



ATTACHMENTS

CORPORATE SERVICES AND FINANCE
COMMITTEE MEETING

8 NOVEMBER 2016

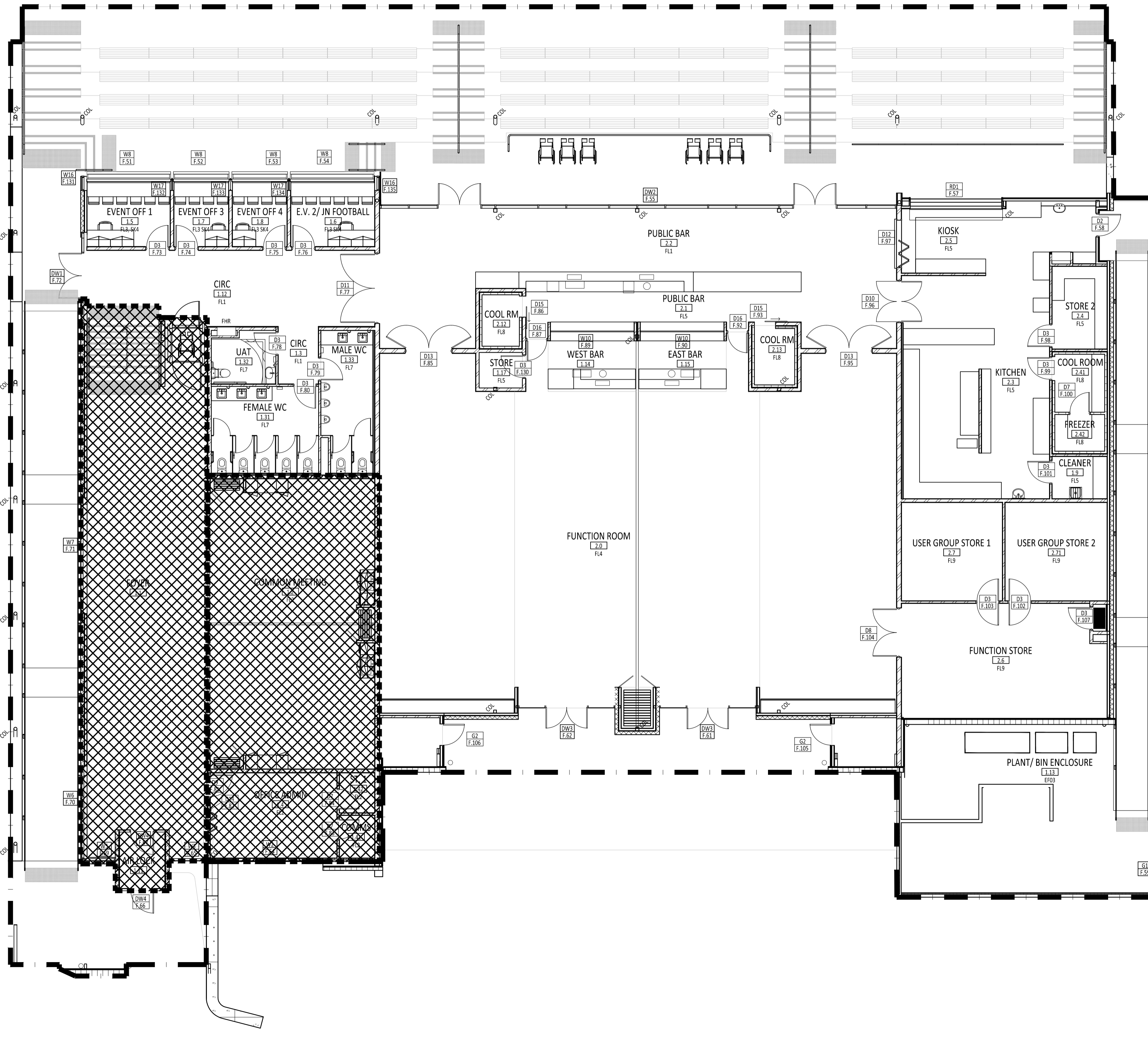
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City of Albany Council Chambers

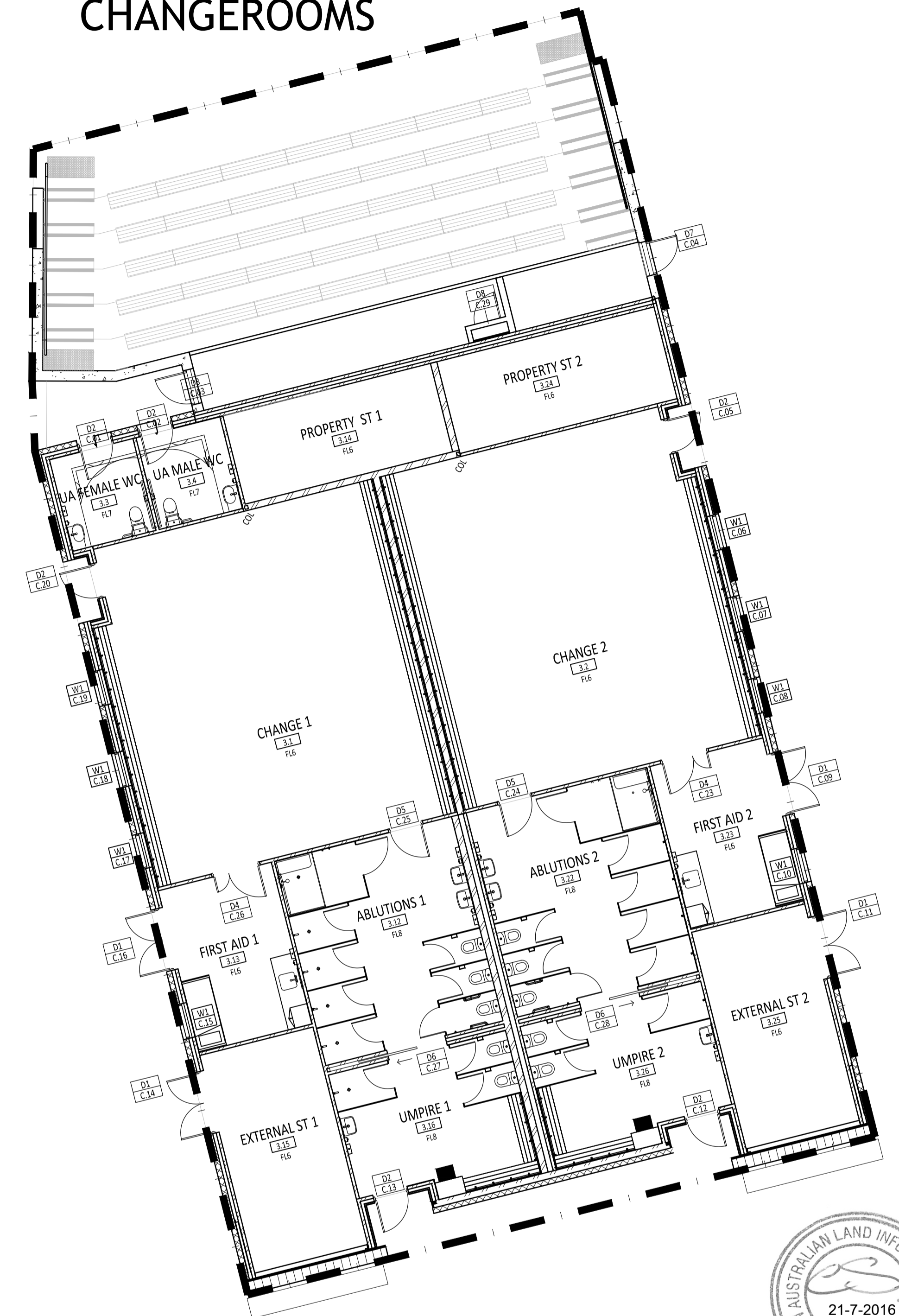
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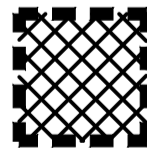
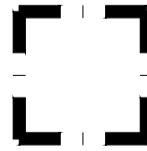
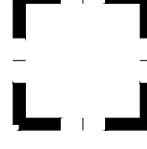
STADIUM



CHANGEROOMS



LEGEND

-  CITY OF ALBANY
251.4m²
-  LICENCE AREA STADIUM
1495.4m²
-  LICENCE AREA CHANGEROOMS
603.7m²
- LICENCE AREA TOTAL
2099.1m²

RESERVE 405
LOT 1359 ON PLAN 185302



CPSP
CONSULTANT GROUP

CONSULTANT
Gresley Abas Pty Ltd
ABN 46 109 290 842
1/816 Hay Street, Perth WA 6000
Telephone 08 9322 5322
Facsimile 08 9322 7322
www.gresleyabas.com.au

CENTENNIAL PARK SPORTING
PRECINCT - ALBANY WA
FOOTBALL STADIUM BUILDINGS

STADIUM AND CHANGEROOMS
LICENCE PLAN

City of Albany

MONTHLY FINANCIAL REPORT

For the Period Ended 30th September 2016

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

Report Purpose

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

Overview

No matters of significance are noted.

Statement of Financial Activity by reporting nature or type

Is presented on page 3 and shows a surplus For the Period Ended 30th September 2016 of \$36,234,942.

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

Preparation

Prepared by: P Martin

Reviewed by: D Olde

Date prepared: 25/10/2016

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

	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Note							
Operating Revenues							
		\$	\$	\$	\$	%	
	34,118,692	34,118,692	33,591,897	33,583,914	(7,983)	(0.0%)	
8	4,559,247	4,683,216	1,076,948	1,124,855	47,907	4.3%	
	504,935	504,935	120,504	102,765	(17,739)	(17.3%)	
10	108,584	108,584	23,877	49,113	25,236	51.4%	
	16,401,086	16,401,086	8,621,907	8,729,926	108,019	1.2%	▲
	0	0	0	0	0		
	1,042,690	1,042,690	316,555	330,194	13,639	4.1%	
	370,960	1,049,001	762,704	736,033	(26,671)	(3.6%)	
Total	57,106,194	57,908,204	44,514,392	44,656,801	150,391		
Operating Expense							
	(25,036,655)	(25,046,655)	(5,790,260)	(5,870,166)	(79,906)	(1.4%)	▲
	(18,193,633)	(18,940,565)	(4,363,448)	(3,334,239)	1,029,209	30.9%	▼
	(1,791,020)	(1,791,020)	(376,148)	(339,897)	36,251	10.7%	
	(15,912,428)	(15,912,428)	(3,977,124)	(4,160,299)	(183,175)	(4.4%)	▲
	(938,708)	(938,708)	(48,306)	(24,708)	23,598	95.5%	
	(820,550)	(820,550)	(220,202)	(183,192)	37,010	20.2%	
10	(48,372)	(48,372)	0	(51,049)	(51,049)	(100.0%)	▲
	(2,494,649)	(2,494,649)	(969,887)	(950,047)	19,840	2.1%	
	809,491	809,491	152,551	166,740	14,189	8.5%	
Total	(64,426,524)	(65,183,456)	(15,592,824)	(14,746,856)	845,968		
Contributions for the Development of Assets							
8	21,040,875	20,341,115	3,710,396	3,894,271	183,875	4.7%	▲
	620,000	570,000	7,497	61,362	53,865	87.8%	▲
Net Operating Result	14,340,545	13,635,863	32,639,461	33,865,578	1,180,235		
Funding Balance Adjustment							
	15,912,428	15,912,428	3,977,124	4,160,299	183,175	4.4%	▲
10	(60,212)	(60,212)	(23,877)	1,936	(25,813)	1333.2%	
	0	0	0	0	0		
	0	0	0	0	0		
Funds Demanded From Operations	30,192,761	29,488,080	36,592,708	38,027,813	1,435,105		
Capital Revenues							
10	544,219	544,219	236,657	259,375	22,718	8.8%	
Total	544,219	544,219	236,657	259,375	22,718		
Acquisition of Fixed Assets							
5	(14,273,125)	(14,269,377)	(1,183,338)	(1,653,693)	(470,355)	(28.4%)	▲
5	(2,858,500)	(2,877,500)	(814,278)	(780,513)	33,765	4.3%	
5	(647,028)	(647,028)	(69,383)	(32,438)	36,945	113.9%	
5	(7,434,182)	(6,994,750)	(179,834)	(82,812)	97,022	117.2%	▼
5	(12,181,788)	(11,921,007)	(1,937,878)	(1,471,628)	466,250	31.7%	▼
Total	(37,394,623)	(36,709,662)	(4,184,711)	(4,021,084)	163,627		
Financing/Borrowing							
	(2,018,571)	(2,018,571)	(108,443)	(109,269)	(826)	(0.8%)	
	1,500,000	1,500,000	0	0	0		
	0	0	0	0	0		
	0	0	0	0	0		
	0	0	0	0	0		
Total	(518,571)	(518,571)	(108,443)	(109,269)	(826)		
Demand for Resources	(7,176,214)	(7,195,935)	32,536,211	34,156,834	1,620,623		
Restricted Funding Movements							
	1,725,566	2,078,542	2,078,542	2,078,108	(434)	(0.0%)	
9	(11,501,252)	(11,920,433)	0	0	0		
9	16,951,900	17,085,429	0	0	0		
Closing Funding Surplus(Deficit)	0	47,604	34,614,753	36,234,942	1,620,189		

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

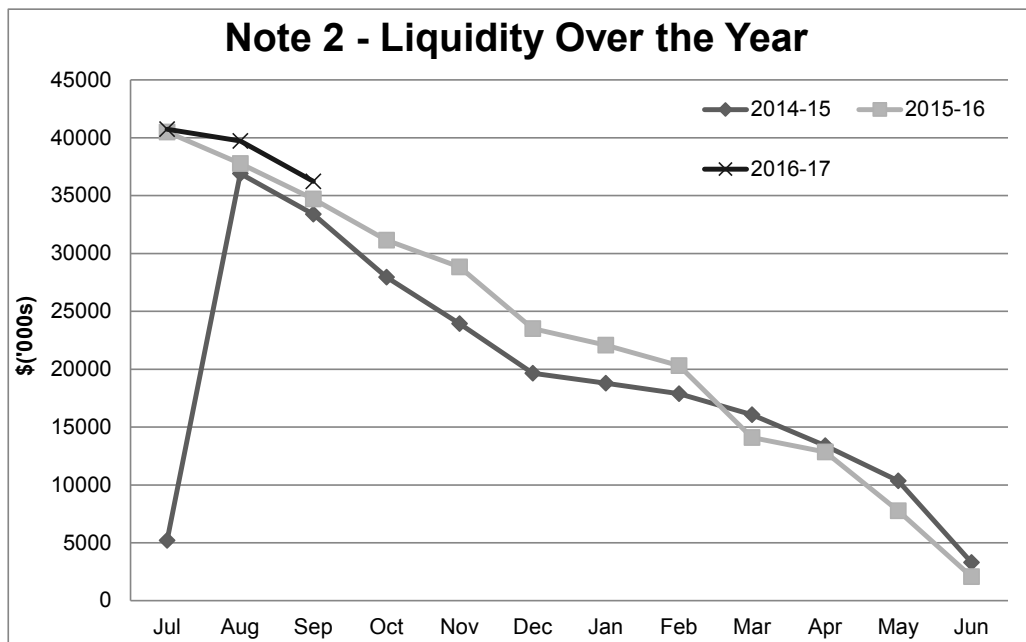
Note 1: EXPLANATION OF MATERIAL VARIANCES IN EXCESS OF \$50,000

	Var.	Var.	Timing/ Permanent	Explanation of Variance
	\$			
1.1 Operating Revenues				
Rate Revenue	(7,983)			No material variance.
Grants & Subsidies	47,907			No material variance.
Contributions, Donations & Reimbursements	(17,739)			No material variance.
Profit on Asset Disposal	25,236			No material variance.
Fees and Charges	108,019	▲	Timing	Primarily timing/accounting issue of lease income. Invoiced last week of June 2016, for the 2016/17 year.
Interest Earnings	13,639			No material variance.
Other Revenue	(26,671)			No material variance.
1.2 Operating Expense				
Employee Costs	(79,906)	▲	Timing	Most business units on budget yet to date. Variance due to severance payments as a result of minor restructuring.
Materials and Contracts	1,029,209	▼	Timing	Major items: Consumables and materials for Hanrahan Waste site under budget YTD - \$114 000. General vehicle repairs under budget to date - \$70 000, Airport ILS Maintenance contract - \$48 000. Rest of variance - no one significant item at account level with a variance over \$40 000.
Utilities Charges	36,251			No material variance.
Depreciation (Non-Current Assets)	(183,175)	▲	Timing	Depreciation over year to date budget due to Fair Value revaluation at 30th June of plant and equipment. To be addressed in January budget review. Non-cash item.
Interest Expenses	23,598			No material variance.
Insurance Expenses	37,010			No material variance.
Loss on Asset Disposal	(51,049)	▲	Timing	A budgeted amount is allowed for loss on sale of assets, however not allocated on a year-to-date basis.
Other Expenditure	19,840			No material variance.
Less Allocated to Infrastructure	14,189			No material variance.
1.3 Contributions for the Development of Assets				
Grants & Subsidies	183,875	▲	Timing	Primarily receipt of Kidsport funding in September (\$120 000), not budgeted for receipt until later in the year. Balance is a number of smaller grants budgeted for later in the year, already received.
Contributions, Donations & Reimbursements	53,865	▲	Timing	Sponsorship of emergency forward control vehicle, and receipt of CCTV grant.
1.4 Funding Balance Adjustment				
Add Back Depreciation	183,175	▲		Depreciation over year to date budget due to Fair Value revaluation at 30th June of plant and equipment. To be addressed in January budget review. Non-cash item.
Adjust (Profit)/Loss on Asset Disposal	(25,813)			No material variance.
1.5 Capital Revenues				
Proceeds from Disposal of Assets	22,718			No material variance.
1.6 Acquisition of Fixed Assets				
Land and Buildings	(470,355)	▲		No material variance.
Plant and Equipment	33,765			No material variance.
Furniture and Equipment	36,945			No material variance.
Infrastructure Assets - Roads	97,022	▼	Timing	Timing in the commencement of road projects. Anticipate this to increase with better weather in the next few months.
Infrastructure Assets - Other	466,250	▼	Timing	Timing difference between the projected commencement/invoicing of various Centennial Park projects and the actual commencement/invoicing, and final allocation to asset type (Buildings or Other Infrastructure).
1.7 Financing/Borrowing				
Debt Redemption	(826)			No material variance.
Loan Drawn Down	0			No material variance.
1.8 Restricted Funding Movements				
Opening Funding Surplus(Deficit)	(434)			No material variance.
Transfer to Reserves	0			No material variance.
Transfer from Reserves	0			No material variance.

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

Note 2: NET CURRENT FUNDING POSITION

				Positive=Surplus (Negative=Deficit)		
				2016-17		
	Note	This Period	Last Period	Same Period Last Year		
		\$	\$	\$		
Current Assets						
Cash Unrestricted		23,997,325	12,731,028	26,280,266		
Cash Restricted		18,710,879	18,692,623	16,822,709		
Receivable - Rates and Rubbish	4	15,518,256	33,414,099	14,508,528		
Receivables - Other		2,326,271	1,908,668	1,659,987		
Investments - LG Unit Trust Shares		205,605	205,605	220,474		
Accrued Income		235,795	346,571	69,805		
Prepaid Expenses		75,525	75,525	39,949		
Investment Land		303,950	303,950	303,950		
Stock on Hand		672,232	651,142	781,348		
		62,045,839	68,329,211	60,687,016		
Less: Current Liabilities						
Payables		(4,871,990)	(7,666,419)	(5,219,406)		
Accrued Expenses		(22,817)	(41,255)	(16,669)		
Income in advance		(60,807)	(76,980)	(151,899)		
Provisions		(3,790,237)	(3,834,770)	(3,621,920)		
Retentions		(281,009)	(282,491)	(296,401)		
		(9,026,861)	(11,901,915)	(9,306,295)		
Add Back: Loans		1,938,607	2,026,659	1,753,583		
Less: Cash Restricted		(18,213,089)	(18,213,089)	(16,670,358)		
Unutilised - Loan		0	0	(1,230,289)		
Investment land		(303,950)	(303,950)	(303,950)		
Investments - LG Unit Trust Shares		(205,605)	(205,605)	(220,474)		
Net Current Funding Position		36,234,942	39,731,311	34,709,233		



Comments - Net Current Funding Position

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

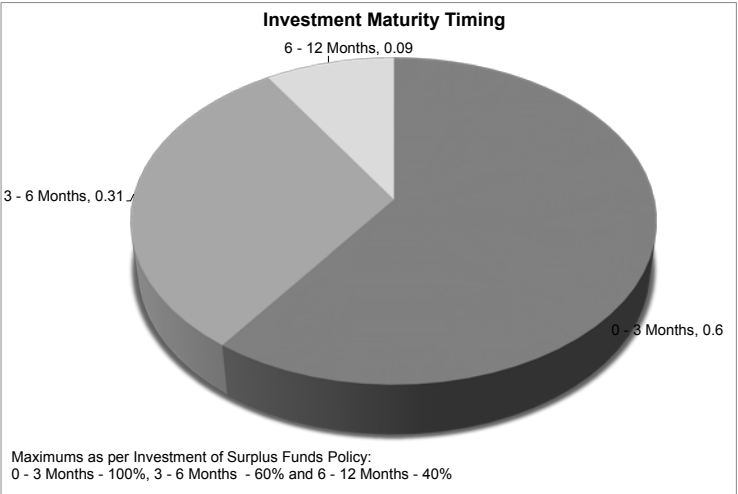
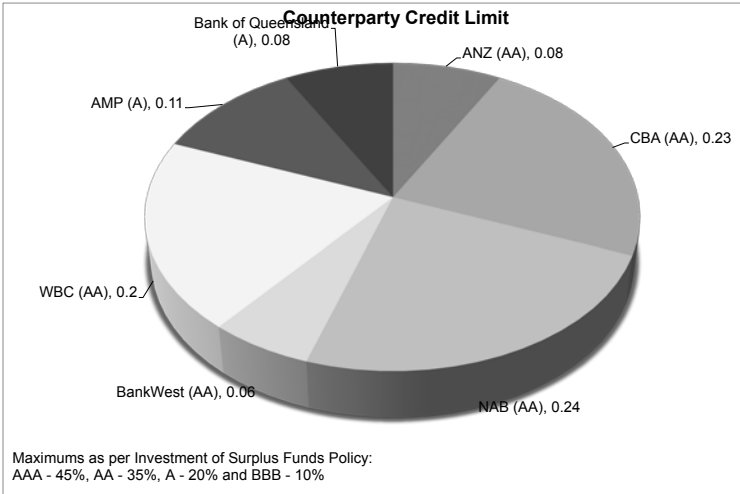
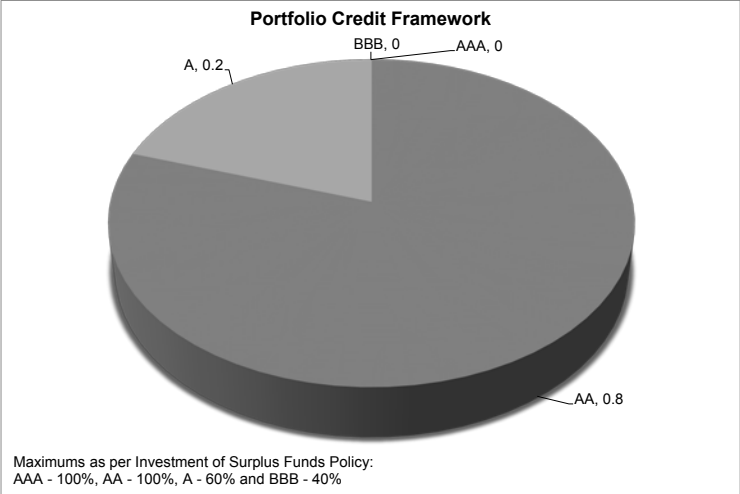
Note 3: CASH INVESTMENTS

Deposit Ref	Institution	Rating	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Expected Interest	Amount Invested (Days)			Comparative rate		Budget v Actual					
								0 - 3 Months	3 - 6 Months	6 - 12 Months	Prior Month Interest Rate	Interest Rate at time of Report	Year to Date Budget	Year to Date Actual	Var.\$			
General Municipal																		
984361721	NAB	AA	8/09/2016	90	2.60%	2,000,000.00	12,822	2,000,000.00			0%	2.60%						
TD082889585	AMP	A	8/09/2016	90	2.75%	2,000,000.00	13,562	2,000,000.00			0%	2.75%						
406551	Westpac	AA	8/09/2016	91	2.75%	2,000,000.00	13,712	2,000,000.00			0%	2.75%						
10381214	NAB	AA	21/09/2016	90	2.63%	2,000,000.00	12,970	2,000,000.00			0%	2.63%						
406973	Westpac	AA	21/09/2016	91	2.68%	2,000,000.00	13,363	2,000,000.00			0%	2.68%						
TD315085803-397178	AMP	A	20/09/2016	120	2.65%	2,000,000.00	17,425		2,000,000.00		0%	2.65%						
33822504	CBA	AA	20/09/2016	149	2.58%	2,000,000.00	21,064		2,000,000.00		0%	2.58%						
419304	Bank of Queensland	A	8/09/2016	180	2.70%	2,000,000.00	26,630			2,000,000.00	0%	2.70%						
						Subtotal	16,000,000	131,548	10,000,000	4,000,000	2,000,000			46,072	40,851	(5,221)		
Restricted																		
973669843	ANZ	AA	1/08/2016	61	2.15%	3,000,000	10,779	3,000,000			2.15%	2.15%						
4504645	BankWest	AA	31/08/2016	61	2.55%	2,000,000	8,523	2,000,000			2.80%	2.55%						
906638297	NAB	AA	3/08/2016	90	2.77%	2,000,000	13,661	2,000,000			2.77%	2.77%						
721358563	NAB	AA	22/08/2016	91	2.62%	2,500,000	16,331	2,500,000			2.62%	2.62%						
B33822505	CBA	AA	26/08/2016	90	2.50%	3,000,000	18,493	3,000,000			2.50%	2.50%						
403572	Bank of Queensland	A	26/05/2016	186	3.00%	1,000,000	15,288			1,000,000	3.00%	3.00%						
33822504	CBA	AA	30/09/2016	90	2.55%	3,000,000	18,863	3,000,000	3,000,000		0.00%	2.55%						
406578	Westpac	AA	8/09/2016	123	2.75%	3,000,000	27,801		3,000,000		0.00%	2.75%						
						Subtotal	19,500,000	129,741	15,500,000	3,000,000	1,000,000			99,960	106,853	6,893		
						Total Funds Invested	35,500,000	261,289	25,500,000	7,000,000	3,000,000			146,032	147,704	1,672		

