

ATTACHMENTS

Ordinary Meeting of Council

Tuesday 22 March 2022

ORDINARY COUNCIL MEETING
ATTACHMENTS – 22/03/2022

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CITY OF ALBANY

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

FOR THE PERIOD ENDED 31 JANUARY 2022

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

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**CITY OF ALBANY
COMPILATION REPORT
FOR THE PERIOD ENDED 31 JANUARY 2022**

Report Purpose

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

Overview

No matters of significance are noted.

Statement of Financial Activity by reporting nature or type

Shows a Closing Funding Position for the period ended 31 January 2022 of \$21,133,530.

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

Preparation

Prepared by: P. Martin
Financial Accountant

Reviewed by: S. Van Nierop
Manager Finance

Date prepared: 17-Feb-2022

CITY OF ALBANY
STATEMENT OF FINANCIAL ACTIVITY
BY NATURE OR TYPE
FOR THE PERIOD ENDED 31 JANUARY 2022

	Ref Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a) /(a)	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		39,670,655	39,860,655	39,800,655	39,803,581	2,926	0%	
Operating grants, subsidies and contributions		5,219,931	6,175,617	2,481,419	2,751,767	270,348	11%	▲
Fees and Charges		18,122,386	18,122,386	11,752,792	12,618,123	865,331	7%	▲
Profit on Asset Disposal		30,600	30,600	17,843	23,957	6,114	34%	
Interest Earnings		455,193	510,193	394,534	336,638	(57,896)	(15%)	
Other Revenue		194,560	194,560	102,046	89,301	(12,745)	(12%)	
		63,693,325	64,894,011	54,549,289	55,623,367			
Expenditure from operating activities								
Employee costs		(27,974,357)	(28,291,048)	(16,235,088)	(15,827,101)	407,987	3%	▼
Materials and contracts		(22,651,792)	(22,971,174)	(11,235,042)	(10,620,098)	614,944	5%	▼
Utility charges		(1,894,102)	(1,894,102)	(1,001,006)	(1,014,194)	(13,188)	(1%)	
Depreciation on non-current assets		(17,658,413)	(17,658,413)	(10,300,773)	(10,475,161)	(174,388)	(2%)	▲
Interest expenses		(500,313)	(500,313)	(265,039)	(245,861)	19,178	7%	
Insurance expenses		(710,860)	(710,860)	(451,293)	(434,280)	17,012	4%	
Loss on sale of assets		(635,822)	(635,822)	(310,702)	(112,461)	198,241	64%	▼
Other expenditure		(3,527,625)	(3,520,645)	(1,833,216)	(1,558,377)	274,839	15%	▼
		(75,553,284)	(76,182,377)	(41,632,158)	(40,287,533)			
Non-cash amounts excluded from operating activities								
Add: Depreciation on assets		17,658,413	17,658,413	10,300,773	10,475,161	174,388	2%	▲
Add: Loss on disposal of assets		635,822	635,822	310,702	112,461	(198,241)	(64%)	▼
Less: Profit of disposal of assets		(30,600)	(30,600)	(17,843)	(23,957)	(6,114)	34%	
		18,263,635	18,263,635	10,593,632	10,563,665			
Amount attributable to operating activities		6,403,675	6,975,269	23,510,763	25,899,499			
INVESTING ACTIVITIES								
Non-operating grants, subsidies and contributions		25,041,147	30,564,502	5,884,124	4,421,118	(1,463,006)	(25%)	▼
Proceeds from disposal of assets		806,551	806,551	309,924	240,122	(69,802)	(23%)	
Purchase of property, plant and equipment	5	(11,280,005)	(12,606,214)	(3,687,742)	(2,970,312)	717,430	(19%)	▲
Purchase and construction of infrastructure	5	(36,167,718)	(39,615,146)	(21,367,873)	(8,482,486)	12,885,387	(60%)	▲
Amount attributable to investing activities		(21,600,025)	(20,850,307)	(18,861,567)	(6,791,558)			
FINANCING ACTIVITIES								
Repayment of borrowings		(2,401,452)	(2,401,452)	(1,193,520)	(1,192,688)	832	0%	
Proceeds from borrowings		3,875,000	3,875,000	-	-	-	-	
Proceeds from self-supporting loans		13,729	13,729	6,811	6,811	-	-	
Payments for principal portion of lease liabilities		(164,702)	(164,702)	(96,040)	(108,323)	(12,283)	(13%)	
Transfers to reserves (restricted assets)		(15,842,740)	(16,149,527)	-	-	-	-	
Transfers from reserves (restricted assets)		25,756,871	25,382,204	-	-	-	-	
Amount attributable to financing activities		11,236,706	10,555,252	(1,282,749)	(1,294,200)			
Surplus/(Deficit) for current financial year		(3,959,644)	(3,319,787)	3,366,447	17,813,741			
Surplus/(Deficit) at start of financial year		3,959,644	3,319,787	3,319,787	3,319,789	2	0%	
Surplus/(Deficit): closing funding position		-	-	6,686,234	21,133,530			

CITY OF ALBANY

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2022

BASIS OF PREPARATION

BASIS OF PREPARATION

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

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2022

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
OPERATING ACTIVITIES					
Revenue from operating activities					
Rates	2,926	0%			No material variance.
Operating grants, subsidies and contributions	270,348	11% ▲		Timing / Permanent	Variance is in favour of the City and resultant from the receipt of unbudgeted operational contributions principally comprised of: Workers Compensation Reimbursements (\$55k), Coastal Adaptation & Monitoring (\$39k), and Civil Construction Traineeships Income (\$38k).
Fees and Charges	865,331	7% ▲		Timing / Permanent	Strong YTD performance relative to budget observed at ALAC (\$338k) - primarily attributable to Aquatics (\$191k) & Swim School (\$86k), Refuse/Waste (\$299k) and Airport Landing Fees (\$199k). Gross year-to-date performance for fees & charges relative to FY20/21 is up 7% (\$862k), with year-to-date performance relative to FY19/20 up 11% (\$1.37m).
Profit on Asset Disposal	6,114	34%			No material variance.
Interest Earnings	(57,896)	-15%			No material variance.
Other Revenue	(12,745)	-12%			No material variance.
Expenditure from operating activities					
Employee costs	407,987	3% ▼		Timing / Permanent	Notable variances observed in salaries & wages (-\$372k) & staff training expenses (-\$93k). Partially offset by current overspend in Workers Compensation Insurance (\$127k). Other minor aberrations (<\$20k) to budget observed across other components of employee costs. The principle variance noted in salaries & wages is observed across numerous departments in all directorates and is predominantly attributable to the timing of recruitment for budgeted positions.

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

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
					Current variance is largely attributable to Fire Access Tracks Maintenance (-\$191k), Trades Rectification Maintenance (-\$172k) and Coastal Monitoring Programs (-\$154k). Noting that minor variations to budget are observed in over 200 budgeted line items with the average deviation being (-\$2k).
Materials and contracts	614,944	5%	▼	Timing / Permanent	Gross year-to-date expenditure across materials & contracts relative to FY20/21 is up 30% (\$3.40m), with year-to-date expenditure relative to FY19/20 up 9.35% (\$1.06m). The year-on-year increase in materials/contracts expenditure is largely attributable to Road Maintenance (\$952k), Kerbside Organics Collection/Processing (\$638k), Trades Rectification Maintenance (\$350k), Verge Maintenance (\$192k), Plant Operating Costs (\$183k) & Kerbside Recyclables Collection/Processing (\$114k).
Utility charges	(13,188)	-1%			No material variance.
Depreciation on non-current assets	(174,388)	-2%	▲	Timing / Permanent	Variance is primarily attributable to an un-budgeted increase in the amortisation charge being applied to the City's rehabilitation assets based on recalculated future asset values. Variance to be addressed in the next budget review.
Interest expenses	19,178	7%			No material variance.
Insurance expenses	17,012	4%			No material variance.
Loss on sale of assets	198,241	64%	▼	Timing / Permanent	Variance is in favour of the City & is primarily attributable to the timing of disposals made through the City's plant replacement programs reported under Note 5. Additionally, a buoyant second-hand market for disposed of assets has contributed to lower realised losses to date.
Other expenditure	274,839	15%	▼	Timing / Permanent	Variance is observed over numerous budget items, however can be largely attributed to: Minor Structures Maintenance (-\$65k), Community Rural Halls Financial Assistance (-\$45k) & Support for Local Tourism Organisations (-\$41k).
Non-cash amounts excluded from operating activities					
Add: Depreciation on assets	174,388	2%	▲	Timing / Permanent	Variance is primarily attributable to an un-budgeted increase in the amortisation charge being applied to the City's rehabilitation assets based on recalculated future asset values. Variance to be addressed in the next budget review.
Add: Loss on disposal of assets	(198,241)	-64%	▼	Timing / Permanent	Variance is in favour of the City & is primarily attributable to the timing of disposals made through the City's plant replacement programs reported under Note 5. Additionally, a buoyant second-hand market for disposed of assets has contributed to lower realised losses to date.
Less: Profit of disposal of assets	(6,114)	34%			No material variance.
Movement in Value of Investments	-				No material variance.

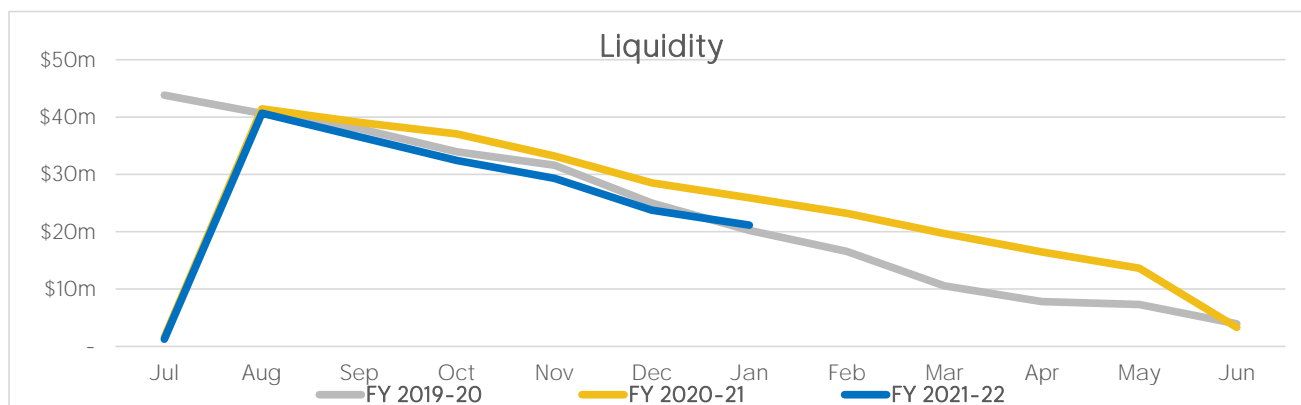
NOTE 1 (Continued)
EXPLANATION OF MATERIAL VARIANCES TO YTD BUDGET IN EXCESS OF \$100,000

	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	(1,463,006)	-25%	▼	Timing	Variance is attributable to the timing of income recognised in relation to numerous projects relevant to budget phasing. Income recognition for non-operating grants is directly tied to the achievement of milestones for projects reported in the City's capital works budget under note 5. It is likely that reporting variances to budget will exist throughout the budget cycle.
Proceeds from disposal of assets	(69,802)	-23%			No material variance.
Purchase of property, plant and equipment	717,430	-19%	▲	Timing / Permanent	Variance is attributable to the timing of completion & invoicing for numerous PPE projects against YTD budget. Observable variances exist across 62 projects, with key variances noted in: Heavy Plant Replacement Program (-\$380k), ALAC Roof Replacements (-\$150k), New GA Hangars (-\$126k), Library Renewal of Fitout (-\$68k) & Mercer Rd Depot Upgrades (-\$66k).
Purchase and construction of infrastructure	12,885,387	-60%	▲	Timing / Permanent	Variances observed across numerous projects in all classes of infrastructure. Notable deviations from YTD budget include: Airport Runway Resurfacing (-\$1.53m), Middleton Beach Public Realm Enhancements (-\$1.38m), Albany Highway Asphalt Overlay (-\$798k), Chillinup Road Sealing (-\$775k), Hanrahan Landfill Gas Extraction Systems (-\$762k), Lower Denmark Rd Shoulder Works (-\$639k) & Palmdale Rd Shoulder Works (-\$345k). Currently variations are largely creditable to budget phasing & the timing of invoicing relative to project milestones.
Movement of WIP from non-current to current	-				No material variance.
FINANCING ACTIVITIES					
Repayment of borrowings	832	0%			No material variance.
Proceeds from borrowings	-				No material variance.
Proceeds from self-supporting loans	-	0%			No material variance.
Payments for principal portion of lease liabilities	(12,283)	-13%			No material variance.
Restricted Cash Utilised	-				No material variance.
Transfers to reserves (restricted assets)	-				No material variance.
Transfers from reserves (restricted assets)	-				No material variance.
Surplus/(Deficit) at start of financial year	2	0%			No material variance.

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

NOTE 2
NET CURRENT FUNDING POSITION

	Ref Note	FOR THE PERIOD ENDED 31 JANUARY 2022	FOR THE PERIOD ENDED 31 DECEMBER 2021	FOR THE PERIOD ENDED 31 JANUARY 2021
		\$	\$	\$
Current Assets				
Cash - Unrestricted		29,885,559	29,450,410	30,097,689
Cash - Restricted		37,288,393	37,278,572	29,363,938
Trade Receivables - Rates and Rubbish	4	7,217,954	11,069,967	7,717,191
Trade Receivables - Other		1,442,844	1,015,166	1,179,550
Inventories		1,107,441	1,024,127	1,490,324
Other Current Assets		717,658	1,423,578	197,542
Other Financial Assets - Self Supporting Loan		6,918	6,918	6,706
		77,666,767	81,268,738	70,052,941
Less: Current Liabilities				
Trade Payables		(617,468)	(407,465)	(296,858)
Other Payables		(7,236,607)	(7,397,396)	(5,128,725)
Contract Liabilities		(5,591,133)	(6,514,261)	(3,717,379)
Lease Liabilities		(183,570)	(183,570)	(71,218)
Borrowings		(1,220,633)	(1,220,633)	(1,275,496)
Provisions		(5,856,358)	(5,956,079)	(5,678,464)
		(20,705,770)	(21,679,404)	(16,168,140)
Adjustments				
Add Back: Borrowings		1,220,633	1,220,633	1,275,496
Add Back: Lease liability payments		183,570	183,570	71,218
(Less): Cash Backed Reserves		(37,224,752)	(37,224,752)	(29,227,794)
(Less): Other Financial Assets - Self Supporting Loan		(6,918)	(6,918)	(6,706)
(Less): Investment land		-	-	(76,000)
		(35,827,467)	(35,827,467)	(27,963,786)
Net Current Funding Position		21,133,530	23,761,868	25,921,015

**COMMENTS:**

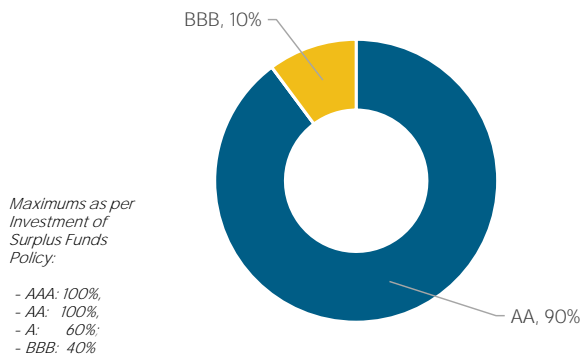
Year-on-year movement in net current funding position (-\$4.8m) is largely attributable to increased expenditure noted in Materials & Contracts (additional disclosure in Note 1) and Capital Acquisitions (Note 5).

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

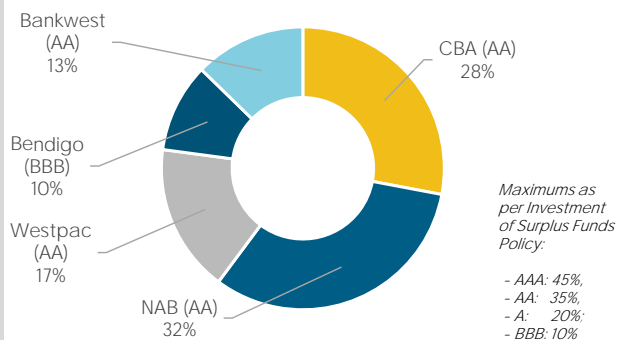
NOTE 3
CASH INVESTMENTS

Investment Type	Institution	S&P Rating	Interest Rate	Deposit Date	Maturity	Investment Term Category	Amount Invested (\$)	Expected Interest (\$)
General Municipal	Bendigo	BBB	0.20%	20-Oct-21	17-Feb-22	3 to 6 months	2,000,000	1,315
General Municipal	Westpac	AA	0.27%	20-Sep-21	20-Feb-22	3 to 6 months	4,000,000	4,527
General Municipal	CBA	AA	0.32%	23-Dec-21	23-Mar-22	0 to 3 months	2,000,000	1,578
General Municipal	Bendigo	BBB	0.25%	28-Sep-21	28-Mar-22	3 to 6 months	2,000,000	2,479
General Municipal	CBA	AA	0.32%	04-Jan-22	04-Apr-22	0 to 3 months	4,000,000	3,156
General Municipal	Bankwest	AA	0.27%	18-Jan-22	19-Apr-22	0 to 3 months	4,000,000	2,693
General Municipal	NAB	AA	0.45%	27-Jan-22	27-May-22	3 to 6 months	5,000,000	7,397
							23,000,000	23,146
Restricted	Bendigo	BBB	0.25%	10-Nov-21	08-Feb-22	0 to 3 months	2,000,000	1,233
Restricted	NAB	AA	0.43%	13-Dec-21	15-Mar-22	0 to 3 months	3,000,000	3,252
Restricted	Bankwest	AA	0.27%	27-Jan-22	26-Apr-22	0 to 3 months	3,500,000	2,304
Restricted	Westpac	AA	0.27%	16-Dec-21	16-May-22	3 to 6 months	2,000,000	2,234
Restricted	CBA	AA	0.39%	22-Nov-21	23-May-22	3 to 6 months	3,500,000	6,806
Restricted	NAB	AA	0.47%	06-Dec-21	07-Jun-22	6 to 12 months	4,000,000	9,426
Restricted	NAB	AA	0.47%	27-Jan-22	27-Jun-22	3 to 6 months	4,000,000	7,778
Restricted	CBA	AA	0.35%	06-Jan-22	06-Jul-22	3 to 6 months	7,000,000	12,149
Restricted	Westpac	AA	0.42%	30-Nov-21	30-Sep-22	6 to 12 months	4,000,000	13,992
Restricted	NAB	AA	0.60%	14-Sep-21	14-Sep-23	12 to 24 months	3,000,000	36,000
							36,000,000	95,174
Weighted Average Interest Rate: 0.37%							Total: 59,000,000	118,320

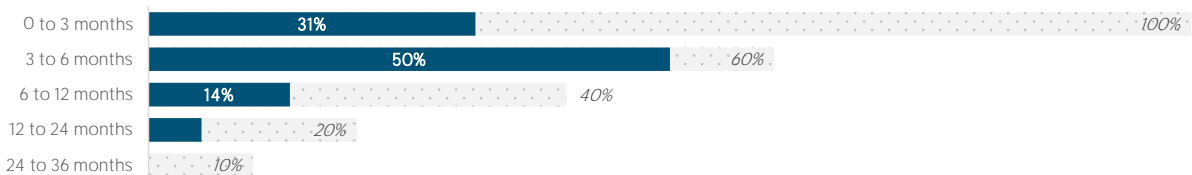
Portfolio Credit Framework



Counterparty Credit Limits



Term to Maturity Framework

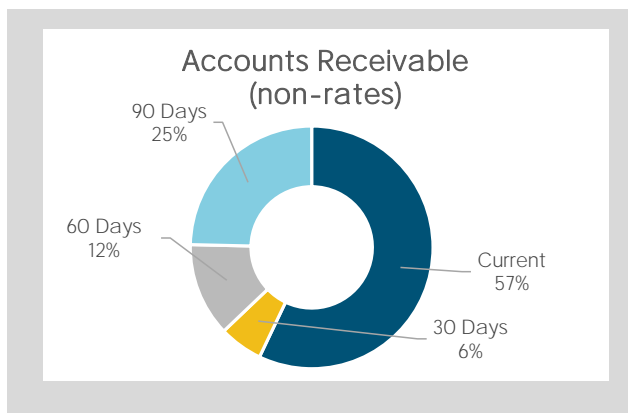
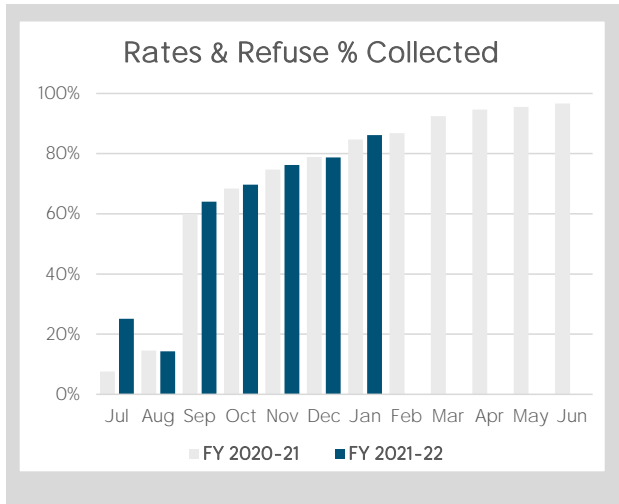


COMMENTS:

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

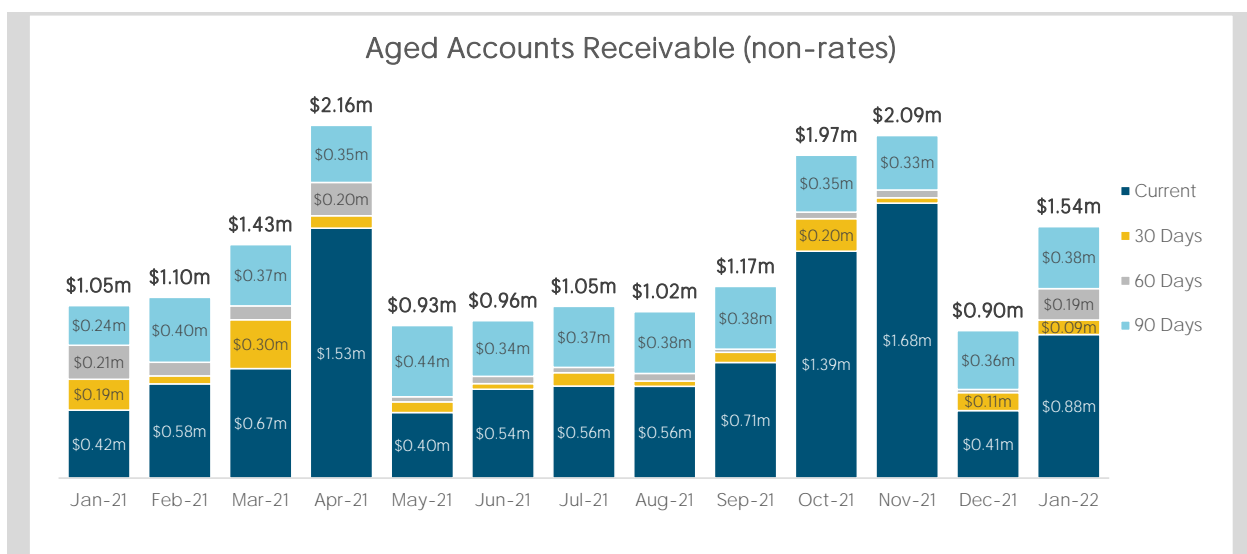
NOTE 4
RECEIVABLES

Rates & Refuse % Collected	\$
Opening Arrears Previous Years	1,594,665
Rates Levied	39,803,581
Refuse Levied	6,689,065
ESL Levied	3,705,427
Other Charges Levied	362,782
Amount Levied	52,155,520
(Less): Collections (Prior Years)	(943,373)
(Less): Collections (Current Year)	(43,994,192)
Amount Collected	(44,937,565)
Total Rates & Charges Collectable	7,217,955
<i>% Collected</i>	<i>86.2%</i>



Accounts Receivable (non-rates)	\$	%
Current	877,411	57%
30 Days	89,315	6%
60 Days	191,872	12%
90 Days	378,712	25%
Total	1,537,310	100%

Amounts shown above include GST (where applicable)

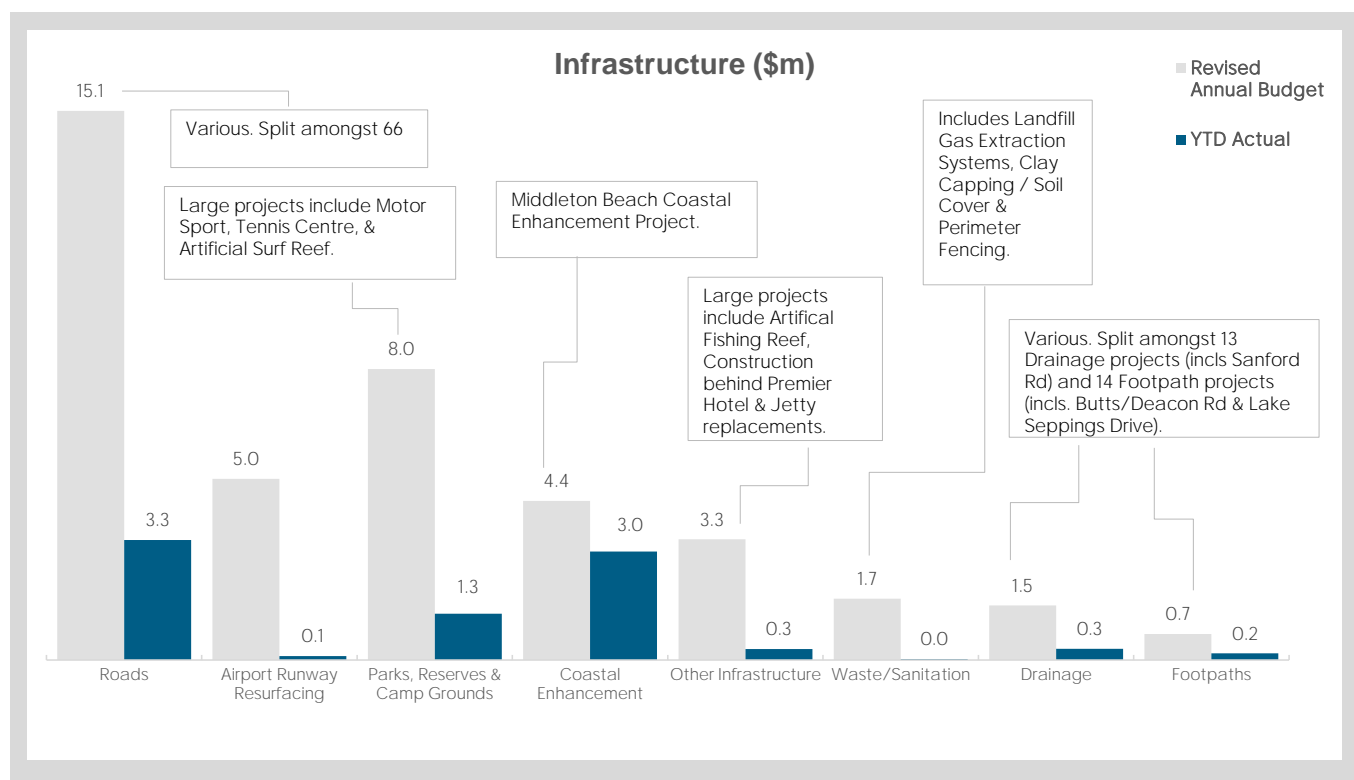


COMMENTS:

CITY OF ALBANY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2022

Note 5
CAPITAL ACQUISITIONS

Capital Acquisitions	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	\$	\$	\$	\$	\$	%	
Property, Plant & Equipment	11,280,005	12,606,214	3,687,742	2,970,312	(717,430)	(19%)	▼
Infrastructure*	36,167,718	39,615,146	21,367,873	8,482,486	(12,885,387)	(60%)	▼
Total Capital Acquisitions	47,447,723	52,221,360	25,055,615	11,452,798	(13,602,817)	(54%)	▼
Breakdown of Infrastructure							
Roads	14,895,886	15,073,235	8,879,718	3,297,537	(5,582,181)	(63%)	▼
Airport Runway Resurfacing	4,976,356	4,976,356	1,642,197	112,167	(1,530,030)	(93%)	▼
Parks, Reserves & Camp Grounds	4,859,861	7,986,032	2,790,370	1,270,095	(1,520,275)	(54%)	▼
Coastal Enhancement	4,717,628	4,369,414	4,360,291	2,981,614	(1,378,677)	(32%)	▼
Other Infrastructure	3,241,679	3,313,851	1,205,136	299,525	(905,611)	(75%)	▼
Waste/Sanitation	1,683,048	1,683,048	1,034,514	27,179	(1,007,335)	(97%)	▼
Drainage	1,155,670	1,498,213	845,846	307,581	(538,265)	(64%)	▼
Footpaths	637,590	714,997	609,801	186,788	(423,013)	(69%)	▼
Subtotal: Infrastructure	36,167,718	39,615,146	21,367,873	8,482,486	(12,885,387)	(60%)	▼

**COMMENTS:**

Gross year-to-date capital expenditure relative to FY20/21 is up 40% (\$4.59m), with year-to-date capital expenditure relative to FY19/20 up 22% (\$2.55m).

