



ATTACHMENTS

CORPORATE SERVICES AND FINANCE
COMMITTEE MEETING

14 June 2016

6.00pm

City of Albany Council Chambers

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City of Albany
MONTHLY FINANCIAL REPORT
For the Period Ended 30th April 2016

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City of Albany
Compilation Report
For the Period Ended 30th April 2016

Report Purpose

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

Overview

No matters of significance are noted.

Statement of Financial Activity by reporting nature or type

Is presented on page 3 and shows a surplus For the Period Ended 30th April 2016 of \$12,854,865.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

Preparation

Prepared by: S Beech
Reviewed by: D Olde
Date prepared: 17/05/2016

REPORT ITEM CSF 243 REFERS

City of Albany
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
For the Period Ended 30th April 2016

	Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues								
Rate Revenue		\$ 32 446 624	\$ 32 556 624	\$ 32 472 898	\$ 32 508 353	\$ 35 455	0.1%	
Grants & Subsidies		2 861 525	2 836 948	2 158 144	2 115 589	(42 555)	(2.0%)	
Contributions, Donations & Reimbursements		503 577	534 577	474 220	645 982	171 762	26.6%	▲
Profit on Asset Disposal		778 817	778 817	684 863	714 616	29 753	4.2%	
Fees and Charges		16 773 408	16 768 318	14 873 098	15 456 586	583 488	3.8%	▲
Interest Earnings		1 067 515	1 117 515	1 019 245	1 034 817	15 572	1.5%	
Other Revenue		367 000	510 196	448 906	428 981	(19 925)	(4.6%)	
Total		54 798 466	55 102 995	52 131 374	52 904 924	738 094		
Operating Expense								
Employee Costs		(24 064 424)	(24 116 400)	(20 014 410)	(19 453 054)	561 356	2.9%	▼
Materials and Contracts		(18 217 273)	(18 648 099)	(13 909 646)	(11 372 300)	2 537 346	22.3%	▼
Utilities Charges		(1 880 911)	(1 880 911)	(1 505 527)	(1 179 214)	326 313	27.7%	▼
Depreciation (Non-Current Assets)		(15 906 098)	(17 913 197)	(14 944 087)	(14 073 722)	870 365	6.2%	▼
Interest Expenses		(1 031 072)	(1 031 072)	(565 168)	(553 534)	11 634	2.1%	
Insurance Expenses		(807 919)	(807 919)	(807 919)	(812 181)	(4 262)	(0.5%)	
Loss on Asset Disposal		(2 801)	(2 801)	0	(169 985)	(169 985)	(100.0%)	▲
Other Expenditure		(2 438 340)	(2 648 540)	(2 058 355)	(1 920 391)	137 964	7.2%	▼
Less Allocated to Infrastructure		864 475	862 475	719 740	1 325 580	605 840	45.7%	▲
Total		(63 484 363)	(66 186 464)	(53 085 372)	(48 208 800)	4 876 572		
Contributions for the Development of Assets								
Grants & Subsidies		20 498 747	21 854 986	10 178 670	7 041 545	(3 137 125)	(44.6%)	▼
Contributions, Donations & Reimbursements		613 000	656 333	116 969	394 679	277 710	70.4%	▲
Net Operating Result		12 425 850	11 427 850	9 341 641	12 132 347	2 477 541		
Funding Balance Adjustment								
Add Back Depreciation		15 906 098	17 913 197	14 944 087	14 073 722	(870 365)	(6.2%)	▼
Adjust (Profit)/Loss on Asset Disposal		(776 016)	(776 016)	(684 863)	(544 631)	(140 232)	(25.7%)	▼
Funds Demanded From Operations		27 555 932	28 565 031	23 600 865	25 661 439	2 060 574		
Capital Revenues								
Proceeds from Disposal of Assets		1 528 590	1 528 590	1 182 443	1 039 439	(143 004)	(13.8%)	▼
Total		1 528 590	1 528 590	1 182 443	1 039 439	(143 004)		
Acquisition of Fixed Assets								
Land and Buildings	5	(5 475 609)	(5 783 865)	(2 458 591)	(1 414 584)	1 044 007	73.8%	▼
Plant and Equipment	5	(5 082 613)	(5 105 004)	(3 542 836)	(3 192 335)	350 501	11.0%	▼
Furniture and Equipment	5	(801 493)	(801 493)	(503 264)	(253 432)	249 832	98.6%	▼
Infrastructure Assets - Roads	5	(5 163 717)	(6 342 760)	(5 042 553)	(4 310 985)	731 568	17.0%	▼
Infrastructure Assets - Other	5	(23 044 151)	(23 685 373)	(13 734 447)	(9 515 031)	4 219 416	44.3%	▼
Total		(39 567 583)	(41 718 495)	(25 281 691)	(18 686 366)	6 595 325		
Financing/Borrowing								
Debt Redemption		(1 819 703)	(1 819 703)	(1 039 434)	(1 052 027)	(12 593)	(1.2%)	
Loan Drawn Down		600 000	600 000	(10)	0	10	100.0%	
Total		(1 219 703)	(1 219 703)	(1 039 444)	(1 052 027)	(12 583)		
Demand for Resources		(11 702 764)	(12 844 578)	(1 537 827)	6 962 485	8 500 312		
Restricted Funding Movements								
Opening Funding Surplus(Deficit)		3 149 428	3 183 413	3 183 413	3 183 417	4	0.0%	
Restricted Cash Utilised		2 712 556	2 712 556	2 708 963	2 708 963	0	0.0%	
Transfer to Reserves		(12 688 843)	(12 725 093)	0	0	0		
Transfer from Reserves		18 529 625	19 675 435	0	0	0		
Closing Funding Surplus(Deficit)	2	0	1 731	4 354 549	12 854 865	8 500 316		

REPORT ITEM CSF 243 REFERS

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th April 2016

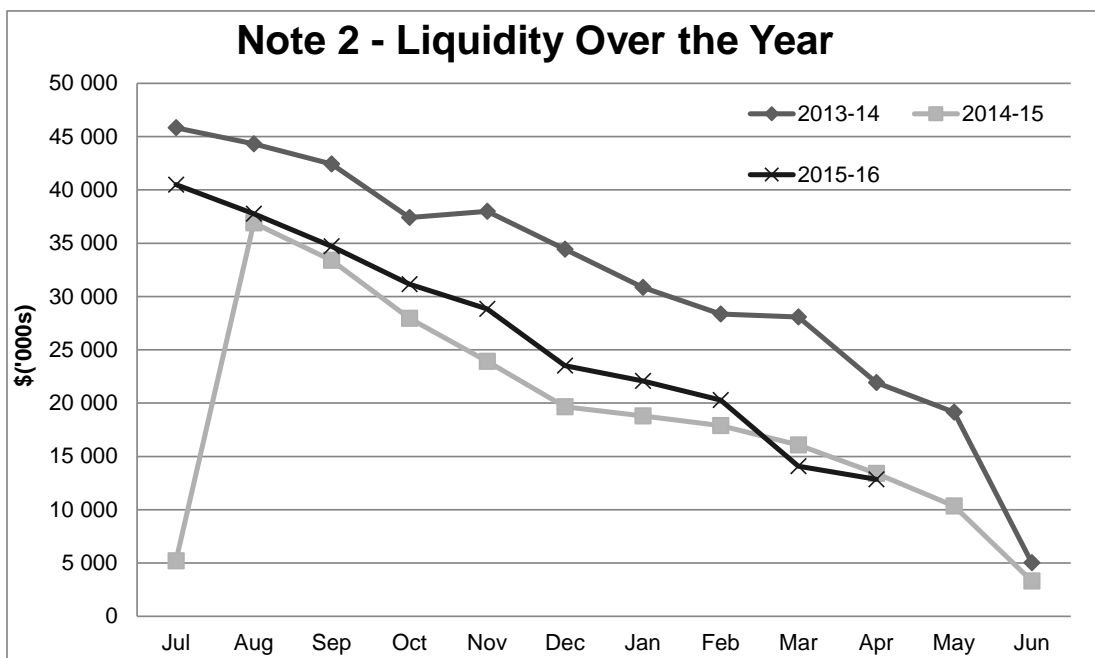
Note 1: EXPLANATION OF MATERIAL VARIANCES IN EXCESS OF \$50,000

	Var.	Var.	Timing/ Permanent	Explanation of Variance
1.1 Operating Revenues	\$			
Rate Revenue	35 455			No material variance.
Grants & Subsidies	(42 555)			No material variance.
Contributions, Donations & Reimbursements	171 762	▲	Timing	\$100k contribution as per renewed Cleanaway contract.
Profit on Asset Disposal	29 753			No material variance.
Fees and Charges	583 488	▲	Timing	Higher than forecasted revenue taken at several business units including NAC and refuse sites.
Interest Earnings	15 572			No material variance.
Other Revenue	(19 925)			No material variance.
1.2 Operating Expense				
Employee Costs	561 356	▼	Timing	Part of the variance due to a number of vacant budgeted positions being filled during the year or yet to be filled. \$250k due to increased employee expenditure on capital projects as reflected in the Less Allocated to Infrastructure variance. No material variances at the end of year are expected.
Materials and Contracts	2 537 346	▼	Timing	A number of projects yet to commence, expected to be closer to budget as projects commence. \$1.3 million committed in purchase orders.
Utilities Charges	326 313	▼	Timing	Timing of receipt of invoices. No material variances at the end of year are expected.
Depreciation (Non-Current Assets)	870 365	▼	Timing	Timing difference due to new acquisitions/projects not yet added to asset register. No material variances at the end of year are expected.
Interest Expenses	11 634			No material variance.
Insurance Expenses	(4 262)			No material variance.
Loss on Asset Disposal	(169 985)	▲	Permanent	Land sale \$10k, held at higher value based on square meterage - land found to be too narrow to develop, wouldn't meet residential design codes and no reticulated sewer. Only option to sell to adjoining neighbour. Non cash item.
Other Expenditure	137 964	▼	Permanent	Variance due to the actual expenditure for several events occurring under Material and Contracts instead of Other Expenditure.
Less Allocated to Infrastructure	605 840	▲	Timing	Increased allocation of works to capital works.
1.3 Contributions for the Development of Assets				
Grants & Subsidies	(3 137 125)	▼	Timing	Receipt of Centennial Park grants expected to be spread across 15/16 and 16/17 financial years.
Contributions, Donations & Reimbursements	277 710	▲	Timing	DFES contributed asset.
1.4 Funding Balance Adjustment				
Add Back Depreciation	(870 365)	▼	Timing	Timing difference due to new acquisitions/projects not yet added to asset register. No material variances at the end of year are expected.
Adjust (Profit)/Loss on Asset Disposal	(140 232)	▼	Permanent	Land sale \$10k, held at higher value based on square meterage - land found to be too narrow to develop, wouldn't meet residential design codes and no reticulated sewer. Only option to sell to adjoining neighbour. Non cash item.
1.5 Capital Revenues				
Proceeds from Disposal of Assets	(143 004)	▼	Timing	No material variance.
1.6 Acquisition of Fixed Assets				
Land and Buildings	1 044 007	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects.
Plant and Equipment	350 501	▼	Timing	Timing of plant replacement. \$1.2 million committed in purchase orders.
Furniture and Equipment	249 832	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects.
Infrastructure Assets - Roads	731 568	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects. \$650K committed in purchase orders.
Infrastructure Assets - Other	4 219 416	▼	Timing	Majority of this variance is due to Centennial Park project which will be proportionally carried forward to the 16/17 annual budget.
1.7 Financing/Borrowing				
Debt Redemption	(12 593)			No material variance.
Loan Drawn Down	10			No material variance.
1.8 Restricted Funding Movements				
Opening Funding Surplus(Deficit)	4			No material variance.
Restricted Cash Utilised - Loan	0			No material variance.
Transfer to Reserves	0			No material variance.
Transfer from Reserves	0			No material variance.

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th April 2016

Note 2: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2015-16			
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	10 575 919	13 811 439	13 922 655
Cash Restricted	17 027 563	17 024 771	13 335 715
Receivable - Rates and Rubbish	1 509 882	1 920 327	1 687 267
Receivables - Other	4 920 742	1 674 286	2 506 609
Investments - LG Unit Trust Shares	205 605	205 605	232 551
Accrued Income	122 988	86 491	132 534
Prepaid Expenses	21 895	21 895	9 012
Investment Land	303 950	303 950	359 512
Stock on Hand	869 096	816 988	688 475
	35 557 641	35 865 752	32 874 330
Less: Current Liabilities			
Payables	(2 199 437)	(1 294 448)	(1 660 244)
Income in advance	(56 020)	(67 025)	(38 337)
Provisions	(3 877 935)	(3 874 069)	(3 350 459)
Retentions	(195 171)	(191 576)	(260 441)
	(6 328 563)	(5 427 118)	(5 309 481)
Add Back: Loans	805 700	883 876	642 804
Less: Cash Restricted	(16 670 358)	(16 670 358)	(13 108 475)
Unutilised - Loan	0	0	(1 057 394)
Investment land	(303 950)	(303 950)	(359 512)
Investments - LG Unit Trust Shares	(205 605)	(205 605)	(232 551)
Net Current Funding Position	12 854 865	14 142 597	13 449 721



Comments - Net Current Funding Position

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th April 2016

Note 3: CASH INVESTMENTS

Deposit Ref	Institution	Rating	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Expected Interest
General Municipal							
B33822504	CBA	AA	08/03/2016	90	2.95%	1 000 000	7 274
525332622	NAB	AA	21/03/2016	60	2.80%	1 000 000	4 603
526340472	NAB	AA	21/04/2016	32	2.37%	1 000 000	2 078
388918	Bank of Queensland	A	23/02/2016	90	2.95%	1 000 000	7 274
B33822504	CBA	AA	21/04/2016	32	2.35%	1 000 000	2 060
1723357	Bendgio	A	23/02/2016	90	2.35%	1 000 000	5 795
Subtotal						6 000 000	29 083
Restricted							
377463	Bank of Queensland	A	02/12/2015	183	3.00%	2 500 000	37 603
44117906	BankWest	AA	02/03/2016	92	2.95%	2 000 000	14 871
392423749	NAB	AA	22/02/2016	91	3.00%	2 500 000	18 699
973669843	ANZ	AA	01/03/2016	92	2.95%	3 000 000	22 307
B33822504	CBA	AA	05/02/2016	90	2.90%	2 000 000	14 301
B33822504	CBA	AA	08/03/2016	90	2.95%	2 000 000	14 548
388921	Bank of Queensland	A	23/02/2016	90	2.95%	1 000 000	7 274
Subtotal						15 000 000	129 603
Total Funds Invested						21 000 000	158 686

Amount Invested (Days)		
0 - 3 Months	3 - 6 Months	6 - 12 Months
1 000 000		
1 000 000		
1 000 000		
1 000 000		
1 000 000		
1 000 000		
6 000 000	0	0
	2 500 000	
2 000 000		
2 500 000		
3 000 000		
2 000 000		
2 000 000		
1 000 000		
12 500 000	2 500 000	0
18 500 000	2 500 000	0

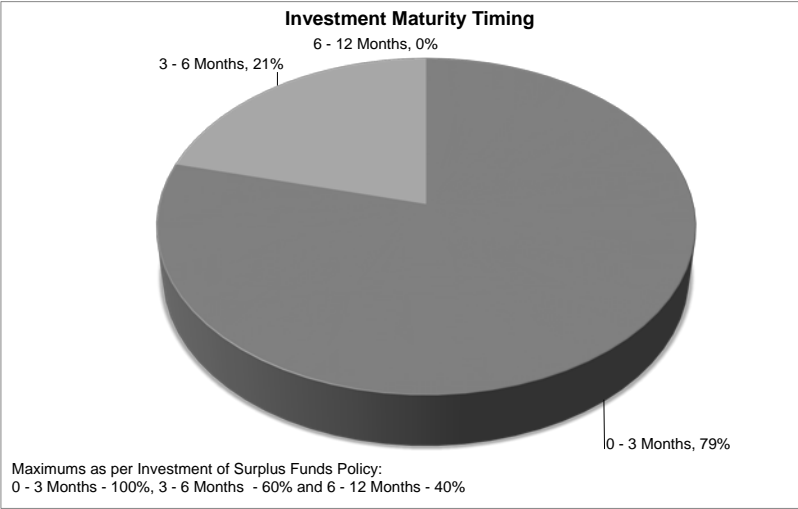
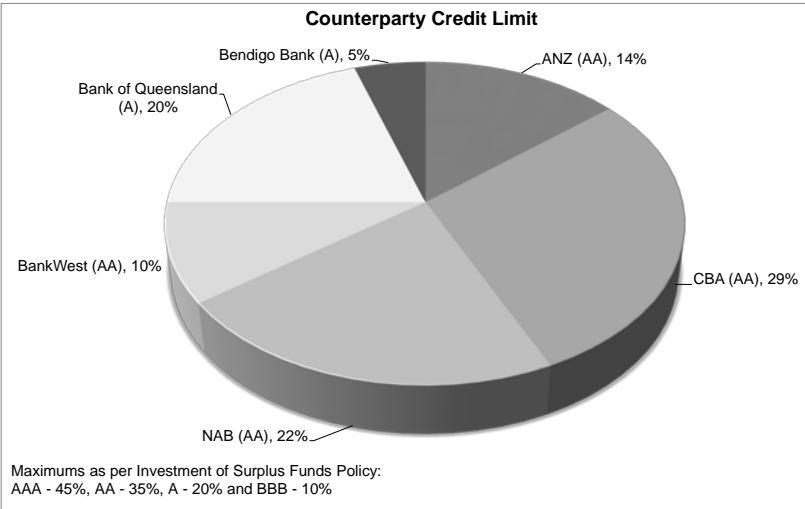
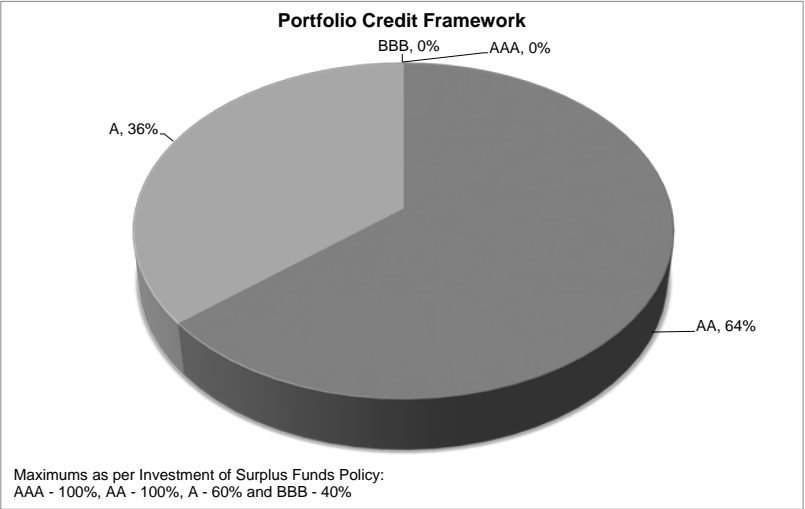
Comparative rate	
Prior Month Interest Rate	Interest Rate at time of Report
2.95%	2.95%
2.80%	2.80%
2.37%	2.37%
2.95%	2.95%
2.35%	2.35%
2.35%	2.35%
3.00%	3.00%
2.95%	2.95%
3.00%	3.00%
2.95%	2.95%
2.90%	2.90%
2.95%	2.95%
2.95%	2.95%

Budget v Actual		
Year to Date Budget	Year to Date Actual	Var.\$
540 800	357 680	(183 120)
182 600	364 286	181 686
723 400	721 966	(1 434)

Comments/Notes - Cash Investments

City of Albany
Monthly Investment Report
For the Period Ended 30th April 2016

Note 3A: GRAPHICAL REPRESENTATION - CASH INVESTMENTS



City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th April 2016

Note 4: RECEIVABLES**Receivables - Rates and Refuse**

Opening Arrears Previous Years

Rates Levied this year

Refuse Levied

ESL Levied

Other Charges Levied

Less Collections to date

Equals Current Outstanding

Total Rates & Charges Collectable

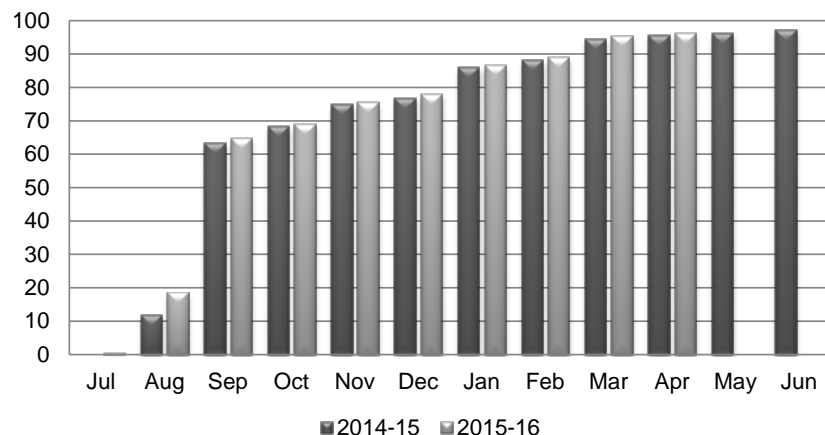
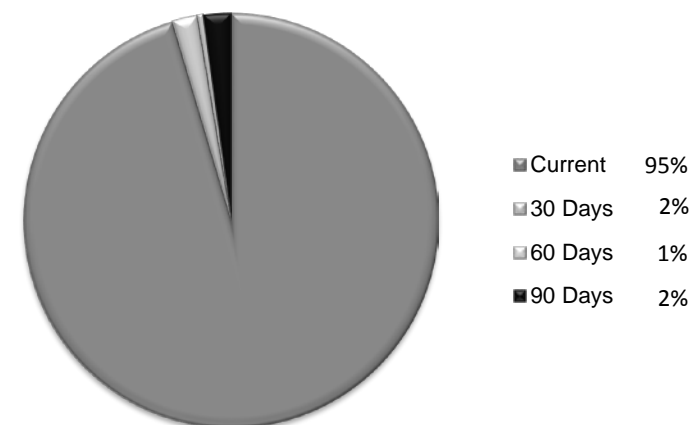
% Collected

Current 2015-16	Previous 2014-15	Total
\$	\$	\$
	1 068 405	1 068 405
32 508 353		32 508 353
5 606 461		5 606 461
2 488 112		2 488 112
401 124		401 124
(39 722 950)	(839 623)	(40 562 573)
1 281 101	228 782	1 509 882
		1 509 882
		96.41%

Receivables - General

Current	30 Days	60 Days	90 Days
\$	\$	\$	\$
3 892 644	80 539	20 269	86 039
Total Outstanding			4 079 491

Amounts shown above include GST (where applicable)

Note 4 - Rates & Refuse % Collected**Note 4 - Accounts Receivable (non-rates)**

Comments/Notes - Receivables Rates and Refuse

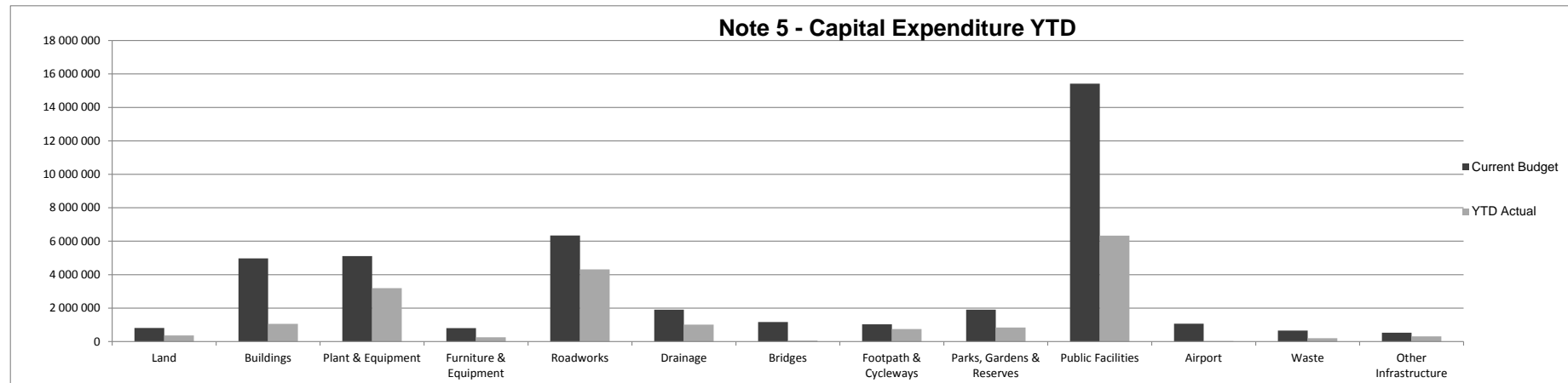
Comments/Notes - Receivables General

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th April 2016

Note 5: CAPITAL ACQUISITIONS

Contributions Information					Summary Acquisitions					
Grants	Reserves	Borrowing	Restricted	Total		Original Budget	Current Budget	YTD Budget	Actual	Variance
\$	\$	\$		\$		\$			\$	\$
0	0	0	0	0	Property, Plant & Equipment					
2 458 000	595 000	0	0	3 053 000	Land	513 516	809 100	619 100	360 635	(258 465) ▼
0	1 009 485	0	520 000	1 529 485	Buildings	4 962 093	4 974 765	1 839 491	1 053 949	(785 542) ▼
0	268 688	0	0	268 688	Plant & Equipment	5 082 613	5 105 004	3 542 836	3 192 335	(350 501) ▼
					Furniture & Equipment	801 493	801 493	503 264	253 432	(249 832) ▼
					Infrastructure					
3 521 492	272 000	0	0	3 793 492	Roadworks	5 163 717	6 342 760	5 042 553	4 310 985	(731 568) ▼
350 000	0	0	0	350 000	Drainage	1 905 071	1 905 071	1 454 002	1 009 538	(444 464) ▼
1 140 000	26 331	0	0	1 166 331	Bridges	1 166 331	1 166 331	0	58 321	58 321 ▲
246 650	0	0	0	246 650	Footpath & Cycleways	1 031 112	1 031 120	881 281	751 190	(130 091) ▼
497 798	0	0	0	497 798	Parks, Gardens & Reserves	1 636 208	1 908 983	1 597 134	836 588	(760 546) ▼
12 272 807	50 000	600 000	2 192 556	15 115 363	Public Facilities	15 429 039	15 422 214	8 602 097	6 327 027	(2 275 070) ▼
575 000	495 000	0	0	1 070 000	Airport	1 070 000	1 070 000	483 650	22 860	(460 790) ▼
0	581 390	0	0	581 390	Waste	581 390	653 154	288 152	195 731	(92 421) ▼
230 000	0	0	0	230 000	Other Infrastructure	225 000	528 500	428 131	313 775	(114 356) ▼
21 291 747	3 297 894	600 000	2 712 556	27 902 197	Totals	39 567 583	41 718 495	25 281 691	18 686 366	(6 595 325)

Comments - Capital Acquisitions



TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

EFT/CHQ	Date	Name	Description	Amount
EFT107675	28/04/2016	MARBELUP INVESTMENTS PTY LTD	Defect Liability Bond Return	46 594.80
EFT108222	12/05/2016	PAUL & BEVERLEY MANASSAH	Return of Unfinished Works Bond	5 005.00
Total				\$ 51 599.80

MASTERCARD TRANSACTIONS - APRIL 2016

Date	Payee	Description	Amount
30/03/2016	REGIONAL EXPRESS AIRLINES	Flights - P Nielsen - Albany to Perth Return - State Libraries WA Conference	422.13
04/03/2016	REGIONAL EXPRESS AIRLINES	Flights - C Woods - Albany to Perth Return - Tourism Destination Marketing	442.16
07/04/2016	FRASER SUITES PERTH	Accommodation - C Woods - Tourism Destination Marketing	324.55
08/04/2016	REGIONAL EXPRESS AIRLINES	Flights - M Webster - Perth to Albany Return - Form in Public Event	201.06
13/04/2016	EB GAMES	Material Supplies - National Youth Week	627.95
16/04/2016	QANTAS AIRWAYS	Flights - Brisbane to Perth Return - F Meyer - ALAC Team Leader Recruitment	874.99
18/04/2016	REGIONAL EXPRESS AIRLINES	Flights - Perth to Albany Return - F Meyer - ALAC Team Leader Recruitment	489.55
29/04/2016	REGIONAL EXPRESS AIRLINES	Flights - SE Shaw - Albany to Perth Return - Regional Centres Workshop	464.63
30/03/2016	PEPPERS MANTRA	Accommodation - SE Shaw - Regional Centres Workshop	229.50
03/04/2016	AURUM RESIDENCES - REDCLIFFE	Accommodation - D Putland - Regionalism 2.0	220.00
09/04/2016	QUEST WODONGA - VIC	Accommodation - D Putland - Regionalism 2.0	309.47
25/03/2016	REGIONAL EXPRESS AIRLINES	Flights - V Webster - Citizenship Training	352.27
31/03/2016	COTTESLOE BEACH HOTEL	Accommodation - N Walker - Various Meetings	440.00
01/04/2016	REGIONAL EXPRESS AIRLINES	Flights - M Randall - Various Meetings	487.10
07/04/2016	HILTON PARMELIA	Accommodation - A Sharpe - Various Meetings	222.30
07/04/2016	HILTON PARMELIA	Accommodation - D Wellington - Various Meetings	228.38
25/03/2016	REGIONAL EXPRESS AIRLINES	Flights - JE Gray & M Cole - Albany to Perth Return - IPR Meeting	839.37
25/03/2016	SWIFTYPE.COM	Monthly Website Fee - March to April	333.11
24/04/2016	SWIFTYPE.COM	Monthly Website Fee - April to May	323.17
09/04/2016	QUEST WODONGA - VIC	Accommodation - D Wellington - Regionalism 2.0	356.30
VARIOUS	SUNDRY < \$ 200.00		2 955.39
Total			\$ 11 143.38

PAYROLL 16/04/2016 - 15/05/2016

Date	Description	Amount
21/04/2016	COA - Salaries	\$ 2 896.11
21/04/2016	COA - Salaries	\$ 347.46
28/04/2016	COA - Salaries	\$ 585 353.92
02/05/2016	COA - Salaries	\$ 1 432.80
12/05/2015	COA - Salaries	\$ 630 357.14
Total		\$ 1 220 387.43

