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# ATTACHMENTS

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## **Community and Corporate Services Committee**

**13 April 2021**

6.00pm

Council Chambers

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**CITY OF ALBANY**

**MONTHLY FINANCIAL REPORT**  
(Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**CITY OF ALBANY  
COMPILATION REPORT  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**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**

Shows a Closing Funding Position for the period ended 28 February 2021 of \$23,222,981.

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

**Preparation**

Prepared by: P. Martin  
*Financial Accountant*

Reviewed by: S. Van Nierop  
*Manager Finance*

Date prepared: 22-Mar-2021

**CITY OF ALBANY  
STATEMENT OF FINANCIAL ACTIVITY  
BY NATURE OR TYPE  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

	Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
<b>Operating Revenues</b>								
Rate Revenue		38,713,076	38,845,107	38,765,107	38,776,089	10,982	0%	
Grants & Subsidies		3,841,554	4,000,433	2,406,458	2,414,505	8,047	0%	
Contributions, Donations & Reimbursements		759,356	996,402	453,394	715,225	261,831	58%	▲
Profit on Asset Disposal		1,000	1,000	500	62,022	61,522	12304%	
Fees and Charges		14,616,563	16,871,094	11,899,831	13,077,357	1,177,526	10%	▲
Interest Earnings		533,114	506,669	376,867	314,330	(62,537)	(17%)	
Other Revenue		183,306	183,306	122,152	126,605	4,453	4%	
		<b>58,647,969</b>	<b>61,404,011</b>	<b>54,024,309</b>	<b>55,486,132</b>			
<b>Operating Expenses</b>								
Employee Costs		(25,490,427)	(25,629,236)	(16,592,040)	(15,586,539)	1,005,501	6%	▼
Materials and Contracts		(20,949,996)	(20,632,966)	(12,449,992)	(9,519,008)	2,930,984	24%	▼
Utilities Charges		(1,786,962)	(1,786,962)	(1,012,550)	(1,085,560)	(73,010)	(7%)	
Depreciation (Non-Current Assets)		(16,848,328)	(17,629,569)	(11,700,864)	(11,607,454)	93,410	1%	
Interest Expenses		(640,704)	(640,704)	(262,865)	(308,567)	(45,702)	(17%)	
Insurance Expenses		(738,880)	(738,880)	(738,880)	(691,249)	47,631	6%	
Loss on Asset Disposal		(454,292)	(454,292)	(127,145)	(85,256)	41,889	33%	
Other Expenditure		(2,721,166)	(2,778,545)	(1,833,565)	(1,624,780)	208,785	11%	▼
Less: Allocated to Infrastructure		916,295	916,295	608,064	820,375	212,311	(35%)	▼
		<b>(68,714,460)</b>	<b>(69,374,859)</b>	<b>(44,109,837)</b>	<b>(39,688,037)</b>			
<b>Contributions for the Development of Assets</b>								
Grants & Subsidies		16,818,720	20,069,871	683,901	622,355	(61,546)	(9%)	
Contributions, Donations & Reimbursements		457,266	4,326,219	99,926	167,733	67,807	(68%)	
		<b>17,275,986</b>	<b>24,396,090</b>	<b>783,827</b>	<b>790,088</b>			
<b>Net Operating Result</b>		<b>7,209,495</b>	<b>16,425,242</b>	<b>10,698,299</b>	<b>16,588,183</b>			
<b>Funding Balance Adjustment</b>								
Add Back: Depreciation		16,848,328	17,629,569	11,700,864	11,607,454	(93,410)	(1%)	
Adjust (Profit)/Loss on Asset Disposal		453,292	453,292	126,645	23,235	(103,410)	(82%)	▼
Adjust (Profit)/Loss on Value of Investments		-	-	-	(12,150)	(12,150)	100%	
Movement From Non-Current to Current		-	-	-	113,525	113,525	100%	▲
<b>Funds Demanded From Operations</b>		<b>24,511,115</b>	<b>34,508,103</b>	<b>22,525,808</b>	<b>28,320,247</b>			
<b>Capital Revenues</b>								
Proceeds from Disposal of Assets		675,500	675,500	377,750	435,208	57,458	15%	
		<b>675,500</b>	<b>675,500</b>	<b>377,750</b>	<b>435,208</b>			
<b>Acquisition of Fixed Assets</b>								
Land and Buildings	5	(7,118,042)	(10,456,490)	(4,120,171)	(1,560,543)	2,559,628	62%	▼
Furniture, Plant and Equipment	5	(3,604,178)	(4,546,377)	(1,934,539)	(1,222,993)	711,546	37%	▼
Infrastructure Assets - Roads	5	(7,050,384)	(7,449,125)	(5,991,704)	(1,931,385)	4,060,319	68%	▼
Infrastructure Assets - Coastal Enhancement	5	(5,654,670)	(6,785,984)	(5,685,984)	(1,301,061)	4,384,923	77%	▼
Infrastructure Assets - Other	5	(13,865,612)	(14,762,003)	(11,130,845)	(2,216,795)	8,914,050	80%	▼
		<b>(37,292,886)</b>	<b>(43,999,979)</b>	<b>(28,863,243)</b>	<b>(8,232,776)</b>			
<b>Financing/Borrowing</b>								
Repayment of Borrowing		(2,522,892)	(2,522,892)	(1,259,375)	(1,247,398)	11,977	1%	
Proceeds from Borrowing		2,000,000	-	-	-	-		
Principal Portion of Lease Liabilities		(170,922)	(170,922)	(113,904)	(113,948)	(44)	(0%)	
Self-Supporting Loan Principal		13,307	13,307	6,602	6,602	-		
		<b>(680,507)</b>	<b>(2,680,507)</b>	<b>(1,366,677)</b>	<b>(1,354,744)</b>			
<b>Demand for Resources</b>		<b>(12,786,778)</b>	<b>(11,496,883)</b>	<b>(7,326,362)</b>	<b>19,167,934</b>			
<b>Restricted Funding Movements</b>								
Opening Position		4,057,162	4,055,047	4,055,047	4,055,047	-		
Restricted Cash Utilised - Loan		102,070	-	-	-	-		
Transfer to Reserves		(13,834,304)	(14,865,792)	-	-	-	100%	
Transfer from Reserves		22,461,850	22,307,628	-	-	-	100%	
		<b>12,786,778</b>	<b>11,496,883</b>	<b>4,055,047</b>	<b>4,055,047</b>			
<b>Closing Funding Surplus/(Deficit)</b>		<b>0</b>	<b>0</b>	<b>(3,271,315)</b>	<b>23,222,981</b>			

# REPORT ITEM CCS332 REFERS TO

## CITY OF ALBANY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 28 FEBRUARY 2021

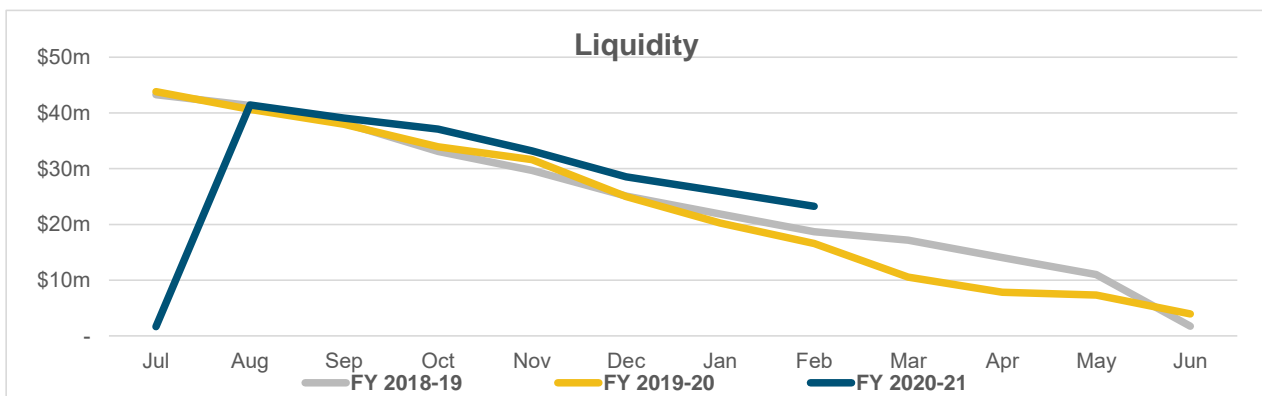
### NOTE 1 EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Operating Revenues</b>					
Rate Revenue	10,982	0%			No material variance.
Grants & Subsidies	8,047	0%			No material variance.
Contributions, Donations & Reimbursements	261,831	58%	▲	Permanent	Includes non-budgeted \$190k compensation income (a result of a contractor failing to meet contractual agreements), \$50k contribution from Rio Tinto to strengthen the City's COVID-19 relief response to the community & \$20k relating to refunded charges. Remaining variance is attributable to minor variations observed over multiple budgeted accounts. Addressed as part of Budget Review CCS329.
Profit on Asset Disposal	61,522	12304%			No material variance.
Fees and Charges	1,177,526	10%	▲	Timing	Performance ahead of YTD budget across most areas of the City. Significant positive variances include Leasing (\$332k), Planning/Building (\$167k), Refuse (\$149k), ALAC (\$135k), NAC (\$134k) & Airport (\$104k). Leasing and Building/Planning income addressed as part of Budget Review CCS329.  In comparison to February 2020, and excluding fees and charges relating to waste charges billed as part of rates, income is up \$169k (1.29%).
Service Charges	-				No material variance.
Interest Earnings	(62,537)	(17%)			No material variance.
Other Revenue	4,453	4%			No material variance.
<b>Operating Expenses</b>					
Employee Costs	1,005,501	6%	▼	Timing / Permanent	Underspend Salaries & Wages (\$-610k YTD variance) and Leave accrual provisions (-\$213k YTD variance), primarily due to budgeted positions not yet filled, and staff utilising leave entitlements. Training & Education spend down (-\$202k YTD variance). Offset by increase in Workers Compensation Insurance relative to budget (\$32k YTD variance - permanent).  Labour Hire (reported under Materials & Contracts) YTD spend is \$71k, below YTD budget by \$67k. Labour Hire spend YTD Feb-2020 totalled \$767k, therefore a \$696k reduction year-on-year.  Incorporating Labour Hire charges, and removing workers compensation wages (offset by reimbursement classified as income), employee expenses total \$15.57m against a YTD budget of \$16.71m, a variance of - \$1.14m.
Materials and Contracts	2,930,984	24%	▼	Timing	Attributable variances across 291 budgeted accounts (average of \$10.1k variance for each account). Analysis of expenditure shows majority of underspend relates to:  Materials/Consumables (\$1.20m) principal variances relate to City maintenance projects, Trades Rectification (\$351k), Roads (\$344k) and Reserves Maintenance (\$157k).  Professional Services (\$853k) with notable variances in Recreation Strategic Planning (\$103k), Better Ageing Project (\$60k), Water Testing (\$50k), Parking Review (\$50k), Cultural Plan (VAC) (\$49k) and Trails Hub Strategy (\$47k).  Fuel and Oil (\$158k), with the variance primarily attributable to lower plant utilisation in City operations. Lower plant utilisation is related to other reportable variances noted for City maintenance and capital projects. Observed variance will diminish as expenditure in other areas approach budgeted positions.
Utilities Charges	(73,010)	(7%)			No material variance.
Depreciation (Non-Current Assets)	93,410	1%			No material variance.
Interest Expenses	(45,702)	(17%)			No material variance.
Insurance Expenses	47,631	6%			No material variance.
Loss on Asset Disposal	41,889	33%			No material variance.
Other Expenditure	208,785	11%	▼	Timing	Observable variances across 104 budgeted accounts. Principally the variances are related to Donation and Sponsorship activities for COVID-19 Community Recovery Programs (\$49k), Seed Funding for Sporting Clubs (\$34k), Community Events Assistance (\$21k) and the Albany Arts Festival (\$20k). Additionally, Members of Council Operating Costs are presently \$29k below YTD budget.
Less: Allocated to Infrastructure	212,311	(35%)	▼	Timing	Variance is attributable to budget phasing. Item is directly related to expenditure incurred in the capital works and City maintenance programs, observed variance will diminish as expenditure in these areas approach budgeted positions.
<b>Contributions for the Development of Assets</b>					
Grants & Subsidies	(61,546)	(9%)			No material variance.
Contributions, Donations & Reimbursements	67,807	(68%)			No material variance.
<b>Funding Balance Adjustment</b>					
Add Back: Depreciation	(93,410)	(1%)			No material variance.
Adjust (Profit)/Loss on Asset Disposal	(103,410)	(82%)	▼	Permanent	Variance is in favour of the City and is primarily resultant from a buoyant second-hand market for assets being disposed of through plant replacement programs reported under Note 5.
Adjust (Profit)/Loss on Value of Investments	(12,150)	100%			No material variance.
Movement From Non-Current to Current	113,525	100%	▲	Permanent	Payments reported as WIP as at 30 June 2020, to be capitalised in FY20/21 and therefore transferred to be current.
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	57,458	15%			No material variance.
<b>Acquisition of Fixed Assets</b>					
Land and Buildings	2,559,628	62%	▼	Timing / Permanent	Observable variances across 38 capital projects. Includes Waste projects, Security System upgrades of City buildings, Library Fit out, & general upgrades to City buildings.  Waste projects (\$1.307m YTD variance) have been identified as carry forward projects for 21/22.
Furniture, Plant and Equipment	711,546	37%	▼	Timing / Permanent	Primarily timing of heavy plant replacements (\$307k YTD variance) and multiple minor projects across various business units.  NAC Refresh (\$375k YTD Variance) has been identified as a potential carry forward project for 21/22.
Infrastructure Assets - Roads	4,060,319	68%	▼	Timing / Permanent	Timing of completion for numerous road projects, including Mermaid Ave, Millbrook Rd, Sandford Rd, Frenchman Bay Rd and Old Boundary Rd.  Drummond St and Palmdale Rd (\$1.067m YTD variance) have been identified as carry forward projects for 21/22.
Infrastructure Assets - Coastal Enhancement	4,384,923	77%	▼	Timing	Middleton Beach Public Realm Enhancements. Variance is attributable to budget phasing. Tender awarded in February for principal development activities.
Infrastructure Assets - Other	8,914,050	80%	▼	Timing / Permanent	Primarily Centennial Park Sporting Precinct projects, including Youth Precinct and Public Realm Enhancements (\$1.42m YTD Variance), various Drainage projects (\$264k YTD variance), multiple Footpath projects including Lockyer Ave to Campbell Rd connection (\$996k YTD variance), numerous Reserves projects including Trails Hub Strategy and Median Strip enhancements (\$1.26m YTD variance), and Other Infrastructure projects including Emu Point and Lower King Esplanade Jetty's (\$1.275m YTD variance).  Airport runway resurfacing (\$3.6m YTD variance) has been identified as carry forward project for 21/22.
<b>Financing/Borrowing</b>					
Repayment of Borrowing	11,977	1%			No material variance.
Proceeds from Borrowing	-				No material variance.
Principal Portion of Lease Liabilities	(44)	(0%)			No material variance.
Self-Supporting Loan Principal	-				No material variance.
<b>Restricted Funding Movements</b>					
Opening Position	-	-			No material variance.
Restricted Cash Utilised - Loan	-				No material variance.
Transfer to Reserves	-	100%			No material variance.
Transfer from Reserves	-	100%			No material variance.

