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# ATTACHMENTS

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**Community and Corporate Services Committee**

**Tuesday 10 March 2026**

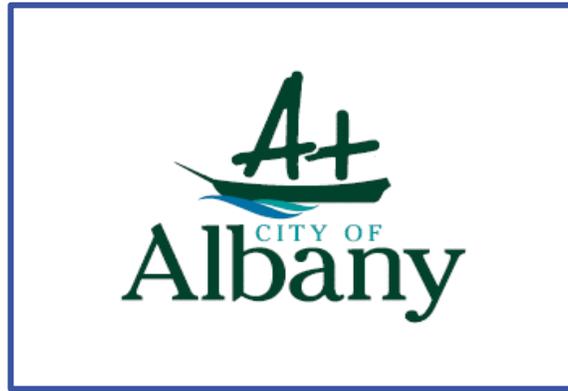
5.30pm

Council Chambers

COMMUNITY & CORPORATE SERVICES COMMITTEE  
ATTACHMENTS – 10/03/2026

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## CITY OF ALBANY

### MONTHLY FINANCIAL REPORT

Containing the Statement of Financial Activity  
and the Statement of Financial Position

FOR THE PERIOD ENDED 31 JANUARY 2026

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

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CITY OF ALBANY  
COMPILATION REPORT  
FOR THE PERIOD ENDED 31 JANUARY 2026

**Report Purpose**

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulations 34 and 35.

**Overview**

No significant matters are noted.

**Statement Of Financial Activity by Nature Classifications**

Shows a closing surplus for the period ended 31 January 2026 of \$27,015,241.

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

**Preparation**

Prepared by: Financial Services Coordinator

Reviewed by: Manager Finance

Date prepared: 27-Feb-2026

CITY OF ALBANY  
STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JANUARY 2026

	Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		49,401,889	49,551,889	49,398,673	49,479,575	80,902	0%	
Grants, subsidies and contributions		12,113,050	15,481,021	9,145,875	4,504,525	(4,641,350)	(51%)	▼
Fees and charges		25,558,054	25,570,554	15,168,122	15,460,444	292,322	2%	▲
Profit on asset disposal		-	-	-	176,551	176,551	0%	▲
Interest Earnings		3,702,140	3,552,140	2,118,596	2,353,344	234,748	11%	▲
Other Revenue		66,318	66,318	42,385	297,488	255,103	602%	▲
		90,841,451	94,221,922	75,873,651	72,271,927			
<b>Expenditure from operating activities</b>								
Employee costs		(38,894,871)	(38,894,871)	(23,088,578)	(22,645,126)	443,452	(2%)	▼
Materials and contracts		(28,217,925)	(31,780,449)	(17,526,960)	(16,793,833)	733,127	(4%)	▼
Utility charges		(2,301,909)	(2,301,909)	(1,214,231)	(1,124,906)	89,325	(7%)	
Depreciation on non-current assets		(21,931,727)	(21,931,727)	(12,567,041)	(12,567,041)	-	-	
Finance costs		(366,067)	(366,067)	(38,224)	(82,479)	(44,255)	116%	
Insurance expenses		(1,206,851)	(1,206,851)	(1,206,870)	(1,076,623)	130,247	(11%)	▼
Loss on asset disposal		(622,496)	(622,496)	(362,985)	(80,447)	282,538	(78%)	▼
Other expenditure		(4,767,187)	(4,809,232)	(2,677,089)	(2,507,350)	169,739	(6%)	▼
		(98,309,033)	(101,913,602)	(58,681,978)	(56,877,805)			
<b>Non-cash amounts excluded from operating activities</b>								
Add: Depreciation on assets		21,931,727	21,931,727	12,567,041	12,567,041	-	-	
Add: Loss on disposal of assets		622,496	622,496	362,985	80,447	(282,538)	(78%)	▼
Less: Profit on disposal of assets		-	-	-	(176,551)	(176,551)	0%	▼
Add/Less: Implicit Interest		181,761	181,761	3,206	447	(2,759)	(86%)	
Movement in Value of Investments		-	-	-	(245,565)	(245,565)	-	▼
		22,735,984	22,735,984	12,933,232	12,225,819			
<b>Amount attributable to operating activities</b>		15,268,402	15,044,304	30,124,905	27,619,941			
<b>INVESTING ACTIVITIES</b>								
Capital grants, subsidies and contributions		59,732,297	62,758,136	31,018,774	4,151,420	(26,867,353)	(87%)	▼
Proceeds from disposal of assets		1,396,000	1,228,700	614,350	720,045	105,695	17%	▲
Purchase of property, plant and equipment	5	(12,145,479)	(12,826,184)	(7,710,399)	(4,245,313)	3,465,086	(45%)	▲
Purchase and construction of infrastructure	5	(88,827,544)	(92,356,650)	(27,643,426)	(10,223,846)	17,419,580	(63%)	▲
Non-current to current movement		-	-	-	45,416	45,416	100%	
<b>Amount attributable to investing activities</b>		(39,844,726)	(41,195,998)	(3,720,702)	(9,552,277)			
<b>FINANCING ACTIVITIES</b>								
Repayment of borrowings		(1,010,592)	(1,010,592)	(505,302)	(501,630)	3,672	(1%)	
Proceeds from borrowings		6,500,000	6,500,000	-	-	-	-	
Proceeds from self-supporting loans		15,551	15,551	7,776	7,715	(61)	-	
Payments for principal portion of lease liabilities		(208,548)	(208,548)	(121,653)	(123,355)	(1,702)	1%	
Transfers to reserves (restricted assets)		(23,666,139)	(24,716,139)	-	-	-	-	
Transfers from reserves (restricted assets)		37,929,917	39,376,921	3,250,579	3,250,579	-	-	
<b>Amount attributable to financing activities</b>		19,560,189	19,957,193	2,631,400	2,633,309			
<b>Surplus/(Deficit) for current financial year</b>		(5,016,135)	(6,194,501)	29,035,604	20,700,972			
Surplus/(Deficit) at start of financial year		5,016,135	6,385,827	6,385,827	6,314,268	(71,559)	-	
<b>Surplus/(Deficit): closing funding position</b>		-	191,326	35,421,431	27,015,241			

CITY OF ALBANY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 JANUARY 2026

	Ref Note	31 January 2026	30 June 2025
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	97,395,944	65,835,170
Trade and other receivables		13,395,495	5,379,663
Other financial assets	2	7,836	3,015,551
Inventories	2	1,040,903	1,190,556
Other assets		5,680,696	5,757,003
<b>TOTAL CURRENT ASSETS</b>		<b>117,520,874</b>	<b>81,177,942</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		2,027,169	2,072,585
Other financial assets		520,371	274,806
Property, plant and equipment		177,033,820	174,603,469
Infrastructure		462,405,250	451,086,624
Right-of-use assets		363,326	363,326
<b>TOTAL NON-CURRENT ASSETS</b>		<b>642,349,935</b>	<b>628,400,809</b>
<b>TOTAL ASSETS</b>		<b>759,870,809</b>	<b>709,578,751</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables		14,150,887	12,779,986
Contract liabilities		20,487,490	3,378,157
Lease liabilities		107,306	230,715
Borrowings		512,256	1,013,885
Employee related provisions		7,709,176	7,289,157
Other provisions		209,434	209,434
<b>TOTAL CURRENT LIABILITIES</b>		<b>43,176,549</b>	<b>24,901,333</b>
<b>NON-CURRENT LIABILITIES</b>			
Other liabilities		921,311	921,311
Lease liabilities		241,288	241,288
Borrowings		3,085,023	3,085,023
Employee related provisions		744,736	744,736
Other provisions		11,272,376	11,272,376
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>16,264,734</b>	<b>16,264,734</b>
<b>TOTAL LIABILITIES</b>		<b>59,441,283</b>	<b>41,166,067</b>
<b>NET ASSETS</b>		<b>700,429,526</b>	<b>668,412,684</b>
<b>EQUITY</b>			
Retained surplus		395,334,453	360,067,031
Reserve accounts		47,940,811	51,191,390
Revaluation surplus		257,154,263	257,154,263
<b>TOTAL EQUITY</b>		<b>700,429,526</b>	<b>668,412,684</b>

## CITY OF ALBANY

### NOTES TO THE MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JANUARY 2026

#### BASIS OF PREPARATION

##### BASIS OF PREPARATION

The City has reclassified a small number of accounts for comparative purposes. The impact of these reclassifications are considered minor and immaterial and have been made to improve the reporting alignment of the monthly financial report and the annual financial statements.

##### REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34 and 35*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

##### BASIS OF ACCOUNTING

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

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

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

##### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2026

##### SIGNIFICANT ACCOUNTING POLICES

##### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

##### THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the City controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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

All monies held in the Trust Fund are excluded from the financial statements.

##### GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

##### ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 31 JANUARY 2026

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>OPERATING ACTIVITIES</b>					
<b>Revenue from operating activities</b>					
Rates	80,902	0%			No material deviations observed.
Grants, subsidies and contributions	(4,641,350)	-51%	▼	Timing	Variance is timing related, based on the timing of receiving/recognising operational grants income along with the estimated monthly phasing of the annual budget. Large variances relate to recognition of financial assistance grants, events grants (primarily Bicentenary), motorplex, tennis lights/courts and artificial fishing reef grants.
Fees and charges	292,322	2%	▲	Timing	Positive variance across a number of areas of the City, primarily Building Fees (\$418k actuals vs YTD budget of \$220k) and Airport (\$1.84m actuals vs YTD budget of \$1.68m).
Profit on asset disposal	176,551	0%	▲	Permanent	The annual budget assumed no profit realised in relation to asset disposals. This has been considered at the half year budget review.
Interest earnings	234,748	11%	▲	Timing	The primary reason for this favourable performance is the City's higher-than-forecast funds (both municipal and reserve) available for investment, coupled with achieving relatively high yields on funds invested.
Other revenue	255,103	602%	▲	Permanent	The variance primarily relates to gains on the City's investment in Local Government House Trust Units. Over the year, the value of the City's investment increased significantly from \$258,763.41 to \$504,328.24. This uplift is attributable to a change in accounting treatment for the underlying investment property, from historical cost less depreciation to fair value. Noting the investment is non-current in nature and the gain is non-cash.
<b>Expenditure from operating activities</b>					
Employee costs	443,452	-2%	▼	Timing	The underspend relative to the year-to-date budget (2% variance) is primarily a result of several budgeted positions remaining vacant / not yet filled.
Materials and contracts	733,127	-4%	▼	Timing	Various over and underspends across numerous cost centres, each requiring review with regard to timing of payments along with phasing of monthly budgets. Noteable underspend variances by cost centre include Major Projects (Motorsports Race Track & Fishing Reef) (\$1.71m actuals vs YTD budget of \$2.62m), Waste Minimisation (\$2.29m actuals vs YTD budget of \$3.23m), and Planning Services (\$76k actuals vs YTD budget of \$619k). Noteable overspend includes Road Maintenance (\$2.24m actuals vs YTD budget of \$1.39m), Events (\$1.1m actuals vs YTD budget of \$676k), and Waste Management (\$840k actuals vs YTD budget of \$508k).
Utility charges	89,325	-7%			No material variance.
Depreciation on non-current assets	-	0%			No material deviations were observed; however, depreciation for the year has not yet been calculated. Updated depreciation values will be recognised once asset values are entered into the City's new finance system. Current figures are an estimate, as per the budget.
Finance costs	(44,255)	116%			No material variance.

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 31 JANUARY 2026

NOTE 1 EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000					
	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Insurance expenses	130,247	-11%	▼	Permanent	All anticipated annual insurance costs have been recognised.
Loss on asset disposal	282,538	-78%	▼	Timing	Variance is due to the phasing of the annual budget, timing of asset disposals, and some assets disposed of already making gains opposed to losses. While this variance is favourable to the City, it is non-cash in nature and reflects that YTD disposals have, on average, achieved higher selling prices compared to the written-down value of the disposed assets.
Other expenditure	169,739	-6%	▼	Timing	Variance primarily attributable to city events, recreation services and tourism expenditure relative to phased budget such as the Community Donations/Sponsorship and the Albany Golf Club.
<b>Non-cash amounts excluded from operating activities</b>					
Add: Depreciation on assets	-	0%			No material variance.
Add: Loss on disposal of assets	(282,538)	-78%	▼	Timing	Variance is due to the phasing of the annual budget, timing of asset disposals, and some assets disposed of already making gains opposed to losses. While this variance is favourable to the City, it is non-cash in nature and reflects that YTD disposals have, on average, achieved higher selling prices compared to the written-down value of the disposed assets.
Less: Profit on disposal of assets	(176,551)	0%	▼	Permanent	The annual budget assumed no profit realised in relation to asset disposals. This has been considered at the half year budget review.
Add/Less: Implicit Interest	(2,759)	-86%			No material variance.
Movement in Value of Investments	(245,565)	0%	▼	Permanent	See 'Other revenue' above, Local Government House Trust Units.
<b>INVESTING ACTIVITIES</b>					
Capital grants, subsidies and contributions	(26,867,353)	-87%	▼	Timing	Income recognition linked to the timing of completion of capital projects. Anticipated increase in income recognised as the financial year progresses. Noting the increase in Contract Liabilities (unspent grants) held on the balance sheet.
Proceeds from disposal of assets	105,695	17%	▲	Timing	Variable timing in disposal of assets across the year versus monthly phasing of the budget
Purchase of property, plant and equipment	3,465,086	-45%	▲	Timing	<p>Variances are timing related and the phasing of monthly spend in the budget is to be considered when analysing variances. The underspend relative to YTD budget is attributable to the phasing of the following projects:</p> <ul style="list-style-type: none"> <li>- Heavy Plant Replacement: Actual \$1.73m vs YTD Budget \$2.6m</li> <li>- Public toilet renewal: Actual \$45k vs YTD Budget \$345k</li> <li>- Mercer Rd / Depot Offices Building Capital: Actual \$5k vs YTD Budget \$250k</li> </ul> <p>As at 31 January, 33% of the FY25/26 annual capital budget for PP&amp;E has been expended, noting the half year budget review will be finalised for next month's reported figures.</p>

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 31 JANUARY 2026

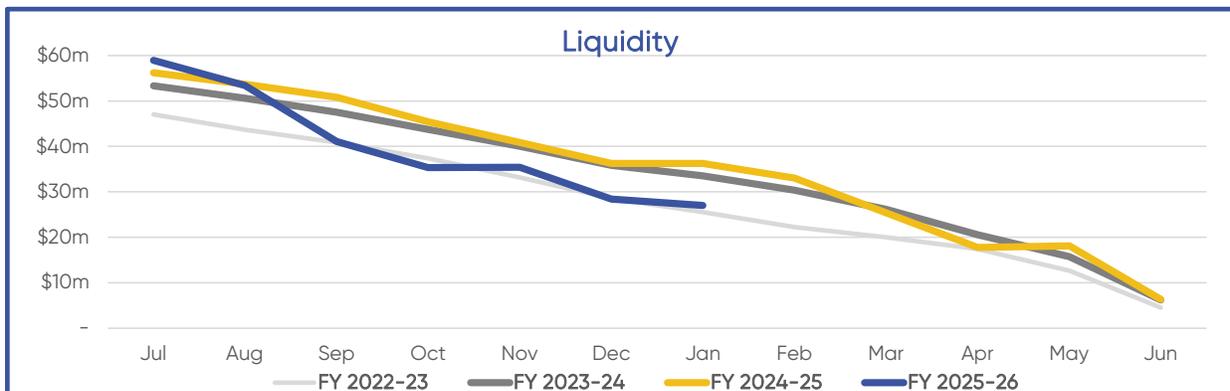
**NOTE 1**  
**EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000**

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Purchase and construction of infrastructure	17,419,580	-63%	▲	Timing	<p>Variations are timing related and the phasing of monthly spend in the budget is to be considered when analysing variances. The underspend relative to YTD budget is attributable to the phasing of the following projects:</p> <ul style="list-style-type: none"> <li>- Mueller St Housing Subdivision Project: Actual \$79k vs YTD Budget \$8.3m</li> <li>- Trails: Actual \$569k vs YTD Budget \$2.62m</li> <li>- Waste Transfer Station Construction: Actual \$3k vs YTD Budget \$1.73m</li> <li>- Campbell Rd: Actual \$1k vs YTD Budget \$990k</li> <li>- Surf Reef: Actual \$2.5m vs YTD budget \$3.0m.</li> </ul> <p>As at 31 January, 11% of the FY25/26 annual capital budget for Infrastructure has been expended, noting the half year budget review will be finalised for next month's reported figures.</p>
Non-current to current movement	45,416	100%			No material variance.
<b>FINANCING ACTIVITIES</b>					
Repayment of borrowings	3,672	-1%			No material variance.
Proceeds from borrowings	-	0%			No material variance.
Proceeds from self-supporting loans	(61)	0%			No material variance.
Payments for principal portion of lease liabilities	(1,702)	1%			No material variance.
Restricted Cash Utilised	-				No material variance.
Transfers to reserves (restricted assets)	-				No material variance.
Transfers from reserves (restricted assets)	-	0%			No material variance.
Surplus/(Deficit) at start of financial year	(71,559)	0%			No material variance.

CITY OF ALBANY  
 NOTES TO THE MONTHLY FINANCIAL REPORT  
 FOR THE PERIOD ENDED 31 JANUARY 2026

NOTE 2  
 NET CURRENT ASSETS & FUNDING POSITION

	Ref Note	FOR THE PERIOD ENDED 31 JANUARY 2026	FOR THE PERIOD ENDED 31 DECEMBER 2025	FOR THE PERIOD ENDED 31 JANUARY 2025
		\$	\$	\$
<b>Current Assets</b>				
Cash - Unrestricted	3	48,356,645	47,758,439	42,055,997
Cash - Restricted	3	49,039,299	49,039,299	47,769,383
Trade Receivables - Rates and Rubbish	4	9,550,023	14,447,850	7,790,327
Trade Receivables - Other		3,845,472	3,796,027	1,897,054
Inventories		1,040,903	1,082,409	1,401,150
Grants Receivable		4,123,931	3,048,128	2,753,635
Other Current Assets		1,556,765	1,165,247	2,173,592
Other Financial Assets - Self Supporting Loan		7,836	7,836	7,596
		<b>117,520,874</b>	<b>120,345,236</b>	<b>105,848,732</b>
<b>Less: Current Liabilities</b>				
Trade & Other Payables		(14,150,887)	(13,048,880)	(10,437,943)
Contract Liabilities		(20,487,490)	(22,887,856)	(5,654,169)
Lease Liabilities		(107,306)	(125,000)	(99,258)
Borrowings		(512,256)	(512,256)	(575,096)
Provisions		(7,918,609)	(8,022,957)	(7,225,188)
		<b>(43,176,549)</b>	<b>(44,596,949)</b>	<b>(23,991,655)</b>
<b>Net Current Assets</b>		<b>74,344,325</b>	<b>75,748,287</b>	<b>81,857,078</b>
<b>Adjustments</b>				
Add Back: Borrowings		512,256	512,256	575,096
Add Back: Lease Liabilities		107,306	125,000	99,364
(Less): Cash Backed Reserves		(47,940,811)	(47,940,811)	(46,290,805)
(Less): Other Financial Assets - Self Supporting Loan		(7,836)	(7,836)	(7,596)
		<b>(47,329,084)</b>	<b>(47,311,390)</b>	<b>(45,623,940)</b>
<b>Net Current Funding Position</b>		<b>27,015,241</b>	<b>28,436,896</b>	<b>36,233,137</b>



COMMENTS:

No significant matters noted; however, the lower level of liquidity compared to prior periods is to be monitored.

NOTE 3  
 CASH INVESTMENTS

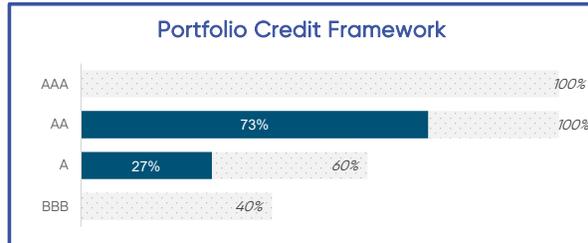
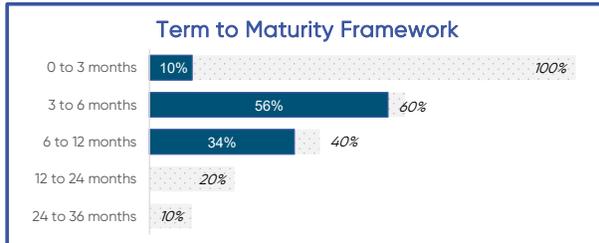
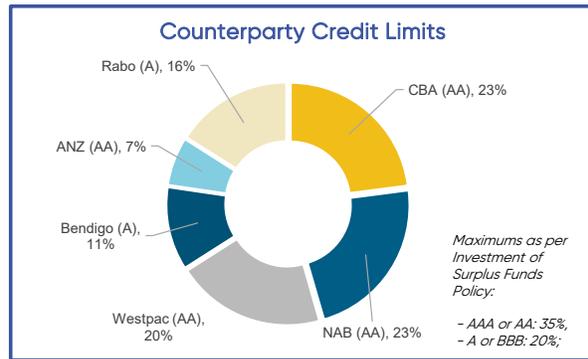
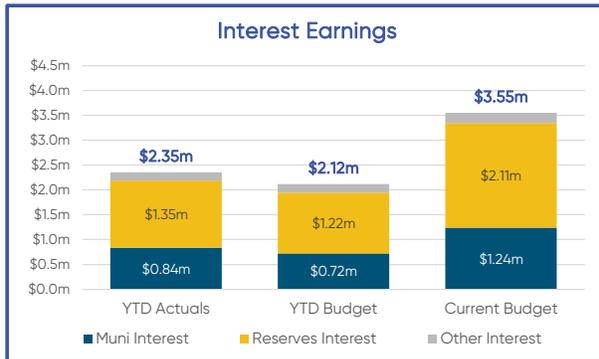
TERM DEPOSITS

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	Bendigo	A	4.05%	Sep-25	Mar-26	3 to 6 months	4,000,000	80,334
General Municipal	CBA	AA	4.13%	Oct-25	Mar-26	3 to 6 months	3,000,000	50,918
General Municipal	Westpac	AA	4.23%	Dec-25	Mar-26	0 to 3 months	4,000,000	41,721
General Municipal	Rabo	A	4.23%	Oct-25	Apr-26	3 to 6 months	4,000,000	84,368
General Municipal	NAB	AA	4.20%	Dec-25	Apr-26	3 to 6 months	5,000,000	69,041
General Municipal	Rabo	A	4.33%	Nov-25	May-26	3 to 6 months	5,000,000	107,953
General Municipal	NAB	AA	4.15%	Nov-25	May-26	6 to 12 months	3,000,000	62,421
General Municipal	CBA	AA	4.35%	Jan-26	Jul-26	3 to 6 months	7,000,000	150,164
General Municipal	ANZ	AA	4.27%	Jan-26	Jul-26	3 to 6 months	6,000,000	127,047
General Municipal	Westpac	AA	4.42%	Nov-25	Nov-26	6 to 12 months	3,000,000	132,600
							<b>44,000,000</b>	<b>906,567</b>
Reserves (Restricted)	Westpac	AA	4.79%	Feb-25	Feb-26	6 to 12 months	8,500,000	407,150
Reserves (Restricted)	CBA	AA	4.07%	Aug-25	Feb-26	3 to 6 months	5,000,000	101,471
Reserves (Restricted)	NAB	AA	4.10%	Dec-25	Mar-26	0 to 3 months	5,000,000	50,548
Reserves (Restricted)	Rabo	A	4.41%	Dec-25	Jun-26	3 to 6 months	5,500,000	120,943
Reserves (Restricted)	CBA	AA	4.21%	Nov-25	Jun-26	6 to 12 months	5,750,000	139,939
Reserves (Restricted)	Bendigo	A	4.35%	Dec-25	Jun-26	3 to 6 months	6,300,000	136,650
Reserves (Restricted)	Westpac	AA	4.19%	Oct-25	Oct-26	6 to 12 months	3,000,000	125,700
Reserves (Restricted)	NAB	AA	4.35%	Dec-25	Oct-26	6 to 12 months	7,500,000	294,966
							<b>46,550,000</b>	<b>1,377,367</b>
<b>Weighted Average Interest Rate:</b>			<b>4.30%</b>	<b>SubTotal: Term Deposits:</b>			<b>90,550,000</b>	<b>2,283,934</b>

FUNDS AT-CALL

Type	Institution	S&P Rating	Interest Rate	Name / Purpose	Balance (\$)	
General Municipal	CBA	AA	3.50%	Municipal Operating Accounts	4,356,645	
Reserves (Restricted)	CBA	AA	3.50%	Reserve Transactional Account	2,489,299	
<b>Weighted Average Interest Rate:</b>				<b>3.50%</b>	<b>SubTotal: Funds At-Call:</b>	<b>6,845,944</b>

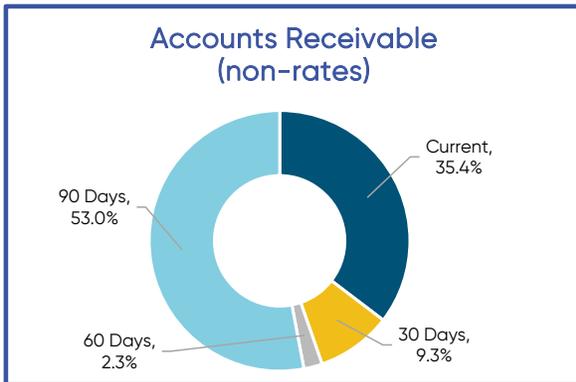
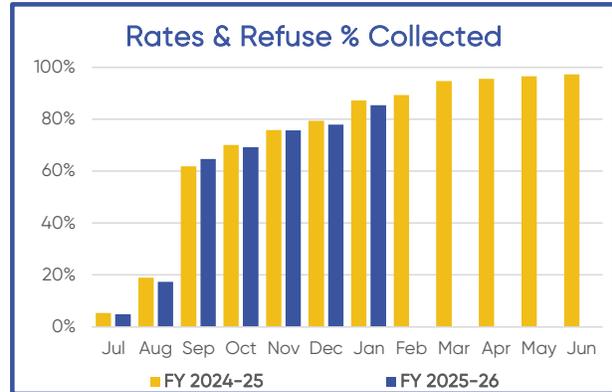
**TOTAL Weighted Average Interest Rate: 4.25%** **Total Cash: 97,395,944**



COMMENTS:  
 No significant matters reported.