REPORT ITEM CSF 244 REFERS

Chq	Date	Name	Description	REPORT ITEM CSF 244 REFERS	Amount
31125	21/04/2016	LETS PLAY	Niki Buchan Workshop		220.00
31126	21/04/2016	WA GENEALOGICAL SOCIETY INC	Annual Subscription 2016/2017		90.00
31127	21/04/2016	HIGHWAY WRECKERS	Towing Services		132.00
31128	21/04/2016	MANYPEAKS GENERAL STORE	Diesel Fuel Purchases		91.60
31129	21/04/2016	PETTY CASH - ALBANY AQUATIC AND LEISURE CENTRE	Petty Cash Reimbursement		162.45
31130	21/04/2016	PORTNER PRESS PTY LTD	Employment Law Update		97.00
31131	21/04/2016	COMMISSIONER OF STATE REVENUE	Rates Refund For Assessment		101.06
31132	21/04/2016	TELSTRA CORPORATION LIMITED	Telephone Charges		19 710.52
31133	21/04/2016	WATER CORPORATION	Water Charges		2 267.69
31134	28/04/2016	P & B KERR	Crossover Subsidy		155.60
31135	28/04/2016	T & S KNUIMAN	Crossover Subsidy		229.22
31136	28/04/2016	J BELLANGER	Development Application Refund		147.00
31137	28/04/2016	WOLTERS KLUWER	FBT Compliance Guide 2016		105.00
31138	28/04/2016	POPOCK BUILDING COMPANY PTY LTD	Development Application Refund		877.06
31139	28/04/2016	DEPARTMENT OF TRANSPORT	Jetty Renewal Fee Jetty		76.30
31140	28/04/2016	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges		93.00
31141	28/04/2016	PORTNER PRESS PTY LTD	Health & Safety 2016 Update		693.00
31142	28/04/2016	SUSAN CAROL ANGIN	Art Tutoring		900.00
31143	28/04/2016	TARGET AUSTRALIA PTY LTD	Material Supply - Literature		51.50
31144	28/04/2016	WATER CORPORATION	Water Charges		4 981.23
31149	05/05/2016	I TWENTYMAN	Refund		103.60
31151	05/05/2016	S REITSMA	Crossover Subsidy		255.73
31152	05/05/2016	S MORGAN	Crossover Subsidy		57.95
31153	05/05/2016	DEPARTMENT OF TRANSPORT	Amazing Albany Number Plates		200.00
31154	05/05/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration		565.50
31155	05/05/2016	PETTY CASH - ALBANY PUBLIC LIBRARY	Petty Cash April 2016		390.10
31156	05/05/2016	TELSTRA CORPORATION LIMITED	Telephone Charges		14 284.58
31157	05/05/2016	VODAFONE PTY LTD	Telecommunications Charges		146.97
31158	05/05/2016	WATER CORPORATION	Water Charges		2 465.89
31162	12/05/2016	C LIRON	Crossover Subsidy		158.55
31163	12/05/2016	B & P MANASSAH	Crossover Subsidy		417.69
31164	12/05/2016	NULLAKAI VETERINARY SERVICES	Veterinary Services		240.00
31169	12/05/2016	COMMISSIONER OF POLICE	Return of Unspent Grant Funds		898.00
31170	12/05/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration		52.80
31171	12/05/2016	TELSTRA CORPORATION LIMITED	Telephone Charges		189.62
31172	12/05/2016	WATER CORPORATION	Water Charges		320.51

TOTALS

51 928.72

EFT	Date	Name	Description	REPORT ITEM CSF 244 REFERENCE	Amount
EFT107518	18/04/2016	WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising		3 277.40
EFT107519	19/04/2016	SELEX SYSTEMS INTERGRATION INC	Material Supply - IT Equipment		686.72
EFT107520	21/04/2016	ABA SECURITY	Security Services		309.14
EFT107521	21/04/2016	AD CONTRACTORS PTY LTD	Material Supply - Emulsion		512.05
EFT107522	21/04/2016	ADVERTISER PRINT	Printing Services		200.00
EFT107523	21/04/2016	ALBANY INDUSTRIAL SERVICES PTY LTD	Heavy Equipment Hire		6 575.80
EFT107524	21/04/2016	ALBANY FARM TREE NURSERY	Material Supply - Trees		748.32
EFT107525	21/04/2016	ALBANY V-BELT AND RUBBER	Plant Maintenance		635.74
EFT107526	21/04/2016	ALBANY POWDER COATERS	Powder Coating Services		1 100.00
EFT107527	21/04/2016	ALBANY REFRIGERATION	HVAC - Repairs & Maintenance		322.06
EFT107528	21/04/2016	ALBANY GOLF CLUB	Community Sports Funding - Albany Golf Club Shed Project		25 000.00
EFT107529	21/04/2016	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Waste Services		535.00
EFT107530	21/04/2016	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies		1 291.70
EFT107531	21/04/2016	ALBANY MILK DISTRIBUTORS	Milk Deliveries		51.98
EFT107532	21/04/2016	ALBANY LEGAL PTY LTD	Professional Services		1 689.47
EFT107533	21/04/2016	ALBANY IRRIGATION & DRILLING	Material Supply - Irrigation Equipment		944.40
EFT107534	21/04/2016	ALBANY RECORDS MANAGEMENT	Material Supply - Archive Boxes		299.12
EFT107535	21/04/2016	ALBANY MATTRESS CLEANING	Cleaning Services		160.00
EFT107536	21/04/2016	ALD FUEL INJECTION SERVICES	Plant Parts/Repairs		2 566.30
EFT107537	21/04/2016	ALEX J ROLPH CONTRACTING	Skate Competition Prizes		669.90
EFT107538	21/04/2016	A TOLEDO	Rates Refund		139.51
EFT107539	21/04/2016	ATC WORK SMART	Casual Staff/Apprentice Fees		25 358.69
EFT107540	21/04/2016	BADGEMATE	Staff Name Badges		107.48
EFT107541	21/04/2016	BAKERS FOOD & FUEL	Material Supply - Food - Prescribed Burn		228.24
EFT107542	21/04/2016	BALL BODY BUILDERS	Material Supply - Concrete Pipe		97 777.66
EFT107543	21/04/2016	BAREFOOT CLOTHING MANUFACTURERS	Uniforms		89.65
EFT107544	21/04/2016	BENNETTS BATTERIES	Material Supply - Oil		1 654.40
EFT107545	21/04/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services		5 556.03
EFT107546	21/04/2016	BEST OFFICE SYSTEMS	Photocopier Charges		2 474.65
EFT107547	21/04/2016	BLACK AND WHITE CONCRETING	Installation - Concrete Cricket Pitch		5 790.00
EFT107548	21/04/2016	BLACKWOODS	Material Supply - Sign		30.27
EFT107549	21/04/2016	ALBANY PA AND LIGHTING (KEVIN BLYTH)	Equipment Hire		177.00
EFT107550	21/04/2016	CATHERINE DEBRA BRAMLEY	Community Leadership Grant 2015/16		350.00
EFT107551	21/04/2016	BENAJMIN JAMES BROWN	Community Leadership Grant 2015/16		350.00
EFT107552	21/04/2016	BUNNINGS GROUP LIMITED	Material Supply - Building Material		173.90
EFT107553	21/04/2016	CAMTRANS ALBANY PTY LTD	Material Supply - Brick Paving		3 158.40
EFT107554	21/04/2016	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Design & Construction Services		54 170.56
EFT107555	21/04/2016	M CASTLEHOW	Rates Refund		274.04
EFT107556	21/04/2016	CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT	Building Estimation Services		495.00
EFT107557	21/04/2016	CLARK TYRES	Supply & Installation of Tyres		760.00
EFT107558	21/04/2016	BIS CLEANAWAY LIMITED	Rubbish Removal Contract		708.84
EFT107559	21/04/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries		439.40
EFT107560	21/04/2016	CONNECTION REALTY	Rates Refund		914.88
EFT107561	21/04/2016	COURIER AUSTRALIA	Freight Charges		554.45
EFT107562	21/04/2016	ALBANY SIGNS	Material Supply - Signs		55.00

EFT107563	21/04/2016 HOLCIM (AUSTRALIA) PTY LTD
EFT107564	21/04/2016 DEFIBTECH
EFT107565	21/04/2016 LANDGATE - PROPERTY & VALUATIONS
EFT107566	21/04/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY
EFT107567	21/04/2016 STEVEN JOHN DOUGHERTY
EFT107568	21/04/2016 DYLAN'S ON THE TERRACE
EFT107569	21/04/2016 DY-MARK (AUST) PTY LTD
EFT107570	21/04/2016 ECOTECH PTY LTD
EFT107571	21/04/2016 EDGE PLANNING & PROPERTY
EFT107572	21/04/2016 ALBANY ENGINEERING COMPANY
EFT107573	21/04/2016 EVERTRANS
EFT107574	21/04/2016 THE FIXUPPERY
EFT107575	21/04/2016 T FLETT
EFT107576	21/04/2016 TAMMIE FLOWER
EFT107577	21/04/2016 SOUTHERN ELECTRICS
EFT107578	21/04/2016 FREMANTLE ARTS CENTRE PRESS
EFT107579	21/04/2016 GALLERY WORKS
EFT107580	21/04/2016 GRANDE FOOD SERVICE
EFT107581	21/04/2016 GREAT SOUTHERN GROUP TRAINING INC
EFT107582	21/04/2016 GREAT SOUTHERN INSTITUTE OF TECHNOLOGY
EFT107583	21/04/2016 GREAT SOUTHERN PEST AND WEED CONTROL
EFT107584	21/04/2016 GSP WORKFORCE
EFT107585	21/04/2016 GREAT SOUTHERN SUPPLIES
EFT107586	21/04/2016 GREEN MAN MEDIA PRODUCTIONS
EFT107587	21/04/2016 KATHY GRIFFITHS
EFT107588	21/04/2016 GSM AUTO ELECTRICAL
EFT107589	21/04/2016 PROTECTOR FIRE SERVICES PTY LTD
EFT107590	21/04/2016 H AND H ARCHITECTS
EFT107591	21/04/2016 ICS GROUP AUTO ELECTRICAL
EFT107592	21/04/2016 INFORMA AUSTRALIA PTY LTD
EFT107593	21/04/2016 STATEWIDE RACKING & STORAGE SOLUTIONS
EFT107594	21/04/2016 ITOMIC WEB SPECIALISTS
EFT107595	21/04/2016 JACK THE CHIPPER
EFT107596	21/04/2016 KESTON TECHNOLOGIES PTY LTD
EFT107597	21/04/2016 KMART ALBANY
EFT107598	21/04/2016 LEASE CHOICE
EFT107599	21/04/2016 LEEP DISPLAYS
EFT107600	21/04/2016 LINCOLN AND GOMM WINES
EFT107601	21/04/2016 DEPARTMENT OF LOCAL GOVERNMENT
EFT107602	21/04/2016 M & B SALES PTY LTD
EFT107603	21/04/2016 BUCHER MUNICIPAL PTY LTD
EFT107604	21/04/2016 MAIN ROADS
EFT107605	21/04/2016 ALBANY CITY MOTORS
EFT107606	21/04/2016 MARSHALL MOWERS
EFT107607	21/04/2016 VICKI MICHELLE MARTIN
EFT107608	21/04/2016 INCH BY INCH HEALTH AND FITNESS
EFT107609	21/04/2016 MARSH ADVERTISING AGENCIES

Material Supply - Concrete Paths	REPORT ITEM CSF 244 REFERS 5 969.17
Material Supply - Defibrillator Pad	129.25
Title Searches	4 023.60
Cleaning Supplies	163.00
Equipment Hire	750.00
Catering	875.60
Material Supply - Line Marking Paint	515.33
Monthly Reporting Costs	341.00
Professional Services	4 400.00
Fabrication - Footing for Play Equipment	252.89
Vehicle Repairs/Maintenance	2 204.40
Cleaning Services	256.00
Staff Reimbursements	59.00
Fitness Instruction	495.00
Alarm Call Out	114.82
Merchandise Order - NAC	733.95
Merchandise Order - NAC	585.00
Catering Supplies	195.24
Casual Staff/Apprentice Fees	8 952.44
Course Fees	4 621.88
Pest Control	248.60
Gardening Services	97.50
Cleaning Supplies	695.96
Multimedia Services	2 750.00
Merchandise Order - AVC	378.00
Vehicle Parts/Maintenance	62.46
Material Supply - Hose Fittings	759.00
Professional Services	275.00
Vehicle Repairs/Maintenance	96.25
Material Supply - Literature	264.00
Material Supply - Workbench	997.00
Professional Services - Web Design	24 480.00
Mulching Services	635.25
Professional Services	5 149.38
Staff Recognition Scheme	939.00
Monthly Lease Photocopiers	1 246.83
Material Supply - Signs	955.00
Equipment Hire	200.00
Refund	23 159.40
Material Supply - Timber	499.31
Material Supply - Wire Brush	1 980.00
Rates Refund	417.43
Vehicle Parts	16.08
Gardening Equipment	100.00
Fitness Instruction	360.00
Fitness Instruction	45.00
Advertising	544.50

EFT107610	21/04/2016 JAMES MCLEAN - SCULPTURAL TIMBER CREATIONS
EFT107611	21/04/2016 ALANA JADE MCLEAN
EFT107612	21/04/2016 MIDALIA STEEL PTY LTD
EFT107613	21/04/2016 B MOODY
EFT107614	21/04/2016 MOSTERT, DJ & H
EFT107615	21/04/2016 NURRUNGA COMMUNICATIONS
EFT107616	21/04/2016 NEVILLES HARDWARE & BUILDING SUPPLIES
EFT107617	21/04/2016 NIKANA CONTRACTING PTY LTD
EFT107618	21/04/2016 NLC PTY LTD
EFT107619	21/04/2016 OCP SALES
EFT107620	21/04/2016 OFFICEWORKS SUPERSTORES PTY LTD
EFT107621	21/04/2016 CHRISTOPHER O'KEEFE
EFT107622	21/04/2016 ORANA CINEMAS ALBANY PTY LTD
EFT107623	21/04/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD
EFT107624	21/04/2016 PERTH SAFETY PRODUCTS PTY LTD
EFT107625	21/04/2016 P I PRODUCTS PTY LTD
EFT107626	21/04/2016 PLASTICS PLUS
EFT107627	21/04/2016 @THE POOLSIDE
EFT107628	21/04/2016 KRISTIE PORTER
EFT107629	21/04/2016 POWERHOUSE ARCHITECTURAL DRAFTING
EFT107630	21/04/2016 C PRAGNELL
EFT107631	21/04/2016 RAMPED TECHNOLOGY
EFT107632	21/04/2016 REECE PTY LTD
EFT107633	21/04/2016 REPLICA MEDALS & RIBBONS PTY LTD
EFT107634	21/04/2016 RICOH
EFT107635	21/04/2016 RISING SIGNS
EFT107636	21/04/2016 ROYALS SAINTS NETBALL CLUB
EFT107637	21/04/2016 SERENA MCLAUCHLAN
EFT107638	21/04/2016 SCRIBE PUBLICATIONS PTY LTD
EFT107639	21/04/2016 SKILL HIRE WA PTY LTD
EFT107640	21/04/2016 SKIPPER TRANSPORT PARTS
EFT107641	21/04/2016 SMITHS ALUMINIUM AND 4WD CENTRE
EFT107642	21/04/2016 SMITH CONSTRUCTIONS ALBANY PTY LTD
EFT107643	21/04/2016 SOUTHERN TOOL & FASTENER CO
EFT107644	21/04/2016 SOUTHCOAST SECURITY SERVICE
EFT107645	21/04/2016 SPUR OF THE MOMENT DESIGN
EFT107646	21/04/2016 STEWART AND HEATON CLOTHING PTY LTD
EFT107647	21/04/2016 STIRLING PRINT
EFT107648	21/04/2016 ST JOHN AMBULANCE ASSOCIATION WA INC
EFT107649	21/04/2016 STORM OFFICE NATIONAL
EFT107650	21/04/2016 SUNNY INDUSTRIAL BRUSHWARE
EFT107651	21/04/2016 ALBANY LOCK SERVICE
EFT107652	21/04/2016 T & C SUPPLIES
EFT107653	21/04/2016 T-QUIP
EFT107654	21/04/2016 CALIBRE CONSULTING (AUST) PTY LTD
EFT107655	21/04/2016 ANDREA LEE TICKELL
EFT107656	21/04/2016 CAROLINE ELLEN TOMPKIN

Additional Bracing Work - Ayres Park Upgrade	1 597.20
Community Leadership Grant 2015/16	350.00
Material Supply - Steel	1 463.00
Refund	123.30
Merchandise Order - AVC	10.00
Radio Installation	719.29
Hardware Supplies	2 815.70
Rubbish Removal	1 562.00
Novated Lease Expenses - April	615.31
Radio Equipment	2 452.97
Printing & Laminating	708.26
Professional Services	1 155.00
Advertising	3 300.00
Road Construction & Widening	118 446.60
Material Supply - Posts	1 643.40
Material Supply - Bin Lift	3 137.52
Material Supply - Gloves	39.60
Refreshments	48.00
Fitness Instruction	315.00
Professional Services	5 940.00
Rates Refund	41.08
Professional Services	12 614.25
Plumbing Supplies	15 933.82
Merchandise Order - NAC	881.18
Photocopier Charges	24 610.38
Signage	891.00
Kidsport Vouchers	3 375.00
Design Services - FORM Ephemeral Seine	1 385.38
Merchandise Order - NAC	535.47
Casual Staff/Apprentice Fees	5 238.46
Vehicle Parts	110.88
Fabrication - Planter Box	1 833.00
Construction Services - CPSP	97 244.43
Hardware Supplies/Tools	28.34
Security Services	158.40
Design Services	6 600.00
Material Supply - Safety Clothing	2 792.48
Printing Services	375.00
First Aid Training	2 805.00
Office Supplies	42.55
Material Supply - Road Sweep Brush	1 714.90
Lock Services	2 357.51
Hardware Supplies/Tools	551.21
Material Supply - Air Filter	182.55
Professional Services	3 300.00
Fitness Instruction	225.00
Fitness Instruction	135.00

REPORT ITEM CSF 244 REFERS

EFT107657	21/04/2016 COMFORT INN ALBANY
EFT107658	21/04/2016 TRUCKLINE
EFT107659	21/04/2016 VOEGELER CREATIONS
EFT107660	21/04/2016 ALBANY & GREAT SOUTHERN WEEKENDER
EFT107661	21/04/2016 NICOLE WEEDEN
EFT107662	21/04/2016 LANDMARK LIMITED
EFT107663	21/04/2016 WESTSHRED DOCUMENT DISPOSAL
EFT107664	21/04/2016 WOOLWORTHS LIMITED
EFT107665	21/04/2016 WOODLANDS DISTRIBUTORS AND AGENCIES
EFT107666	21/04/2016 WORLD MANAGER PTY LTD
EFT107667	21/04/2016 ZENITH LAUNDRY
DD23450.2	21/04/2016 CBUS
DD23457.1	21/04/2016 REST SUPERANNUATION
EFT107668	22/04/2016 G BIDDULPH
EFT107669	22/04/2016 GREAT SOUTHERN SAND & LANDSCAPING SUPPLIES
EFT107670	22/04/2016 LEO ROLPH
EFT107671	22/04/2016 MARIANTHE LOUCATARIS
EFT107672	22/04/2016 MENTAL MEDIA PTY LTD
EFT107673	22/04/2016 SHIRE OF EAST PILBARA
EFT107674	22/04/2016 TECTONICS CONSTRUCTION GROUP PTY LTD
EFT107676	28/04/2016 3D CATERING
EFT107677	28/04/2016 ABA SECURITY
EFT107678	28/04/2016 ACORN TREES AND STUMPS
EFT107679	28/04/2016 AD CONTRACTORS PTY LTD
EFT107680	28/04/2016 D ADELINE
EFT107681	28/04/2016 ADVERTISER PRINT
EFT107682	28/04/2016 ALBANY INDUSTRIAL SERVICES PTY LTD
EFT107683	28/04/2016 OPTEON
EFT107684	28/04/2016 ALBANY V-BELT AND RUBBER
EFT107685	28/04/2016 ALBANY SWEEP CLEAN
EFT107686	28/04/2016 ALBANY STATIONERS
EFT107687	28/04/2016 ALBANY INDOOR PLANT HIRE
EFT107688	28/04/2016 ALBANY CHAMBER OF COMMERCE AND INDUSTRY
EFT107689	28/04/2016 ALBANY GAS CENTRE PTY LTD
EFT107690	28/04/2016 SOUTHERN PORTS AUTHORITY - PORT OF ALBANY
EFT107691	28/04/2016 TRICOAST CIVIL
EFT107692	28/04/2016 ALBANY REFRIGERATION
EFT107693	28/04/2016 ALBANY OFFICE PRODUCTS DEPOT
EFT107694	28/04/2016 ALBANY RECORDS MANAGEMENT
EFT107695	28/04/2016 ALBANY MATTRESS CLEANING
EFT107696	28/04/2016 CICERO MANAGEMENT PTY LTD - ALEX HOTEL
EFT107697	28/04/2016 A CARMICHAEL
EFT107698	28/04/2016 APPRENTICE & TRAINEESHIP COMPANY
EFT107699	28/04/2016 ASHDENE MANUFACTURING PTY LTD
EFT107700	28/04/2016 ATC WORK SMART
EFT107701	28/04/2016 ALBANY AUTOSPARK
EFT107702	28/04/2016 BADGEMATE

	REPORT ITEM CSF 244 REFERS	
Accommodation - In-House Trainor		161.50
Vehicle Parts		43.49
Merchandise Order - NAC		820.00
Advertising		880.00
Community Leadership Grant 2015/16		350.00
Material Supply - Cleaning Products		1 496.00
Document Disposal		60.50
Groceries		124.20
Material Supply - Cleaning Products		10 995.60
Software Licence Fees		2 640.00
Laundry Services/Hire		51.93
Payroll Deductions		123.41
Superannuation Contributions	-	193.27
Staff Reimbursements		71.00
Road Construction & Widening		32 548.84
Skate Competition Prizes		669.90
Professional Services - Events		2 000.00
Professional Services		5 500.00
Professional Services - Design Certification		300.00
Construction Services - CPSP		292 058.95
Catering		585.00
Security Services		343.36
Power Line Clearance		275.00
Equipment Hire		20 238.05
Staff Reimbursements		131.99
Printing Services		88.00
Equipment Hire		5 183.20
Professional Services		550.00
Vehicle Supplies		233.79
Cleaning Services		2 707.50
Stationery Supplies		40.40
Indoor Plant Hire		1 054.02
Advertising		503.07
Plumbing Services		176.00
Annual Lease - Shark Barrier		11.00
Capital Works Construction		129 632.80
Refrigeration & Air-conditioning Repairs/Maintenance		1 133.00
Stationery Supplies		1 060.20
Storage Services		407.00
Cleaning Services		180.00
Accommodation		405.00
Staff Reimbursements		79.80
Casual Staff/Apprentice Fees		774.18
Merchandise Order - NAC		3 685.13
Casual Staff/Apprentice Fees		933.72
Vehicle Repairs/Parts		63.00
Staff Name Badges		236.50

EFT107703	28/04/2016 BAKERS DELIGHT
EFT107704	28/04/2016 BT EQUIPMENT PTY LTD
EFT107705	28/04/2016 BAREFOOT CLOTHING MANUFACTURERS
EFT107706	28/04/2016 BARKERS TRENCHING SERVICES
EFT107707	28/04/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD
EFT107708	28/04/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD
EFT107709	28/04/2016 BEST OFFICE SYSTEMS
EFT107710	28/04/2016 BEWITCHED CLEANING SERVICES
EFT107711	28/04/2016 BIG SKY PUBLISHING
EFT107712	28/04/2016 THE BIGNELL BROTHERS
EFT107713	28/04/2016 ALBANY PA AND LIGHTING
EFT107714	28/04/2016 ALBANY BOBCAT SERVICES
EFT107715	28/04/2016 MARGIT ANNETTE BONDIN
EFT107716	28/04/2016 BRANDNET PTY LTD T/AS MILITARY SHOP
EFT107717	28/04/2016 BRANDCONNECT
EFT107718	28/04/2016 BUNNINGS GROUP LIMITED
EFT107719	28/04/2016 DENIS BUNN UPHOLSTERER
EFT107720	28/04/2016 TESSA PATERSON
EFT107721	28/04/2016 C&C MACHINERY CENTRE
EFT107722	28/04/2016 CALIBRE CARE
EFT107723	28/04/2016 CALDWELL LAND SURVEYS PTY LTD
EFT107724	28/04/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD
EFT107725	28/04/2016 CAMTRANS ALBANY PTY LTD
EFT107726	28/04/2016 CAMLYN SPRINGS WATER DISTRIBUTORS
EFT107727	28/04/2016 CAMPING KAYAKS & 4 X 4
EFT107728	28/04/2016 JOHN CARBERRY
EFT107729	28/04/2016 J & S CASTLEHOW ELECTRICAL SERVICES
EFT107730	28/04/2016 CHADSON ENGINEERING PTY LTD
EFT107731	28/04/2016 CHRISTOPHER BURNELL
EFT107732	28/04/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD
EFT107733	28/04/2016 COURIER AUSTRALIA
EFT107734	28/04/2016 ALBANY SIGNS
EFT107735	28/04/2016 HOLCIM (AUSTRALIA) PTY LTD
EFT107736	28/04/2016 AL CURNOW HYDRAULICS
EFT107737	28/04/2016 CUTTING EDGES PTY LTD
EFT107738	28/04/2016 Z HARFIELD
EFT107739	28/04/2016 CGS QUALITY CLEANING
EFT107740	28/04/2016 DE LAGE LANDEN PTY LIMITED
EFT107741	28/04/2016 DENMARK CO-OPERATIVE CO LTD
EFT107742	28/04/2016 LANDGATE - PROPERTY & VALUATIONS
EFT107743	28/04/2016 DEPARTMENT OF PARKS AND WILDLIFE
EFT107744	28/04/2016 JANINE DETERMES
EFT107745	28/04/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY
EFT107746	28/04/2016 EASIFLEET MANAGEMENT
EFT107747	28/04/2016 ELLEKER GENERAL STORE
EFT107748	28/04/2016 EMU POINT CAFE
EFT107749	28/04/2016 EYERITE SIGNS

Groceries	REPORT ITEM CSF 244 REFERS	87.50
Material Supply - Replacement Seatbelt		385.25
Uniforms		650.05
Drilling Services		412.50
Traffic Control Services		21 445.42
Equipment Hire		138.60
Material Supply - Thermal Docket Printers		978.00
Cleaning Services		363.00
Merchandise Order - NAC		1 154.63
Performance at Youth Fest		100.00
Equipment Hire		366.00
Equipment Hire		2 103.75
Fauna Survey		500.00
Merchandise Order - NAC		92.00
Printing Services		1 314.72
Material Supply - Brackets		503.69
Material Supply - Office Chairs		240.00
Delivery Services		90.00
Supply & Deliver - Tractor		241 033.00
Material Supply - Cleaning Equipment		36.30
Survey & Design Services		19 539.00
Litres Diesel Fuel For Depot		14 093.49
Material Supply - Brick Paving		22 635.20
Water Container Refills		1 574.00
Material Supply - Mosquito Program Equipment		554.80
Events Assistance - FORM		1 325.00
Electrical Repairs/Maintenance		7 712.73
Material Supply - Pool Maintenance		649.55
Supply & Install - Stone Planters		54 267.50
Groceries		304.60
Freight Charges		236.08
Material Supply - Signs		181.50
Material Supply - Washed Blue Metal		13 045.11
Vehicle Parts/Maintenance		249.06
Material Supply - Grader Blades		1 890.13
Rates Refund		1 249.00
Cleaning Contract		40 068.55
Monthly Rental		7 186.30
Material Supply - Hydrochlorite		66.00
Land Enquiry		319.80
National Park Passes		4 158.00
Fitness Instruction		180.00
Material Supply - Cleaning Supplies		310.50
Vehicle Lease Rental & Fees		7 364.94
Diesel Fuel Purchases		41.00
Reimbursement		642.61
Material Supply - Signs		1 546.57

EFT107750	28/04/2016 THE FIXUPPERY	Cleaning	REPORT ITEM CSF 244 REFERS	2 048.90
EFT107751	28/04/2016 ALL TRUCK REPAIRS	Vehicle Supplies		1 146.52
EFT107752	28/04/2016 TAMMIE FLOWER	Fitness Instruction		225.00
EFT107753	28/04/2016 FORPARK AUSTRALIA	Equipment Hire		318.73
EFT107754	28/04/2016 SOUTHERN ELECTRICS	Electrical Installations		16 867.72
EFT107755	28/04/2016 FREMANTLE ARTS CENTRE PRESS	Merchandise Order - AVC		917.44
EFT107756	28/04/2016 GALLERY 500	Art Supplies		93.00
EFT107757	28/04/2016 BILL GIBBS EXCAVATIONS	Equipment Hire		1 188.00
EFT107758	28/04/2016 GLASS & GLAZING ALBANY	Supply & Install - Windows		641.63
EFT107759	28/04/2016 GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance - Shark Barrier - One Year		2 750.00
EFT107760	28/04/2016 GNOWERAN SPRAYING	Spraying Services		8 971.59
EFT107761	28/04/2016 GOLD MX & FLY FM	Advertising		506.00
EFT107762	28/04/2016 GREEN SKILLS INCORPORATED	Casual Staff/Apprentice Fees		4 948.57
EFT107763	28/04/2016 GREAT SOUTHERN PEST AND WEED CONTROL	Pest Control		220.00
EFT107764	28/04/2016 SOUTHERN SHARPENING SERVICES	Merchandise Order - NAC		55.00
EFT107765	28/04/2016 GSP WORKFORCE	Casual Staff/Apprentice Fees		160.00
EFT107766	28/04/2016 GREAT SOUTHERN SAND & LANDSCAPING SUPPLIES	Equipment Hire		46 921.00
EFT107767	28/04/2016 GREAT SOUTHERN SUPPLIES	Material Supply - Cleaning Products		4 034.27
EFT107768	28/04/2016 GREENACRES TURF GROUP	Material Supply - Turf		12 249.00
EFT107769	28/04/2016 GRESLEY ABAS PTY LTD	Consultancy Services - CPSP		79 069.12
EFT107770	28/04/2016 HARVEY NORMAN ALBANY	Freight Charges		25.00
EFT107771	28/04/2016 HOOGEN & CO	Line Marking		715.00
EFT107772	28/04/2016 HOT HOUSE FLOWERS	Material Supply - Flowers		100.00
EFT107773	28/04/2016 H AND H ARCHITECTS	Professional Services		1 669.20
EFT107774	28/04/2016 ICKY FINKS WAREHOUSE SALES	Material Supply - Diaries		117.92
EFT107775	28/04/2016 IDENTITY CREATIVE	Design Services		1 245.75
EFT107776	28/04/2016 JACK THE CHIPPER	Mulching Services		635.25
EFT107777	28/04/2016 JCB CONSTRUCTION EQUIPMENT AUSTRALIA	Material Supply - Filters		277.27
EFT107778	28/04/2016 JMG BUILDING SURVEYORS	Survey & Design Services		330.00
EFT107779	28/04/2016 JOCK'S COMMERCIAL MOWING	Contract Mowing		8 195.70
EFT107780	28/04/2016 KESTON TECHNOLOGIES PTY LTD	Professional Services		407.00
EFT107781	28/04/2016 GEORGIA ROBYN KIDMAN	Fitness Instruction		180.00
EFT107782	28/04/2016 KLB SYSTEMS	Product Replacement - Insurance Claim		4 202.00
EFT107783	28/04/2016 KOSTER'S OUTDOOR PTY LTD	Refund		147.00
EFT107784	28/04/2016 CAMERON LANGRIDGE	Merchandise Order - NAC		35.40
EFT107785	28/04/2016 DAVID LEECH	Merchandise Order - AVC		270.00
EFT107786	28/04/2016 LOCAL GOVERNMENT MANAGERS AUSTRALIA	Conference Registration		990.00
EFT107787	28/04/2016 LORLAINE DISTRIBUTORS PTY LTD	Material Supply - Cleaning Products		62.20
EFT107788	28/04/2016 LOWER KING LIQUOR & GENERAL STORE	Material Supply - Alcohol		590.91
EFT107789	28/04/2016 ALBANY EVENT HIRE	Equipment Hire		128.00
EFT107790	28/04/2016 ALBANY CITY MOTORS	Vehicle Parts/Repairs		238.37
EFT107791	28/04/2016 MANDALAY TECHNOLOGIES PTY LTD	Software Subscription		2 829.75
EFT107792	28/04/2016 MARKETFORCE LIMITED	Advertising		3 526.89
EFT107793	28/04/2016 VICKI MICHELLE MARTIN	Fitness Instruction		270.00
EFT107794	28/04/2016 INCH BY INCH HEALTH AND FITNESS	Fitness Instruction		45.00
EFT107795	28/04/2016 MCKAILS GENERAL STORE	Catering		256.96
EFT107796	28/04/2016 MCLEODS	Professional Services		2 108.70