Comments/Notes - Cash Investments

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

Note 3A: GRAPHICAL REPRESENTATION - CASH INVESTMENTS



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

Note 4: RECEIVABLES

Receivables - Rates and Refuse

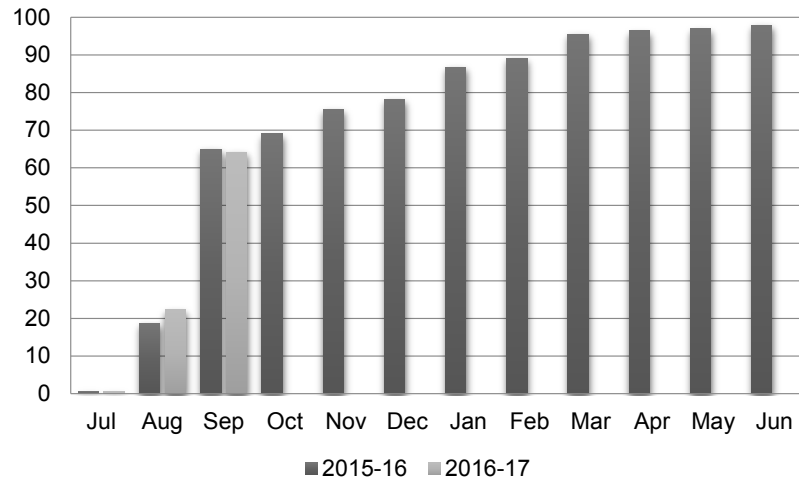
	Current 2016-17	Previous 2015-16	Total
	\$	\$	\$
Opening Arrears Previous Years		892,621	892,621
Rates Levied this year	33,583,914		33,583,914
Refuse Levied	5,830,804		5,830,804
ESL Levied	2,675,174		2,675,174
Other Charges Levied	262,602		262,602
<u>Less</u> Collections to date	(27,428,824)	(298,035)	(27,726,859)
Equals Current Outstanding	14,923,670	594,586	15,518,256
Total Rates & Charges Collectable			15,518,256
% Collected			64.12%

Receivables - General

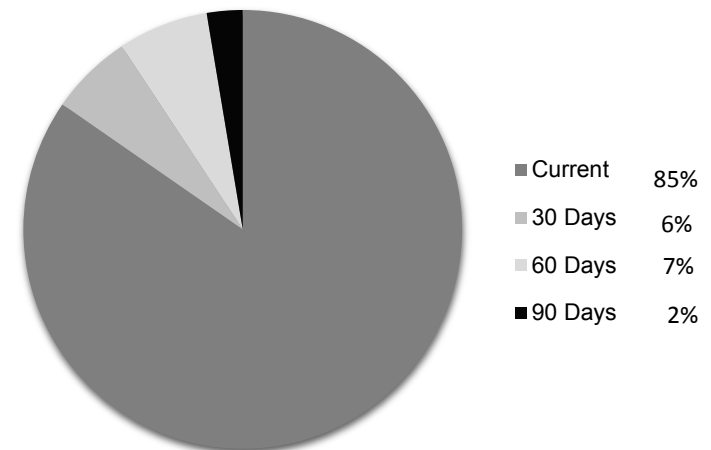
	Current	30 Days	60 Days	90 Days
	\$	\$	\$	\$
	1,343,649	96,097	105,762	41,856
Total Outstanding				<u>1,587,364</u>

Amounts shown above include GST (where applicable)

Note 4 - Rates & Refuse % Collected



Note 4 - Accounts Receivable (non-rates)



Comments/Notes - Receivables Rates and Refuse

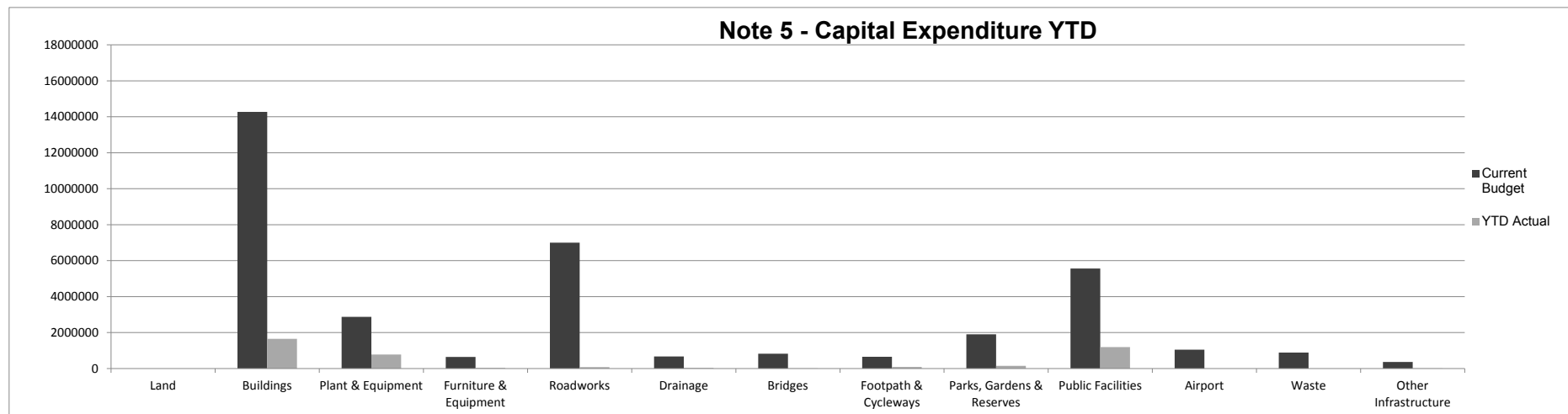
Comments/Notes - Receivables General

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

Note 5: CAPITAL ACQUISITIONS

Contributions Information					Summary Acquisitions	Original Budget	Current Budget	YTD Budget	Actual	Variance
Grants	Reserves	Borrowing	Restricted	Total		\$			\$	\$
\$	\$	\$		\$	Property, Plant & Equipment					
0	0	0	0	0	Land	0	0	0	0	0
1,327,500	770,000	1,000,000	0	3,097,500	Buildings	14,273,125	14,269,377	1,183,338	1,653,693	470,355 ▲
50,000	0	0	0	50,000	Plant & Equipment	2,858,500	2,877,500	814,278	780,513	(33,765) ▼
0	0	0	0	0	Furniture & Equipment	647,028	647,028	69,383	32,438	(36,945) ▼
					Infrastructure					
5,212,583	200,000	0	0	5,412,583	Roadworks	7,434,182	6,994,750	179,834	82,812	(97,022) ▼
0	175,000	0	0	175,000	Drainage	669,155	669,155	53,510	34,590	(18,920) ▼
825,000	0	0	0	825,000	Bridges	825,000	825,000	0	266	266 ▲
20,000	0	0	0	20,000	Footpath & Cycleways	664,932	652,474	95,251	90,500	(4,751) ▼
605,700	483,300	0	0	1,089,000	Parks, Gardens & Reserves	1,904,042	1,906,408	138,477	150,832	12,355 ▲
13,035,092	467,820	500,000	0	14,002,912	Public Facilities	5,793,664	5,563,965	1,638,140	1,190,970	(447,170) ▼
0	0	0	0	0	Airport	1,070,000	1,049,010	0	0	0
0	890,000	0	0	890,000	Waste	890,000	890,000	0	0	0
0	0	0	0	0	Other Infrastructure	364,995	364,995	12,500	4,471	(8,029) ▼
21,075,875	2,986,120	1,500,000	0	25,561,995	Totals	37,394,623	36,709,662	4,184,711	4,021,084.09	(163,627)

Comments - Capital Acquisitions



TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

EFT/CHQ	Date	Name	Description	Amount
			Total	\$ -

MASTERCARD TRANSACTIONS - AUGUST 2016

Date	Payee	Description	Amount
02/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - A Leahy - Albany to Perth Return - Conference	\$ 424.59
12/09/2016	MELBOURNE ETCHING	Material Supply - Paper - Big Draw Festival	\$ 294.07
16/09/2016	CAUSEWAY INN ON THE MALL	Accommodation - T Flett - Conference Melbourne	\$ 341.70
22/09/2016	TRYBOOKING.COM/MYCHARG	Accommodation - S Lefroy - Museum WA State Conference	\$ 450.30
23/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - A Carmichael & A Perryman - Conference	\$ 844.72
23/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - S Lefroy - Albany to Perth Return - Museum WA State Conference	\$ 498.61
01/09/2016	ALBANY DOG ROCK MOTEL	Accommodation - R Muirhead - NAC Advisory Committee	\$ 397.80
04/09/2016	DOLPHIN LODGE	Accommodation - Albany Art Prize Judges	\$ 507.40
06/09/2016	DOLPHIN LODGE	Accommodation - Albany Art Prize Judges	\$ 754.10
07/09/2016	TRAVEL RESERVATION	Accommodation - R Batten & R Stephens - PA Summit	\$ 752.00
14/09/2016	MANTRA GERALDTON	Accommodation - Great Southern Alliance Economic Tour - Multiple staff - Partly Recoverable	\$ 3,542.54
20/09/2016	AST MANAGEMENT PTY LTD	Course Registration - A McEwan - City Design	\$ 799.00
21/09/2016	SKEETAS RESTAURANT	Meals - Great Southern Alliance Economic Tour	\$ 269.50
21/09/2016	MANTRA GERALDTON	Accommodation - Refund	-\$ 446.76
23/09/2016	TERRY TRUCK RENTALS	Vehicle Hire - Great Southern Economic Alliance Tour	\$ 313.59
23/09/2016	MANTRA GERALDTON	Meals - Great Southern Alliance Economic Tour	\$ 296.93
31/08/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - S Stevens - Albany to Perth Return - Management Training	\$ 599.46
02/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - C Woods - Albany to Perth Return - Tourism WA Meeting	\$ 374.74
02/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights Refund	-\$ 410.87
03/09/2016	ADINA APARTMENT HOTEL	Accommodation - E Vorster - Environmental Health Conference	\$ 1,067.62
09/09/2016	PEPPERS MANTRA BREAKFREE	Accommodation - D Koster - AIM Course	\$ 882.60
09/09/2016	AIM INTERNATIONAL	Course Registration - D Koster	\$ 1,745.00
18/09/2016	QANTAS AIRWAYS - MASCOT	Flights - Perth to Geraldton Return - D Putland & R Stewart - Geraldton Visit	\$ 753.76
09/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - Cr. Stocks - Albany to Perth Return - Tidy Town Awards	\$ 464.63
13/09/2016	QANTAS AIRWAYS - MASCOT	Flights - Cr. Stocks - Perth to Geraldton Return - Alliance Meeting	\$ 376.88
16/09/2016	ESPLANADE HOTEL FREMANTLE	Accommodation - Cr. Moir - Waste Management Conference	\$ 445.19
30/08/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - Albany to Perth Return - B Scott - Investigations Course	\$ 554.51
30/08/2016	ALL SUITES PERTH	Accommodation - B Scott - Investigations Course	\$ 765.00
01/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - S Jamieson - Investigations Course	\$ 576.99
03/09/2016	DUXTON HOTEL PERTH	Accommodation - I McLoughlin - IT Vision Training (cost partially recovered)	\$ 1,240.43
16/09/2016	ORANA CINEMAS ALBANY	Staff Recognition Scheme	\$ 210.00
03/09/2016	SPORTS TURF ASSOCIATION WA INC	Course fees - B Wolfe, K Clifton, S Bainbridge & M Wolfe - Cricket Turf	\$ 390.00
05/09/2016	CONFERENCE	Course fees - R Monck & P Stewart - Invasive Species Management	\$ 700.00
06/09/2016	AGODA.COM	Accommodation - D King - Leadership training	\$ 1,147.50
07/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - M Thomson - Albany to Perth Return - Court hearing	\$ 442.16
07/09/2016	REGIONAL EXPRESS AIRLINES - MASCOT	Flights - M King - Albany to Perth - One Way - Leadership Training	\$ 201.06
09/09/2016	KEYNOTE CONFERENCES	Conference Registration - S Parker - Waste Minimisation	\$ 1,370.00
09/09/2016	KEYNOTE CONFERENCES	Conference Registration - M Richardson - Waste Minimisation	\$ 1,370.00
13/09/2016	TRAVELODGE PERTH	Accommodation - R Monck - Invasive Species Management	\$ 404.40
13/09/2016	TRAVELODGE PERTH	Accommodation - P Stewart - Invasive Species Management	\$ 423.57
16/09/2016	ESPLANADE HOTEL FREMANTLE	Accommodation - M Richardson - Waste Minimisation Conference	\$ 808.43
16/09/2016	ESPLANADE HOTEL FREMANTLE	Accommodation - S Parker - Waste Minimisation Conference	\$ 855.98
Various	SUNDRY < \$ 200.00		\$ 3,596.93
		Total	\$ 31,396.06

PAYROLL 16/09/2016 - 15/10/2016

Date	Description	Amount
15/09/2016	COA - Salaries	\$ 2,694.24
15/09/2016	COA - Salaries	\$ 579,585.82
16/09/2016	COA - Salaries	\$ 849.31
29/09/2016	COA - Salaries	\$ 596,668.81
12/10/2016	COA - Salaries	\$ 589,725.86
14/10/2016	COA - Salaries	\$ 4,476.74
	Total	\$ 1,774,000.78

Chq	Date	Name	Description	Amount
31348	22/09/2016	POCOCK BUILDING COMPANY	Refund	\$ 891.31
31349	22/09/2016	ALISON GREEN	Crossover Subsidy	\$ 152.66
31350	22/09/2016	CPA AUSTRALIA	CPA Congress In Perth - Duncan Olde	\$ 1,895.00
31351	22/09/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration - 9025A13	\$ 384.30
31352	22/09/2016	SENSIS PTY LTD	Business Essentials	\$ 42.33
31353	22/09/2016	PETTY CASH - EM/ RANGERS	Reimbursements	\$ 82.55
31354	22/09/2016	SHIRE OF KOJONUP	Hollow Log Registration Fees 2016	\$ 640.00
31355	22/09/2016	TELSTRA CORPORATION LIMITED	Telephone Charges	\$ 30,526.82
31356	22/09/2016	WATER CORPORATION	Water Charges - Various Locations	\$ 1,221.94
31357	29/09/2016	SAMUEL GOODALL	Refund	\$ 157.65
31358	29/09/2016	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	Licence Renewal	\$ 2,815.00
31359	29/09/2016	PETTY CASH	Petty Cash Reimbursements	\$ 138.25
31360	29/09/2016	PETTY CASH	Petty Cash Reimbursements	\$ 98.35
31361	29/09/2016	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges	\$ 124.00
31362	29/09/2016	WATER CORPORATION	Water Charges For Various Locations	\$ 409.54
31363	06/10/2016	KYLE DONKIN	Refund	\$ 147.00
31364	06/10/2016	VALERIE HOTHERSALL	Crossover Subsidy	\$ 232.17
31365	06/10/2016	JAZZWAY INVESTMENTS PTY LTD	Crossover Subsidy	\$ 226.28
31366	06/10/2016	AMY LEIGH WILSON	Crossover Subsidy	\$ 129.10
31367	06/10/2016	DEPARTMENT OF TRANSPORT	Amazing Albany Number Plates	\$ 400.00
31368	06/10/2016	DEPARTMENT OF TRANSPORT	Number Plate Change Fees	\$ 16.40
31369	06/10/2016	JO-JOES PIZZA AND KEBAB	Catering	\$ 100.00
31370	06/10/2016	SPENCER PARK PRIMARY SCHOOL	Donation Towards End Of Year Awards 2016	\$ 55.00
31371	06/10/2016	TELSTRA CORPORATION LIMITED	Mobile Phone Charges Sept 2016	\$ 13,367.60
31372	06/10/2016	WATER CORPORATION	Water Charges For Various Locations	\$ 3,400.89
31373	13/10/2016	MR & MRS BANGS	Crossover Subsidy	\$ 78.68
31374	13/10/2016	DEPARTMENT OF TRANSPORT	Vehicle Registrations	\$ 384.30
31375	13/10/2016	PETTY CASH	Petty Cash Reimbursements	\$ 172.25
31376	13/10/2016	COMMISSIONER OF STATE REVENUE	Refund	\$ 66.72
31377	13/10/2016	WATER CORPORATION	Water Charges - Various Locations	\$ 39.48
31378	13/10/2016	THE WEST AUSTRALIAN	Newspaper Deliveries	\$ 371.91
		<u>TOTAL</u>		\$ 58,767.48

EFT	Date	Name	Description	Amount
EFT111271	22/09/2016	A2K TECHNOLOGIES	Software Licence	\$ 10,437.90
EFT111272	22/09/2016	ABA SECURITY	Security Services	\$ 1,012.28
EFT111273	22/09/2016	AD CONTRACTORS PTY LTD	Equipment Hire & Supply of Emulsion	\$ 28,998.55
EFT111274	22/09/2016	ADVERTISER PRINT	Stationery And Printing Supply	\$ 3,397.00
EFT111275	22/09/2016	AFL SPORTSREADY LTD	Casual Staff/Apprentice Fees	\$ 2,127.84
EFT111276	22/09/2016	ALBANY BRAKE AND CLUTCH	Vehicle Parts	\$ 486.79
EFT111277	22/09/2016	ALBANY PRINTERS	Printing Services	\$ 290.00
EFT111278	22/09/2016	ALBANY FARM TREE NURSERY	Material Supply - Plants/Nursery	\$ 183.04
EFT111279	22/09/2016	ALBANY SOIL AND CONCRETE TESTING	Soil And Imported Material Testing	\$ 825.00
EFT111280	22/09/2016	ALBANY V-BELT AND RUBBER	Material Supply - Belts	\$ 20.10
EFT111281	22/09/2016	ALBANY SWEEP CLEAN	Cleaning Services	\$ 6,072.00
EFT111282	22/09/2016	ALBANY OFFICE NATIONAL	Stationery Supplies	\$ 714.00
EFT111283	22/09/2016	ALBANY CHAMBER OF COMMERCE AND INDUSTRY	Staff Training	\$ 75.00
EFT111284	22/09/2016	ALBANY REFRIGERATION	Repairs & Maintenance - Air Conditioning	\$ 3,067.07
EFT111285	22/09/2016	CHOICES FLOORING BY ALBANY INTERIORS	Repairs And Maintenance - Safestep At Emu Point	\$ 5,035.00
EFT111286	22/09/2016	ALBANY SKIPS AND WASTE SERVICES PTY LTD	Equipment Hire	\$ 562.50
EFT111287	22/09/2016	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies & Office Equipment	\$ 7,376.25
EFT111288	22/09/2016	ALBANY CITY CABS AND TRANSPORT	Taxi Fares	\$ 55.50
EFT111289	22/09/2016	ALBANY MILK DISTRIBUTORS	Milk Deliveries	\$ 65.76
EFT111290	22/09/2016	ALBANY RECORDS MANAGEMENT	Archive Storage	\$ 396.00
EFT111291	22/09/2016	ALBANY DOMESTIC SERVICES	Cleaning Services	\$ 160.00
EFT111292	22/09/2016	ALBANY FORD & CHRYSLER JEEP	Material Supply - Air Cleaner	\$ 69.99
EFT111293	22/09/2016	ALINTA	Gas Charges	\$ 11.95
EFT111294	22/09/2016	AMITY PAINTING & DECORATING	Repairs And Maintenance - North Road Building	\$ 6,435.00
EFT111295	22/09/2016	AMITY SETTLEMENTS	Rates Refund	\$ 533.43
EFT111296	22/09/2016	AMPHIBIAN PLUMBING AND GAS	Plumbing Repairs & Maintenance	\$ 8,198.71
EFT111297	22/09/2016	APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	\$ 1,079.71
EFT111298	22/09/2016	ARDESS NURSERY	Material Supply - Plants/Nursery	\$ 460.00
EFT111299	22/09/2016	ATC WORK SMART	Casual Staff/Apprentice Fees	\$ 16,897.17
EFT111300	22/09/2016	BADGEMATE	Material Supply - Badges	\$ 85.15
EFT111301	22/09/2016	BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$ 131.95
EFT111302	22/09/2016	BARRETT'S MINI EARTHMOVING & CHIPPING	Tree Removal Services	\$ 1,270.00
EFT111303	22/09/2016	PAMELA BAZLEY	Rates Refund	\$ 1,163.14
EFT111304	22/09/2016	BEAUREPAIRES ALBANY	Repairs And Maintenance - Grader Tyre	\$ 369.40
EFT111305	22/09/2016	CARL BECK	Staff Reimbursement	\$ 159.00
EFT111306	22/09/2016	BENNETT'S BATTERIES	Material Supply - Oil	\$ 92.40
EFT111307	22/09/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$ 5,189.15
EFT111308	22/09/2016	BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire	\$ 459.36
EFT111309	22/09/2016	BLUEWATER TANKS	Repairs & Maintenance - Cape Riche Water Tanks & Pumps	\$ 5,731.44
EFT111310	22/09/2016	ALBANY BOBCAT SERVICES	Equipment Hire	\$ 420.75
EFT111311	22/09/2016	AIR BP	Gas Purchases	\$ 208.90
EFT111312	22/09/2016	BUNNINGS GROUP LIMITED	Hardware/Tool Supplies	\$ 214.55
EFT111313	22/09/2016	C&C MACHINERY CENTRE	Vehicle Maintenance And Parts	\$ 8,412.70
EFT111314	22/09/2016	CALTEX AUSTRALIA PETROLEUM PTY LTD	Diesel Fuel For Depot	\$ 9,951.12
EFT111315	22/09/2016	CAMTRANS ALBANY PTY LTD	Material Supply - Pavers	\$ 2,575.84
EFT111316	22/09/2016	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Repairs & Maintenance	\$ 23,937.36
EFT111317	22/09/2016	CENTIGRADE SERVICES	Repairs & Maintenance - ALAC	\$ 5,109.63
EFT111318	22/09/2016	CENTRAL REGIONAL TAFE	Staff Training	\$ 69.70
EFT111319	22/09/2016	CLEANAWAY PTY LIMITED	Rubbish Removal Contract	\$ 1,427.91
EFT111320	22/09/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 21.50
EFT111321	22/09/2016	CONTACH METAL INDUSTRIES	Material Supply - Floor Plate	\$ 50.00
EFT111322	22/09/2016	COURIER AUSTRALIA	Freight Charges	\$ 108.36
EFT111323	22/09/2016	ALBANY SIGNS	Material Supply - Signage	\$ 88.00
EFT111324	22/09/2016	CRICKET GREAT SOUTHERN	Professional Services - Get Set Go Program ALAC	\$ 120.00
EFT111325	22/09/2016	JAMES FRANCIS CUMBERLAND-BROWN	Merchandise Order - AVC	\$ 190.00

EFT111326	22/09/2016 AL CURNOW HYDRAULICS	Material Supply - Hose	\$	404.48
EFT111327	22/09/2016 CUTTING EDGES PTY LTD	Material Supply - Blades	\$	2,227.31
EFT111328	22/09/2016 DATA #3 LIMITED	Software Licence	\$	527.71
EFT111329	22/09/2016 DE JONGE MECHANICAL REPAIRS	Vehicle Repairs And Maintenance	\$	299.00
EFT111330	22/09/2016 CGS QUALITY CLEANING	Cleaning Services	\$	408.39
EFT111331	22/09/2016 DALE DE SILVA	Professional Services - Videography	\$	770.00
EFT111332	22/09/2016 TESS DICKSON	Staff Reimbursement	\$	454.07
EFT111333	22/09/2016 INNOVA AUSTRALIA DISCGOLFPARK AUSTRALIA	Material Supply - ALAC	\$	1,990.35
EFT111334	22/09/2016 REBECCA DIXON	Fitness Instruction	\$	1,125.00
EFT111335	22/09/2016 DOG ROCK MOTEL	Accommodation - Staff Trainor	\$	412.20
EFT111336	22/09/2016 KELLY DOMINIAK	Professional Services	\$	80.00
EFT111337	22/09/2016 DYLAN'S ON THE TERRACE	Catering - Eight Varied Community & Staff Meetings/Events	\$	2,289.70
EFT111338	22/09/2016 ECOTECH PTY LTD	Repairs And Maintenance - Ultrasonic Anemometer	\$	2,090.00
EFT111339	22/09/2016 MICHAEL EDWARDS	Professional Services - 2016 Art Prize Judge	\$	820.00
EFT111340	22/09/2016 ELITE POOL COVERS	Repairs And Maintenance - Pool Blanket Trolleys	\$	2,856.00
EFT111341	22/09/2016 EXISLE PUBLISHING	Merchandise Order - NAC	\$	599.61
EFT111342	22/09/2016 THE FIXUPPERY	Cleaning Services	\$	1,721.00
EFT111343	22/09/2016 TAMMY FLETT	Staff Reimbursement	\$	240.99
EFT111344	22/09/2016 CAROLYN AVIS FLETT	Merchandise Order - AVC	\$	130.00
EFT111345	22/09/2016 SOUTHERN ELECTRICS	Electrical Repairs And Maintenance - Septic Tanks	\$	3,308.80
EFT111346	22/09/2016 FOXTEL MANAGEMENT PTY LTD	Subscription Service	\$	420.00
EFT111347	22/09/2016 GLASS SUPPLIERS	Vehicle Maintenance & Repairs	\$	261.00
EFT111348	22/09/2016 GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance - Shark Exclusion Barrier	\$	2,750.00
EFT111349	22/09/2016 GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees	\$	6,889.48
EFT111350	22/09/2016 SOUTH REGIONAL TAFE	Staff Training	\$	8,070.33
EFT111351	22/09/2016 ALBANY PEST & WEED CONTROL	Pest Control	\$	110.00
EFT111352	22/09/2016 SOUTHERN SHARPENING SERVICES	Material Supply - Fire Extinguishers	\$	479.60
EFT111353	22/09/2016 GSP WORKFORCE	Casual Staff/Apprentice Fees	\$	133.00
EFT111354	22/09/2016 GREAT SOUTHERN SUPPLIES	Cleaning Supplies	\$	1,134.40
EFT111355	22/09/2016 GREAT SOUTHERN LIQUID WASTE	Repairs & Maintenance - Cheyne's Beach	\$	1,200.00
EFT111356	22/09/2016 GREAT SOUTHERN REGIONAL FOOTBALL DEVELOPMENT	Professional Services - Get Set Go Program ALAC	\$	100.00
EFT111357	22/09/2016 GWN GREAT SOUTHERN (PRIME MEDIA GROUP LTD)	Advertising - Branding Campaign ALAC & Share the Road	\$	4,044.70
EFT111358	22/09/2016 HAEFELI-LYSNAR	Repairs And Maintenance - Trimble VX Station	\$	1,254.00
EFT111359	22/09/2016 HARVEY NORMAN ALBANY	Material Supply - TV & Wall Mounts	\$	329.00
EFT111360	22/09/2016 A HEFTI	Rates Refund	\$	233.23
EFT111361	22/09/2016 RATTEN AND SLATER MACHINERY	Vehicle Parts	\$	223.91
EFT111362	22/09/2016 HHG LEGAL GROUP	Professional Services	\$	3,775.20
EFT111363	22/09/2016 HYBLA RESTAURANT AND BAR	Catering	\$	172.50
EFT111364	22/09/2016 INSTANT WEIGHING	Vehicle Repairs And Maintenance	\$	2,310.00
EFT111365	22/09/2016 STATEWIDE RACKING & STORAGE SOLUTIONS	Material Supply - Racking	\$	65.00
EFT111366	22/09/2016 ALBANY MAPPING AND SURVEYING SERVICES	Surveying Services	\$	5,926.80
EFT111367	22/09/2016 JUST SEW EMBROIDERY	Staff Uniforms	\$	151.80
EFT111368	22/09/2016 J KEECH	Rates Refund	\$	317.55
EFT111369	22/09/2016 KOFFEE BOOST	Catering	\$	36.00
EFT111370	22/09/2016 JS & TL KOSTER	Rates Refund	\$	5,490.84
EFT111371	22/09/2016 P LARARD	Rates Refund	\$	1,994.79
EFT111372	22/09/2016 LATRO LAWYERS	Professional Services	\$	2,505.15
EFT111373	22/09/2016 LOCHNESS LANDSCAPE SERVICES	Lawn Mowing Services	\$	7,300.00
EFT111374	22/09/2016 BUCHER MUNICIPAL PTY LTD	Material Supply - Filter	\$	50.99
EFT111375	22/09/2016 MALCOLM HEBERLE PHOTOGRAPHY	Professional Services - Photography	\$	264.00
EFT111376	22/09/2016 MARSHALL MOWERS	Vehicle Parts - Tachometer	\$	99.50
EFT111377	22/09/2016 VICKI MICHELLE MARTIN	Fitness Instruction	\$	675.00
EFT111378	22/09/2016 ANTHONY MCEWAN	Staff Reimbursement	\$	128.90
EFT111379	22/09/2016 METROOF ALBANY	Material Supply - Downpipe And Zincaleme	\$	270.44
EFT111380	22/09/2016 WESTERN AUSTRALIAN RANGERS ASSOCIATION INC	Staff Uniforms	\$	33.50
EFT111381	22/09/2016 MJI & P MORGAN	Rates Refund	\$	691.36
EFT111382	22/09/2016 NURRUNGA COMMUNICATIONS	Radio Purchases & Installation	\$	892.60