NOTE 4  
 RECEIVABLES

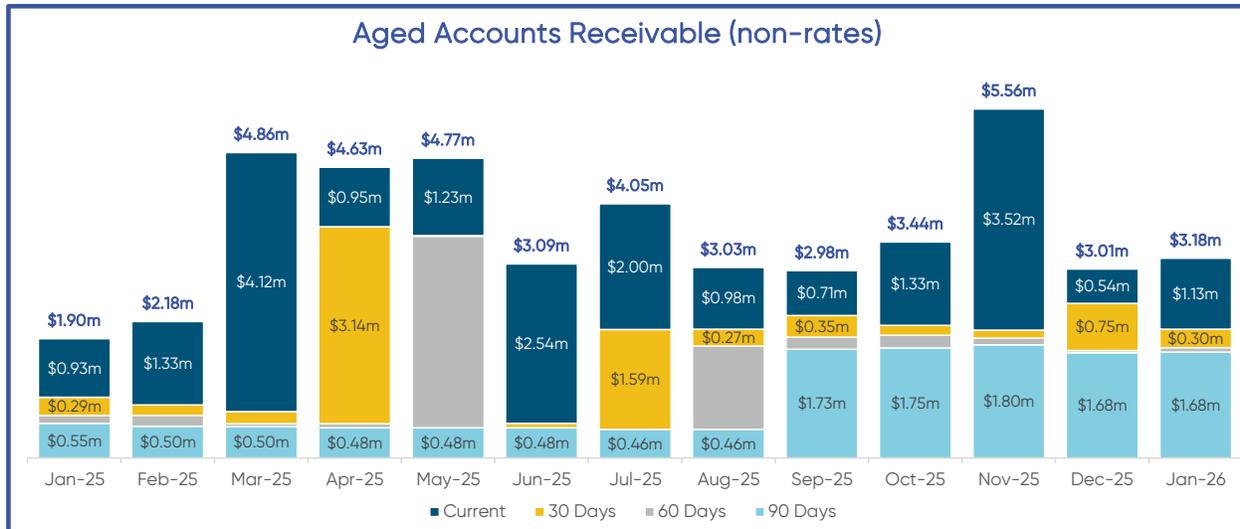
Rates & Refuse % Collected	\$
Opening Arrears Previous Years	1,677,398
Rates Levied	49,188,758
Refuse Levied	8,809,591
ESL Levied	5,350,880
Other Charges Levied	160,598
<b>Amount Levied</b>	<b>65,187,224</b>
(Less): Collections	(55,637,201)
<b>Total Rates &amp; Charges Collectable</b>	<b>9,550,023</b>
<i>% Collected</i>	<i>85.3%</i>



Accounts Receivable (non-rates)

	\$	%
Current	1,125,952	35.4%
30 Days	296,553	9.33%
60 Days	72,254	2.3%
90 Days	1,684,709	53.0%
<b>Total</b>	<b>3,179,468</b>	<b>100.0%</b>

Amounts shown above include GST  
 (where applicable)

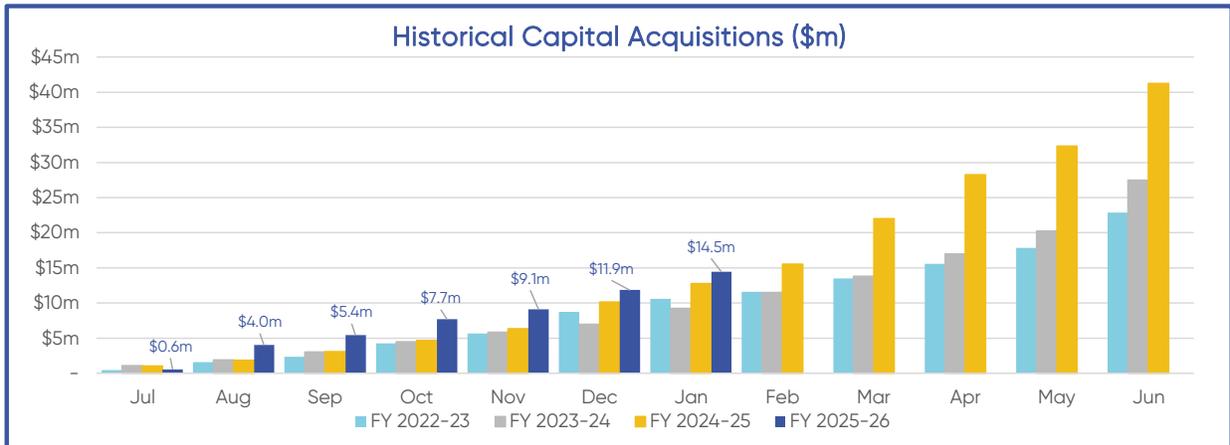
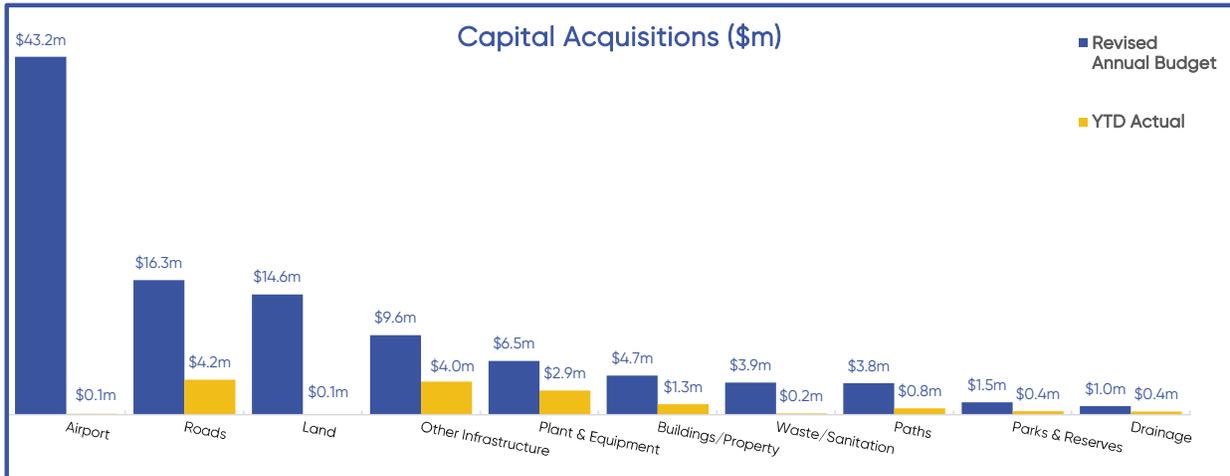


COMMENTS:

- Large items in 90+ Days as at 31 January 2026:
- \$1.10m grant receivable from Department of Primary Industries & Regional Development (surf reef).
  - \$0.46m receivable from Regional Express.

NOTE 5  
 CAPITAL ACQUISITIONS

Capital Acquisitions	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
Airport	43,232,828	43,221,068	765,958	138,181	(627,777)	(82%)	▼
Roads	14,984,575	16,261,273	6,821,214	4,243,482	(2,577,732)	(38%)	▼
Land	14,350,000	14,550,000	8,280,020	79,047	(8,200,973)	(99%)	▼
Other Infrastructure	7,034,741	9,625,955	6,843,996	3,999,526	(2,844,470)	(42%)	▼
Plant & Equipment	6,188,924	6,520,966	3,942,402	2,919,610	(1,022,792)	(26%)	▼
Buildings/Property	4,575,776	4,736,199	3,039,531	1,285,169	(1,754,362)	(58%)	▼
Waste/Sanitation	3,931,260	3,880,165	2,262,512	169,695	(2,092,818)	(92%)	▼
Paths	3,713,488	3,813,333	2,232,504	801,911	(1,430,593)	(64%)	▼
Parks & Reserves	1,562,031	1,534,475	956,550	433,489	(523,061)	(55%)	▼
Drainage	1,399,400	1,039,400	209,138	399,050	189,912	91%	▲
<b>Total Capital Acquisitions</b>	<b>100,973,023</b>	<b>105,182,834</b>	<b>35,353,825</b>	<b>14,469,159</b>	<b>(20,884,666)</b>	<b>(59%)</b>	<b>▼</b>



COMMENTS:

No significant matters noted.  
 As the mid year budget remained under review as at 31 January 2026, the information presented above will be updated in next month's report to reflect any amendments arising from this review.



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
08-01-2026	AD Contractors Pty Ltd	Plant and Equipment Hire	14,392.95
08-01-2026	AD Contractors Pty Ltd	Plant and Equipment Hire	1,056.00
08-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	3,056.24
08-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	172.60
08-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	130.99
08-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	414.15
08-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	47.54
08-01-2026	Air BP	AV Fuel	802.51
08-01-2026	Air BP	AV Fuel	221.51
08-01-2026	Airborne Mapping & Photography Services	GIS Consultancy	1,900.00
08-01-2026	AL Curnow Hydraulics	Plant Parts	215.36
08-01-2026	Albany Allsoils Landscape Supplies	Construction Materials	835.00
08-01-2026	Albany City Motors	Supply Exhaust PIPE	1,177.97
08-01-2026	Albany City Motors	Supply mirror and cover	55.70
08-01-2026	Albany City Wind Ensemble	24 Volunteer Marshalls for the Christmas Pageant	990.00
08-01-2026	Albany Cleaning Supplies Pty Ltd	Toilet brush x 5	36.14
08-01-2026	Albany Indoor Plant Hire And Sales	Indoor Plant Hire	73.70
08-01-2026	Albany Indoor Plant Hire And Sales	Floor planter	332.75
08-01-2026	Albany Lock & Security	Locksmith Services	68.42
08-01-2026	Albany Lock & Security	Locksmith Services	35.35
08-01-2026	Albany Lock & Security	Locksmith Services	102.63
08-01-2026	Albany Maritime Foundation	Venue Hire	1,350.00
08-01-2026	Albany Maritime Foundation	Boatshed Hire	850.00
08-01-2026	Albany Radio Communications	New aerial for 9199A	750.75
08-01-2026	Albany Radio Communications	1 x Vertex Standard handheld speaker	199.50
08-01-2026	Albany Signs	Signage	341.00
08-01-2026	Albany Signs	6 x corflute signs for eastern campgrounds	1,606.00
08-01-2026	Albany Toyota	Plant Parts and Repairs	747.97
08-01-2026	Albany Toyota	12 mth service 9021A	250.00
08-01-2026	Albany Toyota	Service 9011A	250.00
08-01-2026	Albany Tyrepower	Supply new rim to tyre	130.00
08-01-2026	Albany V-Belt And Rubber	Plant Parts	87.58
08-01-2026	Albany V-Belt And Rubber	Plant Parts	165.74
08-01-2026	Albany V-Belt And Rubber	Plant Parts	155.59
08-01-2026	Albany V-Belt And Rubber	Plant Parts	37.83
08-01-2026	Albany V-Belt And Rubber	Plant Parts	52.75
08-01-2026	Albany V-Belt And Rubber	Plant Parts	8.47
08-01-2026	Albany V-Belt And Rubber	Plant Parts	83.70
08-01-2026	Albany V-Belt And Rubber	Plant Parts	100.94
08-01-2026	Albany V-Belt And Rubber	Plant Parts	61.81
08-01-2026	Albany V-Belt And Rubber	Plant Parts	18.36
08-01-2026	Albany V-Belt And Rubber	Plant Parts	106.83
08-01-2026	Albany V-Belt And Rubber	Plant Parts	116.84
08-01-2026	Albany V-Belt And Rubber	Plant Parts	143.06
08-01-2026	Albany V-Belt And Rubber	Plant Parts	129.58
08-01-2026	Albany V-Belt And Rubber	Plant Parts	155.39



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
08-01-2026	Albany V-Belt And Rubber	Plant Parts	155.39
08-01-2026	Albany V-Belt And Rubber	Plant Parts	40.58
08-01-2026	Albany Volunteer State Emergency Service Unit Inc	Delivery Services	990.00
08-01-2026	Albany Volunteer State Emergency Service Unit Inc	Delivery Services	2,750.00
08-01-2026	Albany World of Cars	Car parts	139.39
08-01-2026	Alliance Distribution Services	Fort stock	611.05
08-01-2026	Antonia's Dance Studio	Dance Classes	390.00
08-01-2026	Arrowes Rooding Safety Pty Ltd	Plant Parts	159.50
08-01-2026	Arts And Culture Trust	Booking deposit for COA Youth Forum	3,500.00
08-01-2026	Aussie Broadband Limited	Internet Charges	99.00
08-01-2026	Australia Post	Postage November 2025	8,878.70
08-01-2026	Australian Institute of Management Western Australia	Workshop fees	707.00
08-01-2026	Australian Institute of Management Western Australia	Workshop fees	707.00
08-01-2026	Avonlight Enterprises Pty Ltd	B1616 Bond Subdivision Refund	37,242.92
08-01-2026	Baycorp WA Pty Ltd	Poundage Fees	31.00
08-01-2026	Bell Art Australia	Stock Items - AVC	780.63
08-01-2026	Bio Diverse Solutions	Albany Motorsport Park - Surface and ground water monitoring	8,380.32
08-01-2026	Bloomin Flowers Spencer Park	Flowers for staff	108.00
08-01-2026	Bornholm Volunteer Bushfire Brigade	Reimbursement - Training / Catering	491.50
08-01-2026	Bunnings Group Limited	Hardware Supplies / Tools	471.55
08-01-2026	Bunnings Group Limited	Hardware Supplies	265.76
08-01-2026	Bunnings Group Limited	Hardware Supplies	29.70
08-01-2026	Bunnings Group Limited	Hardware Supplies	27.62
08-01-2026	Bunnings Group Limited	Hardware Supplies	310.20
08-01-2026	Bunnings Group Limited	Hardware Supplies	39.92
08-01-2026	Bunnings Group Limited	Hardware Supplies	120.06
08-01-2026	Bunnings Group Limited	Hardware Supplies	338.40
08-01-2026	Bunnings Group Limited	Hardware Supplies	304.83
08-01-2026	Bunnings Group Limited	Hardware Supplies	71.22
08-01-2026	Bunnings Group Limited	Star pickets	329.08
08-01-2026	Carbon Leasing And Rentals Pty Ltd	Novated Lease Charges	856.66
08-01-2026	Centigrade Services Pty Ltd	Plant Maintenance	7,089.79
08-01-2026	CGS Quality Cleaning	Cleaning Services	1,345.14
08-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	1,792.80
08-01-2026	Clark Equipment Sales Pty Ltd	Supply Parts	5,624.32
08-01-2026	D & K Engineering	Plant Maintenance	3,964.29
08-01-2026	D & K Engineering	Plant Repairs	1,648.90
08-01-2026	Daimler Trucks Perth	Supply filters	924.00
08-01-2026	Datacom Solutions (Au) Pty Ltd	Software Fees	19,430.41
08-01-2026	Davric Australia	Souvenirs crest style	796.95
08-01-2026	Delta Agribusiness	Boomer Cleaner	98.00
08-01-2026	Delta Agribusiness	Metsulfuron 600g/kg Herbicide 500g	96.00
08-01-2026	Department of Local Government, Industry Regulation and Safety	BSL Levy Collected for the Month of December 2025	32,399.43
08-01-2026	Dynamic Gift International Pty Ltd	Patches and Keyring	1,896.40



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
08-01-2026	E-Stralian Pty Ltd	E-Bike Leasing	324.34
08-01-2026	E-Teq Resources	Liquid Waste Disposal - Wellstead RV	550.00
08-01-2026	E-Teq Resources	Liquid Waste Disposal - Camp Riche	655.00
08-01-2026	Elleker Volunteer Bushfire Brigade	Fuel Reimbursement	142.47
08-01-2026	Fleet Card	Fleet Card Charges December 2025	7,902.68
08-01-2026	Freestyle Now	Cancellation cost	880.00
08-01-2026	Frontline Fire & Rescue Equipment	Helmets	11,353.68
08-01-2026	GHD Pty Ltd	Q25037 Dunn Park Living Wetland Design	10,577.60
08-01-2026	Glenn's Heavy Recovery & Towing	Freight Charges	165.00
08-01-2026	Goodyear Autocare Albany	Tyre Maintenance / Supply	1,360.00
08-01-2026	Goodyear Autocare Albany	Tyre Maintenance / Supply	80.00
08-01-2026	Goodyear Autocare Albany	Tyre Maintenance / Supply	70.00
08-01-2026	Grace Training And Operations	Staff training course	650.00
08-01-2026	Great Southern Pest & Weed Control/Albany Pest & Weed Control	Pest Management Services	2,256.00
08-01-2026	Great southern Tree Care Pty Ltd	Slash Troode Street revegegtation	850.00
08-01-2026	Green Skills Incorporated	Staff amenities	55.00
08-01-2026	Greenacres Turf Group	Wintergreen	930.00
08-01-2026	Groeneveld-Beka Pty Ltd	Plant Parts	2,370.81
08-01-2026	Gull Rock Constructions	Sporting Equipment	1,127.50
08-01-2026	Harvey Norman AV/IT Albany	Whitegoods	1,614.05
08-01-2026	Harvey Norman AV/IT Albany	TOSHIBA Smart TV	588.00
08-01-2026	HHG Legal Group	Leasing Legal Costs	435.60
08-01-2026	HHG Legal Group	Legal Fees	544.50
08-01-2026	HHG Legal Group	Legal Fees	816.75
08-01-2026	Honey Earth Produce	Stock Items - Forts Store	198.00
08-01-2026	Hudson Sewage Services	Plant Servicing	424.56
08-01-2026	Informed Decisions	Subsription fees	37,235.00
08-01-2026	Ixom	Chlorine Gas	4,075.50
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	2,178.41
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	255.15
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	9.00
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	9.00
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	9.00
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	9.00
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	143.97
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	422.51
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	2,024.55
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	170.96
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	332.93
08-01-2026	J And S Castlehow Electrical Services	VAC CCTV upgrades	15,067.71
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	224.95
08-01-2026	J And S Castlehow Electrical Services	Elizabeth Johnson reserve cabinet	23,133.00
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	104.50
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	179.96
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	3,482.23
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	121.66



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	121.66
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	121.66
08-01-2026	J And S Castlehow Electrical Services	Electrical Services	121.66
08-01-2026	Jb Hi-Fi Group Pty Ltd	IT Equipment	585.00
08-01-2026	Jb Hi-Fi Group Pty Ltd	IT Equipment	647.10
08-01-2026	J Woolf	Animal Collection Services	570.00
08-01-2026	J Woolf	Animal Collection Services	570.00
08-01-2026	Kadadjiny Aboriginal Corporation	Donation	880.00
08-01-2026	Kmart Albany	Library Book Stock	388.00
08-01-2026	Komatsu Australia Pty Ltd	Exhaust pipe	1,226.28
08-01-2026	Lamington Design Ltd	Stock Items - Visitor Centre	1,006.99
08-01-2026	L Sheppard Design	Mugs for retail	852.76
08-01-2026	Liberty Oyster Harbour	Refreshments	74.00
08-01-2026	Lochness Landscape Services	Mowing Services	3,750.00
08-01-2026	Lockyer Avenue Lunchbar	Catering	274.80
08-01-2026	Lower Kalgan Community Association Inc	Community Event Grant	5,500.00
08-01-2026	Lucas Mechanical and Auto Electrical	Vehicle Parts / Maintenance	4,854.09
08-01-2026	Lucas Mechanical and Auto Electrical	Vehicle Parts / Maintenance	4,674.09
08-01-2026	Lucas Mechanical and Auto Electrical	Plant Maintenance	2,587.02
08-01-2026	LP Pamberger	EAP service	198.00
08-01-2026	Major Motors Pty Ltd	Parts	482.43
08-01-2026	Maxco Australia Pty Ltd	Repair to EK eProfile	1,199.50
08-01-2026	McIntosh and Son	Plant Parts	1,805.39
08-01-2026	MHW Integration Pty Ltd	AV Maintenance	1,099.18
08-01-2026	MHW Integration Pty Ltd	AV Maintenance	1,471.80
08-01-2026	Newman Mechanical Services Pty Ltd	Vehicle Parts / Maintenance	764.67
08-01-2026	Office National Albany	Stationery / Office Supplies	6.40
08-01-2026	Office National Albany	Stationery / Office Supplies	404.00
08-01-2026	Office National Albany	Stationery / Office Supplies	80.75
08-01-2026	Office National Albany	Office Supplies / Stationery	360.00
08-01-2026	Office National Albany	Stationery / Office Supplies	335.00
08-01-2026	Office National Albany	Office Supplies / Stationery	3,612.01
08-01-2026	Office National Albany	Office Supplies / Stationery	306.70
08-01-2026	Office National Albany	Office Supplies / Stationery	92.00
08-01-2026	Office National Albany	Stationery / Office Supplies	151.05
08-01-2026	Office National Albany	Stationery / Office Supplies	243.01
08-01-2026	Office National Albany	Stationery / Office Supplies	115.00
08-01-2026	Office National Albany	Stationery / Office Supplies	248.00
08-01-2026	Omnicom Media Group Australia Pty Ltd	Advertising	376.23
08-01-2026	Palmer Civil Construction	Gravel	30,662.50
08-01-2026	Paperbark Merchants	Indigenous resource book Noongar Boodja Waanngkan	24.99
08-01-2026	Penguin Random House Distribution	Stock Items - Forts Store	1,421.24
08-01-2026	Perfect Gym Solutions Pty Ltd	Annual Fees	25,740.00
08-01-2026	Pratt Transport Logistics	Freight Charges	484.00
08-01-2026	Quick Shot Coffee	Catering	90.00
08-01-2026	Quickstix Cleaning	Cleaning Services	875.00

## Creditor Payment Report

01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
08-01-2026	Quickstix Cleaning	Cleaning Services	100.00
08-01-2026	R & J Batteries Pty Ltd	Plant Parts	159.72
08-01-2026	R & J Batteries Pty Ltd	Plant Parts	1,992.13
08-01-2026	R & J Batteries Pty Ltd	Plant Parts	146.41
08-01-2026	R-Group International	Software Charges	7,150.57
08-01-2026	Redmond Volunteer Fire Brigade	Reimbursement - Fire Safety Signs	528.00
08-01-2026	Replica Medals & Ribbons Pty Ltd	Stock Items - Forts Store	720.28
08-01-2026	Robert N Rees	The Journey CD	15.00
08-01-2026	Rops Engineering Australia Pty Ltd	Supply 2 x bushes	82.45
08-01-2026	Scavenger Supplies Pty Ltd	Scavenger Elite Class A Foam	3,872.00
08-01-2026	Skillhire WA Pty Ltd	Casual Labour / Apprentices	2,805.26
08-01-2026	Skillhire WA Pty Ltd	Casual Labour / Apprentices	2,429.59
08-01-2026	South Coast Diving Supplies	Safety Supplies	15.00
08-01-2026	Southcoast Security Service	Security Services November 2025	37,128.59
08-01-2026	Southern Site Hire	Pickup and Delivery Services	606.38
08-01-2026	Southern Site Hire	Event Hire - Christmas Festival	3,232.50
08-01-2026	St John Ambulance Western Australia Ltd	First Aid training	180.00
08-01-2026	Stantec Australia Pty Ltd	Superintendent Services	4,638.54
08-01-2026	Stantec Australia Pty Ltd	Superintendent Services	1,192.13
08-01-2026	Star Sales And Service	Plant Parts and Repairs	356.80
08-01-2026	Star Sales And Service	Hardware Supplies	879.00
08-01-2026	Statewide Bearings	Discs	228.27
08-01-2026	Synergy	Electricity Charges	1,526.04
08-01-2026	Synergy	Electricity Charges	165.50
08-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	14.08
08-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	28.82
08-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	473.10
08-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	91.09
08-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	607.60
08-01-2026	Tank Man	Q25042 Tank final payment	32,184.62
08-01-2026	Tarmac Events WA Pty Ltd	Sponsorship Payment	5,500.00
08-01-2026	T Murray	Workshop Presentation	750.00
08-01-2026	Team Global Express Pty Ltd	Freight Charges	2,863.04
08-01-2026	Tony Jackson Surveyor	Botanic Walkway Detailed Survey Alignment	3,245.00
08-01-2026	Tony Jackson Surveyor	Beach transect survey	11,275.00
08-01-2026	Truckline	Plant Parts	49.46
08-01-2026	Turtle Traffic Pty Ltd	Traffic Control	1,700.24
08-01-2026	Turtle Traffic Pty Ltd	Traffic Control	1,275.18
08-01-2026	Turtle Traffic Pty Ltd	Turtle Traffic	1,593.98
08-01-2026	Turtle Traffic Pty Ltd	Traffic Control	2,174.97
08-01-2026	Virginia K Miles	Cleaning Services	3,681.00
08-01-2026	WA Naturally Publications	Maps and Bush Books for retail	646.28
08-01-2026	Water Corporation	Water / Service charges	810.23
08-01-2026	Water Corporation	Water / Service Charges	6.02
08-01-2026	Western Diagnostic Pathology	Medical Services	434.83
08-01-2026	Western Diagnostic Pathology	Medical Services	1,920.33



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
08-01-2026	Wheatbelt Services Pty Ltd	Signage	1,779.80
08-01-2026	Whitfield Estate & Pawprint Chocolate	Stock Items - AVC	841.25
08-01-2026	Woolworths Group Limited	Staff Amenities	68.58
08-01-2026	Woolworths Group Limited	Daycare Groceries	833.88
08-01-2026	Woolworths Group Limited	Daycare Groceries	450.26
08-01-2026	Woolworths Group Limited	Coffee, Milk, Water	166.14
08-01-2026	Wren Oil	Wellstead Transfer Station	473.00
08-01-2026	Wurth Australia Pty Ltd	Plant Parts	514.03
08-01-2026	Zenith Laundry	Laundry Expenses	52.11
15-01-2026	Ace Camera Club (Inc)	Photography	1,250.00
15-01-2026	AD Contractors Pty Ltd	Plant and operator hire	3,663.00
15-01-2026	AD Contractors Pty Ltd	Water Truck Dry Hire 3 Days	1,683.00
15-01-2026	AD Contractors Pty Ltd	Plant Hire Gunn Rd fire	1,765.50
15-01-2026	Aeromic Microphones Australia Pty Ltd	Fitness Audio chargers and batteries	331.00
15-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	67.44
15-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	313.54
15-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	1,704.46
15-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	233.36
15-01-2026	AFGRI Equipment Australia Pty Ltd	Plant Parts	900.75
15-01-2026	AFGRI Equipment Australia Pty Ltd	P25025 John Deere Wheel Loader	407,550.00
15-01-2026	AFGRI Equipment Australia Pty Ltd	Supply Filters and Sample Kits	1,619.66
15-01-2026	Albany Allsoils Landscape Supplies	Mulch and Blue metal dust	1,620.00
15-01-2026	Albany Bitumen Spraying	Bitumen Spraying	13,247.85
15-01-2026	Albany Bitumen Spraying	Bitumen Spraying	15,416.50
15-01-2026	Albany Bitumen Spraying	Bitumen Spraying	5,112.25
15-01-2026	Albany Bitumen Spraying	Bitumen Spraying	13,200.00
15-01-2026	Albany Bitumen Spraying	Bitumen Spraying	7,247.35
15-01-2026	Albany Bitumen Spraying	Bitumen Spraying	2,048.20
15-01-2026	Albany Bitumen Spraying	Bitumen Spraying	4,235.55
15-01-2026	Albany Bus Service	Bus Service	183.58
15-01-2026	Albany Community Foundation	Payroll Workplace Giving deductions	5.00
15-01-2026	Albany Community Hospice	Payroll workplace giving deductions	10.00
15-01-2026	Albany Community Hospice	Payroll workplace giving deductions	10.00
15-01-2026	Albany Community Radio T/as Great Southern Fm	License Fees	13,299.99
15-01-2026	Albany Fencing Contractors	Gate repairs	1,727.00
15-01-2026	Albany Garden Services	Weeding and Pruning	535.40
15-01-2026	Albany Iga & Spencer Park Iga	Catering	190.00
15-01-2026	Albany Plumbing And Gas	Plumbing Services	3,141.60
15-01-2026	Albany Radio Communications	Handheld speaker and mic	1,247.00
15-01-2026	Albany Records Management	Records Storage	522.50
15-01-2026	Albany Retravisio	Fridge	3,377.00
15-01-2026	Albany Retravisio	Delivery Fee	93.50
15-01-2026	Albany Retravisio	Freight Charges	132.00
15-01-2026	Albany Shanty Fest Incorporated	Community Development Sponsorship	2,822.60
15-01-2026	Albany Signs	Signage	253.00
15-01-2026	Albany Signs	Signage	198.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
15-01-2026	Albany Tanks	Water Supply	1,600.00
15-01-2026	Albany Tyrepower	Remove Tyres from Rims for Recycling	500.00
15-01-2026	Albany V-Belt And Rubber	Plant Parts	109.99
15-01-2026	Albany V-Belt And Rubber	Plant Parts	89.94
15-01-2026	Albany V-Belt And Rubber	Plant Parts	182.38
15-01-2026	Albany V-Belt And Rubber	Plant Parts	58.04
15-01-2026	Albany V-Belt And Rubber	Plant Parts	67.33
15-01-2026	Albany V-Belt And Rubber	Plant Parts	51.11
15-01-2026	Albany V-Belt And Rubber	Plant Parts	105.90
15-01-2026	Albany V-Belt And Rubber	Plant Parts	81.32
15-01-2026	Albany World of Cars	Car parts	172.98
15-01-2026	Alinta Energy	Gas Charges	60.95
15-01-2026	A Cruse	Refund of Nomination Deposit - 2025 Local Government Election	100.00
15-01-2026	Ampol Australia Petroleum Pty Ltd	Diesel	4,449.95
15-01-2026	AG Ullrich	Forts Store - stock items	400.00
15-01-2026	Aparc	Campground Fee Pillar - Cosy Corner East	70.02
15-01-2026	Aparc	Fee Pillar Charges - Cosy Corner	70.02
15-01-2026	Aparc	Fee Pillar Charges - Torbay	70.02
15-01-2026	Aparc	Parking Credit Card Fees December 2025	229.78
15-01-2026	Apollo Fabrications	Plant Purchase - 8 x lidded hook bins	29,427.20
15-01-2026	Ascentive Pty Ltd	Community Engagement for Lange Park	1,887.58
15-01-2026	ASM Eclipse Pty Ltd	1 Litre Water Bottles 4 colours	543.84
15-01-2026	ASM Eclipse Pty Ltd	Stock Items - Visitor Centre	881.66
15-01-2026	ASP Alloy And Stainless Products	Plant Parts and Repairs	1,030.44
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	486.33
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	364.75
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	130.27
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	1,727.04
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	2,844.53
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	486.33
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	364.75
15-01-2026	ATC Work Smart	Casual Labour / Apprentices	295.27
15-01-2026	Australia's South West Incorporated	Australia's South West Summer Campaign - NAC	880.00
15-01-2026	Australian Institute of Management Western Australia	Creating a High Performance Team	707.00
15-01-2026	Australian Institute of Management Western Australia	Course - Coping with Pressure	707.00
15-01-2026	Australian Institute of Management Western Australia	Coping with Pressure - Training	707.00
15-01-2026	Australian Institute of Management Western Australia	Creating a High Performance Team - training	707.00
15-01-2026	Australian Institute of Management Western Australia	Coping with Pressure - training	707.00
15-01-2026	Australian Services Union WA Branch	Payroll deductions	885.00
15-01-2026	Australian Services Union WA Branch	Payroll ASU membership deductions	885.00
15-01-2026	Australian Taxation Office	Payroll deductions	272,269.16
15-01-2026	Australian Taxation Office	Payroll deductions	271,378.98
15-01-2026	Avonlight Enterprises Pty Ltd	B1604 Bond Refund	72,938.40
15-01-2026	Bakers Food & Fuel	Supply of food for Incident	185.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
15-01-2026	Best Office Systems	Copier Charges	97.90
15-01-2026	Bill Gibbs Excavations	Plant and Equipment Hire	57,829.75
15-01-2026	Black And White Concreting	Concreting Works	7,990.00
15-01-2026	Black And White Concreting	Marine Dr lookout concrete	5,280.00
15-01-2026	Black And White Concreting	C25022A path repairs at Middleton Beach	24,590.00
15-01-2026	Blue Sky Renewables Pty Ltd	Thermal Energy Supply	25,224.57
15-01-2026	BOC Gases Australia Limited	Container Service	119.45
15-01-2026	Breaksea Incorporated	Kaya 2026 Welcome to Country	660.00
15-01-2026	Brooks Hire Service Pty Ltd	Plant and Equipment Hire	880.20
15-01-2026	Brooks Hire Service Pty Ltd	Plant and Equipment Hire	363.00
15-01-2026	Brooks Hire Service Pty Ltd	Plant and Equipment Hire	162.25
15-01-2026	Bucher Municipal Pty Ltd	Hose - extension	897.19
15-01-2026	Bullseye Plumbing & Gas	Hydro Jetting Services	5,280.00
15-01-2026	Bunnings Group Limited	Door Bell	36.08
15-01-2026	Bunnings Group Limited	ALAC Aquatics Pool Therometer	30.98
15-01-2026	Bunnings Group Limited	Blockout Roller Blind	36.90
15-01-2026	Bunnings Group Limited	Hardware Supplies	626.68
15-01-2026	Bunnings Group Limited	Hardware Supplies	69.54
15-01-2026	Bunnings Group Limited	Hardware Supplies	26.32
15-01-2026	Burrata Pty Ltd	Catering	435.00
15-01-2026	Centennial Stadium Inc	Utility Charges	469.90
15-01-2026	Centigrade Services Pty Ltd	Plant Maintenance	326.70
15-01-2026	Centigrade Services Pty Ltd	Replace Fan Motors & PCB - Air-con unit Emu Point Cafe	3,304.13
15-01-2026	Centigrade Services Pty Ltd	Investigate Air-con unit at Emu Point Cafe & Diagnose Issues	275.00
15-01-2026	Centigrade Services Pty Ltd	ALAC - Investigate AC unit in small room near fishbowl office	1,049.13
15-01-2026	CGS Quality Cleaning	Cleaning Services	741.60
15-01-2026	CGS Quality Cleaning	Cleaning Services	12,788.15
15-01-2026	Child Support Agency	Payroll deductions	1,846.02
15-01-2026	Child Support Agency	Payroll deductions	1,849.61
15-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	509.19
15-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	1,077.75
15-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	2,112.87
15-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	1,527.57
15-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	2,743.36
15-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	2,576.62
15-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	2,303.09
15-01-2026	Creations Homes Pty Ltd	Construction Services	8,697.08
15-01-2026	Creations Homes Pty Ltd	Construction Services	1,724.97
15-01-2026	Creations Homes Pty Ltd	Construction Services	6,376.41
15-01-2026	Curtin University	Albany 2026 Milestone 4	45,228.70
15-01-2026	Cynergic Internet	Internet services	2,380.88
15-01-2026	Procurement Support Officer	Staff Reimbursement - Catering	22.50
15-01-2026	Campground caretaker	Staff Reimbursement - Private Vehicle Use	243.00
15-01-2026	D Baesjou	Refund of Nomination Deposit - 2025 Local Government Election	100.00
15-01-2026	Delta Agribusiness	Barbed wire	847.00
15-01-2026	Delta Agribusiness	Vegetation Maintenance Supplies	4,800.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
15-01-2026	Delta Agribusiness	Destiny - Herbicide	2,025.00
15-01-2026	Dirty South Detailing	Interior Detailing	418.00
15-01-2026	E-Stralian Pty Ltd	E-Bike Leasing	324.34
15-01-2026	Easigroup	Novated Lease Payroll deductions	8,130.68
15-01-2026	Easigroup	Novated Lease Payroll deductions	10,717.67
15-01-2026	Edify Media	New Year's Eve – Digital Event Signage and Content	1,980.00
15-01-2026	Emerg Solutions Pty Ltd	Annual License Fees	20,066.80
15-01-2026	Ents Forestry	Tree Farm Management	6,089.40
15-01-2026	Exseadgroup Pty Ltd	Subscription	1,320.00
15-01-2026	Focus Consulting WA	Sports Lighting Plan	7,920.00
15-01-2026	Foxtel Management Pty Ltd	Foxtel Janaury 2026	235.00
15-01-2026	G & M Detergents & Hygiene Services	Cleaning products	3,334.10
15-01-2026	Waste Facility Worker	Staff Reimbursement - Fuel Purchases	40.05
15-01-2026	GHD Pty Ltd	Landfill Leachate Management Design Solution	5,660.60
15-01-2026	GHD Pty Ltd	Compliance report	7,081.80
15-01-2026	GHD Pty Ltd	Water Monitoring Services	1,645.00
15-01-2026	Goodyear Autocare Albany	P342 repairs	320.00
15-01-2026	Goodyear Autocare Albany	A77279 tyres	5,820.00
15-01-2026	Grace Training And Operations	White Card Training	750.00
15-01-2026	Great Southern Groves Pty Ltd	Stock Items - AVC	381.20
15-01-2026	Great Southern Groves Pty Ltd	Stock Items - Visitor Centre	96.80
15-01-2026	Great Southern Pest & Weed Control	Pest Management Services	534.60
15-01-2026	Great southern Tree Care Pty Ltd	Vegetation Management	3,060.00
15-01-2026	Great southern Tree Care Pty Ltd	Vegetation Management	2,640.00
15-01-2026	Green Range Country Club	Quick Response Grant	1,100.00
15-01-2026	Greybird Media	Aurora Advertisement GSAA26 Summer Edition	356.00
15-01-2026	Head To Tail Pets	Purchase of Books	80.00
15-01-2026	Heidelberg Materials Australia Pty Ltd	Concrete Supply	628.10
15-01-2026	Heidelberg Materials Australia Pty Ltd	Concreting Supply	2,190.94
15-01-2026	Highway Bush Fire Brigade	NYE event support	250.00
15-01-2026	Himac Attachments	Supply 8x BLADESL and 8x BOLTSL	1,214.40
15-01-2026	Hobbs Painting And Decorating	Painting Services - park benches	4,222.77
15-01-2026	Inswing Sports Bar	Catering	440.00
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	108.46
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	236.90
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	244.04
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	1,353.11
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	7,612.28
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	354.75
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	107.98
15-01-2026	J And S Castlehow Electrical Services	Electrical Services	135.58
15-01-2026	J And S Castlehow Electrical Services	WIFI infrastructure upgrade	19,588.25
15-01-2026	J Blackwood & Son Pty Ltd	Hardware / Safety Supplies	813.65
15-01-2026	J Blackwood & Son Pty Ltd	Hardware / Safety Supplies	324.50
15-01-2026	Fleet Officer	Staff Reimbursement - Plant Parts	49.96
15-01-2026	Jb Hi-Fi Group Pty Ltd	Sony headphones	359.15