EFT107797	28/04/2016	METROOF ALBANY
EFT107798	28/04/2016	MIDALIA STEEL PTY LTD
EFT107799	28/04/2016	MJB INDUSTRIES PTY LTD
EFT107800	28/04/2016	MODERN TEACHING AIDS PTY LTD
EFT107801	28/04/2016	BEST ELECTRICAL ALBANY PTY LTD
EFT107802	28/04/2016	NATALIE RADIVOJEVIC
EFT107803	28/04/2016	PN & ER NEWMAN QUALITY CONCRETE PRODUCTS
EFT107804	28/04/2016	P NIELSEN
EFT107805	28/04/2016	OCP SALES
EFT107806	28/04/2016	OFFICEWORKS SUPERSTORES PTY LTD
EFT107807	28/04/2016	IXOM
EFT107808	28/04/2016	PALMER EARTHMOVING (AUSTRALIA) PTY LTD
EFT107809	28/04/2016	PAULS PET FOOD
EFT107810	28/04/2016	K PEARS
EFT107811	28/04/2016	PERTH SAFETY PRODUCTS PTY LTD
EFT107812	28/04/2016	PFD FOOD SERVICES PTY LTD
EFT107813	28/04/2016	PHOTOTONE
EFT107814	28/04/2016	4 STEEL SUPPLIES
EFT107815	28/04/2016	PRINT IDEAS PTY LTD T/AS ART GUIDE AUSTRALIA
EFT107816	28/04/2016	PROTECTOR ALSAFE INDUSTRIES PTY LTD
EFT107817	28/04/2016	PROLUDIC PTY LTD
EFT107818	28/04/2016	PUBLIC LIBRARIES AUSTRALIA LTD
EFT107819	28/04/2016	K QUINLAN
EFT107820	28/04/2016	RADIOWEST BROADCASTERS PTY LTD
EFT107821	28/04/2016	REXEL AUSTRALIA
EFT107822	28/04/2016	SOUTH COAST COUNSELLING SERVICES
EFT107823	28/04/2016	CHRISTINE MARY SARGENT
EFT107824	28/04/2016	SKILL HIRE WA PTY LTD
EFT107825	28/04/2016	SMITHS ALUMINIUM AND 4WD CENTRE
EFT107826	28/04/2016	SOUTHCOAST SECURITY SERVICE
EFT107827	28/04/2016	SPUR OF THE MOMENT DESIGN
EFT107828	28/04/2016	STEWART AND HEATON CLOTHING PTY LTD
EFT107829	28/04/2016	C STEPHENSON
EFT107830	28/04/2016	STIRLING PRINT
EFT107831	28/04/2016	ST JOHN AMBULANCE ASSOCIATION WA INC
EFT107832	28/04/2016	STORM OFFICE NATIONAL
EFT107833	28/04/2016	SUNNY SIGN COMPANY
EFT107834	28/04/2016	ALBANY LOCK SERVICE
EFT107835	28/04/2016	ALBANY IGA
EFT107836	28/04/2016	T & C SUPPLIES
EFT107837	28/04/2016	TALIS CONSULTANTS PTY LTD
EFT107838	28/04/2016	TELSTRA DAMAGE COST RECOVERY & MANAGEMENT
EFT107839	28/04/2016	NAKED BEAN COFFEE ROASTERS
EFT107840	28/04/2016	THINKWATER ALBANY
EFT107841	28/04/2016	TOTALLY CONFIDENTIAL RECORDS MANAGEMENT
EFT107842	28/04/2016	TOTAL SECURITY SYSTEMS
EFT107843	28/04/2016	TRAILBLAZERS

	REPORT ITEM CSF 244 REFERS	
Material Supply - Weld Mesh		47.49
Steel Supplies		57.04
Material Supply - Concrete Pipes	20	347.80
Material Supply - Teaching Aids		53.68
Electrical Repairs/Maintenance		92.00
Adhesion Leaf Installation In York Street		800.00
Material Supply - Concrete Products	7	208.25
Staff Reimbursements		57.65
Repairs & Maintenance - Radio Equipment		280.57
Material Supply - Memory Cards		454.78
Material Supply - Chlorine		348.50
Material Supply - Washed Blue Metal	11	396.46
Material Supply - Animal Food		134.00
Rates Refund		105.80
Material Supply - Street Blades	3	124.00
Catering		109.15
Digitisation Service		76.00
Material Supply - Steel Pipe	1	738.06
Advertising		572.00
Material Supply - Safety Goggles		224.62
Play Ground Equipment	38	393.70
Subscription - PLA Econnect April Subscription		209.55
Staff Reimbursements		186.00
Advertising	1	111.00
Material Supply - Plastic Communications Pit		158.40
EAP Counselling Services		250.00
Fitness Instruction		180.00
Casual Staff/Apprentice Fees	6	914.75
Construct & Install - Piper Covers		120.00
Security Services		528.00
Design & Printing Services	1	032.90
Uniforms		606.96
Rates Refund		369.37
Printing Services		608.20
Material Supply - Defibrillator Pads		105.00
Stationery Supplies		42.00
Material Supply - Signs	3	343.45
Lock Supplies/Services		694.50
Groceries		147.64
Hardware/Tool Supplies	1	069.15
Professional Services	1	301.18
Repairs	2	676.20
Coffee Supplies		160.00
Material Supply - Irrigation Equipment	3	089.71
Material Supply - Archive Boxes		396.00
Security Services - CCTV Infrastructure	33	560.78
Material Supply - Marquee		588.00

EFT107844	28/04/2016 CAROLYN FRANCIS TRAPNELL
EFT107845	28/04/2016 TRAFFIC FORCE
EFT107846	28/04/2016 THE TROPHY SHOP
EFT107847	28/04/2016 ALBANY TYREPOWER
EFT107848	28/04/2016 MOORE STEPHENS PTY LTD
EFT107849	28/04/2016 UNITED BOOK DISTRIBUTORS
EFT107850	28/04/2016 VANCOUVER WASTE SERVICES PTY LTD
EFT107851	28/04/2016 ALBANY VETERINARY HOSPITAL PTY LTD
EFT107852	28/04/2016 IT VISION AUSTRALIA PTY LTD
EFT107853	28/04/2016 VRBAN HOMES
EFT107854	28/04/2016 WAFFLES GALORE
EFT107855	28/04/2016 RT & JR WALKER
EFT107856	28/04/2016 JULIA WARREN
EFT107857	28/04/2016 WESTRAC EQUIPMENT PTY LTD
EFT107858	28/04/2016 LANDMARK LIMITED
EFT107859	28/04/2016 WEST COAST ANALYTICAL SERVICES
EFT107860	28/04/2016 WEST-OZ WEB SERVICES
EFT107861	28/04/2016 R WESTERN
EFT107862	28/04/2016 WISE HIRE
EFT107863	28/04/2016 WOOD AND GRIEVE ENGINEERS
EFT107864	28/04/2016 ZENITH LAUNDRY
EFT107865	02/05/2016 WESTERN AUSTRALIAN TREASURY CORPORATION
EFT107866	05/05/2016 ACORN TREES AND STUMPS
EFT107867	05/05/2016 AD CONTRACTORS PTY LTD
EFT107868	05/05/2016 ALBANY INDUSTRIAL SERVICES PTY LTD
EFT107869	05/05/2016 OPTEON (ALBANY AND GREAT SOUTHERN WA)
EFT107870	05/05/2016 ALBANY FARM TREE NURSERY
EFT107871	05/05/2016 ALBANY TV SERVICES
EFT107872	05/05/2016 ALBANY COMMUNITY HOSPICE
EFT107873	05/05/2016 ALBANY REFRIGERATION
EFT107874	05/05/2016 ALBANY SCREEN PRINTERS
EFT107875	05/05/2016 ALBANY OFFICE PRODUCTS DEPOT
EFT107876	05/05/2016 ALBANY MILK DISTRIBUTORS
EFT107877	05/05/2016 ALBANY LEGAL PTY LTD
EFT107878	05/05/2016 ALBANY COMMUNITY FOUNDATION
EFT107879	05/05/2016 ALBANY RECORDS MANAGEMENT
EFT107880	05/05/2016 ALBANY AUTOS
EFT107881	05/05/2016 ALBANY MATTRESS CLEANING
EFT107882	05/05/2016 ALINTA
EFT107883	05/05/2016 AMPHIBIAN PLUMBING AND GAS
EFT107884	05/05/2016 PAPERBARK MERCHANTS
EFT107885	05/05/2016 APPRENTICE & TRAINEESHIP COMPANY
EFT107886	05/05/2016 ATC WORK SMART
EFT107887	05/05/2016 AUSTRALIAN TAXATION OFFICE
EFT107888	05/05/2016 AUSTRALIAN SERVICES UNION WA BRANCH
EFT107889	05/05/2016 AUSTRALIAN ASPHALT PAVEMENT ASSOCIATION
EFT107890	05/05/2016 AUSTRALIAN FINE JEWELLERY PTY LTD

Merchandise Order - NAC	REPORT ITEM CSF 244 REFERS 3 910.00
Traffic Control Services	616.00
Material Supply - Memorial Plaque	17.70
Supply & Installation of Tyres	35.00
Professional Services	660.00
Merchandise Order - NAC	1 012.43
Waste Collection	22 248.30
Veterinary Services	80.55
Onsite Software Upgrade & Consultancy	16 965.37
Rates Refund	374.04
Catering	414.00
Merchandise Order - NAC	476.00
Fitness Instruction	495.00
Material Supply - Filters & SOS Kits	1 424.68
Material Supply - Strainer Assemblies	2 399.16
Waste Facility Water Monitoring Services	3 496.50
Completed Bookings Marketing Fee	859.55
Rates Refund	354.26
Material Supply - Pedestrian Barriers	8 452.50
Drainage Superintendence	4 517.70
Laundry Services/Hire	100.35
Loan Payment	48 683.34
Mulching Services	19 882.50
Road Construction & Widening	192 268.62
Equipment Hire	138.60
Professional Services	1 210.00
Material Supply - Plants	1 646.25
Programming Services	300.00
Payroll Deductions	74.00
Refrigeration & Air-conditioning Repairs/Maintenance	297.00
Printing Services	408.00
Stationery Supplies	870.85
Milk Deliveries	546.49
Professional Services	440.00
Payroll Deductions	10.00
Storage of Archive Boxes	629.48
Vehicle Purchase	39 017.90
Cleaning Services	180.00
Gas Usage Charges	266.05
Plumbing Repairs & Maintenance	6 911.40
Material Supply - Literature	367.10
Casual Staff/Apprentice Fees	1 533.18
Casual Staff/Apprentice Fees	15 182.65
Payroll Deductions	346 173.73
Payroll Deductions	3 826.80
Training Course Registration	1 995.00
Merchandise Order - NAC	594.65

EFT107891	05/05/2016 BADGEMATE	Staff Name Badges	REPORT ITEM CSF 244 REFERS	16.12
EFT107892	05/05/2016 BAKERS DELIGHT	Groceries		15.00
EFT107893	05/05/2016 BALL BODY BUILDERS	Equipment Hire		1 804.00
EFT107894	05/05/2016 BT EQUIPMENT PTY LTD	Material Supply - Vehicle Parts		2 576.36
EFT107895	05/05/2016 BAREFOOT CLOTHING MANUFACTURERS	Uniforms		190.40
EFT107896	05/05/2016 BARKERS TRENCHING SERVICES	Trenching Services		11 110.00
EFT107897	05/05/2016 BENARA NURSERIES	Material Supply - Plant		1 454.04
EFT107898	05/05/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services		1 876.41
EFT107899	05/05/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire		392.00
EFT107900	05/05/2016 BEST OFFICE SYSTEMS	Equipment Hire		210.00
EFT107901	05/05/2016 BEWITCHED CLEANING SERVICES	Cleaning Services		99.00
EFT107902	05/05/2016 BLACKWOODS	Material Supply - Sharps Container		23.19
EFT107903	05/05/2016 BLOOMIN FLOWERS	Material Supply - Anzac Wreaths		400.00
EFT107904	05/05/2016 ALBANY PA AND LIGHTING (KEVIN BLYTH)	ANZAC Weekend Programming		89.00
EFT107905	05/05/2016 ALBANY BOBCAT SERVICES	Equipment Hire		654.50
EFT107906	05/05/2016 AIR BP	Material Supply - Aviation Petroleum		243.54
EFT107907	05/05/2016 BRANDNET PTY LTD T/AS MILITARY SHOP	Merchandise Order - NAC		1 126.71
EFT107908	05/05/2016 B ARIS	Staff Reimbursements		80.00
EFT107909	05/05/2016 CONSTRUCTION TRAINING FUND	CTF Levy Remitted		21 363.35
EFT107910	05/05/2016 BUILDING COMMISSION	BSL Levy Remitted		17 602.53
EFT107911	05/05/2016 CAMTRANS ALBANY PTY LTD	Material Supply - Concrete Paving		7 165.18
EFT107912	05/05/2016 LYNLEY CAMPBELL	FORM Public - Installation Services		800.00
EFT107913	05/05/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Installations - CPSP		370 568.13
EFT107914	05/05/2016 EWAN CATTO	FORM Public - Installation Services		325.00
EFT107915	05/05/2016 CENTRAL ANIMAL RECORDS (AUST) PTY LTD	Subscription - CAR		601.60
EFT107916	05/05/2016 ALLYSON CHARLES	FORM Public - Site Services		350.00
EFT107917	05/05/2016 CHILD SUPPORT AGENCY	Payroll Deductions		1 698.52
EFT107918	05/05/2016 CLARK TYRES	Supply & Installation of Tyres		760.00
EFT107919	05/05/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries		45.53
EFT107920	05/05/2016 ALBANY SIGNS	Material Supply - Signs		22.00
EFT107921	05/05/2016 AL CURNOW HYDRAULICS	Mechanical Repairs/Maintenance		1 299.56
EFT107922	05/05/2016 DEFIBTECH	Material Supply - Defibrillators		324.42
EFT107923	05/05/2016 DEPARTMENT OF TRANSPORT	Vehicle Search Fees		107.20
EFT107924	05/05/2016 DEPARTMENT OF ENVIRONMENT REGULATION	Annual Licence Fee - Albany Refuse Site		10 909.88
EFT107925	05/05/2016 JANINE DETERMES	Fitness Instruction		180.00
EFT107926	05/05/2016 DYLANSON THE TERRACE	Catering		418.00
EFT107927	05/05/2016 EVERTRANS	Supply & Delivery - Tandem Axle Truck Body		56 980.00
EFT107928	05/05/2016 EYERITE SIGNS	Material Supply - Signs		14 340.70
EFT107929	05/05/2016 ALL TRUCK REPAIRS	Vehicle Repairs/Maintenance		434.52
EFT107930	05/05/2016 TAMMIE FLOWER	Fitness Instruction		360.00
EFT107931	05/05/2016 SOUTHERN ELECTRICS	Electrical Repairs/Maintenance		4 942.81
EFT107932	05/05/2016 GALLERY 500	Gift Vouchers		150.00
EFT107933	05/05/2016 GALAFREY WINES	Material Supply - Alcohol		652.74
EFT107934	05/05/2016 GEOFABRICS AUSTRALASIA PTY LTD	Freight Charges		1 210.00
EFT107935	05/05/2016 GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance - Shark Barrier - One Year		2 750.00
EFT107936	05/05/2016 GOLDEN WATTLE HOOKERS	Artist Fee Public Great Southern 2016 Program		500.00
EFT107937	05/05/2016 GORDON WALMSLEY PTY LTD	Road Construction		28 232.00

EFT107938	05/05/2016 SOUTHERN SHARPENING SERVICES
EFT107939	05/05/2016 GREAT SOUTHERN SUPPLIES
EFT107940	05/05/2016 GREAT SOUTHERN WINE PRODUCERS ASSOCIATION
EFT107941	05/05/2016 GREAT SOUTHERN BEARINGS
EFT107942	05/05/2016 GREAT SOUTHERN TURF
EFT107943	05/05/2016 GREENMAN TRADING COMPANY
EFT107944	05/05/2016 GREAT SOUTHERN BOUNDARIES
EFT107945	05/05/2016 GREAT SOUTHERN TAEKWONDO
EFT107946	05/05/2016 HAEFELI-LYSNAR
EFT107947	05/05/2016 JUSTIN HANNIG
EFT107948	05/05/2016 PROTECTOR FIRE SERVICES PTY LTD
EFT107949	05/05/2016 FIRST NATIONAL REAL ESTATE
EFT107950	05/05/2016 HBF HEALTH LIMITED
EFT107951	05/05/2016 HELEN MUNT
EFT107952	05/05/2016 SHANNON LOVELADY
EFT107953	05/05/2016 TARYN HUMPHRIES
EFT107954	05/05/2016 HYDROWEST PLUMBING SERVICES
EFT107955	05/05/2016 ICKY FINKS WAREHOUSE SALES
EFT107956	05/05/2016 IMAGE BOLLARDS PTY LTD
EFT107957	05/05/2016 STATEWIDE RACKING & STORAGE SOLUTIONS
EFT107958	05/05/2016 ALBANY MAPPING AND SURVEYING SERVICES
EFT107959	05/05/2016 JILL O'MEEHAN
EFT107960	05/05/2016 JUST A CALL DELIVERIES
EFT107961	05/05/2016 GEORGIA ROBYN KIDMAN
EFT107962	05/05/2016 KLB SYSTEMS
EFT107963	05/05/2016 THE LAKE HOUSE DENMARK
EFT107964	05/05/2016 LGIS RISK MANAGEMENT
EFT107965	05/05/2016 LINCOLN AND GOMM WINES
EFT107966	05/05/2016 LORLAINE DISTRIBUTORS PTY LTD
EFT107967	05/05/2016 LOWE PTY LTD
EFT107968	05/05/2016 M2 TECHNOLOGY PTY LTD
EFT107969	05/05/2016 M & A STEEL FABRICATION
EFT107970	05/05/2016 M AND B SALES PTY LTD
EFT107971	05/05/2016 ALBANY EVENT HIRE
EFT107972	05/05/2016 ALBANY CITY MOTORS
EFT107973	05/05/2016 MARKETFORCE LIMITED
EFT107974	05/05/2016 INCH BY INCH HEALTH AND FITNESS
EFT107975	05/05/2016 E MAY
EFT107976	05/05/2016 METROOF ALBANY
EFT107977	05/05/2016 DEPARTMENT OF SPORT AND RECREATION
EFT107978	05/05/2016 MONTEFALCO VINEYARD
EFT107979	05/05/2016 I MOOLMAN
EFT107980	05/05/2016 NURRUNGA COMMUNICATIONS
EFT107981	05/05/2016 LYNDIA MYRA MOYLAN
EFT107982	05/05/2016 LGIS INSURANCE BROKING
EFT107983	05/05/2016 ALBANY NEWS DELIVERY
EFT107984	05/05/2016 NLC PTY LTD

Fire Panel Testing	REPORT ITEM CSF 244 REFERS	420.70
Material Supply - Cleaning Products		1 057.60
Corporate Gifts		786.46
Material Supply - Bearings		354.60
Material Supply - Turf		3 000.00
Arborist Services		825.00
Supply & Install - Fencing		5 703.50
Kidsport Vouchers		392.00
Material Supply - Battery Components		585.75
FORM Public - Site Services		555.00
Fire Equipment Maintenance		433.40
Storage Unit Rental		2 002.22
Payroll Deductions		364.80
Professional Services - Heritage Survey		2 211.00
Library Presentation On Gallipoli Dead Project		350.00
Community Leadership Grant 2015/16		700.00
Plumbing Repairs & Maintenance		8 443.60
Material Supply - Binder & Paint		128.13
Material Supply - Concrete Wheel Stop & Fittings		3 465.00
Material Supply - Slotwall Mounted Fittings		992.00
Surveying Services		3 119.33
Design Services - FORM Ephemeral Seine		800.00
Internal Mail Deliveries		1 085.59
Fitness Instruction		180.00
Material Supply - Cash Drawer		81.40
Merchandise Order - NAC		99.00
Mental Health Awareness Training Managers & Staff 2016		5 572.68
Material Supply - Alcohol		200.08
Material Supply - Methylated Spirits		279.70
Rates Refund		2 271.50
On Hold Service Agreement		264.00
Steel Fabrication Services		1 551.00
Material Supply - Timber		163.57
Equipment Hire		1 098.90
Car Maintenance		102.91
Advertising		334.40
Fitness Instruction		45.00
Staff Reimbursements		82.00
Material Supply - Flashing & Fittings		658.97
Accommodation for Heritage Festival		891.00
Material Supply - Alcohol		792.00
Staff Reimbursements		82.00
Supply & Installation - Radio Equipment		2 174.77
Imagination Ensemble School Holiday		1 328.00
Insurance Policy		976.44
Newspaper Deliveries		25.04
Novated Lease Payments		615.31

EFT107985	05/05/2016 OCS SERVICES PTY LTD
EFT107986	05/05/2016 SANDRA O'DOHERTY
EFT107987	05/05/2016 OFFICEWORKS SUPERSTORES PTY LTD
EFT107988	05/05/2016 ORIGIN ENERGY
EFT107989	05/05/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD
EFT107990	05/05/2016 PEERLESS JAL PTY LTD
EFT107991	05/05/2016 PENNANT HOUSE
EFT107992	05/05/2016 PENROSE PROFESSIONAL LAWN CARE
EFT107993	05/05/2016 PAV EVENTS (FORMERLY PERTH AUDIO VISUAL)
EFT107994	05/05/2016 PERTH SAFETY PRODUCTS PTY LTD
EFT107995	05/05/2016 PILA GROUP PTY LTD
EFT107996	05/05/2016 PLASTICS PLUS
EFT107997	05/05/2016 PLANT SUPPLY COMPANY
EFT107998	05/05/2016 KRISTIE PORTER
EFT108000	05/05/2016 RAINBOW COAST NEIGHBOURHOOD CENTRE
EFT108001	05/05/2016 REECE PTY LTD
EFT108002	05/05/2016 RIVER HILL CONTRACTING PTY LTD
EFT108003	05/05/2016 ROAD 'N' FIELD SPANNERS
EFT108004	05/05/2016 ROYAL HASKONING
EFT108005	05/05/2016 CHILD AUSTRALIA
EFT108006	05/05/2016 BG, E AND KE RUSS
EFT108007	05/05/2016 SERENA MCLAUCHLAN
EFT108008	05/05/2016 CHRISTINE MARY SARGENT
EFT108009	05/05/2016 SEASHORE ENGINEERING PTY LTD
EFT108010	05/05/2016 SKILL HIRE WA PTY LTD
EFT108011	05/05/2016 SOUTHCOAST SECURITY SERVICE
EFT108012	05/05/2016 SOUTH COAST DIVING SUPPLIES
EFT108013	05/05/2016 SOUTH COAST PROGRESS ASSOCIATION
EFT108014	05/05/2016 SOUTH COAST CRANE HIRE
EFT108015	05/05/2016 GARY OWEN SPENCE
EFT108016	05/05/2016 SPORT AND RECREATION SURFACES
EFT108017	05/05/2016 ALBANY VOLUNTEER STATE EMERGENCY SERVICE
EFT108018	05/05/2016 STATEWIDE BEARINGS
EFT108019	05/05/2016 STATS
EFT108020	05/05/2016 STIRLING PRINT
EFT108021	05/05/2016 ALBANY LOCK SERVICE
EFT108022	05/05/2016 SYNERGY
EFT108023	05/05/2016 T & C SUPPLIES
EFT108024	05/05/2016 TEEDE MORRIS & CO
EFT108025	05/05/2016 ALBANY BEACHSIDE ACCOMMODATION
EFT108026	05/05/2016 THINKWATER ALBANY
EFT108027	05/05/2016 TIM WATERS DESIGN
EFT108028	05/05/2016 TIM FRANKLIN ENGINEERING
EFT108029	05/05/2016 CAROLINE ELLEN TOMPKIN
EFT108030	05/05/2016 TRUCKLINE
EFT108031	05/05/2016 UNITED BOOK DISTRIBUTORS
EFT108032	05/05/2016 ALBANY & GREAT SOUTHERN WEEKENDER

Cleaning Services	REPORT ITEM CSF 244 REFERS	27 615.03
Materials For Puppet Workshop At Vancouver Street Festival		200.00
Office Accessories		522.00
Bulk Gas Supplies		10 204.55
Material Supply - Compaction Sand		4 237.06
Material Supply - Soil Remover		159.59
Material Supply - Australian Flag		572.00
Lawn Mowing Services		264.00
Outdoor Screen Hire & Rigging - Links Audio & Delivery Costs		27 733.75
Material Supply - Signs		1 212.20
Equipment Hire - Temporary Fencing		52 833.00
Miscellaneous Maintenance Items		121.22
Material Supply - Plants		937.75
Fitness Instruction		765.00
Translation Services - Welcome Picnic		65.00
Material Supply - Drainage		3 366.58
Boundary Fencing		3 300.00
Truck Repairs & Maintenance		5 474.96
Albany Artificial Surf Reef Feasibility Study - Monitoring		9 922.00
Staff Training		240.00
Repairs & Maintenance - Drain		715.00
Anzac Day Programming Field Of Gratitude		126.45
Fitness Instruction		90.00
Professional Services		17 887.10
Casual Staff/Apprentice Fees		3 632.14
Security Services		2 952.40
Underwater Surveying Service		2 618.00
Support For Rural Communities Funding		1 785.00
Equipment Hire		7 051.00
Lawn Mowing Services		230.00
Maintenance - Hockey Turf		3 630.00
Standard LGGS Allocation		11 856.71
Vehicle Parts		3.52
Retaining Wall Stabilisation & Drainage Works		257 812.50
Printing Services		1 920.00
Lock Supplies/Services		69.40
Grouped Electricity Account Charges		40 063.28
Hardware/Tool Supplies		1 355.23
Catering		240.00
Booking Error Refund		187.00
Irrigation Supplies		907.89
Design Services		8 589.35
HVAC Service Fee Proposal		1 760.00
Fitness Instruction		135.00
Oversize Banner Reflective		350.92
Merchandise Order - NAC		1 389.47
Advertising		8 525.66

EFT108033	05/05/2016 WELLSTEAD PUBLIC LIBRARY
EFT108034	05/05/2016 WESTERBERG PANEL BEATERS
EFT108035	05/05/2016 WESTRAC EQUIPMENT PTY LTD
EFT108036	05/05/2016 WEST AUSTRALIAN NEWSPAPERS LIMITED
EFT108037	05/05/2016 WESTERN AUSTRALIAN MUSEUM - ALBANY
EFT108038	05/05/2016 NICOLETTE MULCAHY
EFT108039	05/05/2016 TEENA-LOUISE WILLIAMS
EFT108040	05/05/2016 S WISEMAN
EFT108041	05/05/2016 WIZID PTY LTD
EFT108042	05/05/2016 WOOLWORTHS LIMITED
EFT108043	05/05/2016 ZENITH LAUNDRY
EFT108044	06/05/2016 MCPHARLIN ENTERPRISES PTY LTD
EFT108045	12/05/2016 JADES @ 14 PEELS PLACE
EFT108046	12/05/2016 ABA SECURITY
EFT108047	12/05/2016 ABLE VISION
EFT108048	12/05/2016 ACME DRYCLEANER & LAUNDRY SERVICES
EFT108049	12/05/2016 ACTIV FOUNDATION INC.
EFT108050	12/05/2016 AD CONTRACTORS PTY LTD
EFT108051	12/05/2016 ADVERTISER PRINT
EFT108052	12/05/2016 AERODROME MANAGEMENT SERVICES PTY LTD
EFT108053	12/05/2016 AFRIKAN TRIBAL
EFT108054	12/05/2016 ALBANY CITY LAWNS
EFT108055	12/05/2016 ALBANY PRINTERS
EFT108056	12/05/2016 ALBANY V-BELT AND RUBBER
EFT108057	12/05/2016 ALBANY REFRIGERATION
EFT108058	12/05/2016 ALBANY LANDSCAPE SUPPLIES
EFT108059	12/05/2016 ALBANY OFFICE PRODUCTS DEPOT
EFT108060	12/05/2016 ALBANY PSYCHOLOGICAL SERVICES
EFT108061	12/05/2016 ALBANY CENTRAL CABINETS
EFT108062	12/05/2016 ALBANY MILK DISTRIBUTORS
EFT108063	12/05/2016 ALBANY LEGAL PTY LTD
EFT108064	12/05/2016 ALBANY IRRIGATION & DRILLING
EFT108065	12/05/2016 ALBANY RECORDS MANAGEMENT
EFT108066	12/05/2016 ALBANY POTTERY GROUP INC
EFT108067	12/05/2016 ALINTA
EFT108068	12/05/2016 AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION
EFT108069	12/05/2016 ATCO GAS AUSTRALIA PTY LTD
EFT108070	12/05/2016 AMPHIBIAN PLUMBING AND GAS
EFT108071	12/05/2016 ARDESS NURSERY
EFT108072	12/05/2016 ATC WORK SMART
EFT108073	12/05/2016 ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC
EFT108074	12/05/2016 AUSTRALIAN FINE JEWELLERY PTY LTD
EFT108075	12/05/2016 AVENTEDGE PTE LTD
EFT108076	12/05/2016 BAKERS FOOD & FUEL
EFT108077	12/05/2016 BAREFOOT CLOTHING MANUFACTURERS
EFT108078	12/05/2016 BARRETTS MINI EARTHMOVING & CHIPPING
EFT108079	12/05/2016 BARTHOLOMEWS MEADERY