This year-on-year increase is largely attributed to expenditure related to the Middleton Beach Public Realm Enhancement (\$1.94m) & Roads (\$1.77m).

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 31 JAN 2022

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
30/12/2021	HILTON GARDENS	Meeting - Mayor A Jacobs, City of Joondalup & A Sharpe & Mayor D Wellington	\$ 24.00
17/01/2022	CAFÉ ESPRESSO ONE	Meeting - A Sharpe & Steve Lewis	\$ 9.00
19/01/2022	CAFÉ ESPRESSO ONE	Meeting - A Sharpe & Wayne Green	\$ 9.00
21/01/2022	A TO Z VIA K PTY LTD	Duplicate Payment - Refund Requested	\$ 296.35
30/12/2021	SPOTLIGHT ALBANY	Components - Required for Repairs	\$ 13.50
30/12/2021	APPLE.COM	Application Subscription	\$ 1.49
30/12/2021	BUNNINGS	Components - Required for Repairs	\$ 30.34
25/01/2022	WOOLWORTHS	Refreshments - Speakers - Binalup/Middleton Beach Festival	\$ 5.50
30/12/2021	HILTON GARDENS	Accommodation - Australia Day Ambassador	\$ 540.00
04/01/2022	REZDY	Monthly charge for Rezdy Account - ANZAC Centre	\$ 280.83
05/01/2022	SOUNDGEAR AUSTRALIA	Equipment Purchase - Loudhailer - VAC	\$ 226.10
06/01/2022	DROPBOX	Subscription for Incident Management Team	\$ 254.10
07/01/2022	ASIC	ABN Search	\$ 9.00
10/01/2022	FLIGHTAWARE LLC	Commercial Data Report	\$ 631.33
10/01/2022	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 15.78
13/01/2022	KIOWARE	Kiosk Management Software Renewal	\$ 378.64
14/01/2022	ABYSS MEDIA	iSound Recorder for Airport and Emergency Services	\$ 142.49
14/01/2022	TENTWORLD	Equipment Purchase - 2 x GPS Satellite Messenger	\$ 412.38
20/01/2022	POLICE LICENCING FIREARMS	Fee for Firearms Licence	\$ 137.00
20/01/2022	REZDY	Monthly charge for Rezdy Account - Visitor Centre	\$ 0.83
24/01/2022	ENVOYER	For Making Changes to places.albany.wa.gov.au	\$ 13.93
24/01/2022	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 0.35
26/01/2022	ZOOM	Video Conferencing Facility	\$ 160.95
10/01/2022	WESTERN POWER PERTH AUS	Application Fee - Street Light	\$ 497.92
10/01/2022	ASIC	ASIC Company Search	\$ 9.00
16/01/2022	PAY*SKYMESH PTY LTD	Monthly Fee for Cape Riche Internet Service	\$ 54.95
19/01/2022	THE HATCHERY	Staff Training - S Maciejewski - Professional Development	\$ 548.90
20/01/2022	YOURMEMBER-CAREERS	Job Advertising	\$ 242.00
21/01/2022	LOCAL GOVERNMENT MANA	Staff Training - K Ovens - Professional Development	\$ 2,440.00
21/01/2022	TRINITY	Accommodation - K Ovens - Professional Development	\$ 160.00
24/01/2022	TRINITY	Accommodation - K Ovens - Professional Development	\$ 160.00
05/01/2022	MAILCHIMP	Monthly Marketing Plan - Communications	\$ 476.98

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 31 JAN 2022**

CREDIT CARD TRANSACTIONS

DATE	PAYEE	DESCRIPTION	AMOUNT
07/01/2022	FACEBOOK	Facebook and Instagram Advertising	\$ 117.09
08/01/2022	SOUNDTRACK YOUR BRAND	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service	\$ 35.06
08/01/2022	INTERNATIONAL TRANSACTION FEE	International Transaction Fee	\$ 0.88
11/01/2022	PSA RADICAL FITNESS	Albany Leisure & Aquatic Centre - Monthly Subscription - Music Service - KIMAX	\$ 19.95
14/01/2022	GOOGLE ADS	National ANZAC Centre- Google Ads	\$ 1.08
19/01/2022	SP*YARNMARKETPLACE	NAIDOC Shirts - Albany Leisure & Aquatic Centre - H Bell	\$ 271.39
21/01/2022	EXPEDIA	Accommodation - R Quayle - Life Saving Training	\$ 358.20
			\$ 8,986.29

**CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022**

PAYROLL TRANSACTIONS

DATE	DESCRIPTION	AMOUNT
27/01/2022	Salaries	\$ 680,928.11
10/02/2022	Salaries	\$ 704,397.63
13/02/2022	Superannuation	\$ 131,103.24
		\$ 1,516,428.98

CHEQUE TRANSACTIONS

DATE	CHEQUE	NAME	DESCRIPTION	AMOUNT
32718	20/01/2022	CITY OF BUNBURY	Long Service Leave Entitlements - LG Transfer	\$ 4,748.41
32719	20/01/2022	TELSTRA	Mobile Phone Usage Charges	\$ 35,609.98
32720	27/01/2022	TELSTRA	Mobile Phone Usage Charges	\$ 13,212.39
32721	10/02/2022	WESTERN AUSTRALIAN PLANNING COMMISSION	Subdivision Application Fee	\$ 2,448.00
32722	10/02/2022	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges January 2022	\$ 581.00
				\$ 56,599.78

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156321	27/01/2022	35 DEGREES SOUTH	Surveying Services C19016	\$ 1,067.00
EFT156699	10/02/2022	8M MEDIA & COMMUNICATIONS	Stock Items - Library	\$ 35.20
EFT156113	20/01/2022	AD CONTRACTORS PTY LTD	Plant and Equipment Hire C19007(A) / Road Building Materials C20003	\$ 26,603.50
EFT156277	27/01/2022	AD CONTRACTORS PTY LTD	Plant and Equipment Hire C19007(A) / Road Building Materials C20003	\$ 19,352.25
EFT156421	03/02/2022	AD CONTRACTORS PTY LTD	Plant and Equipment Hire C19007(A) / Road Building Materials C20003	\$ 15,385.50
EFT156580	10/02/2022	AD CONTRACTORS PTY LTD	Plant and Equipment Hire C19007(A) / Road Building Materials C20003	\$ 52,248.24
EFT156134	20/01/2022	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control PSP009	\$ 1,609.30
EFT156603	10/02/2022	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control PSP009	\$ 3,124.28
EFT156422	03/02/2022	ADVERTISER PRINT	Printing Services	\$ 193.00
EFT156581	10/02/2022	ADVERTISER PRINT	Printing Services	\$ 287.00
EFT156669	10/02/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	Plant Maintenance Parts	\$ 1,501.78
EFT156583	10/02/2022	AGQUIRE RURAL HOLDINGS PTY LTD	Gas Supply	\$ 96.00
EFT156523	03/02/2022	AIRPORT SECURITY PTY LTD	Aviation Security Card	\$ 220.00
EFT156162	20/01/2022	AL CURNOW HYDRAULICS	Vehicle / Plant Parts / Maintenance	\$ 1,014.00
EFT156319	27/01/2022	AL CURNOW HYDRAULICS	Vehicle / Plant Parts / Maintenance	\$ 365.56
EFT156629	10/02/2022	AL CURNOW HYDRAULICS	Vehicle / Plant Parts / Maintenance	\$ 1,089.29
EFT156689	10/02/2022	A MACKINNON	Refund	\$ 300.00
EFT156426	03/02/2022	ALBANY AGRICULTURAL SOCIETY INCORPORATED	Grant Funding	\$ 27,500.00
EFT156431	03/02/2022	ALBANY ART GROUP INC	Artistic Supplies	\$ 22.85
EFT156436	03/02/2022	ALBANY ART WORKSHOPS	Event Services	\$ 1,160.00
EFT156495	03/02/2022	ALBANY ASPHALT SERVICES	Asphalt Overlay & Kerbing - Multiple Projects C18010(A)	\$ 93,595.50
EFT156591	10/02/2022	ALBANY AUTO ONE	Auto Electrical Maintenance / Supplies	\$ 538.00
EFT156434	03/02/2022	ALBANY CAR AND BOAT WASH TIGER WASH PTY LTD	Car Wash Tokens	\$ 630.00
EFT156284	27/01/2022	ALBANY CENTRAL CABINETS PTY LTD	Furniture Maintenance / Repairs	\$ 379.50
EFT156430	03/02/2022	ALBANY CENTRAL CABINETS PTY LTD	Furniture Maintenance / Repairs	\$ 176.00
EFT156579	10/02/2022	ALBANY CENTRAL SECURITY STORAGE	Rental Charges	\$ 200.00
EFT156218	20/01/2022	ALBANY CITY MOTORS	Vehicle Parts / Maintenance	\$ 49.10
EFT156355	27/01/2022	ALBANY CITY MOTORS	Vehicle Parts / Maintenance	\$ 448.11
EFT156693	10/02/2022	ALBANY CITY MOTORS	Vehicle Parts / Maintenance	\$ 7,928.16
EFT156484	03/02/2022	ALBANY ELITE EARTHMOVING AND DRAINAGE	Road Repair Services	\$ 8,080.00
EFT156642	10/02/2022	ALBANY ELITE EARTHMOVING AND DRAINAGE	Road Repair Services	\$ 3,300.00
EFT156176	20/01/2022	ALBANY ENGINEERING COMPANY	Fabrication Services	\$ 563.66
EFT156691	10/02/2022	ALBANY EVENT HIRE	Event Hire Services	\$ 12,093.75
EFT156116	20/01/2022	ALBANY FARM TREE NURSERY	Plants / Seedlings	\$ 253.44
EFT156582	10/02/2022	ALBANY FENCING CONTRACTORS	Fencing Supply and Install - Collingwood Park	\$ 62,321.60
EFT156279	27/01/2022	ALBANY HYDRAULICS	Vehicle Repairs/Parts	\$ 93.97
EFT156584	10/02/2022	ALBANY HYDRAULICS	Vehicle Repairs/Parts	\$ 130.33
EFT156280	27/01/2022	ALBANY INDOOR PLANT HIRE AND SALES	Plant Hire	\$ 424.60
EFT156587	10/02/2022	ALBANY INDOOR PLANT HIRE AND SALES	Plant Hire	\$ 262.21
EFT156585	10/02/2022	ALBANY INDUSTRIAL SERVICES PTY LTD	Plant and Equipment Hire C20016(B)	\$ 1,764.00
EFT156123	20/01/2022	ALBANY IRRIGATION & DRILLING	Irrigation Supplies	\$ 32.84
EFT156285	27/01/2022	ALBANY IRRIGATION & DRILLING	Irrigation Supplies	\$ 1,155.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156594	10/02/2022	ALBANY IRRIGATION & DRILLING	Irrigation Supplies	\$ 4,334.81
EFT156429	03/02/2022	ALBANY LASERSCAPE	Event Services	\$ 2,875.00
EFT156255	20/01/2022	ALBANY LOCK & SECURITY	Locksmith / Security Services C014_18	\$ 2,283.53
EFT156390	27/01/2022	ALBANY LOCK & SECURITY	Locksmith / Security Services C014_18	\$ 54.90
EFT156562	03/02/2022	ALBANY LOCK & SECURITY	Locksmith / Security Services C014_18	\$ 549.00
EFT156740	10/02/2022	ALBANY LOCK & SECURITY	Locksmith / Security Services C014_18	\$ 390.85
EFT156122	20/01/2022	ALBANY MILK DISTRIBUTORS	Milk Delivery	\$ 205.84
EFT156593	10/02/2022	ALBANY MILK DISTRIBUTORS	Milk Delivery	\$ 678.54
EFT156281	27/01/2022	ALBANY MONUMENTAL MASONS	Building Maintenance Supplies	\$ 3,520.00
EFT156286	27/01/2022	ALBANY MOUNTAIN BIKE CLUB INC	Regional Event Sponsorship	\$ 5,000.00
EFT156224	20/01/2022	ALBANY NEWS DELIVERY	Newspaper Delivery	\$ 53.87
EFT156529	03/02/2022	ALBANY NEWS DELIVERY	Newspaper Delivery	\$ 120.43
EFT156708	10/02/2022	ALBANY NEWS DELIVERY	Newspaper Delivery	\$ 52.82
EFT156120	20/01/2022	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$ 1,190.32
EFT156283	27/01/2022	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$ 1,945.00
EFT156428	03/02/2022	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$ 210.00
EFT156592	10/02/2022	ALBANY OFFICE PRODUCTS DEPOT	Stationery / Office Supplies	\$ 1,191.45
EFT156229	20/01/2022	ALBANY PLUMBING AND GAS	Plumbing and Gas Services C21006	\$ 3,093.84
EFT156539	03/02/2022	ALBANY PLUMBING AND GAS	Plumbing and Gas Services C21006	\$ 193.85
EFT156715	10/02/2022	ALBANY PLUMBING AND GAS	Plumbing and Gas Services C21006	\$ 5,829.99
EFT156125	20/01/2022	ALBANY PRIDE INCORPORATED	Event Hire	\$ 100.00
EFT156121	20/01/2022	ALBANY QUALITY LAWNMOWING	Lawn Mowing Services	\$ 110.00
EFT156526	03/02/2022	ALBANY RADIO COMMUNICATIONS	Radio Equipment	\$ 502.81
EFT156433	03/02/2022	ALBANY RECORDS MANAGEMENT	Storage Charges	\$ 899.81
EFT156595	10/02/2022	ALBANY RECORDS MANAGEMENT	Storage Charges	\$ 522.50
EFT156425	03/02/2022	ALBANY RETRAVISION	Kitchen / Cleaning Supplies	\$ 678.00
EFT156588	10/02/2022	ALBANY RETRAVISION	Kitchen / Cleaning Supplies	\$ 188.00
EFT156282	27/01/2022	ALBANY RSL SUB BRANCH	Stock Items - Forts Store	\$ 1,251.80
EFT156590	10/02/2022	ALBANY RSL SUB BRANCH	Stock Items - Forts Store	\$ 1,620.00
EFT156235	20/01/2022	ALBANY SCAFFOLD HIRE	Scaffolding Hire	\$ 905.03
EFT156548	03/02/2022	ALBANY SCAFFOLD HIRE	Scaffolding Hire	\$ 800.00
EFT156119	20/01/2022	ALBANY SCREENPRINTERS	Stock Items - Forts Store	\$ 1,647.00
EFT156159	20/01/2022	ALBANY SIGNS	Signage Supply / Services	\$ 990.00
EFT156311	27/01/2022	ALBANY SIGNS	Signage Supply / Services	\$ 335.50
EFT156465	03/02/2022	ALBANY SIGNS	Signage Supply / Services	\$ 124.30
EFT156625	10/02/2022	ALBANY SIGNS	Signage Supply / Services	\$ 5,868.50
EFT156427	03/02/2022	ALBANY SURF LIFE SAVING CLUB	Venue Hire	\$ 440.00
EFT156117	20/01/2022	ALBANY SWEEP CLEAN	Road / Carpark Sweeping Services C18007	\$ 4,518.00
EFT156423	03/02/2022	ALBANY SWEEP CLEAN	Road / Carpark Sweeping Services C18007	\$ 3,512.00
EFT156114	20/01/2022	ALBANY TOYOTA	Vehicle Maintenance / Parts Q20003	\$ 580.03
EFT156278	27/01/2022	ALBANY TOYOTA	Vehicle Maintenance / Parts Q20003	\$ 158.36
EFT156404	27/01/2022	ALBANY TYREPOWER	Tyre Supply / Maintenance Q21002	\$ 750.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156570	03/02/2022	ALBANY TYREPOWER	Tyre Supply / Maintenance Q21002	\$ 426.60
EFT156750	10/02/2022	ALBANY TYREPOWER	Tyre Supply / Maintenance Q21002	\$ 575.00
EFT156586	10/02/2022	ALBANY V-BELT AND RUBBER	Plant Parts / Repairs	\$ 936.94
EFT156435	03/02/2022	ALBANY WACKY GOLF	Event Services	\$ 1,225.00
EFT156515	03/02/2022	ALBANY WORLD OF CARS	Vehicle Purchase P21041	\$ 40,749.22
EFT156199	20/01/2022	A JANES	Rates Refund	\$ 794.00
EFT156287	27/01/2022	ALINTA	Gas Usage	\$ 114.30
EFT156437	03/02/2022	ALINTA	Gas Usage	\$ 52.25
EFT156332	27/01/2022	ALISON GOODE	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156654	10/02/2022	ALISON GOODE	Quarterly Mileage Claim From October To December 2021	\$ 716.81
EFT156242	20/01/2022	A SMITH	Rates Refund	\$ 1,177.70
EFT156180	20/01/2022	ALL TRUCK REPAIRS	Vehicle Parts / Maintenance	\$ 676.82
EFT156489	03/02/2022	ALL TRUCK REPAIRS	Vehicle Parts / Maintenance	\$ 246.36
EFT156524	03/02/2022	A & A MCLEAN	Rates Refund	\$ 453.70
EFT156316	27/01/2022	AMANDA CRUSE	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156148	20/01/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 14,360.51
EFT156454	03/02/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	Bulk Diesel	\$ 25,402.47
EFT156147	20/01/2022	AMPOL LIMITED	Fuel Supply	\$ 5,098.38
EFT156614	10/02/2022	AMPOL LIMITED	Fuel Supply	\$ 5,522.72
EFT156145	20/01/2022	A BUTLER	Rates Refund	\$ 538.89
EFT156549	03/02/2022	A SHARPE	Staff Reimbursement	\$ 58.00
EFT156641	10/02/2022	ANGELA EDWARDS	Cleaning / Grounds Keeping Services Q21020	\$ 2,692.00
EFT156721	10/02/2022	A ROSS	Refund	\$ 226.20
EFT156551	03/02/2022	A SLEEGERS	Refund	\$ 490.00
EFT156220	20/01/2022	A MCEWAN	Staff Reimbursement	\$ 304.08
EFT156598	10/02/2022	ARCHIVAL SURVIVAL PTY LTD	Archiving Supplies	\$ 2,026.26
EFT156126	20/01/2022	ATC WORK SMART	Casual Labour / Apprentices	\$ 3,318.59
EFT156439	03/02/2022	ATC WORK SMART	Casual Labour / Apprentices	\$ 539.15
EFT156599	10/02/2022	ATC WORK SMART	Casual Labour / Apprentices	\$ 6,234.14
EFT156288	27/01/2022	AUDIOCOM ALBANY	Vehicle Supplies	\$ 139.00
EFT156289	27/01/2022	AUSCOINSWEST	Stock Items - Forts Store	\$ 2,134.00
EFT156600	10/02/2022	AUSCOINSWEST	Stock Items - Forts Store	\$ 321.20
EFT156127	20/01/2022	AUSPIRE	Printing Services	\$ 42.00
EFT156417	27/01/2022	AUSSIE BROADBAND LIMITED	Broadband Supply	\$ 328.00
EFT156601	10/02/2022	AUSTRALIA'S SOUTH WEST INCORPORATED	Booth Fee Contribution	\$ 1,100.00
EFT156468	03/02/2022	AWESOME ABORIGINAL CONSULTANCY	Event Services	\$ 3,150.00
EFT156290	27/01/2022	BADGEMATE	Badge Making Services	\$ 88.28
EFT156130	20/01/2022	BAREFOOT CLOTHING MANUFACTURERS	Uniforms	\$ 594.00
EFT156291	27/01/2022	BAREFOOT CLOTHING MANUFACTURERS	Uniforms	\$ 142.00
EFT156442	03/02/2022	BAREFOOT CLOTHING MANUFACTURERS	Uniforms	\$ 268.20
EFT156131	20/01/2022	BARRETTS MINI EARTHMOVING & CHIPPING	Tree Removal Services C21005	\$ 5,650.50
EFT156443	03/02/2022	BARRETTS MINI EARTHMOVING & CHIPPING	Tree Removal Services C21005	\$ 1,881.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156602	10/02/2022	BARRETTS MINI EARTHMOVING & CHIPPING	Tree Removal Services C21005	\$ 2,500.00
EFT156209	20/01/2022	B LESLIE	Rates Refund	\$ 834.62
EFT156132	20/01/2022	BEECK MAXTON PARTNERSHIP	Stock Items - Forts Store	\$ 270.00
EFT156133	20/01/2022	BENNETTS BATTERIES	Vehicle Parts / Maintenance Q20039	\$ 176.00
EFT156293	27/01/2022	BENNETTS BATTERIES	Vehicle Parts / Maintenance Q20039	\$ 866.80
EFT156446	03/02/2022	BERG CONTRACTING SERVICES	Waste Disposal Services	\$ 4,300.00
EFT156135	20/01/2022	BERTOLA HIRE ALBANY PTY LTD	Plant and Equipment Hire	\$ 2,530.00
EFT156296	27/01/2022	BERTOLA HIRE ALBANY PTY LTD	Plant and Equipment Hire	\$ 489.50
EFT156136	20/01/2022	BEST OFFICE SYSTEMS	Printer Hire / Repairs	\$ 99.00
EFT156297	27/01/2022	BEST OFFICE SYSTEMS	Printer Hire / Repairs	\$ 270.00
EFT156184	20/01/2022	BILL GIBBS EXCAVATIONS	Hire of Plant / Equipment C19007D & Lower Denmark Road Works C21009	\$ 93,216.84
EFT156492	03/02/2022	BILL GIBBS EXCAVATIONS	Lower Denmark Road Shoulder Reconditioning C21009	\$ 162,800.00
EFT156605	10/02/2022	BLOOMIN FLOWERS SPENCER PARK	Floral Supplies	\$ 60.00
EFT156451	03/02/2022	BLUE SKY RENEWABLES PTY LTD	Thermal Energy Supply P17026	\$ 28,792.03
EFT156138	20/01/2022	BOC GASES AUSTRALIA LIMITED	Container Hire	\$ 106.03
EFT156448	03/02/2022	BOLINDA PUBLISHING PTY LTD	Audio Supplies	\$ 60.45
EFT156607	10/02/2022	BP BIRD PLUMBING & GAS PTY LTD	Plant Servicing	\$ 114.00
EFT156228	20/01/2022	BRAYDEN JOHN PARKER	Lawn Mowing Services	\$ 130.00
EFT156713	10/02/2022	BRAYDEN JOHN PARKER	Lawn Mowing Services	\$ 376.00
EFT156140	20/01/2022	BRIDGESTONE AUSTRALIA LTD	Tyre Supply and Install Q21002	\$ 1,196.27
EFT156299	27/01/2022	BRIDGESTONE AUSTRALIA LTD	Tyre Supply and Install Q21002	\$ 1,128.07
EFT156258	20/01/2022	B TILBEE	Reusable Nappy Incentive	\$ 32.29
EFT156606	10/02/2022	B BOCCAMAZZO	Refund	\$ 445.80
EFT156141	20/01/2022	BROOKS HIRE SERVICE PTY LTD	Plant and Equipment Hire	\$ 1,538.46
EFT156609	10/02/2022	BROOKS HIRE SERVICE PTY LTD	Plant and Equipment Hire	\$ 11,937.35
EFT156354	27/01/2022	BUCHER MUNICIPAL PTY LTD	Plant Consumables	\$ 2,768.84
EFT156142	20/01/2022	BULLIVANTS HANDLING SAFETY	Inspection / Safety Services / Supplies	\$ 690.80
EFT156612	10/02/2022	BULLIVANTS HANDLING SAFETY	Inspection / Safety Services / Supplies	\$ 3,098.39
EFT156452	03/02/2022	BULLSEYE PLUMBING & GAS	Plumbing Services / Hydro Jetting Q21038	\$ 280.00
EFT156143	20/01/2022	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$ 568.90
EFT156302	27/01/2022	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$ 362.01
EFT156453	03/02/2022	BUNNINGS GROUP LIMITED	Hardware Supplies / Tools	\$ 182.30
EFT156303	27/01/2022	BURSON AUTO PARTS	Plant Maintenance Supplies	\$ 116.16
EFT156146	20/01/2022	C&C MACHINERY CENTRE	Vehicle Parts / Maintenance	\$ 1,810.15
EFT156304	27/01/2022	C&C MACHINERY CENTRE	Vehicle Parts / Maintenance	\$ 250.00
EFT156613	10/02/2022	C&C MACHINERY CENTRE	Vehicle Parts / Maintenance	\$ 201.05
EFT156149	20/01/2022	CAMLIN SPRINGS	Water Refills	\$ 238.00
EFT156615	10/02/2022	CAMTRANS ALBANY PTY LTD	Paving Materials	\$ 1,316.32
EFT156150	20/01/2022	CAPEVIEW CONTRACTING	Fire Break Management	\$ 1,000.00
EFT156455	03/02/2022	CAREY TRAINING PTY LTD	Staff Training	\$ 1,030.00
EFT156619	10/02/2022	CENTENNIAL STADIUM INC	Window Cleaning Services	\$ 57.20
EFT156152	20/01/2022	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance/Repairs C21008 / C18014	\$ 1,028.01

