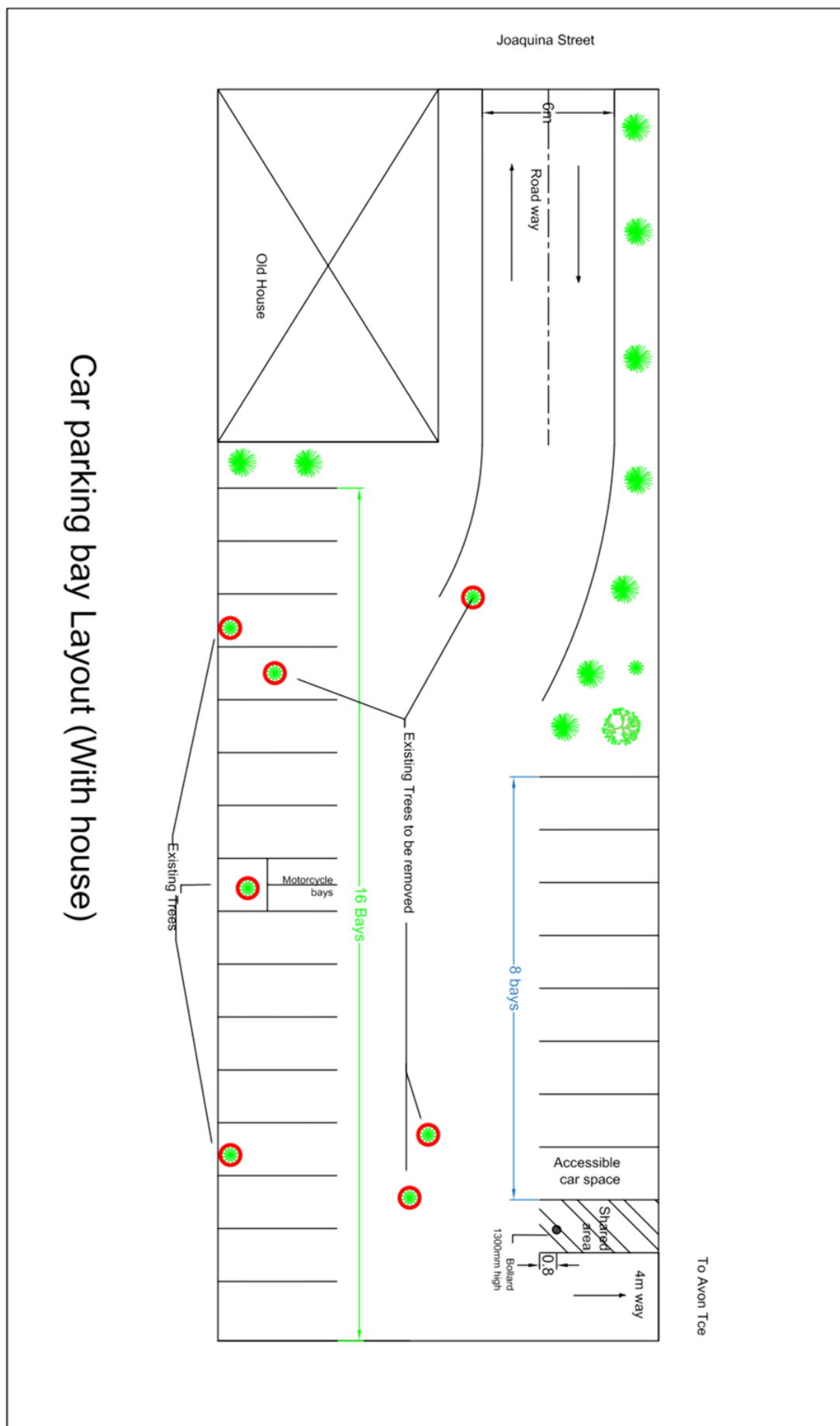
Absolute Majority: No

RECOMMENDATION

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.







LEIGH BARRETT Heritage

INFANT HEALTH CENTRE (FORMER)
5 JOAQUINA STREET, YORK

BACKGROUND

The Shire of York Infant Health Centre (fmr) is located at 5 Joaquina Street, York. The place is included on the Shire of York's Local Heritage Survey and Heritage List as part of the Central York Heritage Area. It was assessed as making 'some' contribution to the cultural heritage values of the heritage area.

The Shire of York has requested a heritage assessment of the Infant Health Centre (fmr) to assist in decisions regarding the future of the building.

ASSESSMENT OF CULTURAL HERITAGE SIGNIFICANCE

The assessment documentation is attached and includes the following Statement of Significance:

Infant Health Clinic (fmr), a single-storey brick, render and clay tile building showing characteristics of Inter-war Functionalist style, constructed in 1954 to a design by William G Bennett & Associates, has cultural heritage significance for the following reasons:

The place is representative of the establishment and growth of the Infant Health Association of Western Australia, formed to provide maternal and infant welfare services in the state.

The place contributes to the York townscape informing of the 1950s period of social and community development.

The place has significance for its role in providing infant and maternal health services to the women and children of the York district from its construction until its closure in the 2000s.

The place is significant to the community of York for its association with the York Infant Health Centre committee and the lobbying and fundraising efforts required to bring and Infant Health Clinic to the town of York.

The place is significant for its association with the prominent architectural firm William G Bennett and Associates and with the Infant Health Association of Western Australia.

Leigh Barrett Heritage Advisory Services | 0417 918 909 | leigh.barretthas@gmail.com

Condition, Integrity and Authenticity

Infant Health Clinic (fmr) appears to be in fair condition and structurally adequate although this should be confirmed by a suitably qualified and experienced structural engineer. Minor defects are apparent but could be rectified.

Original plans of the place have not been located but it would appear that there have been few significant modifications since construction. Modifications include the enclosure of verandahs to the north and east and some walls, doors and windows have been removed and/or reconfigured. The original form of the building is clearly evident and much of the fabric is in its original state. It is therefore considered to have a moderate degree of integrity.

The place has not been used as an Infant Health Clinic since prior to 2003. It was used for other purposes including the York Telecentre until about 2012. It is currently vacant and in the ownership of the Shire of York. As a result it retains a moderate degree of authenticity.

RECOMMENDATION

Based on the documentary and physical evidence available it is recommended that the Infant Health Centre (fmr) is a place of some cultural heritage significance to the Shire of York (Grade C). It is not considered to warrant inclusion on the Shire of York Heritage List. Should demolition of the place be supported, a comprehensive archival record should be prepared in accordance with the recommendation of the Heritage Council of Western Australian and the Department of Planning, Lands and Heritage.

SY154-10/20 APPLICATION TO OPERATE PERSONAL BEEHIVES - LOT 1 (5315) GREAT SOUTHERN HIGHWAY, GWAMBYGINE

File Number: GR2.1530

Author: George Johnson, Environmental Health Officer

Authoriser: Darren Wallace, Executive Manager, Infrastructure & Development Services

Previously before Council: N/A

Appendices: Nil

NATURE OF COUNCIL'S ROLE IN THE MATTER

Quasi-Judicial

PURPOSE OF REPORT

The applicant has applied to the Shire of York for permission to place beehives for personal use on the property situated at Lot 1 (5315) Great Southern Highway, GwambyGINE.

BACKGROUND

The property located at Lot 1 (5315) Great Southern Highway, GwambyGINE is 5.7098 hectares with the closest neighbouring resident being approximately 138m from the proposed beehives.

The applicant wishes to keep beehives on the property within 36m of the applicant's residence.

A letter was sent to the two (2) surrounding landowners on 7 September 2020 requesting any feedback on the proposed beehives. No objections to the proposal were received.

Division 7–Bee Keeping of the Health Local Laws 2000 states that no person shall keep or permit the keeping of bees anywhere within the district unless approval is given by the Council.

COMMENTS AND DETAILS

Officers are unaware of any other beehives close to this location.

There is no threat to the environment, it is not detrimental to the well-being of the adjoining neighbours and has no financial impact on Council.

The officer recommends that the applicant be granted permission to house beehives at Lot 1 (5315) Great Southern Highway, GwambyGINE.

OPTIONS

Councils options are:

- Option 1 - Approve the placement of beehives on Lot 1 (5315) Great Southern Highway, GwambyGINE.
- Option 2 - Approve with conditions.
- Option 3 - Refuse the beehives being placed on the property.

Option 1 is the preferred option.

IMPLICATIONS TO CONSIDER**Consultative**

A letter was sent to the two (2) adjoining landowners on 7 September 2020 giving 14 days to respond with any objections or comments. No objections were received for the keeping of beehives at Lot 1 (5315) Great Southern Highway, Gwambyne.

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***Health Local Laws 2000******Division 7 - Bee keeping******Interpretation***

- 6.7.1 *In this Division, unless the context otherwise requires –*
"bees" means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee.

Restrictions on keeping of Bees in Hives

- 6.7.2 (1) *A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by the Council.*
(2) *If, in the opinion of an Environmental Health Officer, the approved beehives are causing a nuisance, the Council may direct any bees or approved beehives to be removed.*
(3) *A person shall comply with a direction within the time specified.*

Risk Related

Bees can be a health risk to neighbours, which is why the neighbours are consulted.

Diseases can spread from one hive to another. The Shire of York has reviewed records to see if any other hives, particularly commercial hives, are in the immediate area. None were found.

Workforce

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

VOTING REQUIREMENTS




Absolute Majority: No

RECOMMENDATION

That Council approves the application to keep beehives on Lot 1 (5315) Great Southern Highway, Gwambyne.

SY155-10/20 RE-BRANDING PROJECT**File Number:** OR.CIM.2**Author:** Joanna Bryant, Project Officer**Authoriser:** Alina Behan, Executive Manager Corporate & Community Services**Previously before Council:** 28 July 2020

Appendices:

1. Phase 2 consult - refined concepts 2 and 3 [↓](#) 
2. Community Engagement Results - Rebranding - 24 September to 13 October 2020 [↓](#) 
3. Local Government brand examples [↓](#) 

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

PURPOSE OF REPORT

This report presents feedback from the community on the draft concepts for the rebranding of the Shire of York following the second community engagement period and provides detail to the Council on the next steps.

BACKGROUND

At the July OCM, Council resolved to:

1. *Note the community feedback to date.*
2. *Request the Chief Executive Officer obtain further refinement of concept 2 and 3 to be presented to the community for further engagement with the feedback being presented to Council at the September 2020 Ordinary Council Meeting.*

The designer was briefed with the community feedback and asked to provide a refinement of concepts 2 and 3. **See appendix 1: Phase 2 consult - refined concepts 2 and 3**

COMMENTS AND DETAILS**Community Engagement & Consultation Register**

The refined concepts were re-presented to the community from 24 September to 13 October 2020.

Amendments to policy *G2.9 Community Engagement and Consultation* were adopted at the 25 August 2020 OCM stating that for submissions provided as part of a report (or an attachment to a report) that is presented to Council, the name of the submitter will be published, unless otherwise requested by the submitter. In addition, a community engagement and consultation register are to be completed for inclusion in the Annual Report.

Community Engagement & Consultation Register	
Name of Engagement:	Shire of York Rebranding – second presentation of concepts to community
Overview of Activities undertaken:	<ul style="list-style-type: none"> • Display stand in Shire Office foyer from 25 Sept to 19 October – requesting dots placed on a pie chart and voting forms to be completed • Display stand at the Avon Park Official Opening on 10/10/20

	<ul style="list-style-type: none"> • Online webform created and hosted on Shire's website enabling easy completion with opt-in/opt-out policy info • Paragraph in September Community Matters – Shire Update page 9 • Email sent to Community groups asking them to share with members • Email sent to Sporting Groups asking them to share with members • Face to face canvassing of some businesses in Avon Terrace • News item on Shire website • Posts on Shire's Facebook page and shared to community Facebook groups including York Community Concerns and York Community Page • Shire President mentioned the project on local radio
Level of participation & Feedback:	<p>79 submissions were collected via online and offline forms.</p> <p>Several people engaged with the pie chart in the Shire Office, to place a sticker on their preferred option. This has not been included as data for Council's consideration since the information gathered does not meet policy requirements. It was a useful exercise creating a visual device to raise awareness of the project.</p> <p>See Appendix 2 – Community Engagement Results - Rebranding - 24 September to 13 October 2020</p>
Analysis / Comment / Lessons Learnt:	<p>Face to face discussion enables people to understand the process gone through to get to the current point. It is however very time-consuming, so allowance needs to be made for this in future consultations.</p> <p>The online form worked well to capture people's feedback and explain the opt in opt out policy. 58 opted-in and 21 opted-out.</p>
Benchmarking:	N/A

Overview of Feedback

The community view across the two concepts offered showed a slight preference for Concept Two:

Concept One	36 (45.5%)
Concept Two	41 (51.8%)
(blank)	2
Total	79

Members of the community responded to the rebranding consultation to express pride in York's position as WA's first inland town settled in **1831**. The community wants to ensure that reference to this is not lost.

There is however a common misconception that the date in the current logo relates to this. The date shown in the current logo is **1871** which is when the Council of York was established.

Whilst there is no doubt that the 1831 date is of great significance to York and the 1871 date of relevance to Council, it is Settler-centric and non-inclusive in this age of increased awareness and emphasis on inclusion.

Officers consider it appropriate that the new brand for York speaks to the entire York community. Event and tourism promotion will continue to use the unique positioning of York as the first inland town in marketing material.

Some limited feedback questioned the need for change and whether money would be better spent elsewhere. This has been discussed and answered in previous reports outlining Council's resolve to adopt new branding that reflects the community's vision for the Shire of York and York's growing reputation as a contemporary, responsive and professional local government.

There was positive feedback for both concepts when compared to other Local Government brands. See **Appendix 3: Local Government brand examples**.

Given the community feedback was very close between the two concepts, Officers will work to identify occasions to use both concepts.

Next Steps

The two concepts presented to the community are still concepts. When Council provides a direction to the designer on the preferred concept, further and final work will be done on the logo which will include resolving a colour palette, refining the individual elements and refining the typography. All this will be done taking into account the community feedback received during both consultation periods.

Once the final design work has been completed, a simple style guide will be produced to assist staff and Council with implementation and final artwork provided in various formats for print and digital uses.

OPTIONS

The following options are available to Council;

1. Request the CEO instruct the Designer to proceed with refinement and production of finished artwork providing a suite of options for the Shire to use that incorporates Concept One and Concept Two.
2. Request the CEO instruct the Designer to proceed with refinement and production of finished artwork for Concept One.
3. Request the CEO instruct the Designer to proceed with refinement and production of finished artwork for Concept Two.
4. Choose not to proceed with the re-branding project.

Officers recommend Option 1.

IMPLICATIONS TO CONSIDER

Consultative

The draft concepts were advertised via the following channels during the recent engagement period;

- News item on Shire website
- Information included in the Shire's Community Matters page
- Shire Administration - front counter display
- Avon Park Opening – display
- Social media

- Radio – Voice of the Avon
- Email to community and sporting groups

Strategic

Strong Leadership and Governance

5.1 Continuous improvement of community engagement

Policy Related

CP1.2 *Use of the Shire of York Crest and Logo*

G2.9 *Community Engagement and Consultation*

Financial

An allocation of \$25,000 was adopted as part of the 2019/20 budget for this project (GL 42169)

Legal and Statutory

Nil

Risk Related

The risk that low levels of community engagement causes lack of community support and disconnection from the new brand.

Workforce

Nil.

VOTING REQUIREMENTS

Absolute Majority: No

RECOMMENDATION

That Council:

1. Notes the community feedback to date.
2. Adopts the use of both Concept One and Two for the new branding for the Shire of York.
3. Request the CEO instruct the Designer to proceed with refinement and production of finished artwork providing a suite of options for the Shire.



OPTION ONE

SHIRE OF YORK
RE-BRANDING
Have your say!

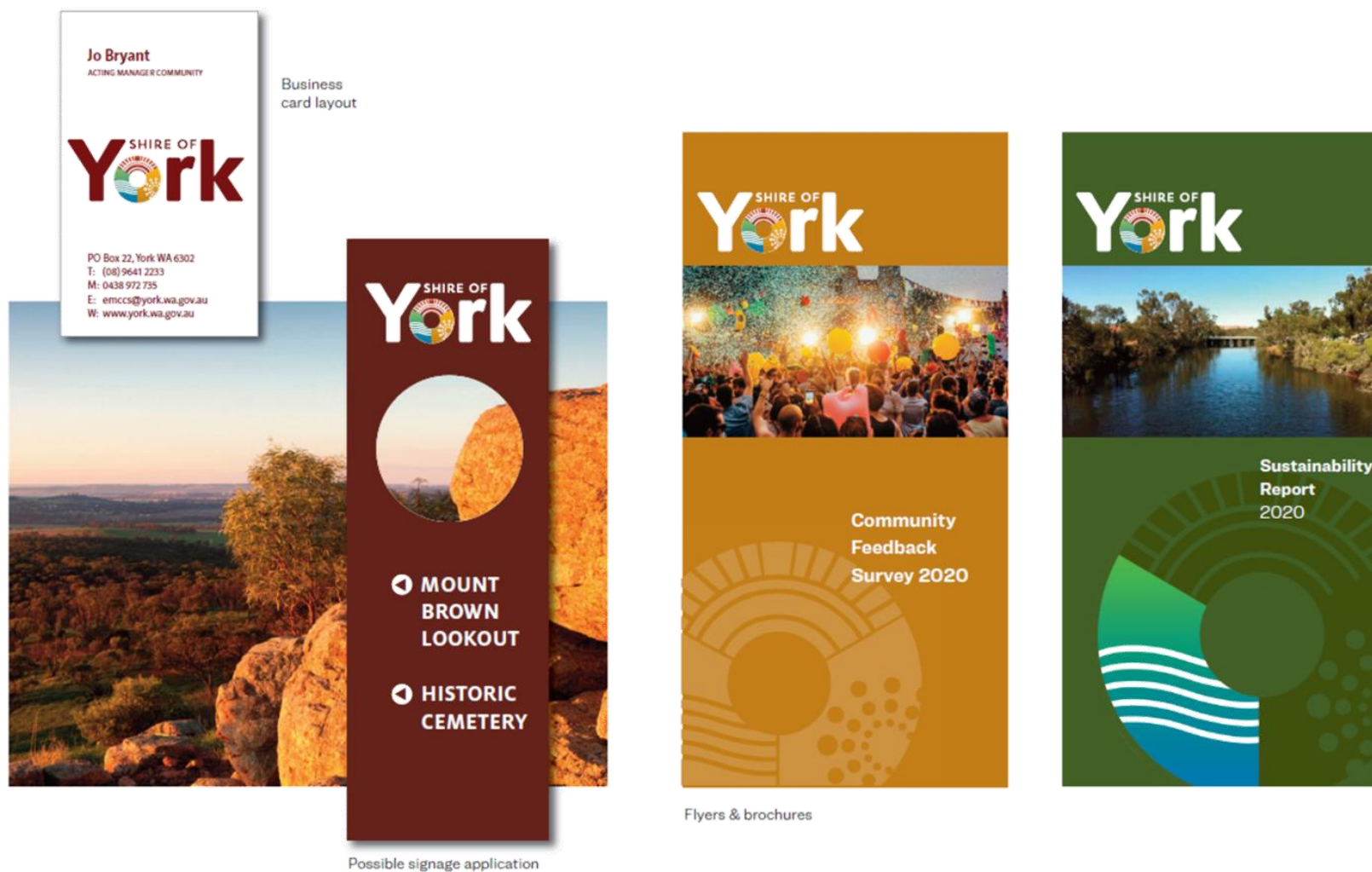
*The name York is strong and succinct
and has immediate recognition
because of its rich history*

*Colour palette reflects the built
environment, the importance of
agriculture and the significance of
the river*



*Shapes reference
Heritage & Infrastructure,
Nature & Environment
and Community & culture*

Components of this logo could be used to emphasise different aspects of the Shire's activities:



For promotional purposes the 'o' could be replaced with a variety of circular images:



This design has the potential to use photography or artwork for different applications:





OPTION TWO

SHIRE OF YORK
RE-BRANDING
Have your say!

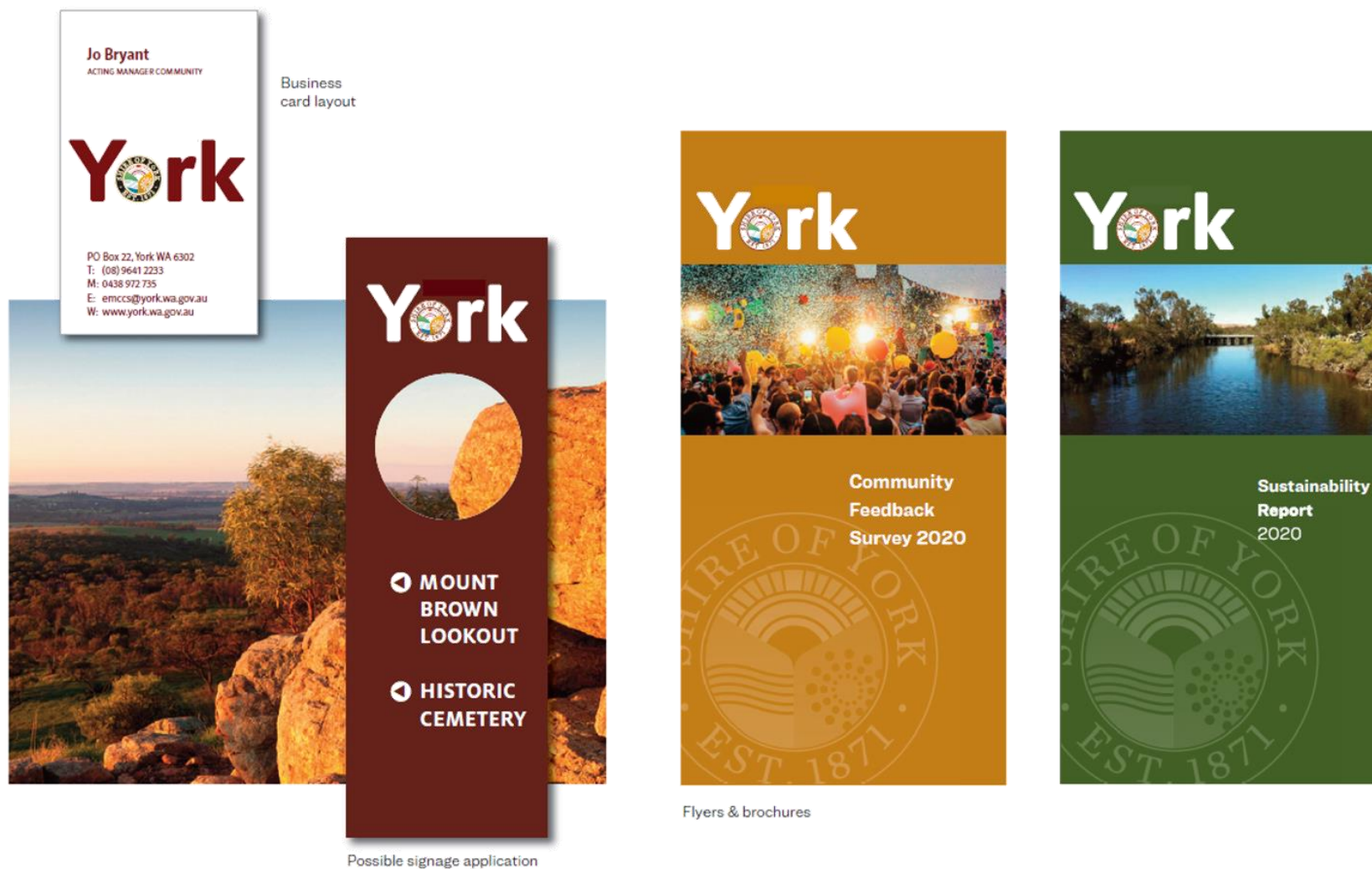
*Elements of the traditional crest
could be combined with the word
York to create a contemporary brand
which pays respect to the past*

*Colour palette reflects the built
environment, the importance of
agriculture and the significance of
the river*



*Shapes reference
Heritage & Infrastructure,
Nature & Environment
and Community & culture*

Components of this logo could be used to emphasise different aspects of the Shire's activities:



For promotional purposes the 'o' could be replaced with a variety of circular images:



Community Engagement Results: Rebranding - 24 September to 13 October 2020

Date Submitted	First name	Surname	Preferred	Comments....
18/09/2020 17:35	Opt out	Opt out	Option One	The detail and art is lost with the black ring which doesn't add to the logo! The year can be communicated in other ways
18/09/2020 17:48	Opt out	Opt out	Option One	
18/09/2020 19:09	Opt out	Opt out	Option One	
18/09/2020 20:23	Opt out	Opt out	Option One	
18/09/2020 23:41	Opt out	Opt out	Option One	
19/09/2020 7:09	Opt out	Opt out	Option One	
19/09/2020 17:58	Opt out	Opt out	Option One	
22/09/2020 5:35	Opt out	Opt out	Option One	
27/09/2020 22:47	Opt out	Opt out	Option One	
18/09/2020 18:19	Chris	Lock	Option One	
18/09/2020 18:30	Patrick	Bellot	Option One	
18/09/2020 21:33	Melissa	Welsh	Option One	
18/09/2020 21:33	Melissa	Welsh	Option One	
19/09/2020 7:14	Allison	Hunt	Option One	Option 2 is too cluttered.
19/09/2020 8:07	Gemma	Bovington	Option One	
19/09/2020 8:17	Sarah	Sloss	Option One	
19/09/2020 8:22	Beth	Kerse	Option One	
19/09/2020 9:15	Jennifer	Woodbridge	Option One	Can we please start using the original names for mt brown and bakewell? Name the estate in a traditional owner name ect Thanks
20/09/2020 14:56	Philippa	Galbraith	Option One	

Community Engagement Results: Rebranding - 24 September to 13 October 2020

22/09/2020 14:56	Trevor	Randell	Option One	I believe this needs to be put on hold, until security cameras are installed in our Main Street able to catch thieves and vandals .
23/09/2020 7:11	Elaine	Ashford	Option One	
26/09/2020 7:44	Sue	Chapman	Option One	I think Option One is more modern and more flexible. I particularly like the way the segments in the O can be used with different artwork/photos for different occasions.
27/09/2020 13:09	Penny	Mossop	Option One	best to keep shire of york out of the circle
28/09/2020 3:05	Keryn	Yeing	Option One	
2/10/2020 7:24	Anne	Harfey	Option One	
2/10/2020 7:24	Anne	Harfey	Option One	
2/10/2020 9:51	Jean	Durbin	Option One	
2/10/2020 13:18	Susan	Johns	Option One	
3/10/2020 9:52	Sue	McArthur	Option One	Cleaner lines, 'shire of york' stands out, don't like black of option 2
8/10/2020 11:52	Amber	Giles	Option One	
9/10/2020 11:27	Lauren	Webb-Martin	Option One	
11/10/2020 23:29	Marie	Forster	Option One	It is commendable that the process of updating the Shire of York logo is based upon a collaborative and consultative intention. The design is reflective of a more inclusive view of what the community values, and I feel acknowledging and incorporating the Balladong culture as an important part of local heritage, is a positive step. I hope that re-branding offers a symbolic opportunity to move towards a more contemporary and progressive collective vision for York's future.
Off line form	Opt out	Opt out	Option One	Don't like either but one is better than two
Off line form	Opt out	Opt out	Option One	I like the colours on the outside of the O
Off line form	Michelle	Christensen	Option One	I like the three elements - different colours for each. The Shire Roundel keeps history but it might be too old fashioned also too small to stand out easily. I'm not 'stuck' on the Roundel not being used, but prefer option 1.
Off line form	Coral	Grieves	Option One	To include established 1871