	REPORT ITEM CSF 244 REFERS	
Telephone Calls And Printing		12.20
Towing Services		100.00
Vehicle Parts		1 812.66
Advertising		10 821.55
Brig Amity Management Fees		880.00
Councillor Allowance		2 184.17
Cleaning Services		320.00
Staff Reimbursements		260.00
Wristbands - Multi Colours		987.42
Groceries		62.76
Laundry Services/Hire		14.18
Albany Sportsperson Of The Years Awards		1 500.00
Catering		326.00
Inspection & Repairs - Automatic Door		214.24
Equipment Hire		3 146.00
Cleaning Services		16.50
Material Supply - Rags		90.00
Correction to Allocation of Works Completed		7 773.55
Printing Services		200.00
Aerodrome Reporting/Work Safety Officer Training		7 703.48
African Drumming Workshop		450.00
Mowing Services		1 397.00
Material Supply - Manual Receipt Books		495.00
Vehicle Parts		4 249.10
Refrigeration & Air-conditioning Repairs/Maintenance		682.87
Material Supply - Landscaping Products		1 008.00
Stationery Supplies		5 369.85
EAP Consultation Fees		440.00
Installation of Cabinets		245.30
Milk Deliveries		9.15
Professional Services		262 401.04
Material Supply - Irrigation Equipment		27 700.15
Storage of Archive Boxes		400.40
Hosting of Workshop		300.00
Gas Usage Charges		88.50
Albany Public Library - Institutional		1 480.00
Plumbing Repairs & Maintenance		366.00
Plumbing Repairs & Maintenance		3 538.00
Material Supply - Plants		97.20
Casual Staff/Apprentice Fees		16 844.18
Corporate Membership		220.00
Merchandise Order		26.18
Training Course Registration		1 204.50
Catering		196.65
Uniforms		515.65
Arborist Services		620.00
Merchandise Order - NAC		158.04

EFT108080	12/05/2016 BENNETTS BATTERIES	Material Supply - Grease	REPORT ITEM CSF 244 REFERS	435.60
EFT108081	12/05/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services		2 943.33
EFT108082	12/05/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire		257.40
EFT108083	12/05/2016 BEST OFFICE SYSTEMS	Photocopier Charges		2 695.03
EFT108084	12/05/2016 BLACKWOODS	Material Supply - PPE		586.96
EFT108085	12/05/2016 ALBANY PA AND LIGHTING (KEVIN BLYTH)	Equipment Hire		2 420.00
EFT108086	12/05/2016 BMT OCEANICA PTY LTD	Equipment Hire		385.00
EFT108087	12/05/2016 ALBANY BOBCAT SERVICES	Equipment Hire		3 412.75
EFT108088	12/05/2016 BOC GASES AUSTRALIA LIMITED	Container Service Rental		125.71
EFT108089	12/05/2016 COLIN BRINHAM FENCING & RETAINING WALLS	Supply & Install - Fencing		27 934.50
EFT108090	12/05/2016 BUNNINGS GROUP LIMITED	Hardware Supplies		17.48
EFT108091	12/05/2016 AYSHA AMANI BUTCHER	Performance Fees		2 200.00
EFT108092	12/05/2016 TESSA PATERSON	Delivery Services		90.00
EFT108093	12/05/2016 CALIBRE CARE	Material Supply - Cleaning Products		108.90
EFT108094	12/05/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Fuel - Extra Low Sulfur Diesel		10 006.81
EFT108095	12/05/2016 CAMTRANS ALBANY PTY LTD	Material Supply - Concrete		24 434.40
EFT108096	12/05/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services		9 846.05
EFT108097	12/05/2016 MAGIQ SOFTWARE LTD	Magiq Performance Software - Licence Fee		7 513.00
EFT108098	12/05/2016 CLEANAWAY PTY LIMITED	Rubbish Removal Contract		4 466.30
EFT108099	12/05/2016 COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire		53.69
EFT108100	12/05/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries		215.34
EFT108101	12/05/2016 CONSTRUCTION EQUIPMENT AUSTRALIA	Vehicle Parts		18.68
EFT108102	12/05/2016 COOKS TOURS PTY LTD	Advertising		590.00
EFT108103	12/05/2016 LESTER COYNE	Welcome To The Country Address		500.00
EFT108104	12/05/2016 HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Concrete		8 646.48
EFT108105	12/05/2016 THE LAMINEX GROUP (CULLITY'S)	Material Supply - Decking		326.05
EFT108106	12/05/2016 JAMES FRANCIS CUMBERLAND-BROWN	Merchandise Order - AVC		430.00
EFT108107	12/05/2016 AL CURNOW HYDRAULICS	Vehicle Parts/Maintenance		286.17
EFT108108	12/05/2016 DE JONGE MECHANICAL REPAIRS	Mechanical Repairs/Maintenance		2 488.00
EFT108109	12/05/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY	Material Supply - Cleaning Products		861.95
EFT108110	12/05/2016 DIGITAL EDUCATION SERVICES	Material Supply - Literature		120.00
EFT108111	12/05/2016 DISTINCTLY TRAVEL MANAGEMENT PTY LTD	Professional Services		3 751.00
EFT108112	12/05/2016 TJ & GJ DOYLE	Community Leadership Grant 2015/16		350.00
EFT108113	12/05/2016 DYLAN'S ON THE TERRACE	Catering		1 842.40
EFT108114	12/05/2016 EASIFLEET MANAGEMENT	Motor Vehicle Lease Rental		7 364.94
EFT108115	12/05/2016 EYERITE SIGNS	Material Supply - Signs		537.90
EFT108116	12/05/2016 SPRINGDALE FELTING	Merchandise Order - NAC		570.00
EFT108117	12/05/2016 CAROLYN FLETT LEADLIGHTS	Merchandise Order - AVC		130.00
EFT108118	12/05/2016 FLIPS ELECTRICS	Electrical Repairs/Maintenance		297.00
EFT108119	12/05/2016 TAMMIE FLOWER	Fitness Instruction		360.00
EFT108120	12/05/2016 GOLDEN WEST NETWORK PTY LTD	Advertising		1 100.00
EFT108121	12/05/2016 GORDON WALMSLEY PTY LTD	Supply & Install - Asphalt		12 152.50
EFT108122	12/05/2016 GRANDE FOOD SERVICE	Material Supply - Drinking Water		29.55
EFT108123	12/05/2016 GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees		5 375.86
EFT108124	12/05/2016 GREEN SKILLS INCORPORATED	Trail Works		14 094.44
EFT108125	12/05/2016 SOUTHERN SHARPENING SERVICES	Annual Hydrant Flow Test		750.00
EFT108126	12/05/2016 GREAT SOUTHERN SUPPLIES	Material Supply - Cleaning Products		1 173.13

EFT108127	12/05/2016 GREAT SOUTHERN BEARINGS	Material Supply - Bearings	REPORT ITEM CSF 244 REFERS	124.28
EFT108128	12/05/2016 GREAT SOUTHERN DISTILLING COMPANY PTY LTD	Corporate Gift		325.55
EFT108129	12/05/2016 GREEN MAN MEDIA PRODUCTIONS	Multimedia Services		522.50
EFT108130	12/05/2016 GT BEARING AND ENGINEERING SUPPLIES	Vehicle Parts		250.00
EFT108131	12/05/2016 PROTECTOR FIRE SERVICES PTY LTD	Material Supply - Fire Back Packs		1 413.50
EFT108132	12/05/2016 HELEN MUNT	Provision of Heritage Advisory		627.08
EFT108133	12/05/2016 H AND H ARCHITECTS	Professional Services		440.00
EFT108134	12/05/2016 HYPERSTAGE	Equipment Hire		870.00
EFT108135	12/05/2016 IDENTITY CREATIVE	Design Services		357.50
EFT108136	12/05/2016 ITOMIC WEB SPECIALISTS	Wordpress Licence Contract		4 980.00
EFT108137	12/05/2016 ALBANY MAPPING AND SURVEYING SERVICES	Surveying Services		15 686.00
EFT108138	12/05/2016 JETBLACK MC	Supply of Advertisement		66.00
EFT108139	12/05/2016 PETER KEELAN	Performance at Vancouver Festival		550.00
EFT108140	12/05/2016 GEORGIA ROBYN KIDMAN	Fitness Instruction		270.00
EFT108141	12/05/2016 LA FREEGARD	Mulching Services		7 672.50
EFT108142	12/05/2016 LEO ROLPH	Performance at FORM - Public		200.00
EFT108143	12/05/2016 LOCKEEZ LUNCHBAR	Catering		250.00
EFT108144	12/05/2016 LORLAINE DISTRIBUTORS PTY LTD	Material Supply - Cleaning Products		823.40
EFT108145	12/05/2016 M AND B SALES PTY LTD	Material Supply - Timber		810.09
EFT108146	12/05/2016 RL & KJ MACKENZIE (GLENORAN LEATHER)	Merchandise Order - AVC		125.20
EFT108147	12/05/2016 ALBANY EVENT HIRE	Equipment Hire		624.00
EFT108148	12/05/2016 ALBANY CITY MOTORS	Vehicle Parts/Repairs		138.58
EFT108149	12/05/2016 VICKI MICHELLE MARTIN	Fitness Instruction		765.00
EFT108150	12/05/2016 INCH BY INCH HEALTH AND FITNESS	Fitness Instruction		45.00
EFT108151	12/05/2016 JAMES MCLEAN - SCULPTURAL TIMBER CREATIONS	Works Undertaken Bracing Climbing Frame		4 000.80
EFT108152	12/05/2016 MERRIFIELD REAL ESTATE	Storage Unit Rental		200.00
EFT108153	12/05/2016 METROOF ALBANY	Material Supply - Roofing Materials		869.35
EFT108154	12/05/2016 METCO FARM	Merchandise Order - Library		177.10
EFT108155	12/05/2016 MIDALIA STEEL PTY LTD	Material Supply - Steel		118.82
EFT108156	12/05/2016 NEVILLES HARDWARE & BUILDING SUPPLIES	Material Supply - Hardware Products		952.60
EFT108157	12/05/2016 ALBANY NEWS DELIVERY	News Paper Delivery Period		218.94
EFT108158	12/05/2016 OFFICEWORKS SUPERSTORES PTY LTD	Material Supply - IT Equipment		541.31
EFT108159	12/05/2016 OKEEFE'S PAINTS	Material Supply - Paint & Painting Equipment		1 764.36
EFT108160	12/05/2016 ORANJE TRACTOR	Parking - Vancouver Street Festival		220.00
EFT108161	12/05/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Road Construction & Widening		276 846.16
EFT108162	12/05/2016 PAUL ARMSTRONG PANELBEATERS	Motor Vehicle Repairs - Insurance Excess		300.00
EFT108163	12/05/2016 PC MACHINERY PTY LTD	Plant Repairs & Maintenance		54.45
EFT108164	12/05/2016 PENNANT HOUSE	Printing Services		207.90
EFT108165	12/05/2016 AUSTRALASIAN PERFORMING RIGHT ASSOCIATION	Background Music Licence Fees		286.45
EFT108166	12/05/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Signs		55.00
EFT108167	12/05/2016 FULTON HOGAN INDUSTRIES	Road Construction & Sealing		107 534.79
EFT108168	12/05/2016 4 STEEL SUPPLIES	Material Supply - Galvanised Pipes		392.70
EFT108169	12/05/2016 PLANT SUPPLY COMPANY	Material Supply - Trees: Melaleuca Quinquenervia.		14 432.00
EFT108170	12/05/2016 KRISTIE PORTER	Fitness Instruction		495.00
EFT108171	12/05/2016 PROTECTOR ALSAFE INDUSTRIES PTY LTD	Material Supply - Fire PPE		107.27
EFT108172	12/05/2016 RAILWAYS FOOTBALL CLUB	Kidsport Vouchers		1 180.00
EFT108173	12/05/2016 RED DOT STORE	Anzac Weekend Programming Portable Lighting For Dawn Service		89.82

EFT108174	12/05/2016 REECE PTY LTD
EFT108175	12/05/2016 W P REID
EFT108176	12/05/2016 REPLICA MEDALS & RIBBONS PTY LTD
EFT108177	12/05/2016 SERENA MCLAUCHLAN
EFT108178	12/05/2016 CHRISTINE MARY SARGENT
EFT108179	12/05/2016 THE SILVER LINING
EFT108180	12/05/2016 S KLOSE
EFT108181	12/05/2016 SKILL HIRE WA PTY LTD
EFT108182	12/05/2016 SKIPPER TRANSPORT PARTS
EFT108183	12/05/2016 SLAP MY THIGHS AND CALL ME BARBRA
EFT108184	12/05/2016 SMITHS ALUMINIUM AND 4WD CENTRE
EFT108185	12/05/2016 SMITH CONSTRUCTIONS ALBANY PTY LTD
EFT108186	12/05/2016 SOUTHERN TOOL & FASTENER CO
EFT108187	12/05/2016 SOUTHCOAST SECURITY SERVICE
EFT108188	12/05/2016 SOUTHERN EDGE ARTS INC
EFT108189	12/05/2016 SOUTH COAST CRANE HIRE
EFT108190	12/05/2016 NICOLE SPANBROEK
EFT108191	12/05/2016 STATEWIDE BUILDING CERTIFICATION WA
EFT108192	12/05/2016 STEWART AND HEATON CLOTHING PTY LTD
EFT108193	12/05/2016 ST JOHN AMBULANCE ASSOCIATION WA INC
EFT108194	12/05/2016 ALBANY LOCK SERVICE
EFT108195	12/05/2016 SUPLIME STAND UP PADDLEBOARD SCHOOL
EFT108196	12/05/2016 SYNERGY
EFT108197	12/05/2016 SYNERGY ENTERPRISES (WA) PTY LTD
EFT108198	12/05/2016 T & C SUPPLIES
EFT108199	12/05/2016 TECTONICS CONSTRUCTION GROUP PTY LTD
EFT108200	12/05/2016 TEEDE MORRIS & CO
EFT108201	12/05/2016 TOLL FAST
EFT108202	12/05/2016 CAROLINE ELLEN TOMPKIN
EFT108203	12/05/2016 ALBANY TYREPOWER
EFT108204	12/05/2016 MOORE STEPHENS PTY LTD
EFT108205	12/05/2016 UMBRELLA ENTERTAINMENT PTY LTD
EFT108206	12/05/2016 UNITED BOOK DISTRIBUTORS
EFT108207	12/05/2016 VANCOUVER WASTE SERVICES PTY LTD
EFT108208	12/05/2016 J VERMEULEN
EFT108209	12/05/2016 WAFFLES GALORE
EFT108210	12/05/2016 WRITING WA INC
EFT108211	12/05/2016 ALBANY & GREAT SOUTHERN WEEKENDER
EFT108212	12/05/2016 LANDMARK LIMITED
EFT108213	12/05/2016 WESTERN AUSTRALIAN MUSEUM
EFT108214	12/05/2016 WEST CAPE HOWE WINES
EFT108215	12/05/2016 WHITFIELD ESTATE & PAWPRINT CHOCOLATE
EFT108216	12/05/2016 WISHART
EFT108217	12/05/2016 WREN OIL
EFT108218	12/05/2016 ZENITH LAUNDRY
EFT108219	12/05/2016 W P REID
EFT108220	12/05/2016 SHIRE OF EAST PILBARA

	REPORT ITEM CSF 244 REFERS	
Material Supply - PVC Pipe		13 269.78
Construction Works - York Street Upgrade		1 930.50
Merchandise Order - NAC		103.68
Vancouver Street Festival - Eco Drying Cubby Workshop		477.50
Fitness Instruction		90.00
Photographic Services		200.00
Staff Reimbursements		164.20
Casual Staff/Apprentice Fees		11 845.39
Material Supply - Vehicle Parts		591.76
Performance Vancouver Street Festival		600.00
Material Supply - SHS Aluminium		88.00
Construction - Centennial Park Sporting Precinct		517 963.12
Material Supply - Hardware Supplies		595.58
Security Services		21 067.85
Kidsport Payment		1 630.00
Equipment Hire		2 200.00
Performance Vancouver Street Festival		500.00
Building Certification		627.00
Material Supply - Uniforms		2 263.23
Training		165.00
Security Services		358.50
Ellen Cove Swimming Enclosure Inspection Services		480.00
Streetlight Charges		61 597.40
Entertainment - Great Southern Wrap Party		350.00
Hardware/Tool Supplies		1 104.50
Construction - Centennial Park Sporting Precinct		224 685.91
Catering		1 120.00
Delivery Services		1 284.99
Fitness Instruction		135.00
Supply & Installation of Tyres		1 616.00
Interim Audit Fee		23 908.48
Merchandise Order - NAC		640.63
Merchandise Order - NAC		162.44
Material Supply - Compaction Sand		7.13
Rates Refund		536.90
Catering		54.50
Annual Membership Renewal For The Calendar Year 2016		135.00
Advertising		960.50
Material Supply - Fertiliser		2 254.96
NAC Website Editing		703.16
Material Supply - Wine - Form Public Bar		513.68
Merchandise Order - NAC		636.14
Rates Refund		834.28
Oil Waste Disposal		335.50
Linen Hire		116.76
Construction - York Street Upgrade		31 574.31
Certificate Of Design		150.00

EFT108221	12/05/2016 SYNERGY
DD23486.1	26/04/2016 WA LOCAL GOVT SUPERANNUATION
DD23486.2	26/04/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL
DD23486.3	26/04/2016 ASGARD
DD23486.4	26/04/2016 BT SUPER FOR LIFE
DD23486.5	26/04/2016 AMP SUPERANNUATION SAVINGS
DD23486.6	26/04/2016 TAL SUPERANNUATION LIMITED
DD23486.7	26/04/2016 WEALTH PERSONAL SUPER AND PERSONAL
DD23486.8	26/04/2016 WEALTH PERSONAL SUPER AND PERSONAL
DD23486.9	26/04/2016 BT SUPER FOR LIFE
DD23494.1	26/04/2016 WA LOCAL GOVT SUPERANNUATION
DD23486.10	26/04/2016 NATIONAL MUTUAL RETIREMENT FUND
DD23486.11	26/04/2016 HOSTPLUS PTY LTD
DD23486.12	26/04/2016 PRIME SUPER
DD23486.13	26/04/2016 MLC MASTERKEY BUSINESS SUPER
DD23486.14	26/04/2016 BANS COTT SUPER FUND
DD23486.15	26/04/2016 SUPERWRAP PERSONAL SUPER PLAN
DD23486.16	26/04/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL
DD23486.17	26/04/2016 OAK TREE SUPERANNUATION FUND
DD23486.18	26/04/2016 FIRST SUPER
DD23486.19	26/04/2016 ABUNDANT SPERANNUATION FUND
DD23486.20	26/04/2016 CARE SUPER PTY LTD
DD23486.21	26/04/2016 FIRST STATE SUPER
DD23486.22	26/04/2016 WATER CORPORATION SUPERANNUATION PLAN
DD23486.23	26/04/2016 AUSTRALIAN SUPER
DD23486.24	26/04/2016 SPECTRUM SUPER 2
DD23486.25	26/04/2016 SUPERWRAP PERSONAL SUPER
DD23486.26	26/04/2016 NORTH PERSONAL SUPERANNUATION
DD23486.27	26/04/2016 AJW SUPERANNUATION FUND
DD23486.28	26/04/2016 MLC MASTERKEY SUPERANNUATION GOLD STAR
DD23486.29	26/04/2016 TTC SL ATF CRUELTY FREE SUPER
DD23486.30	26/04/2016 BENDIGO SMARTSTART SUPER
DD23486.31	26/04/2016 SUNSUPER SUPERANNUATION
DD23486.32	26/04/2016 LOCAL GOVERNMENT SUPER
DD23486.33	26/04/2016 IOOF EMPLOYEE SUPER
DD23486.34	26/04/2016 AUSTRALIAN ETHICAL SUPERANNUATION FUND
DD23486.35	26/04/2016 RUSSELL SUPERSOLUTION
DD23486.36	26/04/2016 ASGARD
DD23486.37	26/04/2016 DESMO SUPERANNUATION FUND
DD23486.38	26/04/2016 ONEPATH MASTERFUND
DD23486.39	26/04/2016 CBUS
DD23486.40	26/04/2016 UNI SUPER
DD23486.41	26/04/2016 MTAA SUPERANNUATION FUND
DD23486.42	26/04/2016 THE UNIVERSAL SUPER SCHEME
DD23486.43	26/04/2016 MACAULAY SUPER FUND
DD23486.44	26/04/2016 AMP SUPERANNUATION SAVINGS
DD23486.45	26/04/2016 HESTA SUPER FUND

Auxiliary Lighting Charges - Streetlights	REPORT ITEM CSF 244 REFERS 2	198.35
Payroll Deductions		76 218.60
Superannuation Contributions		461.54
Superannuation Contributions		836.20
Superannuation Contributions		146.55
Superannuation Contributions		257.54
Superannuation Contributions		198.39
Superannuation Contributions		132.37
Superannuation Contributions		83.60
Superannuation Contributions		275.95
Superannuation Contributions		52.45
Superannuation Contributions		121.56
Superannuation Contributions		211.65
Superannuation Contributions		438.86
Superannuation Contributions		258.51
Superannuation Contributions		308.53
Superannuation Contributions		407.13
Superannuation Contributions		492.45
Superannuation Contributions		88.05
Superannuation Contributions		196.30
Payroll Deductions		409.29
Superannuation Contributions		189.96
Superannuation Contributions		620.63
Superannuation Contributions		237.13
Payroll Deductions		6 207.53
Superannuation Contributions		316.60
Superannuation Contributions		237.16
Superannuation Contributions		196.30
Superannuation Contributions		239.71
Superannuation Contributions		562.90
Superannuation Contributions		109.20
Superannuation Contributions		53.42
Superannuation Contributions		514.80
Payroll Deductions		518.00
Superannuation Contributions		252.36
Superannuation Contributions		255.85
Superannuation Contributions		202.58
Superannuation Contributions		192.38
Superannuation Contributions		172.90
Superannuation Contributions		154.41
Payroll Deductions		466.79
Superannuation Contributions		139.84
Superannuation Contributions		196.25
Superannuation Contributions		187.21
Superannuation Contributions		182.66
Superannuation Contributions		735.33
Superannuation Contributions		642.52

DD23533.44	10/05/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	REPORT ITEM CSF 244 REFERS	735.33
DD23533.45	10/05/2016 HESTA SUPER FUND	Superannuation Contributions		607.01
DD23533.46	10/05/2016 KEZ AND JOHN MITCHELL SUPERANNUATION FUND	Superannuation Contributions		268.46
DD23533.47	10/05/2016 NORTH PERSONAL SUPERANNUATION	Payroll Deductions		15.40
DD23533.48	10/05/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions		1 330.10
DD23533.49	10/05/2016 REST SUPERANNUATION	Superannuation Contributions		3 436.00
DD23533.50	10/05/2016 WEALTH PERSONAL SUPER AND PERSONAL	Payroll Deductions		224.85
<u>TOTALS</u>				6 058 204.82

Document Number	Description	DATE SENT RECEIVED
EDR1653584	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEVELOPMENT APPLICATION TO RELOCATE LONG STAY UNITS AND BUILD NEW ANNEXES AT EMU BEACH HOLIDAY PARK PARTIES: DEPARTMENT OF ENVIRONMENT SIGNED BY THE CEO 1 COPY.	20/04/2016
EDR1653651	COPY OF EXECUTED DOCUMENT ITEM: OCM 22.03.2016 ITEM WS102 RE: AWARD OF TENDER C16005 SUPPLY AND INSTALLATION OF IRRIGATION FOR CENTENNIAL PARK EASTERN PRECINCT PARTIES: HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD SIGNED BY THE CEO 1 COPY.	22/04/2016
EDR1653665	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEVELOPMENT APPLICATION TO RE ROOF THE ALBANY BOWLING CLUB AT 2 - 6 BIRSS STREET EMU POINT PARTIES: N/A SIGNED BY THE CEO 1 COPY.	22/04/2016
EDR1653727	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUILDING APPLICATION FOR TRANSPORTABLE OFFICE AND PREFABRICATED UAT FACILITY AT ALBANY AIRPORT PARTIES: N/A SIGNED BY THE CEO 1 COPY	28/04/2016
EDR1653728	COPY OF EXECUTED DOCUMENT ITEM: OCM 26.05.2015 ITEM CSF169 RE:REGIONAL ROAD GROUP FUNDING PARTIES: MAIN ROADS WA SIGNED BY THE CEO AND MAYOR 3 COPIES.	28/04/2016

Document Number	Description	DATE SENT RECEIVED
EDR1653798	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: WATERWISE COUNCIL AGREEMENT - MEMORANDUM OF UNDERSTANDING BETWEEN WATER CORPORATION AND CITY OF ALBANY PARTIES: WATER CORPORATION SIGNED BY THE CEO 1 COPY	02/05/2016
EDR1653808	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:RECOVERY EXERCISE AND WORKSHOP, ALBANY, DENMARK, PLANTAGENET, JERRAMUNGUP, GNOWANGERUP PARTIES: STATE EMERGENCY MANAGEMENT COMMITTEE SIGNED BY THE CEO 2 COPY	02/05/2016
EDR1653809	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:BUILDING OF LOCAL COMMUNITY AWARENESS AND RESILIENCE PARTIES: STATE EMERGENCY MANAGEMENT COMMITTEE SIGNED BY THE CEO 1 COPY	02/05/2016
EDR1653867	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:RETAINING WALL AND BACK FILL BUILT ON VERGE TO ALLOW A TRAFFICABLE CROSSOVER ONTO LOT 51 MORLEY PLACE PARTIES: N/A SIGNED BY THE CEO 1 COPY	05/05/2016
EDR1653871	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:TRAVEL SMART INITIATIVE - WAYFINDING SIGNAGE WITH MAIN ROADS LOGO WILL BE PLACED ON THE WALKING/CYCLING PATHS AT STRATEGIC POINTS AROUND THE COA NOTIFYING PASSERS-BY THE DISTANCE IN MINUTES TO KEY PUBLIC AREAS PARTIES: MAIN ROADS WESTERN AUSTRALIA SIGNED BY THE CEO 1 COPY	05/05/2016

Document Number	Description	DATE SENT RECEIVED
EDR1653872	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:ALBANY TRAVEL SMART TO SCHOOLS PROFESSIONAL DEVELOPMENT WORKSHOP - DoT TEACHER RELIEF CONTRIBUTION PARTIES: DEPARTMENT OF TRANSPORT SIGNED BY THE CEO 1 COPY	05/05/2016
EDR1653911	COPY OF EXECUTED DOCUMENT ITEM: OCM 22.03.2016 ITEM WS102 RE:AWARD OF TENDER C16006 SPORTS FIELD LIGHTING AND POWER INSTALLATION - CENTENNIAL PARK EASTERN PRECINCT PARTIES: J & S CASTELHOW ELECTRICAL SERVICES SIGNED BY THE CEO 1 COPY	09/05/2016
EDR1653914	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:DEVELOPMENT APPLICATION AT 256-270 STIRLING TERRACE (QUEENS PARK) PROPOSING TO RESTORE AND IMPROVE THE AREA THROUGH LANDSCAPING AND ACCESS WAYS PARTIES: LANDGATE VESTING SIGNED BY THE CEO 1 COPY	09/05/2016
EDR1653915	COPY OF EXECUTED DOCUMENT ITEM: OCM 15.03.2011 ITEM 4.6V RE:3 NEW LIGHT TANKERS FOR KALGAN, TORBAY AND YOUNG'S BUSH FIRE BRIGADE PARTIES: DEPARTMENT OF FIRE AND EMERGENCY SERVICE SIGNED BY THE CEO 1 COPY	09/05/2016
EDR1653986	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR GRANT OF PLANNING SCHEME - EXTRACTIVE INDUSTRY LICENCE FOR COA LINE STONE PIT ON MARTIN ROAD PARTIES: N/A SIGNED BY THE CEO 1 COPY	12/05/2016

Document Number	Description	DATE SENT RECEIVED
EDR1653988	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR BUILDING PERMIT - RE-ROOF EMU POINT BOWLING CLUB PARTIES: N/A SIGNED BY THE CEO 1 COPY	12/05/2016
EDR1653989	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: APPLICATION FOR BUILDING PERMIT FOR PERMANENT CARAVAN ANNEX AT EMU POINT CARAVAN PARK PARTIES:N/A SIGNED BY THE CEO 1 COPY	12/05/2016
EDR1653994	COPY OF EXECUTED DOCUMENT ITEM: OCM 15.03.2011 ITEM 3.3 RE: BUILDING PERMIT FOR THE CONSTRUCTION OF THREE WATER TANKS AND STANDS AS PART OF THE IMPROVEMENT TO THE EXISTING CAPE RICHE CAMPGROUND PUBLIC TOILET FACILITY PARTIES: N/A SIGNED BY THE CEO 1 COPY	12/05/2016
NCSR1653686	COPY OF COMMON SEAL ITEM: OCM 03/09/2014 ITEM PD051 OCM 23/02/2016 ITEM PD113 RE:TRANSFER OF PORTION OF LOT 3000 EMU POINT DRIVE, COLLINGWOOD PARK FROM THE "PARKS AND RECREATION" LOCAL SCHEME RESERVE TO THE "FUTURE URBAN ZONE" PARTIES: WESTERN AUSTRALIAN LAND AUTHORITY SIGNED BY THE CEO AND MAYOR 3 COPIES.	26/04/2016