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156306	27/01/2022	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance/Repairs C21008 / C18014	\$ 6,374.68
EFT156457	03/02/2022	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance/Repairs C21008 / C18014	\$ 7,912.78
EFT156618	10/02/2022	CENTIGRADE SERVICES PTY LTD	Air Conditioning Maintenance/Repairs C21008 / C18014	\$ 2,745.60
EFT156165	20/01/2022	CGS QUALITY CLEANING	Cleaning Services C20008	\$ 866.36
EFT156322	27/01/2022	CGS QUALITY CLEANING	Cleaning Services C20008	\$ 3,853.44
EFT156632	10/02/2022	CGS QUALITY CLEANING	Cleaning Services C20008	\$ 44,867.99
EFT156459	03/02/2022	CHERRY BOOTS ALBANY	Stock Items - Visitors Centre	\$ 72.00
EFT156620	10/02/2022	CHEYNES BEACH CARAVAN PARK	Fuel Supply	\$ 85.00
EFT156307	27/01/2022	CHILDREN'S BOOK COUNCIL OF AUSTRALIA	Annual Membership	\$ 75.00
EFT156589	10/02/2022	CHOICES FLOORING BY ALBANY INTERIORS	Flooring Supply and Install	\$ 6,173.00
EFT156397	27/01/2022	CHRIS THOMSON	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156154	20/01/2022	CINEFEST OZ	Event Services	\$ 27,500.00
EFT156155	20/01/2022	CLEANAWAY PTY LIMITED	Waste Collection Services	\$ 340,767.66
EFT156621	10/02/2022	CLEANAWAY PTY LIMITED	Waste Collection Services	\$ 1,006.62
EFT156663	10/02/2022	C HANNA	Refund	\$ 300.00
EFT156156	20/01/2022	CLOUD PAYMENT GROUP	Debt Management Services P21020	\$ 14,634.70
EFT156622	10/02/2022	CLOUD PAYMENT GROUP	Debt Management Services P21020	\$ 3,557.50
EFT156157	20/01/2022	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 11.40
EFT156309	27/01/2022	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 246.05
EFT156624	10/02/2022	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	\$ 388.42
EFT156668	10/02/2022	C & G HOPKINS	Rates Refund	\$ 3,137.00
EFT156163	20/01/2022	C DAUBERT	Rates Refund	\$ 771.22
EFT156310	27/01/2022	CONSCIOUS CANDLE COMPANY	Stock Items - Forts Store	\$ 1,826.00
EFT156610	10/02/2022	CONSTRUCTION TRAINING FUND	BCITF Levy	\$ 4,513.46
EFT156314	27/01/2022	CREATIVE PLAYING	Stock Items - Forts Store	\$ 4,453.25
EFT156292	27/01/2022	C BARROW	Reusable Nappy Incentive	\$ 69.27
EFT156630	10/02/2022	CYNERGIC INTERNET	Web Hosting	\$ 1,707.89
EFT156534	03/02/2022	CYNTHIA TRACEY ORR	Stock Items - Town Hall	\$ 107.22
EFT156320	27/01/2022	DATA #3 LIMITED	Software Subscriptions	\$ 1,224.66
EFT156631	10/02/2022	DATACOM SYSTEMS (AU) PTY LTD	Software Subscriptions	\$ 48,996.30
EFT156466	03/02/2022	DAVID CRAIGS	Event Hire	\$ 1,550.00
EFT156219	20/01/2022	D MAXTON	Rates Refund	\$ 852.75
EFT156351	27/01/2022	DAVID LEECH	Stock Items - Forts Store	\$ 240.00
EFT156516	03/02/2022	DAVID LEECH	Stock Items - Forts Store	\$ 240.00
EFT156469	03/02/2022	DAVRIC AUSTRALIA	Stock Items - Visitors Centre	\$ 566.50
EFT156313	27/01/2022	DELMA BAESJOU	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156470	03/02/2022	DENMARK ARTS COUNCIL INC	Staff Training	\$ 500.00
EFT156471	03/02/2022	DENMARK CHAMBER OF COMMERCE	Racking Fees	\$ 100.00
EFT156411	27/01/2022	DENNIS WELLINGTON	Mayoral Allowance & Attendance	\$ 11,734.93
EFT156611	10/02/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION	BSL Levy	\$ 11,665.22
EFT156557	03/02/2022	DEPARTMENT OF THE PREMIER & CABINET - STATE LAW	Notice In Government Gazette	\$ 93.60
EFT156167	20/01/2022	DEPARTMENT OF TRANSPORT	DOT Fees	\$ 127.10

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

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156633	10/02/2022	DESIGNER DIRT PTY LTD	Stock Items - Forts Store	\$ 860.00
EFT156274	20/01/2022	DIANA FORREST WOODBURY	Stock Items - Visitors Centre	\$ 200.00
EFT156635	10/02/2022	DIRT HIGH PROMOTIONS	Design Services - Motorsports Planning	\$ 13,872.00
EFT156169	20/01/2022	DISCOVERY BAY TOURISM PRECINCT LTD	Stock Items - Visitors Centre	\$ 1,472.00
EFT156475	03/02/2022	DJL ELECTRICAL	Testing and Tagging Services Q21057	\$ 6,777.54
EFT156636	10/02/2022	DJL ELECTRICAL	Testing and Tagging Services Q21057	\$ 625.35
EFT156477	03/02/2022	DOG ROCK MOTEL	Accommodation - Binalup Middleton Beach Festival - Event Participants	\$ 842.40
EFT156170	20/01/2022	DOGGY DOO CLEANUPS	Animal Waste Collection Services Q21028	\$ 225.00
EFT156324	27/01/2022	DOGGY DOO CLEANUPS	Animal Waste Collection Services Q21028	\$ 225.00
EFT156478	03/02/2022	DOGGY DOO CLEANUPS	Animal Waste Collection Services Q21028	\$ 225.00
EFT156637	10/02/2022	DOGGY DOO CLEANUPS	Animal Waste Collection Services Q21028	\$ 225.00
EFT156317	27/01/2022	DOWNER EDI WORKS PTY LTD	Road Maintenance Materials	\$ 551.09
EFT156627	10/02/2022	DOWNER EDI WORKS PTY LTD	Road Maintenance Materials	\$ 551.09
EFT156171	20/01/2022	DYLAN'S ON THE TERRACE	Catering Services	\$ 375.00
EFT156479	03/02/2022	DYLAN'S ON THE TERRACE	Catering Services	\$ 258.80
EFT156172	20/01/2022	EARLY BIRD LANDSCAPING	Installation of Playground - Nambucca Park	\$ 6,237.00
EFT156481	03/02/2022	ECLIPSE CONSULTANCY	Event Services	\$ 7,150.00
EFT156640	10/02/2022	ECLIPSE CONSULTANCY	Event Services	\$ 2,750.00
EFT156483	03/02/2022	ELANDRIAL GAMES	Event Services	\$ 200.00
EFT156174	20/01/2022	ELLEKER VOLUNTEER BUSHFIRE BRIGADE	Donation	\$ 200.00
EFT156449	03/02/2022	E BOSCH	Reusable Nappy Incentive	\$ 63.97
EFT156340	27/01/2022	E HOWARD	Rates Refund	\$ 380.00
EFT156338	27/01/2022	E GROCOTT	Staff Reimbursement	\$ 87.00
EFT156175	20/01/2022	EMU POINT SPORTING CLUB INC	Grant Funding	\$ 33,000.00
EFT156327	27/01/2022	ENVIROCLEAN VICTORIA	Plant and Equipment Hire	\$ 140.00
EFT156643	10/02/2022	ENVIROCLEAN VICTORIA	Plant and Equipment Hire	\$ 140.00
EFT156644	10/02/2022	ENVIRONMENTAL INDUSTRIES PTY LTD	Middleton Beach Foreshore Enhancement C20021	\$ 357,202.85
EFT156645	10/02/2022	ERGOLINK	Ergonomic Supplies	\$ 396.59
EFT156271	20/01/2022	E & K WHINNEN	Rates Refund	\$ 344.05
EFT156177	20/01/2022	E-STRAILIAN PTY LTD	Weekly E-Bike Lease	\$ 155.45
EFT156485	03/02/2022	E-STRAILIAN PTY LTD	Weekly E-Bike Lease	\$ 155.45
EFT156419	27/01/2022	EVE YOUNG	Stock Items - Town Hall	\$ 280.80
EFT156576	03/02/2022	EVE YOUNG	Stock Items - Town Hall	\$ 355.43
EFT156178	20/01/2022	EVERTRANS	Vehicle Parts / Maintenance	\$ 284.90
EFT156646	10/02/2022	EXPANDASIGN PTY LTD	Marketing Materials	\$ 1,975.94
EFT156487	03/02/2022	EYERITE SIGNS	Printing Services	\$ 4,785.00
EFT156179	20/01/2022	FARMERS CENTRE (1978) PTY LTD	Vehicle Parts / Maintenance	\$ 524.79
EFT156315	27/01/2022	FIBREGLASS WORX	Panel and Paint Repairs	\$ 1,600.00
EFT156490	03/02/2022	FLIPS ELECTRICS	Plant and Equipment Supply	\$ 3,353.80
EFT156182	20/01/2022	FORPARK AUSTRALIA	Playground Equipment	\$ 7,698.02
EFT156329	27/01/2022	FOXTEL MANAGEMENT PTY LTD	Foxtel Bill	\$ 440.00
EFT156648	10/02/2022	FOXTEL MANAGEMENT PTY LTD	Foxtel Bill	\$ 440.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156500	03/02/2022	F HARRIS	Rates Refund	\$ 1,129.26
EFT156491	03/02/2022	FRONTLINE FIRE & RESCUE EQUIPMENT	Fire Safety Equipment Parts	\$ 739.20
EFT156168	20/01/2022	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning / Hygiene / Safety Supplies Q20026	\$ 328.60
EFT156323	27/01/2022	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning / Hygiene / Safety Supplies Q20026	\$ 592.92
EFT156473	03/02/2022	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning / Hygiene / Safety Supplies Q20026	\$ 11,224.90
EFT156634	10/02/2022	G AND M DETERGENTS AND HYGIENE SERVICES ALBANY	Cleaning / Hygiene / Safety Supplies Q20026	\$ 3,496.50
EFT156183	20/01/2022	GALLERIESWEST INC	Membership Renewal	\$ 250.00
EFT156650	10/02/2022	GEOFF WALDECK	Performance Services	\$ 1,200.00
EFT156196	20/01/2022	G INMAN	Rates Refund	\$ 150.62
EFT156575	03/02/2022	G & K WHYATT	Rates Refund	\$ 1,295.78
EFT156494	03/02/2022	GEORGE LINDSAY GODDARD	Stock Items - Town Hall	\$ 77.00
EFT156191	20/01/2022	GHD PTY LTD	Motorsport Planning Services P21005	\$ 24,019.88
EFT156660	10/02/2022	GHD PTY LTD	Strategic Planning Services P21032	\$ 8,285.42
EFT156331	27/01/2022	GIBSON INTERNATIONAL LTD	Maintenance Services	\$ 2,750.00
EFT156651	10/02/2022	GLASS SUPPLIERS	Glazing Services / Supplies	\$ 9,702.00
EFT156493	03/02/2022	GLOBAL INTEGRATED SOLUTIONS LIMITED	Car Parking Subscription	\$ 784.27
EFT156653	10/02/2022	GLOBAL INTEGRATED SOLUTIONS LIMITED	Car Parking Subscription	\$ 10.78
EFT156185	20/01/2022	GLOBAL MARINE ENCLOSURES PTY LTD	Maintenance Services - Marine Enclosure C20011	\$ 16,665.75
EFT156272	20/01/2022	G WHITTAKER	Rates Refund	\$ 144.58
EFT156330	27/01/2022	G FREEBOROUGH	Rates Refund	\$ 2,921.00
EFT156189	20/01/2022	GREAT SOUTHERN GEOTECHNICS PTY LTD	Geotechnical Services	\$ 40,612.00
EFT156496	03/02/2022	GREAT SOUTHERN GRAMMAR	Christmas Pageant Prize	\$ 50.00
EFT156337	27/01/2022	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Service / Disposal Q20012	\$ 3,817.00
EFT156498	03/02/2022	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Service / Disposal Q20012	\$ 3,347.00
EFT156658	10/02/2022	GREAT SOUTHERN LIQUID WASTE	Liquid Waste Service / Disposal Q20012	\$ 1,491.00
EFT156187	20/01/2022	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene / Safety Supplies Q21004	\$ 361.54
EFT156336	27/01/2022	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene / Safety Supplies Q21004	\$ 3,231.50
EFT156497	03/02/2022	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene / Safety Supplies Q21004	\$ 1,932.00
EFT156656	10/02/2022	GREAT SOUTHERN SUPPLIES	Cleaning / Hygiene / Safety Supplies Q21004	\$ 9,900.65
EFT156166	20/01/2022	GREAT SOUTHERN TOURISM EVENTS	Sponsorships	\$ 11,000.00
EFT156657	10/02/2022	GREAT SOUTHERN TURF	Grounds Maintenance Services Q21001	\$ 2,090.00
EFT156655	10/02/2022	GREEN SKILLS INCORPORATED	Vegetation Maintenance C19001	\$ 29,350.00
EFT156388	27/01/2022	GREGORY BRIAN STOCKS	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156190	20/01/2022	GROUND SUPPORT SYSTEMS AUST	Plant and Equipment Hire	\$ 8,657.00
EFT156659	10/02/2022	GROUND SUPPORT SYSTEMS AUST	Plant and Equipment Hire	\$ 4,452.80
EFT156623	10/02/2022	GULL ROCK CONSTRUCTIONS	Drainage System Works	\$ 990.00
EFT156499	03/02/2022	HARPER ENTERTAINMENT DISTRIBUTION SERVICE	Stock Items - Forts Store	\$ 1,099.09
EFT156501	03/02/2022	HARVEY NORMAN ALBANY AV/IT SUPERSTORE ALBANY	IT Equipment	\$ 34.00
EFT156664	10/02/2022	HARVEY NORMAN ALBANY AV/IT SUPERSTORE ALBANY	IT Equipment	\$ 1,939.00
EFT156502	03/02/2022	HAVOC BUILDERS PTY LTD	Building Services C17028	\$ 2,215.40
EFT156665	10/02/2022	HAVOC BUILDERS PTY LTD	Building Services C17028	\$ 762.12
EFT156301	27/01/2022	HEAD TO TAIL PETS	Animal Control Supplies	\$ 181.93

CITY OF ALBANY
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ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156192	20/01/2022	HEADSETERA	Wireless Headsets	\$ 1,127.50
EFT156326	27/01/2022	H ENGELBRECHT	Reusable Nappy Incentive	\$ 73.40
EFT156759	10/02/2022	H WELLSTEAD	Rates Refund	\$ 842.17
EFT156666	10/02/2022	HELEN MUNT	Heritage Services Q21023	\$ 1,276.00
EFT156193	20/01/2022	HEMA MAPS PTY LTD	Maps & Guides	\$ 210.44
EFT156195	20/01/2022	HHG LEGAL GROUP	Legal Fees C19009	\$ 247.50
EFT156341	27/01/2022	HHG LEGAL GROUP	Legal Fees C19009	\$ 3,712.50
EFT156670	10/02/2022	HHG LEGAL GROUP	Legal Fees C19009	\$ 2,277.00
EFT156667	10/02/2022	HIDEWOOD QUALITY PRINTERS	Printing Services	\$ 2,371.82
EFT156194	20/01/2022	HIGHWAY BUSH FIRE BRIGADE	Donations	\$ 200.00
EFT156503	03/02/2022	HIGHWAY WRECKERS	Vehicle Removal Services	\$ 770.00
EFT156339	27/01/2022	HOBBS PAINTING AND DECORATING	Painting Services Q21019A	\$ 4,114.99
EFT156504	03/02/2022	HOBBS PAINTING AND DECORATING	Painting Services Q21019A	\$ 9,039.69
EFT156161	20/01/2022	HOLCIM (AUSTRALIA) PTY LTD	Concreting Supplies /Products C19006	\$ 573.32
EFT156318	27/01/2022	HOLCIM (AUSTRALIA) PTY LTD	Concreting Supplies /Products C19006	\$ 1,636.86
EFT156467	03/02/2022	HOLCIM (AUSTRALIA) PTY LTD	Concreting Supplies /Products C19006	\$ 285.12
EFT156628	10/02/2022	HOLCIM (AUSTRALIA) PTY LTD	Concreting Supplies /Products C19006	\$ 1,094.90
EFT156671	10/02/2022	ICS GROUP AUTO ELECTRICAL & AIR CONDITIONING	Vehicle Repairs	\$ 3,604.12
EFT156505	03/02/2022	IMPULSE CYCLES	Library E-Bike Repairs	\$ 302.90
EFT156198	20/01/2022	INDUSTRIAL PROTECTIVE PRODUCTS W.A.	Face Masks	\$ 8,287.13
EFT156197	20/01/2022	IPAR REHABILITATION PTY LTD	Medical Services	\$ 646.94
EFT156673	10/02/2022	IPAR REHABILITATION PTY LTD	Medical Services	\$ 328.90
EFT156532	03/02/2022	IXOM	Pool Cleaning Supplies	\$ 3,271.88
EFT156151	20/01/2022	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C18019 / C21004	\$ 18,382.61
EFT156305	27/01/2022	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C18019 / C21004	\$ 17,168.33
EFT156456	03/02/2022	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C18019 / C21004	\$ 36,479.61
EFT156617	10/02/2022	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Services C18019 / C21004	\$ 32,568.79
EFT156137	20/01/2022	J. BLACKWOOD & SON PTY LTD	Industrial / Safety Supplies	\$ 384.01
EFT156447	03/02/2022	J. BLACKWOOD & SON PTY LTD	Industrial / Safety Supplies	\$ 151.20
EFT156604	10/02/2022	J. BLACKWOOD & SON PTY LTD	Industrial / Safety Supplies	\$ 2,565.26
EFT156769	10/02/2022	J WOODINGS	Reusable Nappy Incentive	\$ 100.00
EFT156766	10/02/2022	J WHITEHEAD	Rates Refund	\$ 740.98
EFT156342	27/01/2022	JAPANESE TRUCK AND BUS SPARES PTY LTD	Vehicle Parts	\$ 380.05
EFT156333	27/01/2022	J GOODCHILD	Refund	\$ 295.00
EFT156200	20/01/2022	JCA CONTRACTING SERVICES	Plant and Equipment Hire C19007(G)	\$ 12,162.00
EFT156343	27/01/2022	JCA CONTRACTING SERVICES	Plant and Equipment Hire C19007(G)	\$ 9,394.00
EFT156674	10/02/2022	JCA CONTRACTING SERVICES	Plant and Equipment Hire C19007(G)	\$ 19,013.00
EFT156308	27/01/2022	JENNIFER ANNE COCHRANE	Artistic Services	\$ 500.00
EFT156566	03/02/2022	JENNY TAYLOR DESIGNS	Stock Items - Forts Store	\$ 315.15
EFT156294	27/01/2022	JHODI MAY BENNETT	Stock Items - Town Hall	\$ 50.90
EFT156507	03/02/2022	JJ'S HIAB SERVICES & JJ'S GREAT SOUTHERN	Pick Up and Delivery Services	\$ 1,452.00
EFT156298	27/01/2022	J BRADSHAW	Refund	\$ 60.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156201	20/01/2022	JOHN KINNEAR AND ASSOCIATES	Surveying Services C19016(C)	\$ 3,744.68
EFT156344	27/01/2022	JOHN KINNEAR AND ASSOCIATES	Surveying Services C19016(C)	\$ 148.50
EFT156675	10/02/2022	JOHN KINNEAR AND ASSOCIATES	Surveying Services C19016(C)	\$ 1,554.85
EFT156378	27/01/2022	JOHN SHANHUN	Mayoral and Councillors Fee	\$ 2,935.67
EFT156565	03/02/2022	JTAGZ PTY LTD	Printing Services	\$ 390.50
EFT156409	27/01/2022	JULIA WARREN	Stock Items - Town Hall	\$ 422.00
EFT156596	10/02/2022	J ALLEN	Refund	\$ 130.00
EFT156508	03/02/2022	JUST A CALL DELIVERIES	Internal Mail Deliveries Q20020	\$ 1,174.34
EFT156345	27/01/2022	JUST SEW EMBROIDERY	Embroidery Services	\$ 160.60
EFT156676	10/02/2022	KALGAN QUEEN SCENIC CRUISES	Rezdy Tours	\$ 3,434.00
EFT156202	20/01/2022	KALGAN VOLUNTEER BUSHFIRE BRIGADE	Donations	\$ 200.00
EFT156677	10/02/2022	K KAYE	Refund	\$ 430.00
EFT156546	03/02/2022	K ROWE	Refund	\$ 389.18
EFT156678	10/02/2022	KC PSYCHOLOGICAL SERVICES	EAP Services	\$ 185.00
EFT156203	20/01/2022	KEE HIRE PTY LTD	Plant and Equipment Hire	\$ 4,290.00
EFT156347	27/01/2022	KEE HIRE PTY LTD	Plant and Equipment Hire	\$ 171.05
EFT156509	03/02/2022	KEE HIRE PTY LTD	Plant and Equipment Hire	\$ 1,925.00
EFT156682	10/02/2022	K LEONARD	Refund	\$ 130.00
EFT156204	20/01/2022	KENNETH KELLY	Master of Ceremony - ALAC Basketball Competition	\$ 250.00
EFT156510	03/02/2022	KESTON ECONOMICS PTY LTD	Professional Services	\$ 4,787.20
EFT156765	10/02/2022	K WHITE	Rates Refund	\$ 281.15
EFT156511	03/02/2022	KINSHIP CLEANING CO	Cleaning Services	\$ 320.00
EFT156652	10/02/2022	K GLADISH	Rates Refund	\$ 536.75
EFT156206	20/01/2022	KLB SYSTEMS	IT Equipment	\$ 7,810.00
EFT156679	10/02/2022	KLB SYSTEMS	IT Equipment	\$ 726.00
EFT156207	20/01/2022	KMART ALBANY	Office / Pool Supplies	\$ 48.00
EFT156349	27/01/2022	KMART ALBANY	Office / Pool Supplies	\$ 29.25
EFT156512	03/02/2022	KMART ALBANY	Office / Pool Supplies	\$ 170.00
EFT156208	20/01/2022	KOENIG SOLUTIONS PTY LIMITED	Training Course	\$ 990.00
EFT156364	27/01/2022	KOMATSU AUSTRALIA PTY LTD	Plant / Vehicle Parts and Repairs	\$ 764.40
EFT156709	10/02/2022	KOMATSU AUSTRALIA PTY LTD	Plant / Vehicle Parts and Repairs	\$ 94.16
EFT156350	27/01/2022	KOTT GUNNING LAWYERS	Legal Fees	\$ 550.00
EFT156205	20/01/2022	K KING	Refund	\$ 100.00
EFT156690	10/02/2022	K MAGEE	Rates Refund	\$ 794.00
EFT156513	03/02/2022	KRYSTA GUILLE PHOTOGRAPHY	Photography Services	\$ 660.00
EFT156514	03/02/2022	KURRAH MIA PTY LTD	Welcome To Country	\$ 330.00
EFT156680	10/02/2022	LAFITTE CLOTHING PTY LTD	Stock Items - Visitors Centre	\$ 362.34
EFT156472	03/02/2022	LANDGATE	Interim Valuations	\$ 3,228.35
EFT156450	03/02/2022	L BROWNLEY	Staff Reimbursement	\$ 81.60
EFT156681	10/02/2022	LEADING EDGE HI-FI ALBANY	Auto Electric Parts	\$ 199.00
EFT156144	20/01/2022	L BUTTON	Refund	\$ 107.14
EFT156639	10/02/2022	L DOWNING	Rates Refund	\$ 138.53

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156649	10/02/2022	L GEERS	Refund	\$ 130.00
EFT156517	03/02/2022	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(B)	\$ 10,286.95
EFT156684	10/02/2022	LGC TRAFFIC MANAGEMENT	Traffic Control C21002(B)	\$ 27,019.36
EFT156520	03/02/2022	LIGHTING SPECIALISTS AUSTRALIA	Lighting / Electrical Design	\$ 11,770.00
EFT156211	20/01/2022	LINGRAY NOMINEES PTY LTD	Refund	\$ 2,904.00
EFT156212	20/01/2022	LINKS MODULAR SOLUTIONS PTY LTD	Subscriptions	\$ 20,594.20
EFT156328	27/01/2022	LINLEY RAE EWEN	Stock Items - Town Hall	\$ 21.80
EFT156486	03/02/2022	LINLEY RAE EWEN	Stock Items - Town Hall	\$ 109.80
EFT156214	20/01/2022	LIVING TURF	Soil Material / Services	\$ 1,216.60
EFT156685	10/02/2022	LIVING TURF	Soil Material / Services	\$ 2,904.00
EFT156518	03/02/2022	LOCHNESS LANDSCAPE SERVICES	Contract Mowing C19010	\$ 7,060.90
EFT156352	27/01/2022	LORLAINE DISTRIBUTORS PTY LTD	Hygiene / Cleaning Supplies	\$ 230.04
EFT156519	03/02/2022	LORLAINE DISTRIBUTORS PTY LTD	Hygiene / Cleaning Supplies	\$ 699.40
EFT156686	10/02/2022	LORLAINE DISTRIBUTORS PTY LTD	Hygiene / Cleaning Supplies	\$ 344.39
EFT156215	20/01/2022	LUNAR PAINTING SERVICES	Painting Services	\$ 337.98
EFT156210	20/01/2022	LW SUPPLY PTY LTD TRADING AS - LIFE APPAREL CO	Stock Items - Forts Store	\$ 3,776.74
EFT156253	20/01/2022	L STOKES	Rates Refund	\$ 143.82
EFT156216	20/01/2022	M AND B SALES PTY LTD	Hardware Supplies / Tools	\$ 178.04
EFT156353	27/01/2022	M AND B SALES PTY LTD	Hardware Supplies / Tools	\$ 2,887.73
EFT156521	03/02/2022	M AND B SALES PTY LTD	Hardware Supplies / Tools	\$ 2,309.15
EFT156687	10/02/2022	M2 TECHNOLOGY PTY LTD	On Hold Message Service	\$ 754.01
EFT156160	20/01/2022	MALCOLM TRAILL	Quarterly Mileage Claim From October To December 2021	\$ 769.85
EFT156312	27/01/2022	MALCOLM TRAILL	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156695	10/02/2022	MARIAN'S CATERING	Catering For The Citizenship Ceremony	\$ 3,120.00
EFT156325	27/01/2022	M EDWARDS	Rates Refund	\$ 533.39
EFT156158	20/01/2022	MARK COLBUNG	Welcome To Country	\$ 400.00
EFT156694	10/02/2022	MARKETFORCE LIMITED	Marketing Services C22001	\$ 327.30
EFT156164	20/01/2022	M DE GIAMBATTISTA	Rates Refund	\$ 22,268.93
EFT156461	03/02/2022	MARY ELLEN CLIFF	Stock Items - Town Hall	\$ 169.18
EFT156696	10/02/2022	MATADOR CEILINGS PTY LTD	Building Construction Materials	\$ 9,020.55
EFT156295	27/01/2022	MATT BENSON-LIDHOLM JP	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156697	10/02/2022	MAXCO AUSTRALIA PTY LTD	Audio-visual Supplies / Services	\$ 5,538.90
EFT156698	10/02/2022	MCB CONSTRUCTION PTY LTD	Bus Shelter Materials	\$ 396.00
EFT156221	20/01/2022	MCG ARCHITECTS PTY LTD	Architectural Services	\$ 5,332.80
EFT156458	03/02/2022	M CHANDLER	Rates Refund	\$ 8,067.14
EFT156222	20/01/2022	MENTAL MEDIA PTY LTD	Podcatcher Fee	\$ 3,347.30
EFT156700	10/02/2022	MESSAGE4U PTY LTD	Email SMS System	\$ 42.90
EFT156356	27/01/2022	METROLL ALBANY	Building Maintenance Materials	\$ 1,798.91
EFT156186	20/01/2022	M GRAHAM	Rates Refund	\$ 89.48
EFT156506	03/02/2022	M IRVING	Rates Refund	\$ 1,370.90
EFT156139	20/01/2022	MILITARY SHOP	Stock Items - Forts Store	\$ 5,088.18
EFT156608	10/02/2022	MILITARY SHOP	Stock Items - Forts Store	\$ 1,684.01