Community Engagement Results: Rebranding - 24 September to 13 October 2020

18/09/2020 17:37	Opt out	Opt out	Option Two	
18/09/2020 17:55	Tanya	Dudley	Option Two	
18/09/2020 18:26	Troy	Granville	Option Two	
18/09/2020 21:10	Kerry	Ashworth	Option Two	
18/09/2020 21:10	Kerry	Ashworth	Option Two	
18/09/2020 22:31	Peter	Munro	Option Two	Option Two retains more of the traditional Shire logo and emphasises the heritage as the first inland town.
18/09/2020 23:02	Opt out	Opt out	Option Two	
19/09/2020 5:12	Jackie	Phillips	Option Two	
19/09/2020 5:53	Opt out	Opt out	Option Two	
19/09/2020 6:25	Margaret	Lockyear	Option Two	A modern interpretation of our logo with elements of its traditional style retained.
19/09/2020 6:40	Opt out	Opt out	Option Two	
19/09/2020 6:41	Christine	Kimber	Option Two	
19/09/2020 7:09	Chris	Gibbs	Option Two	Love both concepts! New branding is really necessary and can be used in so many ways to promote our town. Well done.
19/09/2020 7:39	Louise	Draper-Sevenson	Option Two	Because it has the element that says 'old' built into it's contemporary design. Old is a permanent part of our future.
19/09/2020 8:19	Candessa	Ashbury	Option Two	Well done to all those involved in creating these wonderful pieces of Artwork!
19/09/2020 9:08	Opt out	Opt out	Option Two	
19/09/2020 9:12	Opt out	Opt out	Option Two	
19/09/2020 9:17	Opt out	Opt out	Option Two	
19/09/2020 12:03	Debbie	Barratt	Option Two	
19/09/2020 15:10	Katryn	Clare	Option Two	

Community Engagement Results: Rebranding - 24 September to 13 October 2020

19/09/2020 21:50	Rhiann	Gosper	Option Two	
20/09/2020 8:49	Mike	Bryant	Option Two	Number One is boring
20/09/2020 11:39	Opt out	Opt out	Option Two	Really don't care to be honest. How about instead you guys stop with the hand balling and install some CCTV tv around town, particularly the skate Park. The police can't put it any clearer, any more often then they have. Do what your elected to do and give the community and its children, some safety. Outrageous spending money on this trivial item when you are all aware what's going on at the park.
22/09/2020 12:22	Jennifer	Robins	Option Two	
22/09/2020 19:52	Peter	Bailey	Option Two	
23/09/2020 5:06	Antony	Lane	Option Two	
23/09/2020 7:46	Opt out	Opt out	Option Two	
26/09/2020 16:28	Peter	Wright	Option Two	I like the more traditional approach where our past is important
27/09/2020 8:58	John	Crook	Option Two	Whilst option two is my preferred option of the two offered, I feel there is a lack of aboriginal representation being depicted in this branding.
27/09/2020 20:17	Kathy	Boladeras	Option Two	
27/09/2020 20:20	John	Oliver	Option Two	Would have been nice for local businesses to have been consulted
28/09/2020 6:46	Kathryn	Mews	Option Two	Like this option as it has kept part of the old logo - keeping a link to the past. Option 2 is by far the best option.
28/09/2020 7:50	Cheryl	Warburton	Option Two	
2/10/2020 6:25	Joanne	Russell	Option Two	
2/10/2020 8:59	Andrea	Fong	Option Two	
8/10/2020 15:11	Nicole	McAlpine	Option Two	Prefer the shire of york captured in the circle
10/10/2020 20:52	Ross	Ainsworth	Option Two	I like the retention of the wording recognizing the town history, while acknowledging the cultural, environmental and economic background as well, in a modern logo.
11/10/2020 12:11	Alexis	Goddard	Option Two	I also like the photo options from one - could this also be incorporated with option 2?

Community Engagement Results: Rebranding - 24 September to 13 October 2020

Off line form	Opt out	Opt out	Option Two	I like the nod to history. My daughter liked number 1 better and voted!
Off line form	Bonnie	Crouch	Option Two	I prefer 2 as a more informational font but I preferred the first option as it looks much more vibrant on big logo and event banners. I also prefer Option One O changes but still think Option Two has more new and old.
Off line form	Skyee	Winter	Option Two	
5/10/2020 7:09	Christopher	Joyce		The 2 options look like a brand for a primary school or an early learning centre. It is unclear why there needs to be a rebrand of the Shire of York as the existing one is very well recognised and respected.
Off line form	Angela	Pitchota		Leave as is, it's a waste of money

Community Engagement & Consultation Register	
Name of Engagement:	Shire of York Rebranding – second presentation of concepts to community
Overview of Activities undertaken:	<ul style="list-style-type: none"> • Display stand in Shire Office foyer from 25 Sept to 19 October – requesting dots placed on a pie chart and voting forms to be completed • Display stand at the Avon Park Official Opening on 10/10/20 • Online webform created and hosted on Shire's website enabling easy completion with opt in/opt out policy info • Paragraph in September Community Matters – Shire Update page 9 • Email sent to Community groups asking them to share with members • Email sent to Sporting Groups asking them to share with members • Face to face canvassing of some businesses in Avon Terrace • News item on Shire website • Posts on Shire's Facebook page and shared to community Facebook groups inc. York Community Concerns and York Community Page • Shire President mentioned the project on local radio
Level of participation & Feedback:	80 submissions were collected via online and offline forms See Appendix 2 – Details of feedback
Analysis / Comment / Lessons Learnt:	Face to face discussion enables people to understand the process gone through to get to the current point. It is however very time consuming, so allowance needs to be made for this in future consultation.
Benchmarking:	



Shire of Beverley

[View Collection Information](#)



Shire of Boddington

[View Collection Information](#)



Shire of Bruce Rock

[View Collection Information](#)



Shire of Chittering

[View Collection Information](#)



Shire of Coorow

[View Collection Information](#)



Shire of Corrigin

[View Collection Information](#)



Shire of Cunderdin

[View Collection Information](#)



Shire of Dalwallinu

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Shire of York

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Shire of Dowerin

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Shire of Esperance

[View Collection Information](#)



Shire of York

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SY156-10/20 APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES AND WORKING GROUPS

File Number: FI.PRP.6

Author: Helen D'Arcy -Walker, Council and Executive Support Officer

Authoriser: Chris Linnell, Chief Executive Officer

Previously before Council: 25 November 2019

Appendices: 1. Current Committee Booklet [!\[\]\(666e09182d4cd268646ea700ea60dcdf_img.jpg\) !\[\]\(1ef1ef0bf9af6c6996401964cf280f2d_img.jpg\)](#)

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive

Review

PURPOSE OF REPORT

This report seeks Council's consideration of proposed Council Committees and Reference/Working Groups, and seeks nominations for representation on active external committees and working groups. The Draft Committee Booklet attached at Appendix 1 provides information and where applicable, Terms of Reference for these committees and reference/working groups.

BACKGROUND

In accordance with Section 5.11 of the *Local Government Act 1995*, Council representatives on Committees (and subsequently, Shire of York Reference/Working Groups and externally administered Committees) are discontinued following a local government election and as such, nominations for Council representation are required.

At the June 2020 OCM Council resolved the following which included the requirement to report back to Council (4 d) following the September 2020 Extraordinary Election.

That Council:

1. *Appoints Cr Ashley Garratt as the Shire's representative on the River Conservation Society Committee and Cr Kevin Trent as Deputy.*
2. *Appoints Cr Denese Smythe as the Shire's representative on the York Hospital Advisory Group and Cr Pam Heaton as Deputy.*
3. *Appoints Cr Stephen Muhleisen as Deputy to the Rural Water Council with Cr Denis Warnick.*
4. *Requests the Chief Executive Officer to:*
 - a. *Update the Committee Booklet to reflect the appointment of the above members*
 - b. *Make any minor editorial amendments as required; and*
 - c. *Place a copy of the booklet on the Shire's website when updated.*
 - d. *That the item be brought back to Council following the Extraordinary Election.*

COMMENTS AND DETAILS

Shire officers are proceeding to update the Committee Booklet (attached at Appendix 1) containing Terms of Reference for all active Shire of York Council Committees, Reference/Working Groups and external Committees requiring Council representation. Parts 1 and 2 of the Committee Booklet

outline Council Committees and Reference/Working Groups and Part 3 outlines Council representation on external Committees.

- Committees and working groups that have not been included in the Committee Booklet are:
 - YRCC Management Steering Group.
 - Christmas Decorations Working Group.

Below is an outline of the committees and working groups that are currently active and require Council's determination of representation.

Committees of Council	Details	Membership
Access & Inclusion Advisory Committee	Provide oversight of matters relating to Disability, Access & Inclusion in the Shire, including development and monitoring of the Shire's DAIP.	1 Councillor 1 Deputy 6 Community Members
Audit and Risk Committee	Provide advice and information on matters relevant to statutory audits, internal controls, compliance, financial management and risk. Required in accordance with Section 7.1A of the Local Government Act.	All Councillors
Local Emergency Management Committee	Section 38 of the <i>Emergency Management Act 2005</i> requires LGs to establish and appoint members to LEMCs to oversee the district's Local Emergency Management Arrangements.	1 Councillor 1 Deputy
York Honours Reference Group	Provide advice and recommendations to Council on matters relating to the community.	1 Councillor 1 Representative from the Bendigo Bank 1 Representative of the York Co-Op 4 Community Members
External	Details	Membership
Development Assessment Panel	To determine development applications within a certain type and value threshold through consistent, accountable and professional decision-making.	2 Councillors 2 Deputies 3 Specialist Members
Avon Midland Country Zone of WALGA	Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice to WALGA on various matters	1 Councillor 1 CEO Other LG Members
Avon Regional Roads Sub-Group	A subgroup of the Wheatbelt North Regional Road Group.	1 Councillor
Avon Region Organisation of Councils (AROC)	Shires of Northam, Toodyay, York, Chittering, Dowerin, Goomalling and Victoria Plains work together on one or more common issues, collaborate and lobby on behalf of the region.	Shire President, CEO (ex-officio)
Earthquake Building Mitigation Project Working Group	Established to oversee the Earthquake Building Mitigation Project in accordance with the funding agreement for the project.	1 Councillor EMIDS (ex-officio)

River Conservation Society (Committee & Public Gift Fund Committee)	Local community organisation that encourages interest in, educates, and promotes awareness of the threats faced by the Avon River and remnant bushland reserves and roadsides.	1 Councillor 1 Deputy
York Community Resource Centre	Local community organisation that provides a resource and information centre to the community and to build capacity through economic, business and social development.	1 Councillor
York District High School Board	Council representation on the Board at the request of York DHS.	1 Councillor
York Health Advisory Group	Informal group established to work together to improve the provision of health and allied services in York through collaboration, communication and lobbying.	1 Councillor 1 Deputy
Rural Water Council	To raise awareness of water supply issues relating to farmland and communities in rural and dryland agricultural areas.	1 Councillor 1 Deputy 1 Shire Staff (EMIDS) Other LG Members
Paint York REaD	To encourage everyone in the community to read, talk and sing with children from birth to ensure they are ready to learn at school. (A branch of the national 'Paint the Town REaD organisation).	1 Councillor 1 Shire Staff (EMCCS) 13 Committee Members
No Longer Active	Details	Membership
Avon Valley Tourism Association	Formed as a peak body to market the Avon Valley to domestic and international visitors.	1 Councillor
York By-Pass Working Group	Convened by Main Roads WA as a Reference/Working group for the development of the York Heavy Haulage By-Pass	Shire President CEO
York-Merredin Road Working Group	Reference/Working Group convened by Main Roads WA.	1 Councillor EMIDS

Access and Inclusion Advisory Committee

The Access and Inclusion Advisory Committee of Council was established in 2017 to oversee the development of the Shire's new Disability Access and Inclusion Plan and to provide advice to Council on matters relating to disability access and inclusion. The Terms of Reference provide for 6 community members to be appointed to the Committee.

Audit and Risk Committee

At the September 2020 Concept Forum, the Shire of York reviewed options currently available to the Council regarding the make-up of the Audit and Risk Committee structure. Direction was received from Council to prepare a report that would include independent members onto the Shire of York's Audit and Risk Committee. It is anticipated this report will be presented to Council by March 2021.

In the interim, Council will appoint all Councillors to the Audit and Risk Committee.

OPTIONS

Officers have provided suggestions regarding the number of nominations to be made which are consistent with the current Terms of Reference or operating procedures. Council could, if it wished, change the number of elected member representatives on those committees and reference/working groups that are convened by the Shire of York. For those convened by external agencies or groups, Council would need to liaise with those groups if it wished to change the number of representatives nominated from the Shire of York or the nominees requested by those agencies or groups.

It is suggested at a minimum that Council

1. Remove the following groups from the Committee Booklet –
 - Avon Valley Tourism Association
 - York Bypass Working Group
 - York-Merredin Road Working Group
2. Adopts the updated Committee Booklet which outlines the Terms of Reference for the Committees and Reference/Working Groups convened by the Shire of York and information regarding external Committees and Working Groups.
3. Requests the Chief Executive Officer to;
 - a) update the Committee Booklet to reflect the appointment of members by Council
 - b) make any minor editorial amendments as required
 - c) place a copy of the booklet on the Shire's website when updated.
 - d) prepare a report that would include independent members onto the Shire of York's Audit and Risk Committee. It is anticipated this report will be presented to Council by March 2021

IMPLICATIONS TO CONSIDER

Consultative

Council

Strategic

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

Shire of York services which most directly contribute to this area:

- Community engagement and communications
- Advocacy and collaboration
- Democratic services
- Corporate services

Policy Related

G 2.5 - Reference Groups

Financial

All costs are included in the current budget.

Legal and Statutory

Local Government Act 1995

Subdivision 2 — Committees and their meetings

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

5.9. Committees, types of

- (1) *In this section —*
other person means a person who is not a council member or an employee.
- (2) *A committee is to comprise —*
 - (a) *council members only; or*
 - (b) *council members and employees; or*
 - (c) *council members, employees and other persons; or*
 - (d) *council members and other persons; or*
 - (e) *employees and other persons; or*
 - (f) *other persons only.*

5.10. Committee members, appointment of

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
 - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,*
the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

5.11A. Deputy committee members

- (1) *The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*
** Absolute majority required.*
- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
 - (a) *if the member of the committee is a council member — a council member; or*
 - (b) *if the member of the committee is an employee — an employee; or*
 - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
 - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

[Section 5.11A inserted by No. 17 of 2009 s. 20.]

5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*
whichever happens first.

Risk Related

Council could be exposed to legislative risk by not complying with the requirements for committee membership outlined in the Local Government Act 1995.

Council could be exposed to reputational risk by not providing adequate representation on strategic external committees.

Workforce

The time to administer and participate in Committees and reference/working groups is the only workforce implication and currently, can be managed within existing resources.

VOTING REQUIREMENTS**Absolute Majority: Yes****RECOMMENDATION**

That Council:

1. Appoints the following Councillors to the Audit and Risk Committee:
 - Cr Denese Smythe (Shire President)
 - Cr Denis Warnick (Deputy Shire President)
 - Cr Jane Ferro
 - Cr Ashley Garratt
 - Cr Pam Heaton
 - Cr Stephen Muhleisen
 - Cr Kevin Trent
2. Appoints the Shire President as Chairperson of the Audit and Risk Committee
3. Appoints the Deputy Shire President as Deputy Chairperson of the Audit and Risk Committee.

RECOMMENDATION

That Council;

1. Appoints Cr _____ and Cr _____ to the Access and Inclusion Advisory Committee with Cr _____ as Deputy.
2. Appoints the following community representatives to the Access and Inclusion Advisory Committee;
 - Ms Liz Christmas – Community Representative
 - Ms Rosemary Parker – Community Representative
 - Ms Bev Penny – Community Representative
 - Ms Marie Forster – Community Representative
 - Ms Majorie Kerkhoff – Community Representative
 - Ms Sarah Sloss – Community Representative
 - Ms Tegan Walsh – Wanslea Early Learning & Development.

RECOMMENDATION

That Council appoints Cr _____ to the Shire of York Local Emergency Management Committee with Cr _____ as Deputy.

RECOMMENDATION

That Council;

1. Appoints Cr _____ to the York Honours Reference Group.
2. Appoints the following community representatives to the York Honours Reference Group;
 - Mr Graham Edmonds – Representative from York Bendigo Bank
 - Mrs Brenda Treloar – Representative from York Co-Operative Board
 - Mrs Margaret Wallace – Community Representative
 - Mrs Gwen Gentle – Community Representative
 - Mrs Bev Penny – Community Representative
 - Mrs Elaine Ashford – Community Representative

RECOMMENDATION

That Council;

1. Appoints Cr Denese Smythe and Cr Kevin Trent as members of the Development Assessment Panel
2. Appoints Cr Denis Warnick and Cr Ashley Garratt as Alternate (Deputy) members of the Development Assessment Panel.

RECOMMENDATION

That Council appoints the Shire President, Cr Denese Smythe and Cr Denis Warnick as Deputy to the Avon Midland Country Zone of WALGA with the Chief Executive Officer (ex-officio).

RECOMMENDATION

That Council appoints the Shire President, Cr Denese Smythe and the Chief Executive Officer (ex-officio) to the Avon Regional Organisation of Councils (AROC).

RECOMMENDATION

That Council appoints Cr _____ and the Executive Manager Infrastructure and Development Services (ex-officio) to the Avon Regional Roads Sub-Group.

RECOMMENDATION

That Council appoints Cr _____ as the Shire's representative on the Earthquake Building Mitigation Working Group.

RECOMMENDATION

That Council appoints Cr _____ and Cr _____ as Deputy as the Shire's representative on the River Conservation Society Committee.

RECOMMENDATION

That Council appoints Cr _____ as the Shire's representative on the Board of the York Community Resource Centre.

RECOMMENDATION

That Council appoints Cr _____ as the Shire's representative on the Board of the York District High School.

RECOMMENDATION

That Council appoints Cr _____ as the Shire's representative on the York Health Advisory Group.

RECOMMENDATION

That Council appoints Cr _____ and Cr _____ as Deputy to the Rural Water Council, with the Executive Manager, Infrastructure and Development Services (ex-officio).

RECOMMENDATION

That Council appoints Cr _____ to the Paint York REaD, with the Executive Manager, Corporate and Community Services (ex-officio).

RECOMMENDATION

That Council:

1. Remove the following groups from the Committee Booklet –
 - Avon Valley Tourism Association
 - York Bypass Working Group
 - York-Merredin Road Working Group
2. Adopts the updated Committee Booklet which outlines the Terms of Reference for the Committees and Reference/Working Groups convened by the Shire of York and information regarding external Committees and Working Groups.
3. Requests the Chief Executive Officer to;
 - a) update the Committee Booklet to reflect the appointment of members by Council
 - b) make any minor editorial amendments as required
 - c) place a copy of the booklet on the Shire's website when updated.
 - d) prepare a report that would include independent members onto the Shire of York's Audit and Risk Committee. It is anticipated this report will be presented to Council by March 2021



SHIRE OF YORK Committee Booklet

Committee Booklet – 27 November 2017

Updated 25 November 2019

Updated 31 March 2020

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PART 1 – COUNCIL COMMITTEES

Council has resolved to formally establish two Committees of Council.

Statute excerpts applicable to particular committees are contained within the detail attached for each committee. The Shire of York Local Government (Council Meetings) Local Law 2016 will apply to all Committees.

It should be noted that *Deputy Delegates are not* to attend meetings unless requested to do so when the *Delegate* is unable to attend a meeting. Deputies will receive Minutes of meetings.

Unless otherwise resolved by Council, the *Local Government Act 1995* and Regulations apply to these Committees, in particular the following Sections:

Local Government Act 1995

5.10. Appointment of committee members

(1) *A committee is to have as its members —*

- (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

5.11. Committee membership, tenure of

(1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
- (b) *the person resigns from membership of the committee; or*
- (c) *the committee is disbanded; or*
- (d) *the next ordinary elections day,*
whichever happens first.

(2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

- (a) *the term of the person's appointment as a committee member expires; or*
- (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
- (c) *the committee is disbanded; or*
- (d) *the next ordinary elections day,*
whichever happens first.

5.21. Voting

(1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*

(2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*

(3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*

(4) *If a member of a council or a committee specifically requests that there be recorded —*

- (a) *his or her vote; or*
- (b) *the vote of all members present,*
on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.

(5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

[Section 5.21 amended by No. 49 of 2004 s. 43.]

Audit and Risk Committee

Councillors	- All elected members are appointed to the Audit and Risk Committee Shire President (Chairperson); Deputy Shire President (Deputy Chair)
4 x Shire Staff (All non-voting)	- Chief Executive Officer Executive Manager, Corporate & Community Services Executive Manager, Infrastructure & Development Services Finance Manager
Officer Responsible	- Executive Manager, Corporate & Community Services
Meeting Schedule	- Quarterly
Meeting Location	- Council Chambers, York Town Hall
Quorum	- Four (4) voting members
Delegated Authority	- Nil

FUNCTIONS:

1.0 NAME

The name of the Committee is the Audit and Risk Committee.

2.0 DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of York

3.0 VISION / PURPOSE

To report to Council and provide:

- Appropriate advice and recommendations on matters relevant to its functions in relation to audits.
- Facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.
- Guidance and assistance on matters to be audited such as the scope of the audit, its functions under Part 6 of the Act that relate to financial management and the carrying out of its functions relating to other audits and other matters related to financial management.
- To objectively assess internal controls of financial reporting by external auditors, compliance with laws and regulations as well as use of best practice guidelines relative to auditing.
- Provide an effective means of communication between the external auditor, the CEO and the Council.
- Review reports provided by the Chief Executive Officer in regard to the appropriateness and effectiveness of the Shire of York's systems and procedures relative to financial management (four yearly), risk management, internal control and legislative compliance (every two years). Report the results of the review to Council and provide a copy of the Chief Executive Officer report to Council.
- Report to Council twice a year on matters regarding risk management and progress of actions from the Risk Improvement Plan.

4.0	STATUTE
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Department of Local Government Operational Guideline No 9 (Revised September 2013)

Audit Committees in Local Government - their appointment, function and responsibilities.

The Act and Regulations provide that:

In relation to the establishment of an audit committee –

- a) *Each local government is to establish an audit committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;*
- b) *Members of the committee are to be appointed by an absolute majority decision of Council. At least three of the members, and the majority of the members, are to be elected members;*
- c) *The CEO is not to be a member of the committee and may not nominate a person to be a member or have a person to represent him or her as a member of the committee;*
- d) *An employee is not to be a member of the committee;*
- e) *The only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act. The committee cannot on-delegate the powers and duties delegated to it;*
- f) *An audit committee with a member who is a person that is not an elected member can be delegated powers and duties referred to in (e); and*
- g) *A decision of the committee is to be made by simple majority.*

The duties and responsibilities of the committee will be:

- a) *Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;*
- b) *Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;*
- c) *Develop and recommend to Council –*
a list of those matters to be audited; and the scope of the audit to be undertaken;
- d) *Recommend to Council the person or persons to be appointed as auditor;*
- e) *Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include –*
 - *the objectives of the audit;*
 - *the scope of the audit;*
 - *a plan of the audit;*
 - *details of the remuneration and expenses to be paid to the auditor; and*
 - *the method to be used by the local government to communicate with, and supply information to, the auditor;*
- f) *Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;*
- g) *Liaise with the CEO to ensure that the local government does everything in its power to –*
 - *assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and*
 - *ensure that audits are conducted successfully and expeditiously;*
- h) *Examine the reports of the auditor after receiving a report from the CEO on the matters and –*
 - *determine if any matters raised require action to be taken by the local government; and*
 - *ensure that appropriate action is taken in respect of those matters;*
- i) *Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;*

- j) Review the scope of the audit plan and program and its effectiveness;
- k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- l) Review the level of resources allocated to internal audit and the scope of its authority;
- m) Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised;
- n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) Review the local government's draft annual financial report, focusing on –
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council; and
- s) Review the Statutory Compliance Return and make a recommendation on its adoption to Council.
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

Local Government (Audit) Regulations 1996

16. Functions of audit committee

An audit committee –

- (a) *is to provide guidance and assistance to the local government –*
 - (i) *as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - (ii) *as to the development of a process to be used to select and appoint a person to be an auditor;**and*
- (b) *may provide guidance and assistance to the local government as to –*
 - (i) *matters to be audited;*
 - (ii) *the scope of audits;*
 - (iii) *its functions under Part 6 of the Act; and*
 - (iv) *the carrying out of its functions relating to other audits and other matters related to financial management.*
- (c) *is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council.*

17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to –*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*

- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

Local Government Act 1995

Part 7 — Audit

What this Part is about

This Part deals with the audit of the financial accounts of local governments, including —

- (a) the appointment of auditors; and
- (b) the conduct of audits.

Division 1 — Introduction

7.1 Terms used in this Part

In this Part —

“approved auditor” means a person who is approved by the Minister under section 7.5;

“audit committee” means an audit committee established under section 7.1A;

“disqualified person” has the meaning given by section 7.4(2);

“qualified person” means a person who is an approved auditor or a registered company auditor and who is not a disqualified person;

“registered company auditor” means a person who is for the time being registered as an auditor or taken to be registered as an auditor under Part 9.2 of the Corporations Act 2001 of the Commonwealth;

“regulations” means regulations made for the purposes of this Part.

[Section 7.1 amended by No. 10 of 2001 s. 124; No. 49 of 2004 s. 4.]

Division 1A — Audit committee

[Heading inserted by No. 49 of 2004 s. 5.]

7.1A. Audit committee

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

** Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.

- (4) An employee is not to be a member of an audit committee.

[Section 7.1A inserted by No. 49 of 2004 s. 5.]

7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

** Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

[Section 7.1B inserted by No. 49 of 2004 s. 5.]

7.1C. Decisions of audit committees

Despite section 5.20, a decision of an audit committee is to be made by a simple majority.

[Section 7.1C inserted by No. 49 of 2004 s. 5.]

Division 2 — Appointment of auditors**7.2. Audit**

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3. Appointment of auditors

- (1) *A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.*
* Absolute majority required.
- (2) *The local government may appoint one or more persons as its auditor.*
- (3) *The local government's auditor is to be a person who is —*
 - (a) *a registered company auditor; or*
 - (b) *an approved auditor.*

[Section 7.3 amended by No. 49 of 2004 s. 6.]