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
15-01-2026	J Woolf	Animal Collection Services	570.00
15-01-2026	J Gamblin	Stock Items - Box Office	7.50
15-01-2026	Kalgan Settlers Association	Venue Hire	100.00
15-01-2026	Kennards Hire Pty Ltd	24 hr tracked kanga hire	427.00
15-01-2026	KLB Systems	Lenovo SR630 V4 Server	26,598.00
15-01-2026	KLB Systems	Lenovo SR630 V4 Server	26,598.00
15-01-2026	KLB Systems	Lenovo SR630 V4 Server	26,598.00
15-01-2026	KMT Contracting Pty Ltd	Marine Dr lookout trailhead - stonework	19,712.00
15-01-2026	KMT Contracting Pty Ltd	Marine Dr Lookout phase 2 & 3 stoneworks	33,877.80
15-01-2026	Manager Economic Development	Staff Reimbursement - Staff Morning Tea	79.12
15-01-2026	La Botanic	Staff flowers	80.00
15-01-2026	Landgate - Property & Valuations	Interim Valuations	641.04
15-01-2026	Landgate - Property & Valuations	Interim Valuations	2,718.67
15-01-2026	Lochness Landscape Services	Slashing verge Lower King Rd	360.00
15-01-2026	Lucas Mechanical and Auto Electrical	Plant Maintenance	2,662.02
15-01-2026	Lucas Mechanical and Auto Electrical	Plant Maintenance	2,665.02
15-01-2026	Lucas Mechanical and Auto Electrical	Plant Maintenance	788.50
15-01-2026	M & A Painting And Maintenance	ALAC Courts wall painting	12,672.00
15-01-2026	M & A Painting And Maintenance	Painting Services	1,325.50
15-01-2026	M Trail	Refund of Nomination Deposit - 2025 Local Government Election	100.00
15-01-2026	Masters Psychology	EAP Services	220.00
15-01-2026	Masters Psychology	EAP Services	297.00
15-01-2026	Message4U Pty Ltd	SMS Charges	46.20
15-01-2026	Minna Engineering	Carry out machining	374.00
15-01-2026	Multiple Sclerosis Society of WA Inc	Quick Response Grant	1,100.00
15-01-2026	Nanarup Hill Farm and Machinery	Road works	18,619.70
15-01-2026	Nanarup Hill Farm and Machinery	Plant and Equipment Hire	11,522.50
15-01-2026	Nanarup Hill Farm and Machinery	Plant and Equipment Hire	6,383.85
15-01-2026	Nanarup Hill Farm and Machinery	Plant and Equipment Hire	13,354.00
15-01-2026	Newman Mechanical Services Pty Ltd	Plant Maintenance	454.37
15-01-2026	Newman Mechanical Services Pty Ltd	Plant Maintenance	821.34
15-01-2026	Newman Mechanical Services Pty Ltd	Plant Maintenance	1,374.83
15-01-2026	NJ Gorman	Waste Disposal	1,313.40
15-01-2026	Ocean Heroes Limited	Quick Response Grant	350.00
15-01-2026	Office National Albany	Stationery / Office Supplies	335.50
15-01-2026	Office National Albany	Stationery / Office Supplies	57.00
15-01-2026	Office National Albany	Stationery / Office Supplies	239.65
15-01-2026	Office National Albany	Stationery / Office Supplies	158.95
15-01-2026	Office National Albany	Stationery / Office Supplies	105.60
15-01-2026	Office National Albany	Stationery / Office Supplies	139.00
15-01-2026	Office National Albany	Stationery / Office Supplies	172.35
15-01-2026	Office National Albany	Stationery / Office Supplies	29.95
15-01-2026	Office National Albany	Stationery / Office Supplies	740.00
15-01-2026	Office National Albany	Stationery / Office Supplies	5,950.01
15-01-2026	Office National Albany	Stationery / Office Supplies	545.00
15-01-2026	Office National Albany	Stationery / Office Supplies	151.20



## Creditor Payment Report

01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
15-01-2026	Office National Albany	Stationery / Office Supplies	6.20
15-01-2026	Office National Albany	Stationery / Office Supplies	496.80
15-01-2026	Office National Albany	Stationery / Office Supplies	37.30
15-01-2026	Office National Albany	Stationery / Office Supplies	73.25
15-01-2026	Office National Albany	Stationery / Office Supplies	13.20
15-01-2026	Office National Albany	Stationery / Office Supplies	73.00
15-01-2026	Omnicom Media Group Australia Pty Ltd	Advertising	393.83
15-01-2026	OneMusic Australia	License Fees	339.50
15-01-2026	Orikan New Zealand Limited	P16010 - monthly car parking subscription	193.19
15-01-2026	Orikan New Zealand Limited	P16010 - monthly car parking credit card transaction fees	32.99
15-01-2026	Over The Wire	Monthly Subscription	49.50
15-01-2026	PFD Food Services Pty Ltd	Staff Amenities	45.10
15-01-2026	PFD Food Services Pty Ltd	Staff Amenities	98.30
15-01-2026	Phoenix Civil & Earthmoving Pty Ltd	Plant hire	15,627.06
15-01-2026	Pratt Transport Logistics	Transport	968.00
15-01-2026	Quickstix Cleaning	Cleaning Services	273.00
15-01-2026	Quickstix Cleaning	Cleaning Services	225.00
15-01-2026	R & J Batteries Pty Ltd	Plant Parts	151.62
15-01-2026	R & L Bitumen Service Pty Ltd	Granite	532.40
15-01-2026	R & L Bitumen Service Pty Ltd	Granite	665.50
15-01-2026	R & L Bitumen Service Pty Ltd	Repairs to entry lane asphalt at Hanrahan Waste Facility	5,061.10
15-01-2026	Raeco International Pty Ltd		1,676.30
15-01-2026	Reconnect Health And Wellbeing	EAP Services	594.00
15-01-2026	Red OHMS Group Pty Ltd	Asbestos Auditing	32,189.56
15-01-2026	Reece Pty Ltd	Plumbing Supplies	98.41
15-01-2026	Regional Training	2 days of loader operator coaching and training	1,700.00
15-01-2026	Resource Hub Consulting Pty Ltd	Process Analysis Services	6,088.50
15-01-2026	RL MacKenzie	Stock Items - Forts Store	1,306.00
15-01-2026	RP Infrastructure Pty Ltd	Professional Services	11,258.00
15-01-2026	RP Infrastructure Pty Ltd	Professional Services	26,005.99
15-01-2026	RP Infrastructure Pty Ltd	Professional Services	13,202.26
15-01-2026	Scorptec Computers	Computer accessories	1,121.00
15-01-2026	Sea & Drift	A5 Framed Seaweed	40.00
15-01-2026	Seven Network (Operations) Limited	Advertising	1,188.00
15-01-2026	Sigma Telford Group	ALAC Thermometer tools	513.70
15-01-2026	Skillhire WA Pty Ltd	Casual Labour / Apprentices	2,972.29
15-01-2026	Campground caretaker	Staff Reimbursement - Private Vehicle Use	80.11
15-01-2026	Campground caretaker	Staff Reimbursement - Private Vehicle Use	312.00
15-01-2026	Southcoast Security Service	Security Services December 2025	37,128.59
15-01-2026	Southcoast Security Service	Security Services December 2025	996.53
15-01-2026	Southern Cross Austereo Pty Ltd	Advertising	204.60
15-01-2026	Southern Edge Arts Inc	Christmas Festival	2,750.00
15-01-2026	Southern Ports Authority - Port of Albany	Land Tax Charges	262.10
15-01-2026	Southern Ports Authority - Port of Albany	Land Tax Charges	217.72
15-01-2026	Special Broadcasting Service Corporation	Licences for inclusion modules	12,705.00

## Creditor Payment Report

01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
15-01-2026	St John Ambulance Western Australia Ltd	Defib Battery and Pack for AED at Mt Clarence Toilet Block	325.75
15-01-2026	Star Sales And Service	Husqvarna 525RS Brush Cutter	739.00
15-01-2026	Star Sales And Service	Plant Parts	159.00
15-01-2026	Stocker-Crew	Plant Parts	869.99
15-01-2026	Synergy	Streetlighting	67,082.19
15-01-2026	Synergy	Electricity Charges	5,088.29
15-01-2026	Synergy	Streetlighting	64,740.36
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	27.48
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	7.11
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	8.92
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	139.90
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	18.62
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	559.00
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	47.52
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	284.75
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	45.82
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	17.96
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	92.65
15-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	47.50
15-01-2026	The 12 Volt World	Supply LED pole beacon	200.00
15-01-2026	The 12 Volt World	Circuit breaker	13.50
15-01-2026	The Australasian Fleet Management Association	AFMA Corporate Membership	499.00
15-01-2026	The Barrel Sauna Co	Deposit Binalup/ Middleton Beach Festival 2026	1,295.01
15-01-2026	The Local Government Racing & Cemeteries Employees Union (WA)	Payroll deductions	96.00
15-01-2026	The Local Government Racing & Cemeteries Employees Union (WA)	Payroll deductions	96.00
15-01-2026	The Muffin Queen	Catering	1,275.00
15-01-2026	The Royal Life Saving Society WA Inc	Call Centre Fees	778.53
15-01-2026	The Royal Life Saving Society WA Inc	ALAC Watch Around Water Registration 3 Years	440.00
15-01-2026	Tony Jackson Surveyor	Lease survey	286.00
15-01-2026	Totally Sports And Surf	Ankle strap	19.95
15-01-2026	Tourism Council Western Australia	Membership Fees	363.00
15-01-2026	Truck Centre WA Pty Ltd	Additional Freight	110.00
15-01-2026	Turtle Traffic Pty Ltd	Traffic Manangement	12,517.93
15-01-2026	Turtle Traffic Pty Ltd	Traffic Control	6,520.28
15-01-2026	Turtle Traffic Pty Ltd	Traffic Control	1,168.92
15-01-2026	Turtle Traffic Pty Ltd	Traffic Control	4,940.82
15-01-2026	Turtle Traffic Pty Ltd	Traffic Control	1,260.18
15-01-2026	Twilight Dreams	Tasters	510.00
15-01-2026	Veteran Car Club of WA (Inc)	Calendar delivery	2,250.00
15-01-2026	Waddayadoin Media - Southerly Magazine	Southerly School Holiday advertisement	440.00
15-01-2026	Wanslea Family Services Incorporated	Event Services	352.02
15-01-2026	Water Corporation	Water / Service Charges	150.60
15-01-2026	Water Corporation	Water / Service Charges	1,999.97
15-01-2026	Welsh Airconditioning Services	De-Gas Fridges for Recycling at Hanrahan Waste Facility	836.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
15-01-2026	Westerberg Panel Beaters	Towing Services	200.00
15-01-2026	Westshred Document Disposal	Document disposal	524.70
15-01-2026	Wheatbelt Services Pty Ltd	Signage	1,738.00
15-01-2026	Wheatbelt Services Pty Ltd	L Clamps	1,320.00
15-01-2026	Whitfield Estate & Pawprint Chocolate	Stock - Forts Store	1,489.98
15-01-2026	Wild Eyed Press Pty Ltd	Stock Items - Forts Store	1,360.11
15-01-2026	Wren Oil	Oil Disposal	143.00
15-01-2026	Zenith Laundry	Laundry Expenses	114.50
16-01-2026	AD Contractors Pty Ltd	Road Maintenance Supplies	295.02
16-01-2026	Albany Event Hire	Christmas Festival marquees	17,768.65
16-01-2026	Albany Records Management	Offsite Storage	522.50
16-01-2026	Best Office Systems	Printing Services	10,360.90
16-01-2026	Brooks Hire Service Pty Ltd	Plant and Equipment Hire	239.71
16-01-2026	Centennial Stadium Inc	Venue Cleaning Cost	165.00
16-01-2026	Choices Flooring	Library recarpeting	21,753.65
16-01-2026	Data#3 Limited	Software subscriptions - Government support	59,911.46
16-01-2026	Davric Australia	Stock Items - AVC	2,095.50
16-01-2026	Davric Australia	Stock Items - Visitor Centre	352.00
16-01-2026	G & M Detergents & Hygiene Services	Sunscreen	194.50
16-01-2026	GHD Pty Ltd	Consultancy Services	33,352.00
16-01-2026	Green Skills Incorporated	Waste Removal	616.53
16-01-2026	Green Skills Incorporated	Vegetation Maintenance	495.17
16-01-2026	J And S Castlehow Electrical Services	Electrical Services	760.32
16-01-2026	Kalgan Queen Scenic Cruises	Rezdy Bookings	2,193.00
16-01-2026	Lochness Landscape Services	Lawnmowing	720.00
16-01-2026	Office National Albany	Office Supplies / Stationery	602.85
16-01-2026	Office National Albany	Stationery / Office Supplies	29.95
16-01-2026	Office National Albany	Stationery / Office Supplies	143.80
16-01-2026	Perfect Gym Solutions Pty Ltd	November 2025 SMS	.33
16-01-2026	Quickstix Cleaning	Cleaning Services	200.00
16-01-2026	Quickstix Cleaning	Cleaning Services	75.00
16-01-2026	Sitech WA Pty Ltd	Software Subscription	22,465.00
16-01-2026	Skillhire WA Pty Ltd	Casual Labour / Apprentices	2,771.87
16-01-2026	Soil Solutions Pty Ltd	Greenwaste Disposal	114.40
16-01-2026	Soil Solutions Pty Ltd	Vegetation Maintenance Supplies	54.00
16-01-2026	Southern Tool And Fastener Co	Hardware Supplies	25.78
16-01-2026	Star Sales And Service	Plant Parts	59.00
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	47.45
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	66.07
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	16.15
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	18.95
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	60.95
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	11.66
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	19.90
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	52.32
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	27.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	20.66
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	8.91
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	22.87
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	23.72
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	58.70
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	89.95
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	112.75
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	6.38
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	161.08
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	27.12
16-01-2026	T & C Supplies Pty Ltd	Hardware Supplies	59.04
16-01-2026	Team Global Express Pty Ltd	Freight Charges	2,107.60
16-01-2026	Woodslane Pty Ltd	Stock Items - Visitor Centre	290.89
22-01-2026	Abbey's Earthmoving Services	Earthworks	1,045.00
22-01-2026	Akoya Jewellery	Stock Items - Visitor Centre	100.00
22-01-2026	Akoya Jewellery	Stock Items - Visitor Centre	172.00
22-01-2026	Albany Asphalt Services	Asphalt Works	3,346.00
22-01-2026	Albany Asphalt Services	Asphalt Works	3,497.50
22-01-2026	Albany Bitumen Spraying	Crossover to 182 Bay View Drive	1,597.75
22-01-2026	Albany Community Kindergarten	Community Development Funding	3,025.00
22-01-2026	Albany Irrigation & Drilling	Sprinklers	2,283.10
22-01-2026	Albany Lock & Security	Supply services to rekey bilock core	185.37
22-01-2026	Albany Lock & Security	Supply bilock key	34.21
22-01-2026	Albany Plumbing And Gas	Surfers Beach toilet - drinking tap repairs	324.70
22-01-2026	Albany Plumbing And Gas	Mills Park toilet	72.00
22-01-2026	Albany Plumbing And Gas	Emu Point cafe toilets	108.00
22-01-2026	Albany Plumbing And Gas	Repair toilets at Parker street park	126.65
22-01-2026	Albany Plumbing And Gas	Repairs Ellen Cove female toilets	117.50
22-01-2026	Albany Scaffold Hire	Christmas Pageant 2025	7,480.00
22-01-2026	Albany Signs	Signage	225.50
22-01-2026	Albany Signs	Car logo stickers	396.00
22-01-2026	Albany Signs	Corflutes	209.00
22-01-2026	Albany Sweep Clean	Sweep carpark after works at the Marine Drive lookout	330.00
22-01-2026	Albany Sweep Clean	Sweeping Services	4,367.00
22-01-2026	Albany Sweep Clean	Sweeping Services	660.00
22-01-2026	Albany Sweep Clean	Sweeping Services	16,170.00
22-01-2026	Albany Tours	Mt Barker Grape escape-Rezdy Tours	204.00
22-01-2026	Albany Tours	Whale Story- Rezdy Tour	143.65
22-01-2026	Alinta Energy	Gas Charges for 1 Parker Street, Lockyer	70.05
22-01-2026	All The Lights	Circus workshop	6,380.00
22-01-2026	Altus Planning Pty Ltd	Planning Services	5,596.25
22-01-2026	AG Ullrich	Magnets and card for retail	217.50
22-01-2026	AJ Moss	Local Government Election Nomination Deposit Refund	100.00
22-01-2026	Manager Major Projects	Staff Reimbursement - Travel for Remix Conference	236.13
22-01-2026	Manager Major Projects	Staff Reimbursement - Conference Fees	224.48
22-01-2026	Manager Major Projects	Staff Reimbursement - Conference Fees	90.05



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
22-01-2026	Manager Major Projects	Staff Reimbursement - Phone Case	70.53
22-01-2026	Manager Major Projects	Staff Reimbursement - Meeting Expenses	34.00
22-01-2026	Ausfleet Software	Software Subscription for 2026	60,654.00
22-01-2026	Australian Institute of Management Western Australia	Effective People Management - Library	1,292.00
22-01-2026	Australian Institute of Management Western Australia	Creating a High Performance Team - VAC	707.00
22-01-2026	Australian Institute of Management Western Australia	Coping with Pressure	707.00
22-01-2026	BJ Parker	Mowing Services	500.00
22-01-2026	BJ Parker	Lawn mowing	250.00
22-01-2026	Brightmark Group Pty Ltd	Reactive Roadside Litter	198.00
22-01-2026	Brooks Hire Service Pty Ltd	Plant and Equipment Hire	572.01
22-01-2026	Brooks Hire Service Pty Ltd	Plant and Equipment Hire	1,198.56
22-01-2026	Carbon Leasing And Rentals Pty Ltd	Novated Lease Charges	856.66
22-01-2026	Creations Homes Pty Ltd	Building Maintenance	2,931.50
22-01-2026	Department of Justice	Albany Regional Prison Art Exhibition - Kwooyar Dreaming	210.00
22-01-2026	Department of Water and Environmental Regulation	License Fees	6,952.00
22-01-2026	DF Woodbury	Jams for retail	93.50
22-01-2026	Dyynamic Sublimation	50% Final Payment - Uniforms	2,184.00
22-01-2026	Easigroup	Novated lease payroll offset amount to return funds for duplicated refund payment from Easi Salary	2,586.99
22-01-2026	ECO Edge Retic Supplies	Retic Supplies	4,176.80
22-01-2026	Fetch Print Pty Ltd	Banners for Citizenship Ceremonies	528.00
22-01-2026	Fire Front Solutions Pty Ltd	Subscription Charges	3,630.00
22-01-2026	Focus Consulting WA	Albany Tennis courts lighting design	4,400.00
22-01-2026	Form Building a State of Creativity Inc	Albany 2026 event funding	575,300.00
22-01-2026	G Ballast	Local Government Election Nomination Deposit Refund	100.00
22-01-2026	Get Grazing Co	Catering	250.00
22-01-2026	Gibson International Ltd	Maintenance Services	7,403.00
22-01-2026	Great Southern Line Marking	Give way stencil	440.00
22-01-2026	Harley Dykstra Pty Ltd	Surveying services	1,980.00
22-01-2026	Harley Dykstra Pty Ltd	Lot 9002 (DP4106898) Mueller Street, Lockyer	2,310.00
22-01-2026	Harley Dykstra Pty Ltd	Professional Services	1,105.50
22-01-2026	Heidelberg Materials Australia Pty Ltd	Concreting Supply	466.18
22-01-2026	Heidelberg Materials Australia Pty Ltd	Concrete to 62 Barnsby Dr	1,240.25
22-01-2026	HHG Legal Group	Legal costs	326.70
22-01-2026	Illumination Mandalas	Stock Items - Visitor Centre	376.32
22-01-2026	Interfire Agencies	Fire Safety Supplies	3,119.16
22-01-2026	Iplatinum	IT Services	3,296.70
22-01-2026	Ixom	Chlorine Service Fee	376.61
22-01-2026	J Macfarlane	Local Government Election Nomination Deposit Refund	200.00
22-01-2026	J Brand	Refund - For Falling Tree	699.14
22-01-2026	Kmart Albany	Towels	117.00
22-01-2026	Kmart Albany	Kitchen Supplies	109.75
22-01-2026	Kmart Albany	Film Development	144.00
22-01-2026	Kmart Albany	Kitchen Supplies	27.00
22-01-2026	Little People Play	Binalup Festival	1,265.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
22-01-2026	Mega Vision Sound & Lighting	Hire of Equipment	17,826.64
22-01-2026	Mega Vision Sound & Lighting	New Years Eve 2025 Stage, Audio and Lighting.	36,570.60
22-01-2026	Mega Vision Sound & Lighting	New Years Eve Screens and Cameras	20,538.74
22-01-2026	Metamorphosis Asbestos Removal	Asbestos, Collection, Decontamination and Disposal at Mueller St Lockyer	1,870.00
22-01-2026	M Kleingeld	Refund- Animal Sterilisation Rebate	150.00
22-01-2026	Muddy Bottom Creek	Catering	1,552.00
22-01-2026	Naturaliste Charters	Rezdy tours	1,017.45
22-01-2026	Neurological Council of WA (Inc)	Community Development Grant	2,475.00
22-01-2026	Next Level Mountain Bike Pty Ltd	Trail Construction	46,165.35
22-01-2026	NJ Gorman	Waste Disposal	1,313.40
22-01-2026	North Road Supa Iga	Catering	26.68
22-01-2026	North Road Supa Iga	Catering	33.17
22-01-2026	Ocean Heroes Limited	Quick Response Grant	350.00
22-01-2026	Office National Albany	Stationery / Office Supplies	369.00
22-01-2026	Office National Albany	Stationery / Office Supplies	3,933.95
22-01-2026	Office National Albany	Stationery / Office Supplies	160.15
22-01-2026	On Point Welding	Plant Parts	650.00
22-01-2026	Phoenix Civil & Earthmoving Pty Ltd	C25025 Whitby St Stormwater attenuation and Bioremediation park	204,876.29
22-01-2026	Radical Fitness	Subscription	224.00
22-01-2026	Sapid Foods Pty Ltd	Cleaning Services	135.00
22-01-2026	Scorptec Computers	IT Equipment	120.00
22-01-2026	Campground Caretaker	Staff Reimbursement - Private Vehicle Use	198.03
22-01-2026	Soil Solutions Pty Ltd	Green Waste Tickets	12,597.00
22-01-2026	Soil Solutions Pty Ltd	FOGO Collection	123,681.45
22-01-2026	Soil Solutions Pty Ltd	Green Waste Tickets	8,190.00
22-01-2026	Soil Solutions Pty Ltd	Greenwaste Collection	1,353.30
22-01-2026	Soil Solutions Pty Ltd	FOGO Collection / Processing	101,035.35
22-01-2026	Library Team Leader	Staff Reimbursement - Professional Membership: ALIA	369.00
22-01-2026	South Regional Tafe	Course Fees	115.60
22-01-2026	Star Sales and Service	Plant Parts and Repairs	156.50
22-01-2026	Star Sales And Service	Saw chain	45.00
22-01-2026	Star Sales And Service	Plant Parts	10.00
22-01-2026	S Codee	Forts store stock	1,930.50
22-01-2026	Synergy	Grouped Electricity	32,768.04
22-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	88.06
22-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	148.63
22-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	229.00
22-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	275.00
22-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	19.62
22-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	21.25
22-01-2026	Team Global Express Pty Ltd	Freight Charges	609.65
22-01-2026	Team Global Express Pty Ltd	Freight Charges	348.65
22-01-2026	Team Global Express Pty Ltd	Freight Charges	1,129.52
22-01-2026	The Muffin Queen	Catering	120.00
22-01-2026	The Muffin Queen	Catering	60.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
22-01-2026	Think Water Great Southern	Monthly Parts	2,373.86
22-01-2026	Think Water Great Southern	Retic Supplies	168.80
22-01-2026	Think Water Great Southern	Retic Supplies	699.86
22-01-2026	Think Water Great Southern	Retic Materials	2,662.85
22-01-2026	Tony Jackson Surveyor	Feature Topo Survey	2,915.00
22-01-2026	Tourism Council Western Australia	Annual Membership	704.00
22-01-2026	TRCB	TWA Kinjarling Connect Project	93,621.22
22-01-2026	Turtle Traffic Pty Ltd	Traffic Control	1,450.76
22-01-2026	Turtle Traffic Pty Ltd	Traffic Control	6,931.98
22-01-2026	Veolia Environmental Services	Waste Disposal Services	10,070.09
22-01-2026	VG Group Pty Ltd T/as Vortec Global	Hydro Mulcher/Posi Shell Applicator	96,129.00
22-01-2026	Water Corporation	Water/ Service Charges	164.57
22-01-2026	Water Corporation	Water/ Service Charges	209.82
22-01-2026	Water Corporation	Water / Service Charges	1,451.78
22-01-2026	Water Corporation	Water / Service Charges	70.29
22-01-2026	Water Corporation	Water/ Service Charges	72.52
22-01-2026	Water Corporation	Water/ Service Charges	265.06
22-01-2026	Water Corporation	Water / Service Charges	158.40
22-01-2026	Water Corporation	Water / Service Charges	90.80
22-01-2026	Water Corporation	Water/ Service Charges	117.65
22-01-2026	Water Corporation	Water/ Service Charges	10.69
22-01-2026	Water Corporation	Water / Service Charges	164.77
22-01-2026	Water Corporation	Water / Service Charges	966.85
22-01-2026	Water Corporation	Water/ Service Charges	1,195.76
22-01-2026	Water Corporation	Water/ Service Charges	1,903.58
22-01-2026	Water Corporation	Water / Service Charges	1,317.80
22-01-2026	Water Corporation	Water / Service Charges	575.29
22-01-2026	Water Corporation	Water/ Service Charges	247.36
22-01-2026	Water Corporation	Water/ Service Charges	1,069.86
22-01-2026	Water Corporation	Water / Service Charges	930.71
22-01-2026	Water Corporation	Water / Service Charges	744.50
22-01-2026	Water Corporation	Water/ Service Charges	1,147.37
22-01-2026	Water Corporation	Water/ Service Charges	217.04
22-01-2026	Water Corporation	Water / Service Charges	138.55
22-01-2026	Water Corporation	Water / Service Charges	348.30
22-01-2026	Water Corporation	Water/ Service Charges	21.08
22-01-2026	Water Corporation	Water/ Service Charges	47.99
22-01-2026	Water Corporation	Water / Service Charges	163.02
22-01-2026	Water Corporation	Water / Service Charges	163.02
22-01-2026	Water Corporation	Water/ Service Charges	304.74
22-01-2026	Water Corporation	Water/ Service Charges	1,524.07
22-01-2026	Water Corporation	Water / Service Charges	313.25
22-01-2026	Water Corporation	Water / Service Charges	3,343.12
22-01-2026	Water Corporation	Water / Service Charges	135.54
22-01-2026	Wellstead Community Resource Centre Incorporated	Internet Wellstead library	105.00
22-01-2026	Welsh Airconditioning Services	De-Gas Fridges for Recycling	880.00