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156213	20/01/2022	M LITTLE	Reusable Nappy Incentive	\$ 70.90
EFT156358	27/01/2022	MODERN TEACHING AIDS PTY LTD	Teaching Supplies	\$ 432.15
EFT156703	10/02/2022	MODERN TEACHING AIDS PTY LTD	Teaching Supplies	\$ 479.27
EFT156525	03/02/2022	MOKOH DESIGN	Stock Items - Visitors Centre	\$ 346.50
EFT156704	10/02/2022	MONSTERBALL AMUSEMENTS AND HIRE	Event Hire / Services	\$ 6,290.00
EFT156723	10/02/2022	MONTYS LEAP	Refreshments	\$ 589.00
EFT156261	20/01/2022	MOORE AUSTRALIA AUDIT (WA)	Workshop Charges	\$ 2,420.00
EFT156233	20/01/2022	MP ROGERS AND ASSOCIATES PTY LTD	Coastal Hazard Assessment	\$ 21,622.38
EFT156522	03/02/2022	MT BARKER EXPRESS	Freight Costs	\$ 275.00
EFT156361	27/01/2022	MULE CREATIVE	Videography Services	\$ 2,893.00
EFT156661	10/02/2022	N HALL	Refund	\$ 150.00
EFT156692	10/02/2022	N MALOY	Refund	\$ 50.00
EFT156707	10/02/2022	NATURALISTE CHARTERS	Rezdy Sales	\$ 1,236.75
EFT156223	20/01/2022	NEC AUSTRALIA PTY LTD	Staff Training	\$ 264.00
EFT156528	03/02/2022	NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware Supplies / Tools	\$ 180.10
EFT156334	27/01/2022	NICHOLAS JOHN GORMAN	Waste Removal Services	\$ 929.50
EFT156688	10/02/2022	NINE RADIO OPERATIONS PTY LTD	Advertising	\$ 4,818.00
EFT156530	03/02/2022	NLC PTY LTD	Novated Lease and Associated Costs	\$ 1,338.99
EFT156363	27/01/2022	NORDIC FITNESS EQUIPMENT	Hygiene Supplies	\$ 1,161.31
EFT156761	10/02/2022	NUTRIEN AG SOLUTIONS (LANDMARK)	Fertilising Supplies / Equipment Q20005	\$ 4,452.58
EFT156531	03/02/2022	OCEANIQUE MUSIC	Event Services	\$ 300.00
EFT156227	20/01/2022	OFFICEWORKS SUPERSTORES PTY LTD	Stationery / Office Supplies	\$ 806.32
EFT156365	27/01/2022	OFFICEWORKS SUPERSTORES PTY LTD	Stationery / Office Supplies	\$ 590.13
EFT156710	10/02/2022	OFFICEWORKS SUPERSTORES PTY LTD	Stationery / Office Supplies	\$ 672.02
EFT156366	27/01/2022	O'KEEFE'S PAINTS	Paint and Painting Supplies / Maintenance	\$ 82.48
EFT156711	10/02/2022	O'KEEFE'S PAINTS	Paint and Painting Supplies / Maintenance	\$ 132.00
EFT156115	20/01/2022	OPTEON (ALBANY AND GREAT SOUTHERN WA)	Valuation Services	\$ 1,100.00
EFT156533	03/02/2022	ORIGIN ENERGY	Gas Supply	\$ 8,865.56
EFT156559	03/02/2022	ORRCON STEEL	Steel Supply	\$ 585.88
EFT156712	10/02/2022	PALMER EARTHMOVING - PALMER CIVIL CONSTRUCTION	Plant and Equipment Hire C19007(J)	\$ 88,677.80
EFT156727	10/02/2022	P SHEEHY	Refund	\$ 130.00
EFT156362	27/01/2022	P MULLIGAN	Reusable Nappy Incentive	\$ 60.75
EFT156638	10/02/2022	P DOLLERY	Refund	\$ 130.00
EFT156701	10/02/2022	PAUL MEYERS	Performance Services	\$ 3,900.00
EFT156464	03/02/2022	PAUL RAYMOND COOK	Professional Services	\$ 1,000.00
EFT156238	20/01/2022	P SHEEHAN	Rates Refund	\$ 710.73
EFT156396	27/01/2022	PAUL TERRY	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156535	03/02/2022	PAV EVENTS	Event Services	\$ 8,250.00
EFT156367	27/01/2022	PENROSE PROFESSIONAL LAWN CARE	Mowing Services	\$ 308.00
EFT156369	27/01/2022	PERDAMAN ADVANCED ENERGY PTY LTD	Solar Design / Supply C21012	\$ 177,481.59
EFT156537	03/02/2022	PERTH INTERNATIONAL DANCE	Performance Services	\$ 150.00
EFT156368	27/01/2022	PERTH SAFETY PRODUCTS PTY LTD	Printing Services	\$ 3,349.50

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156536	03/02/2022	PERTH THEATRE TRUST	Event Services	\$ 5,500.00
EFT156706	10/02/2022	P NANGLE	Rates Refund	\$ 507.35
EFT156370	27/01/2022	PETRA FUTURES PTY LTD	Rates Refund	\$ 412.06
EFT156550	03/02/2022	P SIMOJOKI	Reusable Nappy Incentive	\$ 46.97
EFT156375	27/01/2022	PIVOT SUPPORT SERVICES	Grounds Maintenance Services	\$ 291.30
EFT156538	03/02/2022	PLASTICS PLUS	Building / Storage Materials	\$ 18.57
EFT156714	10/02/2022	PLASTICS PLUS	Building / Storage Materials	\$ 104.50
EFT156230	20/01/2022	PRECISION LASER SYSTEMS	Laser maintenance	\$ 225.50
EFT156541	03/02/2022	PRIMO PROMO PTY LTD	Stock Items - Visitors Centre	\$ 504.90
EFT156540	03/02/2022	PRINTSYNC BUSINESS SOLUTIONS	Photocopier Charges	\$ 51.36
EFT156371	27/01/2022	PROTECTOR FIRE SERVICES	Fire Equipment Servicing / Maintenance	\$ 3,543.63
EFT156542	03/02/2022	PROTECTOR FIRE SERVICES	Fire Equipment Servicing / Maintenance	\$ 11,694.13
EFT156717	10/02/2022	PROTECTOR FIRE SERVICES	Fire Equipment Servicing / Maintenance	\$ 6,564.80
EFT156231	20/01/2022	QUANTIFIED TREE RISK ASSESSMENT LTD	Registration Renewal	\$ 163.65
EFT156359	27/01/2022	QUINTIS SANDALWOOD PTY LTD	Hygiene Supplies / Stock Items - Forts Store	\$ 4,017.24
EFT156372	27/01/2022	QUINTIS SANDALWOOD PTY LTD	Hygiene Supplies / Stock Items - Forts Store	\$ 1,074.82
EFT156543	03/02/2022	RAINBOW COAST NEIGHBOURHOOD CENTRE	Professional Services	\$ 360.00
EFT156254	20/01/2022	R STONE	Reusable Nappy Incentive	\$ 100.00
EFT156716	10/02/2022	R POLETTE	Staff Reimbursement	\$ 158.05
EFT156718	10/02/2022	RECONCILIATION WA	Reconciliation WA Membership	\$ 687.50
EFT156374	27/01/2022	RECONNECT HEALTH AND WELLBEING	EAP Services	\$ 176.00
EFT156232	20/01/2022	REECE PTY LTD	Plumbing Supplies / Parts	\$ 75.23
EFT156544	03/02/2022	REECE PTY LTD	Plumbing Supplies / Parts	\$ 29.53
EFT156719	10/02/2022	REECE PTY LTD	Plumbing Supplies / Parts	\$ 36.73
EFT156373	27/01/2022	REGIONAL CARPENTRY SOLUTIONS	Building Maintenance Services	\$ 2,875.95
EFT156488	03/02/2022	RENEE FARRANT	Stock Items - Town Hall	\$ 174.54
EFT156376	27/01/2022	REPLAS WA	Park Facilities Renewal PSP010	\$ 14,774.43
EFT156545	03/02/2022	REXEL AUSTRALIA	Reticulation Materials	\$ 211.11
EFT156720	10/02/2022	ROAD 'N' FIELD SPANNERS	Auto Electrical Parts / Services	\$ 197.00
EFT156724	10/02/2022	R SAUNDERS	Rates Refund	\$ 794.00
EFT156217	20/01/2022	R MACKENZIE	Refund	\$ 279.00
EFT156391	27/01/2022	ROBERT SUTTON	Mayoral and Councillor Allowances	\$ 2,935.67
EFT156438	03/02/2022	ROSEMARY ARGUE	Workshop Services	\$ 300.00
EFT156237	20/01/2022	R SHARMAN	Rates Refund	\$ 710.73
EFT156399	27/01/2022	R TOMPSITT	Rates Refund	\$ 65.00
EFT156234	20/01/2022	SALLY C AUSTRALIA	Stock Items - Forts Store	\$ 480.00
EFT156616	10/02/2022	S CARTWRIGHT	Refund	\$ 100.00
EFT156381	27/01/2022	SANDIE SMITH	Mayoral and Councillor Allowances	\$ 4,805.50
EFT156226	20/01/2022	S O'DOHERTY	Refund	\$ 100.00
EFT156725	10/02/2022	SECUREPAY PTY LTD	Bookeasy Fees	\$ 33.50
EFT156236	20/01/2022	SEEK LIMITED	Job Advertising	\$ 649.00
EFT156377	27/01/2022	SEEK LIMITED	Job Advertising	\$ 907.50

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156726	10/02/2022	SEEK LIMITED	Job Advertising	\$ 583.00
EFT156597	10/02/2022	S APOSTOL	Refund	\$ 130.00
EFT156240	20/01/2022	SHIRE OF BRIDGETOWN-GREENBUSHES	Refund	\$ 304.00
EFT156239	20/01/2022	SHIRE OF EAST PILBARA	Application for Certificate of Design Compliance	\$ 150.00
EFT156241	20/01/2022	SKILL HIRE WA PTY LTD	Casual Labour / Apprentices	\$ 3,279.93
EFT156379	27/01/2022	SKILL HIRE WA PTY LTD	Casual Labour / Apprentices	\$ 4,709.64
EFT156728	10/02/2022	SKILL HIRE WA PTY LTD	Casual Labour / Apprentices	\$ 1,878.25
EFT156380	27/01/2022	SKIPPER TRANSPORT PARTS	Vehicle/Plant Parts	\$ 496.90
EFT156729	10/02/2022	SKIPPER TRANSPORT PARTS	Vehicle/Plant Parts	\$ 645.71
EFT156552	03/02/2022	SMITHS ALUMINIUM AND 4WD CENTRE	Aluminium Supply / Manufacture	\$ 259.00
EFT156730	10/02/2022	SMITHS ALUMINIUM AND 4WD CENTRE	Aluminium Supply / Manufacture	\$ 6,770.00
EFT156731	10/02/2022	SOCIETY CHUTNEY	Stock Items - Visitors Centre	\$ 126.00
EFT156243	20/01/2022	SOIL SOLUTIONS PTY LTD	Green Waste Processing / Collection / Landscape Supplies	\$ 107,134.40
EFT156382	27/01/2022	SOIL SOLUTIONS PTY LTD	Green Waste Processing / Collection / Landscape Supplies	\$ 14.72
EFT156732	10/02/2022	SOIL SOLUTIONS PTY LTD	Green Waste Processing / Collection / Landscape Supplies	\$ 103,404.80
EFT156553	03/02/2022	SOLV	Annual Subscription	\$ 5,940.00
EFT156246	20/01/2022	SOUTH COAST CRANE HIRE	Plant and Equipment Hire Q21053	\$ 275.00
EFT156385	27/01/2022	SOUTH COAST CRANE HIRE	Plant and Equipment Hire Q21053	\$ 605.00
EFT156555	03/02/2022	SOUTH COAST CRANE HIRE	Plant and Equipment Hire Q21053	\$ 165.00
EFT156735	10/02/2022	SOUTH COAST CRANE HIRE	Plant and Equipment Hire Q21053	\$ 723.25
EFT156335	27/01/2022	SOUTH REGIONAL TAFE	Staff Training	\$ 1,911.20
EFT156245	20/01/2022	SOUTHCOAST SECURITY SERVICE	Security Services - C19018	\$ 7,557.00
EFT156384	27/01/2022	SOUTHCOAST SECURITY SERVICE	Security Services - C19018	\$ 20,385.40
EFT156554	03/02/2022	SOUTHCOAST SECURITY SERVICE	Security Services - C19018	\$ 22,265.35
EFT156734	10/02/2022	SOUTHCOAST SECURITY SERVICE	Security Services - C19018	\$ 1,197.03
EFT156736	10/02/2022	SOUTHERN CROSS AUSTERIO PTY LTD	Plant and Equipment Hire	\$ 1,432.20
EFT156247	20/01/2022	SOUTHERN SITE HIRE	Plant and Equipment Hire	\$ 6,017.00
EFT156556	03/02/2022	SOUTHERN SITE HIRE	Plant and Equipment Hire	\$ 2,502.50
EFT156244	20/01/2022	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$ 465.72
EFT156383	27/01/2022	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$ 318.00
EFT156733	10/02/2022	SOUTHERN TOOL AND FASTENER CO	Hardware Supplies / Tools	\$ 1,672.91
EFT156248	20/01/2022	SPM ASSETS PTY LTD	Subscription Fees	\$ 7,678.55
EFT156252	20/01/2022	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Supplies / Services Q21022	\$ 54.94
EFT156387	27/01/2022	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Supplies / Services Q21022	\$ 182.88
EFT156561	03/02/2022	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Supplies / Services Q21022	\$ 853.00
EFT156739	10/02/2022	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	First Aid Supplies / Services Q21022	\$ 241.26
EFT156738	10/02/2022	STANTEC AUSTRALIA PTY LTD	Road Design Services Q21025	\$ 3,245.00
EFT156249	20/01/2022	STAR SALES AND SERVICE	Hardware Supplies / Tools	\$ 1,126.80
EFT156386	27/01/2022	STATEWIDE BEARINGS	Vehicle Maintenance Supplies	\$ 96.06
EFT156737	10/02/2022	STATEWIDE BEARINGS	Vehicle Maintenance Supplies	\$ 66.00
EFT156250	20/01/2022	STATEWIDE BUILDING CERTIFICATION WA	Building Reports / Inspection Services	\$ 1,672.00
EFT156558	03/02/2022	STATEWIDE BUILDING CERTIFICATION WA	Building Reports / Inspection Services	\$ 836.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156251	20/01/2022	STEWART AND HEATON CLOTHING PTY LTD	Uniforms / PPE	\$ 2,427.40
EFT156560	03/02/2022	STEWART AND HEATON CLOTHING PTY LTD	Uniforms / PPE	\$ 554.56
EFT156188	20/01/2022	STRATAGREEN	Landscape Management Supplies	\$ 1,252.24
EFT156389	27/01/2022	SUNNY SIGN COMPANY PTY LTD	Printing Services	\$ 149.60
EFT156225	20/01/2022	SUPA IGA NORTH ROAD	Groceries	\$ 341.31
EFT156662	10/02/2022	S HALLETT	Refund	\$ 130.00
EFT156482	03/02/2022	S EDEN	Rates Refund	\$ 839.15
EFT156256	20/01/2022	SYNERGY	Electricity Charges	\$ 517.61
EFT156392	27/01/2022	SYNERGY	Electricity Charges	\$ 57,793.54
EFT156563	03/02/2022	SYNERGY	Electricity Charges	\$ 2,379.76
EFT156741	10/02/2022	SYNERGY	Electricity Charges	\$ 65,228.28
EFT156393	27/01/2022	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$ 3,555.25
EFT156564	03/02/2022	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$ 479.00
EFT156742	10/02/2022	T & C SUPPLIES PTY LTD	Hardware Supplies / Tools	\$ 2,793.54
EFT156626	10/02/2022	TAHLI LINDA CROSBY	Stock Items - Town Hall	\$ 150.00
EFT156445	03/02/2022	T BELL	Reusable Nappy Incentive	\$ 100.00
EFT156683	10/02/2022	T LEONARD	Refund	\$ 150.00
EFT156474	03/02/2022	TANIA LOUISE DITCHBURN	Stock Items - Town Hall	\$ 65.44
EFT156357	27/01/2022	TANIA MEUZELAAR (HANDMADE BY TANIA)	Stock Items - Forts Store	\$ 225.00
EFT156463	03/02/2022	TANJA COLBY DESIGN	Stock Items - Forts Store	\$ 198.00
EFT156348	27/01/2022	T KENNEDY	Reusable Nappy Incentive	\$ 100.00
EFT156395	27/01/2022	TARGA WEST P/L	Sponsorships	\$ 5,000.00
EFT156257	20/01/2022	THE 12 VOLT WORLD	Vehicle Parts / Installation	\$ 150.00
EFT156567	03/02/2022	THE 12 VOLT WORLD	Vehicle Parts / Installation	\$ 36.00
EFT156744	10/02/2022	THE 12 VOLT WORLD	Vehicle Parts / Installation	\$ 1,182.00
EFT156476	03/02/2022	THE DODGY BROS DODGEBALL COMPANY	Event Services	\$ 3,985.30
EFT156647	10/02/2022	THE FACTORY	Vandalism Repairs	\$ 40,403.00
EFT156360	27/01/2022	THE MUFFIN QUEEN	Catering Services	\$ 110.00
EFT156527	03/02/2022	THE MUFFIN QUEEN	Catering Services	\$ 100.00
EFT156705	10/02/2022	THE MUFFIN QUEEN	Catering Services	\$ 75.00
EFT156547	03/02/2022	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Fees/ Staff Training	\$ 1,086.80
EFT156722	10/02/2022	THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Fees/ Staff Training	\$ 1,631.40
EFT156398	27/01/2022	THE TOFFEE FACTORY	Stock Items - Forts Store	\$ 712.61
EFT156401	27/01/2022	THE TROPHY SHOP ALBANY	Engraving Services	\$ 64.00
EFT156568	03/02/2022	THE TROPHY SHOP ALBANY	Engraving Services	\$ 181.50
EFT156262	20/01/2022	THE UNIVERSITY OF WESTERN AUSTRALIA	Membership Fees / Stock Items - Visitors Centre	\$ 302.70
EFT156751	10/02/2022	THE UNIVERSITY OF WESTERN AUSTRALIA	Membership Fees / Stock Items - Visitors Centre	\$ 25.00
EFT156269	20/01/2022	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising	\$ 4,408.10
EFT156762	10/02/2022	THE WEST AUSTRALIAN NEWSPAPERS LIMITED	Advertising	\$ 4,187.81
EFT156745	10/02/2022	THINKWATER ALBANY	Reticulation Materials	\$ 2,984.26
EFT156462	03/02/2022	THIS PAPER CUT LIFE	Stock Items - Town Hall	\$ 105.45
EFT156300	27/01/2022	THOMAS BROUGH	Mayoral and Councillor Allowances	\$ 2,935.67

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156259	20/01/2022	TOLL TRANSPORT	Freight Charges	\$ 946.78
EFT156746	10/02/2022	TOLL TRANSPORT	Freight Charges	\$ 423.18
EFT156394	27/01/2022	T-QUIP	Plant Repair and Maintenance Supplies	\$ 405.25
EFT156743	10/02/2022	T-QUIP	Plant Repair and Maintenance Supplies	\$ 465.60
EFT156400	27/01/2022	TRAFFIC FORCE	Traffic Control C21002(A)	\$ 1,085.37
EFT156181	20/01/2022	T FLOWER	Rates Refund	\$ 778.99
EFT156747	10/02/2022	TREVORS CARPETS	Carpet Supply and Install	\$ 1,490.00
EFT156403	27/01/2022	TRUCK CENTRE WA PTY LTD	Vehicle Purchase / Parts / Maintenance	\$ 3,849.28
EFT156569	03/02/2022	TRUCK CENTRE WA PTY LTD	Heavy Plant Replacement Program - Supply of New Truck	\$ 208,435.65
EFT156749	10/02/2022	TRUCK CENTRE WA PTY LTD	Vehicle Purchase / Parts / Maintenance	\$ 2,130.34
EFT156260	20/01/2022	TRUCKLINE	Vehicle Parts / Maintenance	\$ 545.63
EFT156402	27/01/2022	TRUCKLINE	Vehicle Parts / Maintenance	\$ 89.58
EFT156748	10/02/2022	TRUCKLINE	Vehicle Parts / Maintenance	\$ 305.62
EFT156405	27/01/2022	VANCOUVER CAFE & STORE	Catering Services	\$ 84.00
EFT156263	20/01/2022	VANCOUVER WASTE SERVICES PTY LTD	Plant and Equipment Hire	\$ 120.00
EFT156752	10/02/2022	VANCOUVER WASTE SERVICES PTY LTD	Plant and Equipment Hire	\$ 400.00
EFT156672	10/02/2022	VASHTI INNES-BROWN	Stock Items - Town Hall	\$ 80.00
EFT156757	10/02/2022	VICTOR WEBB	Event Hire Services	\$ 825.00
EFT156753	10/02/2022	VINOFOOD PTY LTD	Stock Items - Forts Store	\$ 392.70
EFT156264	20/01/2022	VOEGELER CREATIONS	Stock Items - Forts Store	\$ 330.50
EFT156406	27/01/2022	VOEGELER CREATIONS	Stock Items - Forts Store	\$ 933.84
EFT156407	27/01/2022	WA HARDWOOD FLOORS	Floor Maintenance Services	\$ 17,400.00
EFT156270	20/01/2022	WA HOLIDAY GUIDE PTY LTD	Bookeasy / Marketing Fees	\$ 969.54
EFT156764	10/02/2022	WA HOLIDAY GUIDE PTY LTD	Bookeasy / Marketing Fees	\$ 3,683.08
EFT156571	03/02/2022	WA LIBRARY SUPPLIES	Library Supplies	\$ 53.95
EFT156754	10/02/2022	WA NATURALLY PUBLICATIONS	Stock Items - Visitors Centre	\$ 454.08
EFT156702	10/02/2022	WA RANGERS ASSOCIATION INC	Uniforms / PPE	\$ 84.00
EFT156408	27/01/2022	WANSLEA FAMILY SERVICES INCORPORATED	Event Services	\$ 500.00
EFT156444	03/02/2022	WARREN BELLETTE PHOTOGRAPHER	Photography Services	\$ 1,500.00
EFT156265	20/01/2022	WATER CORPORATION	Water Charges	\$ 15,188.70
EFT156410	27/01/2022	WATER CORPORATION	Water Charges	\$ 1,530.12
EFT156572	03/02/2022	WATER CORPORATION	Water Charges	\$ 9,450.35
EFT156755	10/02/2022	WATER CORPORATION	Water Charges	\$ 4,165.20
EFT156756	10/02/2022	WATTLEUP TRACTORS	Plant Parts and Repairs	\$ 247.50
EFT156758	10/02/2022	WELLINGTON AND REEVES	Rates Refund	\$ 1,046.60
EFT156573	03/02/2022	WELLSTEAD PROGRESS ASSOCIATION	Electricity Charges	\$ 331.76
EFT156266	20/01/2022	WELSH AIRCONDITIONING SERVICES	Degassing Services	\$ 1,402.50
EFT156346	27/01/2022	W KEEN	Rates Refund	\$ 1,121.80
EFT156275	20/01/2022	WESFARMERS LTD - WORKWEAR GROUP	Uniforms / PPE	\$ 1,378.86
EFT156418	27/01/2022	WESFARMERS LTD - WORKWEAR GROUP	Uniforms / PPE	\$ 44.00
EFT156770	10/02/2022	WESFARMERS LTD - WORKWEAR GROUP	Uniforms / PPE	\$ 1,121.25
EFT156416	27/01/2022	WEST COAST ANALYTICAL SERVICES	Water Monitoring Services C20004	\$ 1,200.00

CITY OF ALBANY
TRUST, CHEQUES AND ELECTRONIC FUND TRANSFER PAYMENTS
FOR THE PERIOD ENDING 15 FEB 2022

ELECTRONIC FUND TRANSFER PAYMENTS

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT156413	27/01/2022	WESTERBERG ALUMINIUM BOATS	Manufacturing Services	\$ 800.00
EFT156267	20/01/2022	WESTERBERG PANEL BEATERS	Insurance Excess Payment	\$ 300.00
EFT156268	20/01/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Online Training	\$ 1,072.50
EFT156415	27/01/2022	WESTERN AUSTRALIAN MUSEUM	Service Level Agreement	\$ 1,130.13
EFT156574	03/02/2022	WESTERN AUSTRALIAN MUSEUM	Service Level Agreement - Q2	\$ 25,378.10
EFT156763	10/02/2022	WESTERN AUSTRALIAN MUSEUM	Service Level Agreement - Q3	\$ 25,378.10
EFT156412	27/01/2022	WESTRAC EQUIPMENT PTY LTD	Plant / Vehicle Maintenance Supplies	\$ 2,856.21
EFT156760	10/02/2022	WESTRAC EQUIPMENT PTY LTD	Plant / Vehicle Maintenance Supplies	\$ 635.93
EFT156414	27/01/2022	WESTSHRED DOCUMENT DISPOSAL	Document Disposal Services	\$ 528.00
EFT156767	10/02/2022	WIN TELEVISION WA PTY LTD	Advertising Costs	\$ 1,062.60
EFT156273	20/01/2022	WOOLWORTHS GROUP LIMITED	Groceries	\$ 2,514.97
EFT156768	10/02/2022	WOOLWORTHS GROUP LIMITED	Groceries	\$ 2,288.91
EFT156276	20/01/2022	WREN OIL	Oil Waste Disposal Service	\$ 33.00
EFT156771	10/02/2022	WREN OIL	Oil Waste Disposal Service	\$ 16.50
EFT156772	10/02/2022	YOUNGS SIDING GENERAL STORE	Catering	\$ 20.00
EFT156577	03/02/2022	YUNGATHA PTY LTD	Safety Supplies	\$ 4,471.50
EFT156773	10/02/2022	YUNGATHA PTY LTD	Safety Supplies	\$ 316.80
EFT156420	27/01/2022	ZENITH LAUNDRY	Laundry Services	\$ 14.30
EFT156578	03/02/2022	ZENITH LAUNDRY	Laundry Services	\$ 93.95
EFT156774	10/02/2022	ZENITH LAUNDRY	Laundry Services	\$ 41.64
				<u>\$ 3,825,347.04</u>