7.4. Disqualified person not to be auditor

- (1) *A person may not be appointed as a local government's auditor if that person is a disqualified person.*
- (2) *In this section —*
disqualified person means a person who —
 - (a) *is a councillor or an employee of the local government;*
 - (b) *is a person who is in debt for more than the prescribed amount to the local government for a period of more than 35 days after —*
 - (i) *in the case of that part of the debt which is for a rate or service charge under Part 6, the date the rate notice was issued; or*
 - (ii) *in the case of that part of the debt which is not for a rate or service charge, the date an account was rendered to the person by the local government;*
 - (c) *is an employee of, or a member of the governing body of, an entity of a kind prescribed for the purposes of this paragraph; or*
 - (d) *is a member of a class of persons prescribed for the purposes of this subsection.*

7.5. Approval of auditors

The Minister may approve a person who, immediately before the commencement of this Act —

- (a) *was a registered local government auditor within the meaning of that term in Part XXVII of the Local Government Act 1960 4 as in force before that commencement; and*
- (b) *was the auditor of a local government, as an approved auditor for the purposes of this Act.*

7.6. Term of office of auditor

- (1) *The appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than 5 financial years, but an auditor is eligible for re-appointment.*
- (2) *The appointment of an auditor of a local government ceases to have effect if —*
 - (a) *his or her registration as a registered company auditor is cancelled;*
 - (b) *his or her approval as an approved auditor is withdrawn;*
 - (c) *he or she dies;*
 - (d) *the auditor ceases to be qualified to hold office as auditor or becomes a disqualified person;*
 - (e) *the auditor resigns by notice in writing addressed to the local government; or*
 - (f) *the appointment is terminated by the local government by notice in writing.*
- (3) *Where —*
 - (a) *the registration of a local government's auditor as a registered company auditor is suspended; or*
 - (b) *a local government's auditor becomes unable or unwilling to carry out all or part of his or her duties, the local government is to appoint* a person to conduct the audit or to complete that part of the audit which remains to be conducted, as the case requires.*

** Absolute majority required.*

7.7. Departmental CEO may appoint auditor

If by 30 November in any year a local government has not appointed an auditor the Departmental CEO may appoint —

- (a) a qualified person; or*
- (b) in default of an appointment under paragraph (a), the Auditor General, to be the auditor of the local government's accounts and annual financial report for the relevant financial year.*

[Section 7.7 amended by No. 28 of 2006 s. 364.]

7.8. Terms of appointment of auditors

- (1) Subject to this Part and to any regulations, the appointment of a person as auditor of a local government is to be made by agreement in writing on such terms and conditions, including the remuneration and expenses of the person to be appointed, as are agreed between that person and the local government.*
- (2) The remuneration and expenses payable to the auditor of a local government (whether appointed by the local government or by the Departmental CEO under section 7.7) are payable by the local government.*

[Section 7.8 amended by No. 28 of 2006 s. 364.]

Division 3 — Conduct of audit**7.9. Audit to be conducted**

- (1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —*
 - (a) the mayor or president;*
 - (b) the CEO of the local government; and*
 - (c) the Minister.*
- (2) Without limiting the generality of subsection (1), where the auditor considers that —*
 - (a) there is any error or deficiency in an account or financial report submitted for audit;*
 - (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or*
 - (c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government, details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.*
- (3) The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*
 - (a) prepare a report thereon; and*
 - (b) forward a copy of that report to the Minister, and that direction has effect according to its terms.*
- (4) If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government to be dealt with under section 7.12A.*

[Section 7.9 amended by No. 49 of 2004 s. 7.]

7.10. Powers of the auditor

- (1) An auditor —*
 - (a) has a right of access at all reasonable times to such books, accounts, documents and assets of the local government as are, in the opinion of the auditor, necessary to allow the audit to be conducted;*
 - (b) may require from a member or an employee of the local government —*
 - (i) any book, account, document or asset of the local government; or*
 - (ii) any information, assistance or explanation, necessary for the performance of the duty of the auditor in relation to the audit; and*

- (c) may, at the expense of the local government obtain and act upon a legal opinion on a question arising in the course of an audit.
- (2) In this section and in section 7.11 employee includes a person who has a contract for services with the local government.

7.11. Power to demand production of books etc.

For the purpose of an audit, inspection or inquiry, an auditor has authority at all reasonable times and without notice to demand from the local government and its employees, the production of books, accounts, vouchers, papers, documents, records, assets and cash in hand, belonging to the local government or being in the custody or control of it or any of its employees.

7.12. Employees and financial institutions to furnish particulars of money received

- (1) An employee of a local government is to furnish to an auditor, as and when required, a statement in writing of all money received in his or her official capacity by the employee whether on account of the local government or otherwise.
- (2) A bank or other financial institution at which a local government has an account is required to furnish to an auditor, as and when required, full particulars of the account.

Division 4 — General

7.12A. Duties of local government with respect to audits

- (1) A local government is to do everything in its power to —
 - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
 - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
 - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
 - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
 - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
 - (b) forward a copy of that report to the Minister, by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

[Section 7.12A inserted by No. 49 of 2004 s. 8.]

7.13. Regulations as to audits

- (1) Regulations may make provision —
 - (aa) as to the functions of the CEO and the audit committee in relation to audits carried out under this Part and reports made on those audits;
 - (ab) as to the functions of audit committees, including the selection and recommendation of an auditor;
 - (ac) as to the procedure to be followed in selecting an auditor;
 - (ad) as to the contents of the annual report to be prepared by an audit committee;
 - (ae) as to monitoring action taken in respect of any matters raised in a report by an auditor;
 - (a) with respect to matters to be included in agreements between local governments and auditors;
 - (b) for notifications and reports to be given in relation to agreements between local governments and auditors, including any variations to, or termination of such agreements;

- (ba) *as to the copies of agreements between local governments and auditors being provided to the Department;*
 - (c) *as to the manner in which an application may be made to the Minister for approval as an auditor;*
 - (d) *in relation to approved auditors, for —*
 - (i) *reviews of, and reports on, the quality of audits conducted;*
 - (ii) *the withdrawal by the Minister of approval as an auditor;*
 - (iii) *applications to the State Administrative Tribunal for the review of decisions to withdraw approval;*
 - (e) *for the exercise or performance by auditors of their powers and duties under this Part;*
 - (f) *as to the matters to be addressed by auditors in their reports;*
 - (g) *requiring auditors to provide the Minister with such information as to audits carried out by them under this Part as is prescribed;*
 - (h) *prescribing the circumstances in which an auditor is to be considered to have a conflict of interest and requiring auditors to disclose in their reports such information as to a possible conflict of interest as is prescribed;*
 - (i) *requiring local governments to carry out, in the prescribed manner and in a form approved by the Minister, an audit of compliance with such statutory requirements as are prescribed whether those requirements are —*
 - (i) *of a financial nature or not; or*
 - (ii) *under this Act or another written law.*
- (2) *Regulations may also make any provision about audit committees that may be made under section 5.25 in relation to committees*

Shire of York Meeting Local Law 2016

The Shire of York Meeting Local Law 2016 applies.

5.0 ESTABLISHMENT

Committee established as per Council Resolution of 25 November 2019.

6.0 OBJECTIVES

The primary objective of the Audit and Risk Committee is to accept responsibility for the annual external audit and liaise with the Local Government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The Committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- The enhancement of the credibility and objectivity of internal and external financial reporting;
- Effective management of financial and other risks and the protection of Council assets;
- Compliance with laws and regulations as well as use of best practice guidelines relative to auditing;
- The coordination of the internal audit function with the external audit; and the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.
- The review of the annual Compliance Audit Return (CAR) and report to the Council the results of that review, prior to adoption of the return by Council. After adoption, the return is to be signed by the Shire President and the CEO prior to it being forwarded to the Department.

- To consider proposals from the CEO as to whether the compliance audit, and the biennial reviews of risk management, internal control and legislative compliance, are undertaken internally or an external party is contracted to undertake the task. In the case of an external party the Audit and Risk Committee would have responsibility to receive the review report from the CEO and make recommendations on it to full Council.
- Monitoring and reporting on the appropriateness and effectiveness of Council's programs for risk management, internal control and legislative compliance and receive a biennial report from the CEO on risk management matters and the progress of actions from the Improvement Plan.
- Monitoring and reporting on the appropriateness and effectiveness of Council's financial management systems and procedures not less than once in every four financial years and the CEO, through the Audit and Risk Committee is to report to Council the results of those reviews.

7.0 MEMBERSHIP

7.1 General

Council will appoint all elected members as delegates on the Committee.

The CEO and employees are non-voting members of the committee. The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

7.2 Tenure of Membership

Local Government Act 1995 S5.11

Tenure of committee membership

- (1) *Where a person is appointed as a member of the Audit Committee under section 5.10(4) or (5) of the Local Government Act the person's membership of the Committee continues until —*
 - (a) *the person resigns from membership of the Committee;*
 - (b) *the Committee is disbanded; or*
 - (c) *the next ordinary elections day,**whichever happens first.*
- (2) *Where a person is appointed as a member of a Committee other than under section 5.10(4) or (5), the person's membership of the Committee continues until —*
 - (a) *the term of the person's appointment as a Committee member expires;*
 - (b) *the local government removes the person from the office of Committee member or the office of Committee member otherwise becomes vacant;*
 - (c) *the Committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*

8.0 DELEGATED AUTHORITY

The Audit and Risk Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

9.0 COMMITTEE STRUCTURE

- 9.1 Chairperson**
The Shire President is the Chairperson. The Deputy Shire President will be the Deputy Chairperson.
- 9.2 Secretariat**
The Executive Manager, Corporate & Community Services will fulfil this administrative non-voting role.
- 9.3 Standing Ex-Officio Members**
Chief Executive Officer
Executive Manager, Corporate & Community Services
Executive Manager, Infrastructure & Development Services
Finance Manager

10.0 MEETINGS

- 10.1 Annual General Meeting**
N/A
- 10.2 Committee Meetings**
The Committee shall meet at least quarterly; within fourteen (14) days of receiving the Annual Financial Report and Audit Report from Council's Auditor.
- 10.3 Quorum**
A quorum is four (4) voting members in accordance with Section 5.19 of the *Local Government Act 1995*.
- 10.4 Voting**
Elected member representatives only (Councillor Representatives) are required to vote in accordance with section 5.21 of the *Local Government Act 1995*.
S 5.21 - Voting
(1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
(2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
(3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
(4) *If a member of a council or a committee specifically requests that there be recorded —*
(a) his or her vote; or
(b) the vote of all members present, on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.
(5) *A person who fails to comply with subsection (2) or (3) commits an offence.*
[Section 5.21 amended by No. 49 of 2004 s. 43.]
- 10.5 Minutes & Reporting**
In accordance with the *Local Government Act 1995* Section 5.22 and 5.25, and *Local Government (Administration) Regulations 1996*.

The minutes are to be submitted to the next Committee meeting for confirmation and are to be signed by the Chairperson from the meeting at which the minutes are confirmed.

Unconfirmed minutes are to be available for inspection by members of the public within 5 business days after the meeting and Reports and Recommendations arising from the minutes shall be presented to Council at the next Ordinary Meeting for endorsement and/or action, or if this is not possible, then the earliest available Council Meeting.

10.6 Who Acts if No Presiding Member

The Committee shall elect a Deputy Chairperson in accordance with the *Local Government Act 1995* Section 5.14.

10.7 Public Attendance at Meetings

Closed to the public pursuant to Section 5.23(2) of the *Local Government Act 1995* and is not required to have questions from the public as there are no Council delegations.

10.8 Members Interests to be Disclosed

Local Government Act 1995

5.65. Members' interests in matters to be discussed at meetings to be disclosed

(1) A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —

- (a) in a written notice given to the CEO before the meeting; or
- (b) at the meeting immediately before the matter is discussed.

Penalty: \$10 000 or imprisonment for 2 years.

(2) It is a defence to a prosecution under this section if the member proves that he or she did not know —

- (a) that he or she had an interest in the matter; or
- (b) that the matter in which he or she had an interest would be discussed at the meeting.

(3) This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.

[Section 5.66 amended by No. 1 of 1998 s. 16; No. 64 of 1998 s. 33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter, unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

(1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —

- (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and

- (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest —
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
 - (a) details of the nature of the interest disclosed and the extent of the interest; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
 - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
 - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69 A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include —
 - (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. Employees to disclose interests relating to advice or reports

- (1) In this section —
employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.
- (2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.
- (3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.

Penalty: \$10 000 or imprisonment for 2 years.

5.71. Employees to disclose interests relating to delegated functions If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

- (a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and
- (b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10 000 or imprisonment for 2 years.

Access & Inclusion Advisory Committee

The Access & Inclusion Advisory Committee operates under the *Western Australian Disability Services Act 1993 (amended 2004)*.

2 x Councillors (including 1 x Deputy)	- Cr Denese Smythe Cr Stephen Muhleisen Cr Denis Warnick - (Deputy)
6 x Community Delegates	- Ms Liz Christmas – Community Representative Ms Rosemary Parker – Community Representative Ms Bev Penny – Community Representative Ms Marie Forster – Community Representative Ms Majorie Kerkhoff – Community Representative Ms Sarah Sloss – Community Representative Ms Tegan Walsh – Wanslea Early Learning & Development
Chairperson/ Deputy	- Ms Bev Penny (Chairperson Ms Marie Forster (Deputy Chair)
Officer Responsible	- Executive Manager, Corporate and Community Services
Standing Ex-Officio Members	- Chief Executive Officer Executive Manager, Corporate and Community Services Community Development Officer
Meeting Schedule	- Quarterly and as required
Meeting Location	- Council Chambers, York Town Hall
Quorum	- Five (5) voting members as per Section 5.15 of the <i>Local Government Act 1995</i> including at least one Councillor.
Delegated Authority	- Nil

Meetings are open to the public.

FUNCTIONS:

1.0 NAME

The name of the Committee is the Access and Inclusion Advisory Committee

2.0 DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of York.

3.0 VISION / PURPOSE

To provide valuable expertise and advice that will contribute towards improvements in disability access and inclusion throughout the Shire of Broome.

Disability Services Regulations 2004

Schedule 3 – Desired outcomes of disability access and inclusion plans

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
5. People with disabilities have the same opportunities as other people to make complaints to a public authority.
6. People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority

4.0 STATUTE

The Committee operates according to the *Western Australia Disability Services Act 1993 (amended 2004)*. Public authorities are required to prepare and implement Disability Access and Inclusions Plans (DAIP's).

Local Government Act 1995

Subdivision 2 — Committees and their meetings

5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

Disability Services Act 1993

Part 5 — Disability access and inclusion plans by public authorities

[Heading amended by No. 57 of 2004 s. 19.]

27. Application of Part

- (1) This Part applies to public authorities.
- (2) Notwithstanding subsection (1), regulations may declare that this Part does not apply to a specified public authority.

28. Disability access and inclusion plans

- (1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.
- (2) A disability access and inclusion plan must meet any prescribed standards.
- (3) A public authority must lodge its disability access and inclusion plan with the Commission —
 - (a) if the authority was established before the commencement of the *Disability Services Amendment Act 2004*, without delay;
 - (b) if the authority is established after the commencement of the *Disability Services Amendment Act 2004*, within 12 months after the day on which it is established.
- (4) A public authority may amend its disability access and inclusion plan at any time.
- (5) A public authority may review its disability access and inclusion plan at any time.
- (6) After reviewing its disability access and inclusion plan, a public authority must lodge a report of the review with the Commission in accordance with subsection (7).
- (7) Not more than 5 years is to elapse —

- (a) *between the day on which a public authority first lodges its disability access and inclusion plan with the Commission and the day it lodges a report of a review of the plan with the Commission; or*
 - (b) *between the lodgement of the report of one review of a plan and the lodgement of the report of another review of the plan.*
 - (8) *After reviewing its disability access and inclusion plan, a public authority may amend the plan or prepare a new plan.*
 - (9) *If at any time a public authority amends its disability access and inclusion plan or prepares a new plan, whether after a review or not, it must lodge the amended or new plan with the Commission as soon as practicable after doing so.*
 - (10) *A public authority must undertake public consultation in accordance with the procedure specified in the regulations when preparing, reviewing or amending a disability access and inclusion plan.*
- [Section 28 inserted by No. 57 of 2004 s. 20(1).]*

29. Report about disability access and inclusion plan

- (1) *A public authority that has a disability access and inclusion plan must, if required to report under Part 5 of the Financial Management Act 2006, include in such report, a report about the implementation of the plan.*
 - (2) *A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the Local Government Act 1995 a report about the implementation of the plan.*
 - (3) *A public authority that —*
 - (a) *has prepared or amended a disability access and inclusion plan in a year ending 30 June; and*
 - (b) *is not required to report under subsection (1) or (2),**must make a report about the implementation of the plan to the Commission within 2 months after the end of that year.*
 - (4) *The regulations may prescribe information that must be included in a report under subsection (1), (2) or (3) about the implementation of a disability access and inclusion plan.*
- [Section 29 inserted by No. 44 of 1999 s. 14; amended by No. 57 of 2004 s. 21; No. 5 of 2005 s. 38; No. 77 of 2006 s. 17.]*

29A. Disability access and inclusion plans to be made available

A public authority that has a disability access and inclusion plan must ensure that the plan is made available to people with disabilities, and the public generally, by publication in the prescribed manner.

[Section 29A inserted by No. 57 of 2004 s. 22.]

29B. Public authorities to ensure implementation of a disability access and inclusion plan

A public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors.

[Section 29B inserted by No. 57 of 2004 s. 22.]

Disability Services Regulations 2004

7. Standards for disability access and inclusion plans (s. 28)

For the purposes of section 28(5) of the Act, the standards that a disability access and inclusion plan must meet are those specified in Schedule 2.

8. Information in reports about disability access and inclusion plans (s. 29)

For the purposes of section 29(4) of the Act, a report about a disability access and inclusion plan must include information relating to —

- (a) *progress made by the relevant public authority and any agents and contractors of the relevant public authority in achieving the desired outcomes specified in Schedule 3; and*

- (b) *the strategies implemented by the relevant public authority to inform its agents and contractors of its disability access and inclusion plan.*

9. Publication of disability access and inclusion plans (s. 29A)

For the purposes of section 29A, a public authority must publish its disability access and inclusion plan in a document that is made available —

- (a) *on request, at the offices of the authority —*
 - (i) *in an electronic format;*
 - (ii) *in hard copy format in both standard and large print; and*
 - (iii) *in an audio format on cassette or compact disc;*
- (b) *on request, by email; and*
- (c) *on any website maintained by or on behalf of the authority, and notice of which is given in a newspaper circulating throughout the State or, in the case of a local government, the district of that local government under the Local Government Act 1995.*

Disability Services Regulations 2004

Schedule 2 – Standards for disability access and inclusion plans

1. *A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to access the services of, and any events organised by, the relevant public authority.*
2. *A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to access the buildings and other facilities of the relevant public authority.*
3. *A disability access and inclusion plan must provide a means of ensuring that people with disabilities receive information from the relevant public authority in a format that will enable them to access the information as readily as other people are able to access it.*
4. *A disability access and inclusion plan must provide a means of ensuring that people with disabilities receive the same level and quality of service from the staff of the relevant public authority as other people receive from that authority.*
5. *A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to make complaints to the relevant public authority.*
6. *A disability access and inclusion plan must provide a means of ensuring that people with disabilities have the same opportunities as other people to participate in any public consultation by the relevant public authority.*

Shire of York Meeting Local Law 2016

The Shire of York Meeting Local Law 2016 applies.

5.0 ESTABLISHMENT

The Access and Inclusion Advisory Committee was first established by Council resolution in 2017. The current Committee was established by Council resolution on 25 November 2019 following the 2019 Local Government elections.

6.0 OBJECTIVES

The purpose of the Committee is to provide advice to Council on the development, implementation, review and evaluation of the Disability Access and Inclusion Plan (DAIP) to ensure Council meets its obligations under the *Disability Services Act 1993 (amended 2004)*.

The Committee is to:

- Contribute to the collation and development of information to inform the council on disability access and inclusion issues in the Shire of York.
- To assist the engagement of a broad cross-section of the Shire of York Community, both residents and visitors, through consultative processes.
- Contribute to the development, implementation and review of the DAIP and projects that contribute to achieving the objectives of the DAIP.
- Make recommendations to the Council in relation to disability access and inclusion strategies to overcome barriers in the Shire of York.

7.0 MEMBERSHIP

7.1 General

Council will appoint 2 Council Delegates and 1 Deputy that are members of Council.

7.2 Tenure of Membership

Local Government Act 1995

5.11. Tenure of committee membership

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*

8.0 DELEGATED AUTHORITY

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. Unless provision has been made in the Budget for expenditure, Committees require an officer report to be presented to Council for endorsement of any proposed expenditure.

9.0 COMMITTEE

9.1 Chairperson

Members to elect a Chairperson and Deputy Chairperson from the membership.

The Chairperson is Ms Bev Penny and Deputy Chairperson is Ms Marie Forster.

9.2 Secretariat

A Shire Officer will fulfil this administrative non-voting role.

9.3 Standing Ex-Officio Members

Executive Manager, Corporate & Community Services and/or his/her delegate(s) will be standing ex-officio members. Other officers or community members may be invited to attend meetings as required and to be determined by the Chief Executive Officer.

10.0 MEETINGS

10.1 Annual General Meeting

No AGM.

10.2 Committee Meetings

The Chief Executive Officer will call meetings every three months and as required. Committee meetings will be advertised as per statutory requirements.

10.3 Quorum

Five (5) voting members as per Section 5.15 of the *Local Government Act 1995*.

5.15. Reduction of quorum for committees

The local government may reduce the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.*

** Absolute majority required.*

10.4 Voting

Local Government Act 1995

S 5.21 - Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present, on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*
[Section 5.21 amended by No. 49 of 2004 s. 43.]

10.5 Minutes

The person presiding at a meeting is to ensure that the Minutes are kept of the meetings proceedings.

The minutes may be confirmed by a majority of members present at the meeting, by committee resolution at the following meeting. Once Minutes have been confirmed by members they are to be posted on the Shire's website.

Recommendations arising from the Minutes shall be presented to Council at the next available Ordinary Meeting for endorsement and/or action or earliest available Council meeting if it is not possible to present the Minutes to the next Ordinary Council Meeting.

10.6 Who Acts if No Presiding Member
Local Government Act 1995

5.14 Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

10.7 Members Interests to be Disclosed

Members of the Access & Inclusion Advisory Committee are required to declare their financial interests and complete a Declaration form where relevant, using the principles detailed in the Local Government Act Section 5.65-5.70 with respect to disclosure of financial, impartiality or proximity interests ('CEO' in the LGA text means the 'Chairperson' in the committee sense).

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) *A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —*
 - (a) *in a written notice given to the CEO before the meeting; or*
 - (b) *at the meeting immediately before the matter is discussed.*

Penalty: \$10 000 or imprisonment for 2 years.

- (2) *It is a defence to a prosecution under this section if the member proves that he or she did not know —*
 - (a) *that he or she had an interest in the matter; or*
 - (b) *that the matter in which he or she had an interest would be discussed at the meeting.*
- (3) *This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).*

5.9. Types of committees

- (1) *In this section — "other person" means a person who is not a council member or an employee.*
- (2) *A committee is to comprise —*
 - (f) *other persons only.*

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) *before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and*
- (b) *at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.*

[Section 5.66 amended by No.1 of 1998 s.16; No. 64 of 1998 s.33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) *preside at the part of the meeting relating to the matter; or*

- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter, unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —
 - (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest —
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3) This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.

5.69. Minister may allow members disclosing interests to participate etc. in meetings

- (1) If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.
- (2) An application made under subsection (1) is to include —
 - (a) details of the nature of the interest disclosed and the extent of the interest; and
 - (b) any other information required by the Minister for the purposes of the application.
- (3) On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —
 - (a) there would not otherwise be a sufficient number of members to deal with the matter; or
 - (b) the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.
- (4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69A. Minister may exempt committee members from disclosure requirements

- (1) A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.
- (2) An application under subsection (1) is to include —
 - (a) the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and
 - (b) any other information required by the Minister for the purposes of the application.

(3) On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.

(4) A person must not contravene a condition imposed by the Minister under this section.

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. Employees to disclose interests relating to advice or reports

(1) In this section —

employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.

Penalty: \$10 000 or imprisonment for 2 years.

5.71. Employees to disclose interests relating to delegated functions

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

(a) in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and

(b) in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10 000 or imprisonment for 2 years.

COUNCIL COMMITTEES – OTHER

Council has resolved to formally establish a number of Committees to operate under separate legislation.

Statute excerpts have been highlighted and included from various relevant pieces of legislation applicable to these committees and unless otherwise stated, the Shire of York Local Government (Council Meetings) Local Law 2016 also applies. The following sections are to be noted:

Local Government Act 1995

Part 13 - Making Decisions

13.1 Question - When Put

When the debate upon any question is concluded and the right of reply has been exercised the person presiding shall immediately put the question to the Council or the committee, and, if so desired by any member of the Council or committee, shall again state it.

13.2 Question - Method of Putting

If a decision of the Council or a committee is unclear or in doubt, the person presiding shall put the motion or amendment as often as necessary to determine the decision from a show of hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.

Part 17 – Committees of the Council

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed functions of the committee and either -

- (a) the names of the Council members, employees and other persons to be appointed to the committee; or*
- (b) the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.*

17.2 Appointment of Deputy Committee Members

- (1) The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.*
- (2) Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.*

Local Emergency Management Committee

Chairperson	- Cr Denese Smythe, Shire President
Deputy Chairperson	Sgt John Hancock, OIC York, WA Police
Agency/Organisation Representatives	<ul style="list-style-type: none"> - Executive Officer – Shire of York Community Emergency Services Manager (CESM) – Troy Granville - Local Recovery Coordinator – Shire of York Executive Manager Infrastructure and Development Services (EMIDS) – Darren Wallace - Department of Fire & Emergency Services (DFES) Area Officer (AO) Lower Wheatbelt – Justin Corrigan - St John Ambulance (SJA) Community Paramedic Central Wheatbelt – Drew Richardson - DFES District Emergency Management Advisor (DEMA) – Yvette Grigg - Department of Communities District Emergency Service Officer (DESO) Wheatbelt – Joanne Spadaccini - Parks & Wildlife Service Department of Biodiversity, Conservation & Attractions (DBCA) District Fire Coordinator Perth Hills District – Michael Pasotti - York District High School Principal – Kim Anderson - WA Country Health Service Health Service Manager – Anne Coyne - York Volunteer Fire & Rescue Captain (VFRS) – Phillip Moorfield - SJA Volunteer Ambulance Officer – Natalie Ashworth - York Volunteer Fire & Emergency Services (VFES) Captain – Warrick McGregor - Shire of York Chief Bushfire Control Officer (CBFCO) – Wayne Collins - Community Representatives: <ul style="list-style-type: none"> – Country Women’s Association – Jean Wykes & Jean Anderson – Senses Australia Wheatbelt Office – Tatianna Dupre – York & Districts Community Matters newspaper editor – Mark Lloyd
Officer Responsible	- Executive Manager, Infrastructure and Development Services
Meeting Schedule	- Quarterly or as required.
Meeting Location	- To be determined
Quorum	- Five (5) voting members
Delegated Authority	- Nil

FUNCTIONS:

1.0 NAME

The name of the Committee is the Shire of York Local Emergency Management Committee.

2.0 DISTRICT/AREA OF CONTROL

The Shire of York Local Emergency Management Committee operates within the boundaries of the local government of the Shire of York.