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
22-01-2026	Western Power Corporation	Street Light Works	3,207.00
22-01-2026	Whitesnow Australia	Christmas Festival & Pageant 2025 - Snow Zone	3,531.00
22-01-2026	Woodlands Distributors And Agencies	Boxes of Compostable dog waste bags	3,168.00
22-01-2026	Woolworths Group Limited	Staff Amenities	183.16
29-01-2026	@The Poolside	Staff consumables	510.40
29-01-2026	Advertiser Print	Brochures	1,763.00
29-01-2026	Advertiser Print	Cards	4,900.00
29-01-2026	Air BP	Fuel Charges	402.51
29-01-2026	Air BP	Fuel Charges	155.54
29-01-2026	Airborne Mapping & Photography Services	GIS Consultancy	1,900.00
29-01-2026	Albany Allsoils Landscape Supplies	Construction Materials	680.00
29-01-2026	Albany Central Cabinets Pty Ltd	Round table repair Library	352.00
29-01-2026	Albany Central Cabinets Pty Ltd	Surf Club cabinets	7,862.80
29-01-2026	Albany Community Foundation	Payroll workplace giving deductions	5.00
29-01-2026	Albany Community Hospice	Payroll workplace giving deductions	10.00
29-01-2026	Albany Hydraulics	Vehicle Parts / Maintenance	254.98
29-01-2026	Albany Indoor Plant Hire And Sales	Plant Hire	484.00
29-01-2026	Albany Indoor Plant Hire And Sales	Plant hire	154.00
29-01-2026	Albany Plumbing And Gas	Plumbing Services	3,141.60
29-01-2026	Albany Plumbing And Gas	Plumbing Services	180.00
29-01-2026	Albany Plumbing And Gas	Plumbing Services	84.65
29-01-2026	Albany Plumbing And Gas	Plumbing and Gas	90.00
29-01-2026	Albany Plumbing And Gas	Plumbing Services	3,809.30
29-01-2026	Albany Plumbing And Gas	Frenchman Bay toilets repairs	119.50
29-01-2026	Albany Plumbing And Gas	Repairs Railway Station Toilets Male toilet	72.00
29-01-2026	Albany Plumbing And Gas	Repair ladies shower head	117.90
29-01-2026	Albany Screenprinters	Whale design T-Shirts	7,209.00
29-01-2026	Albany Signs	Signage	715.00
29-01-2026	Albany Sweep Clean	Sweeping Services	5,280.00
29-01-2026	Albany World of Cars	P25036 Ford Ranger vehicle purchase	44,555.48
29-01-2026	Ampol Australia Petroleum Pty Ltd	Fuel Delivery	4,528.06
29-01-2026	Ampol Australia Petroleum Pty Ltd	Diesel	2,243.47
29-01-2026	Ampol Australia Petroleum Pty Ltd	Diesel	26,706.93
29-01-2026	Andrew M Herud	Overcharge on Account	371.25
29-01-2026	Apollo Fabrications	Lidded Hook Bin	58,854.40
29-01-2026	Archetype Projects	Q24078 Multicourt Artwork Playing Surface	32,647.00
29-01-2026	ATC Work Smart	Casual Labour / Apprentices	575.69
29-01-2026	Aussie Broadband Limited	Internet Fees	328.00
29-01-2026	Australia Post	Postage December 2025	10,912.18
29-01-2026	Australian Services Union WA Branch	Payroll ASU membership deductions	811.50
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	46.20
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	46.20
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	69.30
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	69.30
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	69.30
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	66.00



## Creditor Payment Report

01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	184.80
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	46.20
29-01-2026	Brightmark Group Pty Ltd	Additional Cleaning	55.00
29-01-2026	Centigrade Services Pty Ltd	Plant Maintenance	313.50
29-01-2026	Centigrade Services Pty Ltd	Plant Maintenance	9,995.58
29-01-2026	Child Support Agency	Payroll deductions	1,849.61
29-01-2026	Choiceone Pty Ltd	Casual Labour / Apprentices	3,279.99
29-01-2026	Civica Pty Ltd	SMS Transactions	1,634.60
29-01-2026	CJ Montefiore	Art workshop	210.00
29-01-2026	CJ Montefiore	Art workshop	210.00
29-01-2026	Concept 2 Strategy	Strategic Services	3,437.50
29-01-2026	Cr McKinley	Monthly Councillor Payment January 2026	3,248.34
29-01-2026	Creations Homes Pty Ltd	Stirling Terrace Rotunda	6,877.50
29-01-2026	Creations Homes Pty Ltd	Replace rusted pipe crossover Mt Melville	7,705.87
29-01-2026	Department of Justice	Prison Art sales	9,040.00
29-01-2026	Easigroup	Novated Lease payroll deductions	10,757.04
29-01-2026	G Evans	School holiday program	1,908.00
29-01-2026	Global Marine Enclosures Pty Ltd	Maintenance of Ellen Cove Swimming Enclosure Jan 2026	7,062.00
29-01-2026	Great Southern Beltline Pty Ltd	Repairs to Belt	1,045.00
29-01-2026	Great Southern Geotechnics Pty Ltd	Geotechnical Services	969.65
29-01-2026	Green Skills Incorporated	AMP Boundary screen planting	5,500.00
29-01-2026	Cr Stocks	Monthly Councillor Payment January 2026	13,102.42
29-01-2026	HHG Legal Group	Leasing Legal Costs	163.35
29-01-2026	HHG Legal Group	Lease	40.15
29-01-2026	HHG Legal Group	Community Lease	217.80
29-01-2026	Highway Wreckers	Vehicle removal	440.00
29-01-2026	Cr Clarke	Monthly Councillor Payment January 2026	3,348.34
29-01-2026	Impact Services Pty Ltd	Casual Labour / Apprentices	2,429.13
29-01-2026	Interfire Agencies	PPE / Safety Equipment	513.04
29-01-2026	Interfire Agencies	Fire Safety Supplies	1,026.08
29-01-2026	Interfire Agencies	Fire Safety Supplies	718.26
29-01-2026	J And S Castlehow Electrical Services	Electrical Services	157.96
29-01-2026	J And S Castlehow Electrical Services	Electrical Services	216.92
29-01-2026	J And S Castlehow Electrical Services	Middleton Beach lighting	8,240.32
29-01-2026	J And S Castlehow Electrical Services	Streetlight replacement	18,403.11
29-01-2026	J And S Castlehow Electrical Services	Middleton Beach lighting - insurance repairs	49,047.74
29-01-2026	JM Feast	Photography services	457.00
29-01-2026	J Woolf	Animal Collection Services	570.00
29-01-2026	KF O'Connell	Artwork	100.00
29-01-2026	Kalgan Settlers Association	Rural Communities Sponsorship	2,750.00
29-01-2026	LGC Traffic Management	Traffic Control	4,629.08
29-01-2026	Shanti Fairy	Binalup Festival 2026	600.00
29-01-2026	Lucas Mechanical and Auto Electrical	Fit Isolation system to new LT	2,686.02
29-01-2026	Lucas Mechanical and Auto Electrical	Fit Isolation system to new LT	2,614.02
29-01-2026	Cr Maclaren	Monthly Councillor Payment January 2026	3,248.34
29-01-2026	Cr Lionetti	Monthly Councillor Payment January 2026	3,248.34



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments			
Date	Creditor Name	Invoice Description	Inclusive Amount
29-01-2026	M Rathbone	Design Services	2,414.50
29-01-2026	Masters Psychology	EAP Session	297.00
29-01-2026	Mega Vision Sound & Lighting	Hire of equipment	7,361.49
29-01-2026	NT Rodd	Return of faulty goods bought at Fossikers Tip Shop	50.00
29-01-2026	Nullakai Vet Services	2nd Prize Christmas Pageant	500.00
29-01-2026	Omnicom Media Group Australia Pty Ltd	Advertising	393.83
29-01-2026	Cr Terry	Monthly Councillor Payment January 2026	5,342.34
29-01-2026	Paywise Pty Ltd	Novated Lease Charges	3,224.73
29-01-2026	Primo Promo Pty Ltd	Branded Merchandise	1,388.20
29-01-2026	Quickstix Cleaning	Cleaning - Airport	1,625.00
29-01-2026	Quickstix Cleaning	Cleaning January 2026	575.00
29-01-2026	Cr Stephens	Monthly Councillor Payment January 2026	3,348.34
29-01-2026	Cr Sutton	Monthly Councillor Payment January 2026	3,348.34
29-01-2026	RB Kerr	Kids and Teens Summer program	345.00
29-01-2026	RB Kerr	Kids and Teens summer program	380.00
29-01-2026	Scorptec Computers	IT Equipment	880.00
29-01-2026	Southcoast Security Service	Security Services	3,593.52
29-01-2026	Southcoast Security Service	Business Banking Services December 2025	1,399.66
29-01-2026	Southcoast Security Service	Security Services December 2025	179.36
29-01-2026	Southern Apiaries	Honey for retail	130.50
29-01-2026	Southern Edge Arts Inc	Community Events Grant	4,620.00
29-01-2026	Southern Tool And Fastener Co	Hardware Supplies	215.63
29-01-2026	Southern Tool And Fastener Co	Safety Supplies	169.00
29-01-2026	Southern Tool And Fastener Co	Hardware Supplies	80.52
29-01-2026	Southern Tool And Fastener Co	Hardware Supplies	83.00
29-01-2026	St John Ambulance Western Australia Ltd	St John Ambulance at the Christmas Festival & Pageant 2025	750.75
29-01-2026	Synergy	Electricity Charges	4,740.41
29-01-2026	Synergy	Auxiliary Street Lighting	2,730.39
29-01-2026	Synergy	Electricity Charges for 49 North Road, Mira Mar WA 6330	941.00
29-01-2026	Synergy	Electricity Charges for 35615 Albany Hwy, Drome WA 6330	5,834.88
29-01-2026	Synergy	Electricity Charges	369.09
29-01-2026	Synergy	Electricity Charges	231.24
29-01-2026	Synergy	Electricity Charges 157 Lockyer Avenue, Centennial Park	238.83
29-01-2026	Synergy	Electricity Charges for 102 North Road, Yakamia	4,290.57
29-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	24.00
29-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	73.02
29-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	118.15
29-01-2026	T & C Supplies Pty Ltd	Hardware Supplies / Tools	23.10
29-01-2026	The Local Government Racing & Cemeteries Employees Union (WA)	Payroll deductions	96.00
29-01-2026	Think Water Great Southern	Irrigation supplies December 2025	1,485.44
29-01-2026	Cr Brough	Monthly Councillor Payment January 2026	3,348.34
29-01-2026	Three Chillies Design Pty Ltd	Q25027 - Construction of Granite Link Walk Trail	22,503.31
29-01-2026	Turtle Traffic Pty Ltd	Traffic Control	1,901.22
29-01-2026	Turtle Traffic Pty Ltd	Traffic control for 55 bedwell St	1,202.98
29-01-2026	Turtle Traffic Pty Ltd	Traffic control for Taylor St Manypeaks	1,254.66



**Creditor Payment Report**  
01 January 2026 to 31 January 2026

Electronic Funds Transfer Payments

Date	Creditor Name	Invoice Description	Inclusive Amount
29-01-2026	UTL Utilities Pty Ltd	Waste Contracting Consulting Services	9,619.50
29-01-2026	UTL Utilities Pty Ltd	Waste Contracting Consulting Services	7,854.00
29-01-2026	Veolia Environmental Services	Waste Disposal October 2025	8,771.47
29-01-2026	Veolia Environmental Services	Waste Disposal October 2025	284,266.59
29-01-2026	Water Corporation	Water / Service charge	132.53
29-01-2026	Water Corporation	Water / Service Charges	120.79
29-01-2026	Westrac Equipment Pty Ltd	Plant Parts	3,593.44
29-01-2026	Woolworths Group Limited	Office Supplies	101.90
30-01-2026	Phoenix Civil & Earthmoving Pty Ltd	Construction Services	223,118.16
<b>EFT Total</b>			<b>5,565,007.12</b>

Other Payments (including Direct Debits)

Date	Creditor Name	Invoice Description	Inclusive Amount
20-01-2026	Telstra	Internet Fees	424.89
20-01-2026	Telstra	Internet Fees	423.45
20-01-2026	Telstra	Phone Charges December 2025	11,041.52
20-01-2026	Telstra	Phone Charges November 2025	14,100.91
20-01-2026	Telstra	Phone Charges December 2025	11,041.52
20-01-2026	Telstra	EMC Mobile 0407 809 760	95.57
20-01-2026	Telstra	EMC Mobile 0407 809 760	95.29
20-01-2026	Telstra	EMC Mobile 0407 809 760	587.55
20-01-2026	Telstra	Cape Riche Telephone Expenses	40.95
<b>Other Total</b>			<b>26,852.37</b>

Cheque Payments

Date	Creditor Name	Invoice Description	Inclusive Amount
<b>Cheque Total</b>			<b>0.00</b>

**Grand Total 5,591,859.49**

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 29 JANUARY 2026**

**CREDIT CARD TRANSACTIONS**

DATE	PAYEE	DESCRIPTION	AMOUNT
<b>Chief Executive Officer</b>			
19-Dec-25	CAFE ESPRESSO ONE	CEO coffee with staff member acknowledging retirement and 35 years at the City of Albany	\$16.75
23-Dec-25	TICKETS*LOCAL GOVE	Ticket for CEO to attend Local Government Chief Officers Group Conference in Hobart	\$920.00
24-Dec-25	RACV Hobart Hotel OPI	CEO Accommodation for Local Government Chief Officer Group Conference in Hobart	\$466.65
<b>Events Coordinator</b>			
30-Dec-25	ALBANY IGA QPS	Ice for NYE Eskys	\$7.90
31-Dec-25	WOOLWORTHS 4388	NYE Backstage Ryder 2025	\$85.48
31-Dec-25	BUNNINGS 608000	Lights for NYE Event	\$312.00
31-Dec-25	AMPOL ALBUNY N 55509F	Ice for NYE event	\$5.90
31-Dec-25	WOOLWORTHS 4374	NYE Ryder- Megavision 2025	\$85.45
02-Jan-26	BUNNINGS 608000	NYE event items 2025	\$15.46
02-Jan-26	WOOLWORTHS 4388	NYE Event- Ice for eskys	\$30.00
21-Jan-26	SPOTLIGHT ALBANY	Spotlight- Binalup Festival 2026	\$261.75
27-Jan-26	ALBANY IGA QPS	Ice for Binalup Festival - IGA	\$15.80
<b>Community Emergency Services Manager</b>			
29-Sep-25	Flightradar24 AB	Flight Radar 24 subscription for Emergency management team	\$53.49
22-Dec-25	BUNNINGS 608000	Linseed oil for Bornholm BFB for tool maintenance	\$21.35
22-Dec-25	WOOLWORTHS 4388	Cold bags for BFB ration packs	\$18.00
19-Jan-26	BUSHFIREIO DISASTERSC	Bushfire subscription	\$47.88
20-Jan-26	NEWDEGATE ROADHOUSE	Lunch en route to Dunn Rock fire	\$22.20
23-Jan-26	SQ *INSWING BAR & BIST	Meals for fire	\$152.25
23-Jan-26	ALBANY IGA	Refreshments for IMT	\$48.35
<b>PA Executive Director Community Services</b>			
06-Jan-26	Intuit Mailchimp	Monthly Mailchimp Plan - Communications	\$618.62
09-Jan-26	FACEBK *GEFDJ95Y52	Facebook and Instagram Advertising	\$28.87
09-Jan-26	FACEBK *GEFDJ95Y52	Facebook and Instagram Advertising	\$36.49
09-Jan-26	Soundtrack Your Brand	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service	\$43.66
09-Jan-26	INTNL TRANSACTION FEE	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service	\$1.09

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 29 JANUARY 2026**

**CREDIT CARD TRANSACTIONS**

DATE	PAYEE	DESCRIPTION	AMOUNT
21-Jan-26	PAPERLESS POST	Electronic invitations & RSVP management service for Lighting the Sound Stakeholder Function	\$303.00
22-Jan-26	Wixcom 1220362243	Wix - Monthly Subscription - City of Albany Events App Charge	\$7.41
23-Jan-26	CHESTERPASS LUNCH BA	Catering - Bushfire and Emergency & Control Centre Crew - Incident 22/01/2026	\$96.00
28-Jan-26	INTNL TRANSACTION FEE	Subscription - Forts Store Online Postal Shipping Rates (Ongoing)	\$0.36
28-Jan-26	SHOPIFY* 480002955	Subscription - Forts Store Online Postal Shipping Rates (Ongoing)	\$14.52
<b>Trades Supervisor</b>			
22-Dec-25	BUNNINGS 608000	Repair toilet seat	\$10.70
29-Dec-25	BUNNINGS 608000	Shower head replacement	\$32.00
29-Dec-25	BUNNINGS 608000	Window protection	\$99.36
<b>PA to Mayor and Councillors</b>			
28-Jan-26	REX	Flight for Cr MacLaren to travel to Perth for WALGA training	\$408.95
28-Jan-26	RIVERVIEW ON MOUNT STR	Accommodation for Cr MacLaren attending a WALGA conference	\$209.00
<b>Library Officer</b>			
12-Jan-26	COLES 0478	Dishwand refill	\$8.30
13-Jan-26	WOOLWORTHS 4374	Milk for staff kitchen	\$11.90
13-Jan-26	WOOLWORTHS 4374	Summer Reading Quest party supplies	\$20.46
13-Jan-26	WOOLWORTHS 4374	Summer Reading Quest party supplies	\$45.56
19-Jan-26	JB HI FI ALBANY	Local stock resources Dungeons + Dragons	\$289.92
19-Jan-26	JB HI FI ALBANY	iPad cases for digital programs	\$199.80
22-Jan-26	QUICK SHOT COFFEE	Illustrator refreshment at water colour workshop	\$5.50
28-Jan-26	WOOLWORTHS 4374	Holiday cooking workshop supplies	\$72.71
<b>Technical Support Officer</b>			
18-Dec-25	HTTPS://SCRIBEHOW/B	Monthly Software Subscription	\$135.25
18-Dec-25	INTNL TRANSACTION FEE	INTNL Fee for Scribe	\$3.38
22-Dec-25	WWW SKY MESH NET AU	Monthly Service Fee	\$70.65
23-Dec-25	STARLINK INTERNET	Monthly Service Fee	\$258.00
29-Dec-25	ZOOMCOM 888-799-9666	Monthly Software Licence	\$145.17

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 29 JANUARY 2026**

<b>CREDIT CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
29-Dec-25	AMAZON AU MARKETPLACE	iPhone Cases	\$109.80
02-Jan-26	HTTPS://SCRIBEHOW/B	Monthly Software Subscription	\$487.43
02-Jan-26	INTNL TRANSACTION FEE	INTNL fee for Scribe Software Subscription	\$12.19
05-Jan-26	REZDY	Monthly Software Subscription	\$284.68
12-Jan-26	CAMLTYICSCOM	Software Subscription	\$53.89
12-Jan-26	INTNL TRANSACTION FEE	intl fee for Camlytics	\$1.35
12-Jan-26	OTTERAI	Monthly Software Subscription	\$45.04
12-Jan-26	INTNL TRANSACTION FEE	INTNL Fee for Otter AI	\$1.13
16-Jan-26	YODECKCOM FLIPNODE	Monthly Software Subscription	\$234.00
21-Jan-26	WWWSKYMESHNETAU	Monthly Service Fee	\$70.79
21-Jan-26	REZDY	Software Licence Fee	\$25.41
23-Jan-26	STARLINK INTERNET	Monthly Service Fee	\$258.00
27-Jan-26	ZOOMCOM 888-799-9666	Monthly Software Subscription	\$145.17

**Leading Hand - Trades**

08-Jan-26	NEVILLES HARDWARE	Graffiti repairs	\$296.70
08-Jan-26	T AND C SUPPLIES	Bugle drives for bridge	\$13.16
09-Jan-26	T AND C SUPPLIES	Broom for workshop	\$70.81
12-Jan-26	Plumbing Albany	Tap replacement	\$16.38
12-Jan-26	M&B Sales Albany	Door replacement	\$277.52
13-Jan-26	T AND C SUPPLIES	Roof maintenance	\$126.65
13-Jan-26	NEVILLES HARDWARE	Bridge maintenance	\$218.90
14-Jan-26	T AND C SUPPLIES	Hose replacement	\$44.25
15-Jan-26	Plumbing Albany	Tap replacement	\$33.55
15-Jan-26	Plumbing Albany	Tap replacement	\$0.12
15-Jan-26	Plumbing Albany	Drain cover replacement	\$5.64
15-Jan-26	T AND C SUPPLIES	North rd reception alterations	\$89.96
16-Jan-26	M&B Sales Albany	Picnic table repair	\$111.96
16-Jan-26	BUNNINGS 608000	Banner installation	\$57.92

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 29 JANUARY 2026**

**CREDIT CARD TRANSACTIONS**

DATE	PAYEE	DESCRIPTION	AMOUNT
16-Jan-26	T AND C SUPPLIES	North rd reception alterations	\$22.11
16-Jan-26	T AND C SUPPLIES	North rd reception alterations	\$0.09
21-Jan-26	METROLL ALBANY	Library roof repairs	\$11.77
21-Jan-26	T AND C SUPPLIES	Library roof maintenance	\$196.59
27-Jan-26	T AND C SUPPLIES	Bus shelter maintenance	\$99.10
28-Jan-26	T AND C SUPPLIES	Airport buildings maintenance	\$109.45
28-Jan-26	T AND C SUPPLIES	Airport buildings maintenance	\$0.06

**PA Executive Director Corporate and Commercial Services**

02-Jan-26	FLIGHTAWARE LLC	Commercial History Report for 12mth movement at Albany Airport	\$405.53
02-Jan-26	INTNL TRANSACTION FEE	Bank Fee for Commercial History Report for 12mth movement at Albany Airport	\$10.14
06-Jan-26	APRA LIMITED	One Music - Licence for background music at AVC	\$74.07
09-Jan-26	SPOTLIGHT ALBANY	Safety Pins for pricing stock at Albany Visitor Centre	\$12.00
09-Jan-26	WOOLWORTHS 4374	Goods for Town Hall for Events and North Rd Cleaning	\$228.00
09-Jan-26	WOOLWORTHS 4374	Goods for Town Hall for Events and North Rd Cleaning	\$27.60
09-Jan-26	DEPARTMENT OF PRIMARY	Renewal of City of Albany PIC WEPD0073 registration 48367 - Pound	\$82.57
13-Jan-26	OFFICEWORKS 0619	Stationery for Events Team	\$23.98
13-Jan-26	SP YARNMARKETPLACE	Uniforms for Financial Services Coordinator	\$132.56
13-Jan-26	WOOLWORTHS 4388	Drinks (Stock) for Town Hall for Events	\$190.00
19-Jan-26	SUPER CHEAP AUTO	Toolpro 5 draw tool cabinet for Mic storage	\$749.00
21-Jan-26	EDA	Registration for EDA National Roadshow 2026 for Mgr EDCS	\$269.50
27-Jan-26	OFFICEWORKS 0619	Frame for Aust Day Awards	\$20.00
28-Jan-26	COLES 0478	Lunch for all airport staff - meeting	\$113.89
19-Jan-26	Soundtrack Your Brand	Soundtrack Music Licence Annually for AVC	\$708.00
19-Jan-26	APRA LIMITED	Refund for Monthly music Licence as COA one set up with Library a/c	-\$74.07

**Training and Development Facilitator**

08-Jan-26	ENGINEERING EDUCATIO	Registration for Intro to Building Codes Australia - BP - Planning	\$411.76
08-Jan-26	MY GROUP MOVE	Registration for GFI to attend Aquatic Instructor online training	\$95.00
08-Jan-26	MY GROUP MOVE	Registration for GFI to attend Aquatic Instructor online training	\$95.00

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 29 JANUARY 2026**

**CREDIT CARD TRANSACTIONS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
08-Jan-26	MY GROUP MOVE	Registration for GFI to attend Aquatic Instructor online training	\$95.00
09-Jan-26	AHRI LTD	Registration for 2x AHRI courses - MN - People & Culture	\$2,742.00
14-Jan-26	SURVEYMONK* T 47366673	Renewal of Survey Monkey subscription - P&C	\$384.00
21-Jan-26	STHN REGIONAL MED GRP	Medical appointment for employee in Operations team	\$107.00
22-Jan-26	TRYBOOKING*LGIS	Registration for 3x P&C Team staff to attend LGIS Risk Day	\$397.50
<b>Visual Arts Officer</b>			
14-Jan-26	COLES 0364	Town Hall kitchen supplies	\$62.70
23-Jan-26	COLES 0364	Art collection requirements	\$38.30
27-Jan-26	COLES 0364	Opening event The Mirror Jarrad Martyn	\$73.17
<b>Fleet Officer</b>			
02-Jan-26	TRANSPORT WA ALBANY	Number plate swap P9105A1 and P4079	\$19.40
02-Jan-26	TRANSPORT WA ALBANY	Number plate swap P9105A1 and P4079	\$19.40
06-Jan-26	AMPM FUEL	Fuel For P4023- FleetCard Not Accepted	\$51.42
07-Jan-26	WESTERN POWER	High Load Movement Authorisation P903	\$121.09
14-Jan-26	MAIN ROADS WESTERN AUS	Oversize Permit P809	\$50.00
15-Jan-26	TRANSPORT WA PERTH	Number Plate Application New Events Trailer	\$225.00
16-Jan-26	MAIN ROADS WESTERN AUS	SPV Permit P419	\$50.00
<b>Trades - Carpenter</b>			
07-Jan-26	KENNARDS HIRE PTY LIM	ALAC volleyball posts	\$57.50
06-Jan-26	KENNARDS HIRE PTY LIM	ALAC volleyball court posts	\$115.00
07-Jan-26	GREAT SOUTHERN SUPPL	Toilets replacement	\$186.00
07-Jan-26	NEVILLES HARDWARE	Door mantainance	\$98.25
06-Jan-26	T AND C SUPPLIES	Peace park gate repair	\$2.36
09-Jan-26	T AND C SUPPLIES	Repair stairs	\$19.16
09-Jan-26	BUNNINGS 608000	Replace trolley wheels	\$37.92
14-Jan-26	T AND C SUPPLIES	Airport maintenance	\$76.45
14-Jan-26	T AND C SUPPLIES	Airport maintenance	\$0.12
14-Jan-26	METROLL ALBANY	Emu point toilet repair	\$173.62