REPORT ITEM CCS332 REFERS TO  
CITY OF ALBANY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021

**NOTE 2  
NET CURRENT FUNDING POSITION**

	Ref Note	FOR THE PERIOD ENDED 28 FEBRUARY 2021	FOR THE PERIOD ENDED 31 JANUARY 2021	FOR THE PERIOD ENDED 29 FEBRUARY 2020
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		27,607,954	30,097,689	19,154,964
Cash Restricted		29,381,064	29,363,938	30,310,036
Receivable - Rates and Rubbish	4	6,681,081	7,717,191	6,096,905
Receivables - Other		1,584,869	1,179,550	1,202,901
Accrued Income		130,681	156,368	126,359
Prepaid Expenses		41,174	41,174	169,464
Investment Land		76,000	76,000	158,000
Community Group Loan		6,706	6,706	6,500
Stock on Hand		1,439,523	1,414,324	1,612,311
		<b>66,949,052</b>	<b>70,052,941</b>	<b>58,837,440</b>
<b>Less: Current Liabilities</b>				
Payables		(2,313,636)	(2,333,187)	(1,722,486)
Borrowings		(1,275,496)	(1,275,496)	(1,220,013)
Prepaid Rates		(727,436)	(631,715)	(998,417)
Contract Liabilities		(3,612,324)	(3,717,379)	(3,873,256)
Lease Liabilities		(56,974)	(71,218)	(56,064)
Accrued Expenses		(3,784)	(6,878)	(3,601)
Income in advance		(1,858,846)	(2,314,021)	(27,823)
Provisions		(5,759,763)	(5,678,464)	(5,415,137)
Retentions		(139,782)	(139,782)	(74,674)
		<b>(15,748,041)</b>	<b>(16,168,140)</b>	<b>(13,391,471)</b>
Add Back: Borrowings		1,275,496	1,275,496	1,220,013
Add Back: Lease liability payments		56,974	71,218	-
(Less): Cash Backed Reserves		(29,227,794)	(29,227,794)	(29,932,833)
(Less): Loans Receivable (Current)		(6,706)	(6,706)	(6,500)
(Less): Investment land		(76,000)	(76,000)	(158,000)
		<b>(27,978,029)</b>	<b>(27,963,786)</b>	<b>(28,877,320)</b>
<b>Net Current Funding Position</b>		<b>23,222,981</b>	<b>25,921,015</b>	<b>16,568,649</b>

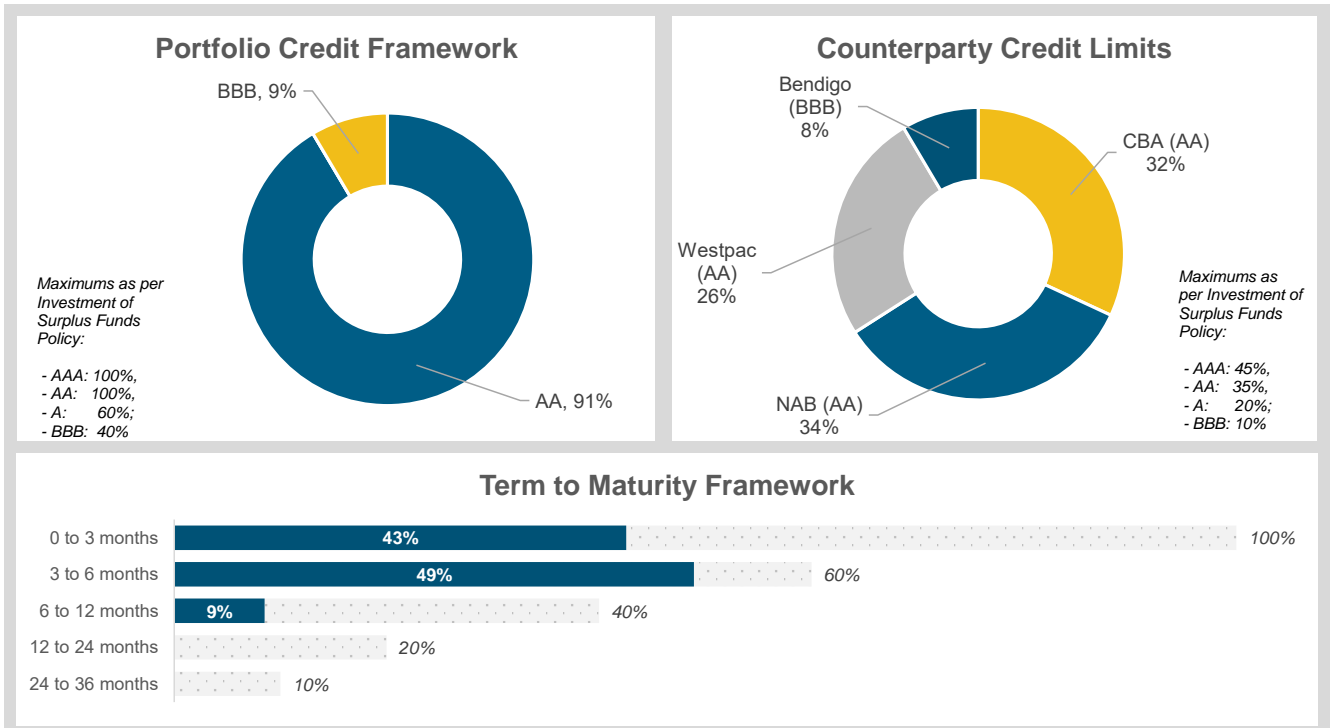


**COMMENTS:**

**CITY OF ALBANY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 3  
CASH INVESTMENTS**

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	NAB	AA	0.45%	30-Nov-20	02-Mar-21	0 to 3 months	2,000,000	2,268
General Municipal	NAB	AA	0.38%	21-Dec-20	22-Mar-21	0 to 3 months	3,000,000	2,842
General Municipal	NAB	AA	0.38%	07-Jan-21	07-Apr-21	0 to 3 months	3,000,000	2,811
General Municipal	NAB	AA	0.35%	22-Jan-21	22-Apr-21	0 to 3 months	2,000,000	1,726
General Municipal	CBA	AA	0.23%	08-Jan-21	07-May-21	3 to 6 months	3,000,000	2,250
General Municipal	CBA	AA	0.20%	02-Feb-21	03-May-21	0 to 3 months	3,000,000	1,479
General Municipal	Westpac	AA	0.22%	09-Feb-21	09-Jul-21	3 to 6 months	3,000,000	2,712
General Municipal	Bendigo	BBB	0.20%	22-Feb-21	22-Jun-21	3 to 6 months	2,000,000	1,315
							<b>21,000,000</b>	<b>17,404</b>
Restricted	NAB	AA	0.45%	30-Nov-20	02-Mar-21	0 to 3 months	3,000,000	3,403
Restricted	Bendigo	BBB	0.30%	14-Dec-20	15-Mar-21	0 to 3 months	2,000,000	1,496
Restricted	CBA	AA	0.51%	22-Sep-20	22-Mar-21	3 to 6 months	3,500,000	8,852
Restricted	CBA	AA	0.21%	07-Jan-21	07-Apr-21	0 to 3 months	2,000,000	1,036
Restricted	CBA	AA	0.38%	24-Nov-20	24-May-21	3 to 6 months	3,500,000	6,595
Restricted	NAB	AA	0.45%	14-Dec-20	14-Jun-21	3 to 6 months	3,000,000	6,732
Restricted	Westpac	AA	0.22%	15-Feb-21	15-Jul-21	3 to 6 months	2,000,000	1,808
Restricted	Westpac	AA	0.27%	21-Jan-21	21-Jul-21	3 to 6 months	3,000,000	4,061
Restricted	Westpac	AA	0.35%	29-Jan-21	29-Aug-21	6 to 12 months	4,000,000	8,132
							<b>26,000,000</b>	<b>42,114</b>
<b>Weighted Average Interest Rate: 0.33%</b>							<b>Total: 47,000,000</b>	<b>59,518</b>



**COMMENTS:**

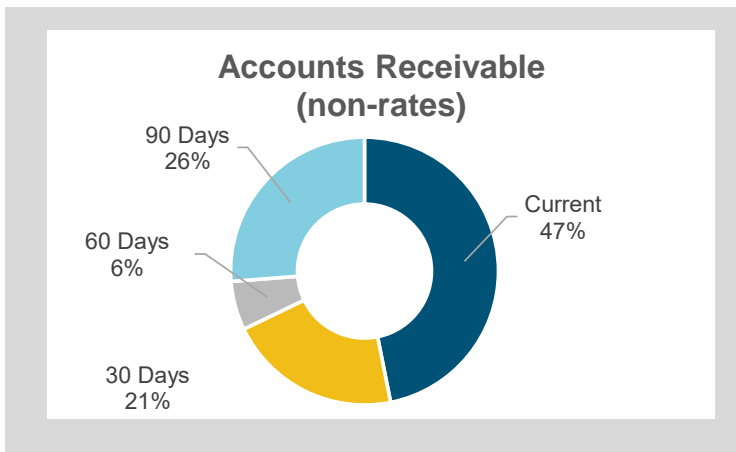
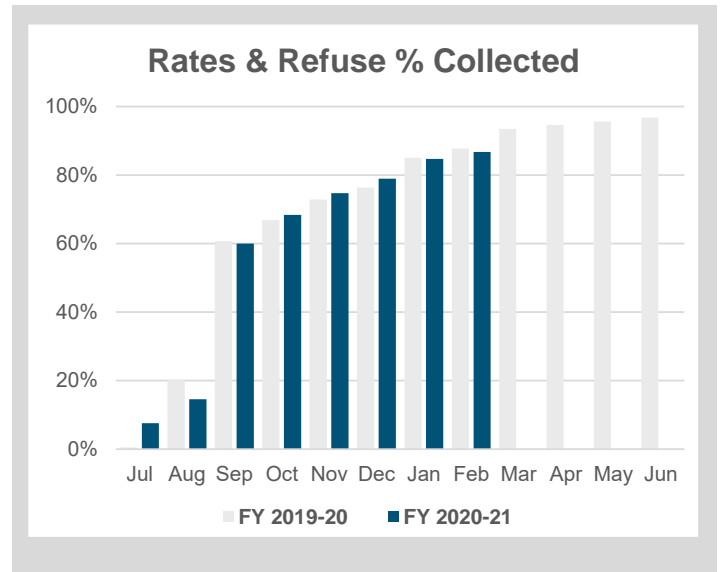
All term deposits are within investment policy guidelines



REPORT ITEM CCS332 REFERS TO  
**CITY OF ALBANY**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 4**  
**RECEIVABLES**

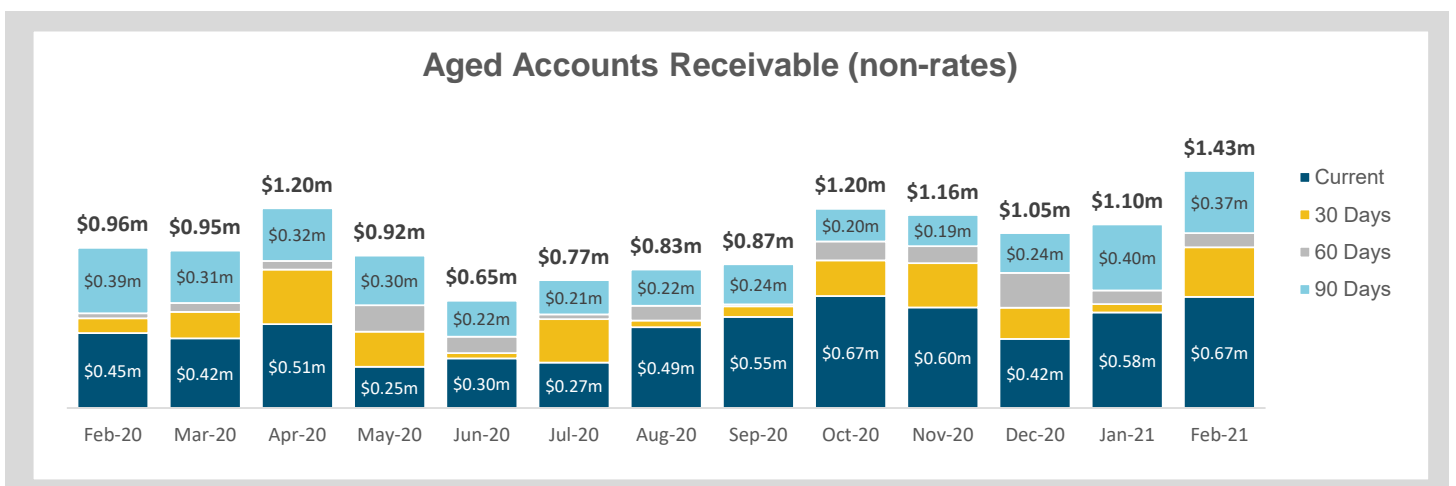
Rates & Refuse % Collected	\$
Opening Arrears Previous Years	1,527,901
Rates Levied	38,776,089
Refuse Levied	6,463,284
ESL Levied	3,515,084
Other Charges Levied	230,208
<b>Amount Levied</b>	<b>50,512,565</b>
(Less): Collections (Prior Years)	(1,000,480)
(Less): Collections (Current Year)	(42,831,005)
<b>Amount Collected</b>	<b>(43,831,484)</b>
<b>Total Rates &amp; Charges Collectable</b>	<b>6,681,081</b>
<i>% Collected</i>	<i>86.8%</i>



**Accounts Receivable (non-rates)**

	\$	%
Current	668,918	47%
30 Days	299,496	21%
60 Days	84,206	6%
90 Days	374,393	26%
	<b>1,427,012</b>	<b>100%</b>

*Amounts shown above include GST (where applicable)*



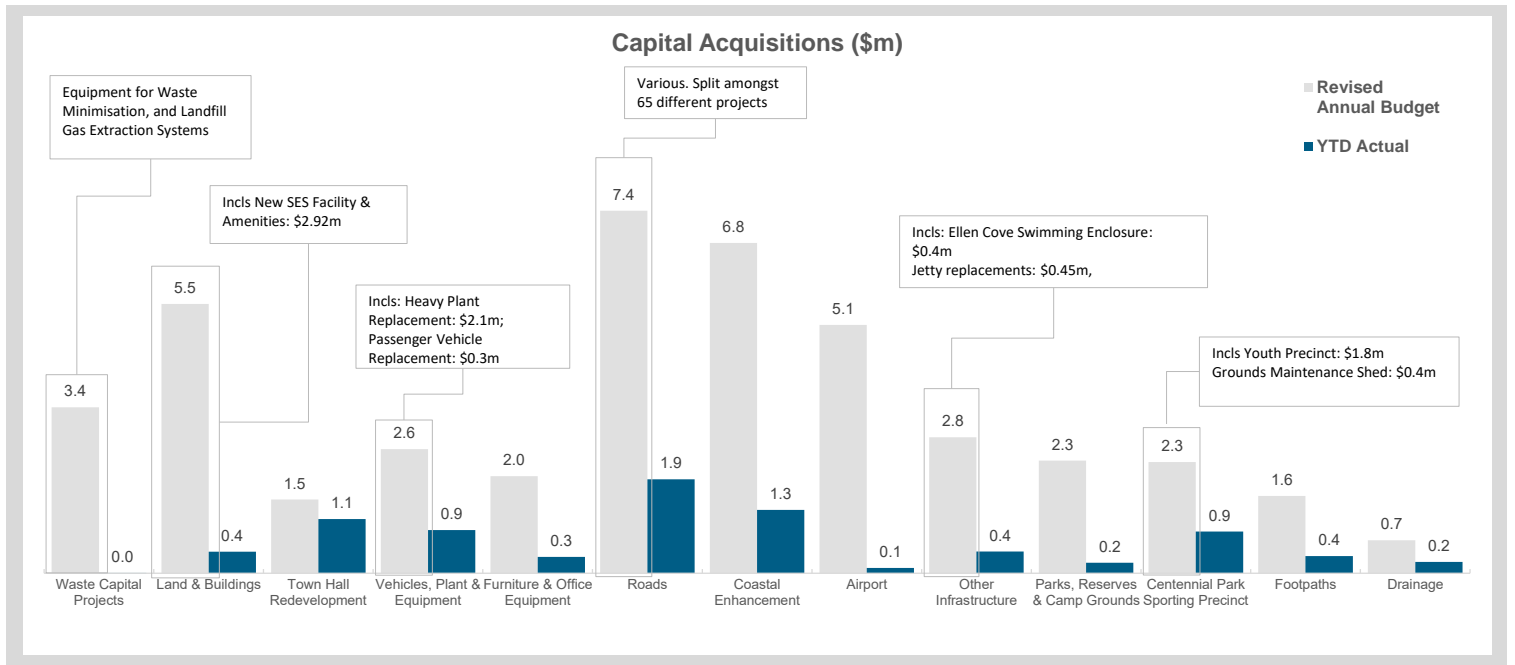
**Leasing: COVID Rent Concession**

Total rent concessions approved to date under the City of Albany COVID-19 Rent Concession (CCS237, SCM021) totals \$214,360.80 (inc GST) for the period 1 April 2020 to 28 February 2021 (as at 17 March 2021).