Emergency Management Act 2005

Division 4 — Emergency management districts

28. *Establishment of emergency management districts*

- (2) *So far as is practicable emergency management districts are to be established by reference to the boundaries of local government districts.*
- (3) *If an emergency management district is proposed to be established other than by reference to the boundaries of a local government district, the Minister is to notify each local government in whose district any part of the area proposed to be established is situated and allow a reasonable time for submissions on the proposal.*
- (4) *In making an order under subsection (1) the Minister is to have regard to any submissions of the local governments.*

3.0 VISION / PURPOSE

To assist the Shire of York and the Local Emergency Coordinator (Officer in Charge of Police sub-district) to develop and maintain effective emergency management arrangements for the local area.

4.0 STATUTE

Emergency Management Act 2005

36. *Functions of local government*

It is a function of a local government —

- (a) *subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- (b) *to manage recovery following an emergency affecting the community in its district; and*
- (c) *to perform other functions given to the local government under this Act.*

37. *Local emergency coordinators*

- (1) *The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.*
- (2) *Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.*
- (3) *In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government.*
- (4) *The local emergency coordinator for a local government district has the following functions —*
 - (a) *to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;*
 - (b) *to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;*
 - (c) *to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.*

38. *Local emergency management committees*

- (1) *A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) *If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*
- (3) *A local emergency management committee consists of —*
 - (a) *a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
 - (b) *if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*

- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

39. *Functions of local emergency management committees*

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

40. *Annual report of local emergency management committee*

- (1) *After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.*
- (2) *The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.*

Division 2 — Emergency management arrangements for local governments

41. *Emergency management arrangements in local government district*

- (1) *A local government is to ensure that arrangements (local emergency management arrangements) for emergency management in the local government's district are prepared.*
- (2) *The local emergency management arrangements are to set out —*
 - (a) *the local government's policies for emergency management;*
 - (b) *the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;*
 - (c) *provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);*
 - (d) *a description of emergencies that are likely to occur in the local government district;*
 - (e) *strategies and priorities for emergency management in the local government district;*
 - (f) *other matters about emergency management in the local government district prescribed by the regulations; and*
 - (g) *other matters about emergency management in the local government district the local government considers appropriate.*
- (3) *Local emergency management arrangements are to be consistent with the State emergency management policies and State emergency management plans.*
- (4) *Local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator.*
- (5) *A local government is to deliver a copy of its local emergency management arrangements, and any amendment to the arrangements, to the SEMC as soon as is practicable after they are prepared.*

42. *Reviewing and renewing local emergency management arrangements*

- (1) *A local government is to ensure that its local emergency management arrangements are reviewed in accordance with the procedures established by the SEMC.*
- (2) *Local emergency management arrangements may be amended or replaced whenever the local government considers it appropriate.*

43. *Local emergency management arrangements to be available for inspection*
- (1) *A local government is to keep a copy of its local emergency management arrangements at the offices of the local government.*
 - (2) *The arrangements are to be available for inspection, free of charge, by members of the public during office hours.*
 - (3) *The arrangements may be made available in written or electronic form.*

Division 3 — Powers of local government during cyclone

44. *Meaning of “cyclone area”*

In this Division —

cyclone area means a cyclone area designated under section 16.

45. *Exercise of powers under this Division*
The powers given to a local government by this Division can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.
46. *Power of local government to destroy dangerous vegetation or premises in cyclone area*
If a local government is of the opinion that any vegetation or premises on land in a cyclone area in the district of the local government may, as a result of the cyclonic activity —
- (a) *cause loss of life, prejudice to the safety, or harm to the health, of persons or animals; or*
 - (b) *destroy or damage property or any part of the environment, the local government may remove or destroy the vegetation or remove, dismantle or destroy the premises.*
47. *Local government may require owner or occupier of land to take action*
- (1) *If a local government is of the opinion that any vegetation or premises on land in a cyclone area in the district of the local government may, as a result of the cyclonic activity —*
 - (a) *cause loss of life, prejudice to the safety, or harm to the health, of persons or animals;*
or
 - (b) *destroy or damage property or any part of the environment, the local government may give a person who is the owner or the occupier of the land a direction in writing requiring the person to take measures specified in the direction to prevent or minimise the loss, prejudice, harm, destruction or damage.*
 - (2) *A person who is given a direction under subsection (1) is not prevented from complying with it because of the terms on which the land is held.*
48. *Additional powers when direction given*
- (1) *This section applies when a direction is given under section 47.*
 - (2) *If the person who is given the direction (the **direction recipient**) fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the direction was given.*
 - (3) *The local government may recover the cost of anything it does under subsection (2) as a debt due from the person who failed to comply with the notice.*
 - (4) *If a direction recipient —*
 - (a) *incurs expense in complying with the direction; or*
 - (b) *fails to comply with such a direction and, as a consequence, is convicted and fined or has to pay to a local government the cost it incurs in doing anything under subsection (2), the direction recipient may apply to a court for an order under subsection (6).*
 - (5) *In subsection (4) —*
court *means a court that would have jurisdiction to hear an action to recover a debt of the amount of the expense, fine or cost sought to be recovered by the direction recipient.*
 - (6) *On an application under subsection (4) the court may order —*
 - (a) *if the direction recipient is the owner, the occupier; or*

- (b) if the direction recipient is the occupier, the owner, to pay to the direction recipient so much of that expense, fine or cost as the court considers fair and reasonable in the circumstances.
- (7) In determining what is fair and reasonable the court is to have regard to —
 - (a) the type of land involved;
 - (b) the terms on which the occupier is occupying the land; and
 - (c) any other matter the court considers to be relevant.

- 49. Provisions are in addition to other powers
This Division is in addition to, and does not derogate from, the powers of a local government under the Local Government Act 1995 Part 3 Division 3.

The Emergency Management Procedures Manual published by the Department Fire and Emergency Services contains the following guidance:

LEMC Membership

7. Noting the requirements of the EM Act, the following provides guidance on the composition of LEMCs:

- a) the Chair should be an elected member of Council;
- b) the Local Emergency Coordinator should be appointed as Deputy Chair;
- c) an Executive Officer, who should be an officer of the relevant local government, should be appointed to coordinate the business of the committee and/or provide administrative support;
- d) the Local Recovery Coordinator, being the person nominated in the Local Recovery Plan, where a Local Recovery Plan has been completed as part of local emergency management arrangements (section 41(4) of the EM Act), should be appointed a member of the committee;
- e) consideration should be given to appointing local government officers engaged in key roles and functions affecting emergency management (for example, community services, engineering services, corporate services or planning);
- f) membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department for Child Protection and Family Support, Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);
- g) consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and
- h) LEMCs should where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.

Shire of York Meeting Local Law 2016

The Shire of York Meeting Local Law 2016 applies.

5.0 ESTABLISHMENT

Unknown. Elected members representatives are determined by Council every two years following the Local Government elections.

6.0 OBJECTIVES

- Liaise with participating agencies in the development, review and testing of emergency management arrangements.
- Assist with the preparation of emergency management operating procedures for application in the local area.
- Prepare an annual report on Committee activities for submission to the District Emergency Management Committee.
- Participate in the emergency risk management process.
- Carry out other emergency management functions as directed by the District Emergency Management Committee.

7.0 MEMBERSHIP**7.1 General**

Membership to include agencies with specific emergency management responsibilities or expertise essential to the development of emergency management arrangements, as mentioned previously.

7.2 Tenure of Membership

Local Government Act 1995

5.11. Tenure of committee membership

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

8.0 DELEGATED AUTHORITY

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

9.0 COMMITTEE

9.1 Chairperson & Deputy Chairperson

The Chairperson is the Shire President, Shire of York and the Deputy Chairperson is the Officer in Charge, York – WA Police.

9.2 Non-Voting Representatives

The Shire's Technical Services Officer will fulfil the Secretariat administrative role.
Officer responsible is the Executive Manager, Infrastructure and Development Services.
The Community Emergency Services Manager is a standing ex-officio member of the Committee.

10.0 MEETINGS

10.1 Annual General Meeting

N/A

10.2 Committee Meetings

Held quarterly or as required (minimum 4 meetings per annum). The Chairperson may at any time convene a special meeting of the Committee.

10.3 Quorum

Five (5) Voting Members

10.4 Voting

Local Government Act 1995

S 5.21 - Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present, on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*
[Section 5.21 amended by No. 49 of 2004 s. 43.]

10.5 Minutes

In accordance with the *Local Government Act 1995* Section 5.22 and 5.25, and *Local Government (Administration) Regulations 1996*.

The person presiding at a meeting is to ensure that the Minutes are kept of the meetings proceedings.

Once Minutes have been confirmed by members they are to be submitted for inclusion in the Information Bulletin.

Recommendations arising from the Minutes requiring a Council decision shall be presented to Council at the next Ordinary Council Meeting or earliest available Council meeting if it is not possible to present the Minutes to the next Ordinary Council Meeting.

10.6 Who Acts if No Presiding Member

Local Government Act 1995

5.14. Who acts if no presiding member

If, in relation to the presiding member of a committee —

- (a) *the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

10.7 Members Interests to be Disclosed

Members of the Local Emergency Management Committee are required to declare their financial interests and complete a Declaration form where relevant, using the principles detailed in the *Local Government Act* Section 5.65-5.70 with respect to disclosure of financial, impartiality or proximity interests ('CEO' in the LGA text means the 'Chairperson' in the committee sense).

5.65. Members' interests in matters to be discussed at meetings to be disclosed

- (1) *A member who has an interest in any matter to be discussed at a council or committee meeting that will be attended by the member must disclose the nature of the interest —*
 - (a) *in a written notice given to the CEO before the meeting; or*
 - (b) *at the meeting immediately before the matter is discussed.*

Penalty: \$10 000 or imprisonment for 2 years.

- (2) *It is a defence to a prosecution under this section if the member proves that he or she did not know —*
 - (a) *that he or she had an interest in the matter; or*
 - (b) *that the matter in which he or she had an interest would be discussed at the meeting.*
- (3) *This section does not apply to a person who is a member of a committee referred to in section 5.9(2)(f).*

5.9. Types of committees

- (1) *In this section — "other person" means a person who is not a council member or an employee.*
- (2) *A committee is to comprise —*
 - (f) *other persons only.*

5.66. Meeting to be informed of disclosures

If a member has disclosed an interest in a written notice given to the CEO before a meeting then —

- (a) *before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and*
- (b) *at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before the matters to which the disclosure relates are discussed.*

[Section 5.66 amended by No.1 of 1998 s.16; No. 64 of 1998 s.33.]

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) *preside at the part of the meeting relating to the matter; or*
- (b) *participate in, or be present during, any discussion or decision making procedure relating to the matter, unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.*

Penalty: \$10 000 or imprisonment for 2 years.

5.68. *Councils and committees may allow members disclosing interests to participate etc. in meetings*

(1) *If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —*

(a) *may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and*

(b) *may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —*

(i) *the disclosing member also discloses the extent of the interest; and*

(ii) *those members decide that the interest —*

(I) *is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or*

(II) *is common to a significant number of electors or ratepayers.*

(2) *A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.*

(3) *This section does not prevent the disclosing member from discussing, or participating in the decision making process on, the question of whether an application should be made to the Minister under section 5.69.*

5.69. *Minister may allow members disclosing interests to participate etc. in meetings*

(1) *If a member has disclosed, under section 5.65, an interest in a matter, the council or the CEO may apply to the Minister to allow the disclosing member to participate in the part of the meeting, and any subsequent meeting, relating to the matter.*

(2) *An application made under subsection (1) is to include —*

(a) *details of the nature of the interest disclosed and the extent of the interest; and*

(b) *any other information required by the Minister for the purposes of the application.*

(3) *On an application under this section the Minister may allow, on any condition determined by the Minister, the disclosing member to preside at the meeting, and at any subsequent meeting, (if otherwise qualified to preside) or to participate in discussions or the decision making procedures relating to the matter if —*

(a) *there would not otherwise be a sufficient number of members to deal with the matter; or*

(b) *the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.*

(4) *A person must not contravene a condition imposed by the Minister under this section.*

Penalty: \$10 000 or imprisonment for 2 years.

[Section 5.69 amended by No. 49 of 2004 s. 53.]

5.69A. *Minister may exempt committee members from disclosure requirements*

(1) *A council or a CEO may apply to the Minister to exempt the members of a committee from some or all of the provisions of this Subdivision relating to the disclosure of interests by committee members.*

(2) *An application under subsection (1) is to include —*

(a) *the name of the committee, details of the function of the committee and the reasons why the exemption is sought; and*

(b) *any other information required by the Minister for the purposes of the application.*

(3) *On an application under this section the Minister may grant the exemption, on any conditions determined by the Minister, if the Minister is of the opinion that it is in the interests of the electors or ratepayers to do so.*

(4) *A person must not contravene a condition imposed by the Minister under this section.*

(5) *Penalty: \$10 000 or imprisonment for 2 years.*
[Section 5.69A inserted by No. 64 of 1998 s. 34(1).]

5.70. *Employees to disclose interests relating to advice or reports*

(1) *In this section —*

employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

(2) *An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.*

(3) *An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.*

Penalty: \$10 000 or imprisonment for 2 years.

5.71. *Employees to disclose interests relating to delegated functions*

If, under Division 4, an employee has been delegated a power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and —

(a) *in the case of the CEO, must disclose to the mayor or president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter; and*

(b) *in the case of any other employee, must disclose to the CEO the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.*

Penalty: \$10 000 or imprisonment for 2 years.

PART 2 – COUNCIL REFERENCE/WORKING GROUPS

Council has resolved to formally establish a number of Reference/Working Groups.

Working Groups are not intended to be constrained by procedural requirements of the *Local Government Act 1995* and Regulations, however many best practice meeting procedures utilised under the *Local Government Act 1995* can be practised for Reference/Working Group meetings (see S5.8-S5.25 LGA 1995).

The Chairperson, as determined by Council at the time of establishing the Reference/Working Group, should seek to preside so as to allow all members to participate. Recommendations may be through consensus or at the discretion of the Chairperson by motion and subsequent resolution. Simple majority voting can be utilised by applying Standing Orders conditions; *all members* of the Reference/Working Group present must vote and the Chairperson has a further casting vote should votes be tied. It is good practise to vacate Chairperson and Deputy Chairperson positions following the biennial Council elections whereupon a potential new Councillor may replace the current Councillor representative.

It is acknowledged that Reference/Working Groups generally have members with speciality interests in fields relevant to the particular Reference/Working Group. However, members with financial interests in agenda items must abstain from participation in discussions and voting on such items, and leave the room for that part of the meeting. A Financial Interest Declaration form is required to be completed stating the nature of the interest and provided to the Chairperson prior to discussion of the item (forms attached to this document). It should be noted that the Chairperson may, in a particular instance, preside over a motion to have the Declarer remain in the meeting (see LGA S5.67 & 5.68).

Any recommendations emanating from Reference/Working Groups are to be endorsed by Council through an Officer report and subsequent recommendation. A Reference/Working Group has no other power.

Some other points to note for the operation of Reference/Working Groups are that Notes of Meetings are taken rather than Minutes, which are submitted by the noted Officer responsible for inclusion in the monthly Information Bulletin. Quorums are as stated in the particular Working Group detail, Deputies can be nominated for all members on Reference/Working Groups if required, and unless detailed otherwise, Standing Orders apply. It should be noted that *Deputy Delegates are not* to attend meetings unless requested to do so when the Delegate is unable to attend a meeting. Deputies will receive Notes of meetings.

Local Government Act 1995

5.67. Disclosing members not to participate in meetings

A member who makes a disclosure under section 5.65 must not —

- (a) preside at the part of the meeting relating to the matter; or*
- (b) participate in, or be present during, any discussion or decision making procedure relating to the matter,*

unless, and to the extent that, the disclosing member is allowed to do so under section 5.68 or 5.69.

Penalty: \$10 000 or imprisonment for 2 years.

5.68. Councils and committees may allow members disclosing interests to participate etc. in meetings

(1) If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter —

- (a) may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and*
- (b) may allow, to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if —*
 - (i) the disclosing member also discloses the extent of the interest; and*
 - (ii) those members decide that the interest —*

- (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or*
 - (II) is common to a significant number of electors or ratepayers.*
- (2) A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.*

York Honours Reference Group

1 x Councillor	-	Cr Denese Smythe
6 x Community Representatives	-	1 x Representative from York Bendigo Bank Mr Graham Edmonds
	-	1 x Representative from York Co-operative Board Mrs Brenda Treloar
	-	4 x Community Representatives Mrs Margaret Wallace Mrs Gwen Gentle Mrs Bev Penny Mrs Elaine Ashford
Ex Officio	-	Council and Executive Support Officer
Chairperson	-	The Chairperson shall be the elected member Delegate.
Responsible Officer	-	Chief Executive Officer
Meeting Schedule	-	Annual or more frequently as required.
Meeting Location	-	Council Chambers, York Town Hall.
Secretariat	-	The Secretariat functions will be provided by an officer of the Shire.
Quorum	-	Four (4) Members (including the elected member Delegate)
Delegated Authority	-	Nil
Purpose	-	The purpose of the York Honours Reference Group is to: <ul style="list-style-type: none"> • Determine what honours awards are relevant and appropriate for the Shire of York and make recommendations to Council. • Develop and promote the criteria relevant to various community awards. • Provide advice and recommendations to Council on matters relating to the community which may include: honours and awards, roads, reserve and place names, volunteer recognition. This may relate to local, regional, state and federal awards and honours. • Select the recipients of honours and awards in accordance with the designated criteria and make recommendations to Council.

1.0 NAME

The name of the Group is the **York Honours Reference Group**.

2.0 DISTRICT/AREA OF CONTROL

Local Government boundaries of the Shire of York.

3.0 VISION / PURPOSE

The purpose of the York Honours Reference Group is as follows:

1. Provide advice to Council regarding;
 - a. community and other awards
 - b. volunteer recognition
2. Provide nominations for award candidates.

4.0 ESTABLISHMENT

Unknown. The current group was established on 28 October 2019 following the Local Government elections until 27 January 2020 at which time expressions of interest will be called to form a new York Honours Reference Group.

5.0 MEMBERSHIP**5.1 General**

Council will appoint members to the Group in accordance with the following criteria;

- Resident within the Shire of York
- Committed to working as a team member for the effective operation of the Reference Group
- Knowledge of York and its community

Staff will be invited to participate in the Group by the Chief Executive Officer as required.

Council will appoint one elected member as a Delegate.

5.2 Tenure of Membership

Where a person is appointed as a member of the York Honours Reference Group membership of the Group continues until —

- The person no longer holds office by virtue of which the person became a member.
- The person resigns from membership of the Group.
- The Group is disbanded.
- The Council removes the person from the Group by resolution of Council.
- For elected member Delegates, the next ordinary elections day

6.0 DELEGATED AUTHORITY

The Group has no delegated authority.

7.0 REFERENCE/WORKING GROUP

7.1 Chairperson

The role of Chairperson is to be vacated following biennial Council elections in October and reappointed by Council.

A Councillor of the Shire of York will be the Chairperson.

7.2 Secretariat

This role is to be fulfilled by Shire Officers.

7.3 Standing Ex-Officio Members

Chief Executive Officer and/or his delegate and the Council and Executive Support Officer

8.0 MEETINGS

8.1 Group Meetings

The Chairperson will call meetings as required.

8.2 Quorum

Quorum shall be 4 (four) members including one Councillor.

8.3 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

8.4 Minutes of Meetings

The person presiding is to ensure that Notes are kept of the meetings proceedings.

PART 3 – COUNCIL REPRESENTATION ON EXTERNAL COMMITTEES

Council has resolved to formally appoint Shire representatives the following external organisations' Committees. As these Committees are administered by parties other than the Shire of York, information provided and operation of these Committees are at the discretion of the convening bodies.

- Avon Midland Ward (Zone) of WALGA
- Avon Regional Roads Sub-Group
- Avon Regional Organisation of Councils (AROC)
- Avon Valley Torusim Association
- Development Assessment Panel
- Earthquake Building Mitigation Project Working Group
- River Conservation Society
- York By-Pass Working Group
- York Community Resource Centre
- York District High School Board
- York Hospital Advisory Group
- Rural Water Council
- Paint York REaD

Development Assessment Panel

2 x Councillor	- Cr Denese Smythe Cr Kevin Trent
2 x Alternate (Deputies)	- Cr Denis Warnick Cr Ashley Garratt
Other members	- 3 x specialist members appointed by the Minister for Planning
Officer Responsible	- N/A
Committee Administration	- WA Department of Planning Development Assessment Panels report directly to the Minister for Planning, and do not form part of the Department of Planning or the Western Australian Planning Commission.
Meeting Schedule	- As required
Meeting Location	- To be determined
Quorum	- Unknown
Delegated Authority	- Nil

Purpose

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by **improving the balance between technical advice and local knowledge**.

Each DAP consists of five panel members, three being specialist members and two local government councillors. For information about how DAPs operate, membership, and development application types please select from the menu to the left.

Under the DAP regulations, each DAP will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.

Avon Midland Country Zone of WALGA

1 x Councillor	- Cr Denese Smythe Cr Denis Warnick (Deputy)
1 x Shire Staff	- Chief Executive Officer
Other LG members	- Shire of Northam Shire of Toodyay Shire of Chittering Shire of Goomalling Shire of Gingin Shire of Victoria Plains Shire of Dandaragan Shire of Moora Shire of Wongan-Ballidu Shire of Dalwallinu
Officer Responsible	- Chief Executive Officer
Committee Administration	- Rotated between members
Meeting Schedule	- Quarterly
Meeting Location	- Various (rotated between member Shires)
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice to WALGA on various matters.

Avon Regional Organisation of Councils (AROC)

1 x Councillor	- Cr Denese Smythe, Shire President
1 x Shire Staff	- Chief Executive Officer (ex-officio)
Organisation Membership	- Shire of Chittering Shire of Dowerin Shire of Goomalling Shire of Northam Shire of Toodyay Shire of Victoria Plains
Committee Administration	- Rotated among the member organisations
Officer Responsible	- Chief Executive Officer
Meeting Schedule	- Bi-monthly
Meeting Location	- To be determined
Quorum	- Delegates from 4 member local governments.
Delegated Authority	- Nil
Purpose	- The purpose of AROC is to arrange and facilitate Members: <ul style="list-style-type: none"> • Working together cooperatively to address regional problems, issues or challenges and advance the interests of the region; • Developing and implementing resource sharing strategies or regional service delivery models; • Delivery of training and development programs for elected members or staff; and • Undertaking joint tendering or purchasing arrangements

Avon Regional Roads Sub-Group

1 x Councillor	- Cr Kevin Trent
1 x Shire Staff	- Executive Manager, Infrastructure & Development Services
Other Organisations	- MRWA Representative Officers from Avon Shires
Officer Responsible	- Executive Manager, Infrastructure and Development Services
Committee Administration	- Main Roads WA
Meeting Schedule	- Twice yearly
Meeting Location	- Various over the four Shire Locales
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	

The role of Regional Road Groups is to recommend Local Government road funding priorities to the MRWA Advisory Committee and to monitor the implementation of the Local Roads Program in their own regions.

At the Regional level, Regional Road Groups are responsible for:

- Assessing Local Government road funding needs
- Prioritising projects and Black Spot projects
- Development of a long term plan (5 years) to distribute Road Projects and Black Spot Grants
- Developing and improving methodology for the prioritisation of projects and the distribution of State funds
- Monitoring and reporting on program effectiveness
- Implementing performance indicators and open and accountable processes
- Ensuring grants are expended in the year of allocation
- Monitoring Local Government Expenditure on approved local roads projects
- Recommending improved procedures to the Advisory Committee
- Raising relevant issues on the Local Roads Program and the overall road needs of the Region with the Advisory Committee
- Providing advice to member Local Governments

The Regional Road Group may delegate certain functions and tasks to Regional Sub Groups, provided that all Regional Sub-Groups have the same delegated responsibilities.

Avon Tourism Association

1 x Councillor	- Cr Ashley Garratt
1 x Shire Staff	- Chief Executive Officer
Other members	-
Officer Responsible	- Chief Executive Officer
Committee Administration	- Avon Tourism Inc
Meeting Schedule	- Unknown
Meeting Location	- Various (rotated between member Shires)
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- Formed as a peak body to market the Avon Valley to domestic and international visitors

Earthquake Building Mitigation Project Working Group

1 x Shire of York Councillor	- Cr Denese Smythe
Chairperson/Deputy	- Chairperson and Deputy Chair to be elected by the Working Group
Organisational representatives of:	-
GeoScience Australia	Mark Edwards
	Martin Wehner
University of Adelaide	Mike Griffiths
	Jaroslav Vaculik
Dept. Lands, Planning & Heritage WA	Harriet Wyatt
	Christine Otter
Dept. Fire & Emergency Services WA	Justin Whitney
	Mark Williams
Shire of York Officers Officer Responsible	- Executive Manager, Infrastructure & Development Services Arts & Cultural Heritage Officer [minute taker]
	Chief Executive Officer/ Acting Chief Executive Officer
Standing Ex-Officio Member Meeting Schedule	- Quarterly and as required, with every second meeting to be an 'in-person' meeting and every other meeting to be held as a teleconference.
Meeting Location	- Shire of York /DPLH, Perth/Teleconference
Quorum	- 5 members including one Councillor
Delegated Authority	- Nil

FUNCTIONS:

1.0 NAME

The name of the Working group is the NDRP 1819-05 Earthquake Building Mitigation Project Working Group.

2.0 DISTRICT/AREA OF CONTROL

Shire of York.

3.0 VISION / PURPOSE

The NDRP 1819-05 Earthquake Building Mitigation Project Working Group is to be an advisory group to Council for the duration of the project, due for completion in August 2022.

4.0 STATUTE***Shire of York Local Government (Council Meetings) Local Law 2016***

The provisions of the above local law apply.

The Working Group shall operate in accordance with the Local Government Act 1995 and the Shire of York Local Government (Council Meetings) Local Law 2016 with the following exceptions:

1. As the Working Group has no delegated authority meetings are not open to the public; and
2. Order of Business at the meetings will be as outlined in Section 9 of this Terms of Reference.

5.0 ESTABLISHMENT

Established by Council Resolution on 23 September 2019

6.0 OBJECTIVES

The purpose of the Working Group is to:

Co-ordinate and ensure the progression and completion of the Earthquake building mitigation Project as defined by the Grant Funding Agreement between the Department of Fire and Emergency Services and the Shire of York under the Natural Disaster Resilience Program 2018-19 Earthquake Building Mitigation Project NDRP1819-05.

The project will examine the application of the outcomes of the Bushfire and Natural Hazards CRC (BNHCRC) York earthquake mitigation study [previously undertaken by GeoScience Australia & the University of Adelaide] to a number of York building types.

The retrofit work will be separately managed through a linked parallel program funded through local and state government initiatives with the program using information developed under the current BNHCRC project for specific heritage retrofits.

Retrofit information development for additional building types is included in this NDRP project to better cover the building range found in other WA communities and nationally. The broader statewide application will involve translating the information to take into account different local hazard and building use.

Finally, the project will establish and utilise an industry reference group comprising engineers, architects, contractors and industry body representatives to review the work and refine the information products developed.