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 29 JANUARY 2026**

**CREDIT CARD TRANSACTIONS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
14-Jan-26	M&B Sales Albany	Replace missing decking boards	\$370.06
16-Jan-26	T AND C SUPPLIES	Replace rusted fixings with stainless steel	\$227.68
16-Jan-26	BUNNINGS 608000	Skate track repair	\$37.32
15-Jan-26	Sydney Tools Albany	Battery's for work tools	\$1,096.00
15-Jan-26	M&B Sales Albany	Replace water damaged skirting	\$21.02
16-Jan-26	Plumbing Albany	Public toilet sat replacements	\$358.39
20-Jan-26	T AND C SUPPLIES	Replace gutters on library	\$139.51
23-Jan-26	T AND C SUPPLIES	Repair door closer and hinges	\$21.40
23-Jan-26	T AND C SUPPLIES	Rust proof	\$42.46
23-Jan-26	T AND C SUPPLIES	Repair tears in plastic	\$55.17
23-Jan-26	METROLL ALBANY	General maintenance	\$80.00
<b>Senior Project Administrator</b>			
07-Jan-26	COLES 0364	Kitchen supplies	\$85.28
07-Jan-26	SP SHOPIFY ROADHOUSE A	Safety boots for Civil Project Management Officer	\$199.99
15-Jan-26	COLES 0478	Air freshener and super glue	\$30.00
<b>Adult and Community Services Librarian</b>			
05-Jan-26	WOOLWORTHS 4374	Staff Milk and Event Supplies	\$9.30
05-Jan-26	WOOLWORTHS 4374	Staff Milk and Event Supplies	\$12.46
31-Dec-25	AMAZON AU MARKETPLACE	Junior Craft Supplies	\$136.12
16-Jan-26	WOOLWORTHS 4374	Stitching Workshop Event x 2 Catering	\$36.10
16-Jan-26	WOOLWORTHS 4374	Stitching Workshop Event x 2 Catering	\$64.10
15-Jan-26	RED DOT STORES	Craft Group and Workshop Supplies	\$65.89
20-Jan-26	WOOLWORTHS 4374	Kitchen and Event Supplies	\$9.30
20-Jan-26	WOOLWORTHS 4374	Kitchen and Event Supplies	\$30.90
20-Jan-26	WOOLWORTHS 4374	Kitchen and Event Supplies	\$17.50
27-Jan-26	OFFICEWORKS 0619	Workshop Supplies	\$24.25
<b>Emergency Services Officer</b>			
07-Jan-26	BUNNINGS 608000	Batteries for kestrel wind meter	\$12.48

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 29 JANUARY 2026**

<b>CREDIT CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
27-Jan-26	DOMINO S ALBANY	Incident #769747/#769735 Catering	\$333.40
27-Jan-26	CHESTERPASS LUNCH BA	Incident #769735/#769747 Catering	\$157.70
27-Jan-26	BAKERS FOOD AND FUEL	Incident #769735/#769747 Catering	\$30.00
23-Jan-26	AMPOL ALBUNY N 55509F	Incident #769735/#769747 Fuel 23/1/26	\$53.72
<b>PA Exec Director Infrastructure, Development and Environment</b>			
08-Jan-26	CASA LEVY	Drone registration renewal for City Assets drone	\$40.00
<b>Executive Director Community Services</b>			
20-Jan-26	CAFE ESPRESSO ONE	Meeting Expense - 2 pax	\$11.17
<b>Executive Assistant to CEO</b>			
29-Dec-25	SQ *REJJIES WOODFIRE P	Pizza for all North Road Admin Staff who worked on Christmas Eve	\$963.00
05-Jan-26	WOOLWORTHS 4374	Milk for staff kitchen	\$23.35
07-Jan-26	TICKETS*FIELDS FO	Tickets for staff to attend the Shire of Gnowangerup "Fields and Fortunes Regional Business Forum 2026	\$117.02
14-Jan-26	INGOT HOTEL	Personal Purchase made in error on corporate card	\$10.00
<b>Trades - Carpenter</b>			
08-Jan-26	T AND C SUPPLIES	Items for ALAC	\$327.93
08-Jan-26	T AND C SUPPLIES	Items for ALAC	\$483.78
06-Jan-26	T AND C SUPPLIES	Items for ALAC	\$426.22
06-Jan-26	Plumbing Albany	Items for toilets	\$223.69
07-Jan-26	BUNNINGS 608000	Items for outdoor seats	\$68.44
06-Jan-26	T AND C SUPPLIES	Items for BBQ	\$186.11
06-Jan-26	T AND C SUPPLIES	Items for BBQ	\$359.66
06-Jan-26	T AND C SUPPLIES	Items for toilets	\$135.15
07-Jan-26	TOOL KIT DEPOT	Items for outdoor seat	\$165.99
15-Jan-26	JB HI FI ALBANY	Items for depot	\$85.00
14-Jan-26	TOOL KIT DEPOT	Items for depot	\$399.00
20-Jan-26	T AND C SUPPLIES	Items for toilets	\$140.48

**CITY OF ALBANY  
 LIST OF ACCOUNTS FOR PAYMENT  
 FOR THE PERIOD ENDING 29 JANUARY 2026**

<b>CREDIT CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
16-Jan-26	T AND C SUPPLIES	Items for graffiti removal of s/s bins	\$226.06
14-Jan-26	T AND C SUPPLIES	Items for Airport	\$62.23
21-Jan-26	T AND C SUPPLIES	Items for graffiti	\$96.82
21-Jan-26	T AND C SUPPLIES	Items for NAC	\$159.42
22-Jan-26	OFFICEWORKS 0619	Items for ALAC	\$12.00
27-Jan-26	T AND C SUPPLIES	Items for toilets	\$94.43
15-Jan-26	Sydney Tools Albany	Items for depot	\$42.00
<b>VAC Officer</b>			
21-Jan-26	Coles Online	Kitchen and cleaning supplies	\$189.85
<b>Community Development Officer</b>			
22-Dec-25	SMP*Wild West Bowling	Youth Advisory Council Christmas Thank you event	\$198.22
27-Jan-26	MENTIMETER PRO	Mentimetre Pro Subscription for face to face community engagement	\$561.65
27-Jan-26	INTNL TRANSACTION FEE	International Transaction fee - MentimetrePro Subscription	\$14.04
<b>Customer Service Supervisor - ALAC</b>			
12-Jan-26	WOOLWORTHS 4374	Items for Administration staff room	\$172.39
13-Jan-26	WOOLWORTHS 4388	Items for the Long Live You Better Ageing Social Sports	\$122.70
			<b>\$27,947.05</b>

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 31 JANUARY 2026**

<b>PAYROLL TRANSACTIONS</b>		
<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
05/01/2026	Superannuation	\$204,369.80
08/01/2026	Salaries	\$953,811.59
14/01/2026	Superannuation	\$201,249.76
22/01/2026	Salaries	\$976,884.08
28/01/20226	Superannuation	\$203,200.45
		<b><u>\$ 2,539,515.68</u></b>

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 31 JANUARY 2026**

**PURCHASING CARD TRANSACTIONS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>Fuel Cards:</b>			
30/11/2025	Shell Reddy Express Albany Orana	Unleaded	47.71
1/12/2025	EG Fuelco Brooks Garden 94232	Diesel	131.11
1/12/2025	Ampol Foodary Forrestdale	Unleaded	63.63
1/12/2025	Shell Reddy Express Albany Orana	Diesel	25.75
2/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	20.17
3/12/2025	United Mt Barker Roadhouse	Diesel	95.24
3/12/2025	United Mt Barker Roadhouse	Merchants Surcharge	2.52
3/12/2025	EG Fuelco Brooks Garden 94232	Premium unleaded	113.07
3/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	52.30
3/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	11.22
3/12/2025	Ampol Foodary Albany North	Unleaded	67.58
3/12/2025	Shell Reddy Express Albany Orana	Unleaded	45.00
4/12/2025	Ampol Foodary Albany North	Premium Diesel	241.02
5/12/2025	Caltex Mt Melville	Unleaded	75.96
5/12/2025	Ampol Foodary Albany North	Premium unleaded	100.77
5/12/2025	Ampol Foodary Albany North	Unleaded	161.78
6/12/2025	Ampol Foodary Albany North	Unleaded	65.58
6/12/2025	Shell Reddy Express Albany Orana	Unleaded	43.20
8/12/2025	Ampol Foodary Albany North	Premium Diesel	93.81
8/12/2025	Ampol Foodary Forrestdale	Premium Diesel	101.37
8/12/2025	Caltex Mt Melville	Unleaded	88.95
8/12/2025	Ampol Foodary Albany North	Unleaded	68.46
8/12/2025	Shell Reddy Express Albany Orana	Unleaded	45.00
9/12/2025	Ampol Foodary Albany North	Premium Diesel	245.01
9/12/2025	Caltex Mt Melville	Premium unleaded	62.41
9/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	51.16
9/12/2025	Ampol Foodary Albany North	Premium Diesel	68.45
10/12/2025	Ampol Foodary Albany North	Premium Diesel	101.49
10/12/2025	Ampol Foodary Forrestdale	Unleaded	73.82

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 31 JANUARY 2026**

**PURCHASING CARD TRANSACTIONS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
11/12/2025	Ampol Foodary Albany North	Premium unleaded	98.67
11/12/2025	Ampol Foodary Forrestdale	Premium Diesel	110.56
11/12/2025	Shell Reddy Express Albany Orana	Unleaded	80.14
12/12/2025	Ampol Foodary Forrestdale	Premium Diesel	31.93
12/12/2025	United Petroleum Pieface Orana	Super	112.79
12/12/2025	United Petroleum Pieface Orana	Merchants Surcharge	2.99
12/12/2025	Ampol Foodary Albany North	Unleaded	59.82
12/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	34.97
12/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	25.32
13/12/2025	Shell Reddy Express Albany Orana	Unleaded	45.70
14/12/2025	EG Fuelco Brooks Garden 94232	Diesel	29.88
15/12/2025	Shell Little Grove General Store	Diesel	123.05
15/12/2025	Liberty Albany	Diesel	282.80
15/12/2025	Caltex Mt Melville	Diesel	20.67
15/12/2025	Ampol Foodary Albany North	Premium Diesel	163.41
15/12/2025	Ampol Foodary Albany North	Premium Diesel	89.23
15/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	18.96
15/12/2025	Ampol Foodary Albany North	Unleaded	61.72
15/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	55.82
15/12/2025	Shell Reddy Express Albany Orana	Unleaded	44.50
16/12/2025	Ampol Foodary Albany North	Premium Diesel	91.99
16/12/2025	Ampol Foodary Albany North	Premium Diesel	72.29
16/12/2025	Ampol Foodary Albany North	Premium Diesel	64.20
16/12/2025	Ampol Foodary Albany North	Unleaded	70.93
17/12/2025	Ampol Foodary Albany North	Unleaded	66.99
17/12/2025	Ampol Foodary Albany North	Premium Diesel	89.45
17/12/2025	Ampol Foodary Albany North	Unleaded	69.30
17/12/2025	Shell Reddy Express Claremont	Unleaded	81.17
18/12/2025	Shell Reddy Express Albany Orana	Unleaded	50.70
19/12/2025	Ampol Foodary Albany North	Premium Unleaded 98	84.79

**CITY OF ALBANY**  
**LIST OF ACCOUNTS FOR PAYMENT**  
**FOR THE PERIOD ENDING 31 JANUARY 2026**

**PURCHASING CARD TRANSACTIONS**

<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
19/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	84.27
19/12/2025	Ampol Foodary Albany North	Unleaded	17.60
19/12/2025	Ampol Foodary Albany North	Premium unleaded	56.53
20/12/2025	BP COWARAMUP 9016	Premium Diesel	89.46
20/12/2025	BP COWARAMUP 9016	BP Surcharge	2.14
20/12/2025	Liberty Albany	Premium Unleaded 98	80.48
20/12/2025	Shell Reddy Express Albany Orana	Unleaded	26.95
22/12/2025	Ampol Foodary Albany North	Premium Diesel	28.15
22/12/2025	Ampol Foodary Albany North	Premium Diesel	115.78
22/12/2025	Shell Reddy Express Albany Orana	Unleaded	47.60
22/12/2025	Ampol Foodary Albany North	Premium Diesel	235.01
23/12/2025	BP ALLWAY MOTORS	Unleaded	45.31
23/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	20.73
23/12/2025	Ampol Foodary Albany North	Premium Diesel	49.46
24/12/2025	Ampol Foodary Albany North	Premium Diesel	28.31
24/12/2025	Shell Reddy Express Albany Orana	Unleaded	26.60
24/12/2025	Ampol Foodary Albany North	Premium Diesel	216.00
24/12/2025	EG Fuelco Brooks Garden 94232	Premium unleaded	43.62
25/12/2025	Liberty Albany	Diesel	76.15
26/12/2025	Shell Little Grove General Store	Diesel	98.52
26/12/2025	Liberty Albany	Diesel	117.35
26/12/2025	Liberty Albany	Diesel	100.75
26/12/2025	Ampol Foodary Livingston	Premium Diesel	114.06
27/12/2025	Liberty Albany	Diesel	70.86
28/12/2025	Ampol Foodary Williams	Unleaded	42.64
30/12/2025	Shell Reddy Express Albany Orana	Unleaded	87.93
30/12/2025	Shell Reddy Express Duncraig	Unleaded	88.74
31/12/2025	Ampol Foodary Albany North	Unleaded	80.52
31/12/2025	EG Fuelco Brooks Garden 94232	Unleaded	20.46
31/12/2025	Ampol Foodary Albany North	Premium unleaded	91.47

**CITY OF ALBANY  
LIST OF ACCOUNTS FOR PAYMENT  
FOR THE PERIOD ENDING 31 JANUARY 2026**

<b>PURCHASING CARD TRANSACTIONS</b>			
<b>DATE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
31/12/2025	Business Fuel Cards Pty Ltd	Ntwk Serv Fee exc Shell & EG	237.06
31/12/2025	Business Fuel Cards Pty Ltd	Transaction Fees	141.03
31/12/2025	Business Fuel Cards Pty Ltd	Periodic Fee/Stamp Duty	722.86
<b>TOTAL</b>			<b>\$7,902.68</b>

**Notes:**  
All Purchasing Card transactions noted above are dated in accordance with the supplier issued statement. All physical payments to the suppliers are made by Electronic Fund Transfer within the date range of 01 January 2026 to 31 January 2026

## EXECUTED DOCUMENT AND COMMON SEAL RECORD

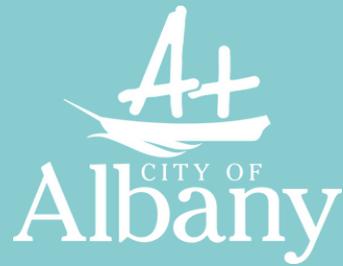
Document Number	DATE	Description
EDR26207228	13/02/2026	COPY OF EXECUTED DOCUMENT: ITEM: N/A RE: Designated officers regarding Short Term Rental Accommodation PARTIES: Department of Energy, Mines, Industry Regulation and Safety SIGNED BY: Andrew Sharpe, Chief Executive Officer (1 copy)
EDR26206925	05/02/2026	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: To obtain approval under Regulation 18 of the Environmental Protected (Noise) Regulations 1997 for an entertainment event "Middies Festival" PARTIES: Sanjay Sanapala of SRS Gamma Pty Ltd SIGNED BY: Andrew Sharpe Chief Executive Officer (1 x copy)
EDR26206858	04/02/2026	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Project to deliver a dedicated volunteer appreciation even recognising the volunteers of the Albany Heritage Park for their long standing service and contributions PARTIES: Volunteering WA SIGNED BY: Andrew Sharpe Chief Executive Officer (1 x copy)
EDR26206826	03/02/2026	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Development Application for installation of flare and pipes for landfill gas management system at Hanrahan Road Waste Facility (Albany Refuse Site) PARTIES: City of Albany and LMS Energy Pty Ltd SIGNED BY: Andrew Sharpe Chief Executive Officer (1 x copy)
EDR26206709	29/01/2026	COPY OF EXECUTED DOCUMENT ITEM: OCM 19/9/2012 RE: Annual Environmental Report for the City of Albany's Bakers Junction Landfill. PARTIES: Department of Environment Regulations SIGNED BY: Nathan Watson, Acting Chief Executive Officer (1 copy)

## EXECUTED DOCUMENT AND COMMON SEAL RECORD

EDR26206622	28/01/2026	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Letter to DWER regarding proposed abolition of Marbellup Brook catchment area. PARTIES: Department of Water and Environmental Regulation SIGNED BY: Nathan Watson, Acting Chief Executive Officer (1 copy)
EDR26206611	27/01/2026	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: Development Application to clear vegetation Sydney Wattle, remove old fence, import clean fill sand PARTIES: Vintage Car Club of WA SIGNED BY: Nathan Watson, Acting Chief Executive Officer (1 copy)
Document Number	DATE	Description
NCSR26207229	13/02/2026	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: Transfer of Land PARTIES: Darren Trevor Baker SIGNED BY: Andrew Sharpe, Chief Executive Officer and Greg Stocks, Mayor (1 copy)
NCSR26207231	13/02/2026	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: Deed of Lease at Lotteries House PARTIES: PeopleKind Group Ltd SIGNED BY: Andrew Sharpe, Chief Executive Officer and Greg Stocks, Mayor (2 copies)
NCSR26207062	10/02/2026	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: New Lease for Airport Hangar Sites 33 & 34 PARTIES: My World Assets Pty Ltd SIGNED BY: Andrew Sharpe Chief Executive Officer and Greg Stocks Mayor (2 x copies)
NCSR26206780	02/02/2026	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: Deed of Access Agreement for the protection of the City of Albany irrigation line through SAC property at Lot 1 Toll Place Albany PARTIES: Southern Aboriginal Corporation SIGNED BY: Andrew Sharpe Chief Executive Officer and Greg Stocks Mayor (2 x copies)

EXECUTED DOCUMENT AND COMMON SEAL RECORD

NCSR26206623	28/01/2026	COPY OF COMMON SEAL DOCUMENT ITEM: N/A RE: Section 70A Notification of reticulated sewerage for WAPC subdivision application 52 Francis Street PARTIES: Western Australia Planning Commission SIGNED BY: Nathan Watson, Acting Chief Executive Officer and Gregory Stocks, Mayor (1 copies)
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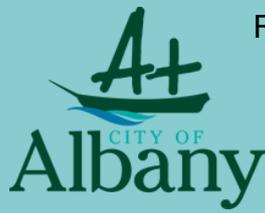
# Communications & Engagement

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## Strategy Progress Report

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*Quarter 4, 2025  
October - December*

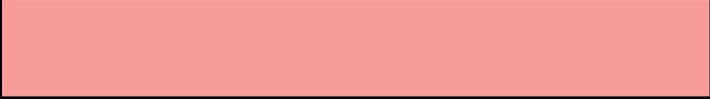
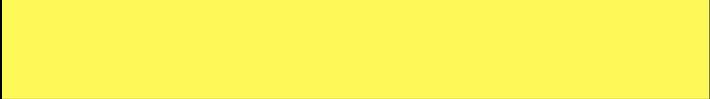


# Strategy Progress Report Index

## COMMON ABBREVIATIONS

<b>IAP2</b>	<b>International Association for Public Participation</b>
<b>EMT</b>	<b>Executive Management Team</b>
<b>CoA</b>	<b>City of Albany</b>
<b>P&amp;C</b>	<b>People &amp; Culture</b>
<b>CEO</b>	<b>Chief Executive Officer</b>

## PROJECT STATUS LEGEND

<b>Complete</b>	
<b>In Progress / On Track</b>	
<b>Critical Issues</b>	
<b>Parked / On Hold</b>	

# Community Engagement Action Plan Report

**Objective 1: Deliver planned and consistent community engagement in our community in an open, transparent and inclusive way through a whole of council approach.**

**Priority 1.1**

A diverse range of stakeholders are invited to participate in engagement activities that may be of interest or impact on them.

<p><b>Action 1.1.1</b> Recruit and maintain a diverse range of representatives for the C&amp;E Advisory Committee with representation from defined groups.</p>	<p>C&amp;E Advisory Group now has eight community members and two elected members.</p>	
<p><b>Action 1.1.2</b> Develop a consistent approach to collecting demographical data for engagement projects and initiatives and include it in engagement reports.</p>	<p>Complete. This has been added to the draft toolkit to support staff.</p>	
<p><b>Action 1.1.3</b> Identify community champions and key channels to expand our engagement reach.</p>	<p>C&amp;E Advisory Group to act as champions. Additional champions to be identified.</p>	
<p><b>Action 1.1.4</b> Diverse range of community representatives are included in City project working groups where appropriate.</p>	<p>Diversity of the C&amp;E Group has been expanded. Reconciliation Action Plan Working Group has increased the membership of indigenous community representatives. Website now has a central place for Advisory Group EOI's to assist in expanding member diversity.</p>	
<p><b>Action 1.1.5</b> Staff are trained in stakeholder mapping tools, to ensure that all relevant stakeholders have been invited to participate in engagement activities.</p>	<p>This will be included in CE training to be held in Q2. Tools will also be included in the CE toolkit which is still under development.</p>	

# Community Engagement Action Plan Report

**Objective 1: Deliver planned and consistent community engagement in our community in an open, transparent and inclusive way through a whole of council approach.**

**Priority 1.2**

The results of our engagement activities are shared with participants and the broader community.

<p><b>Action 1.2.1</b> Develop and maintain an easy-to-access webpage where engagement reports and updates can be easily accessed.</p>	<p>Public Comment webpage has been expanded to include all consultations however, has limited functionality. Alternative options to be researched in the future.</p>	
<p><b>Action 1.2.2</b> Participants in engagement activities are sent regular updates on the results of their engagement.</p>	<p>New processes being built in to CE planning to ensure this occurs.</p>	

# Community Engagement Action Plan Report

Q4

**Objective 2: Build the capacity of the City staff and elected members to engage effectively with the community on projects and initiatives.**

**Priority 2.1**

Regular training and development opportunities available to staff and elected members to implement and follow best-practice engagement procedures.

<p><b>Action 2.1.1</b> IAP2 and other training opportunities are shared with all staff and elected members.</p>	<p>Elected member professional development will be considered in 2026. Quotes have been requested for Community Engagement training staff in Q2.</p>	
<p><b>Action 2.1.2</b> Bi-annual engagement training provided to key staff to increase the capacity of teams to engage effectively</p>	<p>Quotes have been requested from training providers for training to be delivered in Q2.</p>	
<p><b>Action 2.1.3</b> Develop internal systems and processes for effective and collaborative engagement across the organisation.</p>	<p>New engagement template developed and has been uploaded to Intranet for use by staff. New engagement toolkit currently under development.</p>	
<p><b>Action 2.1.4</b> Elected members, Executive Management Team and senior staff to undertake training in dealing with outrage.</p>	<p>Elected members professional development calendar will be developed in 2026.</p>	

# Community Engagement Action Plan Report

Q4

**Objective 2: Build the capacity of the City staff and elected members to engage effectively with the community on projects and initiatives.**

**Priority 2.2**

Identify opportunities to make our engagement more welcoming, accessible and inclusive.

<p><b>Action 2.2.1</b> Provide a range of engagement methods on projects to ensure engagement is accessible and inclusive.</p>	<p>Youth Plan, Health &amp; Well-being Plan and Community Development Strategy are all utilising multiple methods to ensure accessible and inclusive engagement. These projects were also promoted at Christmas Festival to encourage feedback from all community members.</p>	
<p><b>Action 2.2.2</b> Identify opportunities to use online platforms more effectively to make engagement more accessible and inclusive.</p>	<p>Survey123 is being used more by staff for engagement. Updates to Public Notice page will enable all upcoming engagement to be in one place.</p>	
<p><b>Action 2.2.3</b> Feedback from community champions and the City's advisory groups is incorporated in to engagement design.</p>	<p>Ongoing. Four projects tabled for feedback at the February 2026 meeting.</p>	

# Community Engagement Action Plan Report

**Objective 3: Provide regular opportunities for Council and executives to connect informally with community.**

**Priority 3.1**

Community has the opportunity to meet with Councillors regularly in informal settings.

<p><b>Action 3.1.1</b> Deliver a minimum of two meet-and-greet activities per year as per the Meet and Greet Guidelines.</p>	<p>Rural engagement proposal tabled for consideration at February 2026 C&amp;E Advisory Group meeting.</p>
<p><b>Action 3.1.2</b> Identify pro-active opportunities for Elected Members to be involved in two-way conversations with community.</p>	<p>Elected members attended the City of Albany Stall at the Albany Show to provide opportunities for community members to engage.</p>

# Community Engagement Action Plan Report

**Objective 3: Provide regular opportunities for Council and executives to connect informally with community.**

**Priority 3.2**

Staff and community have the opportunity to engage with executive in informal settings that provide a platform for open dialogue.

<p><b>Action 3.2.1</b> Strengthen internal communication processes across the organisation to enable a consistent and effective flow of information.</p>	<p>New T3 group improving communication between teams. Monthly team brief and staff newsletter is helping to share information as to what each team is doing.</p>	
<p><b>Action 3.2.2</b> City executive to regularly attend community forums, events and activities.</p>	<p>Bornholm Volunteer Bushfire Brigade – long service medal presentation, Albany Agricultural Show, Big Yarn (Rec WA Place based Reconciliation plan pilot), Remembrance Day Service, Noongar Festival, Kalgan Volunteer Bushfire Brigade Fireshed Opening, Albany Then and Now Exhibition Launch.</p>	

# Communications

## Action Plan Report

**Objective 4: To strengthen the City's brand so that it is recognisable, trusted, consistent and proud.**

**Priority 4.1**

Continue to use appropriate City branding to reinforce familiarity and trust with the City.

<p><b>Action 4.1.1</b> Continue to utilise the City of Albany landmark on all internal and external collateral that aligns with the City of Albany.</p>	<p>Ongoing. Use of the City of Albany and Albany 2026 lock up logo is being used across community funded projects related to Albany 2026. City branding has also been present across the Summer Event Series 2025/26. Logo approval requests have lifted and are expect to continue to increase with the additional City funded projects through Albany 2026 and an additional round of Community Development Funding.</p>	
<p><b>Action 4.1.2</b> Investigate redefining the City of Albany logo use to include when and where the corporate, crest and Your City logos are used. Create an easy access logo package to send to external organisations and for use internally.</p>	<p>This action is now complete.</p>	

# Communications Action Plan Report

**Objective 4: To strengthen the City's brand so that it is recognisable, trusted, consistent and proud.**

**Priority 4.1**

Continue to use appropriate City branding to reinforce familiarity and trust with the City.

<p><b>Action 4.1.3</b> Align the City of Albany brand to the vision within the Strategic Community Plan.</p>	<p>The 'Every day in Albany something amazing happens' campaign continues to push the City's vision into the community. With engagement expected to commence on the Strategic Community Plan, this will be further reinforced through this process. The Albany 2026 campaign assists driving the City's vision which is aligned to the vision of the project - Showcase Albany by reflecting honestly on our past, celebrating our community today and creating a future where anything is possible.</p>
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# Communications Action Plan Report

**Objective 4: To strengthen the City's brand so that it is recognisable, trusted, consistent and proud.**

**Priority 4.2**

Ensure our suite of documentation and collateral have a consistent look and feel.

**Action 4.2.1**

Update regular collateral and documentation templates across the City to ensure that all documents of the same nature are consistent. (ie; policies, procedures, guidelines etc)

Ongoing. Examples throughout this period include the Draft Sport and Recreation Strategy, Community Development Funding Guidelines, Regional Event Sponsorship Guidelines and Application Form.

# Communications Action Plan Report

**Objective 5: To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community.**

**Priority 5.1**

Share information that is easy to understand, is timely and reaches relevant target audiences.

<p><b>Action 5.1.1</b> Develop a strategy for social media across the City of Albany that provides a guideline for posting content, monitoring engagement and protecting the integrity of the City of Albany.</p>	<p>Underway, this is in the final stages of review with the aim to be rolled out in Q1 2026.</p>
<p><b>Action 5.1.2</b> Breakdown complex Local Government information into bite size, easy to understand copy and collateral.</p>	<p>Ongoing. During this quarter, the City focused on explaining the importance of appropriate waste disposal with an increase in overflowing public bins, weekly FOGO pick up and battery disposal ahead of Christmas. The emphasis is on describing why this is important from a local government perspective and the impact it has on a bigger scale. Work has been done in this space when responding to media queries which would benefit from the local government context related to the specific issue.</p>

# Communications Action Plan Report

**Objective 6: Create marketing campaigns that meet objectives and budgets for city-wide projects and make use of appropriate communication channels.**

**Priority 6.1**

Marketing strategies and subsequent advertising plans will utilise communications channels relevant to the scale and size of the project.

<p><b>Action 6.1.1</b> Execute marketing plans that are suitable for the budgets supplied and incorporate outlets with high reach and low wastage.</p>	<p>Ongoing. This is evident through the Summer Events Series where budgets supplied need to reach the entire community utilising existing assets and relationships. Albany 2026 is one example where outlets booked are high reaching and while more expensive, have been achievable by collaborating with facilities such as the National Anzac Centre which has similar strategic marketing goals.</p>	
<p><b>Action 6.1.2</b> Secure low cost, ongoing advertising opportunities across the year that can be utilised across the City.</p>	<p>Booked regular placements in the Albany Advertiser for the Community Information Page and Library Information Page throughout 2026.</p>	

# Communications Action Plan Report

## Objective 7: To promote the good work of the City of Albany.

### Priority 7.1

Identify positive promotional opportunities through strong internal and external communication.