EFT111383	22/09/2016 MULE CREATIVE	Professional Services - Photography	\$ 1,450.00
EFT111384	22/09/2016 K MUNDAY	Rates Refund	\$ 1,094.00
EFT111385	22/09/2016 NEC AUSTRALIA PTY LTD	Repairs And Maintenance - Radio Link	\$ 12,411.30
EFT111386	22/09/2016 ALBANY NEWS DELIVERY - ALAC - NEW	Newspaper Deliveries	\$ 210.84
EFT111387	22/09/2016 NLC PTY LTD	Novated Lease Expenses	\$ 615.31
EFT111388	22/09/2016 OCS SERVICES PTY LTD	Cleaning Services	\$ 1,003.97
EFT111389	22/09/2016 OFFICEWORKS SUPERSTORES PTY LTD	Office Equipment And Supplies - iPod - Health & Fitness Department	\$ 218.00
EFT111390	22/09/2016 OKEEFE'S PAINTS	Material Supply - Paint	\$ 1,441.43
EFT111391	22/09/2016 IXOM	Material Supply - Chlorine Gas	\$ 348.50
EFT111392	22/09/2016 ORIGIN ENERGY	Gas Purchases	\$ 3,878.25
EFT111393	22/09/2016 OTIS ELEVATOR COMPANY PTY LTD	Lift Maintenance	\$ 1,587.80
EFT111394	22/09/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Equipment Hire	\$ 772.48
EFT111395	22/09/2016 PAUL ARMSTRONG PANELBEATERS	Vehicle Repairs And Maintenance	\$ 300.00
EFT111396	22/09/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Barrier Mesh	\$ 968.00
EFT111397	22/09/2016 PETER GRAHAM AND COMPANY LTD	Vehicle Repairs And Maintenance - Spray Gun	\$ 169.00
EFT111398	22/09/2016 PFD FOOD SERVICES PTY LTD	Catering	\$ 79.20
EFT111399	22/09/2016 4 STEEL SUPPLIES	Material Supply - Pipe	\$ 1,738.06
EFT111400	22/09/2016 KRISTIE PORTER	Fitness Instruction	\$ 585.00
EFT111401	22/09/2016 PPCA	Fitness Instruction	\$ 546.13
EFT111402	22/09/2016 PRE-EMPTIVE STRIKE PTY LTD	Professional Services - Community Strategy Branding	\$ 7,920.00
EFT111403	22/09/2016 RADIOWEST BROADCASTERS PTY LTD	Advertising	\$ 1,069.20
EFT111404	22/09/2016 REEVES AND COMPANY BUTCHERS PTY LTD	Catering	\$ 501.49
EFT111405	22/09/2016 HAZEL ROOME - SOUTH COAST COUNSELLING SERVICES	Counselling Services - EAP	\$ 375.00
EFT111406	22/09/2016 THE ROYAL LIFE SAVING SOCIETY WA INC	Staff Training	\$ 300.08
EFT111407	22/09/2016 M SAGGERS	Rates Refund	\$ 709.16
EFT111408	22/09/2016 SALUS WA	Professional Services - Ergonomic Assessments	\$ 692.40
EFT111409	22/09/2016 BRETT SCOTT	Staff Reimbursement	\$ 53.40
EFT111410	22/09/2016 SEA CONTAINER WA PTY LTD	Material Supply - Sea Container	\$ 5,516.50
EFT111411	22/09/2016 G & L SHEETMETAL	Material Supply - Signage	\$ 337.75
EFT111412	22/09/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$ 12,796.43
EFT111413	22/09/2016 SKIPPER TRANSPORT PARTS	Material Supply - Dry Glide	\$ 621.41
EFT111414	22/09/2016 SMITH CONSTRUCTIONS BUNBURY	CPSP - Easern Precinct - Construction Contract	\$ 410,009.37
EFT111415	22/09/2016 JON SMITH	Professional Services - Get Set Go Program ALAC	\$ 170.00
EFT111416	22/09/2016 SOIL SOLUTIONS PTY LTD	Material Supply - Coarse Sand	\$ 46.12
EFT111417	22/09/2016 SOUTHERN TOOL & FASTENER CO	Hardware And Tool Supplies - Various	\$ 1,602.90
EFT111418	22/09/2016 SOUTHERN SITE HIRE	Equipment Hire - Agricultural Society	\$ 572.00
EFT111419	22/09/2016 ST JOSEPH'S COLLEGE	Donation	\$ 50.00
EFT111420	22/09/2016 ALBANY LOCK SERVICE	Repairs And Maintenance - Key System Upgrade	\$ 15,369.95
EFT111421	22/09/2016 ALBANY IGA	Groceries	\$ 195.88
EFT111422	22/09/2016 SYNERGY	Electricity Charges	\$ 63,682.85
EFT111423	22/09/2016 T & C SUPPLIES	Hardware And Tool Supplies - Various	\$ 2,530.33
EFT111424	22/09/2016 TECTONICS CONSTRUCTION GROUP PTY LTD	Building Construction - CPSP	\$ 58,269.46
EFT111425	22/09/2016 TECHNIFIRE 2000	Material Supply - Micro Bars	\$ 978.78
EFT111426	22/09/2016 TELFORD INDUSTRIES	Material Supply - Chemicals	\$ 935.28
EFT111427	22/09/2016 NAKED BEAN COFFEE ROASTERS	Groceries	\$ 271.95
EFT111428	22/09/2016 THE 12 VOLT WORLD	Vehicle Repairs And Maintenance - Pump	\$ 251.00
EFT111429	22/09/2016 THINKWATER ALBANY	Material Supply - Various - CPSP Western Precinct Clubhouse	\$ 5,828.14
EFT111430	22/09/2016 THINK TANK MEDIA PTY LTD	Staff Training	\$ 3,729.00
EFT111431	22/09/2016 THE TOFFEE FACTORY	Merchandise Order - NAC	\$ 327.05
EFT111432	22/09/2016 TOLL FAST	Freight Charges	\$ 1,364.58
EFT111433	22/09/2016 CAROLINE ELLEN TOMPKIN	Fitness Instruction	\$ 135.00
EFT111434	22/09/2016 TOTAL GREEN RECYCLING	E-Waste Recycling	\$ 1,210.00
EFT111435	22/09/2016 TRAILBLAZERS	Staff - PPE	\$ 179.40
EFT111436	22/09/2016 TRUCKLINE	Material Supply - Truck Brake Drums	\$ 1,180.14
EFT111437	22/09/2016 TRUCK CENTRE WA PTY LTD	Vehicle Repairs And Maintenance - Truck Service	\$ 821.20
EFT111438	22/09/2016 ALBANY TYREPOWER	Vehicle Repairs And Maintenance - Dump Loader	\$ 634.50
EFT111439	22/09/2016 VOEGELER CREATIONS	Merchandise Order - Vancouver Arts Centre	\$ 719.00

EFT111440	22/09/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$	107.00
EFT111441	22/09/2016 WELLSTEAD AUTOMOTIVE SERVICES	Vehicle Repairs And Maintenance	\$	1,899.70
EFT111442	22/09/2016 HOLIDAY GUIDE PTY LTD	Marketing	\$	74.80
EFT111443	22/09/2016 T WHALLEY	Rates Refund	\$	1,580.73
EFT111444	22/09/2016 WOOD AND GRIEVE ENGINEERS	CPSP - Eastern Playing Field S Subgrade Remediation	\$	1,045.00
EFT111445	22/09/2016 WORKWISE ADVISORY SERVICES	Professional Services - Workplace Investigation	\$	7,100.00
EFT111446	22/09/2016 WORLD MANAGER PTY LTD	World Manager Subscription October 2016	\$	2,640.00
EFT111447	22/09/2016 WREN OIL	Oil Waste Disposal	\$	198.00
EFT111448	22/09/2016 ZENITH LAUNDRY	Laundry Services/Hire	\$	339.09
EFT111449	22/09/2016 LITTLE GROVE MAIL SERVICE PTY LTD	Repairs And Maintenance - Turf Wickets	\$	8,965.00
EFT111450	29/09/2016 ABA SECURITY	Security Services	\$	4,824.00
EFT111451	29/09/2016 ALBANY FARM TREE NURSERY	Material Supply - Plants/Nursery	\$	280.50
EFT111452	29/09/2016 ALBANY MOTORCYCLES	Material Supply - Oil	\$	90.85
EFT111453	29/09/2016 ALBANY INDOOR PLANT HIRE	Indoor Plant Hire	\$	1,054.02
EFT111454	29/09/2016 ALBANY REFRIGERATION	Repairs & Maintenance - Air Conditioning	\$	985.27
EFT111455	29/09/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$	171.46
EFT111456	29/09/2016 ALBANY QUALITY LAWNMOWING	Lawn Mowing Services	\$	110.00
EFT111457	29/09/2016 ALBANY DOMESTIC SERVICES	Cleaning Services	\$	160.00
EFT111458	29/09/2016 ALBANY FORD & CHRYSLER JEEP	Material Supply - Oil And Filters	\$	79.99
EFT111459	29/09/2016 ALINTA	Gas Usage Charges	\$	858.35
EFT111460	29/09/2016 AMPHIBIAN PLUMBING AND GAS	Plumbing Repairs & Maintenance	\$	25,895.53
EFT111461	29/09/2016 PAPERBARK MERCHANTS	Material Supply - Literature	\$	26.99
EFT111462	29/09/2016 ANNETTE DAVIS	Professional Services - Art Prize 2016	\$	2,090.00
EFT111463	29/09/2016 APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	\$	1,369.94
EFT111464	29/09/2016 ARDESS NURSERY	Material Supply - Plants/Nursery	\$	519.55
EFT111465	29/09/2016 ART ON THE MOVE	Professional Development	\$	770.00
EFT111466	29/09/2016 BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$	490.65
EFT111467	29/09/2016 BENNETTS BATTERIES	Vehicle Parts	\$	74.80
EFT111468	29/09/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$	9,354.41
EFT111469	29/09/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire	\$	44.55
EFT111470	29/09/2016 COUNTRY COMFORT INTER CITY MOTEL	Staff Accommodation And Meals	\$	1,156.00
EFT111471	29/09/2016 ALBANY BITUMEN SPRAYING	Construction Services	\$	7,420.05
EFT111472	29/09/2016 J. BLACKWOOD & SON PTY LTD	Material Supply - Safety Equipment	\$	203.19
EFT111473	29/09/2016 BLOOMIN FLOWERS	Supply & Delivery - Flowers - Knight Family	\$	125.00
EFT111474	29/09/2016 ALBANY BOBCAT SERVICES	Pruning & Mulching	\$	1,355.75
EFT111475	29/09/2016 BP BIRD PLUMBING & GAS	Material Supply - Oil Separator	\$	88.00
EFT111476	29/09/2016 BRIDGESTONE AUSTRALIA LTD	Tyre Purchases/Maintenance	\$	995.50
EFT111477	29/09/2016 BUNNINGS GROUP LIMITED	Hardware And Tool Supplies - Various	\$	355.48
EFT111478	29/09/2016 C&C MACHINERY CENTRE	Vehicle Parts	\$	602.45
EFT111479	29/09/2016 CABCHARGE AUSTRALIA LIMITED	Taxi Fares	\$	802.02
EFT111480	29/09/2016 CAMLYN SPRINGS WATER DISTRIBUTORS	Water Container Refills	\$	1,936.00
EFT111481	29/09/2016 CHRISTOPHER BURNELL	Installation - Retaining Wall	\$	12,000.00
EFT111482	29/09/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$	49.85
EFT111483	29/09/2016 COURIER AUSTRALIA	Freight Charges	\$	264.24
EFT111484	29/09/2016 HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Road Base	\$	11,313.15
EFT111485	29/09/2016 ROGER HAYWARD CUNNINGTON	Merchandise Order - NAC	\$	288.00
EFT111486	29/09/2016 AL CURNOW HYDRAULICS	Material Supply - Hose	\$	241.44
EFT111487	29/09/2016 GLEN DAY	Cleaning Services	\$	684.00
EFT111488	29/09/2016 DENMARK NETBALL ASSOCIATION	Kidsport Vouchers	\$	200.00
EFT111489	29/09/2016 LANDGATE - PROPERTY & VALUATIONS	Title/Land Searches	\$	504.30
EFT111490	29/09/2016 DEPARTMENT OF TRANSPORT	Vehicle Search Fees	\$	290.40
EFT111491	29/09/2016 JANINE DETERMES	Fitness Instruction	\$	90.00
EFT111492	29/09/2016 DISCOVER ALBANY FOUNDATION LTD	Subscription Service	\$	50.00
EFT111493	29/09/2016 CAROLYN DOWLING	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/2016	\$	8,728.50
EFT111494	29/09/2016 DYLAN'S ON THE TERRACE	Catering - Seven Varied Community & Staff Meetings/Events	\$	1,962.20
EFT111495	29/09/2016 EASIFLEET MANAGEMENT	Novated Lease Fees	\$	7,159.20
EFT111496	29/09/2016 EDITH COWAN UNIVERSITY (ECU)	Contribution - 2016 Radioactive Program	\$	2,200.00

EFT111497	29/09/2016 ALBANY FOOTBALL AND SPORTING CLUB	Kidsport Vouchers	\$	120.00
EFT111498	29/09/2016 SOUTHERN ELECTRICS	Electrical Services	\$	159.50
EFT111499	29/09/2016 FOXTEL MANAGEMENT PTY LTD	Subscription Service	\$	420.00
EFT111500	29/09/2016 GEOFABRICS AUSTRALASIA PTY LTD	Material Supply - A14 Bidim - Drainage	\$	2,200.00
EFT111501	29/09/2016 GLASS SUPPLIERS	Security Services - Lock Replacement	\$	99.00
EFT111502	29/09/2016 ALISON GOODE	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111503	29/09/2016 GORDON WALMSLEY PTY LTD	Installation - Kerbing	\$	10,603.00
EFT111504	29/09/2016 GREEN SKILLS INCORPORATED	Tree Removal Services	\$	365.64
EFT111505	29/09/2016 ALBANY PEST & WEED CONTROL	Pest Control	\$	233.20
EFT111506	29/09/2016 SOUTHERN SHARPENING SERVICES	Security Services - NAC	\$	301.50
EFT111507	29/09/2016 GREAT SOUTHERN SUPPLIES	Cleaning Supplies	\$	1,163.85
EFT111508	29/09/2016 GREAT SOUTHERN LIQUID WASTE	Cleaning Services	\$	283.20
EFT111509	29/09/2016 CPG RESEARCH AND ADVISORY PTY LTD	Advisory Fee - September - Quarter 2016	\$	1,375.00
EFT111510	29/09/2016 RAY HAMMOND	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111511	29/09/2016 PROTECTOR FIRE SERVICES PTY LTD	Staff Training	\$	572.00
EFT111512	29/09/2016 HELEN LEEDER-CARLSON	Art Classes - VAC	\$	240.00
EFT111513	29/09/2016 BILL HOLLINGWORTH	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111514	29/09/2016 H AND H ARCHITECTS	Professional Services - Design	\$	7,562.95
EFT111515	29/09/2016 ALLAN WILLIAM HOWIE	Bus Hire - Library	\$	121.00
EFT111516	29/09/2016 INDIGENOUS BUSINESS AUSTRALIA	Rates Refund	\$	414.54
EFT111517	29/09/2016 STATEWIDE RACKING & STORAGE SOLUTIONS	Supply And Install - Bench And Starter Bay	\$	2,052.70
EFT111518	29/09/2016 JACK THE CHIPPER	Pruning & Mulching	\$	645.70
EFT111519	29/09/2016 ALBANY MAPPING AND SURVEYING SERVICES	Surveying Services	\$	967.45
EFT111520	29/09/2016 KEYNOTE CONFERENCES	Conference Registration - Councillor Training	\$	990.00
EFT111521	29/09/2016 LOCAL GOVERNMENT MANAGERS AUSTRALIA	Subscription Membership 16/17	\$	513.00
EFT111522	29/09/2016 LOWER KING LIQUOR & GENERAL STORE	Catering	\$	196.98
EFT111523	29/09/2016 M2 TECHNOLOGY PTY LTD	Messages On Hold	\$	754.01
EFT111524	29/09/2016 M AND B SALES PTY LTD	Material Supply - Timber	\$	373.83
EFT111525	29/09/2016 BUCHER MUNICIPAL PTY LTD	Material Supply - Radiator	\$	2,708.26
EFT111526	29/09/2016 ALBANY CITY MOTORS	Vehicle Parts - Oil Filter	\$	88.55
EFT111527	29/09/2016 MCGUFFIE TILT TRAY HIRE	Equipment Hire	\$	130.00
EFT111528	29/09/2016 AIRPORT SECURITY PTY LTD	Material Supply - Airport Security Card	\$	440.00
EFT111529	29/09/2016 WESTERN AUSTRALIAN RANGERS ASSOCIATION INC	Advertising	\$	250.00
EFT111530	29/09/2016 ANTHONY MOIR	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111531	29/09/2016 NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware And Tool Supplies - Various	\$	49.15
EFT111532	29/09/2016 PN & ER NEWMAN QUALITY CONCRETE PRODUCTS	Material Supply - Limestone Wall	\$	729.30
EFT111533	29/09/2016 OFFICEWORKS SUPERSTORES PTY LTD	Signage	\$	458.00
EFT111534	29/09/2016 OKEEFE'S PAINTS	Material Supply - Paint	\$	1,025.12
EFT111535	29/09/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Construction Contract - Princess Ave	\$	27,279.90
EFT111536	29/09/2016 LUTZ PETER PAMBERGER	Professional Services	\$	154.00
EFT111537	29/09/2016 PENROSE PROFESSIONAL LAWCARE	Lawn Mowing Services	\$	264.00
EFT111538	29/09/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Signage	\$	3,632.20
EFT111539	29/09/2016 PETER GRAHAM AND COMPANY LTD	Parts/Equipment	\$	27.22
EFT111540	29/09/2016 PFD FOOD SERVICES PTY LTD	Catering	\$	361.75
EFT111541	29/09/2016 PLANT SUPPLY COMPANY	Material Supply - Plants/Nursery	\$	1,609.30
EFT111542	29/09/2016 @THE POOLSIDE	Catering	\$	1,112.00
EFT111543	29/09/2016 KRISTIE PORTER	Fitness Instruction	\$	495.00
EFT111544	29/09/2016 JANELLE PRICE	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111545	29/09/2016 PUBLIC LIBRARIES AUSTRALIA LTD	Subscription Services	\$	209.55
EFT111546	29/09/2016 DARREL JOHN RADCLIFFE	Material Supply - Turtle Log	\$	1,500.00
EFT111547	29/09/2016 REEVES AND COMPANY BUTCHERS PTY LTD	Catering	\$	220.00
EFT111548	29/09/2016 REECE PTY LTD	Material Supply - Plumbing	\$	34.74
EFT111549	29/09/2016 RICOH	Material Supply - Printer Toner & Monthly Usage	\$	12,047.30
EFT111550	29/09/2016 MIKE RICHARDSON	Staff Reimbursement	\$	294.27
EFT111551	29/09/2016 E ROBERTSON	Rates Refund	\$	2,062.17
EFT111552	29/09/2016 SCRIBE PUBLICATIONS PTY LTD	Merchandise Order - NAC	\$	604.35
EFT111553	29/09/2016 JOHN SHANHUN	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50

EFT111554	29/09/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$	9,012.85
EFT111555	29/09/2016 SANDIE SMITH	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111556	29/09/2016 SOIL SOLUTIONS PTY LTD	Bulk Green Waste	\$	24,356.16
EFT111557	29/09/2016 SARAH SPINK (EARLY YEARS CONSULTANT)	Professional Services - Day Care	\$	275.00
EFT111558	29/09/2016 STAR SALES AND SERVICE	Plant Repairs And Maintenance	\$	45.00
EFT111559	29/09/2016 ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Professional Services	\$	198.00
EFT111560	29/09/2016 BLUESCOPE DISTRIBUTION PTY LTD - ORRCON STEEL	Material Supply - Steel	\$	1,796.80
EFT111561	29/09/2016 GREGORY BRIAN STOCKS	Deputy Mayoral Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	14,282.50
EFT111562	29/09/2016 ALBANY LOCK SERVICE	Material Supply - Key	\$	28.00
EFT111563	29/09/2016 ROBERT SUTTON	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111564	29/09/2016 SYNERGY	Electricity Charges	\$	64,075.50
EFT111565	29/09/2016 T & C SUPPLIES	Hardware And Tool Supplies - Various	\$	428.01
EFT111566	29/09/2016 TECTONICS CONSTRUCTION GROUP PTY LTD	Building Construction - CPSP	\$	128,547.72
EFT111567	29/09/2016 TEEDE MORRIS & CO	Catering	\$	455.50
EFT111568	29/09/2016 TELSTRA DAMAGE COST RECOVERY & MANAGEMENT	Commencement Of Works - Telecommunications - CPSP	\$	5,500.00
EFT111569	29/09/2016 PAUL TERRY	Councillor Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	8,728.50
EFT111570	29/09/2016 TIM WATERS DESIGN	Design Services	\$	2,524.50
EFT111571	29/09/2016 TOYOTA MATERIAL HANDLING AUSTRALIA PTY LTD	Vehicle Parts	\$	198.80
EFT111572	29/09/2016 TRAILBLAZERS	Staff Uniforms - Occupational Specific	\$	414.00
EFT111573	29/09/2016 UNITED BOOK DISTRIBUTORS	Merchandise Order - NAC	\$	42.89
EFT111574	29/09/2016 RT & JR WALKER	Merchandise Order - NAC	\$	474.00
EFT111575	29/09/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$	2,040.83
EFT111576	29/09/2016 LINDY WEINERT	Fitness Instruction	\$	135.00
EFT111577	29/09/2016 DENNIS WELLINGTON	Mayoral Allowances And Sitting Fee 1/7/2016 - 30/9/20916	\$	34,865.00
EFT111578	29/09/2016 LANDMARK LIMITED	Material Supply - Fertiliser	\$	922.01
EFT111579	29/09/2016 WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising - Varied Advertisements	\$	2,993.72
EFT111580	29/09/2016 WILSON MACHINERY	Vehicle Repairs And Maintenance - Verge Slasher	\$	4,677.20
EFT111581	29/09/2016 R WILSON	Rates Refund	\$	1,719.83
EFT111582	29/09/2016 WOOLWORTHS LIMITED	Groceries	\$	2,308.67
EFT111583	29/09/2016 YAKAMIA PRIMARY SCHOOL	Donation	\$	50.00
EFT111584	29/09/2016 ZENITH LAUNDRY	Laundry Services/Hire	\$	12.63
EFT111585	03/10/2016 GA & KD WHYATT (UPTIGHT FENCING)	Supply & Install Fencing	\$	2,802.00
EFT111586	06/10/2016 WESTERN AUSTRALIAN TREASURY CORPORATION	Loan Repayment	\$	124,627.20
EFT111587	06/10/2016 JADES @ 14 PEELS PLACE	Catering	\$	115.00
EFT111588	06/10/2016 ABA SECURITY	Security Services	\$	389.60
EFT111589	06/10/2016 ACORN TREES AND STUMPS	C14023 - Vegetation Control Marbellup Rd	\$	14,616.00
EFT111590	06/10/2016 ACTIVATE LIFE REHAB PROGRAM	Exercise Physiology Training Volunteer - Easy Movers Balance Program	\$	75.00
EFT111591	06/10/2016 AD CONTRACTORS PTY LTD	Supply And Deliver Limesand	\$	59,932.95
EFT111592	06/10/2016 ALBANY INDUSTRIAL SERVICES PTY LTD	Loader Hire	\$	5,989.50
EFT111593	06/10/2016 ALBANY SOIL AND CONCRETE TESTING	Material Sampling	\$	382.80
EFT111594	06/10/2016 ALBANY COMMUNITY HOSPICE	Payroll Deductions	\$	64.00
EFT111595	06/10/2016 ALBANY LANDSCAPE SUPPLIES	Material Supply - Miberley Red Mulch	\$	34.00
EFT111596	06/10/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$	138.29
EFT111597	06/10/2016 ALBANY SWIMMING CLUB INC	Kidsport Vouchers	\$	400.00
EFT111598	06/10/2016 ALBANY MILK DISTRIBUTORS	Milk Deliveries	\$	301.95
EFT111599	06/10/2016 ALBANY COMMUNITY FOUNDATION	Payroll Deductions	\$	10.00
EFT111600	06/10/2016 ALBANY RECORDS MANAGEMENT	Storage Of Archive Boxes	\$	396.00
EFT111601	06/10/2016 ALBANY DOMESTIC SERVICES	Cleaning Services	\$	160.00
EFT111602	06/10/2016 ALINTA	Gas Charges	\$	8.80
EFT111603	06/10/2016 ALL EVENTS HIRE AND PRODUCTION	Albany Art Prize - Lighting	\$	132.00
EFT111604	06/10/2016 AMITY PAINTING AND DECORATING	Painting Services	\$	3,498.00
EFT111605	06/10/2016 AMPHIBIAN PLUMBING AND GAS	Plumbing Repairs And Maintenance	\$	27,899.20
EFT111606	06/10/2016 PAPERBARK MERCHANTS	Newspapers/Books/Magazines/Stationery	\$	1,062.63
EFT111607	06/10/2016 AON RISK SERVICES AUSTRALIA LIMITED	Insurance	\$	1,531.20
EFT111608	06/10/2016 APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	\$	821.86
EFT111609	06/10/2016 ART ALMANAC	Website Leader Board Art Prize 2016	\$	880.00
EFT111610	06/10/2016 ATC WORK SMART	Casual Staff/Apprentice Fees	\$	21,339.63