The project will communicate the availability and utility of the information through York community engagement, conferences and workshops for use in WA and nationally.

7.0 MEMBERSHIP**7.1 General**

Council will appoint members to the Working Group

8.0 ORDER OF BUSINESS AT MEETINGS

The Order of Business at Working Group Meetings will be as follows:

1. OPENING
 - 1.1. Declaration of opening
 - 1.2. Disclaimer
 - 1.3. Standing Orders
 - 1.4. Declarations of Interest that might Cause Conflict
 - 1.5. Declarations of financial Interest
 - 1.6. Disclosure of Interest that May Affect Impartiality
2. ATTENDANCE
 - 2.1. Members
 - 2.2. Staff
 - 2.3. Apologies
 - 2.4. Leave of Absence Previously Approved
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING
4. OFFICER'S REPORTS
5. QUESTIONS FROM MEMBERS WITHOUT NOTICE
6. BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING
7. CLOSURE

River Conservation Society

1 x Councillor	- Cr David Wallace Cr _____ (Deputy)
Other members	-
Officer Responsible	- N/A
Committee Administration	- River Conservation Society
Meeting Schedule	- Unknown
Meeting Location	- Various
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- The River Conservation Society is passionate about caring, conserving and protecting the Avon River, surrounding environs and the Avon Catchment.

York Bypass/Heavy Haulage Project Working Group

2 x Shire Representatives	- Shire President, Cr Denese Smythe Chief Executive Officer (Other Shire staff may attend meetings as approved by the CEO.)
Organisations	- 2 x Main Roads WA representatives Regional Manager, Main Roads Wheatbelt – Craig Manton Project Development Manager, Main Roads Wheatbelt, Dave Pearson - 2 x Wheatbelt Development Commission representatives Director Regional Services Wheatbelt Development Commission, Grant Arthur Ross Ainsworth, Wheatbelt Development Commission Board Member.
Chairperson	- Shire President
Officer Responsible	- Chief Executive Officer
Meeting Schedule	- Monthly or more frequently if required.
Meeting Location	- To be determined
Quorum	- 3 members including one representative from each organisation
Delegated Authority	- Nil

FUNCTION

1.0 NAME

The name of the Group is the York Bypass/Heavy Haulage Working Group.

2.0 DISTRICT/AREA OF CONTROL

Shire of York

3.0 VISION / PURPOSE

To work with government, community and other stakeholders to identify and recommend a route envelope for a future York Bypass/Heavy Haulage Route.

4.0 STATUTE

Policy G 2.5 Reference Groups

Reference Groups:

- are not Committees established under Section 5.8 of the Local Government Act 1995.
- provide a valuable mechanism for Council to gain information which may be of use in decision-making.
- cannot hold delegated Council powers

- may, depending on their individual Terms of Reference, make recommendations to the Council on a relevant matter.

5.0 ESTABLISHMENT

Established by Council Resolution on 28 November 2016.

6.0 OBJECTIVES

- Develop a Community Engagement Plan for consideration by the Council of the Shire of York.
- Work collectively between Main Roads, Wheatbelt Development Commission and the Shire to implement the Community Engagement Plan once adopted by Council including undertaking regular reviews.
- Provide a recommendation on the preferred Route Envelope for a future York Bypass/Heavy Haulage Route for use in future planning.

7.0 DELEGATED AUTHORITY

The Group does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility.

8.0 WORKING GROUP

8.1 Chairperson

The Chairperson of the Working Group will be the Shire President. If the Shire President is not available, the group will choose someone to Chair the meeting from members present.

8.2 Secretariat and Note taker

This role is to be fulfilled by Main Roads WA.

9.0 MEETINGS

9.1 Group Meetings

The York Bypass/Heavy Haulage Working Group will meet monthly unless a Special Meeting is called by the Chairperson.

9.2 Voting

Voting shall be by consensus or by a show of hands as directed by the Chairperson.

9.3 Notes of Meetings

The Chairperson is to ensure that Notes of the Meeting are kept of the meetings proceedings.

The Meeting Notes may be confirmed by a majority of members present at the meeting in writing via email, after the completion of the meeting.

Recommendations requiring Council action arising from the Meeting Notes shall be presented to Council at the next Ordinary Council Meeting or earliest available Council meeting if it is not possible to present the Notes to the next Ordinary Council Meeting.

York Community Resource Centre

1 x Councillor	- Cr Pam Heaton
Other members	- Mr Gordon Marwick Mr Chris Heaton Mr Bob Lear Mr John Oliver Ms Liz Parker Ms Margaret Collins
Officer Responsible	- N/A
Committee Administration	- York Community Resource Centre
Meeting Schedule	- Monthly (Tues am)
Meeting Location	- Various (rotated between member Shires)
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- The C.R.C. is a non-profit community based organisation that builds capacity through economic, business and social development. The Centre is administered by a Management Committee, Manager, staff and volunteers. It derives its income from membership fees, charging for services, contract agreements and fee for service contracts.

York District High School Board

1 x Councillor	- Cr Pam Heaton
Other members	- Mr Kim Anderson – Principal, York DHS Staff members – York DHS Mr Graeme Allen Mr Michael Harries Ms Brenda Treloar Mr Andrew Wherrett Unknown
Officer Responsible	- N/A
Committee Administration	- York DHS
Meeting Schedule	- Monday evenings twice per term
Meeting Location	- York District High School
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- Council representation on the Board at the request of York DHS.

York Hospital Advisory Group

1 x Councillor	- Cr David Wallace Cr _____ (Deputy)
Other Members	- Ms Tricia Walters Ms Di Hammersley Mr Des Bradley Mr John Dawson Mr Julian Krieg Mr Eric Rous Ms Di Ogden Mr Malcolm Jones Ms Ann Coyne Ms Tana Burgess Dr Duncan Steed Ms Tracy Bradfield
Chairperson/Deputy Chair	- Mr Julian Krieg (Chairperson) Mr John Dawson (Deputy Chair)
Officer Responsible	- N/A
Meeting Schedule	- Monthly or more frequently if required.
Meeting Location	- To be determined
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- Formed to work together to improve the provision of health and allied services in York through collaboration, communication and lobbying (see attached).

York – Merredin Road Working Group

2 x Shire Representatives	- Cr Kevin Trent
	- Executive Manager, Infrastructure and Development Services
Other Members	- Unknown
Chairperson	- TBC
Working Group Administration	- Main Roads WA
Meeting Schedule	- Monthly or more frequently if required.
Meeting Location	- To be determined
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- To work with the government, community and other stakeholders to improve the York-Merredin Road.

Rural Water Council

1 x Councillor	- Cr Denis Warnick Cr David Wallace (Deputy)
1 x Shire Staff	- Executive Manager Development & Infrastructure Services
Other LG members	- Shire of Toodyay Shire of Chittering Shire of Goomalling Shire of Gingin Shire of Victoria Plains Shire of Koorda Shire of Lake Grace Shire of Dandaragan Shire of Dowerin Shire of Merredin Shire of Moora Shire of Mount Marshall Shire of Mukinbudin Shire of Narembeen Shire of Nungarin Shire of Westonia Shire of Wongan-Ballidu
Officer Responsible	- Robert Dew, Executive Officer, Rural Water Council of WA (Inc)
Committee Administration	- Rotated between members
Meeting Schedule	- Quarterly
Meeting Location	- Various (rotated between member Shires)
Quorum	- Unknown
Delegated Authority	- Nil
Purpose	- The objects and purposes of the Association are - (a) To raise awareness of water supply issues relating to farmland and communities in rural and dryland agricultural areas. (b) To endeavour to obtain equitable distribution state wide of funds for water supply improvement to minimise the difficulty caused by the inadequate domestic, spraying and stock water in dryland agricultural areas. (c) To work with all relevant Government agencies, water advisory groups and other stakeholders to encourage and support research and development to optimise alternative management and use of water supplies. (d) To raise awareness of the need to improve and maintain rural and town water supplies and infrastructure. (e) To contribute to regional planning and policies relating to the allocation and use of water resources in rural and dryland agricultural areas. (f) To represent the water needs of our member communities.

(g) To raise awareness of the need to effectively manage water resources.

(h) To provide input to and seek membership of appropriate water advisory groups and the like.

Paint York REaD

- | | |
|------------------------------|--|
| 2 x Shire Representatives | - Cr Ashley Garratt |
| | - Executive Manager, Corporate & Community Services |
| Other Members | - 13 Committee Members |
| Chairperson | - Meg Boyle |
| Working Group Administration | - Meg Boyle, Charlotte Macdonald |
| Meeting Schedule | - Irregular, approximately once a quarter |
| Meeting Location | - York Early Years Hub |
| Quorum | - Unknown |
| Delegated Authority | - Nil |
| Purpose | - To encourage everyone in the community to read, talk and sing with children from birth to ensure they are ready to learn at school. (A branch of the national 'Paint the Town ReaD' organization). |

APPENDIX 1 – Form – Declaration of Interest – Committees and Reference/Working Groups

Refer following page for form.



DECLARATION OF INTEREST FORM

In accordance with Section 5.65(1) of the *Local Government Act 1995* a member who is a Councillor or a Shire employee who has an interest in any matter to be discussed at a Council or Committee meeting that will be attended by the member must disclose the nature of the interest.

Meeting Date: _____

Meeting: _____

Name and Position of Person Disclosing the Interest:

Name: _____

Position: _____

INTEREST: FINANCIAL / PROXIMITY / IMPARTIAL *(please circle)*

Item Number: _____

Item Title: _____

Nature of Interest: _____

Withdrew At: _____

Returned At: _____

Impartiality Declaration *(to be read aloud at meeting by person declaring the interest)*

With regard to (item title), the matter in Item.....

I disclose that I have an association with the applicant (or person seeking a decision. The association is (nature of interest)

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.

Signature of Person Declaring Interest

Date

DECLARED TRIVIAL: YES / NO

MOVED: _____

SECONDED: _____

CARRIED / LOST

APPENDIX 2 – Terms of Reference – Avon Regional Organisation of Councils (AROC)

Our Ref: ORG3//OCR31267

14 August 2017

Mr Paul Martin
Chief Executive Officer
Shire Of York
PO Box 22
YORK WA 6302

SHIRE OF YORK	
FILE	OR. RDT.1
OFFICER	INITIALS
PAUL M.	
22 AUG 2017	
1161835	
REFERRED TO COUNCIL	
DATE	INITIALS



Administration Centre

15 Fienes Street
PO Box 96
TOODYAY WA 6566

T (08) 9574 9300

F (08) 9574 2158

E records@toodyay.wa.gov.au

W www.toodyay.wa.gov.au

Dear Paul

AROC MOU – adopted at an AROC Meeting held on 3 April 2017

Please find enclosed a signed copy of the above agreement for your records.

If you have any queries regarding the above please call me.

Yours sincerely

Stan Scott
Chief Executive Officer
AROC Secretariat



Avon Regional Organisation of Councils (AROC)

Agreement between:

**Shire of Chittering
Shire of Dowerin
Shire of Goomalling
Shire of Northam
Shire of Toodyay
Shire of Victoria Plains
Shire of York**

Memorandum of Understanding for the Operation of the Avon Regional Organisation of Councils (AROC)

*Adopted as amended at an AROC Meeting held on 3 April 2017 –
circulated to members for endorsement (Res. No. 07/03/17).*

April 2017

Memorandum of Understanding
Avon Regional Organisation of Councils (AROC)

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Memorandum of Understanding
Avon Regional Organisation of Councils

A. Description of the Memorandum of Understanding (MOU)

1. The purpose of this document is to set out the framework for regional cooperation between the member local governments.
2. The regional body shall be known as the Avon Regional Organisation of Councils, or under the short form AROC.
3. AROC will not be a legal entity or a body corporate, and may only operate under the auspices of one or more member local governments.
4. AROC operates under the authority of Section 3.68 of the *Local Government Act 1995*.

B. Period of Agreement

1. This agreement shall apply from the date it is adopted by the member local governments for a period of five years. At the end of that period the members may:
 - Renew the agreement;
 - Change the agreement; or
 - Take no action, in which case the agreement ceases to have effect.
2. The agreement may be modified or cancelled at any time with the unanimous agreement of the member local governments.

C. Membership

1. Membership of the Avon Regional Organisation of Councils shall consist of the following organisations. Each member is a local government constituted under the Western Australian *Local Government Act 1995*.
2. Member local governments of the Avon Regional Organisation of Councils are:
 - Shire of Chittering
 - Shire of Dowerin
 - Shire of Goomalling
 - Shire of Northam
 - Shire of Toodyay
 - Shire of Victoria Plains
 - Shire of York

Memorandum of Understanding
Avon Regional Organisation of Councils

D. Mission Statement

The mission of the Avon Regional Organisation of Councils is to:

“Work cooperatively for the benefit of the region and well-being of the community”

E. Purpose

The purpose of AROC is to arrange and facilitate Members:

- working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- developing and implementing resource sharing strategies or regional service delivery models;
- delivery of training and development programs for elected members or staff; and
- undertaking joint tendering or purchasing arrangements.

F. The AROC Governance Group

1. The prime decision making body for AROC shall be the Governance Group;
2. The Governance Group will meet every two months at a time and place agreed by the group;
3. Each member local government shall have equal representation on the Governance Group;
4. The Governance Group shall consist of:
 - one Elected Member from each member local government, usually the mayor or Shire President;
 - one Senior Officer from each member local government, usually the CEO;
5. Each local government shall nominate an Elected Member to represent it on the Governance group;
6. Proxies are permitted;
7. Each member local government shall have a single vote to be exercised by their nominated elected member or proxy, or in the absence of an elected member by the CEO or senior officer present;
8. Governance Group meetings are not open to the public, but additional elected members from member local governments are encouraged to attend as observers;
9. Invited guests may attend the meeting to address particular issues and can remain for the remainder of the meeting unless decided otherwise by the meeting;

Memorandum of Understanding
Avon Regional Organisation of Councils

10. Members may attend by prior arrangement through instantaneous electronic communication.

G. The AROC Officer's Group

1. The AROC Officers Group will meet every two months at a time and place agreed by the Officers Group, in the months when the Governance Group does not meet;
2. Each member local government shall have equal representation on the Officers Group, usually the CEO;
3. Proxies are permitted; and
4. Decisions shall be by consensus.

H. Authority

1. The Governance Group will have authority from member local governments to deal with funds held by AROC from members and third party contributions; except
2. The individual local government that is auspiced to deliver a program or project under third party grant funding shall ensure that the program or project is delivered and the funds are expended and acquitted in accordance with the grant agreement.

I. Meetings

1. AROC Governance Group meetings shall be convened at the time and at the place determined by the group;
2. The secretariat will prepare a program for the meeting that will consist of:
 - Matters referred by the Officers Group for consideration or decision;
 - Matters raised by individual member local governments for consideration;
 - Review of actions and progress arising from previous meetings or decisions;
 - Submissions, presentations or representations from third parties arranged by the secretariat or agreed by the Chairperson;
 - Such other matters as may be agreed by the Governance Group.
3. The meeting Program will generally be circulated one clear week prior to the Governance Group Meeting.
4. A quorum shall consist of delegates from four member local governments.

Memorandum of Understanding
Avon Regional Organisation of Councils

J. Chairperson and Deputy Chairperson

1. The Chairperson and Deputy Chairperson of the Governance Group will be elected at the first Governance Group meeting following the local government Ordinary Elections, or at such other times as may be necessary if the position is vacated;
2. The Chairperson and Deputy Chairperson must be elected members from the member local governments;
3. The Chairperson shall have a deliberate vote only and no casting vote. Unresolved matters are to be referred to the next meeting;
4. If the Chairperson is absent, whether represented by a proxy or not, the Deputy Chairperson will preside;
5. If both the Chairperson and the Deputy Chairperson are absent, whether represented by proxies or not, the group will elect a presiding member for that meeting only.

K. Secretariat

1. An individual, member local government or other corporate body may be appointed to provide secretariat support to AROC. Unless the Governance Group determines otherwise the secretariat will be provided by the local government represented by the Chairperson;
2. The Governance Group will determine an annual fee for the provision of secretariat services at the time that it adopts its annual budget.

L. Treasury

1. A member local government will be appointed to act as Treasurer to hold, manage and account for funds held on behalf of AROC;
2. The Treasurer will provide regular financial reports to the Governance Group;
3. The Governance Group may determine an annual fee for the provision of Treasury services at the time that it adopts its annual budget.

M. Annual Financial Contribution

1. Each year at its April meeting the Governance Group will determine the annual contribution for member Councils for the following financial year;
2. The annual contribution shall be identical for each member Council;
3. The annual contribution will be not less than \$5,000 and not more than \$10,000 per member local government.

Memorandum of Understanding
Avon Regional Organisation of Councils

N. Project Financial Contribution

1. AROC through the Governance Group may decide to undertake a project or projects which require additional financial contributions from member local governments;
2. Projects must involve at least two local governments, but could involve all member local governments;
3. Each project will have a separate form of agreement which will ensure that:
 - The costs of the project are equitably distributed;
 - That any additional costs or savings are equitably distributed to participating local governments; and
 - That there will be no impost on, or windfall to those member local governments that choose not to participate.

O. New AROC Members

1. The Governance Group may by unanimous agreement:
 - Allow an additional local government to become a member; or
 - Invite an additional local government to become a member.
2. Any new member will be required to buy in to the Avon Regional Organisation of Councils;
3. The buy in figure will be determined by preparing a balance sheet for AROC, and dividing the net equity position by the number of Members.

P. Withdrawal of AROC Members

1. AROC members recognise and agree that participation in AROC is a long term strategy and any decision to withdraw should be reflective of the long term nature of the commitment;
2. A retiring member must give at least one full financial year notice of an intention to withdraw;
3. At the conclusion of the notice period the departing member will be entitled to receive a payout calculated as the AROC net position not including any restricted funds, at 30 June divided by the number of members;
4. A member may withdraw at any time without notice but will be required to pay any contributions due and payable up to the end of the current financial year, but will not be entitled to any distribution of assets.

Memorandum of Understanding
Avon Regional Organisation of Councils

Q. Action Plan

1. AROC will prepare an Action Plan every two years that will identify regional priorities, planned projects and activities for the next two year period;
2. The Governance Group may at any time add or removed items from the Action Plan;
3. The Action Plan will be reviewed annually;
4. The Action Plan will form a schedule to this MOU.

Memorandum of Understanding
Avon Regional Organisation of Councils

R. Executed by the Parties

Shire of Chittering

SHIRE PRESIDENT


GORDON HENSTON
 Printed Name


 Signature

8/8/17
 Date

CHIEF EXECUTIVE OFFICER

ALAN STORIAN
 Printed Name


 Signature

8/8/2017
 Date

Shire of Dowerin

SHIRE PRESIDENT

DALE ELLIS METCALF.
 Printed Name


 Signature

7th Aug 2017
 Date

CHIEF EXECUTIVE OFFICER

ANDREA SELVEY
 Printed Name


 Signature

07/08/17
 Date

Shire of Goomalling

SHIRE PRESIDENT

BARRY JOHN HAYWOOD.
 Printed Name


 Signature

 Date

CHIEF EXECUTIVE OFFICER

CORNELIS CLEMENT KERP
 Printed Name


 Signature

7-8-2017
 Date

Memorandum of Understanding
Avon Regional Organisation of Councils

Shire of Northam

SHIRE PRESIDENT

STEVEN BRUCE POLLARD

Printed Name



Signature

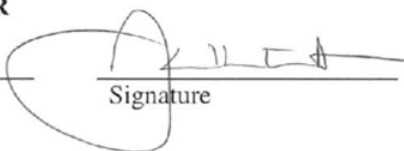
7/8/17

Date

CHIEF EXECUTIVE OFFICER

JASON WHITEAKER

Printed Name



Signature

7.8.17

Date

Shire of Toodyay

SHIRE PRESIDENT

DAVID DOU

Printed Name



Signature

7/8/17

Date

CHIEF EXECUTIVE OFFICER

STAN SCOTT

Printed Name



Signature

7/8/17

Date

Shire of Victoria Plains

SHIRE PRESIDENT

DAVID STANLEY LOVELL

Printed Name



Signature

7/8/17

Date

CHIEF EXECUTIVE OFFICER

GLINDA MARGARET TEEDE

Printed Name



Signature

7/8/17

Date

Shire of York

SHIRE PRESIDENT

DAVID WATKINS

Printed Name



Signature

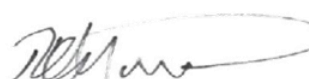
7/8/17

Date

CHIEF EXECUTIVE OFFICER

PAUL MARTIN

Printed Name



Signature

7/8/17

Date

ACTION PLAN – Schedule 1

S. Schedule 1 – AROC Action Plan

Schedule 1 – AROC Action Plan				
Issue	Themes	Actions	Review Date	
Health and Aged Care	Aged Care planning			
	Independent living units			
	Age Friendly communities planning			
Strategic Waste Management	Regional Planning			
	Regional strategies			
	Advocacy			
Councillor and Staff development	Training needs identification			
	Training delivery in the region			
	Regional Conference or workshop			
Regional Risk	Risk Management processes			
	Regional Risk Coordinator			
Human Resource Management	Workforce Development Planning			
	Specialised staff meetings			
	Resource sharing			
Information Technology	Build relationship with Central Regional TAFE			
	Joint strategies			

Page 9

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ACTION PLAN – Schedule 1

Schedule 1 – AROC Action Plan			
Issue	Themes	Actions	Review Date
	Resource sharing Regional Support Insourcing IT support		
Economic Development	Infrastructure development		
	Infrastructure trust		
	Regional Planning		
	Engagement with WDC		
	Regional promotion		
	Strategic Road Projects		
Regional Governance	Review of governance models		
	Regional subsidiary		
	Infrastructure Trust		
Regional Airport location	Support and advocacy for Cunderdin		
Regional Recreation Strategy	Regional Cooperation		
Environmental Health Services	Resource Sharing		
	Joint Mosquito Project (3 year)		

APPENDIX 3 – Letter of Invitation – River Conservation Society



PO Box 846 York WA 6302
Web: riverconservationsociety.org
Facebook: York River Conservation Society

22nd November 2019

Mr. Allen Cooper
Acting Chief Executive Officer
Shire of York

Dear Allen,

On the 21st October a member of the River Conservation Society's committee sent an email to Councillor Denese Smythe requesting her to consider being the Shire of York's representative on the RCS committee. At the time the RCS was not aware that Denese would be elected Shire President and be subjected to the associated workload that the position entails. We do not wish to add to her workload by specifically requesting her to be the Shire's representative for our group.

The River Conservation Society would like to request that representation from among the Shire Councillors be open to all the Councillors to consider. Ideally the representative should be someone who has an interest in environmental and landcare issues within the Shire of York.

Regards

John Crook
Chairperson
River Conservation Society, York
Phone: 0429 799 450
Email: chairriverconservationyork@gmail.com



APPENDIX 4 – Letter of Invitation – York District High School Board

20/5/17

York Shire CEO, York Shire President & York Shire Councillors
Shire of York
Joaquina St
YORK WA 6302

Dear Mr Paul Martin, Cr David Wallace, Cr Denese Smyth, Cr Heather Saint, Cr Pam Heaton,
Cr Jane Ferro, Cr Trevor Randell and Cr Tricia Walters

RE: York DHS School Board Community Member Position

I am writing on behalf of the York DHS School Board seeking a representative from the Shire of York Council as a Community Member on the School Board.

As a Board, we believe that close connection between the Shire and York DHS is very beneficial to both groups in the short term and longer term. The Shire has the role of providing a range of positive services, facilities and support for its residents. Whilst the School has the role of providing a range of learning environments and programs to ensure the students have the skills to become the positive future residents of the community in which they live.

The role of the School Board is to work closely with the school to achieve the best possible outcomes for the students within the guidelines of required legislation. Currently, the school Board consists of representative of the parent body and school staff. We have a vacant position for a Community Member which we wish to fill with a representative of the York Shire Council.

Our meetings are held Monday evenings at the school; twice per term commencing at 7.30pm and concluding (at the latest), at 9pm. In previous meetings, we have discussed matters such as school policy, finances, programs, resourcing, future needs, future direction, parent/community workshops etc.

Please do not hesitate to contact me should you require any further information: 96411898 (business hours)

I look forward to your reply and thank you for your consideration of this important aspect of our community.

Regards

Brenda Treloar
Parent Representative
York DHS School Board.

APPENDIX 5 – Terms of Reference – York Health (Hospital) Advisory Group and Letter of Request

York Health Advisory Group

Purpose

The purpose of Local Health Advisory Groups is to provide a forum for:

- * ongoing communication and interaction between West Australian Country Health Services (WACHS) and community members,
- * development of workable solutions for local health service related issues.

Terms of Reference

The Local Health Advisory Group will advise and support local health service providers in an environment of co-operation, shared understanding and consensus.

It is responsible for advising the Director of Nursing/Health Service Manager and/or Primary Health Manager, District Manager, Regional Director and District Health Advisory Council on matters relating to health service quality, access, co-ordination and planning in the local setting.

Service Quality & Information

- * the health service's performance in terms of consumer care indicators, code of ethics and hospital charter of patient rights and responsibility;
- * the health service's consumer care policies and procedures;
- * consumer and community health related information developed by the health service;
- * consumer complaint follow up and associated services improvement.

Service Access, Co-ordination and Planning

- * the best and most sustainable options for improving service access locally considering the district/regional context;
- * improving service co-ordination;
- * possible new and modified services;
- * issues to be considered in service planning;
- * the development of local/district consumer satisfaction surveys;
- * activities, initiatives and projects that impact on users of the health service.

The Local Health Advisor Group will be included in relevant health service accreditation processes.

Membership

The Local Health Advisory Group membership should reflect and have the capacity to represent community and consumer diversity. Membership should be drawn from, but not limited to, consumers, local government and health related professionals and agencies.

SHIRE OF YORK	
FILE	HS.GEN.3
OFFICER	INITIALS
Allen	
or Smythe	
25 OCT 2019	
J176621	
REFERRED TO COUNCIL	
DATE	INITIALS

York Hospital Advisory Group

c/o PO Box 632,
YORK, WA, 6302

The President,
York Shire Council.

Dear Ms Smythe,

Shire Representation on Committee


Our committee, in conjunction with "Friends of the Hospital, Pioneer Lodge and Ambulance", works to support the services provided by the Hospital especially as they affect vulnerable members of the York Community.

Over the last several years we have been engaged in ensuring that compassionate, on going services coordinated by our Hospital eg Meals on Wheels, Domestic assistance, Transport to out of town specialists etc, continue and are not superseded by what we believe cannot work effectively in a small rural community where there are no other providers.

As you know, Councillor Wallace has been, long term, an active member of our Committee and has the knowledge and understanding to help us achieve our goal.

Consequently, at our meeting on 22nd October, I was asked to write to you requesting that Councillor Wallace continue as Shire Representative on our committee.

Yours truly,

 (Secretary)

25/10/2019

APPENDIX 6 – Terms of Reference – York-Merredin Road Community Reference Group

'ATTACHMENT THREE CRG TERMS OF REFERENCE

YORK-MERREDIN ROAD UPGRADE PROJECT COMMUNITY REFERENCE GROUP TERMS OF REFERENCE June 2017

We are establishing a Community Reference Group (CRG) as part of our project to upgrade the York-Merredin Road.