<p><b>Action 7.1.1</b> Work with internal teams to uncover positive day-to-day stories for good news stories across all media (social, print, radio etc)</p>	<p>The City continues to share positive stories that showcase the great work happening across the organisation. Stories this quarter include:</p> <ul style="list-style-type: none"> <li>• Promotion of the 2026 Community Calendar.</li> <li>• Marine Drive Lookout refresh</li> <li>• Refreshed ALAC website</li> <li>• Goode Beach North Access Stairs Renewal</li> <li>• Frenchman Bay Boat Ramp Repair</li> <li>• All Abilities Laserscape</li> <li>• Chilinup Road Repair</li> <li>• Interactive Disability Online Map</li> <li>• Seniors Expo success</li> <li>• Climate Action Dashboard</li> <li>• Little Grove Boat Ramp Upgrade</li> <li>• Upgrades to Stirling Terrace Rotunda</li> <li>• Albany Public Library recycling station</li> <li>• Tidy Town Awards Finalist</li> <li>• York Street resurfacing</li> <li>• Albany 2026 website launch</li> <li>• Recreation Spaces Story Map</li> <li>• Great Southern Noongar Festival wrap up</li> </ul>	
<p><b>Action 7.1.2</b> Create strong relationships with local businesses, organisations and industry that promote the positive image of the City of Albany.</p>	<p>Strong relationships were further established with numerous community groups and business working with the City to deliver the Seniors Expo at ALAC. The National Anzac Centre continues to strengthen its relationship with ASW through dedicated marketing activities.</p>	

# Communications Action Plan Report

**Objective 7: To promote the good work of the City of Albany.**

**Priority 7.2**

Our engagement with all media is positive, informative, and polite.

<p><b>Action 7.2.1</b> Use the social listening function of MyMedia to monitor communication with the community on social media.</p>	<p>Communications team continues to monitor community discussions on social media to ensure awareness of community issues and respond appropriately through owned channels.</p>	
<p><b>Action 7.2.2</b> Actively feedback social media comments in relation to specific topics to the relevant team.</p>	<p>Communications provides a fortnightly report to EMT on media activity and issues. Specific issues identified on social media are forwarded onto the relevant team for assistance in crafting a response, or for information.</p>	
<p><b>Action 7.2.2</b> Create regular reports informing staff and Elected Members of relevant local government and City of Albany news items.</p>	<p>No updates for this quarter.</p>	

City of Albany Department	Project	Community Engagement Method Used	Reach	Deciding/ Doing Continuum
Community Development	Albany Youth Advisory Council	Advisory Group	13	Co-creating
	Access & Inclusion Working Group	Advisory Group	6	Engagement
	C&E Advisory Group	Advisory Group	5	Contributing
	Reconciliation Action Plan Working Group	Advisory Group	8	Contributing
	Youth Friendly Albany survey	Survey	94	Engagement
		Social media post	12,420	
	Health & Wellbeing survey	Survey	94	Engagement
		Social media post	4,462	
	Community Development Strategy Review survey	Survey	20	Engagement
		Social media post	3,449	
	Middleton Beach Swim Enclosure	Survey	883	Engagement
Social media post		11,122		
Albany Agricultural Show	Community Event	2,000	Engagement	
Seniors Expo	Community Event	400	Informing	
	Social media post	15,794		
Engineering & Operations	Whidby Street Basin	Notification letter	134	Informing
		Notification letter	175	
	Henry Street Footpath	Variable message boards	1,000	Informing
		Social media post	1,000	
		Public notice on website	1,000	
		City at Work app	500	
	Resheets	Notification letter	16	Informing
		City at Work app	100	
	Millbrook Road Reconstruction	Notification letter	63	Informing
		Variable message boards	1,000	
		Social media post	100	
		Public notice on website	100	
	Bay View Drive Reconstruction	City at Work app	1,000	Informing
		Notification letter	54	
		Variable message boards	1,000	
		Social media post	100	
	Campbell Road Reconstruction	Public notice on website	100	Informing
		City at Work app	1,000	
		Notification letter	530	
		Variable message boards	1,000	
Admiral Street Reconstruction	Social media post	100	Informing	
	Public notice on website	100		
	City at Work app	1,000		
	Notification letter	200		
Town Hall	Exhibition Program Callout	Social media post, Newsletter, Posters	42	Contributing
	Gallery Engagement Survey	iPad stationed in Gallery	133	Engagement
Vancouver Arts Centre	Creative support grant applications	Social media post, Email newsletter, Posters	9	Contributing
	Gallery engagement survey	iPad stationed in Gallery	51	Engagement
	Vancouver Arts Centre visitor information booklet	Printed booklet	300	Educating
People & Culture	Nil			
Finance	Nil			
IT	Nil			
Planning	Nil			

Total

64877

**1.14 Code of Conduct for Council Members, Committee Members and Candidates**

<b>Document Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Manager Governance & Risk
<b>Date of Approval</b>	[To be inserted]
<b>Amended/Revised</b>	13/02/2026 (Version 5)

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## 1. Objective

1.1 The purpose of this policy is to:

- (a) adopt and give effect to the Code of Conduct for Council Members, Committee Members and Candidates as required by the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021 (as amended); and
- (b) set clear expectations of conduct and behaviour; and
- (c) provide a compliant mechanism for dealing with behavioural breach complaints (Division 3), including mandatory referral pathways, monitoring arrangements, and the performance/authorisation requirements that apply from 1 January 2026.

## 2. Scope

2.1 The Code applies to:

- (a) Council Members;
- (b) Committee Members; and
- (c) Candidates.

2.2 It is the responsibility of each Council Member, Committee Member and Candidate to:

- (a) become familiar with this Code and comply with it at all times; and
- (b) comply with relevant provisions of the Local Government Act 1995 and associated regulations.

## 3. Policy Statements (Governance and Compliance)

3.1 Adoption, amendment and publication

- (a) Council must adopt this Code and any amendments by an absolute majority.
- (b) The CEO must publish an up-to-date version of the adopted Code on the City's official website.

3.2 Consistency with the Model Code

- (a) This Code incorporates the Model Code of Conduct set out in Schedule 1 of the Local Government (Model Code of Conduct) Regulations 2021 (as amended and current from 1 January 2026).
- (b) Council may include additional behavioural requirements only to the extent permitted by the Act and only where not inconsistent with the Model Code.

3.3 Behavioural breach complaints (Division 3)

- (a) Behavioural breach complaints must be made:
  - (i) in writing on the approved form; and
  - (ii) within 1 month after the occurrence of the alleged breach; and
  - (iii) to an authorised receiving officer appointed under clause 11(3).
- (b) Complaints must be dealt with under clauses 12 to 15 unless:
  - (i) they must be referred to the Local Government Inspector (Inspector) under clause 11(5) and regulation 3A; and the Inspector deals with the complaint under Part 8A; or
  - (ii) the Inspector refers the complaint back to the City under the Local Government (Local Government Inspector) Regulations 2025 regulation 6.

### 3.4 Mandatory Inspector referral – repeat behavioural breaches

Where regulation 3A applies (repeat behavioural breaches on or after 1 January 2026), the authorised receiving officer must refer the complaint to the Inspector under section 5.105(3) of the Act.

### 3.5 Determination of behavioural breach complaints – who performs the function

- (a) The City's functions under clauses 12 and 13 must be performed by Council.
- (b) Council may, by resolution carried with an absolute majority:
  - (i) authorise a committee of Council comprising Council Members only; or
  - (ii) authorise an eligible external person,
 to perform a function for and on behalf of the City in accordance with clause 14B.

### 3.6 Monitor provisions

- (a) The Inspector may appoint a monitor to assist the City to deal with matters raised by a complaint.
- (b) If directed by the Inspector to defer dealing with a complaint until the monitor reports, the City must comply.

### 3.7 Confidentiality (statutory)

- (a) All parties must comply with statutory confidentiality requirements applying to complaints and related information.
- (b) Disclosure or use of protected complaint information may only occur where authorised by law.

### 3.8 Rules of conduct (Division 4) – conduct breach pathway

A contravention of a rule of conduct in Division 4 constitutes a conduct breach and is dealt with under Part 8A of the Act (not under the Division 3 behavioural process).

## 4. Roles and Responsibilities

### 4.1 Council

- (a) Adopts and amends the Code.
- (b) Performs the functions under clauses 12 and 13 (unless authorised under clause 14B).
- (c) Approves the behavioural breach complaint form for clause 11(2)(a).
- (d) Appoints authorised receiving officers for clause 11(3).

### 4.2 Chief Executive Officer (CEO)

- (a) Publishes the up-to-date Code on the City's official website.
- (b) Ensures administrative systems support compliance with the Code, including any Inspector directions.

### 4.3 Authorised Receiving Officer(s) (appointed under clause 11(3)) of the Code.

- (a) Receive behavioural breach complaints and withdrawals.
- (b) Ensure mandatory referrals to the Inspector occur when required.

## 5. Review

### 5.1 This policy should be reviewed:

- (a) prior to a general local government election; or
- (b) earlier if relevant legislation or regulations are amended.

## 6. Associated Documents / Annexes

### Council Policy Positions:

- Attendance at Events and Functions Policy (1.04)
- Alleged Breaches of Behaviour Complaints Management Policy (1.72)
- Complaints Management Framework (LGA Part 8A Policy & Procedures)

### Attachments:

- Attachment A – Gift Framework: Disclosure Flow Chart
- Attachment B – Gift Framework: Interests Relating to Gifts Flow Chart
- Attachment C – Gift Framework: Approval to Participate (Interest Relating to a Gift) Flow Chart
- Attachment D – Complaint About Alleged Behaviour Breach Form (cl. 11(2)(a))
- Attachment E – Guidance Notes: Behavioural Breach Complaints

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## CITY OF ALBANY – CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

(Local Government (Model Code of Conduct) Regulations 2021 – Schedule 1, as amended)

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### Division 1 — Preliminary provisions

#### 1. Citation

This is the City of Albany's 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.

(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.

**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.

**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.

(4) A complaint must be dealt with under clauses 12 to 15 unless —

- (a) the complaint is referred to the Inspector in accordance with subclause (5); and
- (b) the Inspector refers the complaint to be dealt with under Part 8A Division 5 of the Act.

(5) If the Local Government (Model Code of Conduct) Regulations 2021 regulation 3A applies to a complaint, a person authorised under subclause (3) must refer the complaint to the Inspector under section 5.105(3) of the Act.

(6) A complaint must also be dealt with under clauses 12 to 15 if the Inspector refers the complaint to the local government under the Local Government (Local Government Inspector) Regulations 2025, regulation 6.

**12. Dealing with a 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.

*Note: See also clause 14A in relation to the appointment of a monitor.*

(2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.

(3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.

(4) If the local government makes a finding that the alleged breach has occurred, the local government may —

- (a) take no further action; or
- (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.

(5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.

(6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —

- (a) engage in mediation;
- (b) undertake counselling;
- (c) undertake training;
- (d) take other action the local government considers appropriate.

(7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —

- (a) its finding and the reasons for its finding; and
- (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

### **13. Dismissal of complaint**

(1) The local government must dismiss a complaint if it is satisfied that —

- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
- (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).

### **14A. Appointment of monitor**

(1) The Inspector may appoint a monitor for the local government to assist the local government to deal with matters raised by a complaint.

(2) If the Inspector appoints a monitor —

- (a) the Inspector may direct the local government to defer further dealing with the complaint until the monitor reports to the Inspector on the outcome of the monitoring assignment; and
- (b) the local government must comply with the direction.

### **14B. Performance of local government's functions under cl. 12 and 13**

(1) The local government's functions under clauses 12 and 13 must be performed by the council.

(2) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a committee of the council comprising council members only to perform a function for and on behalf of the local government.

(3) Despite subclause (1), the council may, by resolution carried with an absolute majority of the council, authorise a person who is none of the following to perform a function for and on behalf of the local government —

- (a) a member of the council of any local government;
  - (b) a member of the governing body of any regional subsidiary;
  - (c) an employee of any local government or regional subsidiary;
  - (d) an employee of WALGA or the Local Government Professionals Australia (WA);
  - (e) a member of the governing body of, or an employee of, a body corporate the activities of which are, wholly or partly, advocating or otherwise acting for, or on behalf of, 1 or more of the following —
    - (i) local governments;
    - (ii) members of councils;
    - (iii) employees of local governments.
- (4) A resolution made under subclause (3) must include the following —
- (a) a statement to the effect that the council is satisfied that the person being authorised is suitably qualified and experienced to perform the function;
  - (b) an explanation as to why the council is satisfied as referred to in paragraph (a);
  - (c) a statement to the effect that the council is satisfied that the person being authorised is impartial and has no close association with any member of the council or any employee of the local government.
- (5) Nothing in this clause prevents an employee of the local government from providing, in relation to the performance of a function, any advice or other assistance to the council, a committee authorised under subclause (2) or a person authorised under subclause (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.
- (3) Clauses 14A and 14B do not apply in relation to a complaint made before 1 January 2026.

**Division 4 — Rules of conduct**

**Notes for this Division**

- 1. Under section 8A.3(1) of the Act, a council member commits a conduct breach if the council member contravenes a rule of conduct, including a contravention when the council member was a candidate.
- 2. A conduct breach is dealt with under Part 8A Division 5 of the Act.

**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.

**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;

**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.

(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.

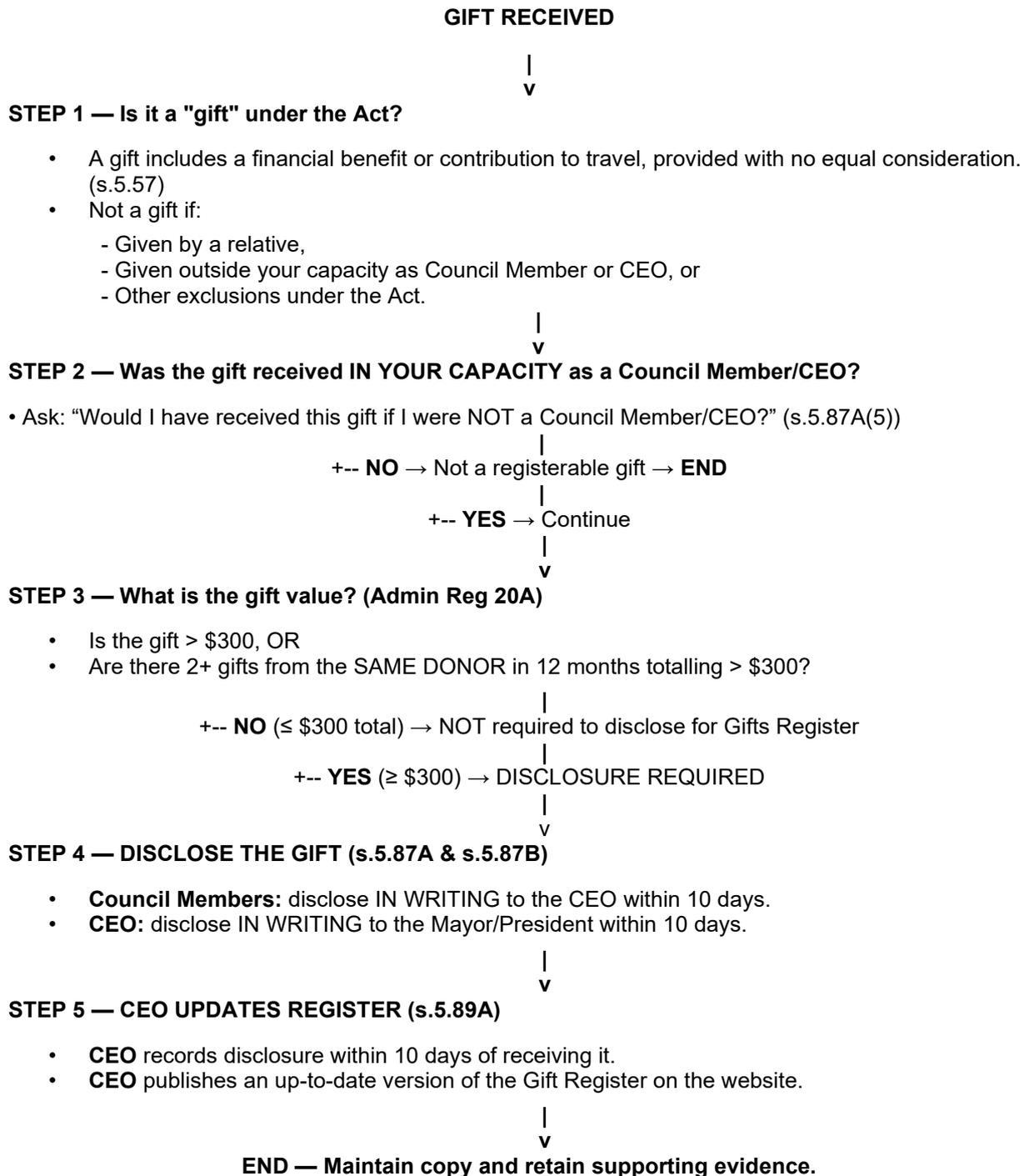
#### **Attachments:**

- ATTACHMENT A – Gift Framework: Disclosure Flow Chart
- ATTACHMENT B – Gift Framework: Interests Relating to Gifts Flow Chart
- ATTACHMENT C – Gift Framework: Approval to Participate When Interest Relating to a Gift Exists Flow Chart
- ATTACHMENT D – Complaint About Alleged Behaviour Breach Form
- ATTACHMENT E – Guidance Notes: Behavioural Breach Complaints

**ATTACHMENT A – Gift Framework: Disclosure Flow Chart**

**(For Gifts Register – ss.5.87A, 5.87B, 5.87C, 5.89A; Admin Reg 20A)**

The following flow chart is based on the statutory requirements for gift disclosure, including the requirement to disclose gifts over \$300 (including cumulative gifts from same donor over 12 months) and disclose within 10 days, as set in the Act and Regulations.



**ATTACHMENT B – Gift Framework: Interests Relating to Gifts Flow Chart**

**(For Meeting Participation – ss.5.60–5.62; Admin Regs 20A, 20B)**

The Act requires disclosure of interests relating to gifts where the donor has a matter before the council, with statutory exclusions.

**START — YOU HAVE RECEIVED A GIFT**



**STEP 1 — Is the donor involved in, or likely to be affected by, a matter before Council/Committee?**

- +-- **NO** → No “interest relating to a gift” for that meeting → END
- +-- **YES** → Continue



**STEP 2 — Is the gift EXCLUDED from creating an interest? (s.5.62(1B); Reg 20B)**

Exclusions:

- Gifts ≤ \$300 (single or cumulative) from a donor in 12 months (Reg 20A)
- Tickets/attendance at events approved under the Attendance at Events Policy (s.5.62(1B)(a)(ii))
- Gifts from:
  - WALGA, ALGA
  - LG Professionals WA
  - State/Commonwealth Departments
  - Other Local Governments/Regional Local Governments

- +-- **YES** → No interest → END
- +-- **NO** → Interest exists



**STEP 3 — DISCLOSE INTEREST (s.5.65)**

- Provide written notice to CEO BEFORE the meeting; OR
- Declare at the meeting BEFORE discussion begins.
- Disclosure must be recorded in minutes.



**STEP 4 — MEMBER MUST NOT PARTICIPATE unless approval is granted.**

- See Attachment C (s.5.68 and s.5.69 pathways).



**END**

**ATTACHMENT C – Gift Framework: Approval to Participate When an Interest Relating to a Gift Exists**

**(Meeting participation rules – ss.5.68 & 5.69; Admin Reg 20A)**

Where a gift creates an interest, the default is no participation, unless approval is granted. Some approvals are not permitted where the gift exceeds the \$1,000 prescribed threshold.

**START — YOU HAVE DISCLOSED AN INTEREST RELATING TO A GIFT**



**STEP 1 — DEFAULT POSITION (s.5.67)**

You MUST NOT:

- Participate in discussion, OR
- Vote on the matter.



**STEP 2 — CAN COUNCIL/COMMITTEE APPROVE PARTICIPATION? (s.5.68)**

Approval MAY be given ONLY IF:

- You have disclosed the EXTENT of the interest; AND
- Council/Committee determines that:
  - The interest is trivial or insignificant; OR
  - The interest is common to a significant number of electors/ratepayers.



**STEP 3 — GIFT-SPECIFIC RESTRICTION (s.5.68(1A) & Reg 20A)**

Council/Committee CANNOT approve participation if:

- The gift (or cumulative gifts) exceeds \$1,000; OR
- It was required to be disclosed for election-related purposes.

+-- Council approval available? → YES → Record in minutes → Participate only as approved → END

+-- NO → Proceed to Ministerial path



**STEP 4 — MINISTERIAL APPROVAL (s.5.69)**

Council (or CEO) may apply to the Minister IF:

- Quorum would be lost; OR
- Approval is in the interests of electors/ratepayers.

Minister may impose CONDITIONS.



**STEP 5 — IF APPROVED:**

- Decision recorded in minutes.
- Member must comply with all conditions.



**END**

**ATTACHMENT D – Complaint About Alleged Behaviour Breach Form**

**(Required Form – clause 11(2)(a) of the Model Code)**

The Code requires behavioural complaints to be submitted on the approved form, in writing, within 1 month of the alleged breach.

Refer to the following page.

**COMPLAINT ABOUT ALLEGED BEHAVIOUR BREACH**  
**Code of Conduct for Council Members, Committee Members and Candidates**

**1. COMPLAINANT DETAILS**

Full Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**2. LOCAL GOVERNMENT DETAILS**

Local Government: **CITY OF ALBANY**

**3. PERSON ALLEGED TO HAVE COMMITTED THE BREACH**

Full Name: \_\_\_\_\_  
 Position/Role (if known): \_\_\_\_\_

**4. DETAILS OF ALLEGED BEHAVIOUR BREACH**

Date of Alleged Breach: \_\_\_\_\_  
 Location/Meeting (if applicable): \_\_\_\_\_

Describe what happened (attach extra pages if needed):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Clause(s) of Division 3 alleged to be breached (if known):

\_\_\_\_\_

**5. SUPPORTING EVIDENCE**

(List and attach)

\_\_\_\_\_

**6. COMPLAINANT DECLARATION**

I declare this complaint is made in good faith, relates to an alleged breach of Division 3 of the Code of Conduct and is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**7. LODGING THE COMPLAINT**

This complaint must be:

- in writing using this approved form (cl.11(2)(a));
- lodged within 1 month of the alleged breach (cl.11(2)(c));
- given to an authorised person under cl.11(3).

Authorised Receiving Officers:

- Chief Executive Officer
- Manager Governance & Risk
- Executive Officer Governance

Submit to: [governance@albany.wa.gov.au](mailto:governance@albany.wa.gov.au) | PO Box 484, Albany WA 6331

**8. OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
 Officer Name: \_\_\_\_\_  
 Reference Number: \_\_\_\_\_

## ATTACHMENT E – Guidance Notes: Behavioural Breach Complaints

### (Process under clauses 11–15 of the Model Code)

These notes align with the Model Code processes for handling behavioural complaints, including mandatory referral and monitor provisions.

#### 1. What is a behavioural breach?

A behavioural breach is a breach of Division 3 of the Code of Conduct, including:

- Personal integrity requirements
- Relationship with others
- Conduct at meetings

#### 2. Time limits

Complaints must be lodged within 1 month of the alleged breach.

#### 3. Who can lodge a complaint?

Any person may lodge a complaint, provided it is submitted on the approved form and within time.

#### 4. Where to lodge

Complaints must be lodged with an authorised receiving officer appointed under clause 11(3).

For the City of Albany:

- Chief Executive Officer
- Manager Governance & Risk

#### 5. Mandatory referral to the Local Government Inspector

A complaint MUST be referred to the Inspector where regulation 3A applies (repeat behavioural breaches).

#### 6. Monitor provisions

The Inspector may appoint a monitor and direct the City to defer dealing with a complaint until a report is completed.

The City must comply.

#### 7. How decisions are made

Before any finding is made, the respondent must be given a reasonable opportunity to be heard.

Findings must be made on the balance of probabilities.

#### 8. Who makes the finding?

Under clause 14B, only:

- Council, OR
- a committee of council authorised by an absolute majority, OR
- an eligible external person authorised by an absolute majority may perform the functions under clauses 12 and 13

#### 9. Possible outcomes

If a breach is found, the City may:

- Take no further action; OR
- Implement a Behaviour Management Plan (mediation, counselling, training etc.).

#### 10. Withdrawal of complaints

A complainant may withdraw the complaint in writing at any time before a finding is made.

#### 11. Confidentiality

Information relating to complaints may be subject to statutory confidentiality and must only be disclosed where authorised.

## Attachment 1 – Summary of Changes

### Summary of differences

#### In short:

The proposed Code does not change the behavioural standards themselves (these remain the Model Code), but it significantly changes governance, compliance and accountability arrangements, primarily to:

- Reflect legislative changes effective from 1 January 2026;
- Remove delegations and processes that are no longer lawful;
- Clarify who performs complaint functions, when Inspector referral is mandatory, and how decisions are made; and
- Strengthen transparency, defensibility and statutory compliance.

The changes are material from a governance and risk perspective, even though day-to-day behavioural expectations remain the same.

### Key differences in detail

#### 1. Alignment with post-1 January 2026 legislative changes Major change

##### Currently adopted Code (website)

- Reflects the original Model Code framework.
- Does **not** fully incorporate:
  - Mandatory Inspector referral for repeat behavioural breaches; or
  - Monitor provisions introduced under the Local Government Inspector Regulations 2025.
- Is now **partially out of date**.

##### Proposed Code

- Explicitly incorporates:
  - Regulation **3A** (mandatory referral for repeat behavioural breaches);
  - Inspector referral obligations under **s.5.105(3)**;
  - Monitor appointment and deferral powers; and
  - Transitional provisions applying from **1 January 2026**.
- Clearly distinguishes **behavioural breaches (Division 3)** from **conduct breaches (Division 4)** and their different statutory pathways.

##### Impact

- Removes legal uncertainty.
- Ensures the City is **compliant with current law**, not just the Model Code as originally adopted.

## Attachment 1 – Summary of Changes

### 2. Who deals with behavioural breach complaints - Critical governance correction

#### Currently adopted Code

- Council **delegated complaint administration to the CEO**, including:
  - Initial handling; and
  - Use of external consultants.
- This approach is **no longer lawful** under the amended Regulations.

#### Proposed Code

- Clearly states:
  - **Council performs the functions under clauses 12 and 13** by default;
  - Council may only authorise:
    - a committee of Council members, or
    - an eligible external person, **by absolute majority resolution**, in accordance with clause 14B.
- Removes any implied or direct delegation to the CEO that is not permitted.

#### Impact

- Resolves a **high-risk compliance gap**.
- Protects Council decisions from procedural invalidity or challenge.

### 3. Mandatory Inspector referral for repeat behavioural breaches - New and explicit

#### Currently adopted Code

- Does not clearly set out:
  - When referral to the Local Government Inspector is mandatory; or
  - That the City has no discretion once regulation 3A applies.

#### Proposed Code

- Makes it explicit that:
  - Where regulation 3A applies, the authorised receiving officer **must refer** the complaint to the Inspector;
  - The City cannot continue to deal with the matter locally unless referred back by the Inspector.

#### Impact

- Reduces risk of unlawful local handling of complaints.
- Aligns practice with Inspector oversight regime. [[albany.wa.gov.au](http://albany.wa.gov.au)]

### 4. Clear statutory confidentiality obligations - Strengthened

#### Currently adopted Code

- References confidentiality but without strong emphasis on statutory constraints.

## Attachment 1 – Summary of Changes

### Proposed Code

- Clearly states:
  - Confidentiality requirements are **statutory**, not discretionary;
  - Disclosure of protected complaint information may only occur where authorised by law.

### Impact

- Reduces exposure to secondary breaches (e.g. disclosure, victimisation, process contamination).

## 5. Clear distinction between behavioural breaches and conduct breaches

### Currently adopted Code

- Distinction exists but is not strongly emphasised.
- Creates practical confusion about complaint pathways.

### Proposed Code

- Explicitly states:
  - Division 3 matters are dealt with locally (subject to Inspector referral);
  - Division 4 breaches are **conduct breaches** and dealt with under **Part 8A of the Act**, not by Council.

### Impact

- Improves consistency and reduces incorrect complaint handling.

## 6. Formalisation of authorised receiving officers - Clarified

### Currently adopted Code

- CEO identified as Complaints Officer.
- Authorisation framework is less explicit.

### Proposed Code

- Requires:
  - Formal appointment of authorised receiving officers under clause 11(3);
  - Clear responsibility for ensuring mandatory Inspector referrals occur.

### Impact

- Clear accountability and audit trail.

## 7. Publication and version control obligations Strengthened

### Currently adopted Code

- Requires publication but without strong operational emphasis.

### Proposed Code

- Explicitly requires the CEO to:
  - Publish an up-to-date version on the City's website; and
  - Ensure systems support Inspector directions and monitoring.

## Attachment 1 – Summary of Changes

### Impact

- Improves transparency and public confidence.

### 8. Behavioural standards themselves - No substantive change

- The **actual behavioural expectations**, principles and rules of conduct:
  - Are materially unchanged; and
  - Continue to reflect **Schedule 1 of the Model Code**.
- The proposed Code does **not** introduce new behavioural prohibitions.

### Impact

- No change to expectations placed on Council Members, Committee Members or Candidates — only how breaches are managed.

### Bottom line for Council

- The **current Code on the website is no longer fully compliant** with the post-1 January 2026 legislative framework.
- The proposed Code:
  - Corrects unlawful delegations;
  - Clarifies mandatory Inspector involvement;
  - Strengthens governance and defensibility; and
  - Maintains consistency with the Model Code.