**CITY OF ALBANY  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 5  
CAPITAL ACQUISITIONS**

Capital Acquisitions	Category	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Waste Capital Projects	Land and Buildings	3,407,528	3,407,528	1,357,528	<b>4,480</b>	(1,353,048)	(100%)	▼
Land & Buildings	Land and Buildings	2,322,202	5,532,430	1,424,313	<b>441,003</b>	(983,310)	(69%)	▼
Town Hall Redevelopment	Land and Buildings	1,388,312	1,516,532	1,338,330	<b>1,115,060</b>	(223,270)	(17%)	▼
Vehicles, Plant & Equipment	Furniture, Plant and Equipment	2,496,000	2,551,285	1,209,925	<b>888,287</b>	(321,638)	(27%)	▼
Furniture & Office Equipment	Furniture, Plant and Equipment	1,108,178	1,995,092	724,614	<b>334,706</b>	(389,908)	(54%)	▼
Roads	Infrastructure Assets - Roads	7,050,384	7,449,125	5,991,704	<b>1,931,385</b>	(4,060,319)	(68%)	▼
Coastal Enhancement	Infrastructure Assets - Coastal Enhancement	5,654,670	6,785,984	5,685,984	<b>1,301,061</b>	(4,384,923)	(77%)	▼
Airport	Infrastructure Assets - Other	5,100,938	5,100,938	3,667,240	<b>107,479</b>	(3,559,761)	(97%)	▼
Other Infrastructure	Infrastructure Assets - Other	2,105,144	2,794,733	1,722,886	<b>447,978</b>	(1,274,908)	(74%)	▼
Parks, Reserves & Camp Grounds	Infrastructure Assets - Other	2,052,115	2,317,039	1,479,916	<b>214,747</b>	(1,265,169)	(85%)	▼
Centennial Park Sporting Precinct	Infrastructure Assets - Other	2,263,453	2,283,029	2,281,901	<b>858,336</b>	(1,423,565)	(62%)	▼
Footpaths	Infrastructure Assets - Other	1,410,941	1,588,382	1,479,550	<b>353,526</b>	(1,126,024)	(76%)	▼
Drainage	Infrastructure Assets - Other	933,021	677,882	499,352	<b>234,729</b>	(264,623)	(53%)	▼
<b>Total Capital Acquisitions</b>		<b>37,292,886</b>	<b>43,999,979</b>	<b>28,863,243</b>	<b>8,232,776</b>	(20,630,467)	(71%)	▼



**COMMENTS:**

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 28 FEBRUARY 2021**

**CREDIT CARD TRANSACTIONS**

DATE	PAYEE	DESCRIPTION	AMOUNT
29/01/2021	Regional Express	Flight changes - A Sharpe and Mayor - RCAWA Meeting	\$ 33.36
29/01/2021	Regional Express	Flight changes - A Sharpe and Mayor - RCAWA Meeting	\$ 33.36
29/01/2021	Royal Life Saving WA	Staff Training	\$ 299.00
5/02/2021	Mailchimp	Monthly Subscription Charges - Media	\$ 305.48
6/02/2021	Qantas Airways	Flights - A Sharpe and Mayor - RCAWA Meeting	\$ 2,174.32
7/02/2021	Facebook	Facebook Advertising Campaigns	\$ 219.88
8/02/2021	Soundtrack Your Brand	Subscription - Music Service - ALAC Gym	\$ 33.04
8/02/2021	Commonwealth Bank	International Transaction Fee	\$ 0.83
8/02/2021	Café Espresso One	Meeting - A Sharpe, N Watson, G Harvey	\$ 13.50
8/02/2021	Regional Express	Flights - A Sharpe and Mayor - RCAWA Meeting	\$ 800.38
8/02/2021	Regional Express	Flights - A Sharpe and Mayor - RCAWA Meeting	\$ 12.26
9/02/2021	Vancouver Street Café	Meeting - A Sharpe, D Schober, P Sheedy	\$ 58.00
9/02/2021	IKEA Pty Ltd	Furniture - Town Hall	\$ 799.00
10/02/2021	Albany Entertainment Centre	Meeting - A Sharpe, Mayor, M Moir	\$ 105.40
10/02/2021	Event Bright	Meet the Candidate Q & A - Motel Le Grande - A Sharpe, Clr T Sleeman, Clr M Benson-Lidholm	\$ 50.00
11/02/2021	PSA Radical Fitness	Radical Fitness Kimax Music Subscription - ALAC	\$ 19.95
11/02/2021	FACET Forum	Workshop - WA Museum - A McEwan	\$ 85.00
11/02/2021	FACET Forum	Workshop - WA Museum - N Walker	\$ 85.00
13/02/2021	Google Ads	Advertising - NAC Tickets	\$ 4.74
16/02/2021	Regional Express	Flights - H Loncar - HR Conference	\$ 377.72
16/02/2021	Later.com	Monthly - Social Media Scheduling Software	\$ 37.45
16/02/2021	Commonwealth Bank	International Transaction Fee	\$ 0.94
17/02/2021	Chubb Travel AU	Travel Insurance - G O'Shaughnessy - Great Southern Speaker Series	\$ 17.46
17/02/2021	Dome Albany	Meeting - A Sharpe, D Olde, P Camins, N Watson, S Jamieson	\$ 97.50
18/02/2021	Auzi Cab Services	Taxi - A Sharpe and Mayor -WA Regional Capitals Alliance Meeting	\$ 47.62
18/02/2021	Regional Express	Flights - G O'Shaughnessy - Great Southern Speaker Series	\$ 424.92
19/02/2021	W Churchill Perth	Meeting A Sharpe and Mayor - RCAWA Meeting	\$ 104.00
19/02/2021	Duxton Hotel Perth FD	Accommodation - A Sharpe and Mayor - RCAWA Meeting	\$ 473.50
19/02/2021	Swan Taxis	Taxi - A Sharpe and Mayor - RCAWA Meeting	\$ 41.11
19/02/2021	Dome Eastend	Lunch - A Sharpe and Mayor - RCAWA Meeting	\$ 46.80
22/02/2021	Western Power	Commercial Power Application	\$ 497.92
24/02/2021	Albany Entertainment Centre	Meeting - Nobel Group Representatives	\$ 215.40
29/01/2021	Pop Chart Co	Poster - Reserves Team	\$ 91.27
29/01/2021	Commonwealth Bank	International transaction fee	\$ 2.28

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 28 FEBRUARY 2021**

**CREDIT CARD TRANSACTIONS**

DATE	PAYEE	DESCRIPTION	AMOUNT
29/01/2021	Regional Express	Flight changes - A Sharpe and Mayor - RCAWA Meeting	\$ 33.36
29/01/2021	Rawlinson Publications	Construction Handbook 2021	\$ 900.00
10/02/2021	Department of Transport	Vehicle Movement Permit	\$ 24.50
13/01/2021	Theyer Automotive	Trailer Licence Inspection	\$ 131.60
13/01/2021	Skymesh, Queensland	Internet Charges - Cape Riche	\$ 49.95
18/02/2021	Main Roads	Special Purpose Vehicle Permit Re-issue	\$ 25.00
18/02/2021	Vancouver Street Café	Meeting - Mosquito Energy, Mayor and Executive Managers	\$ 97.00
29/01/2021	WPMU	Monthly Website Licence Key Fee	\$ 64.09
29/01/2021	International Trans	International Transaction Fee	\$ 1.60
29/01/2021	Expedia	Accommodation - A Burton - Credit	-\$ 345.03
29/01/2021	Expedia	Accommodation - B Rupp - Credit	-\$ 180.00
31/01/2021	Wix	Upgrade - NAC Website	\$ 173.85
31/01/2021	Commonwealth Bank	International Transaction Fee	\$ 4.35
4/02/2021	Rezdy	Monthly Fees and Charges - Online Booking System - Anzac Centre	\$ 278.52
5/02/2021	Wufoo	Burns Permit Website Subscription - Annual	\$ 1,172.36
5/02/2021	Commonwealth Bank	International Transaction Fee	\$ 29.31
5/02/2021	AFMA	Corporate Fleet Membership - Annual	\$ 465.00
6/02/2021	Dropbox	Monthly Subscription - Incident Management Team	\$ 231.00
8/02/2021	Expedia	Change Accommodation - B Rupp	\$ 40.50
8/02/2021	Expedia	Change Accommodation - P Ruggera	\$ 40.50
8/02/2021	Expedia	Change Accommodation - P Ruggera	\$ 18.00
8/02/2021	Expedia	Change Accommodation - B Rupp - Credit	-\$ 40.50
9/02/2021	Lansweeper	Help desk Agent Licence	\$ 505.25
9/02/2021	Commonwealth Bank	International Transaction Fee	\$ 12.63
10/02/2021	Regional Express	Flights - B Rupp Records Training	\$ 375.46
11/02/2021	Swifttype.com	Monthly Search Engine Fees for Website	\$ 322.89
11/02/2021	Commonwealth Bank	International Transaction Fee	\$ 8.07
12/02/2021	Expedia	Accommodation - D Olde - Finance Conference	\$ 408.00
12/02/2021	Expedia	Accommodation - S V Nierop - Finance Conference	\$ 306.02
12/02/2021	Expedia	Accommodation - D Harrison - Budget Workshop	\$ 153.01
12/02/2021	Illion	Comprehensive Report - Tender Submission	\$ 396.00
15/02/2021	Regional Express	Flights - S V Nierop - Finance Conference	\$ 55.61
15/02/2021	Regional Express	Flights - D Harrison - Budget Workshop	\$ 400.20
20/02/2021	Rezdy	Monthly Fees and Charges - Online Booking System - Visitors Centre	\$ 0.72

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 28 FEBRUARY 2021**

**CREDIT CARD TRANSACTIONS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
29/01/2021	Regional Express	Flight changes - A Sharpe and Mayor - RCAWA Meeting	\$ 33.36
24/02/2021	Envoyer	Monthly Website Change Fees	\$ 12.69
24/02/2021	Commonwealth Bank	International Transaction Fee	\$ 0.32
10/02/2021	Royale Patisserie	Catering - EMT	\$ 60.00
24/02/2021	Albany Car Wash	Vehicle 9023A	\$ 18.20
1/02/2021	Commonwealth Bank	Annual Card Fee	\$ 6.25
17/02/2021	Regional Express	Flights - P Smith - WA Museum Visit	\$ 676.74
17/02/2021	Madman Express	Youth Week Movie Night 2021	\$ 46.95
			<b>\$ 14,555.00</b>

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**PAYROLL TRANSACTIONS**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
25/02/2021	Salaries	653,462.90
26/02/2021	Superannuation	120,601.61
11/03/2021	Salaries	647,138.50
12/03/2021	Superannuation	119,250.48
	<b>TOTAL</b>	<b>\$ 1,540,453.49</b>

**CHEQUE TRANSACTIONS**

<b>CHEQUE</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
32650	18/02/2021	Department Of Transport	Jetty Renewal	\$ 42.20
32651	25/02/2021	Telstra Corporation Limited	Telstra Usage, Service and Equipment Rental	\$ 13,766.41
32652	11/03/2021	Department Of Transport	Vehicle Licence	\$ 18.50
32653	11/03/2021	Pivotel Satellite Pty Limited	Satellite Phone Charges	\$ 581.00
32654	11/03/2021	Commissioner Of State Revenue	Refund Pensioner Rebate Claimed In Error	\$ 294.22
				<b>\$ 14,702.33</b>

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT148690	04/03/2021	@THE POOLSIDE	Milk Supplies	\$ 349.00
EFT148742	11/03/2021	56 SOUTH PTY LTD	Works on Telstra Pit	\$ 935.00
EFT148376	18/02/2021	A MCEWAN	Staff Reimbursement	\$ 148.20
EFT148497	25/02/2021	ACE CAMERA CLUB (INC)	Photo Booth - Middleton Festival	\$ 449.60
EFT148269	18/02/2021	ACORN TREES AND STUMPS	Chipping and Grinding Services C19014	\$ 555.50
EFT148441	25/02/2021	ACORN TREES AND STUMPS	Chipping and Grinding Services C19014	\$ 627.00
EFT148442	25/02/2021	AD CONTRACTORS PTY LTD	Equipment Hire C19007	\$ 3,187.14
EFT148594	04/03/2021	AD CONTRACTORS PTY LTD	Equipment Hire C19007	\$ 72,513.64
EFT148729	11/03/2021	AD CONTRACTORS PTY LTD	Equipment Hire C19007	\$ 12,477.74
EFT148357	18/02/2021	ADAM GROCHOWSKI	Performance - Event	\$ 400.00
EFT148775	11/03/2021	AL CLARKE-SMITH	Rates Refund	\$ 839.70
EFT148293	18/02/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 51,030.23
EFT148458	25/02/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 31,709.90
EFT148618	04/03/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 14,308.06
EFT148756	11/03/2021	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Provision of Traffic Control - C17014	\$ 14,514.01
EFT148270	18/02/2021	ADVERTISER PRINT	Printing Services	\$ 4,099.00
EFT148595	04/03/2021	ADVERTISER PRINT	Printing Services	\$ 300.00
EFT148730	11/03/2021	ADVERTISER PRINT	Printing Services	\$ 77.00
EFT148344	18/02/2021	AE FORD	Rates Refund	\$ 1,513.00
EFT148731	11/03/2021	AERODROME MANAGEMENT SERVICES PTY LTD	Electrical Technical Inspection - Airport	\$ 6,908.00
EFT148818	11/03/2021	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Vehicle Parts	\$ 145.20
EFT148271	18/02/2021	AIRPORT LIGHTING SPECIALISTS PTY LTD	Runway Edge Lighting	\$ 3,470.50
EFT148272	18/02/2021	AKUBRA HATS PTY LTD	Stock - Forts Store	\$ 2,566.30
EFT148483	25/02/2021	AL CURNOW HYDRAULICS	Repairs and Maintenance - Plant Equipment	\$ 99.86
EFT148592	25/02/2021	ALA WROBEL	Re-Imbursement Working With Children Licence	\$ 87.00
EFT148588	25/02/2021	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 3,463.00
EFT148721	04/03/2021	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 171.00
EFT148890	11/03/2021	ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$ 3,127.20
EFT148451	25/02/2021	ALBANY ALLSOILS LANDSCAPE SUPPLIES	Landscape Supplies	\$ 3,168.00
EFT148743	11/03/2021	ALBANY ALLSOILS LANDSCAPE SUPPLIES	Garden Blend	\$ 672.00
EFT148351	18/02/2021	ALBANY ASPHALT SERVICES	Asphalt and Kerbing Services - C18010	\$ 27,172.25
EFT148737	11/03/2021	ALBANY AUTO ONE	Car Parts	\$ 249.00
EFT148600	04/03/2021	ALBANY CHAMBER OF COMMERCE AND INDUSTRY INC	2021 Annual Gold Membership	\$ 583.50
EFT148523	25/02/2021	ALBANY CITY MOTORS	Fleet and Plant Parts, Repairs and Maintenance	\$ 1,578.35
EFT148674	04/03/2021	ALBANY CITY MOTORS	Fleet and Plant Parts, Repairs and Maintenance	\$ 150.00
EFT148830	11/03/2021	ALBANY CITY MOTORS	Fleet and Plant Parts, Repairs and Maintenance	\$ 43.88
EFT148282	18/02/2021	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$ 5.00
EFT148607	04/03/2021	ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$ 5.00
EFT148274	18/02/2021	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$ 25.00
EFT148599	04/03/2021	ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$ 25.00



**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148386	18/02/2021	ALBANY COMMUNITY PHARMACY	Purchase First Aid Supplies	\$ 1,088.85
EFT148336	18/02/2021	ALBANY ENGINEERING COMPANY	Repairs Plant Equipment	\$ 7,828.48
EFT148341	18/02/2021	ALBANY FENCING COMPANY	Temporary Fencing - Youth Challenge Park	\$ 3,271.40
EFT148496	25/02/2021	ALBANY FENCING COMPANY	Fencing Hire - Middleton Beach	\$ 2,283.60
EFT148444	25/02/2021	ALBANY HARBOURSIDE APARTMENTS AND HOUSES	Removal and Disposal of Fencing - Festing Street	\$ 330.00
EFT148709	04/03/2021	ALBANY IGA	Groceries - Various	\$ 544.40
EFT148734	11/03/2021	ALBANY INDOOR PLANT HIRE AND SALES	Plant Hire Services	\$ 424.60
EFT148597	04/03/2021	ALBANY INDUSTRIAL SERVICES PTY LTD	Machinery Hire C19007(B)	\$ 11,607.25
EFT148606	04/03/2021	ALBANY IRRIGATION & DRILLING	Irrigation Supplies	\$ 699.56
EFT148412	18/02/2021	ALBANY LOCK & SECURITY	Lock Services - Various	\$ 1,749.00
EFT148572	25/02/2021	ALBANY LOCK & SECURITY	Lock Services - Various	\$ 100.90
EFT148708	04/03/2021	ALBANY LOCK & SECURITY	Lock Services - Various	\$ 1,206.20
EFT148744	11/03/2021	ALBANY MAPPING AND SURVEYING SERVICES	Surveying Services	\$ 3,918.75
EFT148833	11/03/2021	ALBANY MENSHEID INC	Refund - Overpayment of Invoice	\$ 170.50
EFT148281	18/02/2021	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 236.64
EFT148605	04/03/2021	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 323.44
EFT148740	11/03/2021	ALBANY MILK DISTRIBUTORS	Milk Supplies	\$ 267.96
EFT148275	18/02/2021	ALBANY MONUMENTAL MASONS	Granite Supplies - Stirling Terrace	\$ 6,160.00
EFT148450	25/02/2021	ALBANY MOUNTAIN BIKE CLUB INC	Regional Event Sponsorship Southern Peaks Festival	\$ 10,000.00
EFT148278	18/02/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies Q20040	\$ 3,208.42
EFT148448	25/02/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies Q20040	\$ 9,150.00
EFT148601	04/03/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies Q20040	\$ 1,897.65
EFT148739	11/03/2021	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies Q20040	\$ 17,895.66
EFT148519	25/02/2021	ALBANY PLASTERING AND RENDERING	Plastering Services	\$ 2,420.00
EFT148396	18/02/2021	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 7,331.00
EFT148544	25/02/2021	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 18,775.65
EFT148689	04/03/2021	ALBANY PLUMBING AND GAS	Plumbing Services - C17020	\$ 9,262.14
EFT148598	04/03/2021	ALBANY PRINTERS	Laminating Services	\$ 48.00
EFT148603	04/03/2021	ALBANY PSYCHOLOGICAL SERVICES	EAP Services	\$ 825.00
EFT148279	18/02/2021	ALBANY QUALITY LAWNMOWING	Lawn Mowing Services - Lotteries House	\$ 110.00
EFT148381	18/02/2021	ALBANY RADIO COMMUNICATIONS	Radio Repairs LGGs BFB	\$ 567.35
EFT148741	11/03/2021	ALBANY RECORDS MANAGEMENT	Archiving Services	\$ 1,170.38
EFT148446	25/02/2021	ALBANY REFRIGERATION	Refrigeration Repairs	\$ 858.00
EFT148735	11/03/2021	ALBANY RETRAVISION	Various Purchases	\$ 4,629.00
EFT148556	25/02/2021	ALBANY SCAFFOLD HIRE	Scaffold Hire NYE Celebrations	\$ 7,057.94
EFT148736	11/03/2021	ALBANY SCREENPRINTERS	Printing Services	\$ 124.00
EFT148479	25/02/2021	ALBANY SIGNS	Sign Services	\$ 33.00
EFT148779	11/03/2021	ALBANY SIGNS	Sign Services	\$ 1,881.00
EFT148738	11/03/2021	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Skip Bin Hire	\$ 1,035.00
EFT148276	18/02/2021	ALBANY SPEEDWAY CLUB INC	Regional Sponsorship - Memorial for Super Sedans	\$ 8,800.00