We are determined to improve the road environment to heighten road safety for all users and reduce the impact of road crashes on road users, understanding that:

- people do not choose to leave the road
- the penalty for leaving the road should not be death or serious injury
- safe clear zones on each side of the road will allow drivers to recover if they leave the road.

Road safety is paramount and there is a clear whole of Government directive (via the Wheatbelt Safety Review and Towards Zero Road Safety Strategy 2008-2020) to reduce the number of people killed or seriously injured in the Wheatbelt.

BACKGROUND: PROJECT NEED AND KEY ISSUES

York Merredin Road is currently used by trucks carrying long distance freight and local produce, which mix with tourists, buses, caravans and cars. The road forms part of the haulage route for grain from the eastern part of the region to Fremantle Port. Currently some sections of the York Merredin Road are less than 7 metres wide on a 9 metre pavement – therefore not meeting the minimum recommended seal width for this road of 9 metres on 11 metres (specified in Austroads Guidelines).

After considering the project scope, geography, funding sources and current traffic volumes, it has been determined that a clear zone of 6 metres to be the minimum for this project, which reduces the required clearing areas and land acquisition requirements while still achieving safety targets. Unfortunately the York Merredin Road does not comply with this as some objects are only 0.25 metres from the road edge.

Crashes in the Wheatbelt Region over the five years from 2011-2015 is higher than other areas in the state, with 144 people killed (43% involved roadside vegetation) and 836 people hospitalised.

The key objective of this project is to reduce the risk of vehicle crashes that result in Killed or Seriously Injured (KSI) by widening the road.

STAKEHOLDER ENGAGEMENT

We have consulted with landowners, local government and the Wildflower Society in recent times, and have identified the need to further engage with all stakeholders to ensure that regular and ongoing two-way communication activities provide relevant information and feedback about the project.

As part of the consultation program, we are calling for nominations from local residents, business representatives and other key stakeholders to join a Community Reference Group. This group will be formed to ensure the immediate communities are able to have representative input into the project. The CRG will not be a decision making body, but will be involved in identifying key issues that may influence the final design.

York-Merredin CRG Workshop #1

The group may include:

- 1 x Department of Parks and Wildlife
- 2 x Shire representatives (technical officer and ward councillor) from the Shire of York, Shire of Beverley and Shire of Quairading
- 1 x Avon Branch of Wildflower Society (Cheryl Warburton?)
- 1x Care for Avon Environment
- 1 x Avon Valley Environmental Society (part of Conservation Council of WA)
- 1 x Landcare (TBA)
- 1 x Progress Association (York, Quairading, Beverley, Greenhills? - each town as required)
- 1 x police from York, Beverley and Quairading
- 1 x volunteer ambulance from York, Beverley and Quairading (possibly York Sub Centre)
- Resident/landowner representatives
- Business representative/s (including heavy vehicles)
- Other community members

The first CRG meeting will be held in July 2017. Participation in the CRG will be voluntary and meetings will be held locally on a weeknight. A meeting date and time will be confirmed once participants are finalised.

TERMS OF REFERENCE

The CRG essentially provides a forum to facilitate and improve communication between the community, stakeholders and Main Roads. The CRG will be a community sounding board and will be formed to:

- Assist in identifying, discussing and providing advice on community issues associated with the project.
- Receive information from Main Roads to share with the community.
- Provide representative community and stakeholder input into some project design details.
- Advise of any additional ways to communicate with local residents.
- Working collaboratively to consider ideas and suggestions with open assessment, discussion and implementation where agreed.

CRITERIA FOR SELECTION OF MEMBERS

Representatives will be selected based on their capacity to demonstrate the following criteria which will need to be addressed in writing (email, fax or post) in your reply (note: brief responses are welcome):

- Can represent communities or stakeholders along/using the alignment.
- Must understand local issues and be able to represent the interests of others in the same areas (not just individual residents).
- Understand and have the capacity to voice the issues, concerns and views of community members or be able to represent a ratepayer, progress or community association, or environmental group (and be able to report back to the stakeholder group).
- Be available for all meetings, including visits to specific sites, or nominate a proxy prior to the meeting date.
- Acceptance of the CRG role and associated tasks.

York-Merredin CRG Workshop #1

- Access to email and internet for contact and correspondence.

MANAGEMENT

- CRG meetings will be facilitated by an independent facilitator appointed by Main Roads who will prepare meeting summary reports for circulation following each meeting.
- CRG members will be asked not to speak on behalf of the group without its prior written consent. This consent can only be given at a meeting of the CRG.
- Meetings are expected to last around two hours and will be held after normal working hours (unless the group agrees to meet during work hours). The number of meetings required will be determined according to project timelines and achievements.

CODE OF CONDUCT

All members of the CRG agree to the following standards of behaviour and rules: respecting and being courteous to others and their opinions; letting people have their say; accepting and embracing differences; resolving issues and differences before leaving meetings or advising the facilitator of issues and concerns; maintaining confidentiality as required; publicly supporting positions taken by the group; no political or vested interests.

SY157-10/20 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:	29 September 2020
Appendices:	1. Summary of Payment Agreement Applications - October - 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 two 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 recommendation 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 two (2) applications during the 2020/21 financial year. These agreements expire on 30 June 2021.

The Shire has received a further two (2) applications for the 2020/21 financial year that do not qualify under DE3-3 and therefore, require Council consideration.

The applicants are claiming financial hardship or difficulties as a result of their current circumstances.

Confidential Appendix 1 details the current debts and a brief reason why the debtors cannot meet the standard payment options. The table also provides officer recommendations for the applications.

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 the officer recommendation. 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

Goal 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 arrangements relating to rates and charges, as of 9 October 2020 is \$13,428.03.

This represents approximately 0.38% of the total outstanding rates and charges as at 30 September 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 Minor (2).

The Likelihood of Recurrence is Likely (4).

The overall risk rating is Moderate (8).

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, legal action can be taken to recover the due amounts.

The financial risk reduces as 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 applications for a payment agreement as detailed within Confidential Appendix 1, with the condition that any default may result in debt recovery action.

SY158-10/20 FINANCIAL REPORT FOR 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:	<ol style="list-style-type: none">1. Monthly Financial Report - September 2020 ↓ 2. Creditors Payments Listing - September 2020 ↓ 3. Business Card Summary - August 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.

It should be noted that the 2019/20 figures reflected in the following reports are an estimate of the end of year position only and are subject to audit adjustments for the 2019/20 Annual Financial Report.

COMMENTS AND DETAILS

The Financial Report for the period ending 30 September 2020 is presented for Council's consideration and includes the following;

- Monthly Statements for the period ended 30 September 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 September 2020;

Outstanding Rates and Services

The total outstanding rates balance at the end of September was \$3,504,149 compared to \$6,200,393 at the end on August 2020. The rates were due 14 September 2020. Interestingly, considering the additional financial difficulties experienced in the community as a result of COVID-19, the comparison between financial years shows positive results.

Current Year	Properties	30/09/2020	%	Properties	30/09/2019	%
3 years and over	87	\$ 502,434.60	14%	97	\$ 552,762.94	14%
2 years and over	103	\$ 216,862.49	6%	110	\$ 206,795.69	5%
1 year and over	254	\$ 348,790.53	10%	258	\$ 337,571.65	9%
Total Prior Years outstanding		<u>\$ 1,068,087.62</u>	30%		<u>\$ 1,097,130.28</u>	28%
Current Rates	1433	<u>\$ 2,436,061.22</u>	70%	1444	<u>\$ 2,767,329.64</u>	72%
Total Rates Outstanding		<u>\$ 3,504,148.84</u>			<u>\$ 3,864,459.92</u>	

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. While some progress is evident in relation to the outstanding balances greater than 2 years, officers will be seeking quotes in the coming months for debt collection relating to these categories.

Outstanding Sundry Debtors

Total outstanding sundry debtors as at 30 September 2020 were \$45,235 compared to \$412,137 as at 31 August 2020. During the month of September, funding for the completed Skate Park project of \$350,000 was received following finalisation of all acquittal requirements.

Current Year	30/09/2020	%	30/09/2019	%
90 days and over	\$28,153.29	62%	\$106,269.22	83%
60 days and over	\$0.00	0%	\$1,630.59	1%
30 days and over	\$2,053.94	5%	\$14,787.24	12%
Current	<u>\$15,027.31</u>	33%	<u>\$5,787.69</u>	5%
Total Debtors Outstanding	<u>\$45,234.54</u>		<u>\$128,474.74</u>	

COVID-19 Response Update – rates payment incentives and local stimulus

Council acknowledges the difficult times the community has experienced as a result of COVID-19. Consequently, Council allocated over \$131,000 within the 2020/21 annual budget to provide economic stimulus via the rates payment incentive scheme as follows;

- 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.
- All ratepayers who pay current and outstanding rates in full on or before 14 September 2020 to qualify for \$50 York Dollars.
- 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 (13 October 2020), officers report the following;

- Discounts applied to date - \$45,958 compared to a budget estimate of \$44,873
- York Dollars issued to date – \$45,660. An extension to collect York Dollars was provided (in line with budget estimates) from 30 September to 19 October 2020. It should also be noted that whilst vouchers issued to date can be considered reasonably significant, only \$14,163 has been claimed from participating businesses to date. Ratepayers are reminded that

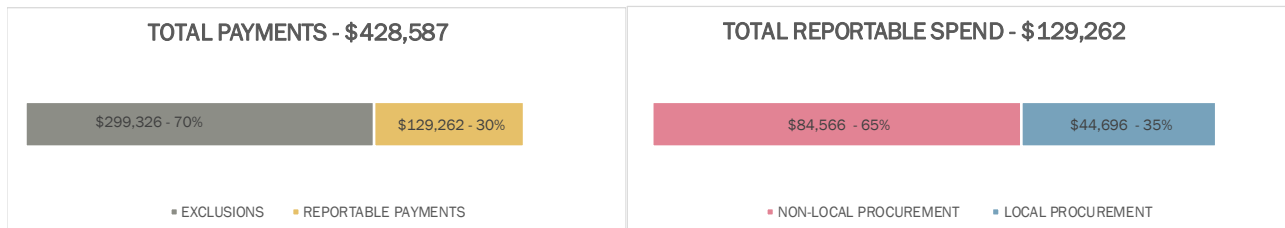
subject to payment being received by the Shire in accordance with the above resolution, the final date to claim York Dollars is 19 October 2020. York Dollars will be valid for use at participating businesses until 31 December 2020.

- Hardship Policy applications received to date – 0

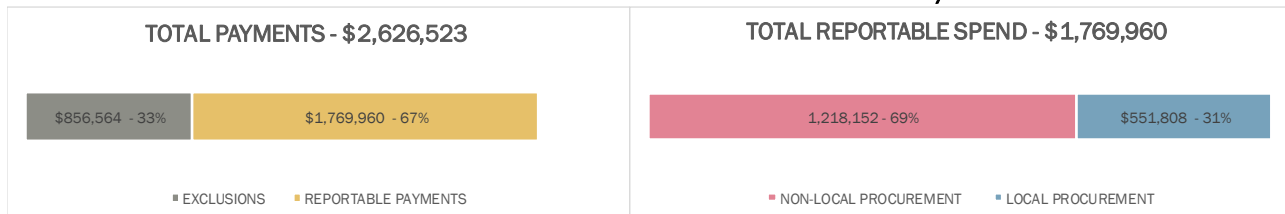
Local procurement

To further support the local economy, Council commits to spending locally where possible and reasonably practicable. For the month of September 2020, officers report the following in relation to local procurement, noting that 35% of reportable creditor payments were made to businesses situated in York in the month of September;

TOTAL PROCUREMENT - SEPTEMBER 2020



TOTAL PROCUREMENT - YEAR TO DATE 2020/21



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)

OPTIONS

Not applicable.

IMPLICATIONS TO CONSIDER

Consultative

Not applicable.

Strategic

Theme 5: Strong and Effective Leadership

- 5.1 Effective and informed governance and decision-making
- 5.3 A financially sustainable Shire
- 5.4 Open and accountable systems

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 September 2020 as summarised below:

Sep-20

MUNICIPAL FUND	AMOUNT
Cheque Payments	2,088.65
Payroll Debits	297,017.47
Electronic Funds Payments	355,525.10
Payroll Debits - Superannuation	66,001.62
Bank Fees	2,068.44
Corporate Cards	-
Exetel NBN Fees	396.00
Fuji Xerox Equipment Rental	236.62
Fire Messaging Service	82.50
Sub total - Municipal	723,416.40
 TRUST FUND	
Electronic Funds Payments	2,882.74
Cheque Payments	2,089.00
Direct Debits Licensing	113,098.55
Sub total - Trust	118,070.29
 TOTAL DISBURSEMENTS	 841,486.69



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

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

is presented at page 5 and shows a balance as at 30 September 2020	\$	7,562,626
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It should be noted that any 2019/20 figures reflected in the following reports are an estimate of the end of year position only and are subject to audit adjustments to the 2019/20 Annual Financial Report.

Reserve Funds
Loan Schedule
Detailed operating and non-operating schedules

Date prepared: Tuesday, 13 October 2020

**SHIRE OF YORK****INCOME AND EXPENDITURE STATEMENT BY NATURE OR TYPE
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

	2020/21 ADOPTED BUDGET	2020/21 YTD ACTUAL
REVENUE		
General Rates	5,993,127	5,990,927
Operating Grants, Subsidies and Contributions	1,200,010	380,894
Fees and Charges	1,394,574	806,291
Interest Earnings	67,032	-
Other Revenue	91,200	10,301
	8,745,943	7,188,414
EXPENDITURE		
Employee Costs	(4,314,396)	(990,647)
Materials and Contracts	(2,644,202)	(473,390)
Utility Charges	(399,841)	(41,397)
Depreciation	(2,585,950)	(716,753)
Interest Expense	(94,453)	(12,116)
Insurance	(219,481)	(162,062)
Other Expenditure	(449,696)	(149,334)
	(10,708,019)	(2,545,698)
<u>Increase/(Decrease)</u>	(1,962,077)	4,642,715
Non-operating Grants and Subsidies	1,301,193	264,968
Profit on Asset Disposal	-	-
Loss on Asset Disposal	(88,418)	-
Loss on Revaluation of Fixed Assets	-	-
	1,212,775	264,968
NET RESULT	(749,302)	4,907,683



SHIRE OF YORK

INCOME AND EXPENDITURE STATEMENT BY PROGRAMME FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	2020/21 ANNUAL BUDGET	2020/21 SEPTEMBER BUDGET	2020/21 YTD ACTUAL
			\$
REVENUE			
General Purpose Funding	6,763,120	6,180,792	6,190,304
Governance	2,900	260	13,480
Law, Order, Public Safety	79,219	2,642	5,150
Health	2,500	525	4,281
Education and Welfare	35,623	9,640	10,252
Community Amenities	733,316	686,986	681,526
Recreation and Culture	788,852	75,296	69,120
Transport	1,353,617	462,459	429,233
Economic Services	246,588	43,141	39,312
Other Property & Services	41,400	9,275	10,758
	10,047,136	7,471,014	7,453,415
EXPENDITURE			
General Purpose Funding	(443,201)	(146,958)	(152,123)
Governance	(784,408)	(204,050)	(162,183)
Law, Order, Public Safety	(464,439)	(118,310)	(111,919)
Health	(241,049)	(60,448)	(59,270)
Education and Welfare	(146,148)	(39,083)	(38,589)
Community Amenities	(1,184,791)	(240,256)	(205,380)
Recreation and Culture	(3,473,468)	(818,656)	(822,096)
Transport	(2,475,127)	(632,808)	(808,606)
Economic Services	(1,427,106)	(230,246)	(206,733)
Other Property and Services	(68,283)	20,495	21,168
	(10,708,019)	(2,470,319)	(2,545,732)
<i>Increase/(Decrease)</i>	(660,884)	5,000,695	4,907,683
DISPOSAL OF ASSETS			
Plant and Equipment	(88,418)	-	-
Land	-	-	-
Furniture and Equipment	-	-	-
<i>Gain/(Loss) on Disposal</i>	(88,418)	-	-
<i>Change in net assets resulting from operations</i>			
<i>Gain/(Reduction)</i>	(749,302)	5,000,695	4,907,683



SHIRE OF YORK
SUMMARY OF CURRENT ASSETS AND LIABILITIES
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

CURRENT ASSETS	LY ACTUAL 30/09/2019	YTD ACTUAL 30/06/2020	YTD ACTUAL 30/09/2020
Cash at Bank	\$7,667,686	\$5,604,493	\$8,007,082
Sundry Debtors	\$4,163,246	\$1,929,265	\$3,881,335
Stock on Hand	\$50,298	\$24,221	\$33,412
SUB-TOTAL	\$11,881,230	\$7,557,978	\$11,921,828
LESS CURRENT LIABILITIES			
Sundry Creditors	(\$861,234)	(\$1,997,737)	(\$991,284)
Loan Liability	(\$187,634)	(\$244,526)	(\$196,337)
Leave Provisions	(\$751,237)	(\$869,559)	(\$869,559)
	(\$1,800,105)	(\$3,111,822)	(\$2,057,180)
Cash Backed Reserves	(\$3,105,242)	(\$3,023,350)	(\$3,023,350)
Add Back Loan Liability	\$187,634	\$244,526	\$196,337
Add Back Leave Reserve 6	\$492,682	\$524,991	\$524,991
Adjustments to be resolved			
SUB-TOTAL	(\$4,225,031)	(\$5,365,655)	(\$4,359,202)
NET CURRENT ASSETS - SURPLUS/(DEFICIT)	\$ 7,656,199	\$ 2,192,323	\$ 7,562,626



SHIRE OF YORK
FINANCIAL ACTIVITY STATEMENT
 FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	2020/21 ANNUAL BUDGET	2020/21 SEPTEMBER BUDGET	2020/21 YTD ACTUAL 30/09/2020	VAR TO BUDGET \$	VAR TO BUDGET %
OPERATING REVENUE					
General Purpose Funding	6,763,120	6,180,792	6,190,304	9,512	0%
Governance	2,900	260	13,480	13,220	5085%
Law, Order Public Safety	79,219	2,642	5,150	2,508	95%
Health	2,500	525	4,281	3,756	715%
Education and Welfare	35,623	9,640	10,252	612	6%
Community Amenities	733,316	686,986	681,526	(5,460)	-1%
Recreation and Culture	788,852	75,296	69,120	(6,176)	-8%
Transport	1,353,617	462,459	429,233	(33,226)	-7%
Economic Services	246,588	43,141	39,312	(3,829)	-9%
Other Property and Services	41,400	9,275	10,758	1,484	16%
	10,047,135	7,471,014	7,453,415	(17,598)	0%
LESS OPERATING EXPENDITURE					
General Purpose Funding	(443,201)	(146,958)	(152,123)	(5,166)	4%
Governance	(784,408)	(204,050)	(162,183)	41,867	-21%
Law, Order, Public Safety	(464,439)	(118,310)	(111,919)	6,390	-5%
Health	(241,049)	(60,448)	(59,270)	1,178	-2%
Education and Welfare	(146,148)	(39,083)	(38,589)	494	-1%
Community Amenities	(1,184,791)	(240,256)	(205,380)	34,876	-15%
Recreation and Culture	(3,473,468)	(818,656)	(822,096)	(3,440)	0%
Transport	(2,475,127)	(632,808)	(808,606)	(175,799)	28%
Economic Services	(1,427,106)	(230,246)	(206,733)	23,513	-10%
Other Property & Services	(68,283)	20,495	21,168	673	3%
	(10,708,019)	(2,470,319)	(2,545,732)	(75,413)	3%
Increase/(Decrease)	(660,884)	5,000,695	4,907,683	(93,011)	-2%
ADD					
Principal Repayment Received - Loans					
Profit/Loss on sale of assets	(88,418)	-	-	88,418	
Depreciation Written Back	2,585,950	646,488	716,753	(1,869,198)	
Sold Assets Written Back	340,418	-	-	(340,418)	
	2,837,950	646,488	716,753	(2,121,198)	-75%
Sub Total	2,177,067	5,647,182	5,624,435	(2,214,209)	158%



SHIRE OF YORK
FINANCIAL ACTIVITY STATEMENT
 FOR THE PERIOD ENDED 30 SEPTEMBER 2020

	2020/21 ANNUAL BUDGET	2020/21 SEPTEMBER BUDGET	2020/21 YTD ACTUAL 30/09/2020	VAR TO BUDGET \$	VAR TO BUDGET %
LESS CAPITAL PROGRAMME					
Purchase Tools					
Purchase Land & Buildings	(570,000)	(45,000)	(65,689)	504,311	
Infrastructure Assets - Roads	(2,540,066)	(189,162)	(94,112)	2,445,953	-50%
Infrastructure Assets - Recreation	(273,150)	(37,400)	(40,712)	232,438	
Infrastructure Assets - Other	(10,000)	(4,000)	-	10,000	
Purchase Plant and Equipment	(1,107,000)	(47,100)	(5,430)	1,101,570	-88%
Purchase Furniture and Equipment	(65,000)	(1,000)	-	65,000	
Repayment of Debt - Loan Principal	(244,526)	(3,111)	(48,189)	196,337	1449%
Transfer to Reserves	(246,832)	-	-	246,832	
	(5,056,574)	(326,773)	(254,132)	4,802,442	-95%
Sub Total	(2,879,507)	5,320,409	5,370,303	2,588,233	-82%
LESS FUNDING FROM					
Reserves	663,000	-	-	(663,000)	
Opening Funds	2,216,507	2,216,507	2,192,323	(24,184)	-1%
	2,879,507	2,216,507	2,192,323	(687,184)	-1%
ESTIMATED SURPLUS/(DEFICIT)	(0)	7,536,916	7,562,626	1,901,049	



SHIRE OF YORK
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2020

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

	Actual 30/06/2020 \$	Actual 30/09/2020 \$
Current assets		
Cash and cash equivalents	5,225,590	7,628,179
Rates Outstanding	1,090,153	3,253,935
Sundry Debtors	935,072	627,400
Cash Held for Distribution (Prev Trust)	378,903	378,903
Inventories/Stock	24,221	33,412
Total current assets	7,653,938	11,921,828
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	33,108,564
Infrastructure	104,946,409	104,553,158
Total non-current assets	138,368,457	137,857,648
Total assets	146,022,396	149,779,476
Current liabilities		
Trade and other payables	1,714,795	612,381
Cash Held for Distribution (Prev Trust)	378,903	378,903
Provisions	869,559	869,559
Interest-bearing loans and borrowings	244,526	196,337
Total current liabilities	3,207,782	2,057,180
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	3,819,019
Net assets	141,052,774	145,960,457
Equity		
Accumulated surplus	32,234,223	33,446,965
Change in net assets resulting from operations	1,212,742	4,907,683
Asset revaluation reserve	104,582,459	104,582,459
Other reserves	3,023,350	3,023,350
Total equity	141,052,774	145,960,457

**SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 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.

	YTD ADOPTED BUDGET	YTD ACTUALS	VAR TO YTD BUDGET \$	VAR TO YTD BUDGET %
OPERATING REVENUE				
General Purpose Funding	\$6,180,792	\$6,190,304	\$9,512	0%
No material variance to report.				
Governance	\$260	\$13,480	\$13,220	5085%
Permanent variance - LGIS Contributions Assistance funding received \$13,420.				
Law, Order Public Safety	\$2,642	\$5,150	\$2,508	95%
Timing variance - Fines and Penalties imposed for roaming animals to date \$2,912				
Health	\$525	\$4,281	\$3,756	715%
Timing variance - Septic tank applications received to date higher than expected for this time				
Education and Welfare	\$9,640	\$10,252	\$612	6%
No material variance to report.				
Community Amenities	\$686,986	\$681,526	-\$5,460	-1%
No material variance to report.				
Recreation and Culture	\$75,296	\$69,120	-\$6,176	-8%
No material variance to report.				
Transport	\$462,459	\$429,233	-\$33,226	-7%
No material variance to report.				
Economic Services	\$43,141	\$39,312	-\$3,829	-9%
No material variance to report.				
Other Property and Services	\$9,275	\$10,758	\$1,484	16%
No material variance to report.				
	\$7,471,014	\$7,453,415	-\$17,599	0%

**SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

OPERATING EXPENDITURE	YTD BUDGET	YTD ACTUALS	VAR TO BUDGET	VAR TO BUDGET
General Purpose Funding	\$146,958	\$152,123	\$5,166	4%
No material variance to report.				
Governance	\$204,050	\$162,183	-\$41,867	-21%
Temporary variance in relation to timing of first FBT instalment \$23,000 and admin salaries \$22,000.				
Law, Order, Public Safety	\$118,310	\$111,919	-\$6,390	-5%
Permanent variance relating to reduced insurance costs associated with fire control of \$5,000				
Health	\$60,448	\$59,270	-\$1,178	-2%
No material variance to report.				
Education and Welfare	\$39,083	\$38,589	-\$494	-1%
Timing variance in relation to payment of rates for Centennial units.				
Community Amenities	\$240,256	\$205,380	-\$34,876	-15%
Timing variance in relation to payment of waste services.				
Recreation and Culture	\$818,656	\$822,096	\$3,440	0%
No material variance to report.				
Transport	\$632,808	\$808,606	\$175,799	28%
Permanent variation - quarterly depreciation processed for roads assets - higher than budget figure by \$93,000 (non-cash variation)				
Economic Services	\$230,246	\$206,733	-\$23,513	-10%
Timing variance only - relates to timing of payments for festivals support - not utilised to date \$22,000.				
Other Property & Services	-\$20,495	-\$21,168	-\$673	3%
Timing variance relating to allocation of overheads.				
	\$2,470,319	\$2,545,732	\$75,413	3%

**SHIRE OF YORK
VARIANCE REPORT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

CAPITAL PROGRAMME	YTD BUDGET	YTD ACTUALS	VAR TO BUDGET	VAR TO BUDGET
Land & Buildings	\$45,000	\$65,689	\$20,689	46%
Timing variance only - Works carried forward from 2019/20 for Carparking upgrades at the Administration office. Construction has commenced for Containers for Change shed.				
Infrastructure Assets - Roads	\$189,162	\$94,112	-\$95,050	-50%
Timing variance only - Construction program to commence.				
Infrastructure Assets - Recreation Facilities	\$37,400	\$40,712	\$3,312	9%
No material variance to report.				
Infrastructure Assets - Other	\$4,000	\$0	-\$4,000	-100%
No material variance to report.				
Plant and Equipment	\$47,100	\$5,430	-\$41,670	-88%
Timing Variance only - no vehicle trades to date.				
Furniture and Equipment	\$1,000	\$0	-\$1,000	-100%
No material variance to report.				
	\$323,662	\$205,943	-\$117,719	-36%