EFT111611	06/10/2016 AUSTRALIAN TAXATION OFFICE	Payroll Deductions	\$	372,511.08
EFT111612	06/10/2016 AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	\$	3,913.00
EFT111613	06/10/2016 BADGEMATE	Material Supply - Badges	\$	40.65
EFT111614	06/10/2016 BAKERS DELIGHT	Groceries	\$	30.00
EFT111615	06/10/2016 BAREFOOT CLOTHING MANUFACTURERS	Staff Uniforms	\$	64.00
EFT111616	06/10/2016 BENARA NURSERIES	Plant Supplies	\$	737.57
EFT111617	06/10/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$	11,379.19
EFT111618	06/10/2016 BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire - Various	\$	1,289.20
EFT111619	06/10/2016 MARY BIRSS	Merchandise Order - AVC	\$	60.00
EFT111620	06/10/2016 ALBANY BOBCAT SERVICES	Equipment Hire	\$	1,402.50
EFT111621	06/10/2016 BOOKMARKETING - GARY SPELLER	Local Book Stocks - Library	\$	28.00
EFT111622	06/10/2016 BRIDGESTONE AUSTRALIA LTD	Material Supply - Grader Tyres	\$	4,980.01
EFT111623	06/10/2016 CONSTRUCTION TRAINING FUND	BCITF Levy Remittance	\$	12,855.45
EFT111624	06/10/2016 BUILDING COMMISSION	BSL Levy Remittance	\$	11,757.18
EFT111625	06/10/2016 BUNNINGS GROUP LIMITED	Material Supply - Fertiliser	\$	1,138.94
EFT111626	06/10/2016 C&C MACHINERY CENTRE	Vehicle Maintenance/Parts	\$	17.00
EFT111627	06/10/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Litres Diesel Fuel For Depot	\$	12,069.57
EFT111628	06/10/2016 CAMTRANS ALBANY PTY LTD	Freight Charges	\$	198.00
EFT111629	06/10/2016 BERNARDO CAPELLI	Merchandise Order - AVC	\$	220.00
EFT111630	06/10/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Repairs And Maintenance	\$	9,505.19
EFT111631	06/10/2016 CENTIGRADE SERVICES	Electrical Repairs And Maintenance	\$	862.49
EFT111632	06/10/2016 CHILD SUPPORT AGENCY	Payroll Deductions	\$	1,299.98
EFT111633	06/10/2016 CHURCHILL CAPITAL CONSULTING PTY LTD	Professional Services - Tourism	\$	17,477.99
EFT111634	06/10/2016 CLEANAWAY PTY LIMITED	Rubbish Removal Contract September 2016	\$	2,713.04
EFT111635	06/10/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$	172.49
EFT111636	06/10/2016 HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Road Base - Centennial Promenade (C033_13)	\$	23,438.31
EFT111637	06/10/2016 SHANDELL CUMMINGS	Professional Services - Cultural Consultancy Services	\$	640.00
EFT111638	06/10/2016 DION CUMMINGS	Quaranup Site Inspection - Prescribed Burning	\$	500.00
EFT111639	06/10/2016 AL CURNOW HYDRAULICS	Vehicle Parts/Maintenance	\$	58.07
EFT111640	06/10/2016 GRAEME & YVONNE DAVISON	Merchandise Order - AVC	\$	150.00
EFT111641	06/10/2016 DEFIBTECH	Material Supply - Defibrillator Pads	\$	118.25
EFT111642	06/10/2016 DEPARTMENT OF PARKS AND WILDLIFE	National Park Passes	\$	3,266.60
EFT111643	06/10/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY	Cleaning Supplies	\$	660.00
EFT111644	06/10/2016 L DIMER	Refund	\$	125.10
EFT111645	06/10/2016 SANDRA DIXON	Psychological Counselling - EAP	\$	140.00
EFT111646	06/10/2016 DYLAN'S ON THE TERRACE	Catering	\$	439.00
EFT111647	06/10/2016 EBSCO PUBLISHING	Material Supply - Literature	\$	149.19
EFT111648	06/10/2016 ALBANY ENGINEERING COMPANY	Repairs And Maintenance - Equipment	\$	3,190.00
EFT111649	06/10/2016 EVERTRANS	Material Supply - Replacement - Hoist/Crane	\$	4,730.00
EFT111650	06/10/2016 EYERITE SIGNS	Printing Services	\$	434.50
EFT111651	06/10/2016 THE FIXUPPERY	Window Cleaning	\$	704.99
EFT111652	06/10/2016 TAMMY FLETT	Staff Reimbursement	\$	73.20
EFT111653	06/10/2016 SOUTHERN ELECTRICS	Electrical Services	\$	711.55
EFT111654	06/10/2016 GIBSON INTERNATIONAL LTD	NAC - Service Level Agreement	\$	3,437.50
EFT111655	06/10/2016 GLASS SUPPLIERS	Glazing Repairs & Maintenance	\$	1,815.73
EFT111656	06/10/2016 ALISON GOODE	Councillor Reimbursement	\$	589.10
EFT111657	06/10/2016 GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees	\$	4,872.20
EFT111658	06/10/2016 SOUTH REGIONAL TAFE	Staff Training	\$	441.43
EFT111659	06/10/2016 GREAT SOUTHERN PEST & WEED CONTROL	Pest Control	\$	539.00
EFT111660	06/10/2016 SOUTHERN SHARPENING SERVICES	Fire Suppression Equipment Testing	\$	880.00
EFT111661	06/10/2016 GREAT SOUTHERN SUPPLIES	Staff Uniforms	\$	2,012.99
EFT111662	06/10/2016 KATHY GRIFFITHS	Merchandise Order - AVC	\$	358.00
EFT111663	06/10/2016 GHD PTY LTD	Professional Services - Feasibility Study	\$	22,000.00
EFT111664	06/10/2016 PROTECTOR FIRE SERVICES PTY LTD	Repairs & Maintenance - Fire Suppression Equipment	\$	1,022.40
EFT111665	06/10/2016 FIRST NATIONAL REAL ESTATE	Storage Unit Rental	\$	2,002.22
EFT111666	06/10/2016 HELEN LEEDER-CARLSON	Art Classes - VAC	\$	480.00
EFT111667	06/10/2016 HOBBS SMITH AND HOLMES PTY LTD	Design Consultancy - Building Refurbishments	\$	7,645.00

EFT111668	06/10/2016	ICKY FINKS WAREHOUSE SALES	Art Supplies	\$	273.52
EFT111669	06/10/2016	STATEWIDE RACKING & STORAGE SOLUTIONS	Material Supply - Melamine Longspan	\$	2,344.00
EFT111670	06/10/2016	JUST A CALL DELIVERIES	Internal Mail Deliveries	\$	1,554.56
EFT111671	06/10/2016	KOOKAS CATERING	Catering - Volunteer Bush Fire Brigades Civil Award Ceremony	\$	1,790.00
EFT111672	06/10/2016	LATRO LAWYERS	Professional Services	\$	2,915.77
EFT111673	06/10/2016	G LEEMBRUGGEN & M GRAHAM	Rates Refund	\$	613.00
EFT111674	06/10/2016	CALTEX ENERGY WA	200 Litre Drums Kerosene	\$	574.00
EFT111675	06/10/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	Training	\$	3,205.00
EFT111676	06/10/2016	LORLAINE DISTRIBUTORS PTY LTD	Cleaning Supplies	\$	598.25
EFT111677	06/10/2016	M AND B SALES PTY LTD	Material Supply - Timber	\$	86.72
EFT111678	06/10/2016	BUCHER MUNICIPAL PTY LTD	Material Supply - Wire Gutter Brooms	\$	2,887.50
EFT111679	06/10/2016	RL & KJ MACKENZIE (GLENORAN LEATHER)	Merchandise Order - AVC	\$	145.00
EFT111680	06/10/2016	ALBANY EVENT HIRE	Equipment Hire	\$	187.00
EFT111681	06/10/2016	ALBANY CITY MOTORS	Vehicle Parts	\$	104.94
EFT111682	06/10/2016	MARKETFORCE LIMITED	Professional Services - Marketing	\$	7,150.00
EFT111683	06/10/2016	VICKI MICHELLE MARTIN	Fitness Instruction	\$	360.00
EFT111684	06/10/2016	METROOF ALBANY	Material Supply - Timber Screws	\$	117.34
EFT111685	06/10/2016	MIDALIA STEEL PTY LTD	Material Supply - Steel	\$	103.84
EFT111686	06/10/2016	DIANA MILLER	Merchandise Order - AVC	\$	99.00
EFT111687	06/10/2016	LINDAS BOOKS	Merchandise Order - AVC	\$	18.89
EFT111688	06/10/2016	MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - AVC	\$	1,807.04
EFT111689	06/10/2016	NATIONAL LIBRARY OF AUSTRALIA	Newspaper Archival Storage Boxes	\$	428.00
EFT111690	06/10/2016	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Material Supply - Plants/Nursery	\$	1,518.00
EFT111691	06/10/2016	PN & ER NEWMAN QUALITY CONCRETE PRODUCTS	Material Supply - Concrete Products	\$	280.50
EFT111692	06/10/2016	ALBANY NEWS DELIVERY	Newspaper Deliveries	\$	105.42
EFT111693	06/10/2016	NLC PTY LTD	Novated Lease And Associated Fees	\$	615.31
EFT111694	06/10/2016	OCS SERVICES PTY LTD	Cleaning Services	\$	24,984.81
EFT111695	06/10/2016	OFFICEWORKS SUPERSTORES PTY LTD	Material Supply - Retractable Banners	\$	448.83
EFT111696	06/10/2016	OPUS INTERNATIONAL CONSULTANTS LTD	Design Services - Storm Water/Drainage Systems & Superintendance for Princess Ave	\$	7,005.00
EFT111697	06/10/2016	ORIGIN ENERGY	Bulk Gas Supplies	\$	15,299.75
EFT111698	06/10/2016	PAUL ARMSTRONG PANELBEATERS	Insurance Excess	\$	300.00
EFT111699	06/10/2016	PHILLIP BEST PLUMBING PTY LTD	Plumbing Services	\$	7,071.21
EFT111700	06/10/2016	KRISTIE PORTER	Fitness Instruction	\$	585.00
EFT111701	06/10/2016	THE PUBLIC LIBRARIES OF WESTERN AUSTRALIA	PLWA Membership 2016/17	\$	165.00
EFT111702	06/10/2016	RADIOWEST BROADCASTERS PTY LTD	Radio Branding For The 2015/16 Financial Year	\$	2,310.00
EFT111703	06/10/2016	REECE PTY LTD	Plumbing Supplies	\$	39.76
EFT111704	06/10/2016	REPLICA MEDALS & RIBBONS PTY LTD	Merchandise Order - NAC	\$	605.72
EFT111705	06/10/2016	SANCTUARY GOLF RESORT	Staff Accommodation & Meals	\$	729.50
EFT111706	06/10/2016	CHRISTINE MARY SARGENT	Fitness Instruction	\$	90.00
EFT111707	06/10/2016	SECUREPAY PTY LTD	Web Payment Security	\$	64.94
EFT111708	06/10/2016	SEEK LIMITED	Advertising	\$	594.00
EFT111709	06/10/2016	JOHN SHANHUN	Councillor Reimbursement	\$	431.10
EFT111710	06/10/2016	SHEILAH RYAN	Gardening Services	\$	350.00
EFT111711	06/10/2016	SOIL SOLUTIONS PTY LTD	Material Supply - Sand	\$	781.88
EFT111712	06/10/2016	SOUTHERN TOOL & FASTENER CO	Hardware/Tool Supplies	\$	792.00
EFT111713	06/10/2016	STATEWIDE BEARINGS	Vehicle Parts	\$	41.80
EFT111714	06/10/2016	ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Professional Services - Consultation	\$	116.00
EFT111715	06/10/2016	STIRLING PRINT	Printing Services	\$	430.00
EFT111716	06/10/2016	ALBANY LOCK SERVICE	Lock Services/Supplies	\$	133.65
EFT111717	06/10/2016	SYNERGY	Electricity Supplies	\$	358.35
EFT111718	06/10/2016	T & C SUPPLIES	Hardware Supplies/Tools	\$	1,321.34
EFT111719	06/10/2016	T-QUIP	Plant Parts & Repairs	\$	51.30
EFT111720	06/10/2016	THE LINEN PRESS	Merchandise Order - AVC	\$	259.35
EFT111721	06/10/2016	K THOMPSON	Refund	\$	125.10
EFT111722	06/10/2016	TOLL FAST	Freight Charges	\$	626.06
EFT111723	06/10/2016	TOTAL SECURITY SYSTEMS	CCTV Upgrade - Additional Equipment	\$	1,857.43
EFT111724	06/10/2016	CAROLYN FRANCIS TRAPNELL	Merchandise Order - NAC	\$	3,024.00

EFT111725	06/10/2016 TRUCKLINE	Vehicle Parts	\$	75.92
EFT111726	06/10/2016 TURFMASTER PTY LTD	Material Supply - Turf C15018	\$	98,054.00
EFT111727	06/10/2016 ALBANY TYREPOWER	Tyre Purchases/Repairs/Maintenance	\$	1,432.35
EFT111728	06/10/2016 UNITED BOOK DISTRIBUTORS	Merchandise Order - AVC	\$	897.73
EFT111729	06/10/2016 PETER WATSON MLA	Donation - Seniors Christmas Concert	\$	500.00
EFT111730	06/10/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$	550.22
EFT111731	06/10/2016 LINDY WEINERT	Fitness Instruction	\$	270.00
EFT111732	06/10/2016 TOURISM WESTERN AUSTRALIA	WA Cruise Exchange 2016 Seller Fee	\$	375.00
EFT111733	06/10/2016 WHITFIELD ESTATE & PAWPRINT CHOCOLATE	Merchandise Order - NAC	\$	545.49
EFT111734	06/10/2016 NICOLETTE MULCAHY	Councillor Attendance And Travel Allowance 1/10/16 - 23/10/16	\$	2,256.64
EFT111735	06/10/2016 TEENA-LOUISE WILLIAMS	Cleaning Services	\$	1,065.00
EFT111736	06/10/2016 ZENITH LAUNDRY	Laundry Services/Hire	\$	17.04
EFT111737	13/10/2016 ABA SECURITY	Security Services	\$	2,717.76
EFT111738	13/10/2016 ACORN TREES AND STUMPS	Vegetation Control - C14023	\$	12,000.00
EFT111739	13/10/2016 ACTIV FOUNDATION INC.	Material Supply - Cotton Rags	\$	90.00
EFT111740	13/10/2016 AD CONTRACTORS PTY LTD	Equipment Hire	\$	23,431.55
EFT111741	13/10/2016 AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	Staff Training	\$	6,037.00
EFT111742	13/10/2016 OPTEON (ALBANY AND GREAT SOUTHERN WA)	Professional Services - Valuations	\$	550.00
EFT111743	13/10/2016 ALBANY CITY LAWN	Lawn Mowing Services	\$	638.00
EFT111744	13/10/2016 ALBANY SOIL AND CONCRETE TESTING	Professional Services - Geotechnical Investigation	\$	12,083.50
EFT111745	13/10/2016 ALBANY RETRAVISION	Material Supply - Freezer	\$	278.00
EFT111746	13/10/2016 SOUTHERN PORTS AUTHORITY - PORT OF ALBANY	MIC Security Card	\$	320.00
EFT111747	13/10/2016 ALBANY MOBILE WELDING	Repairs And Maintenance - Middleton Beach Play Ground	\$	935.00
EFT111748	13/10/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	\$	729.67
EFT111749	13/10/2016 ALBANY CENTRAL CABINETS PTY LTD	Construction And Installation - Cabinets	\$	2,612.50
EFT111750	13/10/2016 ALBANY MILK DISTRIBUTORS	Milk Deliveries	\$	283.10
EFT111751	13/10/2016 ALBANY IRRIGATION & DRILLING	Material Supply - Irrigation Equipment	\$	215.50
EFT111752	13/10/2016 ALBANY RECORDS MANAGEMENT	Storage Services	\$	645.42
EFT111753	13/10/2016 CICERO MANAGEMENT PTY LTD - ALEX HOTEL	Staff Accommodation - Training	\$	187.00
EFT111754	13/10/2016 AUSTRALIAN LIBRARY & INFORMATION ASSOCIATION	ALIA WA Library Technicians Group Event	\$	270.01
EFT111755	13/10/2016 ALL EVENTS HIRE AND PRODUCTION	Albany Art Prize - Lighting	\$	66.00
EFT111756	13/10/2016 NUTURF AMGROW AUSTRALIA PTY LTD	Material Supply - Classic Poly	\$	3,685.00
EFT111757	13/10/2016 APPRENTICE & TRAINEESHIP COMPANY	Training	\$	1,353.66
EFT111758	13/10/2016 ARTS NARROGIN INCORPORATED	Bella Kelly Exhibition Expenses Reimbursement	\$	339.00
EFT111759	13/10/2016 ATC WORK SMART	Casual Staff/Apprentice Fees	\$	14,826.77
EFT111760	13/10/2016 AUDIOCOM ALBANY	Material Supply - Phone Cover	\$	95.00
EFT111761	13/10/2016 AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	Licence Renewal	\$	86.00
EFT111762	13/10/2016 AUSTRALIA'S SOUTH WEST INCORPORATED	Sponsorship For Great Southern Campaign	\$	4,950.00
EFT111763	13/10/2016 AUSTRALIAN ELECTION COMPANY	Voting Services & Report	\$	6,985.00
EFT111764	13/10/2016 BADGEMATE	Material Supply - Badges	\$	16.12
EFT111765	13/10/2016 BATTERY WORLD	Material Supply - Battery	\$	120.00
EFT111766	13/10/2016 BEAUREPAIRES ALBANY	Tyre Purchases/Repairs/Maintenance	\$	210.00
EFT111767	13/10/2016 HEATHER BELL	Staff Reimbursement	\$	90.87
EFT111768	13/10/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	\$	9,107.84
EFT111769	13/10/2016 BEWITCHED CLEANING SERVICES	Cleaning Services	\$	77.00
EFT111770	13/10/2016 J BISER	Rates Refund	\$	274.00
EFT111771	13/10/2016 ALBANY BITUMEN SPRAYING	Construction Services - Roads/Bitumen Repairs	\$	3,267.00
EFT111772	13/10/2016 J. BLACKWOOD & SON PTY LTD	Safety Equipment - Helmets And Goggles	\$	3,040.24
EFT111773	13/10/2016 BMT OCEANICA PTY LTD	Remote Imagery Unit & Web Portal	\$	385.00
EFT111774	13/10/2016 ALBANY BOBCAT SERVICES	Equipment Hire	\$	748.00
EFT111775	13/10/2016 BOC GASES AUSTRALIA LIMITED	Container Service Rental	\$	125.71
EFT111776	13/10/2016 AIR BP	Aviation Gas Purchases	\$	556.03
EFT111777	13/10/2016 BUNNINGS GROUP LIMITED	Hardware And Tool Supplies	\$	380.97
EFT111778	13/10/2016 KAITLIN BUNN	Staff Reimbursement	\$	36.08
EFT111779	13/10/2016 R BURNETT	Rates Refund	\$	71.00
EFT111780	13/10/2016 BUDGET RENT A CAR	Car Rental	\$	99.43
EFT111781	13/10/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Fuel Purchases	\$	5,316.07

EFT111782	13/10/2016 CAPE GRAZING ESTATE PTY LTD	Rates Refund	\$	71.00
EFT111783	13/10/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Sports Field Lighting And Power Installation - CPSP	\$	27,915.35
EFT111784	13/10/2016 CENTIGRADE SERVICES	Maintenance And Repairs - ALAC	\$	979.00
EFT111785	13/10/2016 CHADSON ENGINEERING PTY LTD	Repairs & Maintenance - Palin Test Calibration	\$	363.00
EFT111786	13/10/2016 CIVIL SURVEY SOLUTIONS	Software Licence - AutoCAD	\$	3,300.00
EFT111787	13/10/2016 CLEANAWAY PTY LIMITED	Rubbish Removal Contract	\$	209,917.00
EFT111788	13/10/2016 COCKLES PTY LTD	Rates Refund	\$	71.00
EFT111789	13/10/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$	40.70
EFT111790	13/10/2016 CONSTRUCTION EQUIPMENT AUSTRALIA	Material Supply - Throttle Cable	\$	266.92
EFT111791	13/10/2016 COURIER AUSTRALIA	Freight Charges	\$	1,198.12
EFT111792	13/10/2016 DOWNER EDI WORKS PTY LTD	Material Supply - Hotmix	\$	657.83
EFT111793	13/10/2016 HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Road Base - CPSP - Western Clubhouse	\$	9,407.94
EFT111794	13/10/2016 AL CURNOW HYDRAULICS	Material Supply - Leavers	\$	38.72
EFT111795	13/10/2016 CYCLING AUSTRALIA	Subsidy - She Rides Program	\$	318.00
EFT111796	13/10/2016 CYNERGIC COMMUNICATIONS	IT Services - Managed Server Xeon	\$	909.90
EFT111797	13/10/2016 D & K ENGINEERING	Repairs & Maintenance - Back Plate - Rake	\$	473.74
EFT111798	13/10/2016 CITY OF DARWIN	Airport Transfer Fees	\$	21.66
EFT111799	13/10/2016 DAVRIC AUSTRALIA	Merchandise Order - NAC	\$	566.72
EFT111800	13/10/2016 DE JONGE MECHANICAL REPAIRS	Vehicle Services/Repairs	\$	1,055.00
EFT111801	13/10/2016 CGS QUALITY CLEANING	Supply Gas Bottle Refills	\$	352.00
EFT111802	13/10/2016 LANDGATE - PROPERTY & VALUATIONS	Title Searches	\$	159.80
EFT111803	13/10/2016 JANINE DETERMES	Fitness Instruction	\$	225.00
EFT111804	13/10/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY	Sanitary Services - September 2016	\$	1,680.99
EFT111805	13/10/2016 DEXION CANNING VALE	Material Supply - Storage Solution	\$	32.42
EFT111806	13/10/2016 DIGITAL MAPPING SERVICES	Surveying/Mapping Services	\$	2,629.00
EFT111807	13/10/2016 DISTINCTLY TRAVEL MANAGEMENT PTY LTD	Professional Services - Marketing	\$	1,210.00
EFT111808	13/10/2016 DYLAN'S ON THE TERRACE	Catering	\$	881.20
EFT111809	13/10/2016 EASIFLEET MANAGEMENT	Novated Lease And Associated Fees	\$	7,159.20
EFT111810	13/10/2016 EDUCATIONAL EXPERIENCE PTY LTD	Daycare Supplies	\$	28.16
EFT111811	13/10/2016 ELLEKER GENERAL STORE	Fuel Charges	\$	37.10
EFT111812	13/10/2016 ALBANY ENGINEERING COMPANY	Repairs And Maintenance - Bearing Diameter Replacement	\$	511.82
EFT111813	13/10/2016 THE FIXUPPERY	Cleaning Services	\$	1,580.00
EFT111814	13/10/2016 ALL TRUCK REPAIRS	Vehicle Services/Repairs	\$	1,286.48
EFT111815	13/10/2016 FLIPS ELECTRICS	Repairs & Maintenance - Pump	\$	581.90
EFT111816	13/10/2016 FORM DESIGNS AUSTRALIA PTY LTD	Middleton Beach Aquarius Barrier Monitoring	\$	181.50
EFT111817	13/10/2016 FRANKS LOADER SERVICE	Earthmoving Works	\$	2,640.00
EFT111818	13/10/2016 GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance - Shark Exclusion Barrier	\$	2,750.00
EFT111819	13/10/2016 GNOWERAN SPRAYING	Spraying & Weed Control Services	\$	3,564.00
EFT111820	13/10/2016 GORDON WALMSLEY PTY LTD	Carpark Construction - Bitumen - CPSP Western Clubhouse	\$	17,426.00
EFT111821	13/10/2016 GREAT SOUTHERN GROUP TRAINING INC	Casual Staff/Apprentice Fees	\$	2,389.33
EFT111822	13/10/2016 SOUTH REGIONAL TAFE	Staff Training	\$	308.76
EFT111823	13/10/2016 GREAT SOUTHERN SUPPLIES	Cleaning Products	\$	1,233.05
EFT111824	13/10/2016 AUSTRALIAN MEDICAL SUPPLIES PTY LTD	ALAC Aquatic Entry Wrist Bands	\$	693.00
EFT111825	13/10/2016 GREAT SOUTHERN LIQUID WASTE	Cleaning Services	\$	300.00
EFT111826	13/10/2016 GREAT SOUTHERN BIO LOGIC	Provision Of Additional Dieback Assessment	\$	726.00
EFT111827	13/10/2016 GRESLEY ABAS PTY LTD	Full Service Consultant - CPSP	\$	39,680.33
EFT111828	13/10/2016 GT BEARING AND ENGINEERING SUPPLIES	Oxy Hose Repairs	\$	20.00
EFT111829	13/10/2016 W HAMBLEY	Rates Refund	\$	7,100.00
EFT111830	13/10/2016 R HANNINGTON	Rates Refund	\$	71.00
EFT111831	13/10/2016 HARVEY NORMAN ALBANY	Material Supply - Video Equipment	\$	884.00
EFT111832	13/10/2016 HERBERT SMITH FREEHILLS	Professional Services	\$	9,680.00
EFT111833	13/10/2016 B HOLMAN	Rates Refund	\$	71.00
EFT111834	13/10/2016 H AND H ARCHITECTS	Professional Services - Design	\$	1,980.00
EFT111835	13/10/2016 HHG LEGAL GROUP	Professional Services	\$	1,716.40
EFT111836	13/10/2016 INDEPENDENT LIVING CENTRE OF WA (INC)	Access & Inclusion Consultancy Visit	\$	894.87
EFT111837	13/10/2016 KIM ANGELA TOMLINSON	Counselling Services - EAP	\$	390.00
EFT111838	13/10/2016 KOFFEE BOOST	Catering	\$	400.00