**This is a compliance-driven update, not a behavioural tightening.**



## COMPLAINT ABOUT ALLEGED BEHAVIOUR BREACH

Code of Conduct for Council Members, Committee Members and Candidates

### 1. COMPLAINANT DETAILS

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### 2. LOCAL GOVERNMENT DETAILS

Local Government: **CITY OF ALBANY**

### 3. PERSON ALLEGED TO HAVE COMMITTED THE BREACH

Full Name: \_\_\_\_\_

Position / Role (if known): \_\_\_\_\_

### 4. DETAILS OF ALLEGED BEHAVIOUR BREACH

Date of Alleged Breach: \_\_\_\_\_

Location / Meeting (if applicable): \_\_\_\_\_

Describe what happened (attach extra pages if required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clause(s) of Division 3 alleged to be breached (if known):

\_\_\_\_\_

### 5. SUPPORTING EVIDENCE

(List and attach)

\_\_\_\_\_

### 6. COMPLAINANT DECLARATION

I declare that this complaint is made in good faith, relates to an alleged breach of Division 3 of the Code of Conduct, and is true and correct to the best of my knowledge.

Signature/Date: \_\_\_\_\_



## 7. LODGING THE COMPLAINT

This complaint must be:

- in writing using this approved form (cl. 11(2)(a));
- lodged within 1 month of the alleged breach (cl. 11(2)(c));
- given to an authorised receiving officer under cl. 11(3).

### Authorised Receiving Officers:

- Chief Executive Officer
- Manager Governance & Risk
- Executive Officer Governance

Submit to: <mailto:governance@albany.wa.gov.au> | PO Box 484, Albany WA 6331

## 8. OFFICE USE ONLY

Date Received: \_\_\_\_\_

Officer Name: \_\_\_\_\_

Reference Number: \_\_\_\_\_

## Attachment 2 – Summary of Changes

### Compliance outcome

- ✓ The City of Albany (WA) Complaint About Alleged Behaviour Breach Form is fully compliant with Schedule 1 of the Model Code of Conduct.
- ✓ The form correctly implements clause 11 of Schedule 1 and does not introduce any requirements, barriers or processes that are inconsistent with WA legislation.
- ✓ The form is suitable for lawful use by the City of Albany (WA) without amendment from a statutory perspective.

### Key Schedule 1 checks

#### Clause 11 — Complaint about alleged breach

Schedule 1 requires that a behavioural breach complaint must:

- be **in writing**;
- be made **within 1 month** of the alleged breach;
- be given to an **authorised receiving officer**; and
- relate to an alleged breach of **Division 3 (Behaviour)**.

#### City of Albany form position

- Written form required ✓
- 1-month time limit clearly stated ✓
- Authorised receiving officers identified ✓
- Explicitly limited to Division 3 behavioural breaches ✓

Fully compliant with clause 11.

#### Approved form requirement — clause 11(2)(a)

- Schedule 1 allows a local government to require complaints to be made **using an approved form**.
- The City of Albany form expressly identifies itself as the approved form.

✓ **Compliant and lawful.**

#### Mandatory Inspector referral — regulation 3A (WA)

- Regulation 3A applies **after receipt** of a complaint.
- The form does **not** attempt to filter, assess, or pre-determine referral obligations.

✓ Correct approach

✓ No unlawful intake screening

## Attachment 2 – Summary of Changes

### Clauses 12–15 — handling of complaints

- These clauses govern **Council actions after lodgement**.
- The form does **not**:
  - promise outcomes;
  - identify decision-makers incorrectly; or
  - describe determination pathways.

Appropriately limited to lodgement only.

### What the form does *not* do (important)

The City of Albany form does **not**:

- add eligibility tests;
- require legal knowledge from complainants;
- impose evidentiary thresholds;
- allow discretionary rejection at lodgement; or
- conflict with Inspector oversight.

This is exactly what Schedule 1 requires.

### Bottom line (City of Albany, WA)

- Schedule 1 compliant
- Lawful intake mechanism under WA legislation
- Consistent with the proposed City of Albany Code of Conduct
- No exposure to invalid complaint handling

## 1.72 Alleged Breaches of Behaviour Complaints Management Policy

<b>Document Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Manager Governance & Risk
<b>Date of Approval</b>	[To be inserted]
<b>Amended / Revised</b>	13/02/2026 (Version 2)

### 1. Objective

This Policy sets out the City of Albany’s statutory process for receiving, assessing and determining complaints alleging behavioural breaches under Part 3 (Behaviour) of the City’s adopted Code of Conduct for Council Members, Committee Members and Candidates (the Code), in accordance with the Local Government Act 1995 and the Local Government (Model Code of Conduct) Regulations 2021.

### 2. Scope

This Policy applies only to behavioural breach complaints as defined under:

- section 5.105 of the Local Government Act 1995; and
- Division 3 (Behaviour) of Schedule 1 of the Model Code.

#### 2.1 Matters excluded from this Policy

2.1.1 This Policy does **not** apply to:

- Personal grievances or interpersonal disputes.
- Dissatisfaction with lawful Council decisions or performance of statutory roles.
- Conduct breaches (formerly “minor breaches”) – now dealt with by the Local Government Inspector and Adjudicators.
- Serious breaches under written law.
- Allegations of corruption or misconduct referable to integrity agencies.

2.1.2 These matters fall outside section 5.105 and Part 8A processes.

### 3. Policy Statement

The City of Albany is committed to managing behavioural breach complaints in a manner that is:

- procedurally fair;
- transparent and consistent;
- compliant with statutory confidentiality obligations; and
- respectful of the limited role of Council in behavioural breach matters.

The City will administer complaints strictly in accordance with the Code and the Act, noting that repeated behavioural breaches may require mandatory referral to the Local Government Inspector from 1 January 2026.

## 4. Complaint Submission and Response

### 4.1 Submission

- Complaints must be submitted in writing to the Complaints Officer.
- Complaints must contain the prescribed information required by the Code.
- Anonymous complaints will not be accepted.

### 4.2 Acknowledgement

Within 14 days of receipt, the Complaints Officer will:

- Acknowledge the complaint in writing to the Complainant.
- Outline the statutory complaint process and confidentiality obligations.
- Provide the Respondent with:
  - a copy of the complaint;
  - the name of the Complainant; and
  - the City's response form (or advise that prescribed content may be submitted instead).

### 4.3 Response

- The Respondent must provide a written response within 14 days.
- Multiple complaints arising from the same conduct may be managed concurrently.

### 4.4 Mediation

Where both parties agree:

- An independent Mediator will be appointed.
- Complaint timeframes will be suspended.
- Where mediation resolves the matter, the complaint must be withdrawn within 5 days, otherwise assessment will resume.

## 5. Assessment of Complaints

In accordance with Schedule 1, Division 3 of the Model Code:

### 5.1 Initial Assessment

Within 14 days of receiving the response, the Complaints Officer must:

- dismiss the complaint under clause 13 of the Code; or
- refer the complaint to an independent Assessor.

### 5.2 Mandatory Referral to Inspector

Where the Respondent has been found to have committed two or more behavioural breaches on or after 1 January 2026, the complaint must be referred to the Local Government Inspector under clause 3A of the Model Code.

### 5.3 Notification to Council

Where a complaint proceeds:

- Council will be advised that a valid complaint has been received and assessed.
- Council will receive the Assessor's findings for determination at the next practicable Ordinary Council Meeting.

## 5.4 Respondent Notification

Prior to Council consideration, the Respondent will be provided with:

- the Assessor's report; and
- any proposed action plan.

## 6. Prescribed Actions for Behavioural Breaches

In accordance with Division 3 – Behaviour of the Model Code:

### 6.1 Behavioural Breaches

Examples include inappropriate language, meeting disruption, and disrespectful conduct.

Permissible actions include:

- formal warning;
- requirement to undertake training;
- participation in mediation or conflict resolution;
- issuance of an apology.

Council cannot impose fines, suspensions or loss of allowances for behavioural breaches.

## 7. Council Findings

### 7.1 Council Report

The Complaints Officer will provide Council with a confidential report including:

- the complaint and attachments;
- the Respondent's response;
- the Assessor's findings and recommendations.

### 7.2 Council Determination

Council may determine:

- to dismiss the complaint;
- that no breach occurred; or
- that a behavioural breach occurred, and an action plan is required.

### 7.3 Considerations

In determining outcomes, Council may consider:

- seriousness and context of the conduct;
- intent or carelessness;
- prior behavioural breach findings;
- mitigating or contributing factors.

### 7.4 Publication

Where a breach is found, a summary of the complaint and outcome will be published on the City's website, consistent with the Code and privacy obligations.

## 8. Action Plans

Where required, an Action Plan must specify:

- behaviours of concern;
- corrective actions;
- responsible persons;
- timeframes for completion.

Action Plans may be imposed by Council or developed collaboratively with the Respondent.

## 9. Confidentiality

- All complaint information is confidential.
- Disclosure of complaint information is an offence under section 8A.36 of the Act. [dlgsc.wa.gov.au]
- Council consideration and findings will occur under confidential cover.
- Only approved summaries may be published.

## 10. Compliance with Action Plans

- Compliance will be monitored by the Complaints Officer.
- Failure to comply may constitute a behavioural breach and, where thresholds are met, trigger mandatory referral to the Inspector.
- Council will be informed of non-compliance.

## 11. Legislative and Strategic Context

This Policy operates within:

- Local Government Act 1995
- Local Government (Model Code of Conduct) Regulations 2021
- Local Government (Local Government Inspector) Regulations 2025
- City of Albany Code of Conduct for Council Members, Committee Members and Candidates (1.14)

## 12. Review

This Policy will be reviewed annually or earlier if required by legislative change.

## 13. Associated Documents

- Local Government Act 1995
- Local Government (Model Code of Conduct) Regulations 2021
- Local Government (Local Government Inspector) Regulations 2025
- City of Albany Code of Conduct for Council Members, Committee Members and Candidates (1.14)
  - Code of Conduct Alleged Breach Form
- Complaint Management Framework (LGA Part 8A Policy & Procedures)

## 14. Definitions

- **Complaints Officer** – Authorised officer under the Code.
- **Assessor** – Independent person appointed to assess behavioural breach complaints.
- **Mediator** – Independent person appointed to facilitate mediation.
- **Committee** – A committee established under section 5.8 of the Act.

## Attachment 3 – Summary of Changes

### Executive summary

#### In short:

The proposed Policy 1.72 materially updates and tightens the governance framework to align with post-1 January 2026 WA legislative requirements, while the version currently published on [www.albany.wa.gov.au](http://www.albany.wa.gov.au) is now partially out of date.

The proposed policy:

- Removes outdated concepts (e.g. “minor breaches”);
- Aligns fully with Schedule 1 Division 3 of the Model Code;
- Clearly embeds mandatory Inspector referral obligations; and
- Clarifies Council’s limited but defined role in behavioural breach matters.

### Key differences

#### 1. Legislative alignment (material change)

##### Current Policy

- Reflects the original Model Code framework.
- Refers to “minor breaches under s.5.105(1)”, a concept now superseded.
- Does not clearly address the post-1 January 2026 Inspector referral regime.

##### Proposed policy

- Explicitly aligns with:
  - Schedule 1 Division 3 of the Model Code;
  - Regulation 3A (mandatory Inspector referral for repeat behavioural breaches); and
  - The Local Government (Local Government Inspector) Regulations 2025.
- Removes obsolete terminology and references.

##### Impact:

The proposed policy restores statutory compliance and reduces legal risk.

#### 2. Scope and exclusions (clarified and corrected)

- **Current Policy**
- Excludes “minor breaches” and “serious breaches” using legacy language.
- Blurs the boundary between behavioural breaches and other integrity pathways.
- 

##### Proposed policy

- Clearly limits application to:
  - s.5.105 matters; and
  - Division 3 (Behaviour) only.
- Explicitly excludes:
  - Conduct breaches (now dealt with by the Inspector/Adjudicators);
  - Corruption and serious misconduct referable to integrity agencies.

## Attachment 3 – Summary of Changes

### Impact:

Sharper jurisdictional clarity and reduced misclassification risk.

### 3. Mandatory Inspector referral (new and explicit)

#### Current Policy

- Does not clearly state when referral to the Local Government Inspector is mandatory.
- Leaves scope for unlawful local handling of repeat breaches. [[albany.wa.gov.au](http://albany.wa.gov.au)]

#### Proposed policy

- States unequivocally that:
  - Where a respondent has two or more behavioural breach findings on or after 1 January 2026, the complaint must be referred to the Inspector under regulation 3A.

### Impact:

Closes a high-risk compliance gap.

### 4. Council's role in determination (strengthened governance)

#### Current Policy

- Refers generally to Council oversight without clearly articulating limits or process.

#### Proposed policy

- Clearly sets out:
  - When Council is notified;
  - What information Council receives; and
  - That Council may only impose lawful Division 3 actions (e.g. training, mediation, apology).
- Explicitly states what Council cannot do (e.g. fines, suspension, loss of allowances).

### Impact:

Improves defensibility of Council decisions.

### 5. Confidentiality and publication (expanded and clarified)

#### Published policy

- Refers to confidentiality but without strong statutory framing.

#### Proposed policy

- Explicitly references s.8A.36 of the Act and offence provisions.
- Clarifies that only approved summaries may be published, consistent with privacy obligations.

## Attachment 3 – Summary of Changes

### Impact:

Reduces risk of secondary breaches through disclosure.

## 6. Structure and usability

### Current Policy

- Functional but relatively high-level.
- Less explicit on timelines, roles and escalation points.

### Proposed policy

- Introduces:
  - Clear staged process (submission → assessment → determination → action plan);
  - Defined roles (Complaints Officer, Assessor, Mediator);
  - Explicit timeframes throughout.

### Impact:

Greater consistency and operational clarity.

### Bottom line (City of Albany, WA)

- The currently published Policy 1.72 on [www.albany.wa.gov.au](http://www.albany.wa.gov.au) is no longer fully aligned with the WA legislative framework now in force.
- The proposed Policy 1.72 (Version 2):
  - Corrects outdated references;
  - Aligns with Schedule 1 of the Model Code as at 1 January 2026; and
  - Significantly strengthens governance, compliance and defensibility.

## 1.4 Attendance at Events and Functions Policy

<b>Document Owner</b>	Executive Director Corporate & Commercial Services
<b>Responsible Officer</b>	Manager Governance & Risk
<b>Date of Approval</b>	[Insert Approval Date]
<b>Amended/Revised</b>	13/02/2026 (Version 4)

### 1. Objective

1.1 The purpose of this policy is to establish clear and lawful guidelines for the attendance of Council Members, the Chief Executive Officer (CEO), and employees at events and functions, including the appropriate acceptance, disclosure and management of invitations, hospitality and event tickets that are offered free of charge.

1.2 This policy supports transparency, accountability and public confidence in decision-making and ensures compliance with the Local Government Act 1995 and associated regulations.

### 2. Scope

2.1 This policy applies to:

- (a) Council Members;
- (b) the Chief Executive Officer; and
- (c) City of Albany employees.

2.2 This policy applies where an invitation to attend an event or function (ticketed or otherwise), or hospitality associated with an event, is offered free of charge, whether or not the invitation is received in the person's official capacity.

2.3 This policy does not guide the acceptance of tangible gifts or money, which are dealt with under the City's Gift Framework and Code of Conduct.

### Travel and Accommodation

3.1 This policy does not apply to the acceptance of travel or accommodation.

3.2 Contributions to travel costs, whether financial or in-kind, are now incorporated within the statutory definition of a gift under the Local Government Act 1995.

3.3 Subject to the exceptions in section 5.83 of the Act, any contribution to travel must be disclosed in writing to the CEO within 10 days of receipt.

### Statutory Exclusions – Approved Event Tickets

4.1 The following situations are **specifically excluded from creating an interest relating to a gift** where the event ticket (gift) is received from any of the following entities:

- Western Australian Local Government Association (WALGA) (*excluding LGIS*)
- Local Government Professionals Australia (WA)
- Australian Local Government Association (ALGA)
- A department of the Western Australian public service
- A government department of another State, a Territory, or the Commonwealth
- A local government or a regional local government

4.2 Despite the exclusion above, the receipt of an event ticket that meets the statutory disclosure threshold must still be recorded on the City's Register of Gifts where required under sections 5.87A or 5.87B of the Act.

## 5. Policy Statements:

### 5.1 Key issues to consider

5.1.1 When considering whether an invitation to attend an event or function constitutes a gift for the purpose of the Act and Regulations, the following matters must be considered:

- Who is the donor (the person or organisation offering the benefit)?
- What is the value of the benefit?
- Does the Council Member, CEO or employee provide anything of value in return (for example, opening the event, delivering a speech, or presenting awards)?
- If so, does the value of that contribution reasonably outweigh the value of the benefit?

5.1.2 Where the contribution outweighs the benefit, the invitation will generally not constitute a gift for the purposes of the Act.

### 5.2 Commercial entertainment events

5.2.1 Tickets accepted free of charge for commercial entertainment events (for which members of the public are required to pay), whether sponsored by the City or not, will generally be classified as a gift for the purposes of the Act.

5.2.2 An exception applies where the Mayor or a delegated representative attends the event in an official civic or mayoral capacity.

5.2.3 Where, in the opinion of the CEO, it is in the interests of the City for one or more Council Members or employees to attend a commercial entertainment event in order to assess or understand community or business impacts, the City will purchase the tickets at full cost.

### 5.3 Other commercial (non-entertainment) events

5.3.1 For commercial non-entertainment events (such as conferences or seminars) for which a member of the public is required to pay:

- where the CEO considers attendance to be in the interests of the City (for professional development or official functions), the City will pay the full registration cost; and
- where the City does not pay, free registration or hospitality will be treated as a gift, unless the contribution of the Council Member or employee (for example, a speaking engagement or paper presentation) reasonably outweighs the value received.

### 5.4 Community/local business events

5.4.1 Acceptance of reasonable and modest hospitality at unpaid events hosted by community groups or local businesses will not generally be classified as a gift where:

- the Council Member or employee attends in their official capacity; and
- the contribution of the attendee reasonably outweighs the hospitality received.

5.4.2 Authorised attendance by the City is preferred where practicable.

### 5.5 Perceived or actual conflict:

5.5.1 Attendance at an event may create a perceived or actual interest, which may restrict participation in future decision-making or advice.

5.5.2 Where an event ticket constitutes a gift relating to a matter before Council:

- If the value of the gift is less than \$1,000, Council may allow a disclosing Council Member to participate under section 5.68 of the Act, provided:
  - the interest is disclosed;
  - Council resolves that the interest is trivial or insignificant, or common to a significant number of electors; and

- the decision and reasons are recorded in the minutes.
- If the value of the gift is \$1,000 or more, or the section 5.68 pathway is unavailable, the Council or CEO must apply to the Minister under section 5.69 for approval to allow participation.

## 6. Legislative and Strategic Context

### Legislative Framework

6.1 This policy operates within the framework of the following legislation:

- Local Government Act 1995, including:
  - sections 5.87A and 5.87B – disclosure of gifts by Council Members and CEOs;
  - section 5.90A – requirement to adopt an attendance at events policy;
  - sections 5.60–5.69 – interests, disclosure and participation;
- Local Government (Administration) Regulations 1996;
- Local Government (Model Code of Conduct) Regulations 2021;
- Local Government (Local Government Inspector) Regulations 2025.

### Strategic Context

This policy supports the City of Albany Strategic Community Plan 2032, particularly:

- **Objective 13.1:** Foster strong, accountable leadership;
- **Objective 15.1:** Promote awareness, understanding and engagement in City projects, activities and decisions.

## 7. Review Position and Date

This policy is to be reviewed annually, or earlier if legislative amendments occur.

## 8. Associated Documents

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

- Code of Conduct for Council Members, Committee Members and Candidates
- Employee Code of Conduct
- Gift Framework (Disclosure, Interests and Participation Flow Charts)
- Complaint Management Policy and Procedures
- Local Government Operational [Guidelines](#)

## 9. Definitions:

For the purposes of this policy, and in accordance with section 5.90A of the Local Government Act 1995, an event includes, but is not limited to:

- a concert;
- a conference;
- a function;
- a sporting event; and
- any event described in this policy.

## Attachment 4 – Summary of Changes

### High-level summary

#### In short:

The proposed policy does not materially change the City's risk posture, but it significantly clarifies, modernises and strengthens the policy framework by:

- Aligning more explicitly with **recent legislative amendments** (particularly interests, gifts and participation provisions);
- Separating **travel and accommodation** from events more clearly;
- Introducing **clearer decision pathways** for commercial, non-commercial and community events;
- Providing **greater procedural clarity** around conflicts, disclosure thresholds and participation approvals; and
- Reducing ambiguity for Council Members, the CEO and employees.

The changes are primarily **clarificatory and governance-strengthening**, rather than permissive.

### Key differences in detail

#### 1. Stronger legislative alignment and clarity

##### Current policy position

- References the Local Government Act 1995 and Regulations but does so at a higher level.
- Some interpretation is left to guidance documents and officer judgement.

##### Proposed policy

- Explicitly embeds:
  - Sections **5.87A, 5.87B, 5.90A, and 5.60–5.69** of the Act;
  - Model Code of Conduct Regulations 2021; and
  - Local Government Inspector Regulations 2025.
- Clearly articulates how **interests, disclosure and participation pathways** apply to event attendance.

**Impact:** Reduced legal ambiguity and stronger defensibility if decisions are challenged.

#### 2. Clear separation of events from travel and accommodation

##### Current policy position

- Travel is referenced but not clearly distinguished from event attendance.
- This has historically caused confusion about what constitutes a “gift”.

##### Proposed policy

- Explicitly states that:
  - The policy **does not apply to travel or accommodation**; and
  - Any contribution to travel is now clearly treated as a **statutory gift**, requiring disclosure to the CEO within 10 days (subject to s5.83 exceptions).

**Impact:** Clearer compliance obligations and reduced risk of inadvertent non-disclosure.

#### 3. Clearer treatment of “approved” and excluded event tickets

##### Current policy position

- Lists excluded organisations (e.g. WALGA, ALGA, government departments).
- Treatment of these exclusions is not always well understood in practice.

##### Proposed policy

- Retains the same statutory exclusions **but clearly states**:
  - These exclusions remove the creation of an *interest*; however
  - **Disclosure is still required** where the statutory threshold is met.

## Attachment 4 – Summary of Changes

**Impact:** Improves transparency and avoids the misconception that “excluded” means “no disclosure”.

### 4. More structured approach to commercial events

#### Current policy position

- Commercial entertainment events are generally treated as gifts, with limited elaboration.

#### Proposed policy

- Draws clearer distinctions between:
  - **Commercial entertainment events** (e.g. concerts, paid performances);
  - **Commercial non-entertainment events** (e.g. conferences, seminars).
- Introduces a clearer rule that:
  - Where attendance is in the City’s interest, **the City should pay full cost**; and
  - Free attendance is only acceptable where a genuine contribution outweighs the benefit.

**Impact:** Stronger integrity position and reduced reputational risk.

### 5. Explicit guidance for community and local business events

#### Current policy position

- Community events are covered but with limited practical guidance.

#### Proposed policy

- Clearly recognises that:
  - Modest hospitality at community or local business events is generally acceptable;
  - Attendance must be in an official capacity; and
  - The contribution must reasonably outweigh the hospitality received.
- Encourages **authorised attendance** where practicable.

**Impact:** Provides practical comfort for Councillors and staff attending community events while maintaining integrity safeguards.

### 6. Stronger and clearer conflict-of-interest pathways

#### Current policy position

- Refers to interests and participation provisions but relies on external interpretation.

#### Proposed policy

- Clearly sets out:
  - The **\$1,000 threshold** for gifts relating to matters before Council;
  - When Council may allow participation under **s5.68**; and
  - When Ministerial approval under **s5.69** is required.
- Requires decisions and reasons to be formally recorded in the minutes.

**Impact:** Significantly improves procedural certainty and auditability.

### 7. Improved structure, definitions and usability

#### Current policy position

- Functional but less user-friendly.
- Heavily reliant on external guidance documents.

#### Proposed policy

- Adds:
  - Clear definitions of “event”;
  - Logical policy structure;
  - Explicit links to associated documents and operational guidelines.
- Supports more consistent application across Council Members and staff.

**Impact:** Easier training, better compliance, fewer ad-hoc interpretations.

## 1.XX Complaint Management Framework (LGA Part 8A Policy & Procedures)

<b>Document Owner</b>	Chief Executive Officer
<b>Responsible Officer</b>	Manager Governance & Risk
<b>Date of Approval</b>	[To be inserted]
<b>Amended / Revised</b>	13/02/2026 (Version 2) – Proposed New Policy Position

### 1. Objective

The purpose of this Policy is to establish the City of Albany's overarching governance framework for managing statutory and integrity-related complaints under Part 8A of the Local Government Act 1995, including the City's interface with the Local Government Inspector (Inspector).

This Policy is adopted as a Council Policy Position and applies to complaint categories that fall outside routine customer service processes. Service complaints, customer feedback and service requests continue to be governed by the City's Customer Service Charter and associated customer service policies and procedures.

This Policy operates alongside, but separately from:

- the City's Policy 1.14 - Code of Conduct for Council Members, Committee Members and Candidates (Code); and
- Policy 1.72 – Alleged Breaches of Behaviour Complaints Management Policy, which governs behavioural breach complaints under Division 3 of the Code.

### 2. Scope

This Policy applies to:

- Complaints and allegations received by the City that require triage to determine the correct statutory pathway (including Part 8A, Code/Policy 1.72, PID, Reportable Conduct, misconduct, Police, or other agencies).
- The City's governance controls for statutory breach-related categories under Part 8A, including:
  - conduct breach allegations and recurrent breach allegations; and
  - specified breach allegations.
- Matters referred to the City by the Inspector under Part 8A processes, and the City's record-keeping, confidentiality, and reporting obligations in relation to those matters.

This Policy does NOT apply to:

- Service complaints, customer feedback and service requests (managed under the Customer Service Charter and customer service processes).
- The substantive handling of behavioural breach complaints under Division 3 of the Code (managed under the Code and Policy 1.72).
- Public Interest Disclosures (PID), which are managed under the Public Interest Disclosure Act 2003 and the City's PID procedures.
- Reportable Conduct Scheme (RCS) matters, which must be handled under the Ombudsman WA Scheme requirements.
- Employee grievances / industrial relations matters.
- Emergency matters requiring immediate action (including threats to safety).

Where the City receives a matter, and it is outside this Policy's scope, officers must promptly redirect it to the appropriate framework and document the triage decision.

### 3. Policy Statements

#### 3.1 Guiding Principles (Governance)

The City will apply the following principles to matters within scope:

- lawfulness and procedural fairness;
- consistency and timeliness;
- transparency in process (subject to statutory confidentiality);
- confidentiality and privacy protection; and
- continuous improvement through trend analysis and organisational learning.

#### 3.2 Roles and Responsibilities

##### 3.2.1 Council:

- adopts this Policy as a Council Policy Position;
- adopts and amends the Code of Conduct and relevant Council policy positions; and
- determines, where relevant, the lawful decision-maker model for behavioural breach determinations under clause 14B of the Code (Council / Council-only committee / eligible external person).

##### 3.2.2 Chief Executive Officer (CEO):

- ensures organisational systems and controls support compliance with statutory complaint frameworks; and
- ensures publication of the adopted Code where required.

##### 3.2.3 Manager Governance & Risk (Governance Lead):

- maintains the statutory complaint triage framework, procedures and templates under this Policy;
- oversees the City's interface with the Inspector, including referrals and responses to Inspector correspondence; and
- supports ARIC and Council with de-identified reporting and governance assurance as appropriate.

##### 3.2.4 Public Interest Disclosure Officer (PID Officer):

- receives and manages PID disclosures in accordance with the PID Act and PSC guidance for PID officers.

##### 3.2.5 Reportable Conduct Contact / Head of Organisation (as applicable):

- ensures compliance with notification and investigation obligations under the Reportable Conduct Scheme.

##### 3.2.6 All employees/contractors:

- must forward statutory complaint matters to Governance where they are uncertain of the correct pathway; and
- must maintain confidentiality where required by law and City procedure.

#### 3.3 Mandatory Triage and Pathway Rules

3.3.1 Mandatory Triage: Upon receipt of any complaint or allegation, the City must determine and record whether the matter is:

- a service complaint governed by the Customer Service Charter;
- a behavioural breach complaint under the Code and Policy 1.72;
- a statutory breach complaint under Part 8A (Inspector jurisdiction); or
- a matter governed by another statutory framework, including PID, RCS, misconduct reporting, Police, or other agencies. The outcome of the triage must be documented, and the complainant informed of the appropriate pathway.

### 3.3.2 Pathway Summary: Minimum Rules:

- **Service complaints:** managed under Customer Service Charter processes.
- **Behavioural breach complaints (Division 3):** must be lodged on the approved form, within 1 month, and given to an authorised receiving officer. Managed under the Code and Policy 1.72.
- **Conduct/specified breach complaints:** are managed under Part 8A processes and made to the Inspector in the manner and form determined by the Inspector.
- **PID disclosures:** managed under PID procedures and PSC guidance, not under this Policy.
- **Reportable Conduct matters:** managed under the Ombudsman WA Scheme requirements, including notification to the Ombudsman within prescribed timeframes and investigation/reporting obligations.
- **Minor misconduct / serious misconduct / criminal matters:** referred to the appropriate authority (PSC/CCC/Police) in accordance with the applicable legislation and guidance.

## 3.4 Procedures (Part 8A – Governance Layer)

### 3.4.1 Receipt and Recording:

- All matters within scope must be recorded in the City's complaints or governance register as soon as practicable, including the date received, source/channel, triage category, reason, and actions taken (including any referrals or redirections).
- Records must be sufficient to demonstrate the City's compliance with statutory obligations and decisions taken.

### 3.4.2 Acknowledgement and Communication:

- Where the City receives a matter that must be lodged with the Inspector, the City will provide the complainant with clear advice on the correct pathway and relevant contact details.
- The City must not create an expectation that it can determine matters that are for the Inspector under Part 8A.