**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT148277	18/02/2021	ALBANY SURF LIFE SAVING CLUB	Venue Hire - National Youth Week	\$ 700.00
EFT148447	25/02/2021	ALBANY SURF LIFE SAVING CLUB	Settlement Claim for Property	\$ 3,128.00
EFT148445	25/02/2021	ALBANY SWEEP CLEAN	Sweeping Services C18007	\$ 1,294.00
EFT148273	18/02/2021	ALBANY TOYOTA	Fleet Servicing - Q20003	\$ 371.81
EFT148596	04/03/2021	ALBANY TOYOTA	Fleet Servicing - Q20003	\$ 507.44
EFT148732	11/03/2021	ALBANY TOYOTA	Fleet Servicing - Q20003	\$ 206.76
EFT148733	11/03/2021	ALBANY TRUCK AND CAR HIRE	Truck Hire	\$ 280.00
EFT148421	18/02/2021	ALBANY TYREPOWER	Tyre Services - Fleet Q19001	\$ 470.00
EFT148885	11/03/2021	ALBANY TYREPOWER	Tyre Services - Fleet Q19001	\$ 2,725.50
EFT148584	25/02/2021	ALBANY VETERINARY HOSPITAL PTY LTD	Veterinary Services	\$ 131.55
EFT148280	18/02/2021	ALBANY WALLCUTTING SERVICES	Concrete Works - Hardie Road	\$ 412.50
EFT148449	25/02/2021	ALBANY WALLCUTTING SERVICES	Brick Paving - Albany Surf Club	\$ 4,774.00
EFT148604	04/03/2021	ALBANY WALLCUTTING SERVICES	Brick Paving - Albany Surf Club	\$ 1,148.40
EFT148452	25/02/2021	ALINTA	Gas Charges	\$ 30.85
EFT148503	25/02/2021	ALISON GOODE	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148608	04/03/2021	ALL EVENTS HIRE AND PRODUCTION	Equipment Hire	\$ 66.00
EFT148498	25/02/2021	ALL TRUCK REPAIRS	Vehicle Parts/Maintenance	\$ 187.00
EFT148795	11/03/2021	ALL TRUCK REPAIRS	Vehicle Parts/Maintenance	\$ 302.50
EFT148283	18/02/2021	ALLTOILETS	Hire of Toilets - Kuch Road	\$ 6,215.44
EFT148323	18/02/2021	AMAZING SOUTH COAST TOURISM INC	Sponsorship Funding - Taste Great Southern 2021	\$ 11,000.00
EFT148305	18/02/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	Diesel Supplies	\$ 7,946.02
EFT148467	25/02/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	Diesel Supplies	\$ 11,917.95
EFT148628	04/03/2021	AMPOL AUSTRALIA PETROLEUM PTY LTD	Diesel Supplies	\$ 9,031.75
EFT148767	11/03/2021	AMPOL LIMITED	Fuel Card Supplies	\$ 4,403.16
EFT148436	18/02/2021	AMY WHITE	Yoga Classes - LLY Programme	\$ 600.00
EFT148727	04/03/2021	AMY WHITE	Yoga Classes - LLY Programme	\$ 500.00
EFT148788	11/03/2021	ANGELA EDWARDS	Cleaning Works Q18034	\$ 1,357.50
EFT148749	11/03/2021	ANTONIA'S DANCE STUDIO	LLY Programme - ALAC	\$ 350.00
EFT148286	18/02/2021	ARDESS NURSERY	Plants	\$ 144.00
EFT148609	04/03/2021	ART HANGING SYSTEMS	Modular Gallery Display Walls Q20035	\$ 53,360.19
EFT148453	25/02/2021	ART ON THE MOVE	Exhibition	\$ 4,250.00
EFT148287	18/02/2021	ARTSOUTHWA INCORPORATED	2021 Res Grant - Milestone 1	\$ 10,000.00
EFT148897	11/03/2021	ASHA WIEGELE	Umpiring Fees - Netball	\$ 240.00
EFT148288	18/02/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 986.77
EFT148454	25/02/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 2,723.15
EFT148610	04/03/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 4,197.69
EFT148750	11/03/2021	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 9,975.40
EFT148751	11/03/2021	AURAVEDA PTY LTD	Stock - Forts Store	\$ 169.00
EFT148291	18/02/2021	AUSCOINSWEST	Stock - Visitors Centre	\$ 451.00
EFT148613	04/03/2021	AUSCOINSWEST	Stock - Forts Store	\$ 495.00

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148292	18/02/2021	AUSTRALASIA SPORTS TIMING	Swimming Starting Platforms - ALAC	\$ 21,638.65
EFT148290	18/02/2021	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 1,422.40
EFT148612	04/03/2021	AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$ 1,474.20
EFT148289	18/02/2021	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 193,938.73
EFT148611	04/03/2021	AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$ 185,010.22
EFT148614	04/03/2021	BADGEMATE	COA Badges	\$ 77.78
EFT148752	11/03/2021	BAR TARIFA	Catering	\$ 330.00
EFT148456	25/02/2021	BAREFOOT CLOTHING MANUFACTURERS	Uniform Suppliers	\$ 3,327.00
EFT148616	04/03/2021	BARRETT'S MINI EARTHMOVING & CHIPPING	Removal of Stump C19014(B)	\$ 4,686.00
EFT148753	11/03/2021	BATTERY WORLD	Battery Supplies	\$ 233.90
EFT148754	11/03/2021	BENARA NURSERIES	Plants	\$ 1,597.66
EFT148457	25/02/2021	BENNETT'S BATTERIES	Battery Supplies	\$ 1,029.60
EFT148755	11/03/2021	BENNETT'S BATTERIES	Battery Supplies	\$ 334.40
EFT148619	04/03/2021	BERG CONTRACTING SERVICES	Removal of Asbestos Stormwater Pipe - Sanford Rd	\$ 2,641.00
EFT148294	18/02/2021	BERTOLA HIRE ALBANY PTY LTD	Equipment Hire	\$ 198.00
EFT148757	11/03/2021	BEST OFFICE SYSTEMS	Printer Repair P16002	\$ 455.00
EFT148711	04/03/2021	BEVERLEY COLLIER - SUSTAINABLE MOTION	LLY - Active Programme ALAC	\$ 200.00
EFT148295	18/02/2021	BIBBULMUN TRACK FOUNDATION	Stock - Visitors Centre	\$ 158.75
EFT148296	18/02/2021	BIG SKY PUBLISHING	Stock - Forts Store	\$ 98.97
EFT148799	11/03/2021	BILL GIBBS EXCAVATIONS	Mulch Works C19007(D)	\$ 550.00
EFT148521	25/02/2021	BJ & AD LUCAS FAMILY TRUST	Stock - Forts Store	\$ 572.00
EFT148460	25/02/2021	BLACK AND WHITE CONCRETING	Concrete Supplies C20015(B)	\$ 3,100.00
EFT148620	04/03/2021	BLACK AND WHITE CONCRETING	Concrete Works - Driveway Tunney Way C20015(B)	\$ 1,575.00
EFT148298	18/02/2021	BLOOMIN FLOWERS SPENCER PARK	Flowers	\$ 210.00
EFT148462	25/02/2021	BLOOMIN FLOWERS SPENCER PARK	Flowers	\$ 80.00
EFT148299	18/02/2021	BOOKEASY AUSTRALIA PTY LTD	Bookeasy Fees - Visitors Centre	\$ 2,752.69
EFT148760	11/03/2021	BOOKEASY AUSTRALIA PTY LTD	Bookeasy Fees - Visitors Centre	\$ 595.55
EFT148300	18/02/2021	BP BIRD PLUMBING & GAS PTY LTD	Parts Service	\$ 396.60
EFT148392	18/02/2021	BRAYDEN JOHN PARKER	Lawn Mowing Services - Day Care	\$ 120.00
EFT148536	25/02/2021	BC NOAKES	Rates Refund	\$ 600.00
EFT148463	25/02/2021	BRIDGESTONE AUSTRALIA LTD	Tyres Q19001(A)	\$ 2,341.39
EFT148301	18/02/2021	BROOKS HIRE SERVICE PTY LTD	Plant Equipment Hire	\$ 4,598.90
EFT148624	04/03/2021	BROOKS HIRE SERVICE PTY LTD	Plant Equipment Hire	\$ 1,741.97
EFT148761	11/03/2021	BROOKS HIRE SERVICE PTY LTD	Plant Equipment Hire	\$ 1,951.40
EFT148302	18/02/2021	BUFF N POLISH	Detailing Fire Trucks	\$ 500.00
EFT148303	18/02/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 142.32
EFT148465	25/02/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 1,158.17
EFT148625	04/03/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 385.01
EFT148764	11/03/2021	BUNNINGS GROUP LIMITED	Hardware Supplies	\$ 584.40
EFT148466	25/02/2021	BUSY BLUE BUS	Tours - AVC Sales	\$ 504.05

**CITY OF ALBANY  
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**ELECTRONIC FUND TRANSFER PAYMENTS**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT148676	04/03/2021	C McLELLAN AND ASSOCIATES PTY LTD	Swimming Pool Hoist Lift - ALAC	\$ 7,100.00
EFT148304	18/02/2021	C&C MACHINERY CENTRE	Fleet and Plant Parts, Repairs and Maintenance	\$ 196.95
EFT148627	04/03/2021	C&C MACHINERY CENTRE	Fleet and Plant Parts, Repairs and Maintenance	\$ 404.10
EFT148766	11/03/2021	C&C MACHINERY CENTRE	Fleet and Plant Parts, Repairs and Maintenance	\$ 669.40
EFT148306	18/02/2021	CAMLYN SPRINGS	Water Refills	\$ 286.00
EFT148884	11/03/2021	CA TURNER	Rates Refund	\$ 645.44
EFT148717	04/03/2021	CAROLYN FRANCES TRAPNELL	Stock - Forts Store	\$ 1,545.00
EFT148563	25/02/2021	CJ SMIDDY-BROWN	Rates Refund	\$ 46.66
EFT148629	04/03/2021	CARVING CONCRETE CONSTRUCTION PTY LTD	Construction of Skate Park C20013	\$ 378,976.04
EFT148308	18/02/2021	CATALYSE RESEARCH & STRATEGY	50% 2021 Strategic Community Plan	\$ 37,950.00
EFT148582	25/02/2021	CENTAMAN SYSTEMS PTY LTD	Plastic Cards - League of Local Legends	\$ 1,595.00
EFT148471	25/02/2021	CENTENNIAL STADIUM INC	Electricity Charges	\$ 231.01
EFT148771	11/03/2021	CENTENNIAL STADIUM INC	Cleaning Services	\$ 42.90
EFT148309	18/02/2021	CENTIGRADE SERVICES PTY LTD	Maintenance Works Q20004 and C18014	\$ 1,731.79
EFT148470	25/02/2021	CENTIGRADE SERVICES PTY LTD	Maintenance Works Q20004 and C18014	\$ 1,116.22
EFT148632	04/03/2021	CENTIGRADE SERVICES PTY LTD	Maintenance Works Q20004 and C18014	\$ 5,198.92
EFT148769	11/03/2021	CENTIGRADE SERVICES PTY LTD	Maintenance Works Q20004 and C18014	\$ 252.49
EFT148770	11/03/2021	CENTRAL REGIONAL TAFE	Course Fees	\$ 244.00
EFT148322	18/02/2021	CGS QUALITY CLEANING	Cleaning Services C14036	\$ 11,864.30
EFT148782	11/03/2021	CGS QUALITY CLEANING	Cleaning Services C14036	\$ 73,666.02
EFT148633	04/03/2021	CHANDLER MACLEOD GROUP LIMITED	Assessment - Ranger Co-ordinator Role	\$ 544.50
EFT148634	04/03/2021	CHERRY BOOTS ALBANY	Stock - Forts Store	\$ 150.00
EFT148310	18/02/2021	CHILD SUPPORT AGENCY	Payroll Deductions	\$ 732.90
EFT148635	04/03/2021	CHILD SUPPORT AGENCY	Payroll Deductions	\$ 732.90
EFT148580	25/02/2021	CHRIS THOMSON	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148311	18/02/2021	CHRISTOPHER BURNELL	Stone Works - Middleton Beach Enhancement C20012	\$ 24,620.00
EFT148772	11/03/2021	CHRISTOPHER BURNELL	Stone Works - Middleton Beach Enhancement C20012	\$ 26,080.00
EFT148773	11/03/2021	CITY OF ALBANY BAND INCORPORATED	Performance - Events	\$ 300.00
EFT148774	11/03/2021	CIVICA PTY LTD	Qtly SMS Transactions	\$ 725.38
EFT148636	04/03/2021	CIVIQ	Drinking Fountain - ALAC	\$ 3,118.50
EFT148473	25/02/2021	CLARK TYRES	Tyres and Wheel Alignment - Fleet	\$ 517.00
EFT148313	18/02/2021	CLEANAWAY PTY LIMITED	Waste Collection P14021	\$ 258,891.20
EFT148474	25/02/2021	CLEANAWAY PTY LIMITED	Waste Collection P14021	\$ 1,734.36
EFT148314	18/02/2021	CMM TECHNOLOGY	Recalibration of Breathalyser Units	\$ 115.50
EFT148315	18/02/2021	COATES HIRE OPERATIONS PTY LIMITED	Hire Water Barriers	\$ 359.18
EFT148475	25/02/2021	COHERA-TECH PTY LTD	Door Counter - AVC	\$ 480.00
EFT148316	18/02/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 535.41
EFT148476	25/02/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 33.14
EFT148637	04/03/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 123.12
EFT148776	11/03/2021	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries - Various	\$ 309.09

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<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT148317	18/02/2021	COMMON GROUND TRAILS PTY LTD	Progress Claim Construction Pump Track and Jump Park C20014	\$ 49,272.72
EFT148778	11/03/2021	COMMON GROUND TRAILS PTY LTD	Progress Claim Construction Pump Track and Jump Park C20014	\$ 87,331.88
EFT148762	11/03/2021	CONSTRUCTION TRAINING FUND	BCITF Levy Payment Feb 2021	\$ 5,228.13
EFT148318	18/02/2021	CREATIVE PLAYING	Stock - Forts Store	\$ 2,649.94
EFT148481	25/02/2021	CRUMPS CANVAS	Canvas Repairs	\$ 534.00
EFT148484	25/02/2021	D & K ENGINEERING	Repairs to Plant Equipment	\$ 886.05
EFT148746	11/03/2021	DA CHRISTIE PTY LTD	BBQ Upgrades - Natural Reserves	\$ 8,131.42
EFT148832	11/03/2021	DAISY MCLENNAN	Umpiring Fees - Netball	\$ 120.00
EFT148875	11/03/2021	DAISY STEWART MORGAN	Umpiring Fees - Netball	\$ 110.00
EFT148748	11/03/2021	DAMON ANNISON	Stock - Forts Store	\$ 464.55
EFT148485	25/02/2021	DATA #3 LIMITED	Red Hat Enterprise Linux Serve	\$ 2,672.46
EFT148480	25/02/2021	DAVID CRAIGS	Event Stage - Middleton Beach Festival	\$ 2,480.00
EFT148321	18/02/2021	DAVRIC AUSTRALIA	Stock - Forts Store	\$ 1,591.60
EFT148781	11/03/2021	DDL AUSTRALIA PTY LTD	Course Fees - IT	\$ 6,050.00
EFT148589	25/02/2021	DENNIS WELLINGTON	Mayoral Allowances and Sitting Fees	\$ 11,734.92
EFT148486	25/02/2021	DEPARTMENT OF BIODIVERSITY CONSERVATION AND	Park Passes - AVC Sales	\$ 3,786.75
EFT148650	04/03/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	DBA False Alarm Service	\$ 920.00
EFT148793	11/03/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	2020/2021 ESL Qtr 3 - Payment	\$ 1,054,525.14
EFT148763	11/03/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL Levy Feb 2021	\$ 23,296.42
EFT148784	11/03/2021	DEPARTMENT OF TRANSPORT	DIS Fees	\$ 370.60
EFT148324	18/02/2021	DESIGNER DIRT PTY LTD	Stock - Forts Store	\$ 680.00
EFT148854	11/03/2021	DEVON PROUDFOOT	Umpiring Fees - Netball	\$ 80.00
EFT148527	25/02/2021	DIANA LOUISE MILLER	Stock - Forts Store	\$ 416.00
EFT148679	04/03/2021	DIANA LOUISE MILLER	Stock - Forts Store	\$ 140.00
EFT148326	18/02/2021	DISCOVERY BAY TOURISM PRECINCT LTD	Amazing South Coast Pass Sales	\$ 1,983.00
EFT148327	18/02/2021	DJI AUTHORISED RETAIL STORE	Data Presentation Equipment	\$ 7,384.93
EFT148328	18/02/2021	DJL ELECTRICAL	Electrical Services Q18051	\$ 1,399.20
EFT148488	25/02/2021	DJL ELECTRICAL	Electrical Services Q18051	\$ 1,876.60
EFT148786	11/03/2021	DJL ELECTRICAL	Electrical Services Q18051	\$ 2,600.40
EFT148329	18/02/2021	DLC VET PTY LTD	Cat Cages	\$ 8,358.02
EFT148640	04/03/2021	DOG ROCK MOTEL	Accommodation - WA Museum Visit	\$ 387.00
EFT148330	18/02/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q19033	\$ 150.00
EFT148489	25/02/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q19033	\$ 150.00
EFT148641	04/03/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q19033	\$ 190.00
EFT148787	11/03/2021	DOGGY DOO CLEANUPS	Animal Hygiene Services - Q19033	\$ 150.00
EFT148490	25/02/2021	DORALANE PASTRIES	Catering	\$ 52.70
EFT148331	18/02/2021	DYLANS ON THE TERRACE	Catering	\$ 1,045.50
EFT148493	25/02/2021	DYLANS ON THE TERRACE	Catering	\$ 208.00
EFT148642	04/03/2021	DYLANS ON THE TERRACE	Catering	\$ 612.70
EFT148332	18/02/2021	EASI PACKAGING PTY LTD	Payroll Deductions	\$ 8,451.42