EFT111839	13/10/2016 ALBANY WORLD OF CARS	New Vehicle Purchase	\$	10,925.60
EFT111840	13/10/2016 LATRO LAWYERS	Professional Services	\$	68.75
EFT111841	13/10/2016 LITTLE GROVE GENERAL STORE	Fuel Purchases	\$	1,051.42
EFT111842	13/10/2016 LOCKEEZ LUNCHBAR	Catering	\$	105.00
EFT111843	13/10/2016 B LULLFITZ	Rates Refund	\$	71.00
EFT111844	13/10/2016 M2 TECHNOLOGY PTY LTD	Hold Voice Service Agreement	\$	264.00
EFT111845	13/10/2016 M & A STEEL FABRICATION	Construction Services - Bus Shelters	\$	3,660.80
EFT111846	13/10/2016 M AND B SALES PTY LTD	Material Supply - Timber	\$	52.67
EFT111847	13/10/2016 ALBANY CITY MOTORS	Vehicle Parts/Service	\$	2,066.05
EFT111848	13/10/2016 MARKETFORCE LIMITED	Advertising	\$	1,108.66
EFT111849	13/10/2016 VICKI MICHELLE MARTIN	Fitness Instruction	\$	765.00
EFT111850	13/10/2016 MCGUFFIE TILT TRAY HIRE	Equipment Hire	\$	143.00
EFT111851	13/10/2016 MCLEODS	Professional Fees	\$	165.00
EFT111852	13/10/2016 MERRIFIELD REAL ESTATE	Storage Unit Rental	\$	200.00
EFT111853	13/10/2016 MIDALIA STEEL PTY LTD	Material Supply - Reinforcing Mesh	\$	343.18
EFT111854	13/10/2016 J MORGAN	Rates Refund	\$	71.00
EFT111855	13/10/2016 MOSTERT, DJ & H	Merchandise Order - AVC	\$	40.00
EFT111856	13/10/2016 MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - AVC	\$	154.53
EFT111857	13/10/2016 MULE CREATIVE	Design Services	\$	810.00
EFT111858	13/10/2016 ALBANY NEWS DELIVERY	Newspaper Deliveries	\$	25.04
EFT111859	13/10/2016 OCS SERVICES PTY LTD	Cleaning Services	\$	224.40
EFT111860	13/10/2016 OFFICEWORKS SUPERSTORES PTY LTD	IT Equipment	\$	69.58
EFT111861	13/10/2016 OKEEFE'S PAINTS	Paint/Painting Supplies	\$	58.80
EFT111862	13/10/2016 OPUS INTERNATIONAL CONSULTANTS LTD	Concept & Design - Carpark	\$	2,684.00
EFT111863	13/10/2016 ORANA CINEMAS ALBANY PTY LTD	Cinema Tickets - Survey Incentives	\$	525.00
EFT111864	13/10/2016 ORIGIN ENERGY	Bulk Gas Supplies	\$	6,417.55
EFT111865	13/10/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Earthmoving Works/Gravel Supplies	\$	31,575.51
EFT111866	13/10/2016 LUTZ PETER PAMBERGER	Counselling Services - EAP	\$	154.00
EFT111867	13/10/2016 PEERLESS JAL PTY LTD	Cleaning Supplies	\$	53.52
EFT111868	13/10/2016 AUSTRALASIAN PERFORMING RIGHT ASSOC LTD	Background Music Licence	\$	167.78
EFT111869	13/10/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Assorted Signage	\$	4,943.40
EFT111870	13/10/2016 PHOTORAMA KODAK EXPRESS	Material Supply - Binoculars	\$	198.00
EFT111871	13/10/2016 PLASTICS PLUS	Material Supply - Bin	\$	195.92
EFT111872	13/10/2016 PRE-EMPTIVE STRIKE PTY LTD	Design Services	\$	1,925.00
EFT111873	13/10/2016 PRINTSYNC BUSINESS SOLUTIONS	Photocopier Charges	\$	16.85
EFT111874	13/10/2016 QUALITY PUBLISHING AUSTRALIA	Merchandise Order - AVC	\$	109.45
EFT111875	13/10/2016 QUALITY PRESS	DFES T Card - Heavy Purple	\$	24.20
EFT111876	13/10/2016 REECE PTY LTD	Plumbing Supplies	\$	4,864.55
EFT111877	13/10/2016 RIVER HILL CONTRACTING PTY LTD	Equipment Hire	\$	6,818.00
EFT111878	13/10/2016 HIEDI ROWE	Fitness Instruction	\$	180.00
EFT111879	13/10/2016 SENIOR CITIZENS CENTRE OF MEALS ON WHEELS	Venue Hire	\$	300.00
EFT111880	13/10/2016 H SHAPLAND	Rates Refund	\$	684.64
EFT111881	13/10/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	\$	2,664.72
EFT111882	13/10/2016 SMITHS ALUMINIUM AND 4WD CENTRE	Access Ramp - Handrail - Supply & Installation	\$	4,950.00
EFT111883	13/10/2016 SOUTHERN TOOL & FASTENER CO	Hardware Supplies/Tools	\$	410.77
EFT111884	13/10/2016 SOUTHCOAST SECURITY SERVICE	Security Services	\$	1,682.91
EFT111885	13/10/2016 POSITION PARTNERS	Software Licence	\$	1,370.60
EFT111886	13/10/2016 ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Professional Services - EAP	\$	116.00
EFT111887	13/10/2016 STEWART AND HEATON CLOTHING PTY LTD	Protective Work Clothing	\$	169.27
EFT111888	13/10/2016 SAMANTHA STEVENS	Staff Reimbursement	\$	478.81
EFT111889	13/10/2016 MARK STEWART	Albany Art Award Judging Honorarium	\$	900.00
EFT111890	13/10/2016 STIRLING PRINT	Printing Services	\$	202.00
EFT111891	13/10/2016 N STONEY	Rates Refund	\$	71.00
EFT111892	13/10/2016 ALBANY LOCK SERVICE	Lock Services/Supplies	\$	3,961.10
EFT111893	13/10/2016 SYNERGY	Streetlight Charges	\$	61,856.10
EFT111894	13/10/2016 T & C SUPPLIES	Hardware/Tool Supplies	\$	687.27
EFT111895	13/10/2016 T-QUIP	Plant Material Supplies	\$	1,626.10

EFT111896	13/10/2016 TEX ONSITE PTY LTD	EWP Testing	\$	893.84
EFT111897	13/10/2016 TIM WATERS DESIGN	Design Services	\$	2,227.50
EFT111898	13/10/2016 CAROLINE ELLEN TOMPKIN	Fitness Instruction	\$	135.00
EFT111899	13/10/2016 ALBANY TYREPOWER	Tyre Purchases/Repairs/Maintenance	\$	317.50
EFT111900	13/10/2016 UBWH AUSTRALIA - UBIQUITI WAREHOUSE	IT Equipment - Reticulation Upgrade	\$	7,667.52
EFT111901	13/10/2016 J VERMEULEN	Rates Refund	\$	71.00
EFT111902	13/10/2016 DOUG WALSH	Merchandise Order - NAC	\$	125.00
EFT111903	13/10/2016 WATCH REPAIR CENTRE	Repairs & Maintenance - Town Hall Clock	\$	1,500.00
EFT111904	13/10/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	\$	308.66
EFT111905	13/10/2016 LINDY WEINERT	Fitness Instruction	\$	135.00
EFT111906	13/10/2016 WALGA	Staff Training	\$	4,345.00
EFT111907	13/10/2016 WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising	\$	6,279.41
EFT111908	13/10/2016 WESTSHRED DOCUMENT DISPOSAL	Document Disposal	\$	460.90
EFT111909	13/10/2016 WESTERN AUSTRALIAN MUSEUM	Image Licences	\$	150.00
EFT111910	13/10/2016 R WIGGINS	Rates Refund	\$	71.00
EFT111911	13/10/2016 WIZARD TRAINING SOLUTIONS	Staff Training Courses	\$	5,440.00
EFT111912	13/10/2016 WOOLWORTHS LIMITED	Groceries	\$	1,751.65
EFT111913	13/10/2016 YOUTH FOCUS	Mad Hatters Tea Party Grant Reference	\$	825.00
EFT111914	13/10/2016 Z-CARD POCKETMEDIA SOLUTIONS	Printing Services	\$	7,425.00
EFT111915	13/10/2016 ZENITH LAUNDRY	Linen/Laundry Services	\$	28.20
DD24086.1	11/10/2016 WA LOCAL GOVT SUPERANNUATION	Payroll Deductions	\$	77,370.33
DD24086.2	11/10/2016 COLONIAL FIRST STATE FIRSTCHOICE SUPER	Superannuation Contributions	\$	480.77
DD24086.3	11/10/2016 ASGARD	Payroll Deductions	\$	1,213.18
DD24086.4	11/10/2016 BT SUPER FOR LIFE	Superannuation Contributions	\$	146.55
DD24086.5	11/10/2016 REST SUPERANNUATION	Payroll Deductions	\$	1,611.51
DD24086.6	11/10/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	\$	257.54
DD24086.7	11/10/2016 TAL SUPERANNUATION LIMITED	Superannuation Contributions	\$	198.39
DD24086.8	11/10/2016 WEALTH PERSONAL SUPER AND PERSONAL	Superannuation Contributions	\$	52.68
DD24086.9	11/10/2016 WEALTH PERSONAL SUPER AND PERSONAL	Superannuation Contributions	\$	33.27
DD24086.10	11/10/2016 BT SUPER FOR LIFE	Superannuation Contributions	\$	299.18
DD24086.11	11/10/2016 NATIONAL MUTUAL RETIREMENT FUND	Superannuation Contributions	\$	121.56
DD24086.12	11/10/2016 PRIME SUPER	Superannuation Contributions	\$	639.34
DD24086.13	11/10/2016 HOSTPLUS PTY LTD	Superannuation Contributions	\$	404.09
DD24086.14	11/10/2016 MLC MASTERKEY BUSINESS SUPER	Superannuation Contributions	\$	353.51
DD24086.15	11/10/2016 SUPERWRAP PERSONAL SUPER	Superannuation Contributions	\$	409.98
DD24086.16	11/10/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL	Superannuation Contributions	\$	508.18
DD24086.17	11/10/2016 OAK TREE SUPERANNUATION FUND	Superannuation Contributions	\$	211.94
DD24086.18	11/10/2016 BT SUPER FOR LIFE	Superannuation Contributions	\$	80.30
DD24086.19	11/10/2016 FIRST SUPER	Superannuation Contributions	\$	196.30
DD24086.20	11/10/2016 ABUNDANT SPERANNUATION FUND	Payroll Deductions	\$	409.29
DD24086.21	11/10/2016 CARE SUPER PTY LTD	Superannuation Contributions	\$	192.09
DD24086.22	11/10/2016 FIRST STATE SUPER	Superannuation Contributions	\$	623.57
DD24086.23	11/10/2016 AUSTRALIAN SUPER	Payroll Deductions	\$	6,491.45
DD24086.24	11/10/2016 SPECTRUM SUPER	Superannuation Contributions	\$	304.09
DD24086.25	11/10/2016 SUPERWRAP PERSONAL SUPER	Superannuation Contributions	\$	237.16
DD24086.26	11/10/2016 NORTH PERSONAL SUPERANNUATION & PENSION FUND	Superannuation Contributions	\$	196.30
DD24086.27	11/10/2016 AJW SUPERANNUATION FUND	Superannuation Contributions	\$	239.71
DD24086.28	11/10/2016 TTCSL ATF CRUELTY FREE SUPER	Superannuation Contributions	\$	266.62
DD24086.29	11/10/2016 AUSTRALIAN CATHOLIC SUPERANNUATION	Superannuation Contributions	\$	65.15
DD24086.30	11/10/2016 SUNSUPER SUPERANNUATION	Superannuation Contributions	\$	462.98
DD24086.31	11/10/2016 LOCAL GOVERNMENT SUPER	Payroll Deductions	\$	518.00
DD24086.32	11/10/2016 IOOF EMPLOYEE SUPER	Superannuation Contributions	\$	244.74
DD24086.33	11/10/2016 RUSSELL SUPERSOLUTION MASTER TRUST	Superannuation Contributions	\$	202.58
DD24086.34	11/10/2016 AUSTRALIAN ETHICAL SUPERANNUATION FUND	Superannuation Contributions	\$	216.03
DD24086.35	11/10/2016 DESMO SUPERANNUATION FUND	Payroll Deductions	\$	612.91
DD24086.36	11/10/2016 ONEPATH MASTERFUND	Superannuation Contributions	\$	204.19
DD24086.37	11/10/2016 MLC MASTERKEY SUPERANNUATION	Superannuation Contributions	\$	337.86

DD24086.38	11/10/2016 CBUS	Payroll Deductions	\$	636.28
DD24086.39	11/10/2016 COMMONWALTH ESSENTIAL SUPER	Superannuation Contributions	\$	69.16
DD24086.40	11/10/2016 UNI SUPER	Superannuation Contributions	\$	165.10
DD24086.41	11/10/2016 MTAA SUPERANNUATION FUND	Superannuation Contributions	\$	221.13
DD24086.42	11/10/2016 THE UNIVERSAL SUPER SCHEME	Superannuation Contributions	\$	190.73
DD24086.43	11/10/2016 MACAULAY SUPER FUND	Superannuation Contributions	\$	211.94
DD24086.44	11/10/2016 ANZ SMART CHOICE SUPER	Superannuation Contributions	\$	405.21
DD24086.45	11/10/2016 IOOF GLOBAL ONE	Superannuation Contributions	\$	101.46
DD24086.46	11/10/2016 FUTURE SUPER	Superannuation Contributions	\$	115.96
DD24086.47	11/10/2016 COLONIAL SUPER RETIREMENT FUND	Superannuation Contributions	\$	181.67
DD24086.48	11/10/2016 BT SUPER	Superannuation Contributions	\$	160.21
DD24086.49	11/10/2016 BT SUPER FOR LIFE	Superannuation Contributions	\$	193.27
DD24086.50	11/10/2016 BT SUPER FOR LIFE	Superannuation Contributions	\$	275.95
DD24086.51	11/10/2016 MASON SUPERANNUATION FUND	Superannuation Contributions	\$	158.76
DD24086.52	11/10/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	\$	744.62
DD24086.53	11/10/2016 HESTA SUPER FUND	Superannuation Contributions	\$	644.98
DD24086.54	11/10/2016 KEZ AND JOHN MITCHELL SUPERANNUATION FUND	Superannuation Contributions	\$	268.46
DD24086.55	11/10/2016 WEALTH PERSONAL SUPER AND PERSONAL	Payroll Deductions	\$	224.85
DD24086.56	11/10/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	\$	1,347.99
	<u>TOTAL</u>		\$	3,321,772.47

Document Number	Description	Date Sent/Received
EDR1656960	COPY OF EXECUTED DOCUMENT ITEM:N/A RE: APPLICATION FOR COMMUNITY CHEST FUNDING FOR THE 2018 XPD ADVENTURE RACING WORLD CHAMPIONSHIP EVENT PARTIES: N/A 3 COPIES 1 COPY	19/09/2016
EDR1657013	COPY OF EXECUTED DOCUMENT ITEM:N/A RE: DEVELOPMENT APPROVAL FOR REPLACEMENT OF CHAIN WIRE FENCE WITH LIMESTONE SCREEN AT 8 BIRSS STREET, EMU POINT PARTIES:LUKE SHUTTLEWORTH - EMU BEACH HOLIDAY PARK SIGNED BY THE CEO A SHARPE 1 COPY	21/09/2016
EDR1657014	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:DEVELOPMENT APPLICATION - LOT 22 TORBAY INLET ROAD - RELOCATION OF DOUBLE ENSUITE BLOCK AT CAMP KENNEDY PARTIES: N/A SIGNED BY THE CEO A SHARPE 1 COPY	21/09/2016
EDR1657017	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEVELOPMENT APPLICATION - EMU BEACH CARAVAN PARK SITE 119 - NEW CARPORT AND PATIO PARTIES: TIM TROUCHET SHEDS PLUS ON BEHALF OF MURRAY ATTWOOD SIGNED BY THE CEO A SHARPE 1 COPY	21/09/2016
EDR1657020	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: SIGNED DEFERRED PENSIONER CLAIM FOR RATES AND ESL REIMBURSEMENT BY DEPARTMENT OF FINANCE - STATE REVENUE OFFICE PARTIES: N/A SIGNED BY THE CEO 1 COPY	21/09/2016

EDR1657154	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: WA BIKE NETWORK GRANT AGREEMENT CONTRACT (2016/2017) PARTIES: DEPARTMENT OF TRANSPORT SIGNED BY ACTING CEO C WOODS 1 COPY</p>	29/09/2016
EDR1657174	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: CLUB DEVELOPMENT OFFICER 2017 - 2020 PARTIES: DEPARTMENT OF SPORT AND RECREATION SIGNED BY ACTING CEO C WOODS 1 COPY</p>	30/09/2016
EDR1657349	<p>COPY OF EXECUTED DOCUMENT ITEM:UNDER DELEGATION 2016:009 RE:REGIONAL VENUES IMPROVEMENT FUND - PURCHASE OF STAGE LIGHTING, AUDIO EQUIPMENT AND PROJECTION EQUIPMENT TO THE VALUE OF \$47,567.73 - INTERGENERATIONAL HUB - ALISON HARTMAN GARDENS PARTIES: DEPARTMENT OF CULTURE AND THE ARTS SIGNED BY ACTING CEO C WOODS 1 COPY</p>	07/10/2016
EDR1657356	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: GRANT APPLICATION FOR FUNDING FOR COMMUNITY ACTIVITY HUB IN HEART OF ALBANY'S CBD PARTIES: GSDC - REGIONAL GRANT SCHEME SIGNED BY ACTING CEO C WOODS 1 COPY</p>	07/10/2016
EDR1657374	<p>COPY OF EXECUTED DOCUMENT ITEM:N/A RE: APPLICATION FOR DEVELOPMENT APPROVAL FOR WOMEN'S REST CENTRE PARTIES: N/A SIGNED BY ACTING CEO C WOODS 1 COPY</p>	10/10/2016

EDR1657390	COPY OF EXECUTED DOCUMENT ITEM:N/A RE: APPLICATION FOR FUNDING FOR CENTENNIAL PARK - EVENT AND AFL STADIUM FIT OUT STAGE 2 PARTIES:GSDC - REGIONAL GRANT SCHEME SIGNED BY ACTING CEO C WOODS 1 COPY	10/10/2016
EDR1657435	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: YOUTH ACTIVITIES GRANT APPLICATION FOR THE COLOUR RUN - ALISON HARTMAN GARDENS PARTIES: DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES SIGNED BY THE CEO A SHARPE 1 COPY	12/10/2016
EDR1657436	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: DEMOLITION PERMIT APPLICATION - REMOVAL OF TWO SHEDS FROM CENTENNIAL OVAL (McCORMICK PAVILION AND COVERED STORAGE AREA) PARTIES: N/A SIGNED BY THE CEO A SHARPE 1 COPY	12/10/2016
EDR1657437	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUILDING PERMIT APPLICATION - FOR CARAVAN PARK AT LOT 1461CROWN RESERVE 22698 EMU POINT FOR THE PURPOSE OF A CARPORT AND PATIO PARTIES: N/A SIGNED BY THE CEO A SHARPE 1 COPY	12/10/2016
NCSR1656977	COPY OF COMMON SEAL ITEM: OCM 28.06.2016 ITEM PD133 RE: SIGNING OF LOCAL PLANNING SCHEME NO. 1 SCHEME AMENDMENT NO 19 PARTIES: N/A SIGNED BY THE CEO A SHARPE AND MAYOR 2 COPIES	20/09/2016

NCSR1657012	COPY OF COMMON SEAL ITEM: N/A RE: APPLICATION FOR CLEARING PERMIT FOR MILLBROOK ROAD UPGRADE (SLK 9.12-12.50) PARTIES: DEPARTMENT OF ENVIRONMENT REGULATION SIGNED BY THE CEO A SHARPE 1 COPY	21/09/2016
NCSR1657159	COPY OF COMMON SEAL ITEM: N/A RE: C16109 PROVISION OF CRUSHING SERVICES - CONTRACT PARTIES: PALMER EARTHMOVING (AUSTRALIA) SIGNED BY ACTING CEO C WOODS 2 COPIES	29/09/2016
NCSR1657260	COPY OF COMMON SEAL ITEM: OCM 27.09.2016 ITEM WS112 RE: SIGNING OF CONTRACTS FOR C16017 NORWOOD ROAD (SLK. 1-2.4) WIDENING AND RECONSTRUCTION PARTIES: AD CONTRACTORS PTY LTD SIGNED BY THE CEO A SHARPE AND MAYOR 2 COPIES	04/10/2016
NCSR1657261	COPY OF COMMON SEAL ITEM: N/A RE: SECTION 70A NOTIFICATION FOR LOT 10 ON DEPOSITED PLAN 409388 - STORMWATER MANAGEMENT REQUIREMENTS - INSTALLATION OF STORMWATER ATTENUATION AT TIME OF CONSTRUCTION PARTIES: ADAM AND SHELEY HALLSWORTH SIGNED BY THE CEO A SHARPE AND MAYOR 1 COPY	04/10/2016

<p>NCSR1657262</p>	<p>COPY OF COMMON SEAL ITEM: OCM 26.05.2015 ITEM CSF169 RE: SIGNING OF TRANSFER OF LAND DOCUMENTS FOR CITY OWNED LAND AT LOT 451 NO 106 MUELLER STREET (FORMERLY 42 CULL ROAD) PARTIES: BRONSON SWANN SIGNED BY THE CEO A SHARPE AND MAYOR 1 COPY</p>	<p>04/10/2016</p>
<p>NCSR1657388</p>	<p>COPY OF COMMON SEAL ITEM: OCM 27.09.2016 ITEM WS113 RE: SIGNING OF CONTRACTS FOR C16016 (A), (B), (C) AND (E) PANEL OF SUPPLIERS - SURVEY SERVICES PARTIES: ALBANY MAPPING AND SURVEYING SERVICES, HARLEY DYKSTRA, JOHN KINNEAR AND ASSOCIATES AND 35 DEGREES SOUTH SIGNED BY THE ACTING CEO C WOODS AND MAYOR 8 COPIES</p>	<p>10/10/2016</p>



Council Committee Meetings

for discussion and exploration...

Council Policy: Governance & Meeting Framework

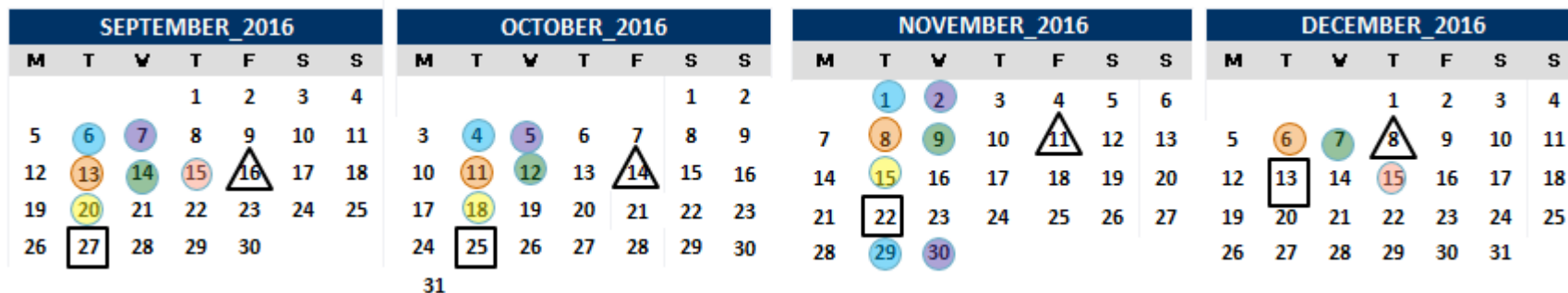
REPORT ITEM CSF280 REFERS TO

(defines Council's decision making forums and processes)

- Current situation:

- ❖ **Council ordinary meeting schedule:** currently operates on a four weekly meeting cycle (except in January when Council is in recess). The monthly ordinary council meeting, unless a special council meeting is called, is the only meeting that makes decisions.

- ❖ **Committee meetings:** unless a report is considered urgent by the CEO, all reports for consideration by Council are referred through a council committee



- Audit & Risk Committee 6.00pm
- Community Services Committee 6.00pm
- Corporate Services & Finance Committee 6.00pm
- Economic Development Committee 6.45pm
- Planning & Development Committee 6.00pm
- Works & Services Committee 6.00pm
- LEMC & Airport Emergency Committee & BFAC
- Strategic Workshop 6.00pm
- Ordinary Council Meeting
- OCM Agenda sent to Elected members electronically
- Not fixed:**
- As required: Audit & Risk Committee
- As required: LEMC, Airport Emergency Committee, BFAC

For discussion & exploration...

REPORT ITEM CSF280 REFERS TO

❖ Option 1: No change.

❖ Option 2: Consolidate to form two standing council committees.

❖ Option 3: Consolidate to form one standing council committee.

- Much of the City's business is handled by standing committees which meet monthly, prior to the monthly ordinary council meeting.
- Committees comprise of councillors who review reports presented by City officers on a wide variety of topics.
- Committee recommendations are placed before the monthly meetings of full Council for decisions.
- Council may accept committee recommendations, amend them, or send back to the appropriate committee for further consideration.
- Correspondence from individuals or organisations which cannot be handled through the routine processes and policies of the City are referred to the appropriate committee through an officer's report.

❖ Option 2: Two standing council committees

Committee One Community Development, Corporate & Commercial Services Committee	Committee Two Planning & Engineering Services Committee
<ul style="list-style-type: none"> • <i>Finance (budget & investment reporting, Business Planning)</i> • <i>Information Technology</i> • <i>Customer Service</i> • <i>Human Resource Management</i> • <i>Economic Development (tourism, regional alliance)</i> • <i>Strategic Development (integrated planning & reporting)</i> • <i>Governance & Councillor Support</i> • <i>Community Engagement & Capacity Building (welfare advocacy, youth, aged, multicultural, access & inclusion)</i> • <i>Community Infrastructure Planning</i> • <i>Arts & Culture</i> • <i>Community Facilities (Airport, Daycare, Libraries, Visitors Centre , Vancouver Arts Centre, Town hall, NAC, Heritage Park, AEC)</i> • <i>Recreation (ALAC, sporting precincts, club development)</i> 	<ul style="list-style-type: none"> • <i>Strategic Planning</i> • <i>Statutory Planning</i> • <i>Building Control</i> • <i>Environmental Health</i> • <i>City Centre & Precinct Development (Waterfront, Middleton Beach)</i> • <i>Parks (Natural & Developed Reserve Management)</i> • <i>Capital Works (Road & Pathway Networks)</i> • <i>Asset Management (City buildings, sporting fields)</i> • <i>Major Projects</i> • <i>Community Safety (rangers, bushfire brigade, emergency management)</i>

❖ Option 1: No change.

❖ Option 2: Consolidate to form two standing council committees.

SEPTEMBER_2016							OCTOBER_2016							NOVEMBER_2016						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

△ OCM Agenda sent to Elected members electronically

● Committee One: Community Development, Corporate & Commercial Services Committee

□ Ordinary Council Meeting

● Planning & Engineering Services Committee

❖ Option 3: Consolidate to form one standing council committee.