### 3.4.3 Referral / Liaison with the Inspector:

- Where the City is required to refer a matter to the Inspector (including as required under the Code and regulations), Governance will ensure referral occurs promptly and is documented.
- Where the Inspector refers a matter to the City to deal with, Governance will manage the matter in accordance with the Inspector's referral, relevant City procedures, and this Policy.

### 3.4.4 City Handling of Inspector-Referred Matters:

Where the City is dealing with a matter referred by the Inspector:

- Governance will confirm the scope of the referral and any required reporting back to the Inspector;
- Procedural fairness will be applied appropriately to the matter type; and
- All confidentiality controls (section 8) will apply.

### 3.4.5 Interaction with Behavioural Breach Framework:

If a matter received by the City is a behavioural breach complaint under Division 3:

- It must be processed under the Code and Policy 1.72; and
- This Policy applies only to triage, recording, and any required referrals or interface requirements (not to the substantive behavioural breach process).

### 3.5 Confidentiality and Information Handling

3.5.1 Part 8A Confidentiality: Persons who become aware of details relating to a Part 8A complaint must not disclose or use that information except where permitted by law; unauthorised disclosure is an offence.

3.5.2 PID Confidentiality: Confidentiality obligations apply to PID information and must be handled under PID procedures and PSC guidance for PID officers.

3.5.3 RCS Confidentiality: RCS information must be handled in accordance with Ombudsman guidance and the Scheme requirements.

#### City Controls:

- Access to statutory complaint files will be restricted to “need to know” officers.
- Information will be stored in approved systems with an audit trail.
- Any external disclosure (including publication) must be legally authorised and approved in accordance with the relevant regime (Part 8A / Code / PID / RCS).

### 3.6 Records Management and Reporting

3.6.1 Records Management: All records must be created, captured, and retained in accordance with the City’s records management requirements and any statutory retention requirements.

3.6.2 Governance Reporting:

- Governance will provide de-identified trend reporting to the Executive and/or ARIC to support oversight and continuous improvement, subject to confidentiality constraints.
- Reporting will focus on systemic issues, process performance, and compliance maturity, not the merits of individual complaints.

### 3.7 Training and Awareness

Governance will ensure that staff with relevant responsibilities receive periodic training on:

- triage rules and pathways;
- confidentiality obligations; and
- when and how to refer matters to the Inspector, PID Officer, or RCS process.

## 11. Legislative and Strategic Context

This Policy operates within the statutory and governance framework established by:

- the Local Government Act 1995, including Part 8A (Complaints) and associated oversight and confidentiality requirements;
- the Local Government (Model Code of Conduct) Regulations 2021, which prescribe conduct standards and complaint pathways for council members, committee members and candidates; and
- the City of Albany Code of Conduct for Council Members, Committee Members and Candidates (Policy 1.14), including the management of behavioural breach complaints under Division 3.

## 12. Review

This Policy will be reviewed annually, or earlier if:

- Part 8A legislation/regulations change;
- Inspector guidance changes; or
- ARIC/Council identifies improvements required through governance assurance activities.

### 13. Associated Documents

- Local Government Act 1995
- Local Government (Model Code of Conduct) Regulations 2021
- Local Government (Local Government Inspector) Regulations 2025
- Code of Conduct for Council Members, Committee Members and Candidates (1.14)
  - Code of Conduct Alleged Breach Form
- Alleged Breaches of Behaviour Complaints Management Policy (1.72)
- Attendance at Events and Functions Policy (1.04)
- Customer Service Commitment and Complaints Resolution Policy (2.13)
  - City of Albany Customer Service Charter and customer service complaint procedures (service complaints layer).
- Guidelines:
  - DLG “Guideline: Breach Complaints – A guide to the breach complaints process (1 January 2026)”.
  - Public Sector Commission guidance for PID officers / PID resources.
  - Ombudsman WA Reportable Conduct Scheme guidance and notification form.

### 14. Definitions

- **Behavioural breach:** A breach of behavioural standards set out in the City’s adopted Code of Conduct (Division 3).
- **Conduct breach:** A contravention of a rule of conduct in the Model Code (dealt with under Part 8A).
- **Recurrent breach:** A conduct breach committed after a person has been found to have committed two or more previous conduct breaches (Part 8A framework).
- **Specified breach:** A breach involving a specified offence as defined under Part 8A arrangements.
- **Inspector:** The Local Government Inspector responsible for receiving and dealing with complaints under Part 8A.
- **PID:** Public Interest Disclosure made under the Public Interest Disclosure Act 2003.
- **RCS:** Reportable Conduct Scheme administered by Ombudsman WA (child-safety related allegations).

**APPENDIX A – TRIAGE QUICK GUIDE (NON-EXHAUSTIVE)**

- **A1. Service complaint about City service delivery** → Customer Service Charter/Service complaint process.
- **A2. Complaint about Council Member “behaviour” (Division 3)** → City behavioural breach complaint form, Code/Policy 1.72 pathway (approved form, 1 month time limit, authorised receiving officer).
- **A3. Allegation about Council Member “rules of conduct” or specified offence** → Part 8A breach complaint pathway (Inspector).
- **A4. Whistleblowing about wrongdoing in a public authority** → PID process (PID Officer).
- **A5. Child-safety allegation about an employee/volunteer/contractor (Reportable Conduct)** → Reportable Conduct Scheme (Ombudsman WA) notification/investigation process.
- **A6. Allegation of minor misconduct (public officers)** → Public Sector Commission reporting pathway and/or internal integrity processes.

## Attachment 5 – Summary of Changes

### Complaint Management Framework (LGA Part 8A)

**Status:** New Policy Position

**What is published on [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**

There is currently no equivalent Council-adopted policy published on the City of Albany website that provides an overarching Part 8A complaint triage and governance framework.

Existing published material is **fragmented**, including:

- **Policy 1.14** – Code of Conduct for Council Members, Committee Members and Candidates
- **Policy 1.72** – Management of Complaints of Alleged Breaches of Behaviour
- **Customer Service Charter / complaints processes** (service layer)

None of these:

- Provide a **whole-of-City Part 8A triage framework**; or
- Clearly articulate how the City interfaces with the **Local Government Inspector** across *all* statutory complaint types.

**This proposed Framework fills a gap; it does not replace or duplicate an existing published policy.**

#### Nature of the proposed policy (important for Council)

**This is not:**

- an alternative Code of Conduct;
- a behavioural breach policy;
- a complaints “handling” policy for customers; or
- a policy that expands Council powers.

**This is:**

- a **governance and compliance framework**;
- focused on **Part 8A statutory complaints and integrity pathways**;
- designed to ensure the City:
  - identifies the *correct legal pathway* at intake;
  - complies with **Inspector jurisdiction and confidentiality rules**; and
  - avoids unlawfully handling matters outside its authority.

## Attachment 5 – Summary of Changes

### Key differences compared to the current website position

#### 1. New capability: mandatory triage across complaint types

##### Current website position

- No single document explains:
  - how complaints are triaged between service, behavioural, conduct, PID, RCS, or Inspector pathways; or
  - who is responsible for that triage.

##### Proposed Framework

- Introduces a **mandatory, documented triage requirement** for *all* complaints received by the City.
- Requires officers to:
  - identify the correct statutory regime; and
  - redirect matters promptly where the City lacks jurisdiction.

**This is entirely new governance infrastructure, not presently visible on the website.**

#### 2. Clear demarcation between Council, City and Inspector roles

##### Current website position

- Role boundaries must be inferred from legislation and guidance.
- Risk of:
  - complainants forming incorrect expectations; or
  - the City inadvertently over-stepping its authority.

##### Proposed Framework

- Explicitly states:
  - which matters are **Inspector-only**;
  - which matters are **City-handled under referral**; and
  - which matters are **outside Part 8A entirely**.
- Makes clear the City **must not create an expectation** it can determine Inspector matters.

**This materially reduces legal and reputational risk.**

#### 3. Integration layer between existing policies (new)

The Framework **does not override** existing published policies. Instead, it:

- Sits **above**:
  - Policy 1.14 (Code of Conduct);
  - Policy 1.72 (Behavioural breach management);
  - PID procedures;
  - RCS requirements; and
  - Customer service complaints.
- Provides the **decision logic** for:
  - which policy applies; and
  - what happens if a complaint is misdirected.

## Attachment 5 – Summary of Changes

- This integration role does not currently exist on the website.

### 4. Explicit Part 8A confidentiality and record-keeping controls

#### Current website position

- Confidentiality obligations are addressed within individual policies, but:
  - not consistently across regimes; and
  - not at the governance-wide level.

#### Proposed Framework

- Introduces:
  - unified confidentiality controls;
  - “need-to-know” access rules; and
  - governance-level record-keeping and reporting requirements.

- This is new and aligns with Inspector expectations under Part 8A.

#### Does this create overlap or inconsistency with published policies?

- No

The Framework is careful to state that:

- behavioural breach handling remains governed by **Policy 1.72**;
- Code obligations remain governed by **Policy 1.14**; and
- service complaints remain governed by **customer service policies**.

Its role is **triage, governance oversight and statutory interface**, not substantive determination.

#### Bottom line for Council (clear positioning)

- This is a **new Council Policy Position**.
- There is **no equivalent policy currently published on [www.albany.wa.gov.au](http://www.albany.wa.gov.au)**.
- The Framework:
  - fills a real governance gap;
  - strengthens statutory compliance under Part 8A; and
  - reduces the risk of unlawful complaint handling.

Adoption would add capability and clarity, not duplication.

## Attachment 6 – Implementation Plan (to 30 June 2026)

### City of Albany – Code of Conduct and Complaints Framework (2026 Reforms)

#### 1. Purpose

This Implementation Plan sets out the actions, responsibilities and timeframes required to implement the amended Code of Conduct, behavioural breach complaints framework, and associated Council policy positions in compliance with the 2026 local government reforms, through to 30 June 2026.

The plan is structured to:

- enable CCS Committee governance assurance on 10 March 2026;
- support Council decision-making at OCM on 24 March 2026; and
- embed operational, training and assurance controls by 30 June 2026.

#### 2. Key Milestone Dates

Milestone	Date
CCS Meeting – Governance Assurance Review	10 March 2026
Ordinary Council Meeting – Statutory Decisions	24 March 2026
Code of Conduct statutory adoption deadline	31 March 2026
Full reform implementation and readiness	30 June 2026

#### 3. Scope of Implementation

This plan covers the implementation of:

- Amended Code of Conduct for Council Members, Committee Members and Candidates
- Approved Complaint About Alleged Behaviour Breach Form (cl. 11(2)(a))
- Policy 1.72 – Alleged Breaches of Behaviour Complaints Management Policy
- Policy 1.04 – Attendance at Events and Functions
- Policy NEW - Complaint Management Framework (LGA Part 8A Policy & Procedures)
- Governance enablers: authorisations, templates, records, training, transparency and assurance reporting

#### 4. Implementation Phases and Actions

##### *Phase 1 – Finalisation and CCS Review*

- Period: 12 February – 10 March 2026
- Key forum: CCS meeting – 10 March 2026

##### Objectives

- Finalise all documents for statutory readiness
- Obtain CCS governance assurance prior to Council consideration

**Key Actions**

Finalise amended Code of Conduct, complaint form, Policy 1.72 and Policy 1.04.

Ensure internal alignment between:

- Code clause 3.5 / clause 14B;
- behavioural breach complaint form;
- Policy 1.72 decision-making pathways.

Prepare ARIC report and attachments, including:

- clear articulation of Council's options under clause 14B;
- governance risks associated with each option;
- implementation sequencing to 30 June 2026.

Present to CCS for review and recommendations on 10 March 2026.

**Responsibility:** Manager Governance & Risk & Chief Executive Officer.

**Deliverable:** CCS endorsement and recommendations for Council consideration

**Phase 2 – Council Decisions and Statutory Adoption**

- Period: 10 March – 31 March 2026
- Key forum: Ordinary Council Meeting – 24 March 2026

**Objectives**

- Achieve statutory compliance with Code adoption requirements
- Secure Council decisions critical to lawful implementation

**Key Actions**

- Present CCS-reviewed report to Council at OCM on 24 March 2026.
- Council to resolve:
  - Adoption of amended Code of Conduct.
  - Approval of the Complaint About Alleged Behaviour Breach Form (cl. 11(2)(a)).
  - Adoption of Policy 1.72 and Policy 1.04 as Council policy positions.
  - Adoption of Policy – NEW - Complaint Management Framework (LGA Part 8A Policy & Procedures)
  - Appointment (in writing) of authorised receiving officers (cl. 11(3)).
  - Determination of the clause 14B authorisation model:
    - Council retains determination; or
    - Council-member-only committee; or
    - eligible external person (absolute majority resolution).
- CEO to publish the adopted Code on the City website as soon as practicable following Council adoption and before 31 March 2026.

**Responsibility:** Council & Chief Executive Officer.

**Deliverables**

- Statutorily adopted Code and policies
- Lawful complaint lodgement and determination framework in place

**Phase 3 – Operational Embedding and Training**

- Period: 01 April – 31 May 2026

**Objectives**

- Embed processes, controls and capability across the organisation
- Ensure procedural fairness and consistency in complaint handling

### Key Actions

- Update internal procedures, workflows and templates to reflect:
  - Council's chosen clause 14B authorisation model;
  - Policy 1.72 timeframes and decision points.
- Establish operational arrangements for:
  - assessors and mediation (where applicable);
  - authorised decision-maker or committee processes (if adopted);
  - secure records management and confidentiality controls.
- Deliver targeted training for:
  - Council Members (roles, confidentiality, behavioural vs conduct breaches);
  - authorised receiving officers and governance staff;
  - executive and support officers involved in complaints administration.
  - Publish clear public guidance on lodging behavioural breach complaints.

### Responsibility:

- Manager Governance & Risk
- ICT / Information Management
- People & Culture

### Deliverables

- Trained decision-makers and officers
- Tested and documented end-to-end complaint workflows

### *Phase 4 – Assurance, Transparency and Final Readiness*

- Period: 01 June – 30 June 2026

### Objectives

- Confirm compliance with all 2026 governance reforms
- Provide assurance to ARIC and Council

### Key Actions

- Implement and confirm:
  - committee meeting transparency requirements;
  - new conduct and information registers;
  - training and declaration tracking mechanisms;
  - secondary employment disclosure processes (employee Code alignment).
  - Conduct internal compliance and readiness checks.
- Prepare and present a final implementation assurance report to ARIC.
- Identify and address any residual actions prior to 30 June 2026.

**Responsibility**

- Manager Governance & Risk
- Chief Executive Officer

**Deliverables**

- ARIC assurance confirmation
- Fully embedded and compliant governance framework by 30 June 2026

**5. Key Dependencies and Controls**

Dependency	Control
<b>Council decision on clause 14B model</b>	Clear options and governance rationale presented at OCM
<b>Statutory Code deadline (31 March 2026)</b>	OCM scheduled 24 March 2026
<b>Risk of perceived bias</b>	Consideration of the external decision-maker option
<b>Confidentiality breaches</b>	Training, secure records and restricted access
<b>Inconsistent handling</b>	Standardised templates and workflows

**6. Reporting and Oversight**

**CCS:**

- 10 March 2026 – governance assurance review
- June 2026 – implementation completion assurance

**Council:**

- 24 March 2026 – statutory adoption and authorisations

**CEO / EMT / ARIC:**

- Ongoing oversight and issue escalation during implementation

# ALBANY AIRPORT UPGRADE PROJECT

## STRATEGIC INTENT DOCUMENT - *DRAFT*

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### 1. EXECUTIVE SUMMARY

This Strategic Intent document establishes the scope, objectives, and strategic direction for the Albany Airport Upgrade project. The upgrade is designed to enhance regional connectivity, support population growth and employment, expand economic diversification, accommodate forecast aviation growth for the Albany and Great Southern region and enhance aerial firefighting response capabilities in the future.

The proposed upgrade will enable the airport to accommodate up to 100-seater aircraft (i.e. Bombardier Dash 8-Q400, Embraer E190-E2) without an aircraft pavement concession, larger general aviation aircrafts (i.e. Boeing 737-700, Boeing 737-800 and Airbus A320) and future operation of Large Air Tankers (LATs) (i.e. Hercules, Boeing 737-300) with an aircraft pavement concession.

The airport design will include comprehensive airside pavement infrastructure upgrades, including runway, taxiways, and aprons, with strategically allocated space reserved for future aerial firefighting ground support infrastructure. Where budget permits, the upgrade will also include essential underground services infrastructure (water reticulation, electrical power, communications conduits, and drainage systems) extended to designated LAT parking and refuelling bays to eliminate the need for future excavation and service disruption. Where costs allow, Stage 1 should also include water storage tanks, pumping infrastructure, and retardant mixing facilities. This staged approach will position Albany Airport to transition into a potential operational Nominated Operating Base (NOB) in the future, enhancing the region's climate resilience and emergency response capabilities.

The proposed Albany Airport upgrade is critical to sustaining and expanding Albany's Fly-In-Fly-Out (FIFO) operations. From 2015 to 2023, total FIFO annual passengers demand at Albany Airport has increased by more than 51 per cent. Virgin Airlines, who operates the Albany FIFO charters for Rio Tinto has recently replaced the Fokker F100 fleet with the Embraer E190-E2 (E190-E2) (100-seater) but requires an aircraft pavement concession to allow the aircraft to operate at the airport. Rio Tinto has also stated it has future interest in using the larger Boeing 737-700 at the airport to grow its Albany-based workforce. Without the airport upgrade, this charter service may cease, forcing workforce relocation and eliminating one of Albany's few high-value employment pathways.

Once the Albany Airport has been upgraded, this provides the City with the opportunity to actively engage with the resources industry to try to build additional FIFO demand at Albany Airport. At present, with the poor state of the runway pavements this is not possible. The value of developing FIFO services is demonstrated by the strong financial position of the Busselton Airport which is predominantly based on FIFO demand. The extent of this demand has supported the City of Busselton to put in place financial incentives to attract interstate Regular Public Transport (RPT) services to Busselton.

The E190-E2's extended range capability positions Albany Airport to support potential direct flights to the East Coast, significantly enhancing regional connectivity and boosting tourism. In order to successfully position Albany as a future market for the east coast it is expected that this would take some time, particularly from the viewpoint of marketing to build awareness of Albany and the Great Southern on the east coast.

The Albany Airport upgrade creates significant potential for enhanced Regular Passenger Transport air services between Perth and Albany. Albany is currently served by smaller turboprop aircraft (i.e. Saab 340, 34-seater) the upgraded airport will be capable of accommodating larger aircraft that offer substantially more seats per flight (i.e. E190-E2 – 100-seater, Bombardier Dash 8-Q400 – 72-seater). This increased capacity provides flexibility for future air service expansion as passenger demand continues to grow (Total annual RPT Passenger Movement 2015-16: 52,661; 2024-25: 67,395). The upgrade ensures Albany Airport has the infrastructure capacity to accommodate these larger RPT aircraft for at least 20 years, positioning the region to meet future aviation growth without requiring reactive interventions.

This document will inform the development of a detailed business case for submission to the Department of Treasury and Finance and subsequent ministerial approval for funding.

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## **2. STRATEGIC CONTEXT**

### **2.1. Regional Significance**

Albany is the largest city in Western Australia's Great Southern region and serves as a vital hub for commerce, tourism, health services, and emergency response. The airport is a critical piece of infrastructure, providing connectivity to Perth and other intrastate destinations, supporting the regional economy across sectors such as tourism, agriculture, and renewable energy, and enabling FIFO workforce movements for resource projects. It also plays an essential role in health services, facilitating specialist medical appointments, Royal Flying Doctor Service (RFDS) operations, and delivering critical emergency response capabilities, including aerial firefighting.

### **2.2. Current Limitations**

The existing airport infrastructure constrains the aircraft types that can operate at Albany Airport, restricting direct interstate connectivity opportunities, preventing full utilisation of modern 100-seater jet aircraft (i.e. E190-E2), and constraining deployment of Large Air Tankers (LATs) for aerial firefighting.

### **2.3. Climate Resilience Imperative**

Climate change is increasing the frequency, severity, and duration of bushfires across Western Australia. The Albany and Great Southern region face growing bushfire risks, necessitating enhanced aerial firefighting capability. Recent significant fire events across Western Australia including Stirling Ranges (2019), Norseman (2020), Bridgetown and Denmark (2022) region demonstrate the critical need for regional airports capable of supporting large-scale firefighting aircraft operations.

The Department of Fire and Emergency Services (DFES) supports the future establishment of Albany Airport as a potential NOB for LAT operations. This designation will position Albany as one of only three LAT-capable NOBs in Western Australia, alongside Busselton and RAAF Pearce.

The DFES has stated that Albany's location would offer several key strategic benefits, including strengthening the State's aerial firefighting capability by facilitating LAT and other suppression operations closer to known high-risk areas in the south and southeast of the state, and reducing response and turnaround times, thereby minimising bushfire impacts on residents, businesses, and the environment. This strategic positioning fills a critical gap in Western Australia's aerial fire suppression infrastructure.

**As part of the Albany Airport upgrade aerial firefighting ground support infrastructure will be delivered in stages to meet future NOB capability requirements at Albany Airport:**

**Stage 1** – Current Upgrade: Construct airside pavement infrastructure, including runway, taxiways, and aprons, designed to accommodate future LAT aircraft operations. This stage will also incorporate spatial planning, site allocation and supporting utilities (i.e. water and power) for future firefighting ground support infrastructure. Where budget permits, Stage 1 will also include installation of essential underground services infrastructure (water, electrical power, communication and data conduit, drainage) to designated LAT parking and refuelling areas. The inclusion of these underground services in Stage 1, where financially viable, will significantly reduce future construction costs, minimise operational disruptions, and avoid the need for future excavation within operational pavement areas.

**Stage 2** – Future Phase: Develop dedicated firefighting ground support infrastructure, including retardant mixing facilities, bulk fuel storage, water storage tanks, crew accommodation, equipment storage and staging areas, and associated support systems to achieve full NOB operational capability. The completion of underground services in Stage 1 will enable rapid deployment of above-ground facilities when funding becomes available and operational demand requires.

The implementation of Stage 2 of the firefighting ground support infrastructure could be undertaken as part of the current proposed upgrade of the airport, dependent on budget and its relative priority compared to other possible infrastructure enhancements.

## **2.4 Economic and Social Imperatives**

### **2.4.1 FIFO family social and economic benefit**

The Albany Airport upgrade is essential to preserving and expanding Rio Tinto's FIFO workforce housed in the Albany region. These workers provide substantial economic contributions to the local economy, earning significantly above the regional median household income, offering one of the few pathways to high-value employment in the region. FIFO families contribute to population and economic growth, school enrolments, and community vibrancy, helping counter Albany's challenges of ageing population and youth migration from the town. Without the airport upgrade, charter services may cease or be curtailed, forcing workforce relocation and eliminating this critical economic anchor for the region.

The pavement upgrades at Albany Airport also provide the opportunity to expand FIFO operations with other mining companies.

### **2.4.2 East Coast - Future Services**

Accommodating modern aircraft such as the E190-E2 creates strategic opportunities beyond the current airport operations. The E190-E2's extended range capability positions Albany Airport to support direct flights to Australia's East Coast, addressing regional geographic isolation. Direct eastern states connectivity would transform regional accessibility, supporting economic diversification through enhanced tourism, improved business connectivity, and direct airfreight, positioning Albany as a gateway to broader national markets.

### 2.4.3 Support forecasted aviation demand for the Albany and Great Southern region

The airport upgrade responds to demonstrated and sustained RPT passenger demand growth (average annual growth of 10.39% from 2015-16 to 2024-25 - excluding pandemic years) driven by health services, medical travel, business and tourism. As the only jet-capable airport in the Great Southern region, Albany Airport serves a critical role extending beyond the immediate area. Current RPT services rely on smaller turboprop aircraft (i.e. Saab 340). The airport upgrade provides infrastructure capacity to accommodate projected passenger growth for at least two decades, supporting improved air service upgrades.

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## 3. STRATEGIC OBJECTIVES

This Strategic Intent Document seeks to establish a clear and agreed framework for the Albany Airport upgrade by confirming its capability to:

- Accommodate larger aircraft types like the Q400 (turbo prop) and up to the E190-E2 (jet), without aircraft pavement concessions to support future intrastate RPT service growth, FIFO operations and potential east coast air service operations.
- Accommodate larger aircraft such as Boeing 737-700, Boeing B737-800 and A320 for charter air service operations using aircraft pavement concessions and Large Air Tankers (LATs) for seasonal firefighting operations in the future.
- Ensure that the current upgrade incorporates:
  - Airside pavement infrastructure (runway, taxiways, and aprons) designed to accommodate Single Engine Air Tankers (SEATs), helicopter operations (Helitaks) and Large Air Tankers (LATs) in the future.
  - Spatial planning and site designation for future firefighting ground support infrastructure, including retardant mixing facilities, bulk fuel storage for LAT operations, water infrastructure and storage tanks, crew accommodation and support facilities, and equipment storage and staging areas. Where project budget permits, installation of underground services infrastructure to designated LAT operational areas, including water reticulation, electrical power distribution, communications conduits, and drainage systems, retardant mixing facilities, bulk fuel storage for LAT operations, water supply systems and storage tanks. The inclusion of these underground services and core firefighting infrastructure in Stage 1, where financially viable, will eliminate future excavation requirements and enable cost-effective deployment of remaining above-ground facilities in Stage 2.
  - Design specifications endorsed by the Department of Fire and Emergency Services (DFES) in consultation with the Department of Biodiversity, Conservation and Attractions (DBCA) and Coulson Group to ensure future readiness for a potential full NOB operational capability.
- Provide the foundation for securing formal endorsement from both the City of Albany's Council and the Minister for Transport prior to finalising the detailed business case and funding agreements, ensuring all stakeholders (City of Albany, Great Southern Development Commission, DTMI, DFES, DBCA, Tourism WA) are aligned on the project scope and objectives before seeking funding approval.

#### 4. CONTACT INFORMATION

##### **Department of Transport and Major Infrastructure**

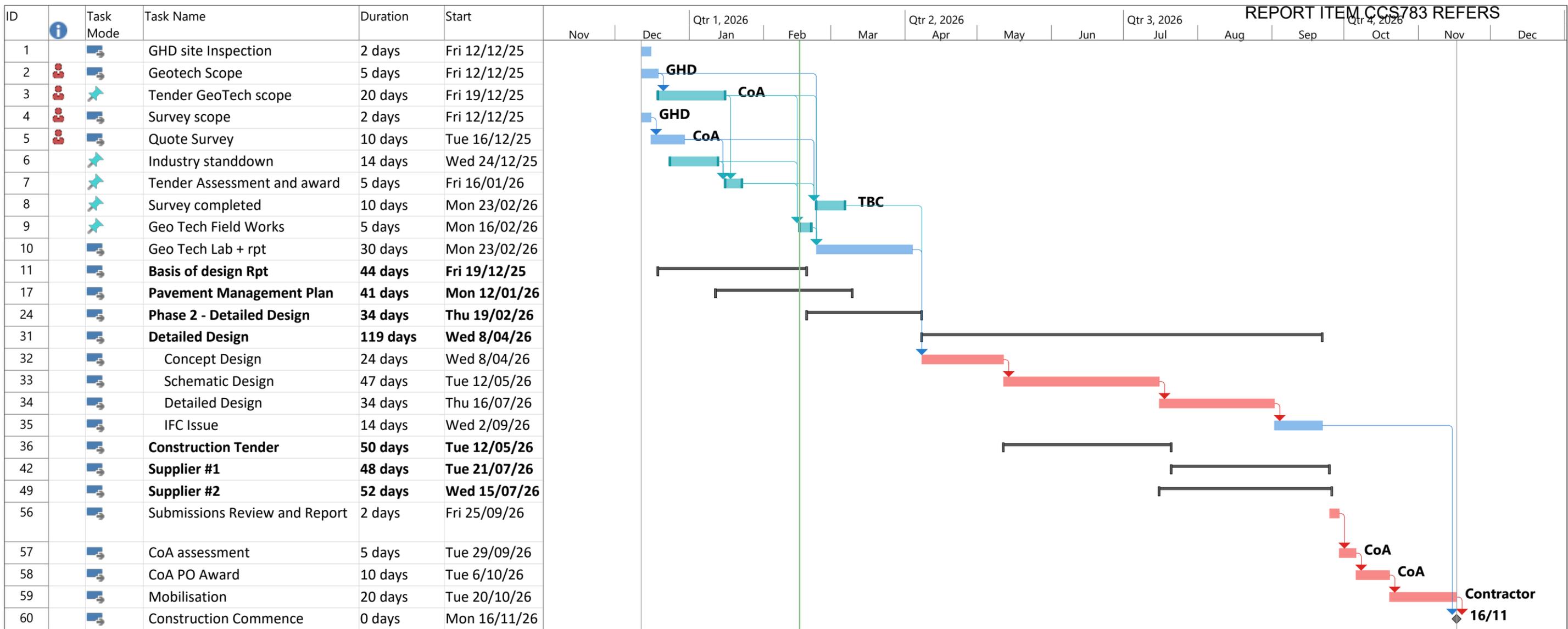
[Name | Position]

[Contact details]

##### **City of Albany**

[Name | Position]

[Contact details]



Project: Project Program Rev 3a  
Date: Mon 16/02/26

Task		Inactive Milestone		Start-only		Path Predecessor Summary Task	
Split		Inactive Summary		Finish-only		Path Predecessor Normal Task	
Milestone		Manual Task		External Tasks		Critical	
Summary		Duration-only		External Milestone		Critical Split	
Project Summary		Manual Summary Rollup		Deadline		Progress	
Inactive Task		Manual Summary		Path Predecessor Milestone Task		Manual Progress	