Document Number	Description	Date Sent / Received
EDR22142186	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: The attached inactive records destruction schedule for covid contact registers has been completed in accordance with general disposal authority DA 2020-006. Destruction carried out in accordance with the general disposal authority DA 2020-006. Delegated authority under the <i>Local Government Act 1995</i> City of Albany register of delegations. Delegation no. 001.</p> <p>Parties: N/A</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (1 copy)</p>	18/01/2022
EDR22142338	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: Application only DLGSCI contemporary music fund \$14,812 for live at Town Hall music festival in April 2022</p> <p>Parties: Application only</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (online)</p>	20/01/2022
EDR22142340	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: Local roads and community infrastructure round 3 grant of \$2,392,842 with City of Albany cash contribution of \$200,000 project range road stage 1 and 1a drainage and utility diversion works (\$1.5m) and ALAC North Road corridor \$1.2m</p> <p>Parties: Project nomination, no application</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (1 copy)</p>	20/01/2022
EDR22142376	<p>Copy of Executed Document</p> <p>Item: N/A</p> <p>Re: Letter to Minister requesting reconsideration of decision on LAMD36</p> <p>Parties: N/A</p> <p>Signed by: Andrew Sharpe Chief Executive Officer (1 copy)</p>	21/01/2022

Document Number	Description	Date Sent / Received
EDR22142439	Copy of Executed Document Item: N/A Re: Annual environmental report for the City of Albany's Bakers Junction landfill, required to be submitted to the Department of Environment regulations as part of the licence conditions. Parties: Department of Environment regulations Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	21/01/2022
EDR22142631	Copy of Executed Document Item: N/A Re: Sealing Palmdale Road Parties: Fulton Hogan Signed by: Andrew Sharpe Chief Executive Officer (2 copies)	27/01/2022
EDR22142632	Copy of Executed Document Item: N/A Re: Heritage application for asbestos removal to the Vancouver Arts Centre Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	27/01/2022
EDR22142752	Copy of Executed Document Item: N/A Re: Contract renewal for provision of health services to the Shire of Jerramungup (2021 - 2024). Contract varied with removal of building services, as no longer needed and not utilised for the last few years. Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	31/01/2022
EDR22142753	Copy of Executed Document Item: N/A Re: Application only. Department of Health WA for the compassionate communities 2022 in conjunction with WAPHA and ARVS. \$20,000 over the two years. Parties: Application only Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	31/01/2022

Document Number	Description	Date Sent / Received
EDR22142973	Copy of Executed Document Item: N/A Re: Destruction of inactive records in accordance with the general disposal authority (DA 2015001) Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer (1 copy)	04/02/2022
EDR22142974	Copy of Executed Document Item: N/A Re: Removal of expired registered deed of lease from certificate of title for Cheyne Beach holiday accommodation lease I923309 and varied in 2004 by I1923310 - expired 2013 Parties: John Stewart Gibbons and Shirley Anne Gibbons Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 copies)	04/02/2022
EDR22143018	Copy of Executed Document Item: N/A Re: The attached inactive records destruction schedule for covid contact registers has been completed in accordance with general disposal authority DA 2020-006 Destruction carried out in accordance with the general disposal authority for local government records DA2020-006 Delegated authority under the <i>local Government Act 1995</i> City of Albany register of delegations. Delegation no. 001 Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	07/02/2022
EDR22143030	Copy of Executed Document Item: N/A Re: Development approval application - Emu Point Sporting Club (PRO054). Proposed new entry walls at Mermaid Ave & Birss Street Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	07/02/2022

Document Number	Description	Date Sent / Received
EDR22143122	Copy of Executed Document Item: N/A Re: Air Services Service Agreement - DME Albany Airport Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	08/02/2022
EDR22143123	Copy of Executed Document Item: N/A Re: The City has been seeking to dispose of a landlocked right of way to the adjoining owner. The lawyers have submitted documents to Landgate to action this disposal however Landgate has requested one of the forms be amended. The City now needs to submit a letter to Landgate signed by the Mayor and Chief Executive Officer, to action this request Parties: N/A Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (1 copy)	08/02/2022
EDR22143222	Copy of Executed Document Item: N/A Re: Application only - Development of veteran's affairs, saluting their service - \$97,118 grant application to refresh the Princess Royal Fortress military museum's barracks rear gallery through exhibition and interpretation objects with-in the museum's collection as well as further interpretation of the A2 coastal gun shelter and underground through the creation of new interpretation storyboards. COA \$4,000 cash Parties: Application only Signed by: Andrew Sharpe Chief Executive Officer (online)	09/02/2022
EDR22143223	Copy of Executed Document Item: N/A Re: Application only BBRF round 6 - Southern Ocean Surf Reef COA \$1,995,000 cash, COA \$350,009 in kind; \$4.5m state funding; \$5,000 Albany surf total project \$10,980,000 - project completion 31 December 2024 Note: Special Council meeting resolution to lodge this application Parties: Application online Signed by: Andrew Sharpe Chief Executive Officer (online)	09/02/2022

Document Number	Description	Date Sent / Received
EDR22143224	Copy of Executed Document Item: N/A Re: Application only BBRF round 6, leveraging City of Albany trails grant \$3.2m / BBRF \$3,184,200; City of Albany cash \$600,000 / BBRF \$924,500 - other projects funded by DBCA Parties: Application only BBRF round 6 Signed by: Andrew Sharpe Chief Executive Officer (online)	09/02/2022
EDR22143290	Copy of Executed Document Item: N/A Re: Development application for basketball court Bovell Square Emu Point Parties: N/A Signed by: Andrew Sharpe Chief Executive Officer (1 copy)	11/02/2022
EDR22444793	Copy of Executed Document Item: N/A Re: Application only Regional Arts WA Cultural Tourism Accelerator Amity Trails map and digital asset including QR codes. Total \$10k. Parties: Application only Signed by: Andrew Sharpe Chief Executive Officer (online)	21/01/2022
NCSR22142213	Copy of Common Seal Document Item: N/A Re: - Council at its meeting 26 November 2019 approved 2 x licence agreements, City as licensee, to allow continued access for residents to their properties via the rail corridor land on Millar Road, Elleker and Winifred Road, Grasmere. Licence rental being \$550 plus gst per annum per site. Term being 5 + 5 + 5 years commencing 2022 Parties: ARC Infrastructure Pty Ltd - ABN 42 094 721 301 Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (4 copies)	18/01/2022

Document Number	Description	Date Sent / Received
NCSR22142744	<p>Copy of Common Seal Document</p> <p>Item: N/A</p> <p>Re: Renewal of community lease for SSAA over portion of reserve 33103 Mutton Bird Road, Elleker. Lease term of 21 years, commencing 1 July 2021. Lease rent peppercorn - \$10.00 + gst per annum. Lease prepared by City lawyer a no cost to Council.</p> <p>Parties: Sporting Shooter Association of Australia (Albany, WA branch) inc</p> <p>Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 copies)</p>	31/01/2022
NCSR22143125	<p>Copy of Common Seal Document</p> <p>Item: N/A</p> <p>Re: Renewal of community lease for Department of Communities. Lease term of 3 years and 6 months, commencing 1 January 2021. Lease rent minimum rate - \$1,067.00 + gst per annum. Lease prepared by City lawyer at no cost to Council</p> <p>Parties: Department of Communities</p> <p>Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 copies)</p>	08/02/2022
NCSR22143126	<p>Copy of Common Seal Document</p> <p>Item: N/A</p> <p>Re: Renewal of community lease for Albany Swimming Club Inc. Over portion of ALAC. Lease term of 2 years, commencing 1 march 2021. Lease rent minimum rate - \$1,067.00 + gst per annum. Lease prepared by City lawyer at no cost to Council</p> <p>Parties: Albany Swim Club</p> <p>Signed by: Andrew Sharpe, Chief Executive Officer and Dennis Wellington, Mayor (2 copies)</p>	08/02/2022

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2021

	Page No.
Statement of Budget Review by Nature and Type	1
Statement of Budget Review by Program	2
Details	
- Budget Review General Works/Variations Variations of revenue and expenditure which are materially different to the adopted Budget require Council's endorsement. These variations are detailed in this section of the review.	3 - 9
- Opening Funds Reconciliation This note demonstrates the calculation in the opening position 1 July 2021.	10

City of Albany
Statement of Budget Review
By Nature and Type

For The Period Ending 31 December 2021

	2021/2022					
	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	REVISED ANNUAL BUDGET	YTD ACTUAL	VARIANCE (b) - (a)	
	\$	(a) \$	(b) \$	\$	\$	%
OPERATING ACTIVITIES						
Net Current Assets at start of financial year Surplus/(Deficit)	3,959,644	3,319,787	3,319,787	3,319,789	-	
Revenue from Operating Activities (Excluding Rates)						
Grants & Subsidies	4,356,304	5,211,990	5,710,163	1,808,988	498,173	9.6
Contributions, Donations & Reimbursements	863,627	963,627	989,077	674,377	25,450	2.6
Profit on Asset Disposal	30,600	30,600	30,600	17,621	-	
Fees and Charges	18,122,386	18,122,386	18,122,386	11,112,159	-	
Interest Earnings	455,193	510,193	510,193	305,601	-	
Other Revenue	194,560	194,560	194,560	70,710	-	
	24,022,670	25,033,356	25,556,979	13,989,457	523,623	
Expenditure from Operating Activities						
Employee Costs	(27,974,357)	(28,291,048)	(28,354,130)	(14,126,912)	(63,082)	0.2
Materials and Contracts	(23,679,400)	(24,084,694)	(22,667,235)	(9,642,870)	1,417,459	-5.9
Utilities Charges	(1,894,102)	(1,894,102)	(1,894,102)	(836,504)	-	
Depreciation (Non-Current Assets)	(17,658,413)	(17,658,413)	(17,846,963)	(8,966,292)	(188,550)	1.1
Interest Expenses	(500,313)	(500,313)	(500,313)	(207,918)	-	
Insurance Expenses	(710,860)	(710,860)	(710,860)	(373,709)	1	0.0
Loss on Asset Disposal	(635,822)	(635,822)	(635,822)	(112,461)	-	
Other Expenditure	(3,527,625)	(3,520,645)	(3,520,645)	(1,382,288)	-	
Less: Allocated to Infrastructure	1,027,608	1,113,520	1,113,520	479,683	-	
	(75,553,284)	(76,182,377)	(75,016,550)	(35,169,271)	1,165,828	
Non-Cash Amounts Excluded from Operating Activities	18,263,635	18,263,635	18,452,185	9,061,131	188,550	1.0
Amount Attributable to Operating Activities	(29,307,336)	(29,565,600)	(27,687,599)	(8,798,894)	1,878,001	
Investing Activities						
Non-operating grants, subsidies and contributions	25,041,147	30,564,502	25,940,502	3,330,360	(4,624,000)	-15.1
Proceeds from disposal of assets	806,551	806,551	806,551	194,696	-	
Purchase of property, plant and equipment	(11,280,005)	(12,606,214)	(12,616,214)	(2,307,182)	(10,000)	0.1
Purchase and construction of infrastructure	(36,167,718)	(39,615,146)	(33,558,791)	(7,182,616)	6,056,355	-15.3
Amount attributable to investing activities	(21,600,025)	(20,850,307)	(19,427,952)	(5,964,741)	1,422,355	
Financing Activities						
Debt Redemption	(2,401,452)	(2,401,452)	(2,401,452)	(1,192,688)	-	
Self Supporting Loans Advanced	13,729	13,729	13,729	6,811	-	
Principal Portion of Lease Liabilities	(164,702)	(164,702)	(164,702)	(93,274)	-	
Loan Drawn Down	3,875,000	3,875,000	2,000,000	-	(1,875,000)	
Transfer to Reserve Transactions	(15,842,740)	(16,149,527)	(16,414,527)	-	(265,000)	1.6
Transfer from Reserves Transactions	25,756,871	25,382,204	24,221,848	-	(1,160,356)	-4.6
Amount attributable to financing activities	11,236,706	10,555,252	7,254,896	(1,279,150)	(3,300,356)	
Budget Deficiency Before General Rates	(39,670,655)	(39,860,655)	(39,860,655)	(16,042,786)	-	
Estimated Amount to be raised from General Rates	39,670,655	39,860,655	39,860,655	39,804,653	-	
Closing funding : Surplus/(Deficit)	-	-	-	23,761,867	-	

City of Albany
Statement of Budget Review
By Program

For The Period Ending 31 December 2021

	2021/2022					
	ORIGINAL ANNUAL BUDGET	CURRENT ANNUAL BUDGET	REVISED ANNUAL BUDGET	YTD ACTUAL	VARIANCE (b) - (a)	VARIANCE
	\$	(a) \$	(b) \$	\$	\$	%
OPERATING ACTIVITIES						
Net Current Assets at start of financial year Surplus/(Deficit)	3,959,644	3,319,787	3,319,787	3,319,789	-	
Revenue from Operating Activities (Excluding Rates)						
General Purpose Funding	2,682,498	3,255,479	3,255,479	41,571,078	-	
Governance	-	-	-	1,008	-	
Law Order and Public Safety	760,945	760,945	769,295	297,754	8,350	1.1
Health	167,192	167,192	167,192	110,579	-	
Education and Welfare	1,424,327	1,424,327	1,424,327	720,827	-	
Community Amenities	9,785,613	9,910,613	9,910,613	5,769,123	-	
Recreation and Culture	3,161,338	3,282,043	4,359,481	2,084,484	1,077,438	32.8
Transport	2,687,386	2,879,386	2,289,386	1,300,385	(590,000)	-20.5
Economic Services	2,150,900	2,150,900	2,178,735	1,033,916	27,835	1.3
Other Property and Services	1,202,471	1,202,471	1,202,471	904,956	-	
	24,022,670	25,033,356	25,556,979	54,514,938	523,623	
Expenditure from Operating Activities						
General Purpose Funding	(1,194,864)	(1,194,864)	(1,194,864)	(379,755)	-	
Governance	(4,510,932)	(4,510,932)	(4,510,932)	(2,120,113)	-	
Law Order and Public Safety	(3,254,517)	(3,374,517)	(3,319,337)	(1,481,664)	55,180	-1.6
Health	(904,275)	(904,275)	(904,275)	(467,789)	-	
Education and Welfare	(2,222,633)	(2,217,201)	(2,217,201)	(1,042,311)	-	
Community Amenities	(12,729,453)	(12,531,521)	(12,878,912)	(5,645,160)	(347,391)	2.8
Recreation and Culture	(18,057,227)	(18,266,716)	(19,543,219)	(8,543,520)	(1,276,503)	7.0
Transport	(25,073,212)	(25,581,123)	(23,295,123)	(12,087,003)	2,286,000	-8.9
Economic Services	(5,081,018)	(5,081,018)	(5,108,853)	(1,954,865)	(27,834)	0.5
Other Property and Services	(2,525,153)	(2,520,210)	(2,043,834)	(1,447,091)	476,376	-18.9
	(75,553,284)	(76,182,377)	(75,016,550)	(35,169,271)	1,165,828	
Non-Cash Amounts Excluded from Operating Activities	18,263,635	18,263,635	18,452,185	9,061,131	188,550	1.0
Amount Attributable to Operating Activities	(29,307,336)	(29,565,600)	(27,687,599)	31,726,587	1,878,001	
Investing Activities						
Non-operating grants, subsidies and contributions	25,041,147	30,564,502	25,940,502	3,330,360	(4,624,000)	-15.1
Proceeds from disposal of assets	806,551	806,551	806,551	194,696	-	
Purchase of property, plant and equipment	(11,280,005)	(12,606,214)	(12,616,214)	(2,307,182)	(10,000)	
Purchase and construction of infrastructure	(36,167,718)	(39,615,146)	(33,558,791)	(7,182,616)	6,056,355	
Amount attributable to investing activities	(21,600,025)	(20,850,307)	(19,427,952)	(5,964,741)	1,422,355	
Financing Activities						
Debt Redemption	(2,401,452)	(2,401,452)	(2,401,452)	(1,192,688)	-	
Self Supporting Loans Advanced	13,729.00	13,729.00	13,729.00	6,811.00	-	
Principal Portion of Lease Liabilities	(164,702)	(164,702)	(164,702)	(93,274)	-	
Loan Drawn Down	3,875,000	3,875,000	2,000,000	-	(1,875,000)	
Transfer to Reserve Transactions	(15,842,740)	(16,149,527)	(16,414,527)	-	(265,000)	
Transfer from Reserves Transactions	25,756,871	25,382,204	24,221,848	-	(1,160,356)	
Amount attributable to financing activities	11,236,706	10,555,252	7,254,896	(1,279,150)	(3,300,356)	
Budget Deficiency Before General Rates	(39,670,655)	(39,860,655)	(39,860,655)	(16,042,786)	-	
Estimated Amount to be raised from General Rates	39,670,655	39,860,655	39,860,655	39,804,653	-	
Closing funding : Surplus/(Deficit)	-	-	-	23,761,867	-	

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2021

This Review Maintains Council's Budget in a Balanced Position

GENERAL WORKS/VARIATIONS. (Additional Funds Required)	\$
	(1,706,326)
FUNDED BY	
- Reduction in Expenditure	8,918,509
- Adjustment in Grant/Contributions Funding	(4,100,377)
- Adjustment in Loans Raised	(1,875,000)
- Restricted Cash Adjustments (Transfer To)/Transfer From	<div style="display: flex; justify-content: space-between;"> (1,425,356) 1,517,776 </div>
Adjustment in Depreciation (Non Cash Transactions)	188,550
Balance	<div style="border-top: 1px solid black; border-bottom: 3px double black;">-</div>
- Current 20/21 Budgeted Closing funds	-
- Revised 20/21 Budgeted closing funds	<div style="border-top: 1px solid black; border-bottom: 3px double black;">-</div>

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2021

[illegible]

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2021

[illegible]

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2021

SECTION						REQUESTED BY - PAUL CAMINS	
CITY ENGINEERING						DIRECTORATE - INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT	
ALIAS or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2021/22		PROPOSED BUDGET 2021/22		BUDGET REVIEW CONSIDERATION	
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME
	<u>Bridge Maintenance</u>						
TR800	Cozy Corner Bridge	7,599		57,599		50,000	
13433	MRD Bridge Grants		192,000		227,000		35,000
							Alternative choice from Main Roads was a 2 tonne weight limit but due to the use of this section of road this is not practical.
TR803	Nanarup Road, Kalgan Bridge	280,000		165,000		(115,000)	
TR805	Lower King Bridge	207,000		80,000		(127,000)	
TR811	Wheeldon Road Bridge	74,958		64,958		(10,000)	
							Works completed costs less than anticipated.
10247	Trades Charge to Operations	(2,069,126)		(1,867,126)		202,000	
33062	Bridge Maintenance	650,609		448,609		(202,000)	
							Budget adjustment
	<u>Street Lighting</u>						
75692	Street Lighting Led Upgrade Project	2,500,000		-		(2,500,000)	
							Funding unsuccessful removed from the 2021/22 Budget
13453	Street Lighting State Grants		625,000		-		(625,000)
							Funding unsuccessful removed from the 2021/22 Budget
14925	New Loans Raised		3,875,000		2,000,000		(1,875,000)
							Funding unsuccessful removed from the 2021/22 Budget
13244	Transfer to - Roadworks Reserve	156,673		421,673		265,000	
							Residual funding from Marbellup Road North project to be returned to the Roadworks Reserve.
	<u>Waste Management & Sustainability</u>						
33076	Kerb side organics processing	576,000		810,000		234,000	
							Original budget was based on 2,700t following trial but current estimates indicate the total FOGO collection this financial year will be 4,500t. Funded by the waste reserve.
17899	T/F from - Refuse Collection & Waste Minimisation Reserve		8,472,848		8,706,848		234,000
	TOTAL :	2,383,713	13,164,848	180,713	10,933,848	(2,203,000)	(2,231,000)

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2021

SECTION						REQUESTED BY - NATHAN WATSON DIRECTORATE - COMMUNITY SERVICES		
ARTS/EVENTS/RECREATION/ALAC/COMMUNITY								
JOB or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2021/22		PROPOSED BUDGET 2021/22		BUDGET REVIEW CONSIDERATION		EXPLANATION
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME	
	<u>Community</u>							
15514	All Terrain Wheelchair	-		10,000		10,000		To provide a Hippocampe all-terrain wheelchair to the
15505	All Terrain Wheelchair Grant		-		10,000		10,000	community and tourists to enable people with disability to
								access Middleton Beach, fully grant funded.
	<u>ALAC</u>							
3509	Building Management System Replacement	-		50,000		50,000		Current BMS (Building Management System) is showing signs
2484	Widen access gate, electronic access, steel fence	50,000		-		(50,000)		of failure and should a failure occur the hardware needed to
								repair/replace is no longer available to purchase from the
								supplier. Based on this we have installed an updated more
								intuitive system.
3078	Hockey Field - Replace lamps with LED equivalent	-		140,000		140,000		Investigation into the Hockey Turf Lighting has shown that
12085	Parks and Reserves Capital Grants & Contributions		92,140		122,140		30,000	current LUX levels do not meet compliance with some areas of
2664	Trails Strategy Recreation Services	223,188		113,188		(110,000)		the turf only registering 100 Lux. This is creating safety
								issues, hence project has been brought forward and we
								propose to upgrade lighting to meet compliance at 500 Lux.
								Trails Strategy to be budgeted next year.
	<u>Events</u>							
75552	Maritime Festival Expenses	50,000		120,138		70,138		Scope increased due to additional grant revenue and the
								event costs are delivered over 2 financial years. Example the
75533	Maritime Festival Income		25,000		95,138		70,138	marketing and advertising will be expensed in May -June
								2022, the event being delivered in July 2022.
	<u>Arts</u>							
3097	Garment, a Wearable Art Project	-		57,300		57,300		The application to the Department of Local Government, Sport
75213	VAC - Minor Art Program Grants		28,138		85,438		57,300	and Cultural Industries to fund "Garment, a Wearable Art
								Project" to the value of \$57,300 has been successful. The
								activity will run from February 2022 to September 2022.
	TOTAL :	323,188	145,278	490,626	312,716	167,438	167,438	

CITY OF ALBANY

BUDGET REVIEW FOR THE PERIOD ENDING 31 DECEMBER 2021

SECTION						REQUESTED BY - DUNCAN OLDE	
CORPORATE & COMMERCIAL SERVICES						DIRECTORATE - CORPORATE & COMMERCIAL SERVICES	
JOB or GENERAL LEDGER	ACCOUNT DESCRIPTION	CURRENT BUDGET 2021/22		PROPOSED BUDGET 2021/22		BUDGET REVIEW CONSIDERATION	
		EXPEND	INCOME	EXPEND	INCOME	EXPEND	INCOME
	Economic Development						
18226	Regional Climate Alliance Coordinator	-		27,835		27,835	
18343	South Coast Alliance Inc - Revenue		-		27,835		27,835
	Depreciation						
50004	Depreciation - Fire	496,302		432,772		(63,530)	
50010	Depreciation - Sport & Rec	1,982,489		2,020,583		38,094	
50012	Depreciation - Refuse	391,661		505,052		113,391	
50014	Depreciation - Town Hall	65,029		186,000		120,971	
50015	Depreciation - ALAC	985,252		1,025,252		40,000	
50018	Depreciation - Transport Infrastructure	9,435,513		9,851,513		416,000	
50029	Depreciation - Information Technology	676,376		200,000		(476,376)	
	Rangers						
3797	Kalgan BFB - 3 Appliance Bay Facility & Amenities	187,770		187,770		-	
10975	Fire Brigade Grants and Contributions		187,770		187,770		-
78452	Fire Wallets and Fridge Magnets	-		8,350		8,350	
11033	FIRE - Other Income		-		8,350		8,350
	Airport						
3334	Albany Airport - Runway/Taxiway/Apron Resurfacing	4,976,356		250,000		(4,726,356)	
14045	Albany Airport - Capital Revenue Grants		3,332,000		-		(3,332,000)
13899	Transfer From - Airport Reserve		3,675,184		2,280,828		(1,394,356)
	TOTAL :	19,196,748	7,194,954	14,695,127	2,504,783	(4,501,621)	(4,690,171)

RECONCILIATION OF OPENING FUNDS AS AT 1 JULY 2021

		(a)	(b)		
	ORIGINAL BUDGET 30-Jun-21	CURRENT BUDGET 1-Jul-21	BUDGET REVIEW CONSIDERATION	VARIANCE (b) - (a)	VARIANCE
	\$	\$	\$	\$	%
Current Assets					
Cash and Cash Equivalents	13,878,073	17,296,552	17,296,552	-	
Trade Receivables	3,444,000	2,755,984	2,755,984	-	
Contract Assets	-	1,219,000	1,219,000	-	
Inventories	1,200,000	1,048,768	1,048,768	-	
Other Current Assets	749,998	788,808	788,808	-	
Other Financial Assets	39,631,785	36,513,729	36,513,729	-	
Total Current Assets	58,903,856	59,622,841	59,622,841	-	
Current Liabilities					
Trade & Other Payables	4,500,000	7,338,891	7,338,891	-	
Contract Liabilities	5,596,263	5,812,866	5,812,866	-	
Lease Liabilities	164,702	183,570	183,570	-	
Provisions	6,075,436	5,699,361	5,699,361	-	
Other Provisions	209,341	213,455	213,455	-	
Current Portion of Long - - Term Borrowings	2,401,452	2,413,321	2,413,321	-	
Total Current Liabilities	18,947,194	21,661,464	21,661,464	-	
Net Current Asset Position	39,956,662	37,961,377	37,961,377	-	
Adjustments					
Add back					
* Loan Borrowings	2,401,452	2,413,321	2,413,321	-	
* Payments for principal portion of lease liabilities	164,702	183,570	183,570	-	
Less					
Cash Backed Reserves	38,549,866	37,224,752	37,224,752	-	
Repayment of Cash Advance's	13,307	13,729	13,729	-	
Opening Funds Surplus/(Deficit)	3,959,643	3,319,787	3,319,787	Nil	

* (Add back loan repayments as they represent a current liability for payments to be made over the next twelve months already reflected as expenditure)



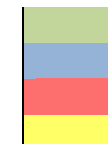
Communications & Engagement Action Plan 2019-2022 Progress Report: November 2021 – February 2022 (Q2)

Common Abbreviations:

IAP2 – International Association for Public Participation
 EMT – City of Albany Executive Management Team
 CoA – City of Albany
 HR – Human Resources at the City of Albany
 CEO – Chief Executive Officer
 Mailchimp – Cloud-based digital newsletter platform

Project Status Legend

Complete
 In progress/ On Track
 Critical Issues
 On Hold/Parked



		COMMUNITY ENGAGEMENT			
Priority/Actions	Comments				
Strategic Objective: 1. To follow the International Association of Public Participations (IAP2) framework for engagement which is considered a best practice benchmark worldwide.					
1.1 To provide the community with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions					
	Q4 (2020-2021)	Q1	Q2	Q3	
1.1.1 Refresh and schedule HR inductions quarterly to include; Engagement & Communications Strategy objectives.	Completed in 2019-2020, remains ongoing.	Complete and ongoing	Complete and ongoing	.	
1.1.2 Update the City's engagement policies, guidelines and templates to align with the IAP2 Quality Assurance Framework.	Updated templates endorsed in 2019-2020 and now in use across the organisation.	Complete	Complete		
1.1.3 Re-establish one coordinated support point to drive, monitor and distribute all engagement activities on City website.	Complete. Minor issues have been resolved and module is able to take comments.	Complete	Complete		
1.2 To obtain community feedback on analysis, alternatives and/or decision					
	Q4 (2020-2021)	Q1	Q2	Q3	
1.2.1 Focus on early engagement planning.	Engagement or engagement planning for these projects is underway:	Engagement or engagement planning for these projects is underway:	Engagement or engagement planning for these projects is underway:		

	<ul style="list-style-type: none"> Regional Arts & Culture Strategy 2026 Albany Bicentenary Menang Noongar Place Names Interpretation Robinson and Stidwell Bridle Trail equestrian project Centennial Playground replacement 	<ul style="list-style-type: none"> Regional Arts & Culture Strategy – Engagement Complete Menang Noongar Place Names Interpretation – due for completion November 2021 Centennial Playground Engagement Complete EOI process for 2026 Albany Bicentenary Reference Groups complete Consultant appointed for Robinson and Stidwell Bridle Trail study 	<ul style="list-style-type: none"> RFQ issued for Albany Bicentenary Engagement consultant Tredwell Management (consultant) working with Robinson and Stidwell Bridle Trail project working group Concluded engagement meetings with Menang-Noongar Elders re interpretation of place names 		
1.3 To work directly with the community throughout the process to ensure that community concerns and aspirations are heard and considered					
	Q4 (2020-2021)	Q1	Q2	Q3	
1.3.1 Schedule quarterly “Your Council Meet and Greet” Forums in various community areas.	To be rescheduled after October elections	Yakamia Ward is next. Planned to be scheduled for February / March 2022	Yakamia currently being planned for delivery late February/early March.		
1.4 To create opportunities to partner with the community in decision making, including the development of alternatives and solutions					
	Q4 (2020-2021)	Q1	Q2	Q3	
1.4.1 Establish an Advisory Group with community representation to monitor and report on the implementation of the Communications & Engagement Strategy.	Complete	Complete	Complete		
1.4.2 Involve Noongar community in identifying and recommending places for cultural recognition in the Restoring Menang-Noongar Place Names project.	Transitioning to interpretation phase of project. Planning further engagement sessions with Noongar community.	Two of three sessions completed. Last session due to be held November 2021.	Complete. Held last of three engagement sessions with Elders re place name interpretation.		