Additional information detailed in the:

*Council Policy: Governance & Meeting Framework
&
Discussion Paper*

TOPIC: COUNCIL COMMITTEE MEETINGS

Reference Documents	: Council Committee Presentation – Strategic Briefing – September 2016
Report Prepared by	: Manager Governance & Risk (S Jamieson)
Responsible Officer	: Chief Executive Officer (A Sharpe)

Responsible Officer's Signature:	
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Purpose:

- It is requested that the group consider the options proposed and provide feedback to the Executive.
- This will then inform the Executive on the drafting of a proposal for council review and decision.

Background:

- The Council ordinary meeting schedule currently operates on a four weekly meeting cycle (except in January when Council is in recess). The monthly **ordinary council meeting**, unless a special council meeting is called, is the only meeting that makes decisions.
- **Committee meetings:** Unless a report is considered urgent by the CEO, all reports for consideration by Council are referred through a council committee

Discussion:

- Much of the City's business is handled by standing committees which meet monthly, prior to the monthly ordinary council meeting.
- Committees comprise of councillors who review reports presented by City officers on a wide variety of topics.
- Committee recommendations are placed before the monthly meetings of full Council for decisions.
- Council may accept committee recommendations, amend them, or send back to the appropriate committee for further consideration.
- Correspondence from individuals or organisations which cannot be handled through the routine processes (i.e. delegations) and policies of the City are referred to the appropriate committee through an officer's report.
- Currently the City of Albany has five Standing Committees, in addition to the Risk & Audit Committee and CEO Performance Review Panel, being:
 - Community Services Committee
 - Corporate Services Committee
 - Economic Development Committee
 - Planning & Development Committee
 - Works & Services Committee
- It is proposed that alternate options be explored.

Options:

The pros and cons are not exhaustive and have been presented to start the conversation and exploration process.

A limited number has been proposed as it is recommended that the group explore critique the pros and cons are presented and explored, expanded upon and critiqued by the group.

<p>Option 1: <i>No change. Current committee system stay in place.</i></p>	<p>Pros:</p> <ul style="list-style-type: none"> • Currently in place • Committee Terms of Reference based on directorate functions <p>Cons:</p> <ul style="list-style-type: none"> • Functions and services reviewed in isolation • Not an efficient use of time • Aligned to old organisational structure • Not all committees have reports to be reviewed every month • Quorum is sometimes difficult to achieve
<p>Option 2: <i>Consolidate committees to form two standing council committees.</i></p>	<p>Pros:</p> <ul style="list-style-type: none"> • Efficient use of elected member and staff time • Allows elected members to have a week break to attend civic duties • Groups complimentary functions & services • Has been trailed by other local government with success <p>Cons:</p> <ul style="list-style-type: none"> • Compressed time frame between last committee and ordinary meeting of council.
<p>Option 3: <i>Consolidate to form one standing council committee.</i></p>	<p>Pros:</p> <ul style="list-style-type: none"> • All reports discussed and reviewed in one setting <p>Cons:</p> <ul style="list-style-type: none"> • Potential to be very long meetings • May limit discussion due to time constraints

Recommendation: It is recommended that Option 2 be explored as it facilitates a break in the monthly meeting cycle and facilitates elected members attendance at other activities (i.e. civic duties, community workshops, strategic briefings etc).



Council Policy

Governance & Meeting Framework

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Manager Governance & Risk		Executive Director Corporate Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:	NP084913_11		
Meta Data: Key Search Terms	Council, meeting, agenda, minutes, conduct, resolution, voting		
Status of Document:	Council decision: Draft		
Document file details:	N:\Corporate Services\Governance and Risk\Corporate Documents		
Quality Assurance:	Council, Audit & Risk Committee, Executive Management Team		
Distribution:	Public document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Chief Executive Officer	Adopted by Council OCM 19/2/2008, Report Item 14.2.1	19/02/2008
1.1	Chief Executive Officer	OCM 21/10/08 Item 16.1 & 16.3: Prescribed appointment of alternate deputies and ward seniority.	21/10/2008
1.2	Chief Executive Officer	OCM 21/04/09 Item 16.1: Defined policy and strategy committee timings.	21/04/2009
1.3	Chief Executive Officer	OCM 18/05/10 Item 16.2.2, Strategy and Policy Committee System dissolved. Additional criteria applied to Agenda Briefings, Concept Forums and Workshops.	18/05/2010
1.4	Chief Executive Officer	Amended to reflect organisational restructure. (Airports & Leasing & Ranger Services now report to Corporate & Community Services).	29/06/2010
1.5	Chief Executive Officer	SCM 18/10/2011 Item 6.4: Committee terms of references updated and minor administrative amendments.	05/01/2011
1.6	Chief Executive Officer	OCM 16/07/2013 Item 1.3: Introduced new standing committees and defined membership, being: <ul style="list-style-type: none"> • All Standing Committees to have a Minimum of 4 and a maximum of 7 elected members; and • Corporate Service & Finance Committee, membership extended to all elected members. 	16/7/2013

Document Revision History (continued)			
Version	Author	Version Description	Date Completed
1.7	Manager Governance & Risk	<ul style="list-style-type: none"> ○ Audit and Risk Committee: Terms of Reference amended. The <i>Local Government (Audit) Amendment Regulations 2013</i> published in the Government Gazette on 8 February 2013 now requires Audit Committees of a local government to have oversight of its systems and procedures in relation to risk management, internal control and legislative compliance. OCM 24/03/2014 (Resolution AR003) ○ Airport Emergency Committee: No longer reports to LEMC, functions as a standalone committee. This Committee only deals with operational matters. ○ Bushfire Advisory Committee: Terms of Reference defined by Council's adopted Strategic Bush fire Plan 2014 – 2019. OCM 25/11/2014 (Resolution PD061). ○ Standing Committees of Council meetings now advertised and held in the Council Chambers and open to the public. OCM 24/05/2014 (Resolution 15.1) ○ New Committee titled "CEO Performance Review Panel & Associated documents: Updated to reference Council Policy: CEO Performance Review Process. OCM 22/04/2014 (Resolution CSF077) ○ Minor administrative amendment made to: <ul style="list-style-type: none"> ▪ Notes of Meetings. The CEO, or their designated senior officer will cause notes to be kept of each Agenda Briefing, Concept Forum and Workshop. These notes will include the date, attendance and title of the subjects addressed and captured on the City's records management system. ▪ Definitions re-defined for: <ul style="list-style-type: none"> Council Standing Committee Council Advisory Committee 	28/11/2014
1.8	Manager Governance & Risk	<ul style="list-style-type: none"> ○ Agenda Briefing Sessions. OCM February 2015 (Resolution CSF142). Council resolved to cease holding agenda briefing sessions effective March 2015. 	24/02/2015
1.9	Manager Governance & Risk	<ul style="list-style-type: none"> ○ WALGA Representation. <i>At the OCM 22 April 2015 (Resolution CSF076), Council nominated All Elected Members to represent the City.</i> ○ Minor administrative amendments: <ul style="list-style-type: none"> ▪ Removal of reference to Deputy CEO, replaced with Executive Director Corporate Services. ▪ Update of Executive Officer Titles ▪ Defining the type of decision and recommendations reviewed by the BFAC. ▪ Update Executive Officer for LEMC and BFAC to include CESM. 	15/10/2015

Document Revision History (continued)			
Version	Author	Version Description	Date Completed
1.10	Manager Governance & Risk	<ul style="list-style-type: none"> o Amended: OCM July 2016 (Resolution ED035), Council adopted the National Anzac Centre (NAC) Advisory Group Terms of Reference (Advisory Committee). o Updated Titles: <ul style="list-style-type: none"> ▪ Replaced Deputy CEO with Executive Director Corporate Services ▪ Replaced Executive Director Economic Development & Commercial services with Executive Director Commercial Services ▪ Replaced Executive Director Community Services with Executive Manager Community Services o Legislative & Strategic Context: Appended with: <i>Serious & Minor Misconduct obligations.</i> 	26/07/2016
1.11	Manager Governance & Risk	<p>Fully revised and amended for review by the Executive Management Team. Major amendment being the reduction in standing committees Refer to report CSF277 for details, Draft Responsible Officer Recommendation:</p> <p>THAT:</p> <p>(1) The following council standing committees be DISSOLVED:</p> <ul style="list-style-type: none"> • Corporate Services & Finance Committee; • Economic Development Committee; • Planning Development Committee; and • Works & Services Committee. <p>(2) The following committees be ESTABLISHED and their respective Terms of Reference ADOPTED:</p> <ul style="list-style-type: none"> • Community & City Business (CCB) Committee; and • Development & Infrastructure Services (DIS) Committee. <p>(3) That all elected members are appointed to the listed committees.</p> <p>(4) The Meeting and Governance Framework policy position be ADOPTED.</p>	14/10/2016

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Objective

1. To provide a functional, transparent and legally compliant meetings framework that serves to:
 - a. Engage elected members in policy and strategy development from concept through to adoption.
 - b. Facilitate opportunity for elected members to drive Council's policy and strategy agenda with the assistance and collaboration of Council officers.
 - c. Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
 - d. Provide Council officers with a robust, contemporary and effective suite of Council management documents upon which to exercise delegated function or present advice and recommendation to Council for their determination.
 - e. Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council committees and working groups.

Policy Statements

2. The following policy statements apply where the *Local Government Act 1995* or the *City of Albany Standing Orders Local Law* is silent:

Agendas and minutes	<p>The level of decision-making and transparency needed for good governance requires comprehensive meeting agendas and minutes to be prepared. Matters to be considered at meetings of Council or committees are to be presented in an agenda prepared by the CEO.</p> <p>Agendas comprise of reports prepared by the organisation. Reports are structured to include information on the background, details, summary and funding of the proposal under consideration.</p> <p>All reports are the professional advice of the organisation and contain recommendations as to the most appropriate course of action to take based on the information presented.</p> <p>The decision to adopt, amend or reject a recommendation rests with Council, or in some cases a committee (if it has delegated authority).</p> <p>Where a Council or committee decision is different to that which has been recommended, reasons for that decision must be stated and recorded.</p> <p>Agendas are made available to Elected Members and the public before Council meetings. Where a committee is open to the public, committee agendas are also made available.</p> <p>It is the responsibility of the CEO or their designated senior officer to prepare agendas.</p> <p>Unconfirmed Council and committee minutes are to be made available to the public. The minutes of a meeting comprise all items considered at the meeting and include attendances, all motions, their movers and seconders and the decisions that have been made.</p>
Apologies and leave of absence	<p>An important function of an Elected Member, when being a part of the governing body of Council or a committee, is to attend and participate in the decision- making processes at meetings.</p> <p>Elected Members who are going to be absent from a meeting of Council or a committee should submit an apology. For extended periods of absence, Elected Members should apply to Council to grant leave of absence for that extended period.</p> <p>Leave of absence is not to be granted to an Elected Member in respect of more than six consecutive ordinary meetings of the Council</p>

	<p>without the approval of the Minister, unless all of the meetings are within a period of three months.</p> <p>An Elected Member who is absent, without first obtaining leave of the Council, throughout three consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council unless all of the meetings are within a two month period.</p>
<p>Briefing Sessions</p>	<p>Briefing Sessions are used to inform Elected Members on the items of business to be presented and discussed at future meetings. Briefing Sessions can be made open to the members of the public, and question and statement time is permitted.</p>
<p>Committee meetings</p>	<p>To assist with its decision-making responsibilities, Council is able to establish committees from time to time. The work of committees is significant in local government due to the wide range of activities and functions of Council. Committees report to Council and are subject to the requirements of the Act.</p> <p>When a Council establishes a committee, it must determine the reporting and other accountability requirements that are to apply in relation to that committee.</p> <p>Committees may comprise of:</p> <ul style="list-style-type: none"> • Elected Members only • Elected Members and employees • Elected Members, employees and members of the community • Elected Members and members of the community • Employees and members of the community or • Members of the community only <p>The role and tasks of committees are varied however committees are generally established to:</p> <ul style="list-style-type: none"> • inquire into matters and to provide and make recommendations to Council on matters within Council's responsibilities • carry out a specific project or task on behalf of Council or exercise, perform or discharge delegated powers, functions or duties. <p>Committees meet as and when required and make recommendations to Council however where a committee has delegated authority, it is able to make a decision in its own right.</p> <p>Committee meetings can be made open to the members of the public, and question and statement time is permitted.</p> <ul style="list-style-type: none"> • Questions and statements must relate to an item on the current agenda. A member of the public may request to present a deputation to the Elected Members relating to an item on the agenda. • Deputations are received on the same evening as the Committee meeting and at the commencement of the meeting. No decisions are made at Briefings, Concept Forums or Workshops although Elected Members may request additional information or may request alternative wording for recommendations to be prepared for possible consideration at the future Council meeting.
<p>Council meeting schedule</p>	<p>Council operates on a four weekly meeting cycle, (except in January when Council is in recess).</p>
<p>Council Meetings</p>	<p>Council meetings are formal meetings of Council as defined under the Act and are required to be open to the public, although under certain conditions, meetings can be closed when Council considers certain items of business as prescribed by the Act. In order to promote transparency and accountability required for good governance, the closure of meetings should be applied as infrequently as possible.</p> <p>Good decision-making at a Council meeting is enhanced when the meeting is well run. This requires a clear and informative agenda,</p>

	<p>good chairing and facilitation, adherence to meeting procedures and adherence to statutory requirements. There should also be a strong commitment to</p> <p>Council meetings being open to the public so that the community are fully informed and, where appropriate, involved in the decisions and affairs of Council.</p> <p>Elected Members, the CEO and Executive Directors attend all Council meetings.</p>
Decisions	<p>Strategy Sessions, Concept Forums, Briefings, Forums, and Workshops operate outside of the statutory framework of the Act are not intended to replace ordinary meetings of Council.</p>
Meeting procedures and conduct	<p>The Council has adopted a local law that provides a set of enforceable meeting procedures and rules to:</p> <ul style="list-style-type: none"> • ensure better decision-making of council and its committees • assist in the good and orderly conduct of meetings • greater community understanding of the business of the Council. <p>Elected Members are to familiarise themselves with the City of Albany Standing Orders Local Law (meeting procedures) as any breaches may result in the matter being referred to the Local Government Standards Panel.</p>
Notes of meetings	<p>The CEO, and/or designated senior officer will cause notes to be kept.</p> <p>Notes will be recorded on the City's Records Management System and detail the date, attendance and titles of the subject addresses.</p>
Standing Committees of Council	<p>All reports for consideration by Council should be referred through a Standing Committee.</p> <p>Standing Committees are generally open to the public, with the exception of the Audit & Risk Committee.</p> <p>The following standing committees of the City of Albany Council are open to the public:</p> <ul style="list-style-type: none"> • Community & City Business (CCB) Committee • Development & Infrastructure Services (DIS) Committee • Audit & Risk Committee • Chief Executive Officer Performance Review Panel • Bush Fire Advisory Committee • Local Emergency Management Committee <p>The terms of reference all Committees are listed at attachment 1.</p>
Strategy Sessions	<p>Strategy Sessions provide a forum for two-way communication between Elected Members and the CEO on strategic or complex issues. The sessions are open to all Elected Members, the CEO and other employees designated by the CEO as required.</p> <p>Strategy Sessions also provide an opportunity for relevant staff and/or outside consultants to present information on a concept or project. Elected Members are encouraged to ask questions but not enter into debate.</p> <p>Strategy Sessions are generally not open to members of the public.</p>
Voting intentions	<p>Elected Members must not indicate their voting intentions prior to being presented for Council resolution.</p> <p>An Elected Member's support of a proposal or Committee Recommendation does not bind the elected member's decision.</p>
Working groups, workshops and reference groups	<p>Council may conduct workshops or also establish working groups or reference groups as a mechanism for facilitating and improving community participation in the City's decision-making process.</p> <p>While not formally established under legislation, working groups and reference groups provide an opportunity for the City to obtain the views of community representatives as well as enabling networking opportunities for Elected Members with a wide range of</p>

	<p>representatives on issues of common interest. The opportunity to obtain such views assists Elected Members and Council to address strategic issues and priorities.</p> <p>Working groups and reference groups make recommendations to the organisation, who in turn detail those recommendations and comments within the formal report to Council or a committee on a particular issue or topic.</p> <p>Community representatives and Elected Members are encouraged to ask questions of relevant staff or consultants through the presiding person.</p>
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Scope

3. This policy applies to:
 - a. Briefings;
 - b. Committee meetings;
 - c. Concept Forums;
 - d. Ordinary Council Meetings;
 - e. Special Council Meetings;
 - f. Working Groups; and
 - g. Workshops.

Legislative and Strategic Context

4. Division 2, Part 5 of the *Local Government 1995* deals with Council Meetings, committees and their meetings.
5. For the purposes of Section 5.98 (2) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from agenda briefing requests.
6. For the purpose of Serious & Minor Misconduct:
 - a. The City is a “public authority” for the purpose of the CCM Act. The City must report serious and minor misconduct matters that the City reasonably suspects involve corruption, minor or serious or systematic misconduct or maladministration in public administration as required by the CCM Act (serious misconduct) and PID Act (minor misconduct). (available at www.ccc.wa.gov.au and www.publicsector.wa.gov.au).
 - b. Paid members of Council Committees must acknowledge that:
 - (i) the supply of the Services may involve public administration by the City pursuant to the CCM Act and PID Act; and
 - (ii) as it is supplying the Services to the City the person:
 - (a) is a public officer for the purposes of the CCM Act; and
 - (b) is subject to the obligations under the CCM Act and Guidelines, including, but not limited to the obligation to report to the Office of the Corruption and Crime Commission matters that the Consultant reasonably suspects involves corruption, or serious or systematic misconduct or maladministration in public administration;
 - (c) is subject to the obligations under the PID Act and guidelines, including, but not limited to the obligations to report to the Office of the Public Section Commission matters that the Consultant reasonably suspects involves minor misconduct in public administration.

Review Position and Date

7. Chief Executive Officer to review with Council prior to an ordinary council election.

Definitions

8. Key terms and acronyms used in the policy, and their definitions.

Act	Local Government Act 1995
Advisory Committee	means a committee with membership comprised of representatives from the community and Elected Members.
Audit	means the inspection or examination of a City activity or facility to evaluate or improve its appropriateness, efficiency or compliance.
Council Management Documents	Policies, strategies, business plans, local laws and other corporate documents used in guiding, informing and regulating Council's decision making processes.
Ordinary Council Meeting	Council's principal decision making forum.
Standing Committee	means a permanent council committee that meets regularly.
Working Group	A group that consists of staff, elected members, and community representatives. Recommendations are referred to council standing committees for recommendation to Council.
Workshops, Concept Forums	in this framework refer to Briefing Sessions.

Associated Documents

- *Local Government Act 1995*
- Standing Orders Local Law 2014 (Amended)
- Strategic Bush Fire Plan 2014 – 2019
- Local Government Operational Guideline – Council Forums, Department of Local of Government and Regional Development
- Department of Local Government Guideline – Audit Committees in Local Government, Their Appointment, Function and Responsibilities
- Council Policy: Code of Conduct (Council Members, Committee Members, Staff & Volunteers)
- Council Policy: CEO Performance Review Process

Standing Committees of Council

9. All reports for consideration by Council should be referred through a Standing Council Committee.
10. Standing Committees of Council are generally open to the public, with the exception of the Audit and Risk Committee.
11. The Terms of Reference for Standing Committees of Council are detailed at attachment 1.

Advisory Committees

12. Advisory committees provide recommendations to Council in line with their terms of reference.
13. Advisory committees meet as and when required as determined by committee members or Council.
14. The Terms of Reference for Council Advisory Committees are detailed at attachment 2.

Audit & Risk Committee (Statutory Requirement)

- (1) **Function:** This Committee is responsible for:
Assisting Council discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to the:
- reporting of financial information;
 - application of accounting policies;
 - management of the financial affairs of the City; and
 - assessment of the adequacy of the management of risk, internal control and legislative compliance.
- (2) **It will achieve this by:**
- (a) **Audit:**
- (i) Considering and approving the brief for the provision of audit services;
 - (ii) Evaluating the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
 - (iii) Meeting with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;
 - (iv) Ensuring that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
 - (v) Ensuring that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
 - (vi) Ensuring that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently Understand the financial performance of the Council's affairs;
 - (vii) Reviewing the audit report and make appropriate recommendations to Council; and
 - (viii) Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.
- (b) **Risk Management:** Address any specific requests referred to it from Council in relation to issues of internal control, legislative compliance and risk management.
At least once every year consider a report in relation to the management of risk within the City of Albany and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with the risks that impact on the City.
- (c) **Regulation 17 of the Local Government (Audit) Regulations 1996:** Receive the CEO reviews conducted on the appropriateness of systems and procedures in relation to risk management, internal control and legislative compliance as prescribed.
- (3) **Membership:** Minimum of 4 and maximum of 7 elected members
- (4) **Meeting Schedule:** As required, minimum of three per calendar year.
- (5) **Meeting Location:** Council Chambers
- (6) **Directorate:** Office of CEO & Corporate Services
- (7) **Executive Officers:** Chief Executive Officer, Executive Director Corporate Services, Manager Governance & Risk, Manager Finance

Delegated Authority: None

Chief Executive Officer Performance Review Panel

- (1) **Function:** This panel is responsible for:
Reviewing the performance of the Chief Executive Officer in accordance with the CEO Performance Review Process Policy.
- (2) **It will achieve this by:**
 - Ensuring the review process is conducted in a manner that is both collaborative and constructive with the aim of enhancing performance and providing guidance for the ensuing twelve months, using the City's agreed Strategic Plan and/or Business Plan.
 - Using the review process provide an opportunity to build relationships and to increase the effectiveness of individuals, systems and process to improve the performance and the profile of the City of Albany.
 - Making recommendations to Council.
- (3) **Chairperson:** Mayor
- (4) **Membership:** The CEO performance review panel will consist of:
 - The Mayor
 - Three Councillors appointed by resolution of Council.

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

All Councillors seeking appointment to the CEO review panel must undertake the relevant CEO performance review training course provided by WALGA within six months of appointment to the panel; it is important for those actually involved in the appraisal interview to feel comfortable with their skill level and role.
- (5) **Meeting Schedule:** As required
- (6) **Meeting Location:** As determined
- (7) **Directorate:** Office of the CEO
- (8) **Executive Officers:** Manager Human Resources, An independent/external person appointed by a resolution of Council.
- (9) **Delegated Authority:** None

Community & City Business Committee

(1) **Functions:** The Committee is responsible for the following functions:

Community Services:

The delivery of “*Sense of Community Objectives*” contained in the City of Albany Strategic Plan:

- Build resilient and cohesive communities with a strong sense of place and community spirit.
- Create interesting places, spaces and events that reflect our community’s identity, diversity and heritage.
- Develop and support an inclusive and accessible community.
- Provide advice on effective ways to engage and report progress to the Community.

City Business:

Monitoring and commenting on the financial health and strategies of Council.

The delivery of “*Civic Leadership Objectives*” contained in the City of Albany Strategic Plan:

- Establish and maintain sound governance structures.
- Provide strong, accountable leadership supported by a skilled and professional workforce.
- Engage effectively with our community.
- Governance:
 - Review of Council's policies;
 - Supporting Elected Members in their governance role;
 - Developing amendments to existing, or new, local laws;
 - Consideration of the Council's draft Strategic Plan;
 - Consideration of the Council's draft Annual Report;
 - Matters pertaining to the conduct of the Council's Annual General Meeting;
 - Consideration of the proposed meeting schedule for Council and its Committees;
 - Receiving reports from Council representatives on outside bodies, and from other bodies as determined by Council; and
 - Considering matters not falling within the terms of reference of any other Council committee.
- Service Complaint Internal Review: Responsible for reviewing unresolved service complaints, in accordance with the Service Complaints Policy.

Economic Enabling & Support:

Considering and recommending to Council ways to strengthen the local Albany economy.

The delivery of “*Smart, Prosperous and Growing Objectives*” contained in the City of Albany Strategic Plan:

- Foster links between education, training and employment that support economic development.
- Strengthen our region’s economic based.
- Develop and promote Albany as a unique and sought after visitor destination.

Community & City Business Committee (continued)

- (2) **It will achieve this by:**
 - (b) Developing policies and strategies;
 - (c) Establishing ways to measure progress;
 - (d) Receiving progress reports;
 - (e) Considering officer advice;
 - (f) Debating topical issues;
 - (g) Providing advice on effective ways to engage and report progress to the Community;
and
 - (h) Making recommendations to Council.
- (3) **Membership:** Open to all elected members
- (4) **Meeting Schedule:** Monthly
- (5) **Meeting Location:** Council Chambers
- (6) **Directorates:** Corporate Services, Community Services, Commercial Services
- (7) **Executive Officer(s):** Executive Director Corporate Services, Executive Director Commercial Services, Executive Manager Community Services
- (8) **Delegated Authority:** None

Development & Infrastructure Committee

- (1) **Functions:** The Committee is responsible for:

Development Services:

The delivery of the “*Liveable Environmental Objectives*” contained in the City of Albany Strategic Plan:

- Advocate, plan and build connected, liveable communities.
- Create a community that supports people of all ages and backgrounds.
- Create vibrant neighbourhoods which are safe yet retain our local character and heritage.

Infrastructure Services:

The delivery of the “*Clean and Green Objectives*” contained in the City of Albany Strategic Plan:

- To protect and enhance our pristine natural environment.
- To promote environmental sustainability.
- To promote our region as clean and green.

- (2) **It will achieve this by:**

- (a) Developing policies and strategies;
- (b) Establishing ways to measure progress;
- (c) Receiving progress reports;
- (d) Considering officer advice;
- (e) Debating topical issues;
- (f) Providing advice on effective ways to engage and report progress to the Community; and
- (g) Making recommendations to Council.

- (3) **Membership:** Open to all elected members.

- (4) **Meeting Schedule:** Monthly

- (5) **Meeting Location:** Council Chambers

- (6) **Executive Officers:** Executive Director Works & Services, Executive Director Development Services

- (7) **Delegated Authority:** None

Airport Emergency Committee (Statutory Requirement)

- (1) **Functions:** The Committee is responsible for:
- Legislative Authority:** This Committee is established under the *Civil Aviation Act (1998)* and the *Emergency Management Act 2005*. This Committee is responsible for ensuring the currency of the Airport Emergency Plan and associated procedures in support of response and recovery agencies plans.
- (2) **It will achieve this by:**
- Overseeing the development of and compliance with the Airport Emergency Plan and procedures in accordance with the Civil Aviation Safety Regulations 1998 and the Emergency Management Act 2005.
 - Evaluating and considering the post activity report of the annual emergency exercise and any report recommendations.
 - Ensuring the emergency test (exercise) reports of this Committee are reported to the Local Emergency Management Committee (LEMC).
- (3) **Membership:**
- (Minimum of 1 maximum of 2 elected members). Membership to the Committee is prescribed under the Civil Aviation Act 1998.
 - The airport operator (City of Albany) must ensure that the following persons are invited to be members of the Committee:
 - Albany WA Police Local Commander, or their nominee (Hazard Management Agency responsible for Air Crash)
 - Senior representatives of key industry stakeholders (including airlines); and
 - Senior representative from the Office of Transport Security.
 - The Committee must also consist of representatives of relevant agencies or organisations expected to be involved in responses under the Airport Emergency Plan. These representatives must be sufficiently senior to commit their organisations to the Committee's agreed decisions.
 - The Chair may invite persons other than those listed above to be members or observers of the Committee.
- (4) **Meeting Schedule:** Quarterly, as required
- (5) **Meeting Location:** Council Chambers, 102 North Road, Yakamia WA 6330
- (6) **Directorate:** Commercial Services
- (7) **Executive Officers:** Executive Director Commercial Services, Manager Tourism & Development Services
- (8) **Delegated Authority:** None

Bushfire Advisory Committee

- (1) **Function:** The Committee is responsible for:

Reviewing administrative and resourcing decisions and recommendations from the Bushfire Advisory Group and provide advice to Council on *Bush Fires Act 1954* matters.