**CITY OF ALBANY  
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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148643	04/03/2021	EASI PACKAGING PTY LTD	Payroll Deductions	\$ 8,451.42
EFT148644	04/03/2021	ECO EDGE RETIC SUPPLIES	Reticulation Supplies	\$ 2,197.80
EFT148333	18/02/2021	ELANDRIAL GAMES	Hosting Board Games - Youth Initiatives	\$ 200.00
EFT148860	11/03/2021	ELIZABETH RICHARDS SCHOOL SUPPLIES PTY LTD	Puzzles and Games - Library	\$ 285.59
EFT148645	04/03/2021	E TURZER	Staff Reimbursement	\$ 30.40
EFT148334	18/02/2021	ELLEKER GENERAL STORE	Diesel Elleker BFB	\$ 124.76
EFT148789	11/03/2021	ELLEKER GENERAL STORE	Diesel Elleker BFB	\$ 59.68
EFT148335	18/02/2021	ELLESIE VENTURES	Face Painting - Events	\$ 760.50
EFT148492	25/02/2021	EMMA DOUGHTY	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148337	18/02/2021	ENVIRO PIPES PTY LTD	Pipe Supplies C18011(B)	\$ 9,518.81
EFT148494	25/02/2021	ENVIRO PIPES PTY LTD	Pipe Supplies C18011(B)	\$ 3,711.18
EFT148338	18/02/2021	ERGOLINK	Computer Equipment	\$ 207.26
EFT148410	18/02/2021	ERIN LEAH SPROULE	Umpiring Fees - Netball	\$ 160.00
EFT148704	04/03/2021	ERIN LEAH SPROULE	Umpiring Fees - Netball	\$ 320.00
EFT148339	18/02/2021	E-STRALIAN PTY LTD	E-Bike Lease	\$ 258.67
EFT148646	04/03/2021	E-STRALIAN PTY LTD	E-Bike Lease	\$ 258.67
EFT148340	18/02/2021	EVERTRANS	Vehicle Parts/Maintenance	\$ 165.00
EFT148495	25/02/2021	EVERTRANS	Vehicle Parts/Maintenance	\$ 550.00
EFT148791	11/03/2021	EVERTRANS	Vehicle Parts/Maintenance	\$ 357.50
EFT148647	04/03/2021	EXISLE PUBLISHING	Stock - Forts Store	\$ 647.70
EFT148648	04/03/2021	EYERITE SIGNS	Signage Services	\$ 1,112.50
EFT148792	11/03/2021	EYERITE SIGNS	Signage Services	\$ 4,398.35
EFT148649	04/03/2021	FARM LIFE FITNESS	LLY Programme - ALAC	\$ 300.00
EFT148652	04/03/2021	FJ MIDDLETON PTY LTD	Rates Refund	\$ 1,130.25
EFT148653	04/03/2021	FLEET STRATEGY	External Strategic Fleet Review	\$ 7,700.00
EFT148654	04/03/2021	FLIPS ELECTRICS	Electrical Supplies	\$ 1,346.00
EFT148343	18/02/2021	FORREST WINDSCREENS	Windscreen Repairs	\$ 120.00
EFT148796	11/03/2021	FORREST WINDSCREENS	Windscreen Repairs	\$ 528.00
EFT148345	18/02/2021	FOUNDATION ELECTRICAL PTY LTD	Nilfish Machine Service - ALAC	\$ 373.45
EFT148655	04/03/2021	FOUNDATION ELECTRICAL PTY LTD	Remove/Install Pump ALAC	\$ 840.80
EFT148656	04/03/2021	FOXTEL MANAGEMENT PTY LTD	Foxtel Service - ALAC	\$ 440.00
EFT148284	18/02/2021	FRANCES ANDRIJICH PHOTOGRAPHER	Video Services - NAC	\$ 1,595.00
EFT148657	04/03/2021	FRANGIPANI FLORAL STUDIO	Flowers - Volunteers	\$ 40.00
EFT148883	11/03/2021	FCG TURNER	Rates Refund	\$ 835.36
EFT148797	11/03/2021	FREEDOM EXERCISE PHYSIOLOGY	LLY Programme - ALAC	\$ 425.00
EFT148346	18/02/2021	FREMANTLE ARTS CENTRE PRESS	Stock - Forts Store	\$ 1,122.69
EFT148347	18/02/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	Bushfire Fighting Equipment	\$ 258.78
EFT148499	25/02/2021	FRONTLINE FIRE & RESCUE EQUIPMENT	Bushfire Fighting Equipment	\$ 26.40
EFT148348	18/02/2021	FUELFIX AND TANKS 2 GO	Fuel Tank Servicing - LGGS BFB	\$ 5,929.00
EFT148500	25/02/2021	FUELFIX AND TANKS 2 GO	Fuel Tank Servicing - LGGS BFB	\$ 8,756.00



**CITY OF ALBANY  
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<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT148851	11/03/2021	FULTON HOGAN INDUSTRIES	Bitumen Supplies	\$ 8,385.08
EFT148862	11/03/2021	G & L SHEETMETAL	Metal Supplies	\$ 54.70
EFT148325	18/02/2021	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Products Q20026	\$ 3,420.60
EFT148487	25/02/2021	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Products Q20026	\$ 4,303.35
EFT148638	04/03/2021	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Products Q20026	\$ 371.35
EFT148785	11/03/2021	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning Products Q20026	\$ 326.85
EFT148349	18/02/2021	GALLERY WORKS	Stock - Forts Store	\$ 453.00
EFT148847	11/03/2021	GD PAGE	Rates Refund	\$ 766.13
EFT148664	04/03/2021	GLEN MICHAEL HEGEDUS	Consultation Artwork - Middleton Beach Project	\$ 1,750.00
EFT148312	18/02/2021	GLOBAL ELEVATOR MANAGEMENT	Auditing of Lift at Centennial Stadium	\$ 2,156.00
EFT148350	18/02/2021	GLOBAL INTEGRATED SOLUTIONS LIMITED	Carpark and Ticket Machine Subscription Fees	\$ 240.77
EFT148658	04/03/2021	GLOBAL INTEGRATED SOLUTIONS LIMITED	Credit Card Processing - Parking Fees	\$ 23.32
EFT148802	11/03/2021	GLOBAL INTEGRATED SOLUTIONS LIMITED	Credit Card Processing - Parking Fees	\$ 240.77
EFT148801	11/03/2021	GLOBAL SPILL CONTROL PTY LTD	Audit Tags	\$ 202.18
EFT148502	25/02/2021	GONDWANA LINK	Freedom of Entry Ceremony - Anzac Park	\$ 220.00
EFT148631	04/03/2021	GG CASTLEHOW	Refund - Overpayment of Invoice	\$ 3,101.34
EFT148661	04/03/2021	GREAT SOUTHERN GEOTECHNICS PTY LTD	4 Point Limit Tests - Gravel Pits	\$ 2,227.50
EFT148356	18/02/2021	GREAT SOUTHERN LANDSCAPING & IRRIGATION	Purchase of Trees	\$ 477.00
EFT148355	18/02/2021	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Services Q20012	\$ 1,234.00
EFT148809	11/03/2021	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Services Q20012	\$ 530.90
EFT148506	25/02/2021	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 190.30
EFT148805	11/03/2021	GREAT SOUTHERN PEST & WEED CONTROL	Pest Control Services - Q19026	\$ 121.00
EFT148353	18/02/2021	GREAT SOUTHERN SUPPLIES	Cleaning Supplies Q19006	\$ 772.85
EFT148508	25/02/2021	GREAT SOUTHERN SUPPLIES	Cleaning Supplies Q19006	\$ 5,968.60
EFT148660	04/03/2021	GREAT SOUTHERN SUPPLIES	Cleaning Supplies Q19006	\$ 277.80
EFT148806	11/03/2021	GREAT SOUTHERN SUPPLIES	Uniforms	\$ 2,799.50
EFT148354	18/02/2021	GREAT SOUTHERN TURF	Supply of Roll On Lawn C18001	\$ 198.00
EFT148807	11/03/2021	GREAT SOUTHERN TURF	Supply of Roll On Lawn C18001	\$ 2,112.00
EFT148810	11/03/2021	GREEN MAN MEDIA PRODUCTIONS	Local Legends Flyers	\$ 1,804.00
EFT148403	18/02/2021	GREEN SERVICES	Revise and Develop Home Energy Booklet	\$ 843.55
EFT148505	25/02/2021	GREEN SKILLS INCORPORATED	Works - C19011	\$ 953.31
EFT148659	04/03/2021	GREEN SKILLS INCORPORATED	Works - C19011	\$ 2,000.00
EFT148804	11/03/2021	GREEN SKILLS INCORPORATED	Works - C19011	\$ 29,602.84
EFT148808	11/03/2021	GREENMAN TRADING COMPANY	Tree Consultation C19014	\$ 10,725.00
EFT148571	25/02/2021	GREGORY BRIAN STOCKS	Councillor Allowances and Sitting Fees	\$ 4,805.59
EFT148811	11/03/2021	GREAT SOUTHERN CENTRE FOR OUTDOOR RECREATION	Digital Engagement Services	\$ 7,920.00
EFT148662	04/03/2021	GSM AUTO ELECTRICAL	Airport Generator Checks	\$ 137.50
EFT148352	18/02/2021	GSP WORKFORCE	Gardening Services - Lotteries House	\$ 259.00
EFT148617	04/03/2021	H & L BEHRENDT	Rates Refund	\$ 2,654.50
EFT148819	11/03/2021	H+H ARCHITECTS	Yellow Trace Rolls	\$ 438.35

**CITY OF ALBANY  
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FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148358	18/02/2021	HARPER ENTERTAINMENT DISTRIBUTION SERVICE	Stock - Forts Store	\$ 740.76
EFT148663	04/03/2021	HART SPORT	Sport Equipment - ALAC	\$ 137.00
EFT148814	11/03/2021	HAVOC BUILDERS PTY LTD	Building Services C17028	\$ 5,115.00
EFT148694	04/03/2021	HAZEL ROOME T/A SOUTH COAST COUNSELLING SERVICES	EAP Services	\$ 137.50
EFT148464	25/02/2021	HEAD TO TAIL PETS	Dog Leads - Pound Operations	\$ 79.20
EFT148510	25/02/2021	HEALTH SUPPORT SERVICES	Face Masks	\$ 973.50
EFT148863	11/03/2021	HELEN MAREE SIMPSON	Umpiring Fees - Netball	\$ 220.00
EFT148815	11/03/2021	HERSEY PTY LTD	Employee PPE	\$ 831.60
EFT148359	18/02/2021	HESPERIAN PRESS	Stock - Forts Store	\$ 672.95
EFT148360	18/02/2021	HHG LEGAL GROUP	Legal Services C19009	\$ 393.80
EFT148511	25/02/2021	HHG LEGAL GROUP	Legal Services C19009	\$ 4,835.65
EFT148665	04/03/2021	HHG LEGAL GROUP	Legal Services C19009	\$ 672.52
EFT148820	11/03/2021	HHG LEGAL GROUP	Legal Services C19009	\$ 880.00
EFT148817	11/03/2021	HOBBS PAINTING AND DECORATING	Painting Services Q18025	\$ 2,487.65
EFT148319	18/02/2021	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies C19006	\$ 1,263.90
EFT148482	25/02/2021	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies C19006	\$ 703.56
EFT148780	11/03/2021	HOLCIM (AUSTRALIA) PTY LTD	Concrete Supplies C19006	\$ 1,283.92
EFT148361	18/02/2021	HUDSON SEWAGE SERVICES	Biomax Service - Airport	\$ 340.98
EFT148363	18/02/2021	I GEIDANS	Staff Reimbursement	\$ 119.00
EFT148745	11/03/2021	IAN ALDERMAN	Exhibition Hire Fee	\$ 2,900.00
EFT148680	04/03/2021	IAN MILLER	Refund ALAC Classes	\$ 15.70
EFT148512	25/02/2021	ICS GROUP AUTO ELECTRICAL & AIR CONDITIONING PTY LTD	Repairs - Plant Equipment	\$ 1,075.80
EFT148666	04/03/2021	ICS GROUP AUTO ELECTRICAL & AIR CONDITIONING PTY LTD	Repairs - Plant Equipment	\$ 744.03
EFT148362	18/02/2021	IMPACT SERVICE PTY LTD	Casual Staff/Apprentice Fees	\$ 74.78
EFT148668	04/03/2021	INTANDEM	Stock - Forts Store	\$ 935.00
EFT148514	25/02/2021	IPAR REHABILITATION PTY LTD	Pre Employment Assessment	\$ 328.90
EFT148515	25/02/2021	ISUBSCRIBE	Subscription Services - Library	\$ 1,009.68
EFT148719	04/03/2021	IO WARD	Rates Refund	\$ 675.95
EFT148307	18/02/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C19001 and C18019	\$ 9,862.66
EFT148468	25/02/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C19001 and C18019	\$ 11,426.28
EFT148630	04/03/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C19001 and C18019	\$ 8,491.20
EFT148768	11/03/2021	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C19001 and C18019	\$ 9,508.16
EFT148297	18/02/2021	J. BLACKWOOD & SON PTY LTD	Hardware Supplies	\$ 1,477.76
EFT148461	25/02/2021	J. BLACKWOOD & SON PTY LTD	Hardware Supplies	\$ 1,476.93
EFT148621	04/03/2021	J. BLACKWOOD & SON PTY LTD	Hardware Supplies	\$ 931.92
EFT148758	11/03/2021	J. BLACKWOOD & SON PTY LTD	Hardware Supplies	\$ 90.85
EFT148557	25/02/2021	JAMIE SHANE SCALLY	Entertainment - Middleton Beach Festival	\$ 950.00
EFT148623	04/03/2021	J BOOTHMAN	Re-Imbursement Membership Overpaid	\$ 330.82
EFT148577	25/02/2021	JENNY TAYLOR DESIGNS	Stock - Forts Store	\$ 342.54
EFT148364	18/02/2021	JOHN KINNEAR AND ASSOCIATES	Surveying Services - C19016	\$ 2,001.18

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148558	25/02/2021	JOHN SHANHUN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148790	11/03/2021	JUDITH ANNE ESKETT	Umpiring Fees - Netball	\$ 150.00
EFT148849	11/03/2021	JA PEARCE	Rates Refund	\$ 802.26
EFT148379	18/02/2021	JUNIPER MOIGNARD	Entertainment - Events	\$ 70.00
EFT148824	11/03/2021	JUST A CALL DELIVERIES	Bag Deliveries Feb 2021	\$ 1,524.60
EFT148669	04/03/2021	JUST SEW EMBROIDERY	Embroidery Works	\$ 63.80
EFT148602	04/03/2021	JW & DF WOODBURY	Stock - Visitors Centre	\$ 150.00
EFT148825	11/03/2021	KALGAN QUEEN SCENIC CRUISES	Payment of Tour Bookings	\$ 10,880.00
EFT148670	04/03/2021	KC PSYCHOLOGICAL SERVICES	EAP Services	\$ 185.00
EFT148800	11/03/2021	KEELY GLIDDON	Umpiring Fees - Netball	\$ 180.00
EFT148671	04/03/2021	KEEP AUSTRALIA BEAUTIFUL COUNCIL (WA) INC	Litter Bags	\$ 80.00
EFT148898	11/03/2021	KEIRA WIEGELE	Umpiring Fees - Netball	\$ 120.00
EFT148798	11/03/2021	K FULTON	Rates Refund	\$ 658.85
EFT148365	18/02/2021	KESTON ECONOMICS PTY LTD	BBRF - Applications Albany Surf Reef/Motorsports Project	\$ 6,430.60
EFT148826	11/03/2021	KIM ANGELA TOMLINSON	EAP Services	\$ 600.00
EFT148765	11/03/2021	KR BUTTFIELD	Rates Refund	\$ 160.04
EFT148866	11/03/2021	KG SMYTH	Rates Refund	\$ 121.00
EFT148516	25/02/2021	KING RIVER VOLUNTEER BUSH FIRE BRIGADE	Standby - NYE Fireworks	\$ 150.00
EFT148517	25/02/2021	KINJ ART ABORIGINAL ART & CRAFT	Aboriginal Artwork - Middleton Beach Art Proposal	\$ 1,900.00
EFT148827	11/03/2021	KLAU GEOMATICS PTY LTD	Makeitaccurate Web Service	\$ 1,430.00
EFT148366	18/02/2021	KLB SYSTEMS	Computer Parts C17024	\$ 129.80
EFT148518	25/02/2021	KLB SYSTEMS	Computer Parts C17024	\$ 12,688.50
EFT148367	18/02/2021	KMART ALBANY	Pool Toys - ALAC	\$ 123.00
EFT148389	18/02/2021	KOMATSU AUSTRALIA PTY LTD	Plant Parts/Maintenance	\$ 373.30
EFT148828	11/03/2021	KOOL DIGITAL GRAPHICS PTY LTD T/A KOOL CREATIVE	Advertising Services	\$ 99.00
EFT148533	25/02/2021	KRIS NELSON	Performance - Christmas Party	\$ 550.00
EFT148368	18/02/2021	KURRAH MIA PTY LTD	Welcome to Country	\$ 330.00
EFT148369	18/02/2021	LADELLE PTY LTD	Stock - Forts Store	\$ 1,797.13
EFT148783	11/03/2021	LANDGATE	Valuations	\$ 1,995.13
EFT148829	11/03/2021	LEADING EDGE HIFI-ALBANY	VHF Radio Supplies	\$ 147.75
EFT148370	18/02/2021	LED SIGNS PTY LTD	Wireless Basketball Controller - ALAC	\$ 1,581.80
EFT148707	04/03/2021	L STONE	Rates Refund	\$ 1,388.10
EFT148371	18/02/2021	LIBBY SHEPPARD DESIGN	Stock - Visitors Centre	\$ 380.00
EFT148374	18/02/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG Professionals Conference	\$ 2,050.00
EFT148520	25/02/2021	LOCHNESS LANDSCAPE SERVICES	Verge Mowing C19010	\$ 28,800.00
EFT148672	04/03/2021	LOCHNESS LANDSCAPE SERVICES	Verge Mowing C19010	\$ 7,200.00
EFT148726	04/03/2021	LORRAINE ELIZABETH WEYMAN	LLY Yoga Programme - ALAC	\$ 200.00
EFT148382	18/02/2021	LUKE MOWALJARLAI	Performance - Event	\$ 900.00
EFT148848	11/03/2021	LUTZ AND SALLY PAMBERGER	EAP Services	\$ 165.00
EFT148372	18/02/2021	LW SUPPLY PTY LTD	Stock - Forts Store	\$ 1,101.60