1.5: To explore ways to empower the community to participate in our decision-making processes					
	Q4 (2020-2021)	Q1	Q2	Q3	
1.5.1 Integrate an online platform, with regular project updates, on the City website.	Complete. In this quarter the program has been used for several public comment items. Presentation to Advisory Group and staff training to follow.	Complete	Complete		
1.5.2 Explore community participatory budgeting with Bornholm and Lockyer communities for allocations included in 19/20 Budget.	Complete. .	Complete	Complete		
1.5.3 Undertake community participatory budgeting projects subject to budget allocations.	City actioning priority projects and budget allocated to projects based in consultation with community.	Reserves using participatory budgeting for Redmond Townsite revitalisation program funding.	We are using participatory budgeting to spend the remaining budget allocation for Young Siding and Bornholm-Kronkup for the townsite revitalisation funding.		
1.5.4 Upgrade Lake Weelara playground in consultation with community, as per agreed action plan for the precinct.	Concept designs for playground options have been sent to the Lake Weerlara community for voting. The voting period is now complete and play equipment ordered for the most popular design.	Delivery delayed due to storm clean up.	Equipment has been delivered and working on securing a contractor for installation.		

1.5.5 Support and collaborate with stakeholders to ensure community input into Regional Arts & Culture Strategy.	Phase 1 engagement report drafted. Workshops undertaken with various communities and organisations. Extending further engagement opportunities to Noongar community.	Community and stakeholder engagement complete. Included workshop with Council. Draft Strategy delivered for stakeholder review and public comment.	Public comment period completed and feedback provided to consultant Ink to incorporate into final draft Strategy.		
1.5.6 Invite the Youth Advisory Council to participate in discussion and decision-making with Council on issues of importance to them.	Ongoing engagement re Youth Friendly Albany Strategy. Staff engaging with YAC on development of an inclusivity logo for future Council consideration.	Two YAC Members invited as Community Representatives to this Advisory Group. Other opportunities for engagement between YAC and Council to be explored in 2022.	Ongoing. Other opportunities for engagement between YAC and Council to be explored in 2022.		
Strategic Objective					
2. To use the preferred channels for engagement with our community, both actively and passively, more effectively.					
2.1 Use market segmentation data to identify the most effective way to reach our audience					
	Q4 (2020-2021)	Q1	Q2	Q3	
2.1.1 Investigate ways to incorporate City information into the rates mail out and community calendar.	2021-2022 Rates Flyer and 2022 Community Calendar in design.	2021-2022 Rates Flyer delivered and complete. 2022 Community Calendar in design draft.	Complete.		
2.1.2 Encourage more active engagement at City events and festivals.	Youth Week Events facilitated engagement for the Youth Friendly Albany Strategy.	Ongoing.	Community feedback surveys undertaken for Christmas Pageant, New Year's Eve, Middleton Beach Festival, Albany Show and Christmas Lights Trail.		
2.1.3 Encourage the use of email and letterbox as passive primary communication method.	Direct mailout to approx. 5000 landowners informing of the public comment for Dual Naming project.	Ongoing.	Direct mailouts to surrounding residents for Christmas Pageant, New Year's Eve and Middleton Beach Festival.		

Strategic Objective					
3. To empower staff to support the City to improve its level and quality of engagement with the community.					
3.1 Train staff and Council to implement and follow best-practice engagement procedures					
	Q4 (2020-2021)	Q1	Q2	Q3	
3.1.1 Develop an engagement process pack with templates and guidelines for Executive Team endorsement and implementation.	Complete.	Complete	Complete		
3.2 Implement initiatives that strengthen internal communications and increase awareness of leadership priorities					
	Q4 (2020-2021)	Q1	Q2	Q3	
3.2.1 Implement collaborative business planning process.	A working group was established to provide organisation-wide input into the Integrated Planning and Reporting Framework work, which included the Community Strategic Plan and Corporate Business Plan.	Currently developing and implementing a revised Business Unit Plan framework to inform Corporate Scorecard.	Corporate Scorecard adopted and first quarter reported to Council at December 2021 OCM		
3.2.2 Prioritise the flow of internal information through the use of: <ul style="list-style-type: none"> Regular staff and team meetings; Regular staff newsletters; Directorate managers' meetings; Councillor Weekly updates shared with all managers; Regular toolbox meetings; Use the City's intranet as the portal to access information 	Complete and ongoing	Complete and ongoing	Complete and ongoing		
3.2.3 Link to Council agendas and minutes in staff newsletters.	Complete and ongoing	Complete and ongoing	Complete and ongoing		
3.2.4 Updates on priorities from Executive Management Team meetings to be shared with managers.	Complete and ongoing	Complete and ongoing	Complete and ongoing		

3.2.5 Chief Executive Officer to undertake annual roadshow meetings with staff.	Ongoing.	Ongoing	Ongoing		
3.2.6 Promote and invite all staff to attend informal social events.	Complete and ongoing	Complete and ongoing	Complete and ongoing.		
3.2.7 Undertake annual employee satisfaction survey, and share de-identified results with all staff.	Complete. Bi-annual Human Synergistics survey results delivered.	Complete	Complete		
3.2.8 Council Weekly News to improve the flow of information from admin to Councillors, including the weekly diary.	Complete and ongoing.	Complete and ongoing	Complete and ongoing		
3.2.9 Establish internal working groups with cross-organisation representation.	Ongoing. Working Groups continuing or established for the following projects: <ul style="list-style-type: none"> • FOGO • Long Live You • Sustainable Buildings • Stidwell Bridle Trail • Integrated Planning Framework (Community Strategic Plan major review) • CoA Christmas Decorations 	Ongoing. Advisory or Working / Reference Groups continuing or established for the following projects: <ul style="list-style-type: none"> • National Anzac Centre • FOGO • Long Live You • Sustainable Buildings • Stidwell Bridle Trail • Integrated Planning Framework • 2026 Albany Bicentenary • Cultural Tourism Group • Communications & Engagement 	Ongoing. Advisory or Working / Reference Groups continuing or established for the following projects: <ul style="list-style-type: none"> • National Anzac Centre • FOGO • Sustainable Buildings • Stidwell Bridle Trail • Integrated Planning Framework • 2026 Albany Bicentenary • Cultural Tourism Group • Communications & Engagement • Local Laws and Signs • Litter and Illegal Dumping 		
3.3 To uphold the City of Albany's customer services charter					
	Q4 (2020-2021)	Q1	Q2	Q3	
3.3.1 Adopt updated Customer Service Charter.	Adopted by Council in July 2019. Complete.	Complete	Complete		

3.3.2 Investigate opportunities to become accredited in customer service.	On hold pending need and cost benefit review.	On hold.	On hold.		
Strategic Objective					
4. Provide increased opportunities for Council and Executives to connect informally with community.					
4.1 Council will meet regularly with communities in informal settings that provide a platform for open dialogues					
	Q4 (2020-2021)	Q1	Q2	Q3	
4.1.1 Develop a Council Action Plan to maximise Elected Members engagement and communication with community.	Requires further clarification. On hold due to capacity and upcoming LG elections.	On hold. Priority focus is to re-establish Council Meet & Greets with community.	On hold. Priority focus is to re-establish Council Meet & Greets with community.		
4.2: Executives will meet regularly with staff and community in settings that provide a platform for open dialogue					
	Q4 (2020-2021)	Q1	Q2	Q3	
4.2.1 Roster Executive representation at staff meetings, and appropriate community meetings and functions.	<p>Executive staff have attended various staff meetings as well as the following external engagement opportunities:</p> <ul style="list-style-type: none"> • NAC Advisory Group • Elleker Community Storm Meetings • Various meetings with Federal & State Government Ministers • LG Pro Great Southern Branch • Albany Entertainment Centre Operations Committee • Anzac Day Dawn Service • Cinefest Oz Launch • Town Hall official opening • WALGA executive • WA Regional Capitals Alliance • ACCI • Rio Tinto 	<p>Executive staff have attended various staff meetings as well as the following external engagement opportunities:</p> <ul style="list-style-type: none"> • Elleker Community Storm Meetings • Various meetings with Federal & State Government Ministers • WA Regional Capitals Alliance • WALGA State Conference • Great Southern Arts & Crafts Trail Launch • Virtual tour of Rats of Tobruk Exhibition with Governor General 	<p>Executive staff have attended various staff meetings as well as the following external engagement opportunities:</p> <ul style="list-style-type: none"> • Albany Show • Regional Waste Summit • Albany Water Sensitive Cities Index Benchmarking Workshop • Binalup / Middleton Beach Foreshore Opening • New Year's Eve • Christmas Pageant • Binalup / Middleton Beach Festival • Aboriginal Basketball Competition • Thank a Volunteer Day • Djinda Ngardak Dinner • Live Lighter Aged Care Games 		

	<ul style="list-style-type: none"> • Official Opening of Albany Youth Support Assoc • South Coast Alliance • Albany Aviation Community Consultation Group • UWA • Submariners Memorial Service 		<ul style="list-style-type: none"> • Albany Regional Communication Forum • Long Live You Closing Ceremony 		
4.2.2 Consult Executive Management Team on an annual Executive roadshow to City worksites.	Complete and ongoing. Executive team schedule monthly post-Council meetings at all business units.	Complete and ongoing.	Complete and ongoing.		

COMMUNICATIONS

Strategic Objective

5. To strengthen our brand and promote our services, events and initiatives through creating and delivering innovative visual communications for web and print

Priority/Actions	Comments				
5.1 Build on the ‘Your City’ campaign to share and promote who we are and what we do in the community					
	Q4 (2020-2021)	Q1	Q2	Q3	
5.1.1: Produce and deliver the Your City’s Sustainable Heroes campaign.	Complete.	Complete	Complete		
5.1.2 Acquire tools to develop more video and other engaging content.	Complete.	Complete	Complete		
5.1.3 Develop and deliver a campaign to encourage nominations and votes in the 2019 Local Government Elections.	Complete.	Complete	Complete		

5.1.4 Develop and deliver a campaign to encourage nominations and votes in the 2021 Local Government Elections.	Campaign on track, quote gone out to local suppliers and budget being organized currently. Shooting this week.	Complete	Complete		
5.1.5 Execute a marketing campaign for 2021 that promotes the positive work that the City of Albany does.	In development, focus on Local Government Elections and Rates time. Concept is to expand on Your City.	Two Sides to Your City concept developed. Aim to roll out Jan/Feb 2022.	Two Sides to Your City quotes received and talent search underway. Cautiously proceeding due to Covid planning.		
5.1.6 Develop a Communications and Marketing campaign that promotes the importance of community input with the review of the Strategic Community Plan 2030.	Campaign was executed to promote the Community Scorecard with excellent results where we doubled the number of respondents from the last review and gain good media coverage. Currently waiting on the Strategy to be developed to promote the launch.	Complete	Complete		
5.2 Adopt the 'Your City' design style as our main communications brand					
	Q4 (2020-2021)	Q1	Q2	Q3	
5.2.1 Develop an updated City Corporate Style Guide that reflects the 'Your City' style.	Complete.	Complete	Complete		
5.2.2 Undertake review of City logos and style guide.	To be addressed in the new financial year. Priorities are currently Anzac Day, Fort Store Online and strategic marketing plan 2021/22.	No budget allocation for 2021-2022. On hold. To be reviewed ahead of 2022-2023 Budget.	No budget allocation for 2021-2022. On hold. To be reviewed ahead of 2022-2023 Budget.		

Strategic Objective					
6. To disseminate relatable and easy-to-understand communications through multiple channels that meet the needs of our community.					
6.1 Share information that is easy to understand, is timely and reaches relevant target audiences					
	Q4 (2020-2021)	Q1	Q2	Q3	
6.1.1 Develop a Council electronic newsletter for distribution pre and post Council meetings. Incorporate video update with Mayor if achievable.	Delayed due to conflicting priorities. Draft has been completed, needs EMT review.	City weekly electronic newsletter being reviewed due to lack of engagement/open rate. Trialling monthly frequency of electronic Community Newsletter with revamped style to ascertain if this increases engagement/open rate. Council updates being incorporated into existing newsletter. Mayor Video is being explored for inclusion in monthly newsletter.	A video update following each Council Meeting is currently being actioned. This includes subtitles for ease and promotion across social media. Newsletter has been suspended following analysis of engagement revealed falling performance of this platform. Community Newsletter ongoing.		
6.1.2 Incorporate a social media presence for public notices and project updates that provides clear, concise and relevant information to residents.	Social tiles continuing to be rolled out with good success.	Ongoing.	Complete and ongoing.		
6.2 Use social media and email as cost-effective communication channels					
	Q4	Q1	Q2	Q3	
6.2.1 Expand City's database of resident emails to expand direct reach of newsletters and other communication. <i>*Based on evidence of preferred communications channels</i>	Complete.	Complete	Complete		

6.2.2: Develop more content for Instagram and grow the City's presence on this platform.	Complete and ongoing	Complete and ongoing	Complete and ongoing		
6.2.3 Review and redevelop existing community newsletter and explore consolidation of other City newsletters.	Complete.	Complete	Complete		
6.2.4 Investigate use of social media influencers in marketing.	Complete	Complete	Complete		
6.2.5 Investigate the use of influencers and interact with other relevant pages to gain more reach, shares and engagement.	Ongoing, currently actioned through Maritime Festival primarily with very successful with co-sharing of content.	Ongoing, we are coming into the Summer Events period and finding sharing posts across different networks is working well. Particularly for registrations and children's activities.	Ongoing. Currently we are collaborating with WACHS and WAPHA to develop helpful, accurate and consistent messaging regarding Covid-19 in the Albany community.		
6.2.6 Promote the use of the Consultation module and numerous ways community can have their say through social media channels.	Ongoing, being used across multiple departments.	We have included a page within the 2022 Community Calendar that outlines the numerous ways community can engage with Council.	Complete and ongoing.		

Strategic Objectives 7. To ensure online content for our websites is relevant, accurate, timely, strategically placed and easily accessible.					
7.1: Review the functionality and structure of the City's website					
	Q4 (2020-2021)	Q1	Q2	Q3	
7.1.1 Redevelop and relaunch the City of Albany website.	Complete.	Complete	Complete		
7.1.2 Redevelop and relaunch the ALAC website.	Complete.	Complete	Complete		
7.1.3 Redevelop and relaunch the Albany Library website.	Complete.	Complete	Complete		
7.1.4 Develop an Arts & Culture website for repurposed Town Hall and Vancouver Arts Centre.	Complete.	Complete	Complete		
7.1.5 Redevelop and relaunch National Anzac Centre website.	The online Forts Store is live. We are monitoring the uptake and demand in line with the store's capacity to fulfil orders. International shipping to come later down the track.	Complete	Complete		
7.1.6 Consider customer services access to a live customer service chat function on website.	On hold. Not achievable within current budget. Questions over feasibility and cost benefit.	On hold.			
MEDIA					
Strategic Objective 8. To plan and be proactive in contacting the media whenever possible and respond to media requests in a timely and appropriate way.					
8.1 Produce regular media releases that are well-written and proactively sharing City of Albany news					
	Q4 (2020-2021)	Q1	Q2	Q3	
8.1.1 Review process for requesting Communications' support for media releases and other relevant input	Not a priority, requests for media releases are handled well at the moment and the uptake of Intranet usage by staff for day-to-day processes is very little.	On hold. The plan was to have a form or similar formal process for requesting support available through the intranet, however the uptake hasn't been overwhelming. Maintaining status quo. .	This process is currently under review.		

8.1.2 Transfer Media Release template into electronic mail format.	Delayed as not a priority currently, however aiming to look at it before the end of the year.	On hold. Not a priority currently.	On hold. Not a priority currently. Seeking information as to whether this is worth changing a working process in place already.		
8.2 Provide responses to media that meet news deadlines					
	Q4 (2020-2021)	Q1	Q2	Q3	
8.2.1 Provide open and transparent responses in a timely manner.	<p>Ongoing.</p> <p>Key responses in this quarter include:</p> <p>York Street War Memorial Middleton Beach Trees Albany Visitor Centre Stidwell Bridle Trail Free Street Trees FOGO Emu Point Erosion NAC Revenue Horses on Quaranup Beach Chesterpass Roundabout Sculpture Bulk Rubbish Collection Preppers Exhibition Lower Kalgan Bridge Pindan Schlager Homes RV Friendly Town Beach 4WD Access LED Street Lighting Old Morgue Lake Sadie Road Protest Nullaki Lime Pit Green Waste Bin Inserts Whale Carcass Storm Damage Hilton Hotel Esplanade Works Centennial Stadium Name</p>	<p>Ongoing.</p> <p>Key responses in this quarter include:</p> <p>Albany Ring Road State Budget BBRF Round 5 Garage Sale Trail Sleeman Avenue Turtle Season Youth Challenge Park Coastal Erosion Nanarup Beach Waste Water Leaking Frenchman Bay Resort Wildflower Sunset Walk Southern Peaks Rats of Tobruk Prescribed Burn Artificial Surf Reef SAOL exhibition Albany Motorsport Park Strategic Community Plan 2032 Fossickers Tip Shop Bike Chat Trials Mounts Local Government Elections Spencer Park Social Housing Deputy Mayor Albany Woollen Mills Amazing South Coast</p>	<p>Ongoing.</p> <p>Key responses in this quarter include:</p> <p>Seniors Scam Seminar Mesh Basket Rubbish Catchment Frenchman Bay Erosion Anzac Road Building Orders North Road Crossing FOGO Hospital Forum Population Growth Virgin Australia Landing Fees Mira Mar Landslide Report Motorplex Middleton Beach Foreshore 2021 in reflection Ellen Cove Pontoon Misery Beach Disability Inclusion Action Plan Petitions RSPCA Caravans Covid Resource Sharing Recycling Coffee Cups Beach Wheelchair Seaweed at Middleton Beach Binalup Festival Dog Attack Interview Citizen of the Year Winners</p>		

	Print House Media Scam ALAC Kids Gym Covid Payment Gold Waterwise Council Artificial Surf Reef Maritime Festival NAC Storm Damage Elleker Flooding Navy Exhibition Emu Point Erosion Grant Australian of the Year Exhibit Lower Kind Boating Facility Town Hall Vintage Portraits	Middleton Beach Hotel Unlawful Clearing Bicentenary Book Magpies Swooping Camp Host Mosquitos Illegal dumping FOGO Citizenship Ceremony Elleker Flood	New Aus Day Citizens Proof of Vaccination Classes Spencer Street Tree Remembrance Day Access and Inclusion Working Group Christmas Lights Vandalism Blast from the Past Exhibition ALAC vax mandate ALAC water tanks Christmas Pageant Mask Mandate		
8.2.2 Development and adoption of a media policy and protocol.	Complete and adopted.	Complete and adopted.	Complete and adopted.		
Strategic Objective 9. To promote the City with positive and proactive media					
9.1 Identify positive promotional opportunities through strong internal communication					
	Q4 (2020-2021)	Q1	Q2	Q3	
9.1.1 Issue regular media releases that share the good work and achievements of the City of Albany	19 media releases issued since 20/04/2021	18 media releases issued since 16/08/2021	26 media releases issued since 04/11/2021		
9.1.2 Quarterly meetings with business units and teams to discuss good news and promotional opportunities.	The Communications Team have met with Albany Visitor Centre, Albany Heritage Park, Arts and Culture, Waste, Depot, Reserves, ALAC and North Road teams.	The Communications Team have met with Albany Visitor Centre, Albany Heritage Park, Arts and Culture, Waste, Depot, Reserves, ALAC and North Road teams.	The Communications Team have met with Sustainability, Albany Heritage Park, Arts and Culture, Waste, Depot, Reserves, ALAC and North Road teams.		

9.2 Build strong and effective relationships with the media at all levels					
	Q4 (2020-2021)	Q1	Q2	Q3	
9.2.1 Create opportunities for senior staff and Mayor to meet with local media	ABC have met with CEO and Mayor this quarter. Weekender met with the Communications Coordinator and Manager Community Relations this quarter.	ABC have met with the CEO and Mayor this quarter regarding Sleeman Avenue. Advertiser continue to meet monthly.	Regular meetings have continued with the Albany Advertiser and ABC when they are available. Manager Community Relations meetings regularly with management of Advertiser.		
9.2.2 Communications team visit to local media outlets to meet and greet media teams	Complete.	Complete	Complete		
9.2.3 Attend monthly Council meetings (and committee meetings as necessary) to provide attending media representatives with support as required.	3 OCM's attended by Communications in the last quarter.	3 OCM's attended by Communications in the last quarter.	2 OCM's attended by Communications in the last quarter.		
9.2.4 Support requests for interview and photo opportunities wherever possible that support positive reporting of the City and community, or assist with informing the community about issues of importance.	Ongoing. Opportunities supported align with previously mentioned media responses. Specifically Navy Exhibition, ALAC Kids Gym, Elleker Flooding.	Ongoing.	Ongoing		

Strategic Objective					
10. To maintain awareness of the issues reported by the media and community's response					
10. Monitor media activity					
	Q4 (2020-2021)	Q1	Q2	Q3	
10.1.1 Use media monitors to keep up to date with and source media activity relating to the City	We have engaged with a new media monitoring provider, Falcon, and reinstated a revised contract with Isentia.	We are primarily using Falcon for all social media monitoring and management. Isentia continues to update us with notifications when the City are in the media.	Complete		
10.1.2 Compile quarterly media reports that summarise media coverage and social media engagement	Completed monthly and ongoing.	Completed monthly and ongoing.	Completed and ongoing.		

Nathan Watson
Executive Director; Community Services
City of Albany
Yakamia WA 6330

Dear Nathan,

RE: CSFRR Small Grant Application – North Albany Football and Sporting Club

The North Albany Football and Sporting Club would like to apply for a contribution of \$83,794 (ex) through the Capital Seed Fund from the City of Albany as part of our CSRFF Small Grant Application. Our proposal is to upgrade and improve the NAFSC changeroom and ablutions to create a female friendly and all-abilities facility for community use.

Please find attached our completed application form which provides a project outline, costings and explanation of the need for these upgrades.

In addition, the following supporting documents are also attached:

- Existing and proposed building plans as drawn and detailed by Benson Designs
- Photographs of the current facilities
- Locality Map and site plan
- A letter of support from West Australian Football Commission
- Incorporation certificate for NAFSC
- Current (as at 12th February 2022) bank statements indicating financial capacity of NAFSC

NAFSC can confirm that no on-going or additional funds will be sought from the City of Albany for the project, and that NAFSC will take full responsibility for meeting additional costs (over and above that which has been budgeted) should they arise.

Thank you for consideration of our project. If you have any questions, please do not hesitate to contact me.

Kind regards,
Russell Hare

President, North Albany Football and Sporting Club



Department of
**Local Government, Sport
and Cultural Industries**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2023

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Mel Eastough

Date:

Office: Albany

Applicant's Details:

Organisation Name:	North Albany Football and Sporting Club				
Postal Address:	PO Box 472				
Suburb:	Albany	State:	WA	Postcode:	6330
Street Address:	88 Troode Street				
Suburb:	Collingwood Park	State:	WA	Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Russell Hare		Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President			
Business Phone:	08 98 416999	Facsimile:		
Mobile Phone:	0428 422 337	Email:	russellhare@retravision.com.au	

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 37 921 232 345
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0690107N *
Bank details:	Bank	BSB: A/c:

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Mitchell Green	Title:	Dr <input checked="" type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager Recreation Services		
Business Phone:	6862 3437	Facsimile:	
Mobile Phone:		Email:	Mitchell.green@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Upgrade and redevelopment of North Albany Football and Sporting Club (NAFSC) changerooms and ablutions in order to create an inclusive, unisex and multi-use facility.

Project Description:

The overall goal of our proposed project is to redevelop the existing changeroom, warm up space and toilet/shower ablutions at NAFSC, to create areas that are multipurpose, accessible, and suitable for both men's and women's sports participants.

The current toilet and shower areas were designed and built in a time where there was no thought that women would ever share the space, and as such, are not at all appropriate for mixed gender use. The limitations of our facilities present a barrier to participation in sport for women and girls. NAFSC promotes inclusivity and diversity in our sporting teams. In order to encourage more women and girls as players, umpires and support staff we need to provide an environment that is comfortable, private and appropriate for mixed gender use.