Legislative Authority:

Under the *Bush Fires Act 1954 (s67)*, local governments may appoint such persons as it sees fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to:

- the preventing, controlling and extinguishing of bush fires;
- the planning and layout of fire breaks;
- prosecutions for breaches of the Bush Fire Act;
- the formation of bush fire brigades;
- the grouping thereof under brigade officers;
- the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities; and
- any other matter relating to bush fire control.

Local government makes the rules for guidance of the committee.

The committee is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

- (2) **It will achieve this by:**

BFAC Functions:

- To consider reports regarding operational matters received from Bush Fire Advisory Group (BFAG) and provide recommendations to Council as appropriate.
- To consider nominations for the position of Chief Bush Fire Control Officer and Deputy Chief Fire Control Officer and make recommendations as appropriate to the City of Albany's Chief Executive Officer (or delegate).
- Advise and assist the City of Albany in ensuring that local risk management plans pertaining to bush fire are established and maintained.
- Liaise with the Bush Fire Advisory Group, other emergency management agencies and other supporting agencies in the testing of local bush fire risk management plans.
- Support the City of Albany to ensure appropriate and timely training programs are developed and delivered to brigade members, including on-going scenario-based training.
- Advise the City of Albany on operational and administrative matters relating bush fire prevention, preparedness, response and recovery, as per relevant legislation and policies.
- Advise and assist the City of Albany in the development of bush fire community engagement and education programs.
- Facilitate and foster open communication and cooperation with other fire and emergency agencies and neighbouring local governments.

- (3) **Chairperson:** To be elected from the Committee (City of Albany Elected Member).

- (4) **Membership:** Defined under the Terms of Reference detailed in the Strategic Bush Fire Plan 2014 – 2019:

- Two or three elected members (Chairperson)
- Chief Bush Fire Control Officer
- Chair of Bush Fire Advisory Group (BFAG)
- Department of Fire and Emergency Services (DFES) Representative
- Department of Parks and Wildlife (DPaW) Representative
- City of Albany Manager Rangers & Emergency Management (executive support – non-voting)
- City Emergency Management Administrator (administrative support – non-voting)

Guests of Committee:

- By invitation (non-voting) – i.e. CBFCOs of neighbouring local governments.

- (5) **Meeting Schedule:** As required.
- (6) **Meeting Location:** Council Chambers
- (7) **Directorate:** Development Services
- (8) **Executive Officers:** Executive Director Development Services, Manager Ranger & Emergency Services.
- (9) **Delegated Authority:** None.

Local Emergency Management Committee (Statutory Requirement)(1) **Function:**

The *Emergency Management Act 2005* requires that local governments are to ensure that local emergency management arrangements are prepared and maintained for the local government district. The local emergency management arrangements contain the overarching emergency management arrangements relevant to that local government district.

The LEMC is responsible for reviewing, planning and testing the local community emergency management arrangements, including but not limited to:

- Advising and assisting the City of Albany in ensuring that local emergency management arrangements are established for its district;
- Liaising with public authorities and other persons and entities in the development, review and testing of local emergency management arrangements; and
- Carrying out other emergency management activities as required by the City of Albany Emergency Management Plan or as prescribed by legislation and regulations.

(2) **It will achieve this by:**

- Developing policies and strategies;
- Establishing ways to measure progress;
- Receiving progress reports;
- Considering officer advice;
- Debating topical issues;
- Providing advice on effective ways to engage and report progress to the Community; and
- Making recommendations to Council.

(3) **Chairperson:** Elected member appointed by Council. Deputy Chair (Officer in Charge of the Albany Police Station (WAPOL)).

(4) **Membership:** Committee membership is extended to include representatives from agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.

(5) **Meeting Schedule:** Quarterly, as required.

(6) **Meeting Location:** Council Chambers.

(7) **Directorate:** Development Services

(8) **Executive Officers:** Chief Executive Officer, Executive Director Development Services, Community Emergency Safety Manager (CESM)

(9) **Delegated Authority:** None

National Anzac Centre Advisory Group (Advisory Committee)

Background

The National Anzac Centre (NAC) is located within the Princess Royal Fortress precinct on Mount Clarence in Albany and was officially opened on 1 November 2014. The intent of the NAC is to provide a National Centre which focusses on the origins of the Anzac Legend and in particular tells the story of the departure of the first and second convoys from Albany to World War One and the experience of these men and women who served. It was also designed to be a focal point for the National Launch of the 4 year ANZAC Centenary commemorations. The NAC is also an important visitor attraction that adds value to the existing tourism product offer in the Great Southern by creating a reason to visit and increasing the length of stay of visitors to the region.

Terms of Reference

The National Anzac Centre Advisory Group Terms of Reference is the document that establishes the agreed roles and functions for the Advisory Group, both collectively and individually. It is utilised by the Advisory Group to ensure that its operation is governed responsibly.

The Group's Terms of Reference must be endorsed and approved by resolution of the City of Albany Council, who is ultimately responsible for ensuring it is maintained and properly utilised.

Purpose

The NAC Advisory Group is established to provide:

- Advice and strategic oversight of the National Anzac Centre and where appropriate other elements of the Albany Heritage Park, and support the ongoing development and implementation of initiatives (infrastructure, marketing, events, tourism experiences) to achieve the strategic objectives of the precinct.
- Support the market success and financial sustainability of the NAC and the Princess Royal Fortress, and ensure engagement with the broader region in driving the success of these important assets.

Responsibility of the National Anzac Centre (NAC) Advisory Group

The Advisory Group is responsible for:

- Facilitating the exchange of information; providing advice and the development of relationships that assist in identifying potential pathways and synergies with National, State and Local Government objectives and policies.
- Ensuring appropriate expertise is sourced on infrastructure; marketing; event; and exhibition initiatives and programs that support and promote the tourism, cultural and heritage values of the NAC, the ANZAC Albany story and the surrounding precinct.
- Identify and facilitate engagement and leverage opportunities with surrounding local government authorities and key partners to assist with the development of packages and promotional activities.
- Assist with identifying funding opportunities to enhance the product offering by providing new, and refreshing existing experiences.
- Raise the profile of the National Anzac Centre as an iconic heritage tourism asset and build upon its current success in increasing visitation to the region.
- Ensure the NAC interpretative component remains relevant, refreshed and consistent with a high quality contemporary museum standard.

Authority of the Advisory Group

The Advisory Group may make recommendations to the Council on all relevant business matters as per the Advisory Group purpose and responsibilities. Recommendations will be provided to the Council in written form, accompanied by supporting reports and prepared by the City of Albany Executive Officer.

The Advisory Group does not have delegated authority.

Structure and Composition of the National Anzac Centre (NAC) Advisory Group

Membership

The Advisory Group shall consist of a minimum of five (5) members and a maximum of nine (9) members, with the City of Albany Mayor being a permanent member representing the City of Albany.

The term of appointment for membership, with the exception of the Chair and Mayor will be for an initial period of two years. The position of Chair will be for a minimum initial three year term.

The Chair and Group members may be nominated for re-appointment upon expiry of their term up to a maximum of a further two consecutive terms.

Should a vacancy occur during the term of appointment, the appointment to fill the casual vacancy will be filled by an invitation from the Advisory Group and subsequently endorsed by the City representative (the CEO).

Representatives have a responsibility to attend meetings of the Advisory Group, contribute to discussion and vote on matters. A member of the Advisory Group may resign at any time. The resignation must be in writing in the form of a letter or email addressed to the designated Executive Officer, stating the member’s intention to resign from the National Anzac Centre Advisory Group. Resignations will be acknowledged by the designated Executive Officer and CEO.

Industry Representation:	A maximum of four (4) industry members will be sought on the basis of expertise, interest, understanding and commitment to the Albany tourism sector and enhancing the liveability of the City of Albany. The independent Chair to be one of the Industry Representatives.
Stakeholder Representation:	The following institutions will be invited to nominate an Advisory Group member: <ul style="list-style-type: none"> • The WA Branch of the RSL • The WA Museum • Tourism WA • The Western Australian Department of Premier and Cabinet.
Council Representation:	The Mayor or his nominee will represent the interests of the Council.
Chair	An independent Chair may be nominated by the Mayor in liaison with the Council.

Deputy Chair:	The Deputy Chair of the Advisory Group will also be nominated by the Mayor in liaison with the Council. The Deputy Chair will be drawn from the other members of the Advisory Group.
Council Staff Involvement:	The Chief Executive Officer (CEO) and the designated Executive Officer, from time to time, may nominate staff involvement on the Advisory Group. Council staff required to attend the Advisory Group will participate and contribute to the discussion and debate but will not have any voting rights.
Advisory Group Support:	The designated Executive Officer will arrange for administrative support for the Advisory Group. Such support will include the preparation and distribution of the agenda, notice of meeting and business papers and recording of the minutes. The Advisory Group secretariat is also responsible for arranging meeting venue, refreshments and coordinating any presentations.

Expertise

Membership of the Advisory Group is generally to consist of senior representatives from the WA Branch of the RSL, WA Museum, Tourism Western Australia and The WA Department of Premier and Cabinet.

The Industry representatives will be invited to nominate for a position on the Advisory Group based on their expertise or experience in the following areas.

- A significant relevant understanding of the Tourism Industry.
- A significant relevant understanding of the marketing of Cultural and Heritage Assets.
- A significant relevant understanding of the provision of cultural and heritage programming for public and target group Education.
- A significant relevant understanding of commercial business practices, including but not limited to business development and sponsorship.

Chair

The Chair of the Advisory Group will be independent from the City of Albany staff and elected members.

Should the Chair of the Advisory Group be absent from a meeting and no acting Chair has been appointed, the members of the Group present at the meeting have the authority to choose one of their number to Chair the meeting.

Operation of the National Anzac Centre (NAC) Advisory Group

Executive Officer

The City's designated Executive Officer is responsible for:

- Preparing the agendas for the Advisory Group, on behalf of, and in consultation with the Chair.
- Taking and writing the minutes of the Advisory Group meetings.
- Preparing the Advisory Group Reports and Recommendations for consideration and decision of the Group.

Frequency and Location of meetings / minimum number of meetings

For the first year the Advisory Group will meet quarterly as a minimum and as frequently as is deemed necessary to undertake its role effectively. The Advisory Group will provide recommendations to the Council as to the frequency of its meetings after that.

Meetings will be held at the most cost effective location however a minimum of one meeting each year will be held in Albany and include an inspection of the NAC and the Albany Heritage Park.

A notice of each meeting confirming the date, time, venue and agenda will be forwarded to each member of the Advisory Group as soon as practicable prior to the meeting date.

Advisory Group meetings are permitted to be held other than in person, by any technological means as consented to by all members of the Advisory Group.

Attendees

Any elected member of the City of Albany Council may attend and speak at an Advisory Group meeting.

Quorum for meetings

The minimum quorum for an Advisory Group meeting is 5 members.

Advisory Group Members out of pocket expenses.

Advisory Group members are entitled to travel and out of pocket expenses for attendance at meetings and official functions.

Advisory Group member interest

Members of the Advisory Group will not participate in discussions and will not vote on any issues in respect of which there is an actual or perceived conflict of interest.

Members' interest in matters to be discussed at meeting are to be disclosed as prescribed under section 5.65 of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

An interest is defined under regulation 34C of the *Local Government (Administration) Regulations 1996*, being:

***“Interest”** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Where an interest must be disclosed, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the meeting.

Access to advice

The Advisory Group has the authority to investigate any matters within its terms of reference as set out in the Advisory Group's terms of reference, with the resources it needs to do so and with the right of access to information including external professional advice as necessary.

Formal mechanism for reporting key matters

The Executive Officer shall report the findings and recommendations of the Committee to the City of Albany Council after each Committee meeting for decision or noting as appropriate.

Review and assessment of the National Anzac Centre (NAC) Advisory Group

The Advisory Group shall perform an annual evaluation of its performance and provide that information to the City of Albany Council.

The City of Albany Council will evaluate the performance of the Advisory Group as appropriate.

Council Policy – Graffiti Management

Objectives

1. The objectives of this policy are to:
 - a. Remove graffiti as quickly as practicable as a strict deterrent;
 - b. Reduce the incidence and visibility of graffiti;
 - c. Improve community perception of safety;
 - d. Encourage the reporting and removal of graffiti on private assets.

Policy Statement

2. The City of Albany views that it is a crime to deface another person's property without their permission.
3. Unless the City identifies an asset as exempt from this for community purpose, the City will endeavour to clean, remove or cover all graffiti on buildings, fences and structures that are within or constitute boundaries of all reserves under the care and control of the City, including but not exclusively parks, reserves, public access ways and road reserves.

Scope

4. This policy provides the framework through which the City will respond to graffiti in the Local Government area.
5. This policy applies to all areas encompassing the municipality of Albany.

Legislative and Strategic Context

6. The *Graffiti Vandalism Act 2016* is a consolidated Act enabling police, public transit officers and the local government sector to deal with graffiti offences.
7. Strategic context (Community Strategic Plan):
 - **Theme:** 4. A Sense of Community
 - **Strategy:** 4.1.2 Promote and develop an authentic sense of community.
 - **Community KPI:** Graffiti Control 70%

Graffiti Management Context

8. The City has adopted a variety of strategies to reduce illegal graffiti. These strategies aim to:
 - a. Prevent the reoccurrence of illegal graffiti through rapid removal,
 - b. Educate the community about illegal graffiti,
 - c. Prevent reoccurrence of illegal graffiti through prosecution of offenders,
 - d. Lessen the negative financial and social impact of illegal graffiti, and
 - e. Reduce the fear of crime in the community.

9. The City's Graffiti Management Policy will be implemented focusing on the following fundamentals:
 - a. Regular inspections and removal of graffiti on City assets as soon as possible
 - b. Explore "graffiti initiative's" to assist the community removing graffiti off private residences;
 - c. Promoting the "[Goodbye Graffiti](#)" website for the community to report graffiti;
 - d. Promote reporting of graffiti to the local police by the community; and
 - e. Provide community notice boards in key area for the display of community information.

10. To assist the community reducing graffiti occurrences, the City will endeavour to educate the community on the following areas:
 - **Target hardening** - Making it difficult for the graffiti vandals to damage property by utilising anti-graffiti paints or climbing plants on walls and fences.
 - **Rapid removal** - The sooner graffiti is removed from property the less chance of being targeted again.
 - **Reporting** – Immediate report acts of vandalism witnessed or any other relevant information directly to:
 - The Police on 9892 9300, or
 - The Goodbye Graffiti Hotline on 1800 442 255, or
 - Graffiti reporting form located at www.goodbyegrffiti.wa.gov.au

Review Position and Date

11. This policy must be reviewed every two years by the document owner.

Associated Documents

- Graffiti Removal Kit Acceptance Form
- Delegation Register
- Form 4 – Graffiti Vandalism Act 2016 – Objection Under Section 22 of the Act.
- Form 6 – Graffiti Vandalism Act 2016 - Warrant to Enter Under Section 29 of the Act.

Definitions

12. **Graffiti** is defined as defacement by writing, spraying, scratching or other form of defacement to property without the prior consent of the property owner, or with the consent of the property owner but of an offensive, obscene or racist nature. This includes tags, stencils and the fixing of posters without property owner's consent.

13. **Defacement** for the purpose of this policy means marking or writing on property, includes posting bills such as promotional posters.

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Senior Community Development Officer		Executive Manager Community Services	
Document Control			
File Number	-	CM.STD.7 – Policy	
Document Type:			
Synergy Reference Number:	NP1010909		
Meta Data: Key Search Terms	Graffiti removal, vandalism		
Status of Document:	Council decision: Adopted.		
Document file details:	N:\Corporate Services\Governance and Risk\Corporate Documents		
Quality Assurance:	Executive Management Team, Manager Governance & Risk Management		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Senior Community Development Officer	Adopted by Council on 17/11/2009 Report Item 15.2.4.	17/11/2009
1.1	Senior Community Development Officer	Reviewed by the Executive Director Community Services and Manager Cultural & Community Development under delegated authority. No amendments made.	27/11/2014
1.2	Manager Governance & Risk	Reviewed under delegation by the Executive Manager Community Services. Amended: <ul style="list-style-type: none"> • Document formatting updated and version control appended to the policy document. • <i>Strategic Context reviewed and updated to reference current strategic plan, being:</i> <ul style="list-style-type: none"> ○ Theme: 4. A Sense of Community ○ Strategy: 4.1.2 Promote and develop an authentic sense of community. ○ Community KPI: Graffiti Control 70%. 	20/07/2016
1.3	Manager Governance & Risk	Internal review conducted (Community Services, Works & Services, and Development Services). Prepared for Council review and endorsement.	27/10/2016

Form 4 - Graffiti Vandalism Act 2016

[section 22]

OBJECTION UNDER SECTION 22 OF THE ACT

To the ⁽¹⁾

I, ⁽²⁾

of ⁽³⁾

hereby object to the ⁽⁴⁾

to ⁽⁵⁾

The grounds of my objection are as follows:

⁽⁶⁾

In support of my objection I attach the following:

⁽⁷⁾

Dated the day of 20.....

⁽⁸⁾

Person objecting

- (1) name of local government
- (2) full name of person objecting
- (3) postal address of person objecting
- (4) identify decision to which objection is made
- (5) give details of decision
- (6) give details of grounds of objection
- (7) plans, specifications, letters, notices, or other documents (if appropriate)
- (8) signature of person objecting

Form 6 - Graffiti Vandalism Act 2016

[section 29]

WARRANT TO ENTER UNDER SECTION 29 OF THE ACT

I, ⁽¹⁾

of ⁽²⁾

in the State of Western Australia, Justice of the Peace, being satisfied that the entry is reasonably required but —

- ⁽³⁾ (a) entry has been refused or is opposed or prevented;
- ⁽³⁾ (b) entry cannot be obtained; or
- ⁽³⁾ (c) notice cannot be given under section ⁽³⁾ 3.32 / 8.6(3)(b) of the Act without unreasonable difficulty or without unreasonably delaying entry,

hereby authorise ⁽⁴⁾ ⁽³⁾ by its employees,

together with ⁽⁵⁾

or any police officer to enter ⁽⁶⁾

for the purpose of ⁽⁷⁾

using such force as is necessary.

Signed
Justice of the Peace

Dated

- (1) name of Justice of the Peace
- (2) address of Justice of the Peace
- (3) delete if not applicable
- (4) name of local government or authorised person to whom warrant is issued
- (5) name or description of any person authorised to assist in executing the warrant
- (6) address or description of land, premises, or thing to be entered
- (7) purpose for which entry may be made



	Rating Subsidy Recipients
Assessment Number	Sporting/Community Group
A133873	ALBANY ATHLETICS GROUP INC
A179378	ALBANY BOATING & OFFSHORE
A161280	ALBANY BOWLING CLUB
A161537	ALBANY BRIDGE CLUB
A171336	ALBANY CITY KART CLUB INC
A149179	ALBANY CLUB INC
A204735	ALBANY ENTERPRISE GROUP INC
A174427	ALBANY EQUESTRIAN ASSOCIATION INC.
A136770	ALBANY GOLF CLUB
A14758	ALBANY HARNESS RACING CLUB INC
A14780	ALBANY ITALIAN CLUB INC
A82145	ALBANY KINDERGARTEN
A156611	ALBANY LIGHT OPERA AND THEATRE COMPANY
A130471	ALBANY MARITIME FOUNDATION
A204721	ALBANY MODEL AERO CLUB
A140446	ALBANY MODEL RAILWAY ASSOC INC
A79732	ALBANY PLAY GROUP INC
A6791	ALBANY RACING CLUB INC
A64947	ALBANY ROWING CLUB
A96087	ALBANY SOCCER FEDERATION
A187399	ALBANY SPEEDWAY CLUB INC
A97368	ALBANY WOMENS REST HOUSE ASSOCIATION INC
A30213	CITY OF ALBANY BAND INC
A155029	EMU POINT SPORTING CLUB INC
A124369	GIRL GUIDES WESTERN AUSTRALIA (INC)
A65539	GREEN RANGE COUNTRY CLUB
A65999	KING RIVER HORSE & PONY CLUB
A6037	KING RIVER RECREATIONAL CLUB INC
A74368	LAWLEY PARK TENNIS CLUB
A136225	LOWER GREAT SOUTHERN HOCKEY ASSOC
A227280	LOWER KING COMMUNITY KINDERGARTEN
A50479	MERRIFIELD PARK TENNIS CLUB
A84446	MIDDLETON BEACH BOWLING CLUB
A116479	NORTH ALBANY FOOTBALL & SPORTING CLUB INC
A64820	PRINCESS ROYAL SAILING CLUB
A92223	RAILWAYS FOOTBALL & TIGERS SPORTING
A64799	RIVERVIEW COUNTRY CLUB
A92354	ROYALS FOOTBALL CLUB
A74354	SCOUT ASSOCIATION AUSTRALIA WA BRANCH
A104446	SENIOR CITIZENS CENTRE
A64785	SOUTH COAST COUNTRY MUSIC CLUB INC
A157843	SPECTRUM THEATRE INC
A176287	STIRLING CLUB INC
A185660	TAOIST TAI CHI SOCIETY OF AUSTRALIA (INC)
A162430	THE JAYCEES COMMUNITY FOUNDATION INC
A64866	VINTAGE CAR CLUB (INC)

Council Policy – Rating Subsidy: Sporting and Community Organisations

Objective

1. The purpose of this policy is to:
 - a. Establish a governing framework for consistent management of applying a full or partial rating subsidy to community organisations, in particular sporting and recreational groups; and to:
 - b. Ensure that all sporting and community organisations:
 - (i) leasing property owned by or vested in the City of Albany; or
 - (ii) leased from a third party; or
 - (iii) owned by the organisation under freehold title;
 are treated equitably with regard to rate charges.

Policy Statements

2. Council recognises that:
 - a. Community sporting and recreational groups exist for the benefit of the community, or subject to membership application.
 - b. Community organisations are not designed to generate significant revenue or profit but it is preferable that their costs are neutral to the City.

Qualifying Criteria:

3. Subject to a qualifying criteria, a full subsidy of annual rates may be applied.
4. Each property owned or leased by the organisation will be assessed on its own merits, on a case by case basis.
5. To be eligible for a rating subsidy:
 - a. The purpose of an organisation must be of a community sporting or recreational nature, of the kind outlined in paragraph 9. This purpose will be stated in the organisations constitution, details of incorporation or similar statement of purpose, and;
 - b. The organisation must be not-for-profit, and;
 - c. The property for which the subsidy is being sought must be used for the sporting or community use for which the organisation exists.

Special Exemptions:

6. Council reserves the right to consider each application request for a rate subsidy on a case-by-case basis and may require additional conditions or approve exemptions at the discretion of the Approving Officer.

Eligibility as a result of the provision of ancillary commercial services:

7. The provision of ancillary services where any revenue and surplus received is for the benefit of the group or organisation, such as a bar, dining facilities or canteen, does not disqualify eligibility.
8. Properties (or part of a property) used for a commercial purpose with the revenue and surplus be retained by a third party, and/or residential purpose will not receive a rating subsidy.
9. For the purpose of this policy eligible community organisations are categorised as either sporting or recreational community groups.

Entity (Group)	Nature/Characteristics
Ratepayer/Resident Associations & Groups (<i>for example: Progress associations, district associations</i>)	<p>A Ratepayer / Community Groups is an organisation formed by a group of people residing in a defined area who have come together to address issues within their boundaries of representation and act as one voice for their particular area.</p> <p>These groups generally conduct community meetings and events for the benefit of the community.</p>
Recreation Groups	Bridge club, theatre groups, hobby groups, community kindergarten and playgroups, music interest groups, scouts, girl guides.
Sporting Groups	Football, golf, bowling clubs, target sports, equine sports.

Eligibility as a result of commercial enterprise

10. Groups that represent industry segments, commercial businesses, promote a profit making activity or business group, will not be eligible for any rating subsidy.

Eligibility supporting documentation

11. The following standard documentation will be required to support a community groups application:
 - a. A copy of the organisations constitution, details of incorporation or similar statement of purpose.
 - b. A statement supporting the application, detailing any service and benefit to the community.
 - c. Details on any portion of the land and/or buildings leased to a third party, both commercial businesses, and other community or sporting organisations.
12. Submitted documentation will be subject to a review every five (5) years.

Eligibility recipient reporting requirements

13. The City must be informed of any changes to lease agreements with any third party or changes to the nature and purpose of the community organisation.
14. The update must be submitted at least 6 weeks prior to the 1st of March of the next financial year to determine if changes impact eligibility.

15. If at a future point in time it is discovered that changes were made and not reported, financial reimbursement may be requested.

Eligibility Commencement

16. If a new application is approved partway through a financial year, the rate subsidy will apply from the date of lodgement of the application.

Reporting requirements

17. As a condition of delegation, once the policy has been enacted a list of recipients and the rate subsidy given will be submitted to Council for noting as a public document.

Scope

18. The application of a rating subsidy applies to the use of land and building used by sporting and recreational community groups only.
19. Any portion of the land and/or buildings leased to a commercial third party business will be subject to the appropriate rating category.
20. Other charges or levies that may be apply are not bound by this policy.

Legislative and Strategic Context

21. Any organisation leasing or owning land and/or buildings within the municipal boundary of the City of Albany, shall be rateable, unless provisions of the *Local Government Act 1995* provide for them to be non-rateable.

Review Position and Date

22. This policy will apply for rates levied from 1 July 2016 onwards.
23. This policy must be reviewed every two years after a general Local Government election, or earlier if Council considers it necessary.

Definitions

- **ancillary service** means a service provided for the benefit of members and visitors (*for example: canteen, bar service, club rooms, hiring of rooms*).
- **approving officer** means any person to whom power has been delegated in relation to this policy.
- **commercial purpose** means for the purpose of this policy to conduct an activity in or on the property that is subject to a rates waiver that makes a profit that is distributed to a third party.
- **Community Organisation** – is an entity whose primary objective is not directed at making a profit.
- **Other charges and levies:** Includes, but not limited to, electricity, water and gas charges, ESL (Emergency Services Levy), and waste collection charges, as applicable to each property.
- **recreational group** means an entity that has the principal aim of encouraging and organisation community participation of a non-sporting nature.
- **sporting group** means an entity that has the principal aim of of encouraging and organising community participation in sport.