Document Number	Description	DATE SENT RECEIVED
NCSR1653725	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE: RENT REVIEW ON LEASE OVER PORTION CROWN RESERVE 42964 EMU POINT MARINA PARTIES: DARREN AND LINDA RUSSELL (TRADING AS EMU POINT SLIPWAY SERVICES & EMU POINT SHIPWRIGHT / BOAT BUILDERS) SIGNED BY THE CEO AND MAYOR 3 COPIES.	28/04/2016
NCSR1653726	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE: DEED OF VARIATION OF LEASE - APPROVAL TO VARY THE RENT FROM MINIMUM RATE TO PEPPERCORN RENT GRANTED TO THE KING RIVER HORSE AND PONY CLUB INC. FOR LEASED PREMISES ON PORTION CROWN RESERVE 1189. LEASE RENTAL \$10 PER ANNUM PLUS GST PARTIES: KING RIVER HORSE AND PONY CLUB INCORPORATED SIGNED BY THE CEO AND MAYOR 2 COPIES.	28/04/2016
NCSR1653881	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE: SURRENDER OF COMMUNITY LEASE TO AUSTRALIAN NAVY CADETS- NAVY LEAGUE OF AUSTRALIA OVER RESERVE 35157 TO ALLOW FOR A LEASE RENEWAL TO BE ENTERED INTO WITH THE AUSTRALIAN NAVY CADETS - COMMONWEALTH OF AUSTRALIA / DEPARTMENT OF DEFENCE FOR A TERM OF TEN YEARS PARTIES: AUSTRALIAN NAVY CADETS (NAVY LEAGUE OF AUSTRALIA - SURRENDER OF LEASE) AUSTRALIAN NAVY CADETS (COMMONWEALTH OF AUSTRALIA / DEPARTMENT OF DEFENCE - DEED OF LEASE) SIGNED BY THE CEO AND MAYOR 5 COPIES.	05/05/2016

Document Number	Description	DATE SENT RECEIVED
NCSR1653912	COPY OF COMMON SEAL ITEM: OCM 26.04.2016 ITEM CSF233 RE:SIGNED DOCUMENTS FOR LAND SALE AND TRANSFER OF 5 BETHEL WAY PARTIES: G & P WALTON (SELLERS) SIGNED BY THE CEO 1 COPY	09/05/2016
NCSR1653913	COPY OF COMMON SEAL ITEM: OCM 22.03.2016 ITEM WS102 RE:SIGNING OF CONTRACTS FOR C16005 - SUPPLY AND INSTALLATION OF IRRIGATION FOR CENTENNIAL PARK EASTERN PRECINCT PARTIES: HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD SIGNED BY THE CEO 1 COPY	09/05/2016
NCSR1653958	COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE:ASSIGNMENT OF LEASE OVER LEASE PREMISES KNOWN AS THREE ANCHORS BEING 2 FLINDERS PARADE MIDDLETON BEACH PARTIES: ASSIGNOR: THREE ANCHORS PTY LTD ASSIGNEE: DK HOSPITALITY #2 PTY LTD SIGNED BY THE CEO 1 COPY	10/05/2016
NCSR1653960	COPY OF COMMON SEAL ITEM: OCM 25.08.2015 ITEM CSF188 OCM 26.05.2015 ITEM CSF169 RE: CONSENT FROM MINISTER FOR LANDS FOR LEASE AND LICENCE ON ACCOMMODATION WITH THE FISHING INDUSTRY (LEASE) OVER LOT 2 ON PORTION CROWN RESERVE 878 PARTIES: BEACH FISHING PTY LTD TRADING AS WESTERBERG BROS. (TONY DAVID WESTERBERG & JEFFREY NEIL WESTERBERG - DIRECTOR AND GUARANTOR) SIGNED BY THE CEO AND MAYOR 2 COPIES	10/05/2016

Document Number	Description	DATE SENT RECEIVED
NCSR1653961	<p>COPY OF COMMON SEAL ITEM: OCM 27.10.2015 ITEM PD099 OCM 22.03.2016 ITEM PD117 RE: MODIFYING SCHEDULE 4 - SPECIAL USE ZONES NO SU17, CONDITION 1 TO INCLUDE PARK HOME PARK - LAND USE WITH "D" PERMISSIBILITY AND INSERT NEW CONDITION 6 PARTIES: PORTSTYLE ENTERPRISES PTY LTD SIGNED BY THE CEO AND MAYOR 3 COPIES</p>	10/05/2016

Council Policy: Purchasing Policy (Tenders and Quotes)

1. Policy Statement

The following protocols * will apply to each category:

Category	Value (exc. GST)	Minimum Protocol
Minor Purchase	\$0-\$2,000	1 Verbal Quote
Minor Quotation	\$2,001-\$5,000	2 Verbal Quotes
Intermediate Quotation	\$5,001-\$30,000	2 Written Quotes
Major Quotation	\$30,001-\$150,000 **	3 Written Quotes
Major Purchase (Tender)	Over \$150,000 **	In accordance with Division 2 – Section 11 of the <i>Local Government (Functions and General) Regulations 1996</i>

* If a purchase is made and the minimum protocol for quotations is not met, a file note signed by the Executive Director needs to be completed, detailing the reasons for not meeting the protocol. In this instance a copy of the file note will be forwarded to the **Executive Director Corporate Services** or appointed delegate.

** The City of Albany Buy Local Policy is to apply to both Major Quotations (\$30,001-\$150,000) and Major Purchases (Tenders) (**over \$150,000**).

Purchasing Protocol does not apply where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements.

The Chief Executive Officer has delegated authority from Council to undertake purchases of goods and services up to the value of \$500,000, and \$1,000,000 where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements.

2. Objective

To provide best value to Council, and equity and transparency to suppliers of the City's goods and services.

To ensure consistency for all purchasing activities that integrates within all the City of Albany operational areas.

To provide a preference to organisations that:

- Demonstrate high levels of Corporate Social Responsibility (CSR) including supporting people with disabilities or special needs, or contributions to the community such as sponsorships or donations
- Have in place or are prepared to consider implementing employment strategies and programs for Indigenous people
- Demonstrate sustainable business practices
- Supply Australian made products

3. Scope

Applies to all staff with the authority to purchase goods and services.

All officers and employees of the City of Albany shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the City.

4. Panels of Pre-Qualified Suppliers

Factors to be considered by the City when establishing a panel of pre-qualified suppliers would include (but are not necessarily limited to) circumstances where:

- There are numerous potential suppliers in the local and regional market sector/s
- The purchasing activity under the intended Panel is assessed as being of a low to medium risk
- The Panel will streamline and improve procurement processes
- The City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel

Should the City determine that it is beneficial to create a Panel, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*. This ensures that clear and consistent information is communicated to all suppliers, including selection criteria, conditions of contract, specifications and price schedules (as required).

Pre-Qualified Suppliers will be appointed to the Panel based on their suitability to provide the goods and/or services as per the weighted evaluation criteria. The number of suppliers appointed to a Panel will be dependent on requirements.

Panelists will be ranked based on value for money and suitability, and engaged based on their ranking as well as other factors such as availability, familiarity with a particular project and/or specialist requirements.

The City may engage non Panel members as required, subject to normal quotation and tendering requirements as per the Regulations.

5. Records Management

All records associated with **all purchasing** categories will be recorded and retained in line with the provisions of the *State Records Act 2000*, including:

- *Tender documentation;*
- *Internal documentation;*
- *Evaluation documentation;*
- *Enquiry and response documentation;*
- *Notification and award documentation;*
- *Quotation documentation;*
- *File Notes; and*
- *Order forms and requisitions.*

6. Legislative and Strategic Context

To provide compliance with the *Local Government Act 1995* ("the Act") and the *Local Government (Functions and General) Regulations 1996* ("the Regulations").

7. Review Position and Date

Executive Director Corporate Services to review annually.

8. Associated Documents

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*
- *Tender/Contract procedure*
- *Quotation procedure*
- *Evaluation procedure (Tenders and Quotations)*
- *City of Albany Buy Local Policy*

9. Definitions

- **Minor Purchase:** A purchase up to and including \$2,000
- **Minor Quotation:** A purchase from \$2,001 to \$5,000
- **Intermediate Quotation:** A purchase from \$5,001 to \$30,000
- **Major Quotation:** A purchase from \$30,001 to \$150,000
- **Major Purchase:** A purchase over \$150,000 (Tender)

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Procurement Officer		Executive Director Corporate Services	
Document Control			
File Number - Document Type:	CM.STD. 7 – Council Policy		
Synergy Reference Number:	NP072938_8		
Meta Data: Key Search Terms	Purchasing, Tenders, Quotations, Buy Local, Goods, Services		
Status of Document:	Reviewed by Procurement Team/EDCS		
Document file details:	Location of Document: Intranet, Extranet N:\General\Governance\Corporate Documents		
Quality Assurance:	Procurement Team, Executive Management Team		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Chief Executive Officer	Adoption Ref: OCM 20/05/08 Item 12.2.1	20/05/2008
2.0	Chief Executive Officer	Revised, changed policy for minor quotes to two written quotes. Adoption Ref: OCM 19/01/10 Item 16.5.1	19/01/2010
3.0	Chief Executive Officer	Reformatted. Amendment, changed policy for minor purchases to one written quote. Adoption Ref: OCM 18/05/10 Item 16.4.1	18/05/2010
4.0	Chief Executive Officer	Fully reviewed by Audit & Finance Committee. Adoption Ref: OCM 19/02/13 Item 1.1	19/02/2013
5.0	Manager Governance & Risk Management	Reformatted for review by Procurement Team and Document Owner	28/04/2014
5.1	Deputy Chief Executive Officer	Draft Version to EMT for Review	03/07/2014
5.2	Deputy Chief Executive Officer	Presented to and endorsed by Council. Adoption Ref: OCM 26/08/2014 CSF109	26/08/2014
6.0	Executive Director Corporate Services	Reviewed by Procurement Team/EDCS	10/05/2016
6.1	Executive Director Corporate Services	Presented to and endorsed by Council. Adoption Ref: OCM xx/xx/2016 CSFxxx	

Council Policy: Buy Local Policy (Regional Price Preference)

1. Policy Statement

1.1 A price preference will apply to quotations of \$30,000 value or greater, and all tenders invited by the City of Albany, for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular quotation or tender.

1.2 The following levels of preference will be applied under this policy:

Goods or Services up to a maximum price reduction of \$50,000:

- 10% to businesses located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).

Construction (building) services up to a maximum price reduction of \$50,000:

- 5% to businesses located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).

Goods or Services, including construction (building) services, up to a maximum price reduction of \$500,000, if Council is seeking tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by Council:

- 10% to businesses located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).

1.3 The levels of preference outlined in 1.2 above, will be applied as either a regional business preference or as a regional content preference:

Regional Business Preference

This preference enables businesses/contractors within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area) to claim a price preference for their whole bid, regardless of the origin of the labour or materials, as all labour and materials are deemed to be regional content.

To qualify as a local business/contractor, a supplier must meet the following conditions:

- A permanent office in the Prescribed Area for at least six (6) months prior to bids being sought
- Permanent staff based in the Prescribed Area
- That bidding and management/delivery of the majority of the quotation/contract outcomes will be carried out from their business location in the Prescribed Area

The price of the bids from the local businesses/contractors will be reduced (for evaluation purposes only), by the amounts set out in section 1.2 of this policy.

This preference provides an incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the Prescribed Area. The preference applies to the value of the goods, materials or services purchased and used in the Albany region, and are referred to as "Regional Content". The preference percentages are as set out in section 1.2 of this policy.

Please note: Travel and accommodation costs associated with sending Staff/Sub Contractors from outside the Prescribed Area to work on a regional contract, are not considered regional content and are not eligible for the "Regional Content Preference".

Businesses wishing to claim any of the above price preferences, must complete a preference questionnaire/response form that is distributed with each quotation of \$30,000 value or greater, and is also included in tender documentation. Eligible businesses within the Prescribed Area must clearly state their full business location and postal address.

Businesses outside the Prescribed Area, who claim that they will use regional businesses (Regional Content) in the delivery of the contract outcomes, may be required, as part of the contract conditions, to demonstrate that they have actually used them.

- 1.4 It should be noted that price is only one factor to be considered when the City of Albany assesses quotations and tender submissions. Value for Money principles will be used to achieve the best possible outcome for every dollar spent by the City of Albany. This is achieved by assessing against weighted Evaluation Criteria rather than simply selecting the lowest purchase price.

EXAMPLES OF THE APPLICATION OF THE REGIONAL PRICE PREFERENCE POLICY

Example 1

Consider a scenario where the following three tenders, to supply goods or services, are received by a local government that has chosen a 10% rate of preference.

- Tender 1 is from a regional tenderer (as defined by the Council in its policy).
- Tender 2 is from a metropolitan based firm and uses goods and services sourced from the metropolitan area.
- Tender 3 is from a metropolitan based firm but uses \$50,000 worth of goods and services sourced from the region defined in the local government's regional price preference policy.

Tenders Received	Price of Tender	Price Reduction at 10% rate of preference	Adjusted price used for evaluation purposes
Tender 1	\$100,000	\$10,000 (10% of \$100,000)	\$90,000 (i.e. \$100,000 less \$10,000)
Tender 2	\$95,000	No preference applicable	\$95,000
Tender 3	\$97,500	\$5,000 (10% of \$50,000)	\$92,500 (i.e. \$97,500 less \$5,000)

As can be seen from the table, in terms of price, the tender from the regional tenderer (Tender 1) is the most advantageous once the preference has been applied.

Example 2

REPORT ITEM CSF247 REFERS TO

This example highlights how the **maximum price reduction** affects the assessment of tenders. The following is a scenario where tenders are called to supply construction (building) services by a local government that has chosen a 5% rate of preference.

- Tender 1 is from a regional tenderer.
- Tender 2 is from a metropolitan based firm that sources materials from the metropolitan area.

Tenders Received	Price of Tender	Price Reduction at 5% rate of preference	Adjusted price used for evaluation purposes
Tender 1	\$1,200,000	Less 5% of \$1,200,000 = \$60,000. However the maximum price reduction is limited to \$50,000.	\$1,150,000 (i.e. \$1,200,00 less \$50,000)
Tender 2	\$1,145,000	No preference applicable	\$1,145,000

In this case, in terms of price alone, Tender 2 is the most advantageous.

However, it is important to emphasise that price is only one of the criteria used to determine a successful tenderer. Nonetheless, when the tenders are assessed against all the tender criteria, the adjusted price is the one to be used. That is, the price following the application of any preference.

2 Objective

To seek to maximise the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the City of Albany.

3 Scope

The Policy is to apply to quotations of \$30,000 value or greater (Major Quotations), and all Tenders invited by the City of Albany, for the supply of goods and services and construction (building) services, unless Council resolves that this policy not apply to a particular tender. Major Quotations and Tenders are dealt with jointly by the Responsible Officer for that Quotation/Tender (various Departments across the organisation) and Procurement Officer (Corporate Services).

4 Legislative and Strategic Context

In February 2000, the *Local Government (Functions and General) Regulations 1996* were amended to allow non-metropolitan local governments to offer a price preference to regional suppliers when deciding which Quotation/Tender to accept. A price preference can only be applied if a local government authority has adopted a regional price preference policy.

5 Review Position and Date

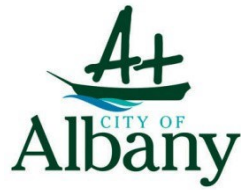
Executive Director Corporate Services to review annually.

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations 1996*
- Tender/Contract procedure
- Quotation procedure
- Evaluation procedure (Tenders and Quotations)
- Purchasing Policy (Tenders and Quotations)

7 Definitions

- ***Local business/Contractor*** must meet the following conditions:
 - A permanent office in the Prescribed Area for at least six (6) months prior to bids being sought
 - Permanent staff based in the Prescribed Area
 - That bidding and management/delivery of the majority of the Contract outcomes will be carried out from their business location in the Prescribed Area
- ***Prescribed Area***: Municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup.
- ***Regional Business Preference***: Incentive for businesses/contractors located within the municipal areas of Albany, Denmark, Plantagenet, Jerramungup and Gnowangerup (Prescribed Area).
- ***Regional Content Preference***: Incentive for businesses/contractors outside the Prescribed Area to purchase goods, services and construction from within the Prescribed Area. *Travel and accommodation costs are not included.*

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Procurement Officer		Executive Director Corporate Services	
Document Control			
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1.0	Chief Executive Officer	Original Policy adopted 18/07/01. Revised by Audit and Finance Committee on 26/11/12. Presented and adopted by Council. Adoption Ref: OCM 19/02/13 Item 1.1	19/02/2013
2.0	Manager Governance & Risk Management	Reformatted for review by Procurement Team and Document Owner	28/04/2014
2.1	Deputy Chief Executive Officer	Draft Version to EMT for Review. Only minor formatting amendments made and the inclusion of document approval and revision history.	03/07/2014
2.2	Deputy Chief Executive Officer	Reviewed and approved under delegation by CEO.	12/08/2014
3.0	Deputy Chief Executive Officer	Minor amendment. Reviewed and approved under delegation by CEO.	16/03/2015
4.0	Executive Director Corporate Services	Reviewed by Procurement Team/EDCS	19/02/2016
4.1	Executive Director Corporate Services	Presented to and endorsed by Council. Adoption Ref: OCM xx/xx/2016 CSFxxx	



Council Register

Register of Delegations

City of Albany 2016

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Introduction

A register of Delegations of Authority is essential in order to inform the public of the activities, functions, powers and duties of the Local Government as well meeting the requirements of Section 5.46 of the Local Government Act 1995 (the Act).

This Act requires the Chief Executive Officer (CEO) of the Local Government to keep a Register of Delegations made by the Council to a Committee or the Chief Executive Officer, and by the CEO to other employees.

The compilation of the content of this Register was prepared through references to the Act, the Complete Guide to the Local Government Act 1995 (which is a joint production of the Western Australian Municipal Association, the Institute of Municipal Management (WA Division) and the Western Australia Department of Local Government).

When perusing the Delegations of Authority, please be aware that some delegations are ongoing. Others give Delegated Authority to make a decision for a "one of" specific reason.

Once exercised, "one of" delegations are removed from the current Delegations Register and transferred to the Central Records System for permanent retention.

Please ask our Customer Services staff if you would like to view the Delegations of Authority register.

The Delegations of Authority Register is maintained by Office of the Chief Executive Officer.

Statutory Requirements

Section 5.42 of the Act enables the delegation of some powers and duties to the Chief Executive Officer:

A local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in s5.43

Limits of delegations to the Chief Executive Officer

The following are decisions that cannot be delegated to the Chief Executive Officer:

- any power or duty that requires a decision of an absolute majority or 75% majority of the local government;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.99 and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

Limits of delegations to Committees

Sections s5.16 and s5.17 of the Act enables the delegation of some powers and duties to a committee:

- Which may be in writing and be general or as otherwise provided in the instrument of delegation;
- Which have effect for the period of time specified or if no period specified, indefinitely;
- But cannot include any power or duty that requires a decision of an absolute majority or a 75% majority of the Council, or any powers or duties that can be delegated to the CEO under Division 4, etc”
- Under the provisions of section 5.46 of the Act, delegations must be reviewed at least once every financial year.

Register of, Records Relevant to, Delegations

A register of delegations, being this manual, relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year.

If a person is exercising a power or duty that they have been delegated, the Act requires them to keep necessary records to the exercise of the power or discharge of the duty. The written record is to contain:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Transfer of Authority Due to Absence

Where an Officer not named has been appointed by Council or by an Officer authorised to make the appointment to act in a position to which the named Officer is appointed, the authority shall transfer to the Officer acting as appointed, for the duration of Council authorisation.

Where a named Officer holding a delegation is temporarily absent and no Officer has been appointed to act in the position, the authority will transfer to the relevant Department or Senior Line Manager for the period of absence.

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Manager Governance & Risk Management		Chief Executive Officer	
Document Control			
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Distribution:	Public Document		
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Version	Author	Version Description	Date Completed
1.0	Chief Executive Officer	Adoption Ref: OCM 17/07/2012 Report Item 1.4.	17/07/2012
2.0	CEO	Adoption Ref: OCM 18/09/2012 Report Item 1.1.	18/09/2012
3.0	Executive Director Corporate Services	Adoption Ref: OCM 16/04/2013 Item 4.5 (Amendment)	16/04/2013
4.0	Executive Director Planning & Development	Adoption Ref: OCM 18/06/2013 Item 2.9 (Amendment)	16/04/2013
5.0	Manager Governance & Risk Management	Adoption Ref: OCM 24/03/2015 Report Item WS068.	24/03/2015
6.0	Manager Governance & Risk Management	Prepared for Council review and adoption. Report CSF169.	13/05/2015
7.0	Manager Governance & Risk Management	Adoption Ref: OCM 26/05/2015 Report Item CSF169.	26/05/2015

Document Revision History			
Version	Author	Version Description	Date Completed
7.1	Manager Governance & Risk Management	<p>Amendment: Minor administrative amendment to delegation: 2015:019 – Property Management, Lease and Licences, being: Function (8): <i>Approve requests to assign existing leases or sub-leases, provided there being no variation to the principle terms of the current lease conditions.</i></p> <p>Function (9): <i>Approve requests for a sub-lease/sub-licence where there is a current lease/licence in place.</i></p> <p>Condition (a): <i>(iii)(a.): written rental valuation specified to be current. (iv) & (v) deleted.</i></p> <p>Condition (b): Appended with additional condition: <i>(i) To comply with legislative or other statutory or governmental authority requirements issued from time to time.</i></p> <p>Redefined lease area: <i>(ii) Leased area: (a) <u>Increase not exceeding being no more or no less than 10 % or 100m² of the existing areas, whichever is the greater;</u></i></p> <p>Appended with additional sub-condition (ii)(b): <i>Any reduction to the existing lease area.</i></p> <p>Appended with additional detail: <i>(iii) Permitted Use provided their being: a. No change to the primary use and in accordance with the <u>Management Order of the land (if applicable).</u></i></p> <p>Appended with additional condition: <i>(iii) Guarantee and Indemnity or Insurance, provided Council interests remain protected.</i></p> <p>Condition (d): <i>Reference amended to Authorisation items (3 & 4). All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.</i></p> <p>Policy Position Reference amended: <i>Council Policy: Buy Local (Regional Price Preference) Policy, Council Policy: Property Management – Leases and Licences.</i></p>	8/06/2015
7.2	Manager Governance & Risk Management	Inclusion of new position title: Office of CEO: Executive Director Economic Development and Commercial Services	23/07/2015
7.3	Manager Governance & Risk Management	<p>Amendment: Amendments made to reflect changes to organisational structure and assigned functions.</p> <ul style="list-style-type: none"> - Reference to Deputy CEO removed from Delegations Register. - Title: Planning & Development Engineer updated to reflect new title, being: Manager Building and Engineering Services - Changes made to reflect new role and assigned function of the Executive Director Economic Development & Commercial Services. - 2015:001 – Title Amended: Terms “applicable” replaced by term “associated”. - 2015:004 – Term “should” replaced with “must”. - 2015:013 – Spending Limits amended: Cat B assigned to Executive Director Corporate Services, Cat C assigned to Executive Director Economic Development and Commercial Services. - 2015: 017- Compensation threshold amended from \$10,000 to \$1,000. - 2015:020 – Events Team Leader assigned delegation. - 2015:035 – Crown Reserves assigned to Executive Director Works & Services and Manager Reserves. 	24/08/2015

Document Revision History (continued)			
Version	Author	Version Description	Date Completed
7.4	Manager Governance & Risk Management	<p>Amendment: Reformatted, updated to reflect changes made to titles and new designated officer positions:</p> <ul style="list-style-type: none"> • Senior Building Compliance Officer to Development Building Compliance Officer(s). • Manager ALAC to Team Leader ALAC • Coordinator Environmental Health to Manager Environmental Health • Manager Albany Heritage Park • Club Development Officer • Land Officer now reports to the Manager Building and Engineering Services • Updated to include receipt of gift and travel contributions. 	15/03/2016
7.5	Manager Governance & Risk Management	<p>Amendment: Amended in accordance with Council Resolution CSF238 to reflect new organisational structure and employee titles, being:</p> <ul style="list-style-type: none"> • Executive Manager Community Services • Executive Director Development Services • Executive Director Commercial Services <p>Noting:</p> <ul style="list-style-type: none"> • The Albany Regional Day Care reports to ED Commercial Services; and • The Facilitator Strategy & Improvement reports to the ED Corporate Services. 	27/04/2016
7.6	Manager Governance & Risk Management	<p>Fully revised for review by the Corporate Services & Finance Committee. Changes, being:</p> <ul style="list-style-type: none"> • Delegation 2016:018: Variation extended to Manager City Engineering & Engineering Officers with set limitations. • Delegation 2016:027: The power to enter property without the consent of the owner (1) is only to be enacted once verbal approval has been given by Executive Director and/or Line Manager • Delegation 2016:046: Includes the delegated power to authorise road usage requests. • Delegation 2016:013: Amended to include Executive Manager level. 	05/05/2016
7.7	Manager Governance & Risk Management	<p>Proposed amendments:</p> <ul style="list-style-type: none"> • Delegation 2016:028: Subdivision of Land <p><i>Remove the following condition: Where the delegate is intending to not support the application all Elected Members must first be notified in writing of the application and the rationale for the intension to not support the application and give at least three business days for Elected Members to consider whether or not to request the application be referred to Council for consideration.</i></p> <p><u>Reason(s):</u> The City is not the decision maker in this process. A recommendation to refuse is made only in accordance with the R codes, Local Planning Scheme and Council Policy. It is also impractical given the time frames.</p> <ul style="list-style-type: none"> • Delegation 2016:028: Planning Development Act & Regulations <p><u>New:</u> (1) Approve or Refuse Local Development Plans (LDPs) after appropriate consultation and where it is unlikely to have an adverse impact on the local area.</p> <p><i>Condition: Local Development Plans (LDPs) (1). This delegation is limited to the Executive Director Development Services or CEO. If utilised Council is to be advised.</i></p> <p><u>Reason:</u> LDPs must be prepared in accordance with the City's Local Planning Scheme (LPS1).</p>	02/06/2016

Document Revision History <i>(continued)</i>			
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Attachment A – Designated Persons Table

Attachment B – Local Law Register

Local Government Act 1995

2016:001 - LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS*(Additional Power, Deal with Objections, Grant Time Extensions)***Delegated Power:** Power to:

1. Authorise persons to administer and enforce the Local Government Act 1995 (the Act) and local laws.
2. Issue licences, notices, approvals and permits relating to Local Laws.
3. Direct (Additional Powers when giving a notice under s3.25 of the Act):
 - a. Do anything that is considered necessary to achieve the purpose for which the notice was given, including recovering the cost of anything it does as a debt due from the person who failed to comply with the notice.
 - b. Take action to recover any outstanding debts pursuant to the Act, s6.10.
4. Deal with objections and granting of extension of time:
 - a. Administer the suspension of the effect of a decision (including the advising of an outcome of an objection when a decision is made under the Act).
 - b. Receive an objection and grant an extension of time for an objection to be lodged.
 - c. Deal with an objection of a decision made by the City of Albany, under authority of the Local Government Act 1995, any local law or regulation.

Notes:

- (i) *If a person who is given a notice under s3.25 of the Act 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 notice was given, including recovering the cost of as a debt due from the person who failed to comply with the notice.*
- (ii) *If a debt (other than a rate or service charge) remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.*

Condition of Delegation:

- (a) The power to authorise persons is limited to Executive Directors and above and must be given in writing.
- (b) A person who is authorised to give an infringement notice under s9.16 of the Act is not eligible to be an authorised person for the purposes extending time or withdrawal.
- (c) The power to direct (additional powers) is limited to Executive Directors and above and the following designated positions:
 - Manager Planning Services
 - Manager Ranger & Emergency Services
 - Manager Building and Engineering Services
 - Manager City Engineering
- (d) The power to deal with objections and granting extension of time is limited to Executive Directors and above and the following designated positions:
 - Manager Governance & Risk Management
 - Manager Finance

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 - Functions of local governments, Division 2 - Legislative functions of local governments, Subdivision 1 — Local laws made under this Act, s3.25 (Notices requiring certain things to be done by owner or occupier of land), s3.26 (Additional powers when notices given)
- Part 9 - Miscellaneous provisions, Division 1 - Objections and review, s9.5 (Objection may be lodged), s9.6 (Dealing with objection), s9.7 (Review), s9.9 (Suspension of effect of decision)
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management).

Report Requirement: Report to file.

Designated Persons: Listed at attachment A (Designated Persons Register) and B (Local Laws Register).

Local Government Act 1995

2016:002 - CORPORATE DOCUMENTS & BRANDING

Delegated Power: Power to:

1. Approve the use of the City of Albany Crest and Corporate Logos.
2. Update administrative policies, guidelines, procedures and processes.
3. Authorise persons to administer any or all of the above functions.

Note: It is the role of Council to determine local government's policies.

Condition of Delegation:

- (a) Minor administrative amendments can be made to Council adopted policies, if authorised by the Chief Executive Officer.
- (b) On effecting the amendment a copy of the updated policy is to be distributed to all elected members.
- (c) The power to authorise persons is limited to Executive Directors and above.

Legislative or Policy Reference:

- **Local Government Act 1995:** s2.7 (Role of council) (2)(b), s3.1 (General function); s5.41 (Functions of CEO).

Policy Position: Council Policy: Corporate Document Policy

Report Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
 - Stake Holder Relations Manager
- Executive Manager Community Services
 - Manager Communications & Events
- Executive Director Corporate Services
 - Manager Governance & Risk Management
- Executive Director Development Services
- Executive Director Works & Services
- Executive Director Commercial Services

2016:003 - PUBLIC RELATIONS, MEDIA RELEASES & MAKE COMMENT TO MEDIA

Delegated Power: Power to:

1. Represent the City of Albany on external committees and working groups and make operational decisions on behalf of the City.
2. Prepare, produce and distribute City information, media releases and publications, and make comment, with the condition that comment is limited to matters relating to functions of the CEO, defined by the Act.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) The power to authorise persons is limited to Executive Directors and above.