In addition, the current changerooms and washroom facilities are extremely dilapidated and in need of major repair. The interior layout sizes and ergonomics are not to current Australian standards, and there is no disabled toilet or shower access. The proposed upgrades will provide disabled access to NAFSC ablutions, which is crucial in the pursuit of inclusion and ensuring sport is accessible to all.

We have engaged the services of draftsman and designer Keiron Benson (Benson Designs) to consult on this project. Keiron has collaborated with the NAFSC committee along with key stakeholders and other facility users, to develop a set of plans that address the current limitations of the space. The proposed upgrade includes:

- Renovating existing shower and toilet facilities to include separate private spaces for unisex access. This will include replacement of all fixtures and finishes to surfaces and inclusion of a unisex/accessible toilet.
- Separating the changing area from the warm up area to provide privacy and prevent injury during warm up times
- Relocation of trainer's room in order to provide stretcher access directly from the sporting ground.
- Relocation of umpire's room to provide private access for umpires to utilize a unisex toilet and shower facility separate to playing team (and appropriate for all gender use).
- Redevelopment of existing visiting team shower and toilet area with new fixtures and finishes to all surfaces. The showers will be rebuilt as separate unisex private spaces.
- Improve ventilation overall and create improved equipment storage.

How did you establish a need for your project?

The existing washroom and ablution space at NAFSC is in desperate need of repair (refer to photos attached) The facilities were built in 1976 and no significant upgrade of the toilet and shower area has taken place since.

There is currently only one female (private) toilet for all users to share, and the showers are an open arrangement.

Male and Female players sometimes use the area at the same time and privacy has become a concern.

The combined warm up / changing space is currently used for players warming up and changing at the same time. With no separation in the area, ball drills often conflict with team members changing, which is a safety issue. Our improvement plan will provide a designated space for changing with a physical mesh barrier to protect players from injury during warm ups.

There is also no privacy from people and umpires accessing the toilet facilities. Umpires need to walk through the changeroom area in order access their room, and currently share the same ablutions as players. This is neither comfortable nor appropriate for players and umpires during game day breaks.

There is currently no disabled access shower or toilets in the changing areas which creates a barrier for use, and is not to current Australian building standards. It is critical that our facility is updated to allow all-ability access to toilets and showers. This is currently a major limitation to the inclusivity of our Club.

Our proposed redesign of the existing spaces would also create a facility that can be shared by multiple users/teams at once. This will become very important in future years when the women's football season moves to become a winter sport. Currently the women's competition runs over the summer period (and the men's in winter), but within the next five years it is anticipated that the two competitions will run concurrently. Redeveloping a second set of ablutions with external building access means that the Club will be able to accommodate two teams/genders training or using the space at the same time. This will significantly future proof the project and provide versatile and flexible spaces for sporting users.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

There are no alternatives to this project. In the past 5 years NAFSC investigated the feasibility of resurfacing the ablution area, using a much smaller funding budget. This project did not go ahead as a simple surface and cosmetic

fix would not have addressed the overarching issue of needing to create multi-gender spaces and disabled access spaces.

In order to address all of the needs of the project, a major upgrade of the whole area is required. The project is too extensive for the Club to undertake without funding assistance.

Our approach to this project has been collaborative with all major stakeholders involved in the planning process. The Club has engaged the services of a professional draftsman with input from building contractors, and a commercial project manager to ensure that our planning is thorough, feasible, compliant to Australian Standards and fit for purpose.

The planning phase for this project has been rigorous and the proposal that we put forward is the complete solution to address the multiple shortcomings of the NAFSC current changeroom and ablution facilities.

How will your project increase physical activity?

NAFSC encourages female participation in sport, and our project is designed to create an inclusive environment for female players, support staff and umpires. Design solutions have been developed that allow the area to be used by more than one user/team at one time, with no compromise to privacy in crossover areas. The NAFSC facility is primarily used by the North Albany Men's and Women's AFL teams, but is also shared with many other sporting and recreational groups that would also benefit from these upgrades:

- Collingwood Park Cricket Club (male and female participants plus support staff)
- The Albany Touch Rugby Association uses the facility for all games over the summer season. This is a mixed gender sport.
- The venue is leased for visiting events multiple times a year (such as the All-Breeds dog show, visiting Claremont Women's team, Kangas netball social events etc)

If we are to continue to attract more girls and women to sport, it is crucial that we are able to provide welcoming physical environments. This includes ensuring that all players and umpires have access to appropriate change, shower and toilet facilities.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?

This project has been under consideration by the NAFSC committee for many years. Approximately five years ago the Club successfully tendered and were awarded a grant to the value of \$10,000 from CBH for the purpose of these upgrades. The initial plan was to use these funds for a 'surface fix' of new tiles and plumbing fittings. However, upon review of the overall usability problems in the space, plus limitations for disabled access and mixed gender use, it was decided that this money would be saved to be used towards a complete redevelopment.

This grant money, along with other operating income has been saved and earmarked in the planning and budgeting for this project.

In 2021 the Club committed \$8,000 to resurfacing the floor in the warm up area. The floor was in incredibly poor condition with the original slippery concrete surface and old carpet tiles in some places. We ensured that the new commercial grade non-slip flooring was able to be retained and extended during the redevelopment.

Future maintenance and replacement for the facility will be managed with regular contributions to a designated asset management bank account. This (existing) account allows for capital improvements and replacement for major maintenance works. NAFSC is also in the fortunate position of having a large contingent of engaged members and players who are tradespeople. Much of the Club's ongoing small maintenance projects are also undertaken with volunteer labour and materials (plumbing, electrical, carpentry repairs).

Project location:	88 Troode Street, Collingwood Park, Albany WA		
Land ownership:	Who owns the land on which your facility will be located? City of Albany Lease Expiry (if applicable): 31/12/2037		
Planning approvals	If no, provide the date it will be applied for:		
Where applicable, has planning permission been granted? (LGA)	Yes	<input type="checkbox"/> No	<input type="checkbox"/> ____/____/____
Aboriginal Heritage Act?	Yes	<input type="checkbox"/> No	<input type="checkbox"/> ____/____/____
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes	<input type="checkbox"/> No	<input type="checkbox"/> ____/____/____
Native Vegetation Clearing Permit?	Yes	<input type="checkbox"/> No	<input type="checkbox"/> ____/____/____
Please list any other approvals that are required?	Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> 31/07/22
Building Permit			

Do you share your facility with other groups? Yes ☒ No ☐ If so, who: Albany Touch Rugby Association use the NAFSC facilities for all games in their summer season. NAFSC is also the home of Collingwood Park Cricket Club with games played at the ground almost every weekend in summer.

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
North Albany Football Club (Mens & Women's)	70	20
Collingwood Park Cricket Club	15	7
Albany Touch Rugby Association	10	4

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2018/19	184	2019/20	169	2020/21	174
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?

West Australian Football Commission

Have you discussed your project with your State Sporting Association? Yes ☒ No ☐

Contact Name: Steven Rose

Date of contact: 11th February 2022

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	July / Aug 2022
Preparation of tender/quotes for the major works contract	July 2022
Issuing of tender for major works	July 2022
Signing of major works contract	August 2022
Site works commence	September 2022
Construction of project starts	September 2022
Project 50% complete	Late October 2022
Project Completed	Late December 2022
Project hand over and acquittal	Late January 2022

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

We are limited to undertaking this project in the period of time between the men's football season and the start of the women's season. This time frame is bound by early September to late December. The current local building industry is also experiencing delays with materials, this may have resolved by the proposed start date for this project, but if not, material shortages may be a constraining factor.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: _____

Position Held: _____

Signature: _____

Date:

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input type="checkbox"/>	Application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Preliminaries	43,367	47,703.70	NAFSC
Demolition	8,558	9,413.80	NAFSC
Concrete	5,028	5,530.80	Holcim, AGS Concrete
Brickwork	28,698	31,567.80	Esperance Bricklaying
Carpentry	36,814	40,495.40	Buildrite Homes
Render	6,095	6,704.50	Albany Plaster and Renderers
Ceramic Tiling	37,758	41,533.80	Buildrite Homes, Brocks Tiling
Floor Coverings	22,326	24,558.60	Carpet Choices
Paintwork	1,340	1,474.00	Steve Shann Painting
Drainage and Plumbing	23,256	25,581.60	Prowest Plumbing
Electrical Services	4,651	5,116.10	Sumich Electrical
Provisional Sums	15,000	16,500.00	Water Corporation
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)	(23,360) Included in other trades: carpentry, tiling, demolition & paintworks	25,696	North Albany Football Club
Sub Total	234,891	258,380.10	
Cost escalation	16,492	18,141.20	7.5% allowed for inflation of material costs
a) Total project expenditure	251,382	276,520.20	

- At least **two written quotes** are required for each component.

- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	83,794	92,173.40	LGA cash and in-kind		
Applicant cash	60,434	66,477.40	Organisation's cash		
Volunteer labour	23,360	25,696	Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	83,794	92,173.40	up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	251,382	276,520.20	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p>
<p>2. A) <i>If a community group application:</i> Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed**Position****Date**

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 March 2022**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES**PERTH OFFICE**

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA 6849
Tel: (08) 9492 9700
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisure plex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
Mobile 0427 357 774
kimberley@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
Telephone 9690 2400
wheatbelt@dlgsc.wa.gov.au



Green Range Country Club Inc.

40521 South Coast Highway, Green Range, W.A. 6328

Email: greenrangecountryclub@hotmail.com

Nathan Watson
Executive Director Community Services
City of Albany
102 North Road
YAKAMIA WA 6330

Hello Nathan,

My name is Clinton North, Vice-President of the Green Range Country Club. I am appealing to the City of Albany for financial assistance to upgrade bowling facilities at the club. Our current bowling green is in disrepair and is unable to be used for Pennant bowling.

Bowls has not been played at the club for the past 15 years due the current quality and type of green. Preparing the green to be used at Penance level would be an extensive and regular job for volunteers. Every year in February and March, Green Range Country Club hosts corporate bowls on a Friday night, regularly attracting upwards of 30 bowlers and their families. Even at this level a lot of time and effort goes into preparing the surface for play.

The Green Range farming area was opened in 1958 with the pioneering families of that time establishing the club as a central point for families to come together for social, sporting and recreation activities. The club house was officially opened on 22 December 1972, and today remains a valuable community asset, attracting 100 members from surrounding rural communities including Wellstead, Gnowellen, Kojaneerup, South Stirlings and Manypeaks.

The Green Range Country Club is situated approximately 70km northeast of Albany, and is the central community hub for social functions, business meets and recreation. The club sports an eighteen hole golf course, a cricket pitch and oval, and a grass bowling green. The club is open four nights a week and is run by a management committee of local volunteers, employing a permanent on site Bar Manager.

This venue is used by CBH Group for annual grower meets, Stirlings to Coast Farmers for seminars and meetings, local volunteer bushfire brigades for training seminars and general meetings, catering for community events including bushfires, and various community social and fundraising activities.

All current members of the Green Range Country Club support and recognise the need for replacement of the bowling greens as a priority for this club. The return of the Pennant Bowling would see a revitalisation of the club socially and financially. It would allow our local bowlers to play home games at the club instead of having to travel 2 hours to Albany.

The Green Range Country Club has cash reserves to support this project, however these funds are primarily for the ongoing maintenance of the club rooms and bar manager's residence, and for future asset replacement including plant and equipment.

The depletion of these funds puts at risk the future sustainability of the club, and further funding assistance is required. Attached is a CSRFF Small Grants Application, in which the Green Range Country Club respectfully requests \$25,000 from the City of Albany. We have split the project into two stages.

The first stage is site works and installation of the bowling green and fence. The second stage will see lightening for our new green. Total project cost for the first stage is \$300,000 and the second stage is \$100,000. Funding for the first stage will be from multiple sources,

- CBH grant
- Stronger communities' grant
- BBRF
- CSRFF
- Green Range Country Club cash and in-kind contribution

We acknowledge that funds are limited and hope you can be supportive in recognising the valuable contribution this project is to the wider community within the outer eastern regions of the City of Albany.

Yours sincerely,



Clinton North
Vice-president Green Range Country Club



Department of
**Local Government, Sport
and Cultural Industries**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2023

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Mel Eastough

Date: 16/02/2022

Office: Great Southern

Applicant's Details:

Organisation Name:	Green Range Country Club (Incorporated)				
Postal Address:	40521 South Coast Highway				
Suburb:	Green Range	State:	WA	Postcode:	6328
Street Address:	40521 South Coast Highway				
Suburb:	Green Range	State:	WA	Postcode:	6328

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Clinton North	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:			
Business Phone:		Facsimile:	
Mobile Phone:	0427 473 062	Email:	crnorth@live.com.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 74011374490	
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt	
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0650068G *	
Bank details:	Bank: Westpac	BSB: 036-168	A/c: 342 236

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Judith Want	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Club Development Coordinator		
Business Phone:	08 6820 3451	Facsimile:	
Mobile Phone:		Email:	judithw@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Green Range Country Club Bowling Green Revitalisation

Project Description:

Green Range is a small Western Australian Rural Location within the local government area of Albany, located approximately 385kms from the capital Perth covering an area of 469.6 square kilometres. Green Range has a recorded population of 66 residents. The community is serviced by the Green Range Country Club, a vital social and recreational facility with an 18 hole golf course, an aged grass bowling green, and cricket oval. The club house was officially opened on 22 December 1972, and today remains a valuable community asset, regularly attracting up to 100 members annually from surrounding rural communities including Wellstead, Gnowellen, Kojaneerup, South Stirlings and Manypeaks.

The overarching purpose of the project is to upgrade the Country Club's bowling green to a synthetic surface with new fencing. This will allow home games to be played (currently unavailable due to the type and quality of the existing green) and will consequently reduce the burden on members due to constant need to travel to the nearest bowling green 70km away. Club members include skilled tradesmen and builders who will donate their skilled trades and equipment to reduce costs for the project. Local product will be sourced wherever possible.

Bowls has not been regularly played at the club for 15 years due to the current quality and type of green. Preparing the current green for use would be a regular and extensive job for volunteers. However, every year in February, Green Range Country Club hosts corporate bowls on a Friday night, regularly attracting upwards of 30 keen bowlers and children, with significant volunteer effort to prepare the surface. Not only is this event hugely popular and very profitable for the Country Club, but in these tough farming years, it is a great opportunity to get together and talk to each other about how we are coping. The Green Range Country Club has strong ambitions to enable more regular bowls participation and community events. Key outcomes of the proposed project are expected as follows:

1. Participation - With a synthetic surface, bowls can and will be played on a more regular basis, resulting in enhanced active participation and social engagement, with resulting mental and physical health benefits for the community. The project will enable current and new bowlers to actively engage in the sport in the local community, as well as enable both pennants and social bowling competitions to be expanded to support more locals of all ages to participate in the game.
2. Travel - Regular bowls activity on site will reduce the need for community/club members to travel 140km return to utilise suitable greens. This will have several associated safety, community and environmental benefits (e.g. a reduction in carbon emissions).
3. Club viability - The Club will be more viable long term by adding the additional sport with fixtures spread over the entire year which will increase opportunities to get together for this isolated rural community which has recently been through a serious drought period. Climate Change has resulted in a large increase in the unpredictability of season variations which has contributed to stress and mental health within the community. This has made this community facility even more important.
4. Environmental benefit - Synthetic greens are the smartest option in today's water-saving environment. The grass on a bowling green requires a minimum of 6" or 150mm of moist turf to enable the roots to benefit from the use of water from the lower levels over and above any natural rainfall.

How did you establish a need for your project?

Green Range Country Club engaged an independent consultant, Keston Economics, to develop a business case for the project. The business case includes assessment of critical project drivers, need, expected outcomes and impacts. Core project drivers are associated with the following factors:

1. Continuing to service the needs of Green Range and surrounding communities whilst enhancing and diversifying recreational opportunities.
2. Enabling bowls as a sport to be played on site, where the existing grass green is not of suitable quality to host competitive bowls and requires lengthy volunteer operations to prepare the surface for its use).
3. Encouraging increased participation, social engagement and community cohesion, with associated mental and physical health benefits, which is particularly important as the isolated agricultural area has recently suffered from drought, unpredictable seasonal variations, and the ongoing impact of the COVID-19 pandemic.
4. Reducing travel requirements for community/club members, with many currently needing to 70km (one way) to reach their home ground for bowls.
5. Improving club viability by enabling the additional sport with fixtures spread over the entire year, including opportunities for additional events (beyond the very popular annual corporate bowls event that requires heavy volunteer preparation of the existing grass green surface prior to its use).
6. Reducing environmental impact associated with heavy water use to maintain the existing grass green.

A number of broader needs and impacts have also been identified (Section 3 of the supporting business case):

1. Increasing participation for seniors, where regular participation in sports steadily drops for those aged 65 and over, and where bowls is a popular sport amongst seniors to encourage enhanced and more frequent participation (e.g. increasing to a 3.8% participation rate in females over 65 and 6.5% in males over 65).
2. Facilitation greater physical health outcomes from increased participation, where a general cost savings of \$180 per person per year in health costs could be realised for those who can be encouraged to engage in regular physical activity. Given that the impact of inactivity and rate of illness increases with age, the impact of the proposed Green Range Country Club project could be even greater.

3. Supporting the City of Albany's Age Friendly Albany Plan, which aims to encourage active ageing as the process of optimising opportunities for health, participation and security in order to enhance quality of life as people age.
4. Supporting greater social connection and cohesion, where participation in social activities declines with age (4% of people aged 18-24 years report no social or sporting participation in a three month period compared with 21% of those over 75 years).
5. Improving mental health outcomes, where numerous studies and reviews demonstrate associations between physical activity, social interaction and mental wellbeing.
6. Providing new volunteer opportunities, where volunteering has well documented physical and mental health benefits.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

Three core options exist for the Green Range Country Club Bowling Green Revitalisation Project:

1. Do nothing - continued infrequent use of the existing grass green. This would have no benefit to existing members, does not provide new opportunities for participation, engagement, events, volunteering, etc., and requires continued long distance travel requirements for Green Range and surrounding community bowls participants.
2. Replace with grass green - similar capital expenditure with high ongoing costs and frequent volunteer effort for surface maintenance, and continued environmental impact associated with frequent watering in a drought affected area.
3. Replace with synthetic green - the proposed project has low-moderate capital cost and minimal ongoing maintenance costs or effort requirements.

The third option has been selected for its ability to best address Green Range Country Club needs and project drivers, and provide the best outcomes for the community and environment. Two quotations have been received for each of the key elements of this option. Chosen quotations were selected based on a number of factors, including price, quality, track record, reinvestment into the local economy (where possible), environmental performance, and corporate social responsibility.

How will your project increase physical activity?

As part of the business case, member participation and event participation increases have been calculated (Section 1.1.2 of the supporting business case). This is based on a conservative increase over existing hours of participation for both bowls members and social bowls participants.

Bowls members are currently impacted by long-distance travel requirements which reduce the frequency of participation (at around 17 times per annum per person). A localised bowling green is expected to increase frequency of participation for these members (weekly), as well as surrounding clubs and school user groups (average fortnightly) and hence the average annual hours of participation. This represents a 700% increase in the annual hours of participation over the current level (3,640 new hours per annum).

Event participation increase is associated with both social (general community) and competitive bowls (pennants) events. Only one social event is currently host (corporate bowls) and the existing green is not suitable for competitive bowls. The new green is expected to enable four social events and six competitive bowls events each year, increasing the annual total hours of participation from 100 to 580 (a 480% increase in participation).

When considering the average total annual hours of participation for both bowls member/user general participation and social and bowls member event participation, a 4,120 hour increase is expected (664.5% increase in participation over the current level).

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?

As detailed in Section 5.2 of the supporting business case, detailed financial modelling has been conducted to assess the ongoing viability of the club following the project, particularly to ensure any new costs associated with the project are covered by existing or new revenue streams. Green Range Country Club has demonstrated consistent viability in the past, generating net revenues/surplus for many years.

The indicative model for future operations is based on the past two years of annual financial statements, with various adjustments and assumptions made to consider the changes expected through the projects. Predominantly, changes are expected through new maintenance costs associated with the green, fencing and barrier walls, and lighting (to be installed at a later date). An average annual maintenance cost of \$500 on all new infrastructure is assumed.

An asset replacement sinking fund has also been defined in the interest of ensuring self-sufficiency beyond the life of the new green and any other club assets (building, fixtures, fittings, vehicles, etc.). This is determined as 60% of indicative net revenue.

Project location:	Green Range, Western Australia
Land ownership:	Who owns the land on which your facility will be located? City of Albany Lease Expiry (if applicable):

Planning approvals	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	01/07/2022
Aboriginal Heritage Act?	N/A	-
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	N/A	-
Native Vegetation Clearing Permit?	N/A	-
Please list any other approvals that are required?	N/A	-
Do you share your facility with other groups? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If so, who: Golf members, bowls members and social members.		

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2018/19	2019/20	2020/21

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Bowls WA	
Have you discussed your project with your State Sporting Association?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Name:	Date of contact:

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	01/08/2022
Preparation of tender/quotes for the contract	01/08/2022
Issuing of tender	10/08/2022
Signing of works contracts	20/09/2022
Site works commence	01/10/2022
Construction of project starts	01/10/2022
Project 50% complete	02/01/2022
Project Completed	03/04/2022
Project hand over and acquittal	03/04/2022

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

No known constraints. The existing green is vastly underutilised. The only existing event (corporate bowls) will be delayed during the proposed construction period.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Clinton North

Position Held: _____

Signature: _____

Date: _____

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form.
<input checked="" type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input checked="" type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
Concrete works	50,470	55,517	Giovanni Felesina, Jerramungup – QN N/A
Color bond fence supply and installation	17,744	19,518	Great Southern Boundaries – QN 4500
Synthetic turf supply and installation (less value of volunteer labour for removal of existing green and donated accommodating)	199,725	219,698	EverGreen Synthetic Grass quotation – QN N/A
Contingency	15,595	17,154	Calculated on total value of all quotations at a recommend 5% for projects less than \$500,000 in total value.
Donated materials (Please provide cost breakdown)	6,000	6,600	Green Range Country Club will provide donated accommodation to EverGreen Synthetic Turf (30 nights at \$200 per night).
Volunteer labour (Please provide cost breakdown)	4,764	5,240	Green Range Country Club will dig out the existing green and remove plinths (as per EverGreen quotation budget item).
Sub Total	294,298	323,727	-
Cost escalation	5,454	5,999	2% escalation to tender as per standard contractor procedure. Does not escalate the value of donated accommodation.
a) Total project expenditure	299,752	329,726	-

- At least **two written quotes** are required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	25,000	27,500	LGA cash and in-kind	Y	Letter of committed funds and council minutes attached to support.
Applicant cash	14,236	15,659	Organisation's cash	Y	Letter of commitment and evidence of cash in hand attached to support.
Volunteer labour	4,764	5,240	Cannot exceed applicant cash and LGA contribution – max \$50,000	Y	Letter of commitment attached to support.
Donated materials	6,000	6,600	Cannot exceed applicant cash and LGA contribution	Y	Letter of commitment attached to support.
Other State Government funding	-	-		-	-
Federal Government funding	139,835	153,819		N	An Expression of Interest has been accepted through the Stronger Communities Programme Round 7 and formal application submitted upon request (\$10,000). Confirmation is expected imminently. A BBRF Round 6 application was submitted in February 2022, with announcements expected in July 2022 (\$129,835).
Other funding – to be listed	10,000	11,000	Loans, sponsorship etc	Y	attached copy of email announcing success through the CBH Grass Roots grants program (august 2021 round).
CSRFF request (No Development Bonus)	99,917	109,909	up to 1/3 project cost	N	-
or CSRFF request (Development Bonus)	-	-	Up to ½ project cost	N	-
b) Total project funding	299,752	329,726	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

If funding approved is less than the funding requested for this project, or if the project is more expensive than indicated, Green Range Country Club would fund the shortfall with its existing reserves (sufficient funds are available as evidenced by the attached bank statement). Due to the scale of the project and interdependencies of all quoted works, the project's scope cannot be reduced.

--

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

<p>1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?</p>
<p>2. A) <i>If a community group application:</i> Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?</p> <p>B) <i>If a council application:</i> Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?</p>
<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed**Position****Date**

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 March 2022**. Late applications cannot be accepted in any circumstances.

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MIDDLETON BEACH BOWLING AND COMMUNITY CLUB INC

ABN 13 795 697 930

Postal Address
PO Box 1017, Albany D.C., WA, 6331
Club President: Kevin Gleeson
Mobile: 0429 447 817

Club Ph: (08) 9841.2503
Web: Middleton Beach Bowling Club
Facebook: Middleton Beach Bowling Club

Club Secretary: Mike Pooley
Mobile- 0429 447 817
email: mikepooley1@bigpond.com

15th February, 2022.

Mr Nathan Watson
Executive Director, Community Services
City of Albany
Yakamia
WA 6330

Dear Nathan,

Re: CSRFF Grant application – Middleton Beach Bowling and Community Club

The Middleton Beach Bowling and Community Club would like to apply for a Contribution of \$17 436 through the Capital Seed Fund from the City of Albany as part of their CSRFF Small Grant Application to enable us to purchase new carpet for the clubhouse and to erect a Skillion roof shelter to be attached to the south side of the clubhouse, and therefore enhance our facility.

The carpet is over twenty years old and, although it is cleaned annually, is continually heavily stained. It needs to be replaced. We have several user groups who use the clubhouse and we wish to attract other groups, however, the carpet is an eyesore.

We have provided shelters on most of our bowling greens, but the southern side of our clubhouse is exposed to the elements. In winter, there is no shelter from the rain and in summer, the players are exposed to the heat. A skillion shelter would enable players to be under shelter all year round.

The club can confirm that no on-going or additional funds will be sought from the city of Albany for the project, and that the Club will take full responsibility for meeting additional costs (over and above those that have been budgeted) should they arise.