**YORK RECREATION AND CONVENTION CENTRE
OPERATING STATEMENT
FOR THE PERIOD ENDED 30 SEPTEMBER 2020**

	2019/20 ADOPTED BUDGET	2019/20 YTD ACTUAL 30/06/2020	2019/20 COMPARISON 31/08/2019	2020/21 ADOPTED BUDGET	2020/21 YTD ACTUAL 30/09/2020	% OF BUDGET	YTD ACTUAL 31/08/2020	MOVEMENT AUG-SEPT
REVENUES								
FORREST OVAL LIGHTS INCOME	2,020	1,606	0	2,020	0	0%	0	0
YRCC INCOME - HIRE	5,050	1,501	577	2,500	283	11%	246	37
YRCC INCOME - GYM	22,220	15,851	4,916	20,000	6,311	32%	5,005	1,306
YRCC INCOME - CONFERENCES	35,350	19,330	1,243	35,704	1,309	4%	1,268	41
YRCC INCOME - BAR	191,900	141,337	40,587	193,819	20,480	11%	11,581	8,899
YRCC INCOME - CAFE/RESTAURANT	111,100	106,081	35,380	112,211	25,422	23%	13,861	11,561
YRCC INCOME - CANTEEN	30,300	10,762	10,658	30,603	153	1%	64	89
YRCC INCOME - GREEN FEES - BOWLS	0	75	0	0	1,311		7	1,304
YRCC INCOME - GREEN FEES - TENNIS	1,515	794	70	1,515	0	0%	0	0
	399,455	297,337	93,431	398,372	55,269	14%	32,032	23,237
COST OF SALES								
YRCC EXPENDITURE - GYM	11,506	7,221	1,945	11,013	4,223	38%	3,276	947
YRCC EXPENDITURE - CONFERENCES	28,946	15,547	2,343	23,099	3,385	15%	1,471	1,914
YRCC EXPENDITURE - BAR	142,994	91,918	34,592	147,670	21,649	15%	10,851	10,798
YRCC EXPENDITURE - CAFE/RESTAURANT	151,385	130,678	43,601	160,419	37,742	24%	19,002	18,740
YRCC EXPENDITURE - CANTEEN	21,398	10,587	10,307	21,982	1,836	8%	260	1,576
YRCC EXPENDITURE - BOWLS	10,644	4,263	2,909	11,270	44	0%	44	(0)
YRCC EXPENDITURE - TENNIS	10,644	702	0	11,087	43	0%	43	0
	377,517	260,917	95,697	386,540	68,920	18%	34,947	33,974
GROSS PROFIT	21,938	36,420	(2,266)	11,832	(13,651)	-115%	(2,915)	(10,737)
CENTRE COSTS								
FORREST OVAL CONVENTION CENTRE	129,653	102,582	25,199	128,909	23,555	18%	9,130	14,425
YRCC MARKETING & PROMOTIONS	3,704	1,436	1,436	1,500	1,540	103%	1,540	0
RECREATION - SALARIES	77,745	55,435	26,437	93,088	18,397	20%	10,759	7,638
RECREATION - SUPERANNUATION	45,049	26,524	8,140	40,000	7,274	18%	3,726	3,548
YRCC OPERATIONAL & MARKETING PLAN	10,000	1,842	162	20,000	0	0%	0	0
	266,152	187,819	61,374	283,497	50,766	18%	25,155	25,611
PROFIT/(LOSS)	(244,214)	(151,399)	(63,640)	(271,664)	(64,417)	24%	(28,070)	(36,348)

Date: 14/10/2020
Time: 11:14:29AM

Shire of York
CREDITOR PAYMENTS LISTING - SEPTEMBER 2020

USER: KRISTY LIVINGSTONE
PAGE: 1

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
4330	14/09/2020 SANDOR COVEK	REFUND CAT TRAP BOND #244484	2		89.00
INV T1	08/09/2020 SANDOR COVEK	REFUND CAT TRAP BOND #244484	2	89.00	
4331	14/09/2020 SHIRE OF YORK	REFUND CROSSOVER BOND FOR 40 SOUTH ST, YORK, REC #181169, 28/10/2013 TO BE PAID TO RATES FOR 59 LANGFORD RD, YORK - A60148	2		2,000.00
INV T56	11/09/2020 SHIRE OF YORK	REFUND CROSSOVER BOND FOR 40 SOUTH ST, YORK, REC #181169, 28/10/2013 TO BE PAID TO RATES FOR 59 LANGFORD RD, YORK - A60148	2	2,000.00	
EFT24498	04/09/2020 A & K MARWICK	RATES REFUND FOR ASSESSMENT A3220 - 247 QUONAMINING RD NARRALOGGAN	1		244.72
INV A3220	02/09/2020 A & K MARWICK	RATES REFUND FOR ASSESSMENT A3220 - 247 QUONAMINING RD NARRALOGGAN		244.72	
EFT24499	04/09/2020 AVON ARC TEST & TAG	REPLACEMENT OF NON-COMPLIANT FIRE EXTINGUISHERS	1		1,181.00
INV 1686	12/08/2020 AVON ARC TEST & TAG	REPLACEMENT OF NON-COMPLIANT FIRE EXTINGUISHERS	1	1,181.00	
EFT24500	04/09/2020 BUTLER SETTINER (AUDIT) PTY LTD	FINANCIAL MANAGEMENT REVIEW AND REGULATION 17 REVIEW OF THE SHIRE OF YORK INCLUDING DISBURSEMENTS	1		8,974.24
INV 18064	25/08/2020 BUTLER SETTINER (AUDIT) PTY LTD	FINANCIAL MANAGEMENT REVIEW AND REGULATION 17 REVIEW OF THE SHIRE OF YORK INCLUDING DISBURSEMENTS	1	8,974.24	
EFT24501	04/09/2020 CELLARBRATIONS DUKE OF YORK	REIMBURSEMENT 31/8/20 FOR 80 X \$10 YORK DOLLAR\$ VOUCHERS	1		799.79
INV SHIRE OF	31/08/2020 CELLARBRATIONS DUKE OF YORK	REIMBURSEMENT 31/8/20 FOR 80 X \$10 YORK DOLLAR\$ VOUCHERS	1	799.79	
EFT24502	04/09/2020 GRAHAM MAX HORNE	RATES REFUND FOR ASSESSMENT A60962 - 1727 BERRYBROW RD INKPEN WA 6302	1		225.50
INV A60962	02/09/2020 GRAHAM MAX HORNE	RATES REFUND FOR ASSESSMENT A60962 - 1727 BERRYBROW RD INKPEN WA 6302		225.50	
EFT24503	04/09/2020 GUARDIAN TACTILE SYSTEMS PTY LTD	SUPPLY OF (40) NUMBERS OF YELLOW 300 X 300 TACTILES WITH 4L SURFACE D PRIMER	1		654.40
INV 12755	14/08/2020 GUARDIAN TACTILE SYSTEMS PTY LTD	SUPPLY OF (40) NUMBERS OF YELLOW 300 X 300 TACTILES WITH 4L SURFACE D PRIMER	1	654.40	
EFT24504	04/09/2020 HUDSON HOWELLS	COMMENCEMENT INVOICE (50%) TRAILS ECONOMIC BUSINESS CASE RFQ Q10-1920 AS.QTN.51 - SHIRE OF YORK	1		16,500.00
INV HH01	30/07/2020 HUDSON HOWELLS	COMMENCEMENT INVOICE (50%) TRAILS ECONOMIC BUSINESS CASE RFQ Q10-1920 AS.QTN.51 - SHIRE OF YORK	1	16,500.00	

Date: 14/10/2020
Time: 11:14:29AM

Shire of York
CREDITOR PAYMENTS LISTING - SEPTEMBER 2020

USER: KRISTY LIVINGSTONE
PAGE: 2

Cheque /EFT No	Date Name	Invoice Description	Bank Code	INV Amount	Amount
EFT24505	04/09/2020 L M PAVING & CONCRETE	SUPPLY AND INSTALL THE PRAM RAMP ON THE NORTH EAST CORNER OF SOUTH STREET AND LOWE STREET INTERSECTION, CONSTRUCTION OF TWO PRAM RAMPS ON LOWE STREET, SUPPLY AND LAY THE CONCRETE IN FRONT OF AVON PARK TOILET	1		2,530.00
INV 24	22/08/2020 L M PAVING & CONCRETE	SUPPLY AND INSTALL THE PRAM RAMP ON THE NORTH EAST CORNER OF SOUTH STREET AND LOWE STREET INTERSECTION, CONSTRUCTION OF TWO PRAM RAMPS ON LOWE STREET, SUPPLY AND LAY THE CONCRETE IN FRONT OF AVON PARK TOILET	1	2,530.00	
EFT24506	04/09/2020 LEANNE PATRICIA LEE	REIMBURSEMENT FOR POLICE CLEARANCE - YVC EMPLOYEE LEANNE LEE	1		55.80
INV	02/09/2020 LEANNE PATRICIA LEE	REIMBURSEMENT FOR POLICE CLEARANCE - YVC EMPLOYEE LEANNE LEE	1	55.80	
EFT24507	04/09/2020 LGIS WA	PROPERTY INSURANCE 20/21	1		59,650.42
INV	02/07/2020 LGIS WA	PROPERTY INSURANCE 20/21	1	59,650.42	
EFT24508	04/09/2020 REED ENTERPRISES	COMMENCE MANUFACTURE OF SHED KIT AS PER SCHEDULE & WIDE SPAN MATERIAL DELIVERY FOR CONTAINERS FOR CHANGE AT DEPOT	1		18,382.50
INV 289	02/09/2020 REED ENTERPRISES	COMMENCE MANUFACTURE OF SHED KIT AS PER SCHEDULE & WIDE SPAN MATERIAL DELIVERY FOR CONTAINERS FOR CHANGE AT DEPOT	1	18,382.50	
EFT24509	04/09/2020 SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT & SERVICE OF NAPPY WASTE DISPOSAL UNITS	1		413.60
INV 20056439	01/07/2020 SANOKIL	MONTHLY SUPPLY & SERVICE OF SANITARY WASTE DISPOSAL UNIT & SERVICE OF NAPPY WASTE DISPOSAL UNITS	1	413.60	
EFT24510	04/09/2020 SKATEBOARDING WA	COVID19 EVENT RECOVERY STRATEGY ACTIVATION - SKATEBOARDING WORKSHOP AT AVON PARK - SUNDAY 12 JULY - 3 HOUR FACILITATION FEE	1		1,320.00
INV 0745	22/06/2020 SKATEBOARDING WA	COVID19 EVENT RECOVERY STRATEGY ACTIVATION - SKATEBOARDING WORKSHOP AT AVON PARK - SUNDAY 12 JULY - 3 HOUR FACILITATION FEE	1	1,320.00	
EFT24511	04/09/2020 TALIS CONSULTANTS	DESIGN AND SPECIFICATION FOR 2019/20 ROAD PROJECTS AS ACCORDING TO RFQ 08-19/20	1		2,956.25
INV 20504	30/04/2020 TALIS CONSULTANTS	DESIGN AND SPECIFICATION FOR 2019/20 ROAD PROJECTS AS ACCORDING TO RFQ 08-19/20	1	2,956.25	
EFT24512	04/09/2020 THE GOOD LIFE STORE	REIMBURSEMENT 31/8/20 FOR 28 X \$10 YORK DOLLARS VOUCHERS	1		280.00

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INV 1001	31/08/2020 THE GOOD LIFE STORE	REIMBURSEMENT 31/8/20 FOR 28 X \$10 YORK DOLLAR\$ VOUCHERS	1	280.00	
EFT24513	04/09/2020 VOCUS COMMUNICATIONS	SIP VOICE COMMUNICATION SERVICES - ADMINISTRATION (AUGUST 2020)	1		1,116.50
INV P599490	01/08/2020 VOCUS COMMUNICATIONS	SIP VOICE COMMUNICATION SERVICES - ADMINISTRATION (AUGUST 2020)	1	1,116.50	
EFT24514	04/09/2020 WA CONTRACT RANGER SERVICES PTY LTD	WA CONTRACT RANGER SERVICES 29/7/20-25/8/20	1		2,200.00
INV 02879	30/08/2020 WA CONTRACT RANGER SERVICES PTY LTD	WA CONTRACT RANGER SERVICES 29/7/20-25/8/20	1	2,200.00	
EFT24515	04/09/2020 YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT 27-31/8/20 FOR 38 X \$10 YORK DOLLAR\$ VOUCHERS	1		379.60
INV 641207209	31/08/2020 YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT 27-31/8/20 FOR 38 X \$10 YORK DOLLAR\$ VOUCHERS	1	379.60	
EFT24516	11/09/2020 AUSTRALIAN SERVICES UNION	UNION FEES	1		155.40
INV	08/09/2020 AUSTRALIAN SERVICES UNION	UNION FEES		155.40	
EFT24517	11/09/2020 AVON EXPRESS	PICK UP AUTOMATIC SUCTION CLEANER FROM YORK SWIMMING POOL 12/8/20 & DELIVER TO SHENTON PUMPS AND PICK UP MANUAL SUCTION CLEANER FROM SIGMA CHEMICALS 13/8/20 AND DELIVER TO YORK SWIMMING POOL	1		242.00
INV AE8178	14/08/2020 AVON EXPRESS	PICK UP AUTOMATIC SUCTION CLEANER FROM YORK SWIMMING POOL 12/8/20 & DELIVER TO SHENTON PUMPS AND PICK UP MANUAL SUCTION CLEANER FROM SIGMA CHEMICALS 13/8/20 AND DELIVER TO YORK SWIMMING POOL	1	242.00	
EFT24518	11/09/2020 BLUE FORCE PTY LTD	ALARM SECTION MONITORING AND RELOCATION SECURITY CAMERA 4/8/20 & 11/8/20 - RESIDENCY MUSEUM	1		636.35
INV 112407	18/08/2020 BLUE FORCE PTY LTD	ALARM SECTION MONITORING AND RELOCATION SECURITY CAMERA 4/8/20 & 11/8/20 - RESIDENCY MUSEUM	1	636.35	
EFT24519	11/09/2020 BRITTANY MOORE - WITH, B	SOCIAL MEDIA MANAGEMENT	1		700.00
INV 0016	29/08/2020 BRITTANY MOORE - WITH, B	SOCIAL MEDIA MANAGEMENT	1	700.00	
EFT24520	11/09/2020 CLEANSWEEP (WA) PTY LTD	STREET SWEEP THE STREET, MOB & DEMOB OF YORK INCLUDING THE CEMETERY AND MOUNT BROWN	1		5,500.00
INV 6374	30/06/2020 CLEANSWEEP (WA) PTY LTD	STREET SWEEP THE STREET, MOB & DEMOB OF YORK INCLUDING THE CEMETERY AND MOUNT BROWN	1	5,500.00	
EFT24521	11/09/2020 CORSIGN WA	SUPPLY SIGNAGE	1		466.40
INV 00047607	18/06/2020 CORSIGN WA	SUPPLY SIGNAGE, BRACKETS & STICKERS - AVON TERRACE	1	159.50	

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INV 00049469	18/08/2020 CORSIGN WA	SUPPLY SIGNAGE - FISHER ST & CHILDREN COROSSING	1	107.80	
INV 00049540	20/08/2020 CORSIGN WA	SUPPLY STICKERS - DEPOT	1	20.90	
INV 00049237	21/08/2020 CORSIGN WA	SUPPLY CUSTOM SIGNS (24 HRS STOPPING) - RV PARK	1	178.20	
EFT24522	11/09/2020 DARRYS PLUMBING AND GAS	PUMP OUT DOG POUND SEPTIC TANKS	1		984.50
INV 7221	11/08/2020 DARRYS PLUMBING AND GAS	PUMP OUT DOG POUND SEPTIC TANKS	1	984.50	
EFT24523	11/09/2020 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT	1		445.69
INV	08/09/2020 DEPARTMENT OF HUMAN SERVICES (CHILD SUPPORT)	SUPPORT PAYMENT		445.69	
EFT24524	11/09/2020 DOCUPRINT	PRINTING EXTERIOR EXHIBITION PANELS - RESIDENCY MUSEUM	1		660.00
INV 16425	11/08/2020 DOCUPRINT	PRINTING EXTERIOR EXHIBITION PANELS - RESIDENCY MUSEUM	1	660.00	
EFT24525	11/09/2020 EMERGE ASSOCIATES	SIGNAGE DESIGN FOR AVON PARK	1		440.00
INV 20808	30/04/2020 EMERGE ASSOCIATES	SIGNAGE DESIGN FOR AVON PARK	1	440.00	
EFT24526	11/09/2020 FUEL DISTRIBUTORS	SUPPLY 6500LTS DISTILLATE & 2500LT UNLEADED FOR THE DEPOT	1		8,184.48
INV 53101524	08/09/2020 FUEL DISTRIBUTORS	SUPPLY 6500LTS DISTILLATE & 2500LT UNLEADED FOR THE DEPOT	1	8,184.48	
EFT24527	11/09/2020 GATHER YORK	CATERING FOR OCM 25 AUGUST 2020	1		250.00
INV 00143	03/09/2020 GATHER YORK	CATERING FOR OCM 25 AUGUST 2020	1	250.00	
EFT24528	11/09/2020 HATWORLD PTY LTD	SUPPLY MISCELLANEOUS STOCK FOR RESALE - YVC	1		247.50
INV SR1317	05/08/2020 HATWORLD PTY LTD	SUPPLY MISCELLANEOUS STOCK FOR RESALE - YVC	1	247.50	
EFT24529	11/09/2020 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1		723.85
INV 85354	26/08/2020 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	344.10	
INV 85395	26/08/2020 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	48.90	
INV 86557	02/09/2020 HILLSEAFOOD WHOLESALE FOOD MERCHANTS	YRCC - FOOD SUPPLIES	1	330.85	

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EFT24530	11/09/2020 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1		1,600.01
INV 00049736	13/08/2020 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	920.65	
INV 00050123	26/08/2020 KLEENWEST DISTRIBUTORS	CLEANING & SANITARY PRODUCTS	1	679.36	
EFT24531	11/09/2020 LIVE MUSIC EVENTS	AUDIO VISUAL AND ZOOM LINK FOR AVON-MIDLAND COUNTRY ZONE OF WALGA MEETING TO BE HELD ON 21 AUGUST 2020	1		770.00
INV 1690	21/08/2020 LIVE MUSIC EVENTS	AUDIO VISUAL AND ZOOM LINK FOR AVON-MIDLAND COUNTRY ZONE OF WALGA MEETING TO BE HELD ON 21 AUGUST 2020	1	770.00	
EFT24532	11/09/2020 MAL AUTOMOTIVES	VEHICLE SERVICING	1		6,022.24
INV 25422	17/08/2020 MAL AUTOMOTIVES	CARRY OUT 2000HR SERVICE - Y130 GRADER VOLVO	1	5,495.00	
INV 25451	21/08/2020 MAL AUTOMOTIVES	CARRY OUT 100,000KM SERVICE - UTILITY Y211	1	527.24	
EFT24533	11/09/2020 METAL ARTWORK CREATIONS	DESK NAME PLAQUE FOR EMCCS TO BE PLACED IN CHAMBERS	1		18.04
INV 78825	17/08/2020 METAL ARTWORK CREATIONS	DESK NAME PLAQUE FOR EMCCS TO BE PLACED IN CHAMBERS	1	18.04	
EFT24534	11/09/2020 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY SILENT PERFORMER WHITE BAGLESS VACUUM CLEANER - RESIDENCY MUSEUM	1		329.00
INV	20/08/2020 NORM REYNOLDS ELECTRICAL & FURNITURE	SUPPLY SILENT PERFORMER WHITE BAGLESS VACUUM CLEANER - RESIDENCY MUSEUM	1	329.00	
EFT24535	11/09/2020 NUTRIEN AG SOLUTIONS	WEED SPRAYING SUPPLIES	1		66.85
INV 903210620	21/07/2020 NUTRIEN AG SOLUTIONS	SUPPLY 1 X UNFOAMER 946ML	1	33.00	
INV 903243088	29/07/2020 NUTRIEN AG SOLUTIONS	SUPPLY NUFA KAMBA 1L - FORREST OVAL	1	33.85	
EFT24536	11/09/2020 OFFICEWORKS	OFFICE SUPPLIES	1		533.90
INV 11395238	12/08/2020 OFFICEWORKS	SUPPLY GBC FUSION 1100L A3 LAMINATOR - DEPOT	1	411.95	
INV 11514213	15/08/2020 OFFICEWORKS	SUPPLY MICROSOFT WIRELESS KEYBOARD & MOUSE X 2 INCLUDING DELIVERY CHARGES - VISITOR CENTRE	1	121.95	
EFT24537	11/09/2020 OXTER SERVICES	SUPPLY PACK OF 50 X MILAN 380 X 290MM PURCHASE OF PACKAGING FOR THE VISITOR CENTRE	1		31.30
INV 23283	27/08/2020 OXTER SERVICES	SUPPLY PACK OF 50 X MILAN 380 X 290MM PURCHASE OF PACKAGING FOR THE VISITOR CENTRE	1	31.30	

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EFT24538	11/09/2020 PARKER PRINT	SUPPLY 20 X ROAD TO YORK BOOKS - FOR RESALE IN THE YORK VISITOR CENTRE TO BE DELIVERED FREE OF CHARGE BY PARKER PRINT	1		100.00
INV 409	28/08/2020 PARKER PRINT	SUPPLY 20 X ROAD TO YORK BOOKS - FOR RESALE IN THE YORK VISITOR CENTRE TO BE DELIVERED FREE OF CHARGE BY PARKER PRINT	1	100.00	
EFT24539	11/09/2020 PERTS PANTRY	PURCHASE OF STOCK (JAMS & CHUTNEYS) FOR RESALE AT YORK VISITOR CENTRE	1		176.00
INV 11	19/08/2020 PERTS PANTRY	PURCHASE OF STOCK (JAMS & CHUTNEYS) FOR RESALE AT YORK VISITOR CENTRE	1	176.00	
EFT24540	11/09/2020 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1		548.40
INV KV311533	28/08/2020 PFD FOOD SERVICES PTY LTD	YRCC - FOOD SUPPLIES	1	548.40	
EFT24541	11/09/2020 ROBIN JANENE SMITH	REIMBURSEMENT FOR INCORRECTLY CHARGED LOST LIBRARY BOOK (FOUND IN LIBRARY)	1		20.00
INV	26/08/2020 ROBIN JANENE SMITH	REIMBURSEMENT FOR INCORRECTLY CHARGED LOST LIBRARY BOOK (FOUND IN LIBRARY)	1	20.00	
EFT24542	11/09/2020 ROGER ERNEST HAYES	REFUND PLANNING APPLICATION FEE P1268 - 9 SOUTH ST, YORK	1		295.00
INV REFUND	07/09/2020 ROGER ERNEST HAYES	REFUND PLANNING APPLICATION FEE P1268 - 9 SOUTH ST, YORK	1	295.00	
EFT24543	11/09/2020 ROUS ELECTRICAL	ELECTRICAL SERVICES	1		1,734.92
INV 00002444	13/08/2020 ROUS ELECTRICAL	REPLACE BLOWN LIGHTING ON WESTERN SIDE WALL OF SHIRE ADMIN BUILDING	1	979.00	
INV 00002445	13/08/2020 ROUS ELECTRICAL	REPLACE PANEL ON FORREST OVAL DAM PUMP CONTROL	1	755.92	
EFT24544	11/09/2020 SHERRIN RENTALS	PLANT HIRE	1		2,854.50
INV	31/07/2020 SHERRIN RENTALS	DRY HIRE 16T MULTI TYRE ROLLER 20-23/7/20 INCLUDING TRANSPORT - TALBOT HALL RD & MCDOUGALL RD AS PER TENDER 04-19/20	1	1,782.00	
INV	31/07/2020 SHERRIN RENTALS	DRY HIRE 16T MULTI TYRE ROLLER 27/7/20-31/7/20 - CORNER WELLS RD, BOYLE RD & DOODENANNING RD AS PER TENDER 04-19/20	1	1,072.50	
EFT24545	11/09/2020 SUSANN LOHSE	DESIGN EXTERIOR EXHIBITION PANELS AND SOUND EDITING - RESIDENCY MUSEUM	1		950.00
INV	08/09/2020 SUSANN LOHSE	DESIGN EXTERIOR EXHIBITION PANELS AND SOUND EDITING - RESIDENCY MUSEUM	1	950.00	
EFT24546	11/09/2020 T-QUIP	SUPPLIES FOR RIDE ON SWEEPERS	1		732.90
INV 94344#12	12/08/2020 T-QUIP	SUPPLY BROOM - SWEEPER - RIDE ON - HAKO POWERBOSS ARMADILLO	1	618.65	
INV 94458#7	18/08/2020 T-QUIP	MAINTENANCE SUPPLIES - MOWER GIANNI FERRARI 1ERM759	1	114.25	

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EFT24547	11/09/2020 THE OLIVE PEOPLE (AUST.) PTY LTD	SUPPLY OILS MISCELLANEOUS STOCK FOR RESALE - YORK VISITOR CENTRE	1		196.00
INV 00025017	21/08/2020 THE OLIVE PEOPLE (AUST.) PTY LTD	SUPPLY OILS MISCELLANEOUS STOCK FOR RESALE - YORK VISITOR CENTRE	1	196.00	
EFT24548	11/09/2020 TOLL TRANSPORT GROUP	FREIGHT	1		198.50
INV 0400	26/07/2020 TOLL TRANSPORT GROUP	FREIGHT - 24/7/20	1	73.76	
INV 0401	02/08/2020 TOLL TRANSPORT GROUP	FREIGHT - 27/7/20 & 30/7/20	1	81.62	
INV 0403	16/08/2020 TOLL TRANSPORT GROUP	FREIGHT - 13/8/20 & 14/8/20	1	43.12	
EFT24549	11/09/2020 VANGUARD PRESS	SUPPLY 3000 X WINDOW FACED ENVELOPES	1		423.50
INV 00026733	28/07/2020 VANGUARD PRESS	SUPPLY 3000 X WINDOW FACED ENVELOPES	1	423.50	
EFT24550	11/09/2020 VEITCH MECHANICAL	GRADER SERVICE 500HRS - Y205	1		1,117.71
INV 0255	29/08/2020 VEITCH MECHANICAL	GRADER SERVICE 500HRS - Y205	1	1,117.71	
EFT24551	11/09/2020 VISIMAX SAFETY PRODUCTS	SUPPLY 4 X INFRINGEMENT NOTICE DOG ACT & 1 X SAFETY VEST (ITEM 40589) SIZE 2 PLUS POSTAGE & HANDLING - RANGER SERVICES	1		218.45
INV 00006182	26/08/2020 VISIMAX SAFETY PRODUCTS	SUPPLY 4 X INFRINGEMENT NOTICE DOG ACT & 1 X SAFETY VEST (ITEM 40589) SIZE 2 PLUS POSTAGE & HANDLING - RANGER SERVICES	1	218.45	
EFT24552	11/09/2020 WATERMAN IRRIGATION	STANDPIPE REMOTE ACCESS CHARGES 1/7/2020-30/06/2021	1		3,602.50
INV 14032	25/08/2020 WATERMAN IRRIGATION	STANDPIPE REMOTE ACCESS CHARGES 1/7/2020-30/06/2021	1	3,602.50	
EFT24553	11/09/2020 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 3/4/20-6/8/20 - DEPOT	1		365.23
INV 210038	06/08/2020 WHEATBELT OFFICE & BUSINESS MACHINES	PHOTOCOPIER CHARGES 3/4/20-6/8/20 - DEPOT	1	365.23	
EFT24554	11/09/2020 YORK LANDSCAPE SUPPLIES	SUPPLY 25M³ BUSHLAND MULCH & 15M³ SOFT FALL PINE CHIPS - AVON PARK	1		2,967.10
INV 00005523	07/09/2020 YORK LANDSCAPE SUPPLIES	SUPPLY 25M³ BUSHLAND MULCH & 15M³ SOFT FALL PINE CHIPS - AVON PARK	1	2,967.10	
EFT24555	11/09/2020 YORK PHARMACY	STAFF FLU VACCINATIONS X 2	1		52.00
INV 243	31/08/2020 YORK PHARMACY	STAFF FLU VACCINATIONS X 2	1	52.00	
EFT24556	14/09/2020 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR AUGUST 2020	2		1,043.74
INV T6	02/09/2020 BUILDING AND ENERGY	BSL REIMBURSEMENT FOR AUGUST 2020	2	1,043.74	
EFT24557	14/09/2020 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR AUGUST 2020	2		859.25