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Manager Finance		Executive Director Corporate Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:	(Created when cover sheet is created in Synergy Records Module)		
Meta Data: Key Search Terms	Rate subsidy, sport, community		
Status of Document:	Council decision: Draft		
Document file details:	Location of Document: Intranet, Extranet		
Quality Assurance:	Chief Executive Officer, Executive Management Team, Council Committee, and Council.		
Distribution:	Internal Document		
Document Revision History			
Version	Author	Version Description	Date Completed
0.1	Manager Finance	Draft – v1 – Prepared for review by the Executive Management Team (EMT) and Council Committee.	11/05/2015
0.2	Manager Finance	Draft – v2 – Approved by EMT for submission to Council Committee.	27/11/2015
0.3	Manager Finance	Draft – v3 – Council resolved: <i>THAT Council DELAY the adoption of the Rating Subsidies Policy and refer the item to a comprehensive workshop to be convened at the earliest convenience.</i> Resolution CSF222 OCM 23/02/2016.	23/02/2016
0.4	Manager Finance	Draft – v4 – Governance & Risk Review Recommended changes: <ul style="list-style-type: none"> ○ Included cause and effect for not complying with reporting conditions. ○ Re-defined eligibility commencement. Defined the following terms: <ul style="list-style-type: none"> ○ Approving Officer ○ Commercial Purpose ○ Community Organisation 	24/10/2016



COUNCIL POLICY: Leases and Licences

POLICY OWNER: Manager Major Projects and Property

POLICY STATEMENT: Council to provide a transparent, fair and equitable payment structure for community groups and organisations that enter into lease or licence arrangements with the City, including variations to existing leases/licences where a variation to the lettable or licensed area or to the rental payable is under consideration.

POLICY DETAILS:

The City of Bunbury may provide leases and licences to organisations which cover land and buildings owned or managed by the City including Crown land.

Lease and licence fees payable are determined in a fair, equitable and transparent manner in accordance to the approved fees and charges structure applicable as appended to this Policy, and also in accordance with the procedures outlined within the Corporate Guideline – Leases and Licences.

Not for profit community groups which are currently on a “peppercorn” lease/licence will remain as such and *not be charged a fee for the preparation of documents* unless determined otherwise by Council.

This Policy does not incorporate leasing of Airport facilities or to casual hire of City of Bunbury properties.

LEGISLATION AND OTHER REFERENCES:

- *CORPORATE GUIDELINE: Leases and Licences*

Authority: Director Corporate and Community Services

Adopted by Council: Res 419/14 11 November 2014

Last Review: Res 238/16 12 July 2016 Reviewed with changes

Council "Lease Fees and Charges Payable" Structure**1. All Leases will have a fee applicable to the total lease area**

Each lease will align within one of the identified lease area fee structure bandwidths. The fee payable will be based on total lease area m².

2. Building provision fee

If a Lessee is provided with a City of Bunbury building/facility then a further fee is to be applied at the approved fee per m² of the said building/facility area. This fee is in addition to the land area fee payable as the club are deemed to be receiving additional value by having the building/facility provided

3. Maintenance contribution for City provided buildings/facilities

If a Lessee is provided with a City of Bunbury building/facility then a nominal fee toward the structural maintenance of the City provided building/facility is deemed appropriate as a contribution towards the maintenance of the City's assets. The fee payable is based on total area m² of the building/facility provided and will align within one of the identified maintenance contribution fee structure bandwidths.

COR 004: BUILDING AND PROPERTY LEASES

Council Policy

<i>Document Status</i>	Current	<i>Version No</i>	
<i>Document Controller</i>	Manager Corporate Support		
<i>Policy Adopted</i>		<i>Res No</i>	
<i>Last Reviewed</i>	August 2015	<i>Res No</i>	O0815-010

Objective:

To determine a set of property classifications that can be applied to all Council's based property providing for consistency in leased documentation and equity in terms and conditions within and between various property classifications

Policy:

This policy recognizes the variety and diversity of leases and that no one particular style of lease is appropriate for all purposes; consequently a set of template lease documents have been developed in consultation with McLeods Barristers and Solicitors to be used for each particular leasing requirement.

1. Property Classifications

- Property characteristics for each classification

All leased properties, and those that should have leases, have been classified using specific principles as detailed within this policy.

(i) Commercial Premises – Open Market

- Commercial sites offered by tender or disposed by section 3.58 Local Government Act 1995.
- Market rental by valuation with individual rental as determined by Council.
- All outgoing for these sites recouped or supplied direct to Lessee.
- All maintenance, minor or major, and upgrading of premises to be at the lessee's expense.
- Council approval required prior to any sub-letting of premises.

Examples of properties within this classification are:

Esperance Seafront Caravan Park	Esperance Lots 316 & 430, Res 26967
Mobile Food Van Sites (4)	Esperance – Portion Lot 991, Res 27318
Esperance Mini Golf	Portion of Res 28207
BP Australia	Part Lot 15, Esperance Airport
Car Hire Desks (4)	Gibson – Portion Lot 15, Esperance Airport
Airport Hangars (8)	Gibson – Portion Lot 15, Esperance Airport

(ii) Commercial Premises – Community

- All outgoing for these premises recouped or direct supply to lessee.
- Rent determined by Council in conjunction with independent market rental valuation (See below on Lease fees)
- Disposal to be in accordance with section 3.58 Local Government Act 1995, noting exemptions that apply via Regulation 30 of Local Government (Functions and General) Regulations 1996.

- Minor maintenance, operational expenses, cleaning etc are cost to Lessee.
- Structural repairs, reconstruction/refurbishment to be detailed within lease or licence document.
- Generally Council would have a building maintenance budget allocation for the premises.
- Council approval required prior to any sub-letting of the premises.
- Council may charge rates on these properties.
- Leases within Museum Village will be charged rates.

Examples of properties within this classification are:

Museum Park Village Building (12)	Esperance Lots 56,57,58,61,62, Res 2815
Caravan Park – Salmon Gums	Res 27786
Bob Stevens	Esperance Airport

(iii) Specific Sports Facilities

- Development of facilities by Shire or Club on Council land often with capital cost shared between Shire, Department of Sport and Recreation and Club or any combination of this mix of funding.
- Exclusive use of the premises for a specific sport.
- All maintenance, operational and cleaning expenses at the lessee cost.
- All outgoing (consumable charges) are recouped or charged direct to the Club.
- Major repairs, reconstruction/refurbishment to be detailed within lease or licence document.
- The provision of bar facilities should not be used to differentiate lease fees in this classification.
- Council approval required prior to any sub-letting of the premises.
- Groups, Clubs and Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council's financial assistance.

Examples of properties within this classification are:

Gun Club Caretakers Cottage	Fisheries Rd, Res 28099
Equestrian Club	Res 31708
Esperance Speedway	Myrup Rd, Res 35037
Golf Club - Pink Lake	Res 34829
Golf Club - Salmon Gums	Salmon Gums, R30223, R30224
Gun Club, Salmon Gums	Res 30224
Netball Pavilion, Esperance	Lot 310 Jane St
Pistol Club – Skrolys Park	Skrolys Park
Surf Lifesaving Club House	Res 41860
Tennis Club, Esperance	L310 Jane St
Esperance Bay Turf Club	Lot 202 Fisheries Rd, Bandy Creek
Esperance Golf Club	Res 38227

(iv) Halls and Community Centres

- Developed facilities with mostly Council funding assistance, grants or self supporting loans for the capital costs.
- Available for general community use and income retained for this casual hire to

- offset minor expenses, i.e. the lease allows for casual hire.
- Would be leased with clearly defined responsibilities between the Shire and “Lessee” for minor maintenance, operational expenses and cleaning requirements.
 - Consumable outgoings/utility charges (not rates) recouped from “Lessee” or supplied direct.
 - Major repair/reconstruction or refurbishment to be detailed within lease or licence document.
 - Groups, Clubs or Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council’s financial assistance.

Examples of properties within this classification are:

Community Hall – Beaumont	Parmango Rd
Community Hall – Cascade	L49 Mitten Watson Rd
Community Hall – Dalyup	Res 26309 South Coast H’way
Community Hall – Grass Patch	Shepherd St
Community Hall – Salmon Gums	Res 30224 John & Moore Sts
Community Hall – Condingup	L1 Sutcliffe St, Condingup

(v) Community Services – Category 1

- Exclusive use or special purpose community funded facilities with minimal Council capital contribution, however located on Council controlled land.
- Limited community use.
- Maintenance and operational expenses to be at the lessee’s expense.
- Groups, Clubs or Organisations would be encouraged to submit applications via the Community Grants Program when requesting Council’s financial assistance.

Examples of properties within this classification are:

Agricultural Society Facilities	L 968 Black St
Cannery Arts Centre (Gallery Only)	Norseman Road
Community Hall – Scouts	L686 The Esplanade
Sports House – EDRA	L11 James St
Hospital Hostel	L241 Hicks St
Multi Sports Pavilion	L865 Black St
Indoor Sports Stadium	L865 Black St
Playgroup	Esperance Lot 388, R31633 & Lot 389, R34556

(vi) Community Services – Category 2

- Development of facilities mainly by Government funds on land controlled/vested to Shire of Esperance.
- Facilities are leased to and operated by government agency or community based incorporated business.
- Maintenance, operational, cleaning expenses etc are provided by the facility operator/agency.
- Outgoings, utility charges, rates etc are charged directly to operators.
- Major repairs or refurbishment costs funded by operators.

Examples of properties within this classification are:

Old Playgroup	Esperance Lot 369 & 370 Black Street
Recherche Aged Welfare Committee	Esperance Lot 893, Eyre St
Esperance Child Care Centre (Lingalonga)	Esperance Town Lots 171 & 172
Esperance Lotteries House	Part Esperance Lot 3 Forrest St
Telstra Corporation – Helms Drive	Esperance Loc 2112, Res 45368
Telstra Corporation – Howick Hill	Lot 524, Res 47555
Telstra Corporation – Telecommunications	Part of Salmon Gums Lot 123

2. Property Classifications - Register

This policy requires the Chief Executive Officer to maintain a register of all Council property that is leased and this be in the order of the property classifications within this policy. Details included within the Register would be name of lessee, description of the leased property, term of the lease, lease fee.

3. Lease Preparation Fees

A Lease Preparation Fee shall be charged to all leases as set within the Annual Schedule of Fees & Charges.

4. Lease fees

In relation to establishing a guide for the calculation of lease fees the following shall be applied to the particular property classifications as detailed within this policy, for example:

- (i) Commercial Premises – Open Market –As determined by Council after obtaining an independent market rental valuation.
- (ii) Commercial Premises – Community –As determined by Council after obtaining an independent market rental valuation.
- (iii) All other classifications would generally be \$100 per annum for community groups, clubs, not for profit organizations.

Museum Village Lease Fees

Lease fees for the Museum Village will be calculated on the average of the base commercial rental (obtained from local real estate) for the town centre. This figure will be discounted by 20% to recognise the condition and setback location of the village from Dempster Street. Increased rentals for existing leaseholders to be phased in over 3 years.

5. Lessee's Maintenance Obligations (Internal and External) and Cleaning of Property

Each of the property classifications within this policy indicates the level of responsibility Council requires of the Lessee in relation to maintenance and cleaning.

Maintenance obligations of each lessee will be specified in each lease document; cleaning obligations will be detailed in the Shire's Supplementary Management document.

6. Lessor (Shire) Maintenance Obligations

When maintenance is required to a property leased from the Shire, the Shire's most current

Building Asset Register will determine the Shire's maintenance and renewal responsibilities unless specified otherwise in the lease document (except those rendered necessary by the negligence, act, default or omission of the Lessee or any officer, member, employee, agent, contractor or invitee of the Lessee or by the use or occupancy by any such person of the Premises).

Implementation

The implementation of the new standard lease documentation including maintenance and cleaning schedules would be negotiated with individual groups, clubs or organizations and introduced on the following timetable:

- (i) when an existing lease expires and the lessee requests a lease renewal; and
- (ii) when new leases are considered and approved by the Council.

----- Policy Ends -----

Sporting group leasing and licensing policy

Reference Number:	SG49
Type:	Strategic
Legislation:	Local Government Act 1995 Land Administration Act 1997
Procedure:	NA
Delegation:	Strategic and general services committee
Other related document:	Recreation policy SG48

Objective

This policy aims to maximise community benefit arising from facility use while ensuring responsible management of the City's community assets and accountability to the community for the level of subsidised use of those assets.

Policy

Definitions

A **lease** is a right granted by the owner of land (City of Fremantle) to another person (lessee) to have exclusive possession of that land, or part thereof, for a fixed duration in return for rental payment.

A **licence** permits a person (licensee) to occupy land (or part thereof) on particular conditions. A licence does not permit exclusive occupancy of the land.

Community buildings refer to buildings owned and controlled under management order by the City for the benefit of the community and are used by sporting groups.

Policy statements

1. Leases and licenses

The City enters into a licence agreement with a sporting/community group to optimise the usage and access to the community building and to ensure the sustainability of the City's community facilities.

The City enters into a lease agreement in situations where the site will be exclusively occupied for a specific purpose, for example bowling greens, turf cricket wickets, tennis courts, and synthetic hockey pitches: or where a club has made, or intends to make, substantial contributions to the development of the site.

2. Term of the agreement

The City offers a flexible tenure system ranging from seasonal licenses to longer term lease agreements.

The term of a lease agreement is to be sufficient to justify any capital expenditure on the asset and to allow a lessee to obtain sufficient finance.

3. Facility maintenance

Leased areas which are for the exclusive use of the lessee are maintained at the cost of the lessee, primarily buildings, specialist sporting facilities and fenced areas in accordance with the maintenance schedule as outlined in the lease agreement.

Licensed areas which allow community access, are maintained at the joint cost of the licensee and the City of Fremantle (the licensor) in accordance with the maintenance schedule as outlined in the licence agreement, and reflect the extent of use by the licensee and the general community.

The City of Fremantle is responsible for structural works or maintenance of items that form part of the structure or the fabric of the building (eg: roof maintenance).

4. Lease and license Fees

The City of Fremantle recognises that significant differences exist between facilities and the financial capacity of sporting groups.

Fees set out by the City are to ensure sustainability for the user group and the facilities.

5. Financial subsidy and reporting

The level of subsidy provided for each facility is reported annually.

Responsible directorate: Community development
Reviewing officer: Helen Emery, Manager Community Development
Decision making authority: Council
Policy adopted: 19 December 2012 (Item No. SGS1212-5)
Policy amended: NA
Next review date: 2014



POLICY NO. 2.1.13

POLICY STATEMENT

WAIVER OF LOCAL GOVERNMENT RATES FOR CITY PROPERTIES TENANTED BY ORGANISATIONS THAT ARE INCORPORATED.

PURPOSE

To provide guidance on the manner in which Council may consider requests for waiving of rates for incorporated organisations tenanted City property.

POLICY

The waiver of rates for organisations that are incorporated under the *Associations Incorporation Act 1987* of Western Australia, or incorporated in any other State or Territory within Australia, and tenanted City property will only be considered by Council in exceptional circumstances.

Council may consider granting incorporated organisations a rate waiver or part waiver of a rate struck for tenanted City property and consider this waiver on an annual basis in accordance with the requirements of the Act under the following circumstances:

- 1 Where a binding arrangement other than a lease or license has been entered into between the City and the organisation or other party that has a legal relationship with the organisation. In cases of this nature a waiver will be considered annually in accordance with the terms of that agreement.
- 2 For all new tenanted property agreements, Council will only consider waiving rates in accordance with the Act for a maximum of three rateable periods to assist in establishing the tenant in one or more of following circumstances:
 - A significant capital contribution has been made by the organisation towards the development of the facility
 - There is proven high public benefit
 - There are little or no ongoing costs to the City for the tenanted property.
- 3 In the event that an existing tenant after this Policy comes into operation can demonstrate clear financial hardship in paying local government rates in lieu of rent, Council may consider a partial waiver but for a maximum of three rateable periods.



GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995 Section 6.26 and Section 6.47
Industry Compliance	Nil
Organisational Compliance	Policy 2.1.12 - Tenancy Agreements (Leases And Licences) For City Property
Process Links	Nil

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Infrastructure		Tenancy Coordinator		9397 3235	
Risk Rating	Low	Review Cycle	Triennial	Next Due:	2017

Version	Decision Reference	Synopsis
1.	OCM 225/26/05/2009	Adopted to assist with decision making when exceptional circumstances exist to warrant a rate concession.
2.	OCM 375/23/08/2011	Reviewed and Amended
3.	OCM 609&611/13/12/2011	Amended to remove the requirement for a tenant granted a rate waiver to pay for building insurance. This amendment to be applied retrospectively to the start of the financial year 2011/2012.
4.	1 September 2014	Reviewed with administrative changes only.



POLICY: CORP-F-005

Rates Exemption Policy

Purpose

In accordance with the *Local Government Act 1995*, Section 6.26 (2) describes land that is not rateable land and as such is exempt from general rates without being referred to Council for determination.

This policy sets specific criteria that must be met by those entities that are not covered under Section 6.26 (2) who are seeking a general rate exemption.

In the situation where a rateable property is being leased to a Not-for-Profit (NFP) Community Group (including Sporting Associations) that meets Councils' rate exemption criteria, consideration will be given to providing a rate exemption proportional to the area leased by the NFP tenant.

By meeting the specified criteria the entity is deemed eligible for rate exemption.

Definitions

Not-for profit (NFP) Community Group is defined as an organisation of people who are formed (including a group that is incorporated under the Associations Incorporations Act) to promote a community or sporting activity which has a positive effect on the community of City of Kalgoorlie-Boulder.

Statement

The following criteria must be met before consideration is given to the eligibility for a general rate exemption.

Rate Exemption Application Form;

1. Organisations need to provide clear and concise information regarding the nature of their activities to illustrate eligibility. Supporting documentation must accompany the

application for the application to be assessed Rates and charges must be paid in full at the time application is made. A refund will be made to the applicant if approved.

2. The organisation must be an incorporated body as per the Associations Incorporated Act 1987.
3. The organisation must hold the following tax exemption certifications from the Australian Taxation Office (ATO).
 - Not for Profit certificate
 - Public Benevolent Institution certificate
4. The organisation must own or have the vesting of the property on which rates are levied. If the rateable property is being leased, the organisation must be responsible for the payment of rates under their leasing agreement.
5. Where the organisation operates commercial activities from the property, the organisation must show what portion of the property is being used for the commercial activities. The portion of the property being used for commercial purposes will not attract a Rate Exemption.
6. The organisation must not hold a liquor licence (issued under the Liquor Licensing Act 1988) for the provision of alcohol for sale to the general public for profit.
7. The Chief Executive Officer has delegated authority to approve applications that meet all of the eligibility criteria.
8. All approved applications will remain in force for a maximum period of three (3) years unless otherwise advised then the applicant must reapply.
9. Where an organisation, that has been granted a general rates exemption, changes its method of operation, and that change would result in the organisation being precluded from exemption eligibility, the organisation must immediately inform the City of the change. An example would be where an organisation commences commercial activities from the property address.
10. Applications shall be determined within 30 days of receipt of the original application and or any additional information requested, whichever is the later.
11. A summary of all approved applications shall be presented to Council annually prior to the annual budget deliberations.
12. All rates and charges will be levied each financial year whilst the rates exemption is in place. All charges will be included in the annual rates notice. Once the organisation

has paid all non-exempt charges (i.e sewerage, ESL, sanitation), the exempted amount (i.e rates levied) will credited back onto the property

Example:

Rates Levied	\$1,000.00
Sewerage	\$ 200.00
Sanitation	\$ 200.00
ESL	\$ 100.00
Total rates levied	\$1,500.00

Therefore in this example the amount of \$500.00 (sewer, ESL & bin charges) must be paid before the credit of \$1,000.00 (i.e rates levied) is applied to the property.

13. The City will provide written notification to organisations when general rates exemptions have been granted each year. For any three (3) year approvals, organisations will receive written notification advising their rate exemption is due to expire and will be invited to lodge a new application for the new rating year.

Relevant Documents

Local Government Act 1995

Application for Rate Exemption Form

Waiver of Municipal Rates on an “A” Class Reserve Policy

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Finance Services
Responsible Officer	Manager Finance
Affected Business Unit/s	Finance Services

Objective

This policy takes into consideration and reflects on the standard of the facilities provided by the Lessee of an A Class Reserve under the management, care and control of the City of Stirling for the purpose of “playing golf”.

Scope

This policy applies to the Mt Lawley Golf Club Inc. only.

Policy

Land leased to community organisations for the purpose of providing golf clubs on “A” Class Reserves be exempt from the requirement in the City’s Standard Lease to pay rates imposed by the City of Stirling.

Refer to Council Minutes/Resolution – Item 9.3 dated 2nd November 1999.

Definitions

“A” Class Reserve means reserve classified as a Class “A” Reserve under Section 42 of the *Land Administration Act 1997* for one or more purposes in the public interest.

Lessee means the holder of a bona fide Lease Agreement with the City of Stirling under its management care and control.

Relevant Policies/Management Practices/Documents

Nil

Legislation/Local Law Requirements

Land Administration Act 1997
Local Government Act 1995
 City of Stirling Local Government Property Local Law 2009

Office Use Only				
Relevant Delegations	Not Applicable			
Council Adoption	Date	9 April 2013	Resolution #	0413/010
Reviewed/Modified	Date	3 May 2016	Resolution #	0516/020
Reviewed/Modified	Date		Resolution #	



POLICY NO	CP/FIN-3209	
POLICY	Rates Concessions (Rateable Land)	
RESPONSIBLE DIRECTORATE	Corporate Services	
RESPONSIBLE OFFICER	Senior Rates Officer	
COUNCIL ADOPTION	Date: 18 March 2014	Resolution No: 10344
REVIEWED/MODIFIED	Date: 31 May 2016	Resolution No: 11381
	Date:	Resolution No:
REVIEW DUE	November 2017	
LEGISLATION	<ol style="list-style-type: none"> 1. Local Government Act 1995 – Sections 6.26, 6.47, 6.48, 2. Rates and Charges (Rebates and Deferments) Act 1992 3. Local Government (Financial Management) Regulations 1996 – Regulations Part 5 - 69A 	
RELATED POLICIES	<ol style="list-style-type: none"> 1. CP/FIN-3200 Strategic Rating Policy 2. CP/FIN-3208 Rates Exemptions for Charitable Organisations (Non-Rateable Land) 3. CP/FIN-3212 Rates and Charges Debt Collection 	
RELATED ORGANISATIONAL DIRECTIVES	<ol style="list-style-type: none"> 1. Code of Conduct for Council Members, Committee Members and Employees 2. Audit (Finance and Risk) Committee Terms of Reference 	

PURPOSE:

The purpose of this policy is to identify a process to be followed by a 'not for profit' community group or association providing a benefit to the community from rateable land for the relief of rates.

This Policy aims to provide an equitable basis to assess applications for Rates Concessions that is compliant with legislation.

DEFINITIONS:

Concession is an application that is considered by the Council to grant a concession or waiver of rates at either 50% or 100% in accordance with its discretionary powers provided by section 6.47 of the *Local Government Act 1995*.

Council means the Council of the Shire of Wyndham East Kimberley.

Financial year means the period commencing on 1 July and ending on the next following 30 June.

Local government is the Shire of Wyndham East Kimberley.

Rateable land is land that is rateable in accordance with section 6.26 of the *Local Government Act 1995*.

Waive means to provide a special concession to a person or organisation that extinguishes a debt that would have been owed to the Shire. A waiver may be provided prior to, or subsequent to the date that the debt is incurred.

Write Off occurs following the realisation that the asset can no longer be converted into cash (e.g. a bad debt), can provide no further use to the Shire, or has no market value.

POLICY STATEMENTS:

This Policy provides an administrative framework for assessing any application requesting the waiving or granting concession from rates to 'not for profit' community based organisations occupying rateable land in accordance with Council's discretionary powers provided by section 6.47 of the *Local Government Act 1995*.

- a) All applications for rates concessions under s6.47 of the Local Government Act 1995 must be in writing on the prescribed form (Attachment A of this Policy) and contain a declaration as to the accuracy of the information contained therein;
- b) An application for a concession is only applicable to rates, and not to service charges, the waste management charge, nor the Emergency Services Levy;
- c) Rates concessions will only be provided to community groups or associations that operate as a body corporate or an incorporated association, and not to an individual;
- d) The Council will determine what is of benefit to the community for the purpose of this policy;
- e) Residential properties not used in the primary service delivery of the community group or association's activities or services will not be eligible for a concession;
- f) Community groups or associations that, in the opinion of the Council, provide activities which are not core activities and are in direct competition with a service provided by any established private operator within the district, will not be eligible for a rates concession;
- g) A concession will not be provided if there is an outstanding debt owed to the Shire on the property;
- h) Any concession granted will cease if a debt to the Council on the property is overdue for payment;
- i) The concessional percentage will generally be either 50% or 100% of the rates that are payable;
- j) Whether a concession is granted in response to an application or, if a concession is granted, the percentage of rates that may be waived, is entirely at the discretion of the Council;
- k) The granting of a rates concession by the Council in any year, will not guarantee that any future concessions will be granted;
- l) An application will be required to be lodged annually and is to be assessed in accordance with this policy upon satisfaction of the requirements of the policy;
- m) The Council may request information from an organisation on a yearly basis if the Council considers this appropriate;
- n) The Council may request additional information from an organisation making application if it considers it necessary to do so;

- o) Information requested under paragraph m. above is not limited to, but typically include copies of the constitution of the organisation, recent financial statements of the organisation and information demonstrating precisely how any land the subject of the application is used;
- p) For rates concessions to be considered, an application must be made by 31 May (or the date as outlined in the correspondence that is sent by the Shire) for the rating year that precedes the rating year to which the application relates;

Scope & Limitations

In accordance with the Local Government Act 1995 –

6.47 Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.*

6.48. Regulation of grant of discounts and concessions

Regulations may prescribe circumstances in which a local government is not to exercise a power under section 6.46 or 6.47 or regulate the exercise of the power.

In accordance with the Local Government (Financial Management) Regulations 1996

69A. When concession under Act s. 6.47 cannot be granted

A local government is not to exercise a power to grant a concession in relation to a rate or service charge under section 6.47 of the Act in circumstances where the concession is based on whether or not, or the extent to which, the land in respect of which the rate or service charge is imposed is occupied by a person who owns the land.

EXPLANATORY NOTES:

The Shire of Wyndham East Kimberley recognises the value and importance of the services and contributions that community groups and associations provide to the community for the East Kimberley to be a thriving community with opportunities for all.

RISK:

Risk: Failure to comply with legislative requirements leading to damage of reputation and/or financial loss.

Control: Review policies and procedures in accordance with review schedule.