**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148522	25/02/2021	M AND B SALES PTY LTD	Pine Supplies	\$ 355.77
EFT148673	04/03/2021	M AND B SALES PTY LTD	Pine Supplies	\$ 242.90
EFT148419	18/02/2021	M S TRAFALSKI	Rates Refund	\$ 1,024.30
EFT148472	25/02/2021	MAGIQ SOFTWARE PTY LTD	MAGIQ Performance Software Suite	\$ 209.81
EFT148759	11/03/2021	MARGIT ANNETTE BONDIN	Survey Services - Lake Mullocullup	\$ 500.00
EFT148375	18/02/2021	MASTEC AUSTRALIA PTY LTD	Compostable Liners Q20053	\$ 1,115.40
EFT148524	25/02/2021	MASTEC AUSTRALIA PTY LTD	Organic Caddies Q20053	\$ 398,431.92
EFT148525	25/02/2021	MATADOR CEILINGS PTY LTD	Ceiling Works - Elleker Hall	\$ 8,668.00
EFT148675	04/03/2021	MATADOR CEILINGS PTY LTD	Supply and Install Ceiling - South Stirling Community Hall	\$ 9,314.80
EFT148459	25/02/2021	MATT BENSON-LIDHOLM JP	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148878	11/03/2021	MA SULLIVAN	Rates Refund	\$ 792.00
EFT148377	18/02/2021	MCG ARCHITECTS PTY LTD	Design Services - SES Facility	\$ 7,389.36
EFT148831	11/03/2021	MCG ARCHITECTS PTY LTD	Architectural Services	\$ 5,734.08
EFT148896	11/03/2021	M WHITTLES (THE ESTATE OF)	Rates Refund	\$ 839.70
EFT148834	11/03/2021	MENTAL MEDIA PTY LTD	Audio Technology - Q17053	\$ 3,039.96
EFT148526	25/02/2021	MERRIFIELD REAL ESTATE	Rentals - Stirling St and Storage Units for Town Hall	\$ 900.00
EFT148677	04/03/2021	MERRIFIELD REAL ESTATE	Rentals - Cockburn Road	\$ 200.00
EFT148835	11/03/2021	MESSAGE4U PTY LTD	Monthly Access Fee Mar 2021	\$ 42.90
EFT148378	18/02/2021	METROLL ALBANY	Building Supplies	\$ 297.44
EFT148678	04/03/2021	MHW INTEGRATION PTY LTD	Video Wall Repair - Lightning Strike - Insurance Claim	\$ 41,644.90
EFT148836	11/03/2021	MHW INTEGRATION PTY LTD	Support and Maintenance Jan-Mar - NAC	\$ 6,875.00
EFT148861	11/03/2021	MJ ROBBINS	Rates Refund	\$ 849.83
EFT148622	04/03/2021	M BOCCAMAZZO	Rates Refund	\$ 698.26
EFT148528	25/02/2021	MJB INDUSTRIES PTY LTD	Concrete Supplies C18011	\$ 3,779.60
EFT148681	04/03/2021	MJB INDUSTRIES PTY LTD	Concrete Supplies C18011	\$ 7,208.30
EFT148837	11/03/2021	MJB INDUSTRIES PTY LTD	Concrete Supplies C18011	\$ 12,523.61
EFT148529	25/02/2021	MM DESIGNS	Stock - Visitors Centre	\$ 483.75
EFT148530	25/02/2021	LIFT DESIGN AND VERTICAL MOTION SYSTEMS	Elevator Repairs	\$ 814.00
EFT148838	11/03/2021	MODERN MOTOR TRIMMERS	Seat Covers	\$ 163.35
EFT148531	25/02/2021	MODERN TEACHING AIDS PTY LTD	Kindy Play Equipment	\$ 63.03
EFT148422	18/02/2021	MOORE AUSTRALIA AUDIT (WA)	2021 Budget Workshop	\$ 1,782.00
EFT148384	18/02/2021	MULE CREATIVE	Photography Services	\$ 440.00
EFT148841	11/03/2021	NATURALISTE CHARTERS	Tour Sales	\$ 654.50
EFT148683	04/03/2021	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware Supplies	\$ 192.20
EFT148842	11/03/2021	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware Supplies	\$ 269.45
EFT148534	25/02/2021	NEW HORIZON HOMES (WA) PTY LTD	Refund - Overpayment of Invoice	\$ 737.60
EFT148385	18/02/2021	NEWMAN'S QUALITY CONCRETE PRODUCTS	Concrete Supplies C18011	\$ 2,622.95
EFT148535	25/02/2021	NLC PTY LTD	Novated Leases and Associated Costs	\$ 617.99
EFT148843	11/03/2021	NLC PTY LTD	Novated Leases and Associated Costs	\$ 617.99
EFT148387	18/02/2021	NORDIC FITNESS EQUIPMENT	Gym Wipes - ALAC	\$ 1,111.28

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT148537	25/02/2021	NOVUS AUTOGLASS REPAIRS & REPLACEMENTS	Windscreen Repairs	\$ 380.00
EFT148723	04/03/2021	NUTRIEN AG SOLUTIONS (LANDMARK)	Chemicals Q20005	\$ 1,354.82
EFT148893	11/03/2021	NUTRIEN AG SOLUTIONS (LANDMARK)	Chemicals Q20005	\$ 21.45
EFT148844	11/03/2021	OCS SERVICES PTY LTD	Cleaning Services	\$ 3,353.71
EFT148390	18/02/2021	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 21.76
EFT148538	25/02/2021	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 126.34
EFT148685	04/03/2021	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 443.55
EFT148845	11/03/2021	OFFICEWORKS SUPERSTORES PTY LTD	Stationery Supplies	\$ 605.18
EFT148539	25/02/2021	O'KEEFE'S PAINTS	Gloss Purchase	\$ 273.79
EFT148686	04/03/2021	O'KEEFE'S PAINTS	Paint Supplies	\$ 256.44
EFT148846	11/03/2021	O'KEEFE'S PAINTS	Paint Supplies	\$ 116.62
EFT148391	18/02/2021	ONEMUSIC AUSTRALIA	One Music Annual License 01/01/2021- 31/03/2021	\$ 1,062.69
EFT148540	25/02/2021	ORIGIN ENERGY	Gas Supplies	\$ 2,203.53
EFT148285	18/02/2021	PAPERBARK MERCHANTS	Stock - Library	\$ 506.21
EFT148747	11/03/2021	PAPERBARK MERCHANTS	Newspapers Feb 2021	\$ 194.00
EFT148478	25/02/2021	PAUL RAYMOND COOK	MC Services - Middleton Beach Festival	\$ 800.00
EFT148578	25/02/2021	PAUL TERRY	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148394	18/02/2021	PAV EVENTS	Projection Screen - Middleton Beach Festival	\$ 15,400.00
EFT148393	18/02/2021	PENROSE PROFESSIONAL LAWN CARE	Lawn Mowing Services - VAC	\$ 308.00
EFT148687	04/03/2021	PERTH SAFETY PRODUCTS PTY LTD	Supply Barriers and Chemical Signage	\$ 13,002.00
EFT148850	11/03/2021	PERTH SAFETY PRODUCTS PTY LTD	Safety Signage/Bollards/Speed Humps	\$ 7,554.80
EFT148541	25/02/2021	PFD FOOD SERVICES PTY LTD	Supplies - Corporate Expenses	\$ 446.70
EFT148688	04/03/2021	PFD FOOD SERVICES PTY LTD	Supplies - Corporate Expenses	\$ 421.40
EFT148903	11/03/2021	PHILIP WYATT	Legal Services - Leasing	\$ 1,100.00
EFT148852	11/03/2021	PIONEER HEALTH ALBANY	Flu Vaccinations	\$ 110.00
EFT148395	18/02/2021	PLASTICS PLUS	Plastic Tub Purchase	\$ 37.40
EFT148543	25/02/2021	PLASTICS PLUS	Purchase	\$ 17.16
EFT148397	18/02/2021	PRATT TRANSPORT LOGISTICS	Hire - Semi Trailer	\$ 660.00
EFT148812	11/03/2021	PRIME MEDIA GROUP LTD	Advertising	\$ 2,476.10
EFT148691	04/03/2021	PRINTSYNC BUSINESS SOLUTIONS	Photocopy Charges	\$ 98.08
EFT148398	18/02/2021	PROTECTOR FIRE SERVICES	Fire Equipment Service/Repairs C20001	\$ 302.50
EFT148545	25/02/2021	PROTECTOR FIRE SERVICES	Fire Equipment Service/Repairs C20001	\$ 288.20
EFT148546	25/02/2021	QUALITY PUBLISHING AUSTRALIA	Maps and Guide Books	\$ 276.78
EFT148513	25/02/2021	QUBE LOGISTICS (WA2) PTY LTD	Delivery of Chlorine Gas - ALAC	\$ 2,171.35
EFT148855	11/03/2021	QUICK SHOT COFFEE	Coffees	\$ 57.00
EFT148380	18/02/2021	QUINTIS SANDALWOOD PTY LTD	Stock - Forts Store	\$ 427.88
EFT148547	25/02/2021	R & L BITUMEN SERVICE PTY LTD	Asphalt Works C18010(B)	\$ 2,486.00
EFT148585	25/02/2021	R T & J R WALKER	Stock - Forts Store	\$ 671.00
EFT148856	11/03/2021	RADICAL FITNESS	Kimax Certification	\$ 796.00
EFT148399	18/02/2021	RAECO INTERNATIONAL PTY LTD	Gloss Purchase	\$ 1,019.57

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
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**ELECTRONIC FUND TRANSFER PAYMENTS**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT148509	25/02/2021	RAY HAMMOND	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148548	25/02/2021	R-COM INTERNATIONAL PTY LTD	Setup and provision of SIP service and Web app service	\$ 170.50
EFT148857	11/03/2021	R-COM INTERNATIONAL PTY LTD	Setup and provision of SIP service and Web app service	\$ 170.50
EFT148570	25/02/2021	REBECCA STEPHENS	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148549	25/02/2021	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 176.00
EFT148692	04/03/2021	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 176.00
EFT148400	18/02/2021	REDMAN SOLUTIONS PTY LTD	Archive Manager Upgrade and Migration	\$ 4,950.00
EFT148401	18/02/2021	REECE PTY LTD	Plumbing and Irrigation Supplies	\$ 81.22
EFT148551	25/02/2021	REECE PTY LTD	Plumbing and Irrigation Supplies	\$ 72.73
EFT148693	04/03/2021	REECE PTY LTD	Plumbing and Irrigation Supplies	\$ 118.67
EFT148858	11/03/2021	REECE PTY LTD	Plumbing and Irrigation Supplies	\$ 5.48
EFT148550	25/02/2021	REEVES ON CAMPBELL	Catering	\$ 301.00
EFT148552	25/02/2021	REPTILE HAVEN	Petting Farm - Middleton Beach Festival	\$ 715.00
EFT148553	25/02/2021	REXEL AUSTRALIA	Electrical Supplies	\$ 7.15
EFT148859	11/03/2021	REXEL AUSTRALIA	Electrical Supplies	\$ 174.06
EFT148554	25/02/2021	RICOH	Photo Copier Charges	\$ 10,888.35
EFT148555	25/02/2021	RIVERVIEW COUNTRY CLUB INC	Community Sport and Recreation Funding	\$ 9,698.00
EFT148573	25/02/2021	ROBERT SUTTON	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148402	18/02/2021	ROBERTS GARDINER ARCHITECTS	Architectural Services	\$ 6,965.75
EFT148320	18/02/2021	ROGER HAYWARD CUNNINGTON	Stock - Forts Store	\$ 216.00
EFT148821	11/03/2021	ROSE HUNTER	Umpiring Fees - Netball	\$ 160.00
EFT148803	11/03/2021	SAMUEL GOODALL	Ninja Workshop - Middleton Festival	\$ 5,000.00
EFT148562	25/02/2021	SANDIE SMITH	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148639	04/03/2021	SANDRA DIXON	EAP Services	\$ 155.00
EFT148501	25/02/2021	SANDRA GILFILLAN	IBSA Data Package	\$ 720.00
EFT148491	25/02/2021	S DORMAN	Refund ALAC Classes	\$ 354.60
EFT148404	18/02/2021	SECUREPAY PTY LTD	Web Payments Jan 2021 - Visitors Centre	\$ 44.34
EFT148696	04/03/2021	SECUREPAY PTY LTD	Web Payment Feb 2021 - Visitors Centre	\$ 36.05
EFT148405	18/02/2021	SEEK LIMITED	Advertising	\$ 605.00
EFT148697	04/03/2021	SEEK LIMITED	Advertising	\$ 627.00
EFT148615	04/03/2021	SEWLEX MANUFACTURING PTY LTD	Large Courier Bags	\$ 332.07
EFT148864	11/03/2021	SA SIMS	Rates Refund	\$ 752.72
EFT148698	04/03/2021	SHIRE OF DENMARK	Workshop Fees	\$ 165.00
EFT148559	25/02/2021	SIGMA CHEMICALS	Pool Chemicals - ALAC	\$ 462.00
EFT148699	04/03/2021	S KLOSE	Staff Reimbursement	\$ 18.00
EFT148865	11/03/2021	SKILL HIRE WA PTY LTD	Labour Hire	\$ 3,391.99
EFT148406	18/02/2021	SKIPPER TRANSPORT PARTS	Vehicle Parts/Maintenance	\$ 1,889.58
EFT148813	11/03/2021	SMITH CONSTRUCTIONS WA	Albany Town Hall Repurposing - Progress Claim 15 - Variation	\$ 31,815.71
EFT148407	18/02/2021	SMITHS ALUMINIUM AND 4WD CENTRE	Fleet and Plant Parts, Repairs and Maintenance	\$ 820.00
EFT148561	25/02/2021	SMITHS ALUMINIUM AND 4WD CENTRE	Diving Step Covers - ALAC	\$ 990.00