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INV T9	02/09/2020 CONSTRUCTION TRAINING FUND	CTF COLLECTION FOR AUGUST 2020	2	859.25	
EFT24558	14/09/2020 JAMES ARTHUR	JAMES ARTHUR REFUND GYM TOGGLE BOND 447 #232968	2		50.00
INV T67	08/09/2020 JAMES ARTHUR	JAMES ARTHUR REFUND GYM TOGGLE BOND 447 #232968	2	50.00	
EFT24559	14/09/2020 JULIA CHOMSE	JULIA CHOMSE REFUND GYM FOB BOND 463 #241236	2		50.00
INV T67	08/09/2020 JULIA CHOMSE	JULIA CHOMSE REFUND GYM FOB BOND 463 #241236	2	50.00	
EFT24560	14/09/2020 REBECCA REEVES	REBECCA REEVES REFUND GYM FOB BOND 358 #235896	2		50.00
INV T67	08/09/2020 REBECCA REEVES	REBECCA REEVES REFUND GYM FOB BOND 358 #235896	2	50.00	
EFT24561	14/09/2020 SHIRE OF YORK	BSL & CTF COLLECTION - AGENCY FEE FOR AUGUST 2020	2		79.75
INV T9	02/09/2020 SHIRE OF YORK	CTF COLLECTION - AGENCY FEE FOR AUGUST 2020	2	24.75	
INV T6	02/09/2020 SHIRE OF YORK	BSL COLLECTION - AGENCY FEE FOR AUGUST 2020	2	55.00	
EFT24562	14/09/2020 SOPHIE MUELLER	SOPHIE MUELLER REFUND GYM FOB BOND 480 #243645	2		50.00
INV T67	08/09/2020 SOPHIE MUELLER	SOPHIE MUELLER REFUND GYM FOB BOND 480 #243645	2	50.00	
EFT24563	14/09/2020 VOICE OF THE AVON	VOICE OF THE AVON YORK COMMUNITY RADIO REFUND HALL BOND #244709	2		150.00
INV T83	01/09/2020 VOICE OF THE AVON	VOICE OF THE AVON YORK COMMUNITY RADIO REFUND HALL BOND #244709	2	150.00	
EFT24564	14/09/2020 YORK ARTS & EVENTS INC	YORK ARTS & EVENTS REFUNDS	2		550.00
INV T83	01/09/2020 YORK ARTS & EVENTS INC	YORK ARTS & EVENTS REFUND TOWN HALL BOND #244732	2	500.00	
INV T8	01/09/2020 YORK ARTS & EVENTS INC	YORK ARTS & EVENTS REFUND KEY BOND #244732	2	50.00	
EFT24565	14/09/2020 3 MONKEYS AUDIOVISUAL PTY LTD	SUPPLY LED LIGHT AND STAND, IPHONE AND IPAD MOUNT AND STAND, WIRELESS GO MICROPHONE, LAPEL MIC, TRANSMITTED, CAMER TRIPOD STAND	1		797.17
INV 9233	13/08/2020 3 MONKEYS AUDIOVISUAL PTY LTD	SUPPLY LED LIGHT AND STAND, IPHONE AND IPAD MOUNT AND STAND, WIRELESS GO MICROPHONE, LAPEL MIC, TRANSMITTED, CAMER TRIPOD STAND	1	797.17	
EFT24566	14/09/2020 ANALYTICAL REFERENCE LABORATORY (WA) PTY LTD	ANALYTICAL SAMPLES 7/8/20 REPORT 20-13684 - ENVIRONMENTAL HEALTH	1		55.00
INV 156147	12/08/2020 ANALYTICAL REFERENCE LABORATORY (WA) PTY LTD	ANALYTICAL SAMPLES 7/8/20 REPORT 20-13684 - ENVIRONMENTAL HEALTH	1	55.00	
EFT24567	14/09/2020 AUSTRALIAN GROWN	SUPPLY YVC STAFF UNIFORM INCLUDING DELIVERY CHARGES	1		199.32

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INV SI29986	14/08/2020 AUSTRALIAN GROWN	SUPPLY YVC STAFF UNIFORM INCLUDING DELIVERY CHARGES	1	199.32	
EFT24568	14/09/2020 AVON WASTE	RUBBISH RECYCLING COLLECTION (REFER TO INV-00039793) - 14/8/20	1		88.37
INV 00040227	14/08/2020 AVON WASTE	RUBBISH RECYCLING COLLECTION (REFER TO INV-00039793) - 14/8/20	1	88.37	
EFT24569	14/09/2020 BITUTEK PTY LTD	SUPPLY CRS EMULSION - RURAL ROADS	1		759.00
INV 00005563	20/08/2020 BITUTEK PTY LTD	SUPPLY CRS EMULSION - RURAL ROADS	1	759.00	
EFT24570	14/09/2020 CARLTON UNITED BREWERS	YRCC - BEVERAGE SUPPLIES	1		2,700.54
INV	27/08/2020 CARLTON UNITED BREWERS	YRCC - BEVERAGE SUPPLIES	1	2,700.54	
EFT24571	14/09/2020 CEMETERIES & CREMATORIA ASSOCIATION OF WA	CCA WA ORDINARY MEMBERSHIP 2020-21	1		125.00
INV 1187	29/08/2020 CEMETERIES & CREMATORIA ASSOCIATION OF WA	CCA WA ORDINARY MEMBERSHIP 2020-21	1	125.00	
EFT24572	14/09/2020 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	ESL 20/21 QUARTER 1	1		71,359.71
INV 151087	21/08/2020 DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)	ESL 20/21 QUARTER 1	1	71,359.71	
EFT24573	14/09/2020 EMERGE ASSOCIATES	FINAL PAYMENT OF WORKS FOR PARK UPGRADE, YORK - DESIGN & PROJECT MANGEMENT	1		4,684.63
INV 20941M	31/05/2020 EMERGE ASSOCIATES	FINAL PAYMENT OF WORKS FOR PARK UPGRADE, YORK - DESIGN & PROJECT MANGEMENT	1	4,684.63	
EFT24574	14/09/2020 FOCUS NETWORKS	COMPUTER SUPPORT - MANAGED PROACTIVE SERVICES (AUGUST 2020)	1		252.45
INV 11122	28/08/2020 FOCUS NETWORKS	COMPUTER SUPPORT - MANAGED PROACTIVE SERVICES (AUGUST 2020)	1	252.45	
EFT24575	14/09/2020 FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY 10T OF COLDMIX (WINTER) - RURAL ROADS	1		1,980.00
INV 14309580	28/08/2020 FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY 10T OF COLDMIX (WINTER) - RURAL ROADS	1	1,980.00	
EFT24576	14/09/2020 QUALITY PUBLISHING AUSTRALIA	SUPPLY GUIDEBOOKS STOCK FOR RESALE AT THE YORK VISITOR CENTRE	1		138.16
INV 00047238	14/08/2020 QUALITY PUBLISHING AUSTRALIA	SUPPLY GUIDEBOOKS STOCK FOR RESALE AT THE YORK VISITOR CENTRE	1	138.16	
EFT24577	14/09/2020 QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY SUPPLIES	1		559.28

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INV 01231382	07/08/2020 QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY SUPPLIES	1	547.14	
INV 01233239	14/08/2020 QUICK CORPORATE AUSTRALIA PTY LTD	MARBIG COMPACT ARCHIVE BOX	1	12.14	
EFT24578	14/09/2020 RITA BRIDGET TAYLOR	RATES REFUND FOR ASSESSMENT A11660 7 PELHAM ST YORK WA 6302	1		540.92
INV A11660	14/09/2020 RITA BRIDGET TAYLOR	RATES REFUND FOR ASSESSMENT A11660 7 PELHAM ST YORK WA 6302		540.92	
EFT24579	14/09/2020 RIVERLAND AGRICULTURAL CONTRACTORS	RATES REFUND FOR ASSESSMENT A2873 297 MT HARDEY RD MOUNT HARDEY 6302	1		20.85
INV A2873	14/09/2020 RIVERLAND AGRICULTURAL CONTRACTORS	RATES REFUND FOR ASSESSMENT A2873 297 MT HARDEY RD MOUNT HARDEY 6302		20.85	
EFT24580	14/09/2020 RSEA PTY LTD	SUPPLY WORK BOOTS	1		316.72
INV 10634343	18/08/2020 RSEA PTY LTD	SUPPLY WORK BOOTS - SHANE FEWSTER	1	158.36	
INV 10655032	25/08/2020 RSEA PTY LTD	SUPPLY WORK BOOTS - DAVID WARR	1	158.36	
EFT24581	14/09/2020 SCREAIGHS	YRCC - FREIGHT OF BEVERAGE SUPPLIES FROM WHOLESALER IN PERTH TO YRCC 2/7/20	1		78.82
INV 00310391	07/07/2020 SCREAIGHS	YRCC - FREIGHT OF BEVERAGE SUPPLIES FROM WHOLESALER IN PERTH TO YRCC 2/7/20	1	78.82	
EFT24582	14/09/2020 SHIRE OF YORK	RATES 20/21	1		41,835.89
INV A12246	10/08/2020 SHIRE OF YORK	RATES 20/21 - 51 ROE ST & 75 OSNABURG RD	1	4,642.79	
INV A31580	10/08/2020 SHIRE OF YORK	RATES 20/21 - 24 FORD ST	1	1,851.05	
INV A31640	10/08/2020 SHIRE OF YORK	RATES 20/21 - 2 DINSDALE RD	1	2,205.35	
INV A31710	10/08/2020 SHIRE OF YORK	RATES 20/21 - 38 FRASER ST	1	2,237.56	
INV A50047	10/08/2020 SHIRE OF YORK	RATES 20/21 - 44 FORREST ST - YRCC	1	430.00	
INV A50058	10/08/2020 SHIRE OF YORK	RATES 20/21 - 44 FORREST ST - YRCC	1	3,310.93	
INV A60082	10/08/2020 SHIRE OF YORK	RATES 20/21 - 40 MACARTNEY ST - CENT UNITS	1	10,441.14	
INV A60562	10/08/2020 SHIRE OF YORK	RATES 20/21 - 27 SOUTH ST - OLD CONVENT SCHOOL	1	2,076.51	
INV A60563	10/08/2020 SHIRE OF YORK	RATES 20/21 - 25 SOUTH ST - OLD CONVENT SCHOOL CAR PARK	1	1,170.00	
INV A7616	10/08/2020 SHIRE OF YORK	RATES 20/21 - 17 FORBES ST	1	2,398.61	
INV A14270	10/09/2020 SHIRE OF YORK	RATES 20/21 - SPENCERS BROOK RD - YORK RACING (RATES ONLY EXCLUDES ESL & RUBBISH SERVICES)	1	11,071.95	
EFT24583	14/09/2020 SIGMA CHEMICALS	SUPPLY SUCTION CLEANER FOR YORK SWIMMING POOL	1		2,758.09

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INV 141009/01	10/08/2020 SIGMA CHEMICALS	SUPPLY SUCTION CLEANER FOR YORK SWIMMING POOL	1	2,758.09	
EFT24584	14/09/2020 STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PACKS X 30 - 20/21	1		165.00
INV R1026611	31/08/2020 STATE LIBRARY OF WESTERN AUSTRALIA	BETTER BEGINNINGS PACKS X 30 - 20/21	1	165.00	
EFT24585	14/09/2020 SYNERGY	ELECTRICITY	1		7,812.40
INV 335462750	12/08/2020 SYNERGY	ELECTRICITY 8/7/20-12/8/20 - YRCC	1	2,191.15	
INV 335462800	12/08/2020 SYNERGY	ELECTRICITY 8/7/20-12/8/20 - ADMIN, TOWN HALL & YVC	1	1,890.60	
INV 254322430	13/08/2020 SYNERGY	ELECTRICITY 16/6/20-13/8/20 - DEPOT	1	1,051.47	
INV 512901920	14/08/2020 SYNERGY	ELECTRICITY 17/6/20-14/8/20 - FORREST OVAL BORE PUMP	1	109.06	
INV 640233070	14/08/2020 SYNERGY	ELECTRICITY 17/6/20-14/8/20 - WAR MEMORIAL GARDENS	1	107.21	
INV 102393870	14/08/2020 SYNERGY	ELECTRICITY 17/6/20-14/8/20 - ULSTER RD DAM	1	109.06	
INV 981500720	14/08/2020 SYNERGY	ELECTRICITY 17/6/20-14/8/20 - CENT UNITS	1	87.81	
INV 333626240	17/08/2020 SYNERGY	ELECTRICITY 18/6/20-17/8/20 - 17 FORBES ST	1	122.66	
INV 749237470	17/08/2020 SYNERGY	ELECTRICITY 18/6/20-17/8/20 - MT BAKEWELL REPEATER STATION	1	123.08	
INV 108761310	17/08/2020 SYNERGY	ELECTRICITY 16/7/20-17/8/20 - SWIMMING POOL	1	251.42	
INV 468663930	19/08/2020 SYNERGY	ELECTRICITY 24/6/20-19/8/20 - SECURITY LIGHTING	1	130.67	
INV 522515390	19/08/2020 SYNERGY	ELECTRICITY 23/6/20-19/8/20 - AVON PARK	1	300.07	
INV 584238150	19/08/2020 SYNERGY	ELECTRICITY 23/6/20-19/8/20 - AVON PARK RETIC PUMP	1	111.10	
INV 369981610	19/08/2020 SYNERGY	ELECTRICITY 23/6/20-19/8/20 - CANDICE BATEMAN PARK	1	119.09	
INV 696999050	20/08/2020 SYNERGY	ELECTRICITY 30/6/20-28/8/20 - PEACE PARK	1	177.43	
INV 314003710	20/08/2020 SYNERGY	ELECTRICITY 26/6/20-20/8/20 - CEMETERY	1	112.94	
INV 214919920	20/08/2020 SYNERGY	ELECTRICITY 30/6/20-20/8/20 - OLD INFANT HEALTH	1	104.04	
INV 240740670	20/08/2020 SYNERGY	ELECTRICITY 30/6/20-20/8/20 - OLD CONVENT SCHOOL	1	104.04	
INV 430153700	20/08/2020 SYNERGY	ELECTRICITY 30/6/20-20/8/20 - OLD CEMETERY	1	104.04	
INV 573203950	20/08/2020 SYNERGY	ELECTRICITY 3/7/20-20/8/20 - RESIDENCY MUSEUM	1	400.05	
INV 114094980	24/08/2020 SYNERGY	ELECTRICITY 24/8/20 - HOWICK ST TOILETS	1	105.41	
EFT24586	14/09/2020 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	SHARE DEVELOPMENT COST FOR THE PERMIT TO BURN ONLINE FORM	1		1,760.00

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INV I3083745	21/08/2020 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)	SHARE DEVELOPMENT COST FOR THE PERMIT TO BURN ONLINE FORM	1	1,760.00	
EFT24587	14/09/2020 WINC.	STATIONERY SUPPLIES	1		287.25
INV	06/08/2020 WINC.	STATIONERY SUPPLIES	1	238.19	
INV	12/08/2020 WINC.	STATIONERY SUPPLIES	1	0.45	
INV	18/08/2020 WINC.	STATIONERY SUPPLIES	1	48.61	
EFT24588	14/09/2020 YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT FOR 117 X \$10 YORK DOLLAR\$ VOUCHERS RECEIVED (55 VOUCHERS 4/9/20 & 62 VOUCHERS 9/9/20)	1		1,169.89
INV 641207209	07/09/2020 YORK & DISTRICT CO-OPERATIVE LTD	REIMBURSEMENT FOR 117 X \$10 YORK DOLLAR\$ VOUCHERS RECEIVED (55 VOUCHERS 4/9/20 & 62 VOUCHERS 9/9/20)	1	1,169.89	
EFT24589	14/09/2020 YORK HOME HARDWARE	REIMBURSEMENT FOR 97 X \$10 YORK DOLLAR\$ VOUCHERS RECEIVED 4/9/20	1		965.91
INV YORKDOLL	31/08/2020 YORK HOME HARDWARE	REIMBURSEMENT FOR 97 X \$10 YORK DOLLAR\$ VOUCHERS RECEIVED 4/9/20	1	965.91	
EFT24590	14/09/2020 YORK NEWSAGENCY	REIMBURSEMENT FOR 57 X \$10 YORK DOLLAR\$ VOUCHERS RECEIVED 10/9/20	1		570.00
INV 39238	10/09/2020 YORK NEWSAGENCY	REIMBURSEMENT FOR 57 X \$10 YORK DOLLAR\$ VOUCHERS RECEIVED 10/9/20	1	570.00	
EFT24591	21/09/2020 AUSTRALIAN TAXATION OFFICE	BAS - AUGUST 2020	1		46,136.00
INV BAS - AUG	21/09/2020 AUSTRALIAN TAXATION OFFICE	BAS - AUGUST 2020	1	46,136.00	
EFT24592	21/09/2020 CROSBY TILES WA	SUPPLY 2 SQM X WHITE GLOSS TILES - SWIMMING POOL	1		53.90
INV 769197	10/09/2020 CROSBY TILES WA	SUPPLY 2 SQM X WHITE GLOSS TILES - SWIMMING POOL	1	53.90	
EFT24593	22/09/2020 APPLE PTY LTD	SUPPLY IPAD PRO 11 INCH 256GB WIFI + CELLULAR X 2, APPLE PENCIL (SECOND GENERATION) & MAGIC KEYBOARD 11 INCH (SECOND GENERATION) - CONTAINERS FOR CHANGE	1		3,930.29
INV	22/09/2020 APPLE PTY LTD	SUPPLY IPAD PRO 11 INCH 256GB WIFI + CELLULAR X 2, APPLE PENCIL (SECOND GENERATION) & MAGIC KEYBOARD 11 INCH (SECOND GENERATION) - CONTAINERS FOR CHANGE	1	3,930.29	
31842	14/09/2020 TELSTRA	SHIRE PHONES	1		1,317.11
INV	18/07/2020 TELSTRA	SHIRE PHONE 18/7/20-17/8/20 - DSC J. NUNN	1	39.00	
INV	11/08/2020 TELSTRA	SHIRE MOBILE PHONES 11/8/20-10/9/20	1	1,278.11	

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31843	14/09/2020 WATER CORPORATION OF WA	WATER CHARGES 27/5/20-27/7/20 - 1 SOUTH ST LOT 588 RES 3484 (TO BE ONCHARGED)	1		771.54
INV	28/07/2020 WATER CORPORATION OF WA	WATER CHARGES 27/5/20-27/7/20 - 1 SOUTH ST LOT 588 RES 3484 (TO BE ONCHARGED)	1	771.54	
DD14914.1	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1		12,095.16
INV SUPER	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	9,269.48	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,521.97	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.49	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	397.85	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	135.63	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	85.75	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	200.07	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.00	
INV	08/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
DD14914.2	08/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,504.19
INV SUPER	08/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,298.71	
INV	08/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.48	
INV	08/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	65.00	
DD14914.3	08/09/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		873.14
INV SUPER	08/09/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	711.63	
INV	08/09/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	161.51	
DD14914.4	08/09/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		196.16
INV SUPER	08/09/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	196.16	
DD14914.5	08/09/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		60.54
INV SUPER	08/09/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	60.54	
DD14914.6	08/09/2020 UNISUPER LIMITED	SUPERANNUATION CONTRIBUTIONS	1		197.71

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INV SUPER	08/09/2020 UNISUPER LIMITED	SUPERANNUATION CONTRIBUTIONS	1	197.71	
DD14914.7	08/09/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1		242.54
INV SUPER	08/09/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	180.35	
INV	08/09/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	62.19	
DD14914.8	08/09/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1		1,433.94
INV	08/09/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	710.50	
INV SUPER	08/09/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	723.44	
DD14914.9	08/09/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		500.40
INV	08/09/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	128.31	
INV SUPER	08/09/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	372.09	
DD14937.1	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1		13,132.72
INV SUPER	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	10,201.29	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,726.28	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	142.78	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	298.39	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	136.24	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	85.75	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	200.07	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.00	
INV	22/09/2020 WA SUPER	SUPERANNUATION CONTRIBUTIONS	1	201.92	
DD14937.2	22/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1		1,502.78
INV SUPER	22/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	1,297.00	
INV	22/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	140.78	
INV	22/09/2020 AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	1	65.00	
DD14937.3	22/09/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1		873.12
INV SUPER	22/09/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	711.61	

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INV	22/09/2020 PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	1	161.51	
DD14937.4	22/09/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1		196.16
INV SUPER	22/09/2020 AMP RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	1	196.16	
DD14937.5	22/09/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		60.54
INV SUPER	22/09/2020 AMP FLEXIBLE LIFETIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	60.54	
DD14937.6	22/09/2020 UNISUPER LIMITED	SUPERANNUATION CONTRIBUTIONS	1		172.37
INV SUPER	22/09/2020 UNISUPER LIMITED	SUPERANNUATION CONTRIBUTIONS	1	172.37	
DD14937.7	22/09/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1		386.92
INV SUPER	22/09/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	287.71	
INV	22/09/2020 COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	1	99.21	
DD14937.8	22/09/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1		1,442.70
INV	22/09/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	710.50	
INV SUPER	22/09/2020 ASGARD	SUPERANNUATION CONTRIBUTIONS	1	732.20	
DD14937.9	22/09/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1		500.40
INV	22/09/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	128.31	
INV SUPER	22/09/2020 CARE SUPER	SUPERANNUATION CONTRIBUTIONS	1	372.09	
DD14914.10	08/09/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		438.76
INV	08/09/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	97.81	
INV SUPER	08/09/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	340.95	
DD14914.11	08/09/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1		957.09
INV	08/09/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	585.00	
INV SUPER	08/09/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	372.09	
DD14914.12	08/09/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		462.34
INV	08/09/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	118.55	
INV SUPER	08/09/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	343.79	

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DD14914.13	08/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,446.67
INV	08/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	210.84	
INV SUPER	08/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	1,235.83	
DD14914.14	08/09/2020 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		273.02
INV SUPER	08/09/2020 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	273.02	
DD14914.15	08/09/2020 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		506.82
INV SUPER	08/09/2020 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	506.82	
DD14937.10	22/09/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1		756.59
INV	22/09/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	166.51	
INV SUPER	22/09/2020 HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	1	590.08	
DD14937.11	22/09/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1		957.09
INV	22/09/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	585.00	
INV SUPER	22/09/2020 BT PANORAMA SUPER	SUPERANNUATION CONTRIBUTIONS	1	372.09	
DD14937.12	22/09/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1		459.22
INV	22/09/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	117.75	
INV SUPER	22/09/2020 PARAGON SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1	341.47	
DD14937.13	22/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1		1,432.96
INV	22/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	207.41	
INV SUPER	22/09/2020 RETAIL EMPLOYEES SUPERANNUATION TRUST	SUPERANNUATION CONTRIBUTIONS	1	1,225.55	
DD14937.14	22/09/2020 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1		273.02
INV SUPER	22/09/2020 IOOF LIFETRACK SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	1	273.02	
DD14937.15	22/09/2020 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1		516.19
INV SUPER	22/09/2020 CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	1	516.19	

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REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	MUNICIPAL FUND BANK	401,465.01
2	TRUST FUND BANK	4,971.74
	SUPERANNUATION (OCTOBER)	22150.36
TOTAL		428587.11

**SHIRE OF YORK****BUSINESS CARD SUMMARY
AUGUST 2020*****BUSINESS CARD 1 – CHIEF EXECUTIVE OFFICER******BUSINESS CARD 2 – EXECUTIVE MANAGER CORPORATE AND COMMUNITY SERVICES***

Total purchases August 2020 \$0.00

No purchases were made using corporate credit cards during the month of August 2020.

SY159-10/20 INVESTMENTS - 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. Investment Register September 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 September 2020.

BACKGROUND

Council's policy F1.4 - *Investment* requires Council to review the performance of its investments on 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 of 30 September 2020
- b) Application of Investment Funds
- c) Investment Performance

During the month of September, three term deposits were rolled over in accordance with Policy F1.4 Investment. 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

Not applicable.

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 September 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									
Municipal term deposits held as at balance date - Nil									
MUNICIPAL - Interest Bearing NCDs/TDs				0.00	0%		0.00	0.00	
MUNICIPAL - Other funds									
Municipal Account 118630623	A2		Wednesday, 30 September 2020	4,332,970.82	53%		4,332,970.82	0.00	
AMP Banking At call	A1		Wednesday, 30 September 2020	1,201.12	0%		1,201.12	0.00	
AMP Banking Notice	A1		Wednesday, 30 September 2020	276,880.22	3%		276,880.22	0.00	
Westpac Flex-i	A1+		Wednesday, 30 September 2020	5,360.20	0%		5,360.20	0.00	
MUNICIPAL - Other				4,616,412.36	56%		4,616,412.36	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
RESERVE - Interest Bearing NCDs/TDs				1,927,955.42	23%	0.80%	1,941,973.15	14,017.73	
RESERVE - Other funds									
Reserve Acct 119521748	A2		Wednesday, 30 September 2020	1,238,068.60	15%		1,238,068.60	0.00	
RESERVE - Other				1,238,068.60	15%		1,238,068.60	0.00	

SHIRE OF YORK INVESTMENT PORTFOLIO										
30 September 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	Wednesday, 30 September 2020		335,979.96	4%		335,979.96	0.00	
TRUST - Other					335,979.96	4%		335,979.96	0.00	
TOTALS					8,246,384	100%	0.75%	8,260,922	14,538	
Reconciliation by rating										
Value of Investments/Bank accounts					TD's by bank		Summary of Amount		Bank Accounts - Bendigo Bank	
A1+	1,933,315.62	23%			Bendigo Bank	127,967.99	6%	Muni	4,332,970.82	
A1	278,081.34	3%			AMP Banking	0.00	0%	Reserve	1,238,068.60	
A2	6,034,987.37	73%			National Australia B	484,931.23	24%	Trust	335,979.96	
					Westpac Bank	1,443,024.19	70%	AMP At call	1,201.12	
								AMP Notice	276,880.22	
								Wespac Flex-i	5,360.20	
TOTAL					8,246,384.33	100%		2,055,923.41	100%	30-Sep-20 \$ 6,190,460.92
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:

SY160-10/20 - Confidential - Request for Write Off - Rates and Charges A10690

This matter is considered to be confidential under Section 5.23(2) - b and 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 the personal affairs of any person and 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**