Legislative or Policy Reference:

- **Local Government Act 1995:** s5.41 (Functions of CEO) (d)&(f)

Report Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
 - Stakeholder Relations Manager
- Executive Manager Community Services
 - Manager Communications & Events
- Executive Director Commercial Services
 - Manager Tourism & Development Services
 - Manager Recreational Services
 - Manager Day Care Services
- Executive Director Corporate Services
- Executive Director Development Services
- Executive Director Works & Services

2016:004 - POWER TO REMOVE, IMPOUND & DISPOSE PROPERTY

Delegated Power: Power to:

1. Dispose surplus plant, equipment and material.
2. Sell or otherwise dispose:
 - a. any goods that have been confiscated subject to s3.47(1) of the Local Government Act 1995 (the Act);
 - b. impounded goods that have not been collected within the period specified in s3.42(1)b. , s3.47(2b) or s3.44 of the Act;
 - c. any vehicle that has not been collected within two months of a notice having been given under s3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck; and
 - d. artworks, not exceeding \$5,000.
3. Determine that court action be taken to recover impounding expenses in accordance with s3.48 of the Act.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Disposal of surplus plant, equipment and material is subject to the CEO providing Elected Members with two weeks written notice with any intention to do so:
 - The CEO may either proceed with such a sale or if appropriate instead donate the property available for sale to suitable not for profit community groups or Schools;
 - In the absence of any sale being made, it shall be at the absolute discretion of the CEO to dispose of any surplus goods, plant and equipment in any manner thought fit by the CEO.
- (b) All goods, plant and equipment with an estimated market value above \$1000 must be:
 - Advertised for sale in a local newspaper; or
 - Sold by public auction; or Offered for sale by public tender.
- (c) All goods, plant and equipment with an estimated market value of \$1000 or less shall be:
 - Advertised for sale in an email or notice sent to all staff; or
 - Offered for sale by seeking bids from staff with a one week closing date for bids to be lodged with the CEO.
- (d) The team that administers the impounding cannot administer the disposal.
- (e) The CEO shall approve any legal action and sign any legal documents.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.39(Power to remove and impound), s3.40(Vehicle may be removed if goods to be impounded are in or on vehicle), s3.40A (Abandoned vehicle wreck may be taken), s3.43(Impounded non-perishable goods, court may confiscate), s3.47(Confiscated or uncollected goods, disposal of), s3.48(Impounding expenses, recovery of), s3.58(Disposing of property).

Report Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
- Executive Director Corporate Services
- Executive Director Commercial Services
 - Manager Tourism & Development Services (2 only)
- Executive Director Works & Services
 - Manager City Operations (1 & 2 only)
- Executive Director Development Services
 - Manager Ranger & Emergency Services (2a,b,c only)
 - Manager Planning Services (2a,b only)
 - Senior Planning Officer - Statutory Planning & Compliance (2a,b only)
 - Manager Building and Engineering Services (2a,b only)
 - Development Compliance Officer (2a,b only)

REPORT ITEM CSF 248 REFERS
Local Government Act 1995

**2016:005 - APPOINTMENT OF AN ACTING CEO, STAFFING, HR
MANAGEMENT**

Delegated Power: Power to:

1. Appoint an Acting Chief Executive Officer for a period of less than 6 weeks.
2. Determine an organisational structure.

CEO FUNCTION: Authority to:

3. Appoint and dismiss employees.
4. Undertake executive functions relating to provision of services and/or facilities.
5. Authorise persons to administer any or all of the above CEO functions.

Condition of Delegation:

- (a) Appointment subject to funding being available in the City's Annual Budget.
- (b) Structure changes must be approved by the relevant Executive Director.
- (c) Appointment and dismissal of:

- permanent employees; and
- casual employees;

must be conducted in consultation with Manager Human Resource and/or delegate.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.1 (General Function), s3.18 (Performing Executive Functions), s3.21 (Duties when performing functions), s5.2 (Administration of local governments), s5.36 (Local government employees), s5.39 (Contracts for CEO and senior employees) - (1a)(a), s5.41 (Functions of CEO), s5.42(Delegation of some powers and duties to CEO)

Reporting Requirement: Human Resources Team to report to the Corporate Services & Finance Committee monthly.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services (3,4 only)
 - Manager Library Services (3 only) limited to casual employees only
 - Vancouver Arts Centre Coordinator (3 only) limited to casual employees only
- Executive Director Corporate Services (3, 4 only)
 - Manager Human Resources (3,4 only)
- Executive Director Commercial Services (3,4 only)
 - Manager Tourism & Development Services (3 only), limited to casual employees only
 - Manager Recreation Services (3 only), limited to casual employees only
 - Team Leader Albany Leisure & Aquatic Centre (3 only), limited to casual employees only
 - Manager Albany Day Care Services (3 only), limited to casual employees only
 - Manager Albany Heritage Park (3 only), limited to casual employees only
- Executive Director Works & Services (3,4 only)
 - Manager City Operations (3 only), limited to casual employees only
 - Manager City Engineering (3 only), limited to casual employees only
 - Manager City Reserves (3 only), limited to casual employees only
- Executive Director Development Services (3,4 only)
 - Manager Ranger & Emergency Services (3 only), limited to casual employees only.

Local Government Act 1995

2016:006 - SIGN DOCUMENTS ON BEHALF OF THE CITY OF ALBANY

(Common Seal, Deeds, Agreements)

Delegated Power: Power to:

1. Execute a document on behalf of the City where there is a requirement for the document to be executed as a deed, pursuant to s9.49A(5) of the Act;
2. Affix the Council's Common Seal to documents, pursuant to s9.49A(2) of the Act; and
3. Sign documents on behalf of the local government for all matters arising under delegated authority given by the Council under s5.42 and s9.49A(4) of the Act and generally as is necessary or appropriate in reasonably carrying out his or her function under the Act or under any written law.

Condition of Delegation:

- (a) Power to sub-delegate: In accordance with s5.43(ha) of the Act, the Chief Executive Officer or Acting Chief Executive Officer, appointed in writing, is NOT authorised to delegate this function;
- (b) Compliance with Council Policy: Use of Common Seal Policy.

Legislative or Policy Reference:

- **Local Government Act 1995**: s2.5 (Local governments created as bodies corporate), s5.42 (Delegation of some powers and duties to CEO), s5.43 (Limits on delegations to CEO)(ha), s9.49A (Execution of documents) (2)(4)(5)
- **Local Government (Functions and General) Regulations 1996**: r.34 (Common seal, unauthorised use of)
- **Fire and Emergency Services Authority of Western Australia Act 1998**: Part 6A — Emergency services levy, Division 9 — ESL agreements, s36ZJ (ESL agreement, nature of etc.), s36ZK (Part 6A modified for ESL agreement (Sch. 1A))
- **Rates and Charges (Rebates and Deferments) Act 1992**: s.16 (Claims by administrative authorities)

Policy Position: Council Policy: Use of Common Seal Policy

Reporting Requirement: Report to Council monthly.

Designated Persons:

- Mayor
- Chief Executive Officer

Local Government Act 1995

**2016:007 - DEALING WITH AN OBJECTION, EXTENSION OF TIME,
SUSPENDING A DECISION**

Delegated Power: Power to:

1. Administer the suspension of effect of decision (including the advising of an outcome of an objection when a decision is made under the Local Government Act 1995).
2. Receive an objection and grant an extension of time for an objection to be lodged.
3. Deal with an Objection of a decision made by the City of Albany, under authority of the Local Government Act 1995, any local law or regulation.

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.50A (1), Part 9 - Miscellaneous provisions, Division 1 - Objections and review, s9.5 (Objection may be lodged), s9.6 (Dealing with objection), s9.7 (Review), s9.9 (Suspension of effect of decision)
- **Local Government (Functions and General) Regulations 1996:** r.6 (3)(Transitional provisions about road closures)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
- Executive Director Development Services
 - Manager Planning Services
- Executive Director Works & Services
- Executive Director Corporate Services
 - Manager Finance
- Executive Director Commercial Services

Local Government Act 1995

2016:008 - LEGAL PROCEEDINGS

(Approve Representation & Legal Expenses)

Delegated Power: Power to:

1. Authorise Legal Expenses for Council Members, Employees and Volunteers.
2. Enact legal proceedings and authorise persons to represent the City in a Court.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Compliance with Council Policy: Legal Representation for Elected Members, Employees and Volunteers.
- (b) The City's Insurance Broker must be notified before proceeding with action.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, Subdivision 1 — Miscellaneous provisions about enforcement, s9.10(Appointment of authorised persons)(1)(2), s9.29 (Representing local government in court)(2).
 - Part 6 — Financial management, Division 6 — Rates and service charges, Subdivision 5 — Recovery of unpaid rates and service charges, s6.56(Rates or service charges recoverable in court)(1)(2)

Policy Position: Council Policy: Legal Representation for Elected Members, Employees and Volunteers

Reporting Requirement: Governance & Risk Management Team to report quarterly to the Audit & Risk Committee.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (2 only)
 - Manager Finance (2 only)
- Executive Director Development Services
 - Manager Ranger & Emergency Services (2 only)
 - Team Leader Ranger Services (2 only)
- Executive Director Works & Services
- Executive Director Commercial Services

Local Government Act 1995

2016:009 - GRANT FUNDING, DONATIONS, SPONSORSHIP*(Sponsorship through the waiver of fees & charges)***Delegated Power:** Power to:

1. Authorise donations, grants, sponsorship, financial assistance (waive fees and Charges), under the Local Government Act 1995, s6.7(2) and s6.12(1)(2)&(3).
2. Apply for grant and subsidy applications on behalf of the City of Albany.
3. Waive fees for goods, services and charges.
4. Determine eligibility of charitable or benevolent community based organisations within the City of Albany to qualify for the Waste Services Subsidy.

Building Specific:

5. Waive, increase, reduce or refund the payment of building service application fees in the following circumstances:
 - a. Application is cancelled prior to final determination.
 - b. Applicant has requested a renewal of an expired decision.
 - c. For a request for the City to provide a Certificate in respect to a proposed development that is not part of a statutory application.
 - d. Any major development made on behalf of local government or government department where most of the assessment has already been carried out.
6. Authorise persons to administer any or all of the above functions.

Note: A local government cannot delegate to a CEO the power under section 9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government.

Condition of Delegation:

(a) This authorisation:

- does not extend to statutory charges, the municipal rate or service charges incorporated within the rate notice.
- Subject to:
 - Conditions contained in Council Policies;
 - Funding being allocated in the City's Annual Budget; and
 - Funding/Donations limited to \$10,000.

(b) Any waiver, reduction or refund of a fee shall be based on the following criteria:

- The proposal not being intended to be a money making venture for the benefit of the organisation.
- The cost of work undertaken by the City of Albany.
- The application is on behalf of a non-profit or charitable organisation or be reflective of the benefit of the proposal to the community.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.1 (General function), s5.42 (Delegation of some powers and duties to CEO), s5.43 (Limits on delegations to CEO) (ha), s5.44 (CEO may delegate powers and duties to other employees), s6.7 (Municipal fund) (2), s6.12 (Power to defer, grant discounts, waive or write off debts)(1)(2) & (3), s9.49A (Execution of documents)
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management), r.12 (Payments from municipal fund or trust fund, restrictions on making), r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)

Policy Positions: Council Policy – Community Financial Assistance & Events Funding Program Policy, City's Annual Budget

Reporting Requirement: Report to file.

2016:009 (continued)

Designated Positions:

- Chief Executive Officer
- Executive Manager Community Services
 - Manager Library Services (1 only)
- Executive Director Corporate Services
 - Revenue Development Officer (1 only)
- Executive Director Commercial Services
 - Manager Tourism & Development Services (1 only)
 - Manager Albany Heritage Park (1 only)
 - Manager Recreation Services (1 only)
- Executive Director Development Services
 - Manager Planning Services
- Executive Director Works & Services
 - Manager City Engineering

(Recover Overdue Library Books and Other Loaned Items)

Delegated Power: Power to:

1. Authorise the recovery of overdue library books and other loaned Items.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Local Government Act 1995:** s6.10 (Financial management regulations)
- **Local Government (Financial Management) Regulation 1996:** r.5 (CEO's duties as to financial management)

Reporting Requirement: Report to file.

Designated Positions:

- Chief Executive Officer
- Executive Manager Community Services
 - Manager Library Services

Local Government Act 1995 & Trustees Act 1962

2016:011 - POWER TO INVEST

(Investment of Municipal Funds)

Delegated Power: Power to:

1. Invest money and establish investment internal control procedures, pursuant to the Local Government Act 1995, s6.14 (1) and Local Government (Financial Management) Regulation 1996, r.19.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Compliance with Council Policies:

- Council Policy: Investment of Surplus Funds Policy
- Council Policy: Cash/Investment Backing for Reserve Accounts Policy

Legislative or Policy Reference:

- **Local Government Act 1995:** s6.14 (Power to invest)
- **Local Government (Financial Management) Regulation 1996:** r.19 (Investments, control procedures for), r.38 (Reserve accounts, information about in annual financial report) (1)(f)
- **Trustees Act 1962:** Part III (Investments)

Report Requirement: Report to Council monthly.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance

Local Government Act 1995

2016:012 - TAKE POSSESSION OF LAND & APPLY CAVEATS**Delegated Power:** Power to:

1. Make an agreement with a person for payment of rates and service charges, pursuant to the Local Government Act 1995, s6.49.
2. Determine whether to amend the rate record for the preceding five years, pursuant to the Local Government Act 1995, s6.39.
3. Unpaid rates and service charges:
 - a. Take possession of land and hold land to secure unpaid rates or service charges:
 - (i) from time to time lease the land;
 - (ii) sell the land;
 - (iii) cause the land to be transferred to the Crown; or
 - (iv) cause the land to be transferred to itself.
 - b. Lodge a caveat on a property to preclude dealings in respect of the land, and may withdraw caveats so lodged by it.
4. Revoke a payment by instalment option for rates and service charges and/or the additional charge.
5. Withdraw a caveat that has been lodged on a property, where the purpose for which the caveat was lodged has been satisfied, or the temporary withdrawal and re-lodging of the caveat will allow dealings on a title.
6. Apply a Gross Rental Valuation (GRV) rating to areas.
7. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Authorisation (2): Must be for the purpose of correcting a financial administrative error.
- (b) Authorisation (3): Unpaid rates and service charges:
 - a. Rates or service charges to be unpaid for at least 3 years.
 - b. On taking possession of any land staff is to notify the owner of the land such notification as is prescribed.
 - c. Affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
 - d. The designated officer (delegate) must, at least once, attempt under s6.56 of the Local Government Act 1995 to recover money due in a court of competent jurisdiction.
 - e. Power of sale of land must be conducted in accordance with Schedule 6.3 of the Local Government Act 1995.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 6 — Financial management, s6.32 (Rates and service charges), s6.39(Rate record)(2), s6.45 (Options for payment of rates or service charges), s6.49 (Agreement as to payment of rates and service charges) s6.56 (Rates or service charges recoverable in court), s6.64 (Actions to be taken) Schedule 6.3 - Provisions relating to sale or transfer of land where rates or service charges unpaid
- **Bush Fires Act 1954:** s33(8) (Local government may require occupier of land to plough or clear fire-break)

Report Requirement: Report to the Corporate Services & Finance Committee.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance
- Executive Director Development Services (3b and 5 only)
- Executive Director Works & Services (3b and 5 only)

2016:013 - PAYMENT OF MUNICIPAL FUNDS*(Purchase Orders, Petty Cash, Allowances)***Delegated Power:** Power to:

1. Approve requisitions and purchase orders for the supply of goods and services.
2. Approve Payments from the Municipal Fund and Trust Fund and Signing of Requisition and Purchase Orders.
3. Issue Petty Cash Advances (up to \$1000.00).
4. Make a cash advance to a person in respect of an expense for which the person can be reimbursed, in accordance with the Local Government Act 1995, Division 8 of Part 5.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) As per the requirements of the Local Government (Financial Management) Regulations 1996, r.13.
- (b) Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month which is to be presented to the next ordinary meeting of Council.
- (c) The following spending limits apply:

Category A = Chief Executive Officer

Category B = Executive Director Works & Services

Category B = Executive Director Corporate Services

Category C = Executive Director Development Services

Category C = Executive Director Commercial Services

Category C = Executive Manager Community Services

Category D = Managers, Assistant Managers

Category E = Team Leaders, Coordinators, Personal Assistant to Mayor and Councillors

Category F = Officers

Limit for Category A - \$250,000 and over

Limit for Category B - \$250,000 and under

Limit for Category C - \$100,000 and under

Limit for Category D - \$50,000 and under

Limit for Category E - \$10,000 and under

Limit for Category F - Payments under \$5,000

- (d) Requests for "Miscellaneous Expenses" by Elected Members to be jointly signed by the Mayor and Chief Executive Officer.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 - Functions of local governments, s3.1 (General function), Part 5 - Administration, s5.98 (Fees etc. for council members), Part 6 - General financial provisions, s6.10 (Financial management regulations)
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management), r.8 (Separate bank etc. accounts required for some moneys) r.11 (Payments, procedures for making etc.), r.12 (Payments from municipal fund or trust fund, restrictions on making) (1)(a), r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)

Report Requirement: Report to Council monthly.

Designated Persons:

- Chief Executive Officer (Cat A)
- Executive Manager Community Services (Cat C)
 - Personal Assistant to Mayor and Councillors (4 only) (Cat E)
- Executive Director Corporate Services (Cat A)
 - Manager Finance (Cat C)
 - Manager Governance & Risk Management (1 & 2 only) (Cat D)
- Executive Director Works & Services (Cat B)
 - Manager City Engineering (Cat C)
 - Manager City Operations (Cat C)
- Executive Director Development Services (Cat C)
- Executive Director Commercial Services (Cat C)

Designated Positions:

- Managers (3 only) (Cat D)
- Assistant Managers (3 only) (Cat D)
- Coordinators & Team Leaders (Cat E)
- Officers (Cat F)

Delegated Power: Nil

CEO FUNCTION: Authorisation to:

1. Make decisions regarding access to information under the Freedom of Information Act 1992.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Freedom of Information Act 1992:** s3 (Objects of Act), s4 (Agencies, duties of when applying Act)
- **Local Government Act 1995:** s5.94 (Public can inspect certain local government information)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (1 only)
 - Councillor Liaison & Research Officer (Principal FOI Officer) (1 only)
 - Information Technology (IT) Manager (1 only)

Delegated Power: Nil.

CEO FUNCTION: Authorisation to:

1. Electoral Rolls & Enrolment Eligibility. Prepare an owners and occupiers roll for an election and decide whether or not a claim made for enrolment eligibility is to be accepted or rejected.
2. Dispose Election Records. Undertake the duties of the Chief Executive Officer as provided in regulation 82(4) of the Local Government (Elections) Regulations 1997, that is to undertake or to supervise the destruction of any election material).
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Authorisation 3 limited to the Chief Executive Officer.

Legislative or Policy Reference:

- **Local Government Act 1995:** s4.32 (Eligibility to enrol under s. 4.30, how to claim) (4) (5); s4.41 (Owners and occupiers roll) (1);
- **Local Government (Elections) Regulations 1997:** r.82 (Keeping election papers - s4.84(a)) (4).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (1 & 2 only)
 - Councillor Liaison & Research Officer (1 & 2 only)
 - Manager Finance (1 only)
 - Senior Rates Officer (1 only)
 - Rates Officers (1 only)

Local Government Act 1995

2016:016 – GIFT & TRAVEL CONTRIBUTIONS, PRIMARY & ANNUAL RETURNS

(Acknowledgement of Receipt)

Delegated Power: Nil.

CEO FUNCTION:

1. Authority to acknowledge the receipt of Primary and Annual Returns in accordance with s5.77 of the Local Government Act 1995 (the Act).
2. Authority to acknowledge and receipt of declarations of gifts and travel in accordance with sections 5.82 and 5.83 of the Act.

Condition of Delegation:

- (a) Compliance with the City Procedure: Suggested Procedure and Timeline for Lodgement of Financial Interest Returns.
- (b) All acknowledgements to be communicated by email copied to CEO and Manager Governance & Risk Management or Mayor if applicable.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 5 — Administration, s5.77 (Acknowledging receipt of returns), s5.82 (What is a gift); s5.83 (What is a contribution to travel)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
 - Manager Governance & Risk Management
 - Councillor Liaison & Research Officer

REPORT ITEM CSF 248 REFERS

Local Government Act 1995
2016:017 - COMPENSATION
(Public Liability Claims)

Delegated Power: Power to:

1. Determine and pay compensation for damage to property up to \$1,000.
2. Authorise persons to administer any or all of the above functions.

Notes:

- i. A local government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in subsection (5) of s3.22, or in Schedule 3.1 or Schedule 3.2 of the Act.*
- ii. s3.22 does not limit section s9.57 of the Act.*

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, Subdivision 1 — Performing executive functions; s3.22 (Compensation); s3.51 (Affected owners to be notified of certain proposals)(2)(b); s9.57 (Local government protected from certain liability)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Governance & Risk Management (1 only)

Local Government Act 1995

2016:018 - CHOICE OF TENDER, AWARD CONTRACT*(Procurement of Goods, Services, Heavy Plant and Fleet Vehicles)***Delegated Power:** Power to:

1. Award a tender or contract.
2. Vary, extend or renew a contract or tender.
3. Vary the requirements before entering into contract, in accordance with functions provided for in r.20 and specifically r.20 (2) of the Local Government (Functions and General) Regulations 1996.
4. With the approval of the tenderer, make a variation in the contract for goods or services before the City enters the contract with the successful tenderer, in accordance with the Local Government (Functions and General) Regulations 1996, r.20(1).
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Quotations and tenders called are to comply with Council's:
- Purchasing Policy (Tenders & Quotes); and
 - Buy Local (Regional Price Preference) Policy.
- (b) Contract value determined by delegation 2016:013 Payments from Municipal Fund

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.18 (Performing executive functions) (2); s3.57 (Tenders for providing goods or services) (1); s5.41 (Functions of CEO)(d); s5.43 (Limits on delegations to CEO)(b)
- **Local Government (Functions and General) Regulations 1996:** r.11 (When tenders have to be publicly invited)(1)(2)(f); r.14 (Publicly inviting tenders, requirements for)(2a); r.15 (Minimum time to be allowed for submitting tenders); r.16 (Receiving and opening tenders, procedure for); r.17 (Tenders register); r.18 (Rejecting and accepting tenders); r.19 (Tenderers to be notified of outcome); r.20 (Variation of requirements before entry into contract); r.21 (Limiting who can tender, procedure for); r.22 (Minimum time to be allowed for submitting expressions of interest); r.23 (Rejecting and accepting expressions of interest to be acceptable tenderer); r.24 (People who submitted expression of interest to be notified of outcome)

Reporting Requirement: Report to file.**Designated Persons:**

- Chief Executive Officer
- Executive Manager Community Services (Exempt: 1)
- Executive Director Corporate Services
 - Manager Finance (2 & 3 only)
 - Procurement Officers (2 & 3 only)
- Executive Director Commercial Services (Exempt: 1)
- Executive Director Development Services (Exempt: 1)
- Executive Director Works & Services (Exempt: 1)
 - Manager City Engineering (2,3 & 4 only) (limited to \$50,000 for variation approval)
 - Senior Civil Engineering Officer – Roads (2,3 & 4 only) (limited to \$10,000 for variation approval)
 - Senior Civil Engineering Officer – Drainage (2,3 & 4 only) (limited to \$10,000 for variation approval)

2016:019 - PROPERTY MANAGEMENT, LEASES AND LICENCES**Delegated Power:** Power to:

1. Process requests related to leases and licences.
2. Negotiate terms, conditions and rent for leases and licences.
3. Approve requests to renew existing leases and licences with community groups (being charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature groups), airport hangar sites, government agencies or telecommunication entities for properties that are under the care, control and management of the City of Albany.
4. Approve new leases for Lotteries House in accordance with Lotteries House Tenant Management Committee recommendations.
5. Approve requests to take up an option for a further term on a current lease/licence or sub-lease/licence, provided there being no variation to the principle terms of the lease/licence and all accounts being paid in full.
6. Approve requests to vary existing leases/licences.
7. Renegotiate current lessee or sub-lessee rental.
8. Approve requests to assign existing leases or sub-leases, provided there being no variation to the principle terms of the lease.
9. Approve requests for a sub-lease/sub-licence where there is a current lease/licence in place.
10. Surrender of a lease/licence of any property, where the balance of lease/licence payable does not exceed \$10,000 and all accounts being paid in full.
11. Appoint persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Process leases and licences** (1) Authority to process matters relating to Leases and Licences, as follows:
 - (i) Settled terms and conditions to be approved by the delegate as soon as practicable;
 - (ii) Definition of lessee includes a licensee where the context permits;
 - (iii) Where the lessee disputes the market rent increase, the delegate may negotiate a lesser increase to lease/licence rent subject to:
 - the lessee providing to the City at the lessee's cost, a current written rental valuation undertaken by a licensed Valuer on or prior to the date upon which the increased rent is to apply; or
 - the City and the lessee reaching agreement on a new lease/licence rental that is not less than 80% of the market rate as determined by the City's Valuer to a maximum amount of \$5,000 per annum.
- (b) **Variation of existing lease/licence** terms subject to (2)(6):
 - (i) To comply with legislative or other statutory or government authority requirements issued from time to time.
 - (ii) Leased area:
 - Increase not exceeding 10% or 100m² of the existing area, whichever is the greater;
 - Any reduction to the existing lease area.
 - (iii) Permitted Use provided there being:
 - no change to the primary use and in accordance with the Management Order over the land (if applicable).
 - proposed amendment is ancillary to the existing permitted use; and
 - has local authority planning approval (if required).
 - (iv) Guarantee & Indemnity or Insurance provided Council interests remain protected.
- (c) **Approve requests** (3) Compliance with Council Policy Property Management – Leases and Licences is required.
- (d) **Approve new and renew requests** (3 & 4) All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.58 (Disposing of property)
- **Land Administration Act 1997:** Part 6 (Sales, lease, licences, etc. of Crown land)

Policy Position: Council Policy: Property Management – Leases and Licences

Reporting Requirement: Report to Council monthly. *Note: All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.*

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services

2016:020 - PROPERTY MANAGEMENT

(Public Facilities, Municipal Halls, Parks, Reserves, Hire, Fees, Selling Goods)

Delegated Power: Power to:

1. Approve or refuse applications for hire of recreation centres, facilities, halls and buildings to the public and determine appropriate conditions (including signage: sporting and event banners).
2. Waive or vary hire fees for charitable organisations or others persons; and
3. Determine the rights of lessees to sell goods to patrons attending sporting functions at venues owned or leased by the City to various clubs and organisations.
4. Manage City facilities and reserves:
 - a. Allocate sporting facilities and recreational reserves grounds to seasonal and casual hirers who may apply for the use of such facilities, including requests for use (and level of use) of turf matches and practice wickets;
 - b. Determine costs for damage to buildings, parks and recreational reserves;
 - c. Determine applications for the sale or consumption of alcohol on parks and reserves and leased premises; and
 - d. Approve service and tourist signage on reserves.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) City managed facilities and reserves:
- (i) Such use to be at an appropriate fee as set by the Council.
 - (ii) Having regard to existing and previous usage.
 - (iii) Approval is based on the following criteria:
 - the event being conducted at no cost to the Council;
 - the organiser being required to meet the cost of all outgoings;
 - adjoining residential areas being notified of the event in advance;
 - the event not causing any inconvenience to adjacent business/commercial operations;
 - the Council being indemnified against any claims for damages;
 - approval is a time limit; and
 - the City's Service and Tourist Signage Policy.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.54 (Reserves under control of a local government); s6.12 (Power to defer, grant discounts, waive or write off debts) (1)(b) (3)

Local Law: Local Government Property Local Law 2011

Policy Position: Council Policy: Service and Tourist Signs Policy

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
 - Manager Library Services
 - Manager Communications & Events
 - Events Team Leader (Exempt 2 & 3)
- Executive Director Corporate Services
- Executive Director Commercial Services
 - Manager Tourism & Development Services
 - Manager Albany Heritage Park
 - Manager Recreation Services
 - Club Development Officers (Exempt 2 & 3)
 - Team Leader Albany Leisure & Aquatic Centre (Exempt 2 & 3)
- Executive Director Works & Services
 - Manager Reserves (Exempt 2 & 3)

Local Government Act 1995

2016:021 - OBJECTION TO RATE RECORD, RELEASE INFORMATION**Delegated Power:** Power to:

1. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to the Local Government Act 1995, s6.76(5).
2. Grant an extension to the time to make an objection, pursuant to the Local Government Act 1995, s6.76(4).
3. Consider applications to release information detailed in section 5.94 m. of the Local Government Act 1995, subject to:
 - a. Applications being submitted in the form prescribed from time to time; and
 - b. A Statutory Declaration being completed.
4. Authorise persons to administer any or all of the above functions.

Notes:

- i. *A local government is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.*
- ii. *A local government may, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.*

Condition of Delegation:

- (a) An extension will only be granted for a maximum period of 30 days.
- (b) If the authorised persons are not satisfied that the information will not be used for commercial purposes the application for information shall be rejected.

Legislative or Policy Reference:

- **Local Government Act 1995:** s5.94 (Public can inspect certain local government information); s5.95 (Limits on right to inspect local government information); s5.96 (Copies of information to be available); s6.76 (Grounds of objection)(4)(5).
- **Local Government (Administration) Regulations 1996:** r.29B (Copies of certain information not to be provided (Act s. 5.96))

Reporting Requirement: Report to file.**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance (1, 2 & 3 only)
 - Rates Officer (3 only)
 - Manager Governance & Risk Management (3 only)
 - Councillor Liaison & Research Officer (3 only)

Local Government Act 1995

2016:022 - RATES & RECOVER DEBT, WRITE OFF RATE DEBT, EXEMPTIONS**Delegated Power:** Power to:

1. Waive, grant concessions or write off any amount of money owed to the City, pursuant to the Local Government Act 1995, s6.12(1).
2. Write off any amount of money, including rate debts 'penalty interest' where the cost of recovering the debt will be greater than the actual debt.
3. Instruct the City's Debt Recovery Agent to proceed against land and/or property for unpaid rates through the Magistrate's Court.
4. Approve Rate Exemptions. Consider and approve applications for exemption under s6.26 of the Local Government Act 1995, subject to applications being submitted in writing and proof of ownership.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:**(a) Write Off Debt** (monies owed):

- maximum \$10,000. Rates Officers: limited \$1,500.
- The full details of the waiver, concession or write off to be recorded on the appropriate financial record and a report being provided to the Corporate Services & Finance Committee on a bi-annual basis on the exercise of this delegation.

(b) Rate Debt Recovery(3):

- Rates or service charges to be unpaid.
- A General Procedure Claim and Property Seizure & Sale Order through the Magistrate's Court has been served on the ratepayer.
- Property Seizure & Sale Order to be lodged on the land title.
- Proceed to sell the land through the Bailiff's Office.