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148867	11/03/2021	SOIL SOLUTIONS PTY LTD	Green Waste C12008	\$ 10.00
EFT148564	25/02/2021	SOLUTIONS IT ASIA PACIFIC PTY LTD	iPad Screen Protectors	\$ 267.30
EFT148853	11/03/2021	SOPHIE PORTER	Umpiring - ALAC Summer Netball Competition	\$ 180.00
EFT148566	25/02/2021	SOUTH CITY PAVING	Brick Paving Works - Q19052	\$ 858.00
EFT148567	25/02/2021	SOUTH COAST CRANE HIRE	Hire - Truck Q19049	\$ 1,119.52
EFT148702	04/03/2021	SOUTH COAST CRANE HIRE	Hire - Truck Q19049	\$ 784.54
EFT148869	11/03/2021	SOUTH COAST CRANE HIRE	Hire - Truck Q19049	\$ 526.95
EFT148504	25/02/2021	SOUTH REGIONAL TAFE	Staff Course Fees	\$ 587.90
EFT148870	11/03/2021	SOUTHERN CROSS AUSTEREO PTY LTD	Media Releases	\$ 323.40
EFT148701	04/03/2021	SOUTHERN DISTRICTS JUNIOR FOOTBALL ASSOCIATION	Refund - Overpayment of Invoice	\$ 100.62
EFT148409	18/02/2021	SOUTHERN MODEL SUPPLIES	Stock - Forts Store	\$ 364.56
EFT148507	25/02/2021	SOUTHERN SHARPENING SERVICES	Tool Sharpening	\$ 92.50
EFT148408	18/02/2021	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 429.04
EFT148565	25/02/2021	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 1,135.00
EFT148700	04/03/2021	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 40.00
EFT148868	11/03/2021	SOUTHERN TOOL AND FASTENER CO	Hardware and Tool Supplies - Various	\$ 87.42
EFT148871	11/03/2021	SPIRAL CONSULTING	Professional Fees - Chair NAC Advisory Group	\$ 6,000.00
EFT148703	04/03/2021	SPORTSWORLD OF WA	Sport Equipment - ALAC	\$ 4,016.10
EFT148568	25/02/2021	STAR SALES AND SERVICE	Hardware Supplies/Tools	\$ 16,390.00
EFT148705	04/03/2021	STAR SALES AND SERVICE	Hardware Supplies/Tools	\$ 983.35
EFT148872	11/03/2021	STAR SALES AND SERVICE	Hardware Supplies/Tools	\$ 124.20
EFT148569	25/02/2021	STATEWIDE BEARINGS	Vehicle Parts/Maintenance	\$ 20.00
EFT148873	11/03/2021	STATEWIDE BEARINGS	Vehicle Parts/Maintenance	\$ 767.73
EFT148823	11/03/2021	STATEWIDE RACKING & STORAGE SOLUTIONS	Shelving/Panel Supplies	\$ 2,112.63
EFT148839	11/03/2021	STEPHANIE ANNE WRIGHT MORRIGAN	EAP Services	\$ 726.00
EFT148411	18/02/2021	STEWART AND HEATON CLOTHING PTY LTD	Staff Uniforms	\$ 288.87
EFT148874	11/03/2021	STEWART AND HEATON CLOTHING PTY LTD	Staff Uniforms	\$ 2,435.69
EFT148706	04/03/2021	STIRLING PRINT	Printing Services	\$ 160.00
EFT148876	11/03/2021	STIRLING PRINT	Printing Services	\$ 262.00
EFT148877	11/03/2021	SUGG'S TIMBER MACHINING	Timber Window Supplies - Rural Town Hall Upgrades	\$ 5,157.97
EFT148388	18/02/2021	SUPA IGA NORTH ROAD	Groceries - Various	\$ 25.46
EFT148684	04/03/2021	SUPA IGA NORTH ROAD	Groceries - Various	\$ 27.27
EFT148413	18/02/2021	SUPERCHEAP AUTOS	Parts - Fleet	\$ 20.10
EFT148710	04/03/2021	SUPERCHEAP AUTOS	Parts - Fleet	\$ 734.10
EFT148574	25/02/2021	SYNERGY	Electricity Charges	\$ 71,020.57
EFT148712	04/03/2021	SYNERGY	Electricity Charges	\$ 3,497.68
EFT148879	11/03/2021	SYNERGY	Electricity Charges	\$ 3,103.78
EFT148414	18/02/2021	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 1,019.24
EFT148575	25/02/2021	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 2,844.14
EFT148713	04/03/2021	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 38.21

**CITY OF ALBANY  
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS  
FOR THE PERIOD ENDING 15 MARCH 2021**

**ELECTRONIC FUND TRANSFER PAYMENTS**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT148880	11/03/2021	T & C SUPPLIES PTY LTD	Hardware/Tool/Other Supplies	\$ 670.88
EFT148477	25/02/2021	TANJA COLBY DESIGNS	Stock - Forts Store	\$ 100.00
EFT148777	11/03/2021	TANJA COLBY DESIGNS	Stock - Forts Store	\$ 50.00
EFT148469	25/02/2021	T CATHERALL	Staff Reimbursement	\$ 18.20
EFT148576	25/02/2021	TARGA WEST P/L	Sponsorship Fees - Targa Sprint	\$ 6,000.00
EFT148415	18/02/2021	THE 12 VOLT WORLD	Fleet and Plant Parts, Repairs and Maintenance	\$ 105.00
EFT148579	25/02/2021	THE 12 VOLT WORLD	Fleet and Plant Parts, Repairs and Maintenance	\$ 23.00
EFT148714	04/03/2021	THE 12 VOLT WORLD	Fleet and Plant Parts, Repairs and Maintenance	\$ 1,430.00
EFT148342	18/02/2021	THE FIXUPPERY	Cleaning Services Q18036	\$ 645.52
EFT148651	04/03/2021	THE FIXUPPERY	Cleaning Services Q18036	\$ 1,108.00
EFT148794	11/03/2021	THE FIXUPPERY	Cleaning Services Q18036	\$ 2,952.51
EFT148373	18/02/2021	THE LITTLE GROVE CHALET COMMITTEE INC	Funding - Limestone for Chalets	\$ 1,449.80
EFT148383	18/02/2021	THE MUFFIN QUEEN	Catering	\$ 1,400.00
EFT148532	25/02/2021	THE MUFFIN QUEEN	Catering	\$ 100.00
EFT148682	04/03/2021	THE MUFFIN QUEEN	Catering	\$ 50.00
EFT148840	11/03/2021	THE MUFFIN QUEEN	Catering	\$ 1,575.00
EFT148695	04/03/2021	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Out Centre Services	\$ 986.65
EFT148423	18/02/2021	THE UNIVERSITY OF WESTERN AUSTRALIA	Friends of UWA Albany Annual Subscription Renewal	\$ 25.00
EFT148433	18/02/2021	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising Costs	\$ 9,703.85
EFT148894	11/03/2021	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising Costs	\$ 6,695.83
EFT148416	18/02/2021	THINKWATER ALBANY	Reticulation Supplies - Middleton Beach Public Realm Enhancement	\$ 28,721.77
EFT148715	04/03/2021	THINKWATER ALBANY	Reticulation Supplies	\$ 2,806.52
EFT148882	11/03/2021	THINKWATER ALBANY	Reticulation Supplies	\$ 798.02
EFT148417	18/02/2021	TOLL TRANSPORT	Courier Services	\$ 1,627.19
EFT148581	25/02/2021	TOLL TRANSPORT	Courier Services	\$ 820.44
EFT148716	04/03/2021	TOLL TRANSPORT	Courier Services	\$ 152.57
EFT148418	18/02/2021	TOTAL GREEN RECYCLING	Transport and Processing of E-Waste Q20025	\$ 3,104.15
EFT148881	11/03/2021	T-QUIP	Vehicle Parts/Maintenance	\$ 2,562.05
EFT148560	25/02/2021	TRACY SLEEMAN	Councillor Allowances and Sitting Fees	\$ 2,935.67
EFT148583	25/02/2021	TRAILBLAZERS	Employee PPE	\$ 354.20
EFT148420	18/02/2021	TRUCKLINE	Fleet and Plant Parts, Repairs and Maintenance	\$ 154.73

Document Number	Description	Date Sent / Received
EDR21125950	Copy of Executed Document Item: N/A Re: C18010 (c) - Supply and lay of asphalt - Capital works 20/21 - package of works Parties: WCP Civil Pty Ltd Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	16/02/2021
EDR21126044	Copy of Executed Document Item: N/A Re: Application only for BBRF round 5 community investment for 2026 project leveraging city contribution of \$405,000 plus in kind being 60% with a grant request of \$270,000 for a total project of \$675,000. Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (online)	17/02/2021
EDR21126045	Copy of Executed Document Item: N/A Re: Application only for BBRF round 5 surf reef leveraging state government funding of \$4.5m and city contribution of \$500,000 plus in kind being 50% with a grant request of \$5m being a total of \$10m Parties: Application only - Department of Infrastructure, Transport, Regional Development and Communications Signed by Andrew Sharpe Chief Executive Officer (online)	17/02/2021
EDR21126112	Copy of Executed Document Item: N/A Re: Invoice for approval - within budget Parties: Mastec Australia Pty Ltd Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	18/02/2021
EDR21126118	Copy of Executed Document Item: N/A Re: Second claims for RPG funding on Sanford Road reconstruction & Blackspot Spencer / Stirling intersection Parties: Main Roads Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	18/02/2021



Document Number	Description	Date Sent / Received
EDR21126119	Copy of Executed Document Item: N/A Re: Commodities funding 1st claim for Mindijup Road SLK 5.6-6.23 Parties: Main Roads Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	18/02/2021
EDR21126121	Copy of Executed Document Item: N/A Re: Application only for BBRF round 5 Motorplex leveraging state government funding of \$4.4m and city contribution of \$1,000,000 plus in kind being 50% with a grant request of \$5.4m being a total of \$10.8m. Parties: Application only - Department of Infrastructure, Transport, Regional Development and Communications Signed by: Andrew Sharpe Chief Executive Officer (online)	18/02/2021
EDR21126122	Copy of Executed Document Item: N/A Re: Application only Department of Planning Princess Royal Harbour hazard assessment - investigation \$75k requested with matching \$75k COA cash Parties: Application only - Department of Planning Signed by: Andrew Sharpe Chief Executive Officer (online)	18/02/2021
EDR21126257	Copy of Executed Document Item: N/A Re: Contractor agreement for Donna Cameron Design to undertake temporary role of town hall opening festival coordinator Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	22/02/2021
EDR21126274	Copy of Executed Document Item: N/A Re: Application only to the Department of Planning, Lands and Heritage - heritage sponsorship program for a grant of \$20,000, with other leveraged grant funding being applied for with \$50,000 from the COA = total project will be \$129,000 Parties: N/A	22/02/2021

Document Number	Description	Date Sent / Received
	Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	
EDR21126452	Copy of Executed Document Item: OCM 23rd March 2021 Re: To meet legislative requirements under the Commercial Tenancies (covid-19 response) Act 2020 & WA Code of Conduct where the emergency period was extended from 30 September 2020 to 28 March 2021 further rent relief must be considered, on application. Parties: Redacted Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	24/02/2021
EDR21126567	Copy of Executed Document Item: OCM 23/03/2021 Re: Annual environmental report for the City of Albany's Hanrahan Road landfill, required to be submitted to the Department of Environmental Regulations as a part of the licence conditions. Parties: Department of Environmental Regulations Signed by: Andrew Sharpe, Chief Executive Officer	25/02/2021
EDR21126568	Copy of Executed Document Item: OCM 23/03/2021 Re: Albany Artificial Reef RFIF 2020/21 - the design, construction, delivery and installation of an artificial reef in the waters adjacent to Albany, Western Australia - with a view to providing safe, sustainable, accessible and enjoyable fishing opportunities for both local and visiting recreational fishers; increase fish production through habitat enhancement; boost local economy by providing job and business opportunities; and increase research on recreational fishing impacts Parties: Department of Primary Industries and Regional Development \$950,000 grant Signed by: Andrew Sharpe, Chief Executive Officer	25/02/2021
EDR21126712	Copy of Executed Document Item: N/A Re: BA1 Building application for roof over outdoor dining area at Garrisons restaurant Parties: N/A	03/03/2021



Document Number	Description	Date Sent / Received
	Signed by: Andrew Sharpe, Chief Executive Officer	
EDR21126713	Copy of Executed Document Item: N/A Re: Development approval application - new signage at Town Hall Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	03/03/2021
EDR21126815	Copy of Executed Document Item: N/A Re: Award of Contract for P21003 - Energy supplier (Walga agreement) Parties: Synergy Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	05/03/2021
EDR21126823	Copy of Executed Document Item: AR087 - 23/03/2021 Re: The compliance audit return (car) has to be certified by the Mayor and CEO prior to submission on the Dept. of Local Government's portal. Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer & Dennis Wellington, Mayor (1 copy)	05/03/2021
EDR21126849	Copy of Executed Document Item: N/A Re: Award of Equote for P21013 - Middleton Beach drainage works Parties: WCP Civil Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	05/03/2021
EDR21127207	Copy of Executed Document Item: N/A Re: Development application for lot 10 Baxteri Road, Cheyne Beach - proposed development of a garage, patio and water tank Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer	11/03/2021
EDR21127209	Copy of Executed Document Item: N/A	11/03/2021

Document Number	Description	Date Sent / Received
	Re: Development application for 77-78 Vancouver street, Albany - Vancouver Arts Centre for installation of replacement and new signage boards to promote activities and events held in the centre Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	
EDR21127211	Copy of Executed Document Item: N/A Re: Development application for 217 York Street, Albany - Town Hall for installation of new curtain track, pelmet, curtains and blinds in the upstairs auditorium in the town hall. Required due to the heritage significance of the building and the COA has to refer it to state heritage for comment Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	11/03/2021
EDR21127213	Copy of Executed Document Item: N/A Re: Award of Walga Equote for P21002 provision of traffic control Parties: Advanced Traffic Management Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	11/03/2021
NCSR21126079	Copy of Common Seal Document Item: N/A Re: WAPC 152896 - Lot 9004 Albatross Drive Bayonet Head Section 70a - fire management plan requirements as per condition 14 or WAPC approval Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer and Dennis Wellington Mayor (1 copy)	18/02/2021
NCSR21126711	Copy of Common Seal Document Item: N/A Re: Removal of Section 70a regarding ancillary accommodation on 555 Frenchman Bay Road Little Grove Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (1 copy)	03/03/2021

Document Number	Description	Date Sent / Received
NCSR21126828	<p>Copy of Common Seal Document Item: N/A Re: The City has been progressing realignment of Range Road. In order to progress to settlement, the city need to be able to produce the Certificates of Title for lots 45, 4743 and 39. The City does not have the CT for Lot 45 and therefore statutory declarations and an application for new title needs the signatures of the CEO and Mayor and affixing of the common seal Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer &amp; Dennis Wellington, Mayor (1 copy)</p>	05/03/2021
NCSR21126831	<p>Copy of Common Seal Document Item: DIS245 - OCM 21/02/2021 Re: Local Planning Scheme No. 1, Amendment No. 35 - Rezoning Lot 5780, Down Road South, Drome, from Priority Agriculture zone to Special Use Zone and adding text to Schedule 4 of the scheme. Prepared for the Department of Planning, Lands and Heritage to assess and grant approval for advertising. Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer &amp; Dennis Wellington, Mayor (2 copies)</p>	05/03/2021
NCSR21126840	<p>Copy of Common Seal Document Item: N/A Re: Signing of contracts for C20019 processing of FOGO (food organic &amp; garden organic) waste Parties: The trustee for Soil Solutions Family Trust Signed by: Andrew Sharpe, Chief Executive Officer &amp; Dennis Wellington, Mayor (2 copies)</p>	05/03/2021
NCSR21126994	<p>Copy of Common Seal Document Item: N/A Re: Signing of contracts for C21001 Lower King and Emu Point boating facility upgrades Parties: Walcon Marine Australasia Pty Ltd</p>	08/03/2021

Document Number	Description	Date Sent / Received
	Signed by: Andrew Sharpe, Chief Executive Officer & Dennis Wellington, Mayor (2 copies)	
NCSR21127219	Copy of Common Seal Document Item: N/A Re: WAPC - 159880 Lot 9 Myola Drive, Kalgan. As per conditions 7 & 8 - regarding water supply and reticulated sewage not available to these lot(s) Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer & Dennis Wellington, Mayor (1 copy)	11/03/2021
NCSR21127220	Copy of Common Seal Record Item: N/A Re: WAPC 157963 - 1x Section 70a's notifications & 1x Restrictive covenant. As per conditions 3, 4 & 6 - notification advising no sewer available. Restrictive covenant advising land can't be built on in Bal 40 or FZ, and advising no building of effluent disposal outside of building envelope Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer & Dennis Wellington, Mayor (1copy)	11/03/2021

**LOCAL GOVERNMENT ACT 1995  
CITY OF ALBANY  
JETTIES, BRIDGES, BOAT PENS AND SWIMMING STRUCTURES  
AMENDMENT LOCAL LAW 2021**

**1. Enabling Legislation**

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of Albany resolved on \_\_\_\_\_ to make the following local law.

**2. Citation**

This local law may be cited as the City of Albany Jetties, Bridges, Boat Pens and Swimming Structures Amendment Local Law 2021.

**3. Commencement**

This local law comes into operation 14 days after the date of its publication in the Government Gazette.

**4. Principal local law amended**

In this local law, the City of Albany Jetties, Bridges, Boat Pens and Swimming Structures Local Law 2020, as published in the Government Gazette on 6 October 2020 is referred to as the principal local law. The principal local law is amended.

**5. Clause 1.5 amended**

In clause 1.5, insert the definition of 'Land', and a definition of 'Ellen Cove Jetty'.

*Ellen Cove Jetty* means the structure located at, and extends from the coastal boundary of Lot 651, 2 Flinders Parade, Middleton Beach WA.

*land* means that part of the earth's surface that is not covered by water, for the purpose of this local law land vested in the care and control of the local government above the mean high water mark;

**6. Clause 1.5 amended:**

In clause 1.5 amend the definition of *designated area* by deleting "4.6" and inserting "4.5".

**7. Clause 2.2 amended**

In clause 2.2, delete each occurrence of the words 'the jetties' and replace them with the words 'a jetty'.

**8. Clause 2.3 amended**

In clause 2.3(2), delete "3.2(2)(a)" and insert "3.5".

**9. Clause 2.19 amended**

In clause 2.19(a), delete the word "filth,".

**10. Clause 3.8 amended**

In clause 3.8(1), delete '4.8' and insert "4.7".

**11. Clause 3.9 amended**

In clause 3.9(3) delete both instances of "7 days" and replace with "28 days".

**12. Clause 4.4 amended**

Delete clause 4.4, renumber following clauses accordingly.

**13. Clause 5.2 amended**

In clause 5.2(3), insert the words 'by resolution' after the word 'decide'.

**14. Clause 5.2 amended**

After clause 5.2(8), insert the following:

(9) This local law is subject to any written law and law of the Commonwealth about assistance animals as defined in the *Disability Discrimination Act 1992* (Cth).

(10) The prohibition of animals in or on any part of the pen system does not apply to assistance animals.

REPORT ITEM CCS 338 REFERS TO

Dated this: ..... day of .....2021.

The Common Seal of the City of Albany was affixed by the authority of the resolution of Council in the presence of:

.....  
Dennis Wellington  
**Mayor**

.....  
Andrew Sharpe  
**Chief Executive Officer**



**PERTH, TUESDAY, 2 FEBRUARY 2021 No. 24 SPECIAL**

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LOCAL GOVERNMENT ACT 1995

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**LOCAL GOVERNMENT (MODEL  
CODE OF CONDUCT)  
REGULATIONS 2021**

REPORT ITEM CCS339 REFERS TO



Western Australia

## Local Government (Model Code of Conduct) Regulations 2021

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**Defined terms**

Local Government Act 1995

## **Local Government (Model Code of Conduct) Regulations 2021**

**SL 2021/15**

Made by the Governor in Executive Council.

### **Part 1 — Preliminary**

#### **1. Citation**

These regulations are the *Local Government (Model Code of Conduct) Regulations 2021*.

#### **2. Commencement**

These regulations come into operation as follows —

- (a) Part 1 — on the day on which these regulations are published in the *Gazette*;
- (b) the rest of the regulations — on the day on which the *Local Government Legislation Amendment Act 2019* sections 48 to 51 come into operation.

***Local Government (Model Code of Conduct) Regulations 2021***

**Part 2** Model code of conduct

**r. 3**

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**Part 2 — Model code of conduct**

**3. Model code of conduct (Act s. 5.103(1))**

The model code of conduct for council members, committee members and candidates is set out in Schedule 1.

***Local Government (Model Code of Conduct) Regulations 2021***  
 Repeal and consequential amendments **Part 3**  
 Repeal **Division 1**  
**r. 4**

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## Part 3 — Repeal and consequential amendments

### Division 1 — Repeal

**4. *Local Government (Rules of Conduct) Regulations 2007*  
repealed**

The *Local Government (Rules of Conduct) Regulations 2007* are repealed.

### Division 2 — Other regulations amended

**5. *Local Government (Administration) Regulations 1996*  
amended**

- (1) This regulation amends the *Local Government (Administration) Regulations 1996*.
- (2) After regulation 34C insert:

## Part 9A — Minor breaches by council members

**34D. *Contravention of local law as to conduct*  
(Act s. 5.105(1)(b))**

- (1) In this regulation —  
*local law as to conduct* means a local law relating to the conduct of people at council or committee meetings.
- (2) The contravention of a local law as to conduct is a minor breach for the purposes of section 5.105(1)(b) of the Act.

**Local Government (Model Code of Conduct) Regulations 2021**

**Part 3** Repeal and consequential amendments

**Division 2** Other regulations amended

**r. 6**

**6. Local Government (Audit) Regulations 1996 amended**

- (1) This regulation amends the *Local Government (Audit) Regulations 1996*.
- (2) In regulation 13 in the Table:
  - (a) under the heading “*Local Government Act 1995*” delete “s. 5.103” and insert:

s. 5.104

- (b) delete:

<b><i>Local Government (Rules of Conduct) Regulations 2007</i></b>		
r. 11		

**7. Local Government (Constitution) Regulations 1998 amended**

- (1) This regulation amends the *Local Government (Constitution) Regulations 1998*.
- (2) In Schedule 1 Form 7 delete “*Local Government (Rules of Conduct) Regulations 2007.*” and insert:

code of conduct adopted by the <sup>3</sup> ..... under section 5.104 of the *Local Government Act 1995*.

**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct	<b>Schedule 1</b>
Preliminary provisions	<b>Division 1</b>
	<b>cl. 1</b>

**Schedule 1 — Model code of conduct**

[r. 3]

**Division 1 — Preliminary provisions****1. Citation**

This is the *[insert name of local government] Code of Conduct for Council Members, Committee Members and Candidates*.

**2. Terms used****(1) In this code —**

*Act* means the *Local Government Act 1995*;

*candidate* means a candidate for election as a council member;

*complaint* means a complaint made under clause 11(1);

*publish* includes to publish on a social media platform.

**(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.****Division 2 — General principles****3. Overview of Division**

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

**4. Personal integrity****(1) A council member, committee member or candidate should —**

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.



**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 2** General principles**cl. 5**

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- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision-making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

**5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

**6. Accountability**

- A council member or committee member should —
- (a) base decisions on relevant and factually correct information; and
  - (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
  - (c) read all agenda papers given to them in relation to council or committee meetings; and
  - (d) be open and accountable to, and represent, the community in the district.

**Local Government (Model Code of Conduct) Regulations 2021**Model code of conduct **Schedule 1**Behaviour **Division 3****cl. 7****Division 3 — Behaviour****7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

**8. Personal integrity**

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures and resolutions of the local government.

**9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 3** Behaviour**cl. 10**

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**10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

**11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and
  - (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

**12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.



**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 14**

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(b) either —

- (i) the behaviour was dealt with by the person presiding at the meeting; or
- (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.

- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

**14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

**15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

**Division 4 — Rules of conduct**

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

**Local Government (Model Code of Conduct) Regulations 2021**Model code of conduct **Schedule 1**Rules of conduct **Division 4****cl. 16****16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

**17. Misuse of local government resources**

- (1) In this clause —
 

*electoral purpose* means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

*resources of a local government* includes —

  - (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

**18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —
  - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
  - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

**19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 20**

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**20. Relationship with local government employees**

(1) In this clause —

*local government employee* means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.**21. Disclosure of information**

(1) In this clause —

*closed meeting* means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;



**Local Government (Model Code of Conduct) Regulations 2021**

Model code of conduct      **Schedule 1**  
 Rules of conduct          **Division 4**  
    **cl. 22**

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non-confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or
  - (d) to an officer of the Department; or
  - (e) to the Minister; or
  - (f) to a legal practitioner for the purpose of obtaining legal advice; or
  - (g) if the disclosure is required or permitted by law.

**22. Disclosure of interests**

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.

**Local Government (Model Code of Conduct) Regulations 2021****Schedule 1** Model code of conduct**Division 4** Rules of conduct**cl. 23**

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- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

**23. Compliance with plan requirement**

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

N. HAGLEY, Clerk of the Executive Council.

**Local Government (Model Code of Conduct) Regulations 2021**

Defined terms

**Defined terms**

*[This is a list of terms defined and the provisions where they are defined.  
The list is not part of the law.]*

<b>Defined term</b>	<b>Provision(s)</b>
Act.....	Sch. 1 cl. 2(1)
candidate .....	Sch. 1 cl. 2(1)
closed meeting .....	Sch. 1 cl. 21(1)
complaint .....	Sch. 1 cl. 2(1)
confidential document.....	Sch. 1 cl. 21(1)
document.....	Sch. 1 cl. 21(1)
electoral purpose .....	Sch. 1 cl. 17(1)
interest.....	Sch. 1 cl. 22(1)
local government employee .....	Sch. 1 cl. 20(1)
non-confidential document .....	Sch. 1 cl. 21(1)
publish.....	Sch. 1 cl. 2(1)
resources of a local government.....	Sch. 1 cl. 17(1)

**Complaint About Alleged Breach Form -  
Code of conduct for council members, committee members and  
candidates**

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

- NOTE:** A complaint about an alleged breach must be made —
- (a) in writing in the form approved by the local government
  - (b) to an authorised person
  - (c) within one month after the occurrence of the alleged breach.

<b>Name of person who is making the complaint:</b>
Name: _____ <div style="display: flex; justify-content: space-around;"><span><u>Given Name(s)</u></span><span><u>Family Name</u></span></div>

<b>Contact details of person making the complaint:</b>
Address: _____
Email: _____
Contact number: _____

<b>Name of the local government (city, town, shire) concerned:</b>

<b>Name of council member, committee member, candidate alleged to have committed the breach:</b>

<b>State the full details of the alleged breach. Attach any supporting evidence to your complaint form.</b>

<b>Date of alleged breach:</b>
_____ / _____ / 20_____

<b>SIGNED:</b>
<b>Complainant's signature:</b> .....
<b>Date of signing:</b> _____ / _____ / 20_____

<b>Received by Authorised Officer</b>
<b>Authorised Officer's Name:</b> .....
<b>Authorised Officer's Signature:</b> .....
<b>Date received:</b> _____ / _____ / 20_____

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

**Signed complaint form is to be forwarded to: (insert email/postal address)**



Department of  
Local Government, Sport  
and Cultural Industries



*Local Government  
Act 1995 Review*  
agile • smart • inclusive



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

# **Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination**

***Local Government (Administration) Amendment  
Regulations 2021***

**February 2021**

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## Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

## Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

### Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995 (Act)* lists a number of general principles of employment that apply to local governments.

#### Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

**Recruitment and Selection Standard cont.**

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

**Guidelines****Recruitment and selection process**

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

## Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

## Selection panel and independent person

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentiality agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

### **Independent human resources consultant**

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government must not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

### **Council's responsibilities**

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

### **Creating Diversity**

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

### **Due Diligence**

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,



such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

### **Selection**

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

## **Employment contract**

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
  - the value of one year's remuneration under the contract; or
  - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

## **Appointment**

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

### **Confidentiality**

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

### **CEO induction**

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

## Part 2 – Performance Review

### Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

#### Performance Review Standards

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

### Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

#### Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

### **Performance Criteria**

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

### **Performance review panel**

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

### **Independent consultant**

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

### **Assessing performance**

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

### **Addressing performance issues**

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

### **Confidentiality**

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.



## Part 3 – Termination

### Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

#### Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

### Guidelines

#### Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

**Opportunity to improve and mediation**

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

**Termination report**

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

**Confidentiality**

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

**Disclaimer**

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at [www.fwc.gov.au](http://www.fwc.gov.au), the Fair Work Ombudsman at [www.fairwork.gov.au](http://www.fairwork.gov.au) and the Western Australian Industrial Relations Commission at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).



## CEO Performance Review Process Policy

### Objective

A consistent, transparent and accountable performance review process.

### Scope

This policy position applies to the conduct of CEO performance reviews.

### Policy Statements

#### 1. Rationale

This process is documented and adopted by Council to ensure a consistent approach to the City of Albany CEO performance review.

The review process must be a collaborative, constructive process that is designed to enhance performance and provide guidance for the ensuing twelve months, using the City's agreed Strategic Plan and/or Business Plan.

Councillors must be prepared to take a corporate view of the process. The performance review process should be regarded as an opportunity to build relationships and to increase the effectiveness of individuals, systems and processes which will improve the performance and the profile of the City of Albany.

Councillors participating in the review must:

- Show an ability to be fair and objective;
- Use good communication skills;
- Possess preparation and evaluation skills;
- Avoid bias;
- Be able to concentrate on outcomes;
- Provide negotiation skills.

#### 2. Briefing Session

It is essential to gain input from all Councillors into the review and appraisal process.

A briefing session will be organised to cover the performance appraisal, the procedures followed, keeping in mind current progress of the Strategic Plan and the skills required of the panel members; an independent person with relevant skills will be brought in to facilitate the session.

#### 3. Contract

The CEO contract must contain the City's dispute resolution policy for both parties.

The City's agreed CEO review procedure shall be contained within the CEO contract (as per Part 5, Division 4, Section 5.39(3)(b), *Local Government Act 1995*).

The review procedure contained within the CEO contract can be varied by agreement between the Council and the CEO under an amendment clause between reviews.

The contract should be reviewed by WALGA or a recognised legal practitioner to ensure legislative requirements are satisfied.

#### 4. Review Periods

It is a statutory requirement that the CEO's performance is reviewed annually (*Part 5, Division 4, Section 5.38, Local Government Act 1995*).

The review period is to be aligned to the City's strategic planning processes which run across each financial year (July to June).

For planning purposes, the entire review process should be completed by the end of July each year.

It is recommended planning for the following year's key performance indicators (KPIs) commences in March of each year.

In the event that Council has concerns about the performance of the CEO, the Mayor will, at the request of Council, request the CEO Performance Review Panel undertake an interim performance review.

The Mayor must write to the CEO if Council has requested an interim performance review, outlining the areas of concern to allow the CEO the opportunity to prepare.

The Mayor must allow the CEO a minimum of one week's notice prior to the commencement of an interim performance review.

**5. Composition of the Review Panel**

The CEO performance review panel will consist of:

- The Mayor; and
- Three (3) Councillors nominated by resolution of Council.

This panel is to be facilitated by an independent, external person appointed by a resolution of Council.

All Councillors seeking appointment to the CEO review panel must undertake the relevant CEO performance review training course provided by WALGA within six months of appointment to the panel; it is important for those actually involved in the appraisal interview to feel comfortable with their skill level and role.

**6. Interview Process**

The interview process undertaken during the formal performance meeting must be conducted in good faith for all parties.

**7. CEO Key Performance Indicators (KPIs)**

The CEO KPIs:

- Must contain a balance of both tactical and strategic KPIs.
- Must refer to the Community Strategic Plan and/or Corporate Business Plan.
- Must be within the CEO’s control or remit; specific, clear and unambiguous; resourced appropriately; include realistic milestones and reporting requirements.
- Must mirror the expectations of Council and Community.
- Must acknowledge leadership.
- Be reviewed annually and then agreed between the CEO and the Council after each review period.
- Once agreed upon, the KPIs shall not be changed. However, KPIs may be amended during a review period by mutual agreement in the event of unforeseen or extenuating circumstances rendering a KPI no longer relevant or unachievable.

**8. Procedure for the Review of the CEO**

Once established, the CEO performance review panel will set the review procedure and timeline requirements for each year. The review procedure must contain the following elements as a minimum:

- Review panel to assign a senior employee to assist the panel and ensure the process meets governance requirements as well as facilitate the implementation of the CEO’s professional development plan.
- Timely notification of all parties by the review panel of the review procedure, timeline requirements and any other relevant information such as the independent, external facilitator.
- CEO must provide a self-assessment to all elected members. The CEO must provide the self-assessment in a written report format as a minimum but may also provide it in other formats of their choice.
- Review panel must assess performance inclusive of feedback from all Councillors.
- Review panel will agree on key focus areas and conduct an appraisal interview with the CEO.
- CEO must be provided with procedural fairness throughout the process including sufficient time to prepare responses and an opportunity to respond to the interview findings.
- Review panel will share the performance review findings with full Council in a briefing session.
- Review panel to manage follow up including remuneration, KPIs, contract variations, review outcomes and analysis of interview feedback.
- Full report must be distributed to all Elected Members and the CEO.

## 9. Completion of Review

The Mayor, as head of the review panel, must provide City of Albany Councillors and the CEO with a formal report that summarises the finding of the review including recommendations of the review panel to Council.

The CEO is to be invited to provide comment.

Council is to consider each review on the performance of the CEO carried out under Part 5, Division 4, Section 5.38, *Local Government Act 1995* and is to accept the review, with or without modification, or to reject the review.

The KPIs for the following review period must be completed and signed off within 28 days of the CEO review process having been completed.

## 10. Completion of Process

The performance review panel must deliver a report to Council that outlines:

- What worked in the process;
- The new KPIs for the next 12 months;
- Recommended changes to this process over the next 12 months.

Following a review of the performance of the CEO, the Council must, by resolution of an absolute majority of the council, endorse the review.

After the Council has endorsed a review of the performance of the CEO the Council must inform the CEO in writing of:

- the results of the review; and
- if the review identifies any issues about the performance of the CEO — how the Council proposes to address and manage those issues.

## 11. Record Keeping

The Mayor is to hold the record of the performance review.

All documents relating to the review process must be registered on the City of Albany's records management system.

## Legislative and Strategic Context

Relevant Federal or State legislation, directives, guidelines, Acts or Regulations and/or the strategic context (Community Strategic Plan) that provide the broad framework within which the policy operates and/or with which it needs to comply.

- *Local Government Act 1995, s. 5.39A(1)*
- *Local Government (Administration) Regulations 1996:*
  - Regulation 18FA (Model standards for CEO recruitment, performance and termination)
  - Schedule 2 Model standards for CEO recruitment, performance and termination.
    - Clause 18. Endorsement of performance review by local government
    - Clause 19. CEO to be notified of results of performance review

## Review Position and Date

This policy is to be reviewed annually by Council.

## Associated Documents

Other documents that have a bearing on this policy and that may be useful reference material for users of this policy, follow:

- CEO Employment Contract.
- Schedule 2 of the Regulations sets out model standards for local governments in relation to the following —
  - (a) the recruitment of CEOs;
  - (b) the review of the performance of CEOs; and
  - (c) the termination of the employment of CEOs.

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2.1	MP&C MGR	Prepared for Council review and re-adoption, noting changes to references, being: Regulation 18D (deleted) <ul style="list-style-type: none"> <li>• New reference: Regulation 18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))</li> <li>• Reference to new Schedule 2 of the Regulations.</li> <li>• Completion of Review Process appended with new prescribed requirements, being: <ul style="list-style-type: none"> <li>○ Endorsement of performance review by local government</li> <li>○ CEO to be notified of results of performance review.</li> </ul> </li> </ul>	1/4/2021