(c) Approve Rate Exemption(4). If the delegates are not satisfied that the use of the property is exempt under s6.26, of the Act, the application must be referred to the Chief Executive Officer.**Legislative or Policy Reference:**

- **Local Government Act 1995:** s6.12 (Power to defer, grant discounts, waive or write off debts) (1)(c); s6.26 (Rateable land); s6.56 (Rates or service charges recoverable in court); s6.64 (Actions to be taken); s6.66 (Effect of lease); s6.68 (Exercise of power to sell land)

Reporting Requirement: Report to file and to Council annually.**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
 - Manager Finance
 - Rates Officers (2 only)

Building Act 2011 & Strata Titles Act 1985

2016:023 - BUILDING ACT 2011 & STRATA TITLES ACT 1985

(Occupancy Permit, Building Approval, Certificate for Strata Scheme, Plan of Re-Subdivision)

Delegated Power: Council designates the following position to discharge duties, under s50 of the Building Act 2011, subject to conditions:

Chief Executive Officer; Executive Director Development Services; Manager Planning Services; Senior Planning Officer, Manager Building & Engineering Services, Coordinator Building Services; Senior Building Surveyors; Building Surveyors

Power under s50 of the Building Act 2011:

1. Grant:
 - a. an Occupancy Permit for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(a) ; or
 - b. a building Approval Certificate for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(b), wherein the opinion of the Chief Executive Officer:
 - (i) The buildings shown on the strata plan are first inspected to ensure compliance with approved building plans and specifications; and
 - (ii) The buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act 1985.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) **Occupancy Permit** (1). Also satisfied that:

- (i) separate occupation of the proposed lots will not contravene the provisions of any local planning scheme in force under the Planning and Development Act 2005;
- (ii) any consent or approval required under any such local planning scheme or under the provisions of the last-mentioned Act relating to any interim development order, has been given in relation to the separate occupation of the proposed lots; and
- (iii) the development of the parcel as a whole, the building and the proposed subdivision of the parcel into lots for separate occupation will not interfere with the existing or likely future amenity of the neighbourhood, having regard to the circumstances of the case and to the public interest.

(b) **Approval Certificate** (2). Power to determine applications for the issuing of a certificate of approval under the Building Act 2011, s50 for a plan of subdivision, re-subdivision or consolidation, except those applications that:

- (i) propose the creation of a vacant lot;
- (ii) proposed vacant air strata's in multi-tiered strata scheme developments;
- (iii) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to:
 - a type of development; and/or
 - land within an area;
 which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

(c) A local government that exercises the power referred to in clause 1(b)(ii) above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of delegation at the conclusion of each financial year in the format prescribed by the WAPC.

2016:023 (continued)

Legislative or Policy Reference:

- **Building Act 2011:** s50 (Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision)
- **Strata Titles Act 1985:** Part II (Strata schemes and survey-strata schemes, Division 1 — Creation of lots and common property); s5B (Further provisions as to registration of plans) (2)(a), (2)(b).

Reporting Requirement: Report to Council monthly.

Designated Positions:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Building & Engineering Services (1a & 1b only)
 - Coordinator Building Services (1a & 1b only)
 - Senior Building Surveyor (1a & 1b only)
 - Building Surveyor (1a & 1b only)

2016:024 - BUILDING ACT 2011

(Administration and Compliance Powers)

Delegated Power: Power to:

1. Appoint authorised persons: to administer the Building Act 2011 (the Building Act) and sign the certificate of appointment.
2. Commence Prosecutions pursuant to s139 of the Building Act.
3. Conduct duties as an authorised person pursuant to s96 of the Building Act:
 - a. Enter and inspect buildings (completed or not) and land;
 - b. Serve requirements on an owner or builder imposing requirements as to the manner of carrying out such operations or earthworks for the purpose of minimising such damage, under the Building Act.
4. Serve Notices:
 - a. To stop unlawful work in accordance with s191 of the Building Act;
 - b. Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act;
 - c. On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, s192 & s193;
 - d. On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act;
 - e. On the owner or occupier of a uncompleted building, in accordance with s195 of the Building Act.
5. Permits:
 - a. Approve or refuse to approve plans and specifications for a Building Permit submitted under s20 of the Building Act;
 - b. Approve or refuse to approve plans and specifications for a Demolition Permit submitted under s21 of the Building Act;
 - c. Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act;
 - d. Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act.

Condition of Delegation:

- (a) Authorisation (1) & (3): Authorised Persons:
 - Appointed authorised person must hold a current authority card.
 - An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.
- (b) Authorisation (2) is restricted to Executive Director or above.
- (c) Authorisation (4) Serve Notices:
 - Executive Director to sign the Notice.
 - Notice must be in accordance with prescribed content.
- (d) In undertaking the functions of these delegations, Building Surveyors must:
 - Be employed by the City of Albany in accordance with s5.36 of the Local Government Act 1995.
 - Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.

Legislative or Policy Reference:

- **Building Act 2011:** s20 (Grant of building permit); s21 (Grant of demolition permit); s22 (Further grounds for not granting an application); s58 (Grant of occupancy permit, building approval certificate); s65 (Extension of period of duration); s96 (Authorised persons); s110 (Building orders); s117 (Revocation of building order); s127 (Delegation: special permit authorities and local governments); s139 (Presumptions about authority to do certain things); s191 (Notices to stop unlawful work); s192 (Dangerous buildings); s193 (Neglected buildings); s194 (Dilapidated buildings); s195 (Uncompleted buildings)
- **Building Services (Registration) Act 2011**
- **Building Services (Registration) Regulations 2011:** r.6 (Classes of building service practitioner and building service contractor)
- **Building Regulations 2012:** Part 10 - Infringement Notices; r69 (Prescribed offences and modified penalties); r70 (Approved officers and authorised officers)
- **Local Government Act 1995:** s5.36 (Local government employees)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer (1, 2 & 4 only)
- Executive Director Development Services ((1, 2 & 4 only)
 - Manager Building and Engineering Services (3 only)
 - Coordinator Building Services (3, 4 & 5 only)
 - Senior Building Surveyor (3, 4 & 5 only)
 - Building Surveyors (3 & 5 only)
 - Development Compliance Officer (3 & 4 only)

Building Act 2011
2016:025 - SWIMMING POOLS

Delegated Power: Council designates the following positions under the Building Act 2011, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Planning Services, Senior Planning Officer - Statutory Planning & Compliance, Manager Environmental Health, Manager Building & Engineering Services, Coordinator Building Services, Development Compliance Officer, Senior Building Surveyors, Building Surveyors

Power to:

1. Enter and inspect land and swimming pools, issue notices and take out such measures with or without assistants as considered necessary in order to prevent the swimming pool from being a danger to persons who may enter upon the land.
2. Inspect private swimming pools and enforce the provisions of the Building Act 2011 and associated regulations and standards.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Enter and inspect land and swimming pools:

- Must hold a current authority card, compliant with the transitional provisions prescribed in the regulations.
- An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.

(b) Inspect private swimming pools:

- Executive Director to sign any Prosecution Notices.
- The inspection that is to be conducted at the completion of building work for an enclosure of a private swimming pool is an inspection to assess whether the pool enclosure complies with the requirements in regulation 50.

Legislative or Policy Reference:

- **Building Act 2011**
- **Building Regulations 2012:** Division 2 — Kinds of applications for occupancy permits and building approval certificates, r.50 (Application for occupancy permit), Division 3 — Making and dealing with applications for occupancy permits and building approval certificates, r.54 (Manner of application)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Environmental Health (1 & 2 only)
 - Manager Planning Services
 - Senior Planning Officer - Statutory Planning & Compliance
 - Manager Building and Engineering Services
 - Development Compliance Officer (1 & 2 only)
 - Coordinator Building Services (1 & 2 only)
 - Senior Building Surveyors (1 & 2 only)
 - Building Surveyors (1 & 2 only)

Local Government Act 1995

2016:026 - ACTIVITIES ON PRIVATE AND PUBLIC LAND**Delegated Power:** Power to:Schedule 3.1 - Powers under notices to owners or occupiers of land

1. Issue notices in writing requiring the person to do anything, but not limited to, the following:
 - a. prevent water from dripping or running from a building;
 - b. placing a number on a property to indicate an address;
 - c. repair a public thoroughfare;
 - d. ensure that land that adjoins a public thoroughfare is suitably enclosed;
 - e. ensure that land adjoining a public thoroughfare is not overgrown;
 - f. removing a tree or part that is obstructing a thoroughfare;
 - g. make safe anything that is obstructing a private thoroughfare;
 - h. ensure unsightly (i.e. recyclable material) land is enclosed;
 - i. ensure overgrown vegetation, rubbish or disused material is removed from land;
 - j. ensure that graffiti is obliterated;
 - k. ensuring that a tree that may endanger any person or private property is made safe (dangerous tree);
 - l. taking specified measures to prevent damage to the public or property from high wind activity;
 - m. remove bees, wasps and other similar animals that are a danger or nuisance;
 - n. ensure that unsightly dilapidated or dangerous fences are modified or repaired; and take measures to prevent artificial light or other light being omitted or reflected to remove a nuisance.

Schedule 3.2 - Particular things local governments can do on land even though it is not local government property

2. Carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to act:
 - a. Carry out works for the drainage of land;
 - b. Do earthworks or other works on land for preventing or reducing flooding;
 - c. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate;
 - d. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel that is required for making or repairing a thoroughfare, bridge, culvert, fence, or gate;
 - e. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare;
 - f. Place on land signs to indicate the names of public thoroughfares;
 - g. Make safe a tree that presents serious and immediate danger to life or property;
 - h. Obliterate graffiti that is visible from a public place and that has been applied without the consent of the owner or occupier;
 - i. Obtain drainage easements;
 - j. Fuel Reduction Activities (slashing, mulching).

Condition of Delegation: The authorised persons must document how they formed the opinion that the things to be performed are necessary to protect and/or enhance the health, safety or amenity of the persons or property in the district or to remove a nuisance.

2016:026 (continued)

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land); s3.27 (Particular things local governments can do on land that is not local government property); s3.36 (Opening fences); Schedule 3.1 - Powers under notices; Division 1 (Things a notice may require to be done); Schedule 3.2 - Particular things local governments can do on land even though it is not local government property.
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.13 (Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3))

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services (1e,f,g,h,i,l,m,n,o & 2j only)
 - Manager Planning Services (1e,f,g,h,i,l,m,n,o & 2j only)
 - Senior Planning Officer - Statutory Planning & Compliance (1e,f,g,h,i,l,m,n,o & 2j only)
 - Manager Building and Engineering Services (1a,d,l,n only)
 - Development Compliance Officer (1a,d,l,n only)
 - Coordinator Building Services (1n,l only)
 - Manager Environmental Health (1h,m,o only)
 - Manager Ranger & Emergency Services (1e,f,g,i,l,m & 2 j only)
 - Team Leader Ranger Services (1e,f,g,i,l,m & 2 j only)
 - Rangers (1e,f,g,i,l,m & 2j only)
- Executive Director Works & Services (1a,b,c,d,e,f,g,i,j,k,l,n & 2 only)
 - Manager City Reserves (1f, k & 2 only)
 - Manager City Engineering (1a,b,c,d,e,g,j,k,l,n & 2 only)
 - Manager City Operations (1a,b,c,d,e,g,j,k,l,n & 2 only)

Local Government Act 1995

2016:027 - DESIGNATE PROSECUTION OFFICERS & POWER OF ENTRY**Delegated Power:** Power to:

1. Authorise a local government person to lawfully enter land or premises or thing without the consent of the owner or occupier.
2. Lawfully enter land, premises or thing unless the owner or occupier or a person authorised by the owner or occupier objects to the entry.
3. Appoint Prosecution Officers for Fines, Penalties and Infringement Notices under the Enforcement Act 1994 (including Provide written notice to the Registrar designating those officers that are Prosecution Officers for the purposes of the Fines, Penalties and Infringement Notices Enforcement Act 1994, Section 13(2).

Condition of Delegation:

- (a) The power to enter property without the consent of the owner (1) is only to be enacted once verbal approval has been given by Executive Director and/or Line Manager.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, Subdivision 3 — Powers of entry; s3.28 (When this Subdivision applies); s3.31 (General procedure for entering property) (2); s3.32 (Notice of entry)
- **Fines, Penalties and Infringement Notices Enforcement Act 1994:** s13 (Approved prosecuting authorities and officers) (2)

Reporting Requirement: Report to file.**Designated Persons:**

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services (1 & 2 only)
 - Team Leader Ranger Services (2 only)
 - Manager Planning Services (1 & 2 only)
 - Senior Planning Officer - Statutory Planning & Compliance (1 & 2 only)
 - Senior Planners (2 only)
 - Manager Environmental Health (1 & 2 only)
 - Environmental Health Officers & Technicians (2 only)
 - Manager Building and Engineering Services (1 & 2 only)
 - Development Compliance Officer (1 & 2 only)
 - Coordinator Building Services (1 & 2 only)
 - Senior Building Surveyors (2 only)
 - Building Surveyors (2 only)
- Executive Director Works & Services
 - Manager City Engineering (2 only)
 - Manager City Reserves (2 only)

Local Government Act 1995
2016:028 - SUBDIVISION OF LAND

Delegated Power: Power to:

1. Approve subdivision and development that does not comply with Council engineering design guidelines, however satisfies sound engineering principles.
2. Exercise discretion and to make recommendations to the Department of Planning and/or the Western Australian Planning Commission on applications for subdivisions, amalgamation, survey strata and strata of land.
3. Authorise matters relating to the performance of Council's functions with regard to subdivision (including strata and survey strata) applications.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) The application complies with the provisions of the:

- Local Planning Scheme (LPS1);
- Residential Design Codes;
- Building Code of Australia;
- Building Regulations of Western Australia; and
- City of Albany Policies and Local Laws.

(b) The provision of truncations where necessary, must be to the satisfaction of the Executive Director Development Services and documented on the appropriate file and record.

(c) Any Applications where the recommendations would be inconsistent with the objectives of Local Planning Scheme (LPS1), a relevant structure plan, outline development plan, policy or strategy to be referred to Council.

~~(d) Where the delegate is intending to not support the application all Elected Members must first be notified in writing of the application and the rationale for the intension to not support the application and give at least three business days for Elected Members to consider whether or not to request the application be referred to Council for consideration.~~

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land); Schedule 3.1 — Powers under notices to owners or occupiers of land

Policy Position: City Guideline: Subdivision and Development Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Building and Engineering Services
 - Manager Planning Services
 - Senior Planning Officers (2 & 3 only)
 - Planning Officers (2 & 3 only)

REPORT ITEM CSF 248 REFERS
Bush Fire Act 1954

2016:029 - BUSH FIRE ACT 1954
(Administer & Compliance)

Delegated Power: Council Designates the following positions to issue notices and enforce the Bush Fire Act 1954, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Community Emergency Services Manager - CESM, Team Leader Ranger Services, All Rangers, Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer

Power to:

1. Issue directions to Bush Fire Brigades (includes authority to issue direction regarding burning bush on, or at the margin of, streets, roads and ways under the care, control and management of the local government and give direction to Bush Fire Control Officers, appointed under the Bush Fires Act 1954).
2. Appoint Fire Control Officers & define areas of responsibility (includes the authority to appoint Fire Control Officers, the Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers in accordance with s48 of the Bush Fires Act 1954).
3. Approve Fire Hazard Reduction by Burning Applications (includes Authority to endorse applications submitted for hazard reduction by burning on any land in the district, at the request of the owner or occupier of the land).
4. Give Notice to Install Firebreaks around Properties (includes Authority to take measures for preventing a bush fire, including requiring firebreaks (fire access tracks) around properties).
5. Prosecute and Serve Infringement Notices (Consider allegations and issue infringement notices committed against the Bush Fires Act 1954).
6. Vary Prohibited and Restricted Burning Times. (including Authority to Vary Prohibited Burning Times, in accordance with s17(7) and (8), of the Bush Fires Act 1954: shortening, extending, suspending or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times).

Condition of Delegation:

- (a) Issue direction to a registered Bush Fire Brigade: Having reasonably sought information prior to issuing directions and so satisfying themselves that direction is needed.
- (b) Prior to persons appointed as Rangers instigating proceedings in a Court of Competent jurisdiction the section Manager is to be consulted.
- (c) Appointed persons must be qualified in accordance with DFES prescribed qualifications.
- (d) The Chief Bush Fire Control Officer and Deputy Bush Fire Control Officers who shall be first, second in seniority of those officer, and subject thereto may determine the respective seniority of the other Bush Fire Control Officers appointed.
- (e) Appointments must be published in a newspaper circulating in the district and Government Gazette.
- (f) Approve Fire Hazard Reduction by Burning Applications: DFES and DPaW must be consulted.
- (g) Give Notice to Install Firebreaks Around Properties: Prevention measure and fire breaks (fire access tracks) are to be in accordance with the City of Albany Fire Management Requirements Notice (s33 of the Bush Fires Act 1954).
- (h) Vary Prohibited and Restricted Burning Times: The Officer in charge of the regional offices of the Department of Parks & Wildlife (DPaW) and Department of Fire and Emergency Services (DFES) are to be consulted before the authority under this delegation is exercised.
- (i) A notice signed by the CEO is to be published in accordance with the Act for all variations.

2016:029 (continued)

Legislative or Policy Reference:

- **Bush Fires Act 1954:** s17 (Prohibited burning times may be declared by Minister)(7)(8)(10), s18 (Restricted burning times may be declared by FES commissioner)(5)(a), s33 (Local government may require occupier of land to plough or clear fire-break) (6), s38 (Local government may appoint bush fire control officer) s48 (Delegation by local governments)(1), s59 (Prosecution of offences)(3), s59A (Alternative procedure — infringement notices)(2)
- **Fire & Emergency Services Act 1998:** Part 3, s12 (2)(e)(f)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services (Exempt 2)
 - Community Emergency Services Manager (CESM) (Exempt 2 & 5)
 - Team Leader Ranger Services (4 & 5 only)
 - Rangers (4 & 5 only)
- Chief Bush Fire Control Officer (1 only)
- Deputy Chief Bush Fire Control Officer (1 only)

2016:030 - CONTROL OF VEHICLES & CAMPING ON PUBLIC LAND

Delegated Power: Council designates the following positions to issue notices and enforce the Caravan Parks and Camping Grounds Act 1995, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Team Leader Ranger Services, Rangers

Power to:

1. Enforce the Control of Vehicles (Off Road Areas) Act 1978:
 - a. s6(1) Driving or use of off-road vehicle in area other than private land by consent or permitted area;
 - b. s6(2) Driving or use of vehicle in prohibited area;
 - c. s6(4)a. Using or driving an off-road vehicle in a manner which creates or causes undue or excessive noise;
 - d. s6(4)b. Using or driving off-road vehicle not fitted with an efficient silencing device;
 - e. s7(2) Failure to register vehicle or driving or use of unregistered vehicle;
 - f. s10 Knowingly permitting under-age person to be in charge of vehicle;
 - g. s19(3) Destroying, etc., notice or mark identifying permitted or prohibited area;
 - h. s37(8) Illegal removal of infringement notice from vehicle;
 - i. s38(10) Use of vehicle contrary to prohibition of use notice;
 - j. s38(10) Removal, damage or obliteration of or to prohibition of use notice attached to vehicle.
2. Declare that a vehicle is an abandoned vehicle wreck under s3.40A(4) of the Local Government Act 1995.

Notes:

- i. Appointment of Designated Officers: The Caravan Parks and Camping Grounds Act 1995 does not contain a head of power to delegate the appointment of authorised persons to the CEO.
- ii. Designated officers are empowered to sign documents, enter and inspect a facility, caravan or camp, issue and withdraw notices, extend the payment date for modified penalties, and initiate appropriate legal action on behalf of the City of Albany when a breach of the Caravan Parks and Camping Grounds Act 1995 and related legislation warrants such action.

Condition of Delegation:

- (a) The power to prosecute any person is only exercised by agreement of the Executive Director Development Services or Manager Ranger & Emergency Services.
- (b) A withdrawal notice shall be signed by a person appointed in writing to withdraw infringement notices by the public authority.
- (c) The person who issues an infringement under s23(2) must not withdraw the infringement under s23(7).

Legislative or Policy Reference:

- **Control of Vehicles (Off-Road Areas) Act 1978:** s5 (Local government's functions) (1)(5), s38 (Authorised officers, who are, functions of etc.), Caravan Parks & Camping Grounds Act 1995: s17 (Appointment of authorised person), s18 (Powers of entry), s22 (Legal proceedings to be taken by authorised person), s23 (Infringement notices)
- **Local Government Act 1995:** s3.40A (Abandoned vehicle wreck may be taken) (4).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services
 - Team Leader Ranger Services
 - Rangers

2016:031 - ANIMAL CONTROL

(Cats & Dogs, Stock)

Delegated Power: Council designates the following positions to administer enforce the Cat Act 2011, Dog Act 1978 and Local Government (Miscellaneous Provisions) Act 1960, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Ranger & Emergency Services, Team Leader Ranger Services, All Rangers, Customer Service Officers

Power to:

1. Register, seize, detain and dispose a dog or cat.
2. Register a dog or cat.
3. Declare a Dog Dangerous in accordance with s33E and s33F of the Dog Act 1976.
4. Consent for a Dog to be destroyed in accordance with s33G of the Dog Act 1976.
5. Impound Stock, Dispose Sick or Injured Impounded Animals, Remove and Impound
6. Goods (including Animals) under the Local Government (Miscellaneous Provisions) Act 1960.
7. Appoint persons, establish and operate cat management facilities under the Cat Act 2011.
8. Appoint persons, establish and operate dog management facilities under s11 the Dog Act 1976.
9. Establish public pounds under the Local Government (Miscellaneous Provisions) Act 1960.

Note: For the purpose of Part XX of the Local Government (Miscellaneous Provisions) Act 1960, a local government is to be regarded as the owner and occupier of streets, ways, reserves, bridges, ferries, foreshores, jetties, wharves, other public places, and unenclosed land abutting them within its district.

Condition of Delegation:

- (a) Withdrawal of an Infringement Notice can only to be approved by the Chief Executive Officer, Executive Director Corporate Services, Executive Director Development Services or the Manager Ranger & Emergency Services.
- (b) Authorisation under the Dog Act 1976 must be from Council.
- (c) Gazettal of appointment is required.

Legislative or Policy Reference:

- **Cat Act 2011:** s42 (Administration by local governments), s44 (Delegation by local government), s45 (Delegation by CEO of local government), s48 (Authorised persons)
- **Cat Regulations 2012:** r.30 (Modified penalties (s. 63(2)))
- **Cat (Uniform Local Provisions) Regulations 2013:** r.3 (These regulations operate as local laws)
- **Dog Act 1976:** s10AA (Delegation of local government powers and duties), s11 (Staff and services), s29 (Power to seize dogs) (1), s30A (Operator of dog management facility may have dog micro chipped at owner's expense), s33E (Individual dog may be declared to be dangerous dog (declared))* , s33G (Seizure and destruction), s48 (Regulations to operate as local laws)
- **Dog Regulations 2013:** r.33 (Modified penalties for offences under the principal Act), r.36 (Dog Regulations 1976 repealed)
- **Local Government Act 1995:** s3.39 (Power to remove and impound), s3.48 (Impounding expenses, recovery of),
- **Local Government (Miscellaneous Provisions) Act 1960:** r.449 (Pounds, establishing; pound keepers and rangers, appointing)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Ranger & Emergency Services (Exempt 3)
 - Team Leader Ranger Services (Exempt 3)
 - Rangers (1, 2, 5 & 7 only)
 - Customer Service Officers (2 only)

Emergency Management Act 2005, Bush Fire Act 1954

Fire & Emergency Services Act 1998

2016:032 - EMERGENCY MANAGEMENT

(Administer & Compliance)

Delegated Power: Council designates the following positions to administer and enforce the Emergency Management Act 2005, Bush Fire Act 1954, and Fire & Emergency Services Act 1998, subject to conditions:

Chief Executive Officer, Executive Directors, Manager Ranger & Emergency Services
Community Emergency Services Manager - CESM , Emergency Management Team Leader

Power to:

1. Authorise persons under the Emergency Management Act 2005.
2. Authorise persons to perform all powers and duties relating to Emergency Management under s48 of the Bush Fires Act 1954 relating to emergency management of fire and the operational and strategic preparedness to manage such emergencies.
3. Assist Emergency Services & engage contractors.

Notes: Under section 36 of the Emergency Management Act 2005 it is a function of local government to:

- (i) Subject to this act, to ensure that effective emergency management arrangements are prepared and maintained for its district;*
- (ii) To manage recovery following an emergency affecting the community in its district; and*
- (iii) To perform other functions given to the local government under this Act to have Local Emergency Arrangements.*

Condition of Delegation:

- (a) If potential engagement cost exceeds allocated budget, the designated officer as soon as reasonably possible is to contact with the Chief Executive Officer before engaging private contractors or incurring any expenses.
- (b) Excludes powers and duties that are prescribed in the Act that must be appointed by the local government.

Legislative or Policy Reference:

- **Emergency Management Act 2005:** s36 (Functions of Local Government), s37 (Local emergency coordinators), s38 (Local emergency management committees) and s39 (Functions of local emergency management committees)
- **Fire & Emergency Services Act 1998:** Part 3, s12 (2)(e)(f)

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Manager Community Services
- Executive Director Corporate Services
- Executive Director Works & Services
- Executive Director Development Services
 - Manager Ranger & Emergency Services
 - Community Emergency Services Manager (CESM)
 - Emergency Management Team Leader

Local Government Act 1995, Food Act 2008, Health Act 1911, Litter Act 1979

2016:033 - PUBLIC HEALTH

(Administer & Compliance)

Delegated Power: Council designates the following positions to administer and enforce the Local Government Act 1995, Food Act 2008, Health Act 1911, Litter Act 1979, subject to conditions:

- (a) The Executive Director Development Services, responsible for authorised officers, to be a 'Designated Officer' to extend and revoke 'infringement notices' under the provisions of s126(6)&(7) of the Food Act 2008 and instigate prosecutions under the Food Act 2008;
- (b) The Chief Executive Officer as the 'Designated Officer' to receive payment from 'infringement notices' under the provisions of s126(3)&(13);
- (c) The City's Manager Environmental Health as a 'Designated Officer' for the purposes of issuing 'infringement notices' under the provisions of s126(2)&(3) of the Food Act 2008;
- (d) The City's Environmental Health Officers as 'Authorised Officers' for the purposes of The Food Act 2008, under the provisions of s38 and s122b. of the Act;

Power to:

Food Act 2008 and Health Act 1911:

1. Appoint authorised persons, to Issue Infringement Notices, Initiate Prosecutions, Designate Environmental Health Officers, Issue Certificates of Authorisation, Withdrawal and Extend Infringements under the Food Act 2008 and Health Act 1911.
2. Designated Officer to issue 'prohibition notices';
3. Litter Act 1979.
4. Enforce the Litter Act 1979 and withdrawal infringements issued under s30(4) of the Litter Act 1979, being:
 - a. s23 Littering — cigarette butt;
 - b. s23 Littering — any other litter;
 - c. s24 Breaking glass, metal or earthenware;
 - d. s24A(1) Bill posting;
 - e. s24A(2) Bill posting on a vehicle;
 - f. r.6 Deposit of domestic or commercial waste in a public litter receptacle; and
 - g. r.8 Transporting load inadequately secured.

Notes:

- (i) *For the purposes of the Litter Act 1979 an authorised officer is:*
 - *any member of the Police Force;*
 - *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to a person by the appointment; within the district of a local government, any person who is:*
 - *a member of the council of the local government;*
 - *an employee of the local government; or*
 - *an honorary inspector appointed by the local government under s27AA;*
- (ii) *An infringement notice may, whether or not the prescribed penalty has been paid, be withdrawn, at any time within 28 days after the service of the notice, by the sending of a notice, in the prescribed form, to the alleged offender at his last known place of residence or business, advising the alleged offender that the infringement notice has been withdrawn, and, in that event, the amount of any prescribed penalty that has been paid shall be refunded.*
- (iii) *For the purpose of the Food Act 2008 and Food Regulations 2009, Council is exercising its power of delegation under Section 122.*

Condition of Delegation: A person who is authorised to give infringement notices is not eligible to be an authorised person for the purposes of withdrawal.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, Subdivision 1 — Miscellaneous provisions about enforcement, s9.10 (Appointment of authorised persons) (1)
- **Food Act 2008:** s122(1)(a) - Designated Non Environmental Health Officers, s122(3) - Maintain the Register of Authorised Officers, s123(1) - Issue Certificates of Authority to Authorised Officers, and s126(3) - Payment of Infringement Notices
- **Food Regulations 2009:** r.5 (Appropriate enforcement agency: local government- s.8)
- **Health Act 1911:** s26 (Powers of local government), s28 (Appointments to be approved)
- **Litter Act 1979:** s26 (Authorised officers, appointment and jurisdiction of etc.) (1)(c), s27 (Authorised officers, powers of); s27AA (Honorary inspectors, appointment of), s30 (Infringement notices)
- **Litter Regulations 1981:** r.6 Deposit of domestic or commercial waste in a public litter receptacle; and r.8 Transporting load inadequately secured.

Local Laws: Health Local Laws 2001, Health (Eating-Houses and Itinerant Food Vendors) Local Laws 2001.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer (All), function (b) as designated.
- Executive Director Development Services (All), function (a) as designated.
 - Manager Ranger & Emergency Services (3 only)
 - Team Leader Ranger Services (3 only)
 - Rangers (3 only)
 - Manager Environmental Health (3), function (c) as designated, only.
 - Environmental Health Officers (3), function (d) as designated, only.

Environmental Protection Act 1986
2016:034 - ILLEGAL DUMPING AND NOISE

Delegated Power: Council designates the following positions to administer and enforce the Environmental Protection Act 1986 in accordance with the conditions specified:

Chief Executive Officer, Executive Director Development Services, Manager Environmental Health, Environmental Health Officers, Manager Ranger & Emergency Services, Team Leader Ranger Services, All Rangers, Executive Director Works & Services, Manager City Reserves

Power to:

1. Exercise the powers and discharge the duties of the local government under the Environmental Protection Act 1986:
 - a. s79 (Noise); and
 - b. s49A (Dumping Waste).
2. Authorise persons to administer any or all of the above functions.

Notes:

- (i) *A prosecution for an offence under section 79 (Noise) may be instituted by a police officer, or the Chief Executive Officer of a local government, acting with the consent of the CEO of the Department of Environment Regulation.*
- (ii) *The delegated power (authorisation) under section 49A (dumping waste) must be delegated from the CEO of the Department of Environment Regulation and the hold the prescribed authority card.*
- (iii) *Delegation 52 (19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;*
- (iv) *Delegation 112 (20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations; and c. Delegation 119 (16 May 2014) - local government CEO and Environmental Health Officers have powers in relation to noise management plans for construction work on construction sites under noise regulation 13.*
- (v) *Authorisation must be endorsed by CEO of Department of Environment.*
- (vi) *Barking dogs are administered under the Dog Act 1976.*

Condition of Delegation: Nil.

Legislative or Policy Reference:

- **Environmental Protection Act 1986:** s20. (Delegation by CEO), s65. (Environmental protection notices, issue and effect of)
- **Environmental Protection (Noise) Regulations 1997**
- **Environmental Protection Regulations 1987**

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Environmental Health (Exempt 2)
 - Environmental Health Officers (Exempt 2)
 - Manager Ranger & Emergency Services (1b only)
 - Team Leader Ranger Services (1b only)
 - Rangers (1b only)
- Executive Director Works & Services (1b only)
 - Manager City Reserves (1b only)

Land Administration Act 1997

2016:035 - CROWN RESERVES, STREET NAMES

Delegated Power: Council designates the following positions to administer and enforce the Land Administration Act 1997, subject to conditions:

Chief Executive Officer, Executive Director Corporate Services , Senior Land Officer, Executive Director Development Services, Land Officer, Executive Director Works & Services and Manager City Reserves.

Power to:

1. Process requests related to Crown Reserves, pursuant to s3.54 of the Local Government Act 1995 and Part 4 of the Land Administration Act 1997.
2. Comment on requests to lease Crown land, where the State manages the lease, pursuant to Part 6 of the Land Administration Act 1997.
3. Forward recommendations of street names to the Geographic Names Committee, Western Australia, under s26A of the Land Administration Act 1997.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Process requests related to Crown Reserves (1) Authority to process matters relating to Crown Reserves, as follows:
 - (i) Requests to the Minister for Lands to create a new reserve or transfer Crown land from one form to another (i.e. road reserve to Crown reserve; excision of road reserve from Crown reserve etc.);
 - (ii) Change of purpose of a Crown reserve;
 - (iii) Changes to reserve boundaries;
 - (iv) Acceptance of a management order, where the City is currently managing the land or can do so within existing operational budgets; and
 - (v) Requests to lease Crown land, where no structure will be built (i.e. leases managed by the State, pastoral leases etc).
- (b) Comment on requests to lease Crown Land (2) Compliance with the following documents is necessary:
 - (i) Local Planning Scheme & Strategies;
 - (ii) Adopted Asset Management Plans (Roads; Reserves: Natural and Developed; Drainage); and
 - (iii) City of Albany Bushfire Strategy.
- (c) The revocation of a management order of an existing City managed reserve or cancellation of an existing Crown reserve shall be considered by Council.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.54 (Reserves under control of a local government)
- **Land Administration Act 1997:** Part 2 — General administration, Division 3 – General, s26A (New subdivisions, names of roads and areas in), Part 4 — Reserves, Part 6 — Sales, leases, licences, etc. Of Crown land

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
 - Senior Land Officer (1 only)
- Executive Director Development Services
 - Manager Planning Services (1, 2 & 3 only)
 - Manager Building and Engineering Services (1 only)
 - Land Officer (1 only)
- Executive Director Works & Services
 - Manager City Reserves (1 only)

Land Administration Act 1997

2016:036 - LAND RESUMPTION, ROADS, DRAINAGE, FOOTPATHS, ROAD DEDICATIONS & CLOSURES**Delegated Power:** Power to:

2. Obtain land for the City's infrastructure (roads, drainage, footpaths etc).
3. Road dedications and closures: Action requests to the Minister for Lands to dedicate land as a road and indemnify the Minister against any claims for compensation;
4. Initiate the public advertising period for the closure of road reserves.
5. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Obtain land for the City's infrastructure (1):
 - (i) All land taking to be based on sound engineering principles, taking into account existing and future road and drainage systems;
 - (ii) Compensation for the resumption of private land shall be based initially on an independent valuation obtained from a licensed valuer;
 - (iii) Compensation to a maximum of \$100,000 dollars and within the confines of relevant budget allowances may be negotiated without referral to Council;
 - (iv) Landowners are to enter into Consent to Taking by Agreement for the land to be resumed and agreeing to the compensation amount and any other special conditions;
 - (v) No payment of compensation is to be paid for the land resumption until a caveat has been placed on title registering the City's interest or the final deposited plan is lodged in order for dealings.
- (b) Road dedications and closures (2):
 - (i) Requests to dedicate land as a road reserve shall comply with the following conditions:
 - Land is being used as part of an existing road or right of way; and
 - Land is to be acquired for road widening as part of a land resumption process.
 - (ii) Initiation of the public advertising for road closure shall only be actioned where it is identified that the road or right of way is surplus to current requirements and is not required as part of the future planning and development of an area.
 - (iii) Council to make the final decision on a road closure request following the advertising period, irrespective of whether submissions have been received.

Legislative or Policy Reference:

- **Land Administration Act 1997:** Part 5 — Roads, Part 9 — Compulsory acquisition of interests in land, Part 10 — Compensation.

Reporting Requirement: Report to file.**Designated Persons:**

- Chief Executive Officer
- Executive Director Corporate Services
- Executive Director Development Services
 - Manager Building and Engineering Services (3 & 4 only)
 - Land Officer (3 & 4 only)

Dangerous Goods Safety Act 2004

2016:037 - BLASTING IN TOWN SITE AND FIRE WORKS

Delegated Power: Council designates the following positions to administer and discharge the City of Albany duties under the Dangerous Goods Safety Act 2004, subject to conditions:

Chief Executive Officer and Executive Director Development Services

Power to:

1. Grant permission of the local government to allow blasting within a town site in accordance with the Dangerous Goods Safety (Explosives) Regulations 2007, Part 12, Division 4.
2. Approve a Fire Works Application.
3. Authorise persons to administer any or all of the above functions.

Note: In accordance with section 131 of the Dangerous Goods Safety (Explosive) Regulations 2007, a person who wishes to use an explosive in a town site to blast rock or similar solid material, must obtain a written permit to do so from the local authority.

Condition of Delegation:

- (a) Consultation must be conducted with DFES (FRS district) and the Chief Bush Fire Control Officer (All other areas in municipality), prior to any approval being given.
- (b) The fireworks notice must be in an approved form and contain the following information:
 - (i) the details of the fireworks operator licence that the person holds;
 - (ii) the required details of the firework that will be used;
 - (iii) the date and time when the firework will be used;
 - (iv) where the firework will be used;
 - (v) the purpose of using the firework; and
 - (vi) must be a licensed operator.
- (c) In accordance with r.131 (6), on receipt of an application for blasting operations within a town site, the local authority may:
 - (i) Issue a notice that prohibits the explosion;
 - (ii) Issue a permit for the explosion; or
 - (iii) Issue a permit for the explosion that contains reasonable conditions to ensure the safety of people and or property, to ensure such people are notified of the proposed explosion and to reduce the potential disturbance.
- (d) Regulation 131(7) states that a local government shall not grant a permit unless it is satisfied that public risk insurance is in place of at least \$5,000,000 or such higher amount as the local government decides is reasonable.

Legislative or Policy Reference:

- **Dangerous Goods Safety Act 2004**
- **Dangerous Goods Safety (Explosives) Regulations 2007:** Part 12 — Use of explosives other than fireworks, Division 4 — Using explosives to blast, damage, destroy or demolish, r131 (Blasting in town site, permit required for), Part 13 — Use of fireworks, Division 4 — Fireworks events, r139 (Using certain fireworks outdoors other than at fireworks events).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services (1 & 2 only)

Liquor Control Act 1988

2016:038 - LIQUOR LICENSING AND CONTROL

Delegated Power: Council designates the following positions to administer and discharge the City of Albany's duties under the Liquor Control Act 1988 in accordance with the conditions specified:

Chief Executive Officer, Executive Director Development Services, Manager Planning Services and Manager Environmental Health.

Power to:

1. Enforce all local authority responsibilities under the Liquor Licensing Act 1988 and Liquor Control Act 1988 pursuant to s39 and s40 of the Liquor Control Act 1988;
2. Issue a s39 certificate; and
3. Issue a s40 certificate.

Note: The Liquor Control Act 1988 does not contain a head of power to delegate the appointment of authorised persons to the CEO.

Condition of Delegation:

Enforcement (1) subject to compliance with the Local Planning Scheme (LPS1).

Legislative or Policy Reference:

- **Liquor Licensing Act 1988**
- **Liquor Control Act 1988:** s39 (Certificate of local government as to whether premises comply with laws) and s40 (Certificate of planning authority as to whether use of premises complies with planning laws).

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager Planning Services (3 only)
 - Manager Environmental Health (1 & 2 only)

2016:039 - DEVELOPMENT CONTROL, COMPLIANCE, LEGAL ACTION**Delegated Power:** Power to:

1. Deal with unauthorised development. Give written direction regarding unauthorised development and remove or alter unauthorised development pursuant to s214 and s215 of the Planning & Development Act 2005.
2. Deal with development control, enforcement and legal action (including appeals and SAT matters).
3. Exercise discretion and to approve and apply conditions to planning applications and building licences under the City's Local Planning Scheme (LPS1), Residential Design Codes and Building Code of Australia;
4. Authorise persons to enter premises under the Local Planning Scheme (LPS1);
5. Implement enforcement and legal proceeding matters under the Planning and Development Act 2005, Part 13;
6. Implement matters delegated to the City of Albany under the Planning and Development Act 2005;
7. Exercise discretion when issuing, withdrawing, amending notices and requisitions pursuant to Part 13 of the Planning and Development Act 2005 and the provisions the City's Local Planning Scheme;
8. Exercise discretion and to respond to appeals lodged with the State Administrative Tribunal (SAT) for:
 - a. The determination of planning application appeals under Part 14 of the Planning and Development Act 2005, and the City's Local Planning Scheme (LPS1);
 - b. The determination of building application appeals;
 - c. The determination of 'without prejudice' conditions;
 - d. Prosecute under the Planning and Development Act 2005, Part 13;
 - e. Make recommendations for appointment of consultants/legal representatives for SAT Matters; and
 - f. Mediate matters before the State Administrative Tribunal (SAT).
9. Take action for departure from the requirements and provisions of the City's Local Planning Scheme (LPS1), including the Planning and Development Act 2005, Part 13.
10. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Development Control, Enforcement and Legal Action (including Appeals and SAT Matters):
 - The Executive Director Development Services shall sign any Prosecution Notices;
 - Quotations are to be obtained and a recommendation is to be provided to the CEO for approval of consultants for all matters which are appealed to the SAT;
- (b) "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination;
- (c) Representation is only exercised after consultation with the Executive Director Development Services (or in his/her absence), the approval of the CEO.
- (d) Any third party action against the City must be reported to the City's insurer.

Legislative or Policy Reference:

- **Planning & Development Act 2005:** Part 13 — Enforcement and legal proceedings, s214 (Illegal development, responsible authority's powers as to), s215 (Illegal development, responsible authority's powers to remove etc.), Part 14 — Applications for review

2016:039 (continued)

Policy Position: Local Planning Scheme (LPS1).

Reporting Requirement: Report to file. *Note: "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination.*

Designated Persons:

- Chief Executive Officer
- Executive Director Development Services
 - Manager of Planning Services (1, 2, 3 & 8c, 8f only)
 - Senior Planning Officer Statutory Planning & Compliance (1, 2, 3, 8c & 8f only)
 - Manager Building and Engineering Services (1, 2, 8b & 8c only)
 - Coordinator Building Services (1 & 2, & 8b only)
 - Development Compliance Officer ((1, 2 & 8b only)

2016:040 - PLANNING & DEVELOPMENT ACT 2005*(Administration and Appointment of Authorised Persons)*

Delegated Power: Council designates the following positions to administer and enforce the Planning and Development Act 2005, subject to conditions:

Chief Executive Officer, Executive Director Development Services, Manager Planning Services

Power to:

1. Approve or Refuse Local Development Plans (LDPs) after appropriate consultation and where it is unlikely to have an adverse impact on the local area;
2. Appoint persons to administer the Planning and Development Act 2005;
3. Pursuant to s234 of the Planning and Development Act 2005, appoint designated persons to enforce the following sections:
 - a. 228 (Giving of infringement notice)
 - b. 229 (Content of infringement notice)
 - c. 230 (Extension of time)
 - d. 231 (Withdrawal of infringement notice)
4. Approve and decline development applications under the City's Local Planning Scheme (LPS1).
5. Approve development applications with minor variation to Policies and Guidelines.
6. Determine whether to vary a Planning Scheme policy, guideline or provision and/or grant approval with or without conditions.

Condition of Delegation:

- (a) **Local Development Plans (LDPs) (1).** This delegation is limited to the Executive Director Development Services or CEO. If utilised Council is to be advised;
- (b) **Appoint Persons (2).** Appointed persons must be:
 - a. Approved by the Executive Director Development Services and/or Manager Planning Services;
 - b. Based on experience and qualifications held; and
 - c. Are to be in writing and filed on the appropriate record and the person's personal record.
- (c) **Appointment of designated officers to enforce (2)** The Executive Director Development Services is to approve any legal action and sign any Requirements Prosecution Notices;
- (d) **Approve and decline development applications (3)** Planning Infringement Notices Planning and Development Act 2005, sections: s228, s229, s230 or s231:
 - **Level 1** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time), and s231 (Withdrawal of infringement notice);
 - **Level 2 & 3** – s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time);

Designated level assigned to position:

- **Level 1**– Executive Director Development Services, Manager Planning Services
 - **Level 2 & 3** – Senior Project Planner, Senior Planning Officer, Senior Planning Officer - Statutory Planning & Compliance, **Planning Officers.**
- (e) **Approval of development applications with minor variations (4).** Approval of development applications with minor variation to Policies and Guidelines are to be determined by the Executive Director Development Services after adjacent landowners, ward Councillors, and in some matters the community generally have been consulted and the concerns raised have been “adequately addressed” in the following ways:
- Where no submissions were received the application can be determined on its merits;
 - Where Submissions objecting or seeking changes to the proposal were lodged, but were non-substantive, and subject to further liaison with the person(s) who lodged the submission prior to determining the application the Executive Director Development Services shall determine if it warrants Council's consideration;

- Where Submissions were lodged with substantive arguments against the proposal then the Executive Director Development Services may refuse the application or refer the application to Council for determination.

Legislative or Policy Reference:

- **Planning and Development Act 2005:** s234 (Designated persons, appointment of)
- **Local Government Act 1995:** s5.42 (Delegation of some powers and duties to CEO), s9.10(Appointment of authorised persons) (1)

Policy Position: Local Planning Scheme (LPS1)

Reporting Requirement: Report to file and Council monthly.

Designated Persons:

- **Chief Executive Officer**
- **Level 1** - Development application up to prescribed amount that requires referral to the Development Assessment Panel (DAP), includes authority to refuse an application, approve non-conforming land use, permit a change in land use, and approve commercial and residential applications.
 - **Executive Director Development Services**
 - **Manager Planning Services**
- **Level 2** - Development applications limited to \$1.5 million, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Senior Planning Officers**
- **Level 3** - Development applications limited to \$1 million, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Planning Officers**
- **Level 4** - Development applications limited to \$750 thousand, approve commercial and residential applications, permit a change in land use, excludes Authority to: refuse an application; and approve non-conforming land use.
 - **Designated Planning Officers**
 - **Designated Planning Technical Officer**
- **Level 5** - Development application limited to \$500 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
 - **Designated Planning Technical Officers**
- **Level 6** - Development application limited to \$350 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.
 - **Designated Planning Technical Officers**

Delegated Power: Power to:

1. Serve notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, the Local Government (Uniform Local Provisions) Regulations 1996,r.21 and Local Government Act 1995, s3.25(1)b. .
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Persons being local government employees.
- (b) Each person so authorised is to be issued with a certificate stating that the person is so authorised.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Division 3 — Executive functions of local governments, s3.24 (Authorising persons under this Subdivision), s3.25 (Notices requiring certain things to be done by owner or occupier of land)(1)(b); Part 9 — Miscellaneous provisions, Division 2 — Enforcement and legal proceedings, s9.10 (Appointment of authorised persons)
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.21 (Wind erosion and sand drifts — Sch. 9.1 cl. 12)

Local Law: Sand Drift Prevention and Abatement Local Law 2009.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering (1 only)
 - Manager City Operations (1 only)
- Executive Director Development Services
 - Manager Building and Engineering Services (1 only)
 - Development Compliance Officer (1 only)
 - Manager Environmental Health (1 only)
 - Environmental Health Officers (1 only)
 - Environmental Health Technicians (1 only)

Local Government Act 1995

2016:042 - ACTIVITIES ON PUBLIC LAND

(Close Thoroughfares, Road Reserves, Footpaths, Tracks, Right-of-Way, Alternations & Additions to City Premises)

Delegated Power: Power to:

1. Stop and mitigate dangerous excavation in or near public thoroughfares (i.e. Roads, Paths, and Tracks).
2. Exercise additional powers when giving a notice under s3.25 of the Act (specifically Schedule 3.1).
3. Obstructing or encroaching on public thoroughfare; Gates and other devices across public thoroughfares; Dangerous excavation in or near public thoroughfare; Constructing private works on, over, or under public places, etc)
4. Approve Private Works On, Over Or Under Public Places Close a thoroughfare, wholly or partially (period not exceeding four weeks)
5. Closing Certain Thoroughfares to Vehicles (period exceeding 4 Weeks)
6. Partial Closure of Thoroughfare for Repairs and Maintenance (i.e. Roads, Paths, Tracks)
7. Authorise the encroachment of a public thoroughfare.
8. Obstruct a Public Thoroughfare (i.e. Roads, Paths, Tracks)
9. Provide a gate or other device across a public thoroughfare or serve a Notice to Request the owner or occupier to repair a gate or fence.
10. Serves Notices and take action for offences relating to the protection of thoroughfares from water damage (i.e. Roads, Paths, Tracks).
11. Serve notices and take action to prevent damage to footpaths.
12. Issue a licence to deposit material on street.
13. Determine materials to be used in the road reserve (grant approval for the type and standard of material to be used in structures, including footpaths and road pavements, within the road reserve).
14. Grant permission to a person to alter, obstruct, or interfere with, any watercourse, drain, tunnel, or bridge that is local government property.
15. Approve the construction of a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, the Local Government (Uniform Local Provisions) Regulations 1996, Regulation 12(1).
16. Manage Rights-of-Way, including paving, drainage and placement and/or removal of obstructions.
17. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Nil.**Legislative or Policy Reference:**

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land), s3.26 (Additional powers when notices given), s3.50A (Partial closure of thoroughfare for repairs or maintenance), s3.50 (Closing certain thoroughfares to vehicles) - (1a) (4) (6), s3.54 (Reserves under control of a local government), Schedule 3.1 - Powers under notices
- **Local Government (Financial Management) Regulations 1996:** r.5 (CEO's duties as to financial management)
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.6 (Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)), r.7 (Encroaching on public thoroughfare — Sch. 9.1 cl. 3(2)); r.8 (Separating land from public thoroughfare — Sch. 9.1 cl. 4), r.11 (Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6), r.12 (Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)), r.14 (Role of Commissioner of Main Roads in some cases — Sch. 9.1 cl. 7(2)), r.17 (Private works on, over, or under public places — Sch. 9.1 cl. 8), r.18 (Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9), r.19 (Protection of thoroughfares from water damage — Sch. 9.1 cl. 10)

2016:042 (continued)

Local Laws: Local Government Property Local Law 2011 and Activities on Thoroughfares and Public Place and Trading Local Law 2011.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Corporate Services
- Executive Director Works & Services
 - Manager City Engineering (Exempt 2, 15 & 16)
 - Manager City Operations (Exempt 2, 15 & 16)
 - Manager City Reserves (4, 5, 6, 8, 9 & 13 only)
- Executive Director Development Services
 - Manager Ranger & Emergency Services (4 & 8 only)
 - Manager Building and Engineering Services (2,3,4 & 11 only)
 - Development Compliance Officer (2,3,4 & 11 only)
 - Manager Planning Services (2,3,4 & 11 only)
 - Senior Planning Officer - Statutory Planning & Compliance (2,3,4 & 11 only)

2016:043 - APPROVE PUBLIC WORKS, STREET LIGHTING, VERGE DEVELOPMENT

Delegated Power: Power to:

1. Grant approval and impose conditions for works to be undertaken in the street by other authorities, private organisations or individuals, including the approval of applications to protect verges.
2. Serve notices on persons/ proprietors of premises who have conducted works in a street without Council's permission.
3. Upgrade Existing Street Lights and Underground Power:
 - a. Assess street lighting requests and designs, in relation to the functional road hierarchy, throughout the municipality;
 - b. Approve the installation of additional or higher rated lamps for street light upgrading if considered appropriate;
 - c. Approve the issuing of works orders to Western Power for the undergrounding or other modifications to power supplies;
 - d. Approve the upgrading of street lighting; and
 - e. Approve the consequential increased tariff, associated with approved Council projects.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

(a) Grant approval and impose conditions (1):

- That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree.
- The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined.
- If there are objections to the proposal, it be referred to the Council for determination.

(b) Serve notices (2): Chief Executive Officer to sign any Notices.

(c) Existing street lights and underground power (3): That the works are associated with projects that has obtained the approval of the Council as necessary and is within the approved budget allocation.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 - Functions of local government, Schedule 9.1 - Certain matter for which Governor may make regulations, Clause 8 (Private works on, over, or under public places)

Local Laws: Local Government Property Local Law 2011, Activities on Thoroughfares and Public Place and Trading Local Law 2011

Policy Positions: Council Policy: Memorial Plaque and Seat Policy & City Guideline: Verge Development Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering (1, 2 & 4 only)
 - Manager City Operations (1 & 2 only)
- Executive Director Development Services
 - Manager Building and Engineering Services (1 only)
 - Development Compliance Officer (1 only)

Local Government Act 1995

2016:044 - PARKING, TRAFFIC MANAGEMENT, BUS SHELTERS & SEATS
(Amendments to Parking Schemes)

Delegated Power: Power to:

1. Approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations, ACROD bays and the designation of visitor and authorised vehicle parking.
2. Investigate and develop traffic management treatment proposals and Local Area Traffic Management Scheme proposals in order to identify and address traffic related issues.
3. Locate bus shelters and seats.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) **Traffic management treatment** (2) During the course of investigation contact to be made with the residents/residential groups, as appropriate, to:
- identify problems and issues;
 - establish objects of traffic management and develop plans of alternative treatments;
 - evaluate alternative treatments and refine selected plan;
 - All alternative routes with regard to road construction or re-construction shall be investigated as part of the design process;
 - The selected plan with the proposed traffic treatment to then be presented to the Council for approval.
- (b) Where it is only necessary to consider remedial action, the Council's approval is not required.
- (c) **Bus shelters and seats** (3): Consultation must be conducted with local residents and Bus Operators, taking into consideration:
- adjacent land use(s);
 - type and number of existing and likely future patrons;
 - the number of and areas served by the bus routes;
 - frequency of bus services; and
 - the above is inserted as a condition of approval.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 - Functions of local government, Schedule 9.1 - Certain matter for which Governor may make regulations, Clause 1 (Parking for the disabled), Clause 2 (Disturbing local government land or anything on it)

Local Law: Parking and Parking Facilities Amendment Local Law 2012.

Policy Position: City of Albany Local Parking Schemes.

Reporting Requirement: Report to file. *Note: The traffic management treatment plan to be presented to Council for approval.*

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering
 - Senior Civil Engineering Officer - Roads (2 only)

Local Government Act 1995

2016:045 - PUBLIC UTILITY SERVICE WORK ORDERS

(Approve Disturbance of Public Land)

Delegated Power: Power to:

1. Interfere with soil or take anything from local government land in accordance with the Local Government (Uniform Local Provisions) Regulations 1996 and s3.25(1)b. of the Act.
2. Approve and issue works orders to public utility service authorities for service modifications or upgrading associated approved projects.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Compliance with City Guideline: Environmental Code of Conduct Guidelines.

Legislative or Policy Reference:

- **Local Government Act 1995:** s3.25 (Notices requiring certain things to be done by owner or occupier of land) (1)(b), Schedule 3.1 - Powers under notices to owners or occupiers of land
- **Local Government (Uniform Local Provisions) Regulations 1996:** r.5 (Interfering with, or taking from, local government land) (1)

Policy Position: City Guideline: Environmental Code of Conduct Guidelines.

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering
 - Manager City Operations
 - Manager City Reserves

Road Traffic Act 1974, Local Government Act 1995
2016:046 - WET WEATHER ROAD CLOSURE

Delegated Power: Power to:

1. Close Roads;
2. Define and impose conditions for road use;
3. Authorise Road Usage Requests; and
4. Authorise persons to administer any or all of the above functions.

Note: Under s3.50 of the Local Government Act 1995, the local authority is permitted to close an unsealed road to particular traffic in wet conditions. This is done to prevent unreasonable damage to roads due to excessive vehicle movements.

Condition of Delegation:

- (a) Install "Road Closed" signs where possible; and
- (b) Providing an information bulletin to affected agencies, distributed via email, local radio and by posting on the City of Albany website.
- (c) This delegations applies to:
 - (i) vehicles with a Gross Vehicle Mass of 4.5 tonne or greater;
 - (ii) vehicles which travel over road under the care and control of the City of Albany.
 - (iii) Local traffic (For example: where a resident is situated on a road which has been closed) shall be exempt from this policy regardless of the weight requirements provided that any vehicle exceeding 4.5 tonne is unloaded.
- (d) Affected agencies shall include but are not limited to:
 - (i) Heavy Haulage carriers;
 - (ii) Main Road Western Australia;
 - (iii) Neighbouring Local Authorities;
 - (iv) Department of Transport; and
 - (v) Local residents.
- (e) Conditions do not apply during flood or emergency situations where roads may be closed to all vehicles for public safety or other reasons.

Legislative or Policy Reference:

- **Local Government Act 1995:** Part 3 — Functions of local governments, Subdivision 5 — Certain provisions about thoroughfares, s3.50 (Closing certain thoroughfares to vehicles)
- **Road Traffic Act 1974:** Part VI — Miscellaneous, s84 (Damage to road etc. by vehicle, liability for)

Local Law: City of Albany Activities on Thoroughfares and Public Places and Trading Local Law 2011

Council Policy Position: Council Policy: Wet Weather Road Closure

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Engineering
 - Manager City Operations
 - Manager City Reserves

Local Government Act 1995

2016:047 - PUBLIC RESERVE MANAGEMENT

(Street Scape, Tree Planting, Pruning, Removal, Picking Flora)

Delegated Power: Power to:

1. Provide for the management, planting, pruning and removal of street trees in order to enhance the streetscapes and not detract from the community landscape requirements.
2. Approve and refuse applications to pick flora from City of Albany vested reserves and road reserves for educational and scientific purposes in accordance with the conditions imposed by the Local Government Act 1995, Land Administration Act 1997, Parks & Reserves Act 1895, Wildlife Conservations Act 1950.
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Compliance with Council Policies and Guidelines.

Legislative or Policy Reference:

- **Local Government Act 1995:** Schedule 3.2 — Particular things local governments can do on land even though it is not local government property; s3.54 (Reserves under control of a local government)
- **Land Administration Act 1997**
- **Parks & Reserves Act 1895**
- **Wildlife Conservations Act 1950**

Local Law: Local Government Property Local Law

Policy Positions:

- Council Policy: Street Trees
- City Guideline: Street Trees

Reporting Requirement: Report to file.

Designated Persons:

- Chief Executive Officer
- Executive Director Works & Services
 - Manager City Reserves

[illegible]

[illegible]

Delegation No: 2016:001													
<div>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions)</div> <div>Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.</div> <div>Legend: X = Assigned, Blank = Not assigned</div>													
	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
OFFICE OF THE CEO DIRECTORATE													
Mayor & Councillors											X		
Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X	X
Personal Assistant to Mayor & Councillors													
Major Project Team													
Manager Major Projects													
Community Services & Development Teams													
Executive Manager Community Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Coordinator Noongar Engagement													
Community Development Officers													
Communications & Event Management Teams													
Manager Communications & Events	X						X						
Events Team Leader, Coordinator & Events Officers	X						X						
Stakeholder Relations Function													
Stakeholder Relations Manager													
Library													
Manager Library Services	X						X						
Vancouver Arts Centre													
Vancouver Arts Centre Coordinator	X						X						

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
CORPORATE SERVICES DIRECTORATE													
Executive Director Corporate Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Land Administration													
Senior Land Officer													
Governance, Risk, Insurance & IT Services Teams													
Manager Governance & Risk	X	X	X	X	X	X	X	X	X	X	X	X	X
Information Manager													
Councillor Liaison & Research Officer (Principal FOI Officer)													
Human Resources Team													
Manager Human Resources													
Occupational Health & Safety Advisor													
Finance, Procurement, Property & Leasing, and Rates Teams													
Manager Finance	X					X	X						
Procurement Officers													
Senior Rates Officer & Rates Officers													
Team Leader Property & Leasing	X					X	X						
Property Officer	X					X	X						
Revenue Development Officer													

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
DEVELOPMENT SERVICES DIRECTORATE													
Executive Director Development	X	X	X	X	X	X	X	X	X	X	X	X	X
Planning Services Team													
Manager Planning Services	X		X	X			X			X			
Senior Planning Officer Statutory Planning & Compliance	X		X	X			X			X			
Senior Planning Officers			X	X			X			X			
Planning Officers			X	X			X			X			
Ranger & Emergency Services Team													
Manager Ranger & Emergency Services	X	X				X	X	X		X			
Team Leader Ranger Services	X	X				X	X	X		X			
Rangers	X	X				X	X	X		X			
Customer Service Officers													
Community Emergency Safety Manager (CESM)													
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO													
Environmental Health Team													
Manager Environmental Health	X	X	X		X				X				
Environmental Health Officers	X	X	X		X				X				
Environmental Health Technicians	X	X	X		X				X				
Building & Engineering Services Team													
Manager Building & Engineering Services	X		X	X			X		X	X			
Coordinator Building Services	X		X	X			X		X	X			
Development Compliance Officers	X		X	X			X		X	X			
Senior Building Surveyors	X		X	X			X		X	X			
Building Surveyors	X		X	X			X		X	X			
Land Officers													

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
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WORKS & SERVICES DIRECTORATE													
Executive Director Works & Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Engineering & City Assets Teams													
Manager City Engineering	X			X		X	X	X	X	X			
Senior Civil Engineering Officer Roads	X			X		X	X	X	X	X			
Operations, Waste Management Teams													
Manager City Operations	X			X		X	X	X	X	X			
Coordinator Waste Management							X						X
Reserves Management Teams													
Manager City Reserves							X			X			

	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges and Boat Pens Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Proposed - Waste Local Law
COMMERCIAL SERVICES DIRECTORATE													
Executive Director Commercial Services	X	X	X	X	X	X	X	X	X	X	X	X	X
Albany Heritage Park & National Anzac Centre													
Manager Albany Heritage Park	X						X	X					
Assistant Manager Albany Heritage Park	X						X	X					
Tourism & Development Services													
Manager Tourism & Development Services	X					X	X					X	
Airport													
Senior Reporting Officer Albany Airport	X						X						
Albany Visitors Centre													
Team Leader Albany Visitor Centre							X						
Day Care Centre													
Manager Day Care Services							X						
Recreational Services													
Manager Recreation Services	X						X						
Club Development Officers	X						X						
Albany Leisure & Aquatic Centre (ALAC)													
Team Leader Albany Leisure & Aquatic Centre	X						X						
Administration Team Coordinator	X						X						
Health & Fitness Coordinator	X						X						
Aquatic Team Coordinator	X						X						