Yours sincerely
Mike Pooley
Secretary
Middleton Beach Bowling and Community Club



Department of
**Local Government, Sport
and Cultural Industries**

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$300,000 to be acquitted by 15 June 2023

You **MUST** discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications **MUST** be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Mel Eastough	Date:	Office: Albany
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Applicant's Details:

Organisation Name:	Middleton Beach Bowling and Community Club				
Postal Address:	PO Box1017				
Suburb:	Albany	State:WA		Postcode:	6330
Street Address:	25 Garden Street				
Suburb:	Albany	State:WA		Postcode:	6330

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Michael Pooley	Title:	Dr Mr <input checked="" type="checkbox"/> Mrs Ms
Position Held:	Secretary		
Business Phone:		Facsimile:	
Mobile Phone:	0429 447 817	Email:	mikepooley1@bigpond.com

Organisation Business Details:

Does your organisation have an ABN?	Yes <input type="checkbox"/> No <input type="checkbox"/>	ABN: 1379569930
Is your organisation registered for GST?	Yes <input type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incorporation #:IARN:a0550012n
Bank details:	Bank: BENDIGO Bendigo	BSB: 633000 A/c: 130899305

Local Government Authority Details:

LGA:	City of Albany		
Contact:	Mitchell Green	Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	Manager, Recreation Services		
Business Phone:	6020 3437	Facsimile:	
Mobile Phone:		Email:	mitchell.green@albany.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Provision of new carpet and Skillion shade to south side of clubhouse (C green).		
Project Description: The project aims to provide a new carpet to the interior of the clubhouse and a Skillion shade cover along the southern side of the clubhouse to provide shelter for our members.		
<p>How did you establish a need for your project? The current carpet in the clubhouse has been down for twenty years. It is cleaned annually, but it is heavily stained and the stains are becoming more difficult to lift. The carpet is well beyond its functional end of life. Recently we have received several comments from our user groups concerning the condition of the carpet. We regularly hire our clubhouse for private functions, however, the floor coverings are an eyesore.</p> <p>The majority of our three greens have shade covers at each end, however, on the southern side of the clubhouse, there is little protection from the elements. On many bowls days the players are without shelter for several hours of the day. In winter there is no protection from the rain and in summer, when most of our bowls is played, the players are in the open, without shade. The membership of the club is quite aged and we wish to provide adequate shade for them during games. Several members have requested the club look into providing shade for the southern side.</p>		
<p>What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?</p> <p>The alternative to our carpet would be floorboards, however, the cost of providing a wooden floor would be prohibitive. There is a preference by the members to keep a carpeted floor.</p> <p>We have looked at the possibility of constructing a roof over our green on the southern side of the clubhouse, but the cost involved is too great. We have provided shelters at each end of our other greens and these have proven to be beneficial.</p>		
<p>How will your project increase physical activity? When the weather conditions are not favourable, we are forced to use our green that has adequate cover at each end. If our southern side green was able to have cover at the clubhouse end, we would be able to utilise the green more often and therefore have more members playing at the same time. When we have "Corporate Bowls", there are 150 players on our three greens. In wet weather, it is often necessary to cancel the event, because of lack of shelter.</p>		
<p>Have the full lifecycle costs of the project been considered, and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?</p> <p>The club currently has an asset replacement fund of \$40 000 which can be used for ongoing maintenance.</p>		
Project location:	Middleton Beach. Albany (25 Garden St, Middleton Beach)	
Land ownership:	Who owns the land on which your facility will be located? Albany City Council Lease Expiry (if applicable): <u>31st December 2036</u>	
Planning approvals	Will be applied for by the successful tenderer	If no, provide the date it will be applied for:
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No+ <input type="checkbox"/>	___/___/___
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No+ <input type="checkbox"/>	___/___/___
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No+ <input type="checkbox"/>	___/___/___
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No+ <input type="checkbox"/>	___/___/___
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___
<p>Do you share your facility with other groups? <u>Yes</u> No <input type="checkbox"/> If so, who ?</p> <p>"Playlist" Choir (approx.40) - Wednesday nights. (All choir have joined as social members)</p> <p>Card Group: 30 -40 players each Tuesday afternoon.</p> <p>Probus Club:(Men) 20-30 each second Tuesday of month.</p> <p>Craft Group: 30 ladies on a Thursday (all day).</p> <p>Corporate Bowlers: 150 for six weeks in January/ February.</p>		

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List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Bowls	70%	26
Craft Group	20%	6
Card Group	10%	3

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2018/19	105 full members 20 social	2019/20	110 full members 30 social	2020/21	118 full members 70 social
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State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Bowls Western Australia	
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Ken Pride	Date of contact: 15th February 2022

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	22/3/2022
Preparation of tender/quotes for the major works contract	
Issuing of tender for major works	30/6/2022
Signing of major works contract	10/7/2022
Site works commence	25/7/2022
Construction of project starts	15/8/2022
Project 50% complete	15/9/2022
Project Completed	30/9/2022
Project hand over and acquittal	30/10/2022

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.
No

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Michael William Pooley

Position Held: Secretary, Middleton Beach Bowling and Community Club

Signature: _____

Date: 15th February, 2022.

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input type="checkbox"/>	Application form.
<input type="checkbox"/>	Incorporation Certificate.
<input type="checkbox"/>	Two written quotes.
<input type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
ie Electrical Works	25,000	27,500	B & S Electrical
<u>Carpet</u>	<u>29783</u>	<u>32762</u>	<u>Choices Flooring</u> (Quote no. 211287) 11/2/2022
<u>Scillion Roof Cover</u>	<u>17772</u>	<u>19495</u>	<u>Kosters Outdoor</u> 9/2/2022
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	47555		
Cost escalation	4755		Please explain amount used
a) Total project expenditure	52310.50	<u>57757</u>	

- At least **two written quotes** are required for each component.
- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	17436		LGA cash and in-kind		
Applicant cash	17438.50		Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request (No Development Bonus)	17436		up to 1/3 project cost	N	
or CSRFF request (Development Bonus)			Up to ½ project cost	N	
b) Total project funding	52310.50		<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

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PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority:
Name of Applicant:

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|--------------------------|
| A | Well planned and needed by municipality | <input type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

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<p>3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.</p>

Signed**Position****Date**

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Community Sports & Recreation Facilities (CSRFF) Small Grant Funding Policy

Objective

The objectives of this policy are to:

- Provide an equitable and transparent framework for the assessment and ranking of CSRFF and Club Night Lights Grant Applications in line with the Department of Local Government, Sport and Cultural Industries guidelines.
- Ensure all Capital Seed grant applications are considered as part of a strategic process to ensure the delivery of quality, sustainable facilities which align with the Councils strategic objectives.
- Provide a framework for the allocation of the Capital Seed Funds to assist with leveraging other funding opportunities and maximising the outcomes for the community.
- Provide a framework for the allocation of the Capital Seed Funds should an applicant be unsuccessful in their application to DLGSCI.
- Limit the City of Albany's contribution to small grant eligible projects to 33% of the total project cost.

Policy Statements

The City of Albany recognises the importance of providing or facilitating physical activity opportunities through accessible, safe and affordable facilities that meet the identified needs of the community.

The City of Albany will encourage and promote physical activity through:

- The provision or facilitation of reserves and facilities for structured community sport and recreation.
- Providing support to sporting clubs.
- Promotion of joint provision, shared and multi use community facilities.

The City of Albany's Capital Seed Fund aligns with the Department of Local Government, Sport and Cultural Industries CSRFF and Club Night Lights guidelines by:

- Developing [basic infrastructure](#) for sport and recreation.
- Supporting an [increase in participation](#) in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.
- Supporting [joint provision](#) and [shared use](#) of facilities.

A. Eligibility

Applicants for CSRFF and Club Night Lights Funding must:

- Be either an LGA or not for profit sport, recreation or community organisation.
- Be incorporated under the WA Associations Incorporation Act 1987.
- Have an Australian Business Number (ABN).

Applicants for Capital Seed Funding must:

- Be a not for profit sport and recreation community organisation within the boundaries of the City of Albany municipality.
- Be incorporated under the WA Associations Incorporation Act 1987.
- Have an ABN.
- Be applying for the DLGSCI Small Grants Round.
- Have discussed their project with Recreation Services, Council Officers.

As per the CSRFF and Club Night Lights Guidelines the types of projects which will be strongly supported for Capital Seed Funds include:

- Upgrade and additions to existing facilities.
- Construction of new facilities to meet sport and active recreation needs.
- Lighting projects.
- Projects which are 'shovel ready'.

Priority will also be given to projects which lead to contemporary models of joint provision, facility sharing and rationalisation

B. Financial Contribution

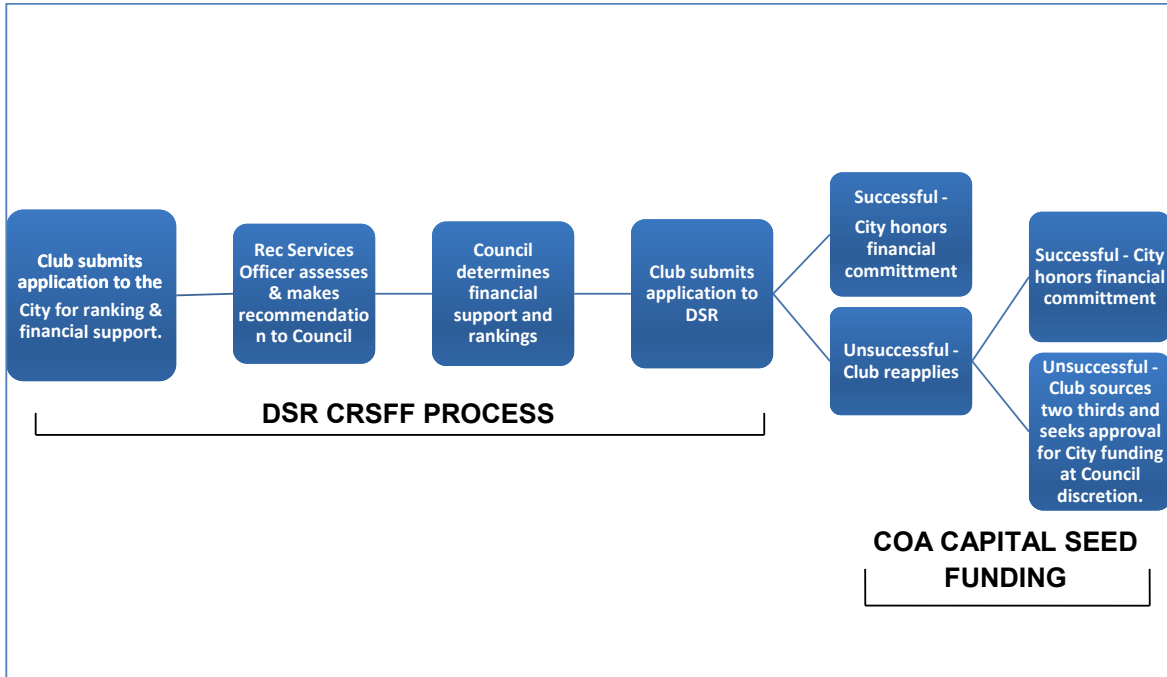
Local government is not obliged to contribute to any successful CSRFF and Club Night Lights projects.

Requests for the Capital Seed Fund may be considered by Council with the following conditions:

- Capital Seed Fund will only be awarded in support of successful CSRFF and Club Night Lights applications.
- A maximum of one third of the total estimated project costs (excluding GST).
- If quotes are inaccurate applicants are responsible for sourcing additional costs.
- Applicants are responsible for understanding and managing the GST component of their grant application.

If an applicant is unsuccessful Council may still consider contributing the maximum one third of the total estimated project costs to an applicant's project with the following conditions:

- The applicant has made at least two attempts to leverage CSRFF.
- The applicant can source the remaining two thirds of the total estimated project costs themselves.



C. Budget Allocation and Timeframe

The total Capital Seed Funds budget to be allocated each financial year to be determined on an annual basis. Allocated funds are able to be accessed until the following June from date of allocation in line with CSRFF Guidelines, unless otherwise approved by Council.

Unallocated Capital Seed Funds to be carried forward to the following financial year.

D. Out of Scope

This Policy does not reference, influence or impact other funding or financial assistance programs delivered by the City, through City Business Units or other programs that may be delivered from time to time.

Legislative and Strategic Context

The CSRFF, Club Night Lights and Capital Seed Funds for community sport and recreation groups directly relate to the City of Albany Community Strategic Plan.

Responsibility and Policy Custodian Review Position and Date

Oversight and delivery of activity generated by this Policy is within the Recreation Services Team.

This policy and procedure is to be reviewed by the document owner every two years.

Associated Documents

All following documents relate to this policy:

- DLGSCI - CSRFF Guidelines and Application Form
- DLGSCI - Club Night Lights Guidelines and Application Form
- DLGSCI - Project Assessment Sheet
- City of Albany Public Health Plan

Acronyms

CSRFF	Community Sport and Recreation Facility Fund
DLGSCI	Department of Local Government, Sport and Culture Industries
SSA	State Sporting Association
LGA	Local Government Authority

Definitions: 1

- **Health:** the World Health Organisation defines health as ‘a state of complete physical, mental and social wellbeing and not merely the absence of disease or infirmity.’
Health and wellbeing take into account the places people live and the policies that shape their lives, as well as the individual lifestyles people pursue.
- **Organised Sport and Recreation:** involves participation in fixtured sporting events (e.g. netball/hockey/football) or activities which require the supervision or expertise of an instructor (e.g. aerobics)
- **Sport Spaces:** provide a setting for formal structured activities. Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training, and competition or watch the game. Most sport spaces can be accessed by community members for informal sport and recreation
- **Recreation:** an activity of leisure for free time often done for enjoyment and can be considered healthy, fun and social
- **Recreation Spaces:** Provide a setting for informal play and physical activity, relaxation and social interaction. Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.
- **Active Public Open Space:** typically provides for more formal recreational pursuits and organised sporting activities (e.g. ovals, soccer pitches, netball courts). Active spaces within parks may also be hard non-green spaces, such as basketball and tennis courts which are important facilities for physical activity and exercise
- **Incidental Activity:** includes active play and recreation, for example walking the dog, swimming, walking and cycling for recreation, walking for public transport.

¹ Healthy Active by Design www.healthyactivebydesign.com.au/

- **Open Space Classification (from DSR):** based on the function and catchment hierarchy. The function of the space refers to its primary use and expected activities:
 - Recreation spaces – provide a setting for informal play and physical activity, relaxation and social interaction
 - Sport spaces – provide a setting for formal structured sporting activities
- **Nature spaces:** provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values
- **Co-Location:** Locating/integrating two or more facilities on the same or adjacent sites
- **Facility Sharing:** Locating/integrating two or more groups which utilise the same facility and operate under a shared management structure.

Document Approval			
Document Development Officer:			Document Owner:
Manager Recreation Services			Executive Director Commercial Services
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Document Reference Number:	NP1766753		
Meta Data: Key Search Terms	Sport, Recreation, Grant, Funding, Ranking, Assessment		
Status of Document:	Council decision: Adopted & Reviewed.		
Quality Assurance:	Executive Management Team, Community Services Committee and Council.		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Manager Recreation Services	Adoption Reference: OCM 25/08/2015 Resolution CS022. NP1547269.	01/09/2015
2.0	MGR	Review Reference: OCM 25/02/2020 Resolution CCCS214.	12/03/2020

DENMARK RECREATION CENTRE

Shire of Denmark
 Mclean Park, Brazier St
 Denmark WA 6330
9848 0344
 E: reccentre@denmark.wa.gov.au
 W: www.denmark.wa.gov.au

BRIEFING NOTE

To: City of Albany
 Attn: Mitch Green
 Date : 23/02/2022

Subject

CSRFF – Independent Review

Purpose

Review of the City of Albany's project ranking process and recommendations for the 2022 funding round.

Review

Three applications were reviewed against the CSRFF Small Grant Funding Policy and the Department of Local Government, Sport and Cultural Industries Community Sporting and Recreation Facilities Fund Policy and Procedures.

The three applications assessed were:

- North Albany Football and Sporting Club – Upgrade and redevelopment of NAFSC change rooms and ablutions
- Middleton Beach Bowling Club - Provision of new carpet and skillion shade to south side of clubhouse (C Green)
- Green Range Country Club - Bowling Green Revitalisation

All three applications meet the requirements of the City's CSRFF policy and the DLGSCI's CSRFF policy and deemed eligible for funding.

Individually each of the three applications align "variously" with the City of Albany – Strategic Community Plan 2032.

Two of the Top 5 Priorities (MARKYT Community Priorities)

- Sustainability and climate action
- Youth services and facilities



Outcomes	Objectives
1 A diverse and inclusive community	1.1 Provide facilities and services to meet the needs of families and young children 1.2 Improve access and inclusion for people with disability
2 A happy, healthy and resilient community	2.1 Improve access to quality health facilities, services and programs to achieve good general and mental health in the community 2.2 Improve access to sport, recreation and fitness facilities and programs 2.3 Grow community capacity and belonging through volunteering

Ranking of Projects

RANK	ORGANISATION	PROJECT	REVIEW
1	North Albany Football and Sporting Club	Upgrade and redevelopment of NAFSC change rooms and ablutions	<p>This project is a well-considered application that would improve:</p> <ol style="list-style-type: none"> 1. Functionality 2. Safety 3. Privacy 4. Access 5. Inclusion <p>The proposal would appeal and benefit multiple community groups.</p> <p>The redevelopment aligns with modern and contemporary standards for sporting amenities and genuinely aligns to inclusive design modelling principles.</p> <p>The project offers a wider range of community impact whilst rectifying some</p>

			<p>clear issues with privacy, safety and gender equality.</p> <p>This project would improve the asset and make the facility “fit for purpose” whilst enhancing and supporting mixed genders, youth and people with a disability.</p>
2	Green Range Country Club	Bowling Green Revitalisation	<p>A thorough and compelling application that would clearly benefit the local community by:</p> <ol style="list-style-type: none"> 1. Increasing participation 2. Improve playing conditions 3. Sustainable approach 4. Environmental impact (reduced travel, reduced water use etc) 5. Club viability <p>Activating the bowling green would enable the local community to connect, reduce demand on the volunteers and make progress on developing a club/member base model.</p> <p>Improving the asset and “playability” to a synthetic green will have a longer term benefit whilst also growing the community’s capacity to host events, attract new players or offer programs to support the investment.</p> <p>Given the synthetic bowling green may only benefit bowlers, consideration has to be made given to the overall community impact of the project compared to other submissions.</p>
3	Middleton Beach Bowling Club	Provision of new carpet and skillion shade to south side of clubhouse (C Green)	<p>A valid request given the age of the carpet and limited shade structures currently at the southern end of the facility.</p> <p>Replacing the carpet would provide an immediate improvement to:</p> <ol style="list-style-type: none"> 1. Aesthetics of clubrooms 2. Hygiene 3. Allergenic properties 4. Club viability (bookings, events etc) <p>Providing shade structures would immediately improve:</p> <ol style="list-style-type: none"> 1. Protection from the elements 2. Improve functionality of bowls space

Recommendation

As an independent reviewer of the projects; the following criteria was used to determine the ranking of each project:

1. CSRFF 2022-2023 Policies and Procedures Local Government State Sporting Associations

- a. Priority Considerations
 - i. New or upgraded facilities which maintain or increase physical activity, or result in a more rational use of facilities.
 - ii. Priorities will be given to projects that lead to facility sharing and rationalization
 - iii. Examples of projects which will be considered for funding include
 - 1. New playing surfaces e.g ovals, synthetic surfaces etc
 - 2. Floodlighting
 - 3. Change rooms and ablutions
 - 4. Sports storage

2. Community Sports & recreation Facilities (CSRFF) Small Grant Funding Policy

- a. Policy Statements
 - i. The City of Albany will encourage and promote physical activity
- b. Eligibility
 - i. As per the CSRFF Guidelines the types of projects which will be strongly supported for Capital Seed Funds include:
 - 1. Upgrades and additions to existing facilities
 - 2. Construction of new facilities to meet sport and active recreation needs
 - 3. Lighting projects
 - 4. Projects which are 'shovel ready'

Ranking

- 1. North Albany Football and Sporting Club – Upgrade and redevelopment of NAFSC change rooms and ablutions
- 2. Green Range Country Club - Bowling Green Revitalisation
- 3. Middleton Beach Bowling Club - Provision of new carpet and skillion shade to south side of clubhouse (C Green)



BRIEFING NOTE

TO: City of Albany	FROM: Terry Eaton APM
CC: Mitchell Green	DATE: 23 rd February 2022
SUBJECT: CSRFF – Independent Review Request	

PURPOSE

Review of the City of Albany's project ranking process and recommendations for the 2022 funding round.

REVIEW

I have reviewed three applications were against the City of Albany's *Community Sports and Recreation Facilities (CSRFF) Small Grant Funding Policy* and the Department of Local Government, Sport and Cultural Industries *Community Sporting and Recreation Facilities Fund Policy and Procedures: Local government and State Sporting Associations 2022-2023 Funding Round*.

The three applications assessed were:

- North Albany Football and Sporting Club-upgrade and redevelopment of changerooms and ablutions to create an inclusive, unisex and multi-use facility.
- Green Range Country Club-change from grass surface to synthetic surface for bowls and new fencing.
- Middleton Beach Bowling Club- replace carpet in clubhouse and skillion shade structure along southern side providing protecting members on C Green.

All three of the applications meet the requirements of the City's CSRFF policy and the DLGSCI's CSRFF Policy and deemed eligible for funding.

The three applications also aligned with the City of Albany "*Albany 2030 Community Strategic Plan*", namely:

Objective 4.3: To develop and support a healthy inclusive and accessible community Community

Priorities

- 4.3.1** Develop a range of activities and facilities that connect people, promote a healthy community and are appropriate for all ages.

We know we are succeeding when:

Our community increasingly uses community spaces to meet and participate in healthy activities.

- 4.3.2** Encourage and support volunteers and community groups to grow an active volunteer base that is supported and valued.

We know we are succeeding when:

Volunteering and participation in community organisations increases.

RANKING OF PROJECTS

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	North Albany Football and Sporting Club	Redevelop existing changeroom, warm up space and toilet /shower ablutions to create areas that are multipurpose and suitable for both men's and women's sports participants.	<p>This project has been rated 1 and demonstrates a high level of planning and member involvement, the North Albany Football and Sporting Club should be supported with this project.</p> <p>It is envisaged this project will enable increased recreation opportunities to the wider community of Albany.</p> <p>Issues have been clearly identified in regards to the present toilets and showers the upgrade will provide a more comfortable and private areas for all genders to use.</p> <p>Furthermore, the upgrade of facilities to enable Disabled Access, relocation of Trainers Room and a separate Umpires room illustrates the clear understanding of community needs going forward.</p> <p>Club has a very good current membership base of 174, this project will I believe will assist in growing it further in the future.</p>
2	Green Range Country Club	Replace grass bowling green with a synthetic surface and installation of a new fence.	<p>A well thought out and planned project.</p> <p>The move to a synthetic surface from grass will allow members to play 12 months of the year, also reduce the burden on volunteers/ members to prepare greens and allow members and visitors to enjoy the facility and to spend more time socially with physical and mental health benefits.</p> <p>The change will allow enable more participation, bring about more community events plus enhancing the other facilities such as the golf course and ovals</p> <p>Club has a membership base of 91 which is excellent in a small community.</p>
3	Middleton Beach Bowling Club	Provide new carpet in the clubhouse plus a skillion shade structure along the southern side -C Green, therefore providing extra shelter for the members.	<p>A planned and needed project that will provide for its current members.</p> <p>The facility is currently well used and enjoys a membership of 118 members.</p> <p>Firstly in replacing the carpet inside the clubhouse which has had good wear and tear over 20 years will be excellent for its members to enjoy.</p> <p>Also making the clubhouse more attractive to hire for private functions at the Bowling Club therefore engaging with the wider community that may also assist to grow their membership.</p> <p>The upgrade of the skillion shade structure to the southern side of the clubhouse will provide protection to its members and participants year-round from the elements in particular sun, wind and rain.</p>

RECOMMENDATION

As an independent reviewer of the rankings for CSRFF projects based on the CSRFF guidelines and City of Albany policies, I agree that the projects should be ranked in the following order:

- **Rank 1 of 3 – North Albany Football and Sporting Club**
- **Rank 2 of 3 – Green Range Country Club**
- **Rank 3 of 3 – Middleton Beach Bowling Club**

If you have any questions or require further information, please don't hesitate to contact me.

Kind Regards,

A handwritten signature in black ink, appearing to read 'T. Eaton', with a stylized flourish at the end.

Terry Eaton APM

Manager of Albany PCYC

terry.eaton@wapcyc.com.au

City of Albany

BRIEFING NOTE

TO: City of Albany	FROM: Alana Lacy
CC: Mitchell Green	DATE: 25 February 2022
SUBJECT: CSRFF – Independent Review	

PURPOSE

Review of the City of Albany’s project ranking process and recommendations for the 2022 funding round.

REVIEW

Three applications were reviewed against the City of Albany’s *Community Sports and Recreation Facilities (CSRFF) Small Grant Funding Policy* and the Department of Local Government, Sport and Cultural Industries *Community Sporting and Recreation Facilities Fund Policy and Procedures: Local government and State Sporting Associations 2022-2023 Funding Round*.

The three applications assessed were:

- North Albany Football & Sporting Club – Upgrade and Redevelopment of Change Rooms & Ablutions
- Green Range Country Club – Bowling Green Revitalisation Project ; and
- Middleton Beach Bowling Club – Provision of new Carpet and Skillion shade structure

All three of the applications met the requirements of the City’s CSRFF policy and the DLGSCI’s CSRFF Policy and deemed eligible for funding. The three applications also aligned with the City of Albany “*Albany 2030 Community Strategic Plan*”, namely:

In this process I was guided by the priority ranking of the City of Albany and the project qualifying under the CSRFF guidelines as well as the funding mix.

RANKING OF PROJECTS

- **Priority 1. Sporting Surfaces;**
- **Priority 2. Sports Lighting;**
- **Priority 3.Storage/Changerooms/Toilets; and**
- **Priority 4. Supporting Social Amenities.**

RANK	ORGANISATION	PROJECT DETAIL	OVERALL PROJECT RATING
1	Green Range Country Club	Replacing the surface on the Bowling Rink	Well planned and needed by the applicant. The project is a sporting surface application and therefore ranks priority 1 (see highlighted above) Considerable work has gone into securing cofunding for this project (\$10k CBH confirmed / \$10k Stronger Communities tbc / \$70k BBRF 6 tbc). The project addresses issues of a social / mental health / community connection for a geographically isolated location. This projects meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a high priority and based on hierarchy of facilities this project is ranked 1 of 3
2	North Albany Football & Sporting Club	Upgrade and Redevelopment of change rooms & Ablutions Inclusive, Unisex & Multi-use facility	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a ranked as a priority 3 (storage/change rooms / toilets) and based on hierarchy of facilities this project is ranked 2 of 3. Addresses the issue of inclusivity.
3	Middleton Beach Bowling Club	Enhancement to Club Facility	Well planned and needed by the applicant. This project meets the criteria for the Community Sports and Recreation Facilities Policy and CSRFF Guidelines. The project is a priority 4 (supporting sporting amenities) and based on hierarchy of facilities this project is ranked 3 of 3.

RECOMMENDATION

As an independent reviewer of the rankings for CSRFF projects based on the CSRFF guidelines and City of Albany policies, I agree that the projects be ranked in the following order:

- **Rank 1 of 3 – Green Range Country Club**
- **Rank 2 of 3 – North Albany Football & Sporting Club**
- **Rank 3 of 3 – Middleton Beach Bowling Club**

If you have any questions or require further information, please don't hesitate to contact me.

Kind Regards,

Alana Lacy

CITY OF ALBANY
REPORT

To : His Worship the Mayor and Councillors
From : Administration Officer - Planning
Subject : Development Application Approvals – Feb 2022
Date : 2 March 2022

1. The attached report shows Development Application Approvals issued under delegation by a planning officer for the month of February 2022.
2. Within this period 20 Development applications were determined, of these;
 - 20 Development applications were approved under delegated authority



Suzanne Beale
Information Officer – Development Services

PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY

Applications Determined for February 2022

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2220028	24/01/22	Kurannup Road	Bayonet Head	Single House - Addition (Deck)	Delegate Approved	17/02/22	Ashton James
P2220037	28/01/22	Ballindean Avenue	Bayonet Head	Single House - Additions	Delegate Approved	08/02/22	Dylan Ashboth
P2220034	27/01/22	Rainbows End	Big Grove	Single House Outbuilding and Water Tank	Delegate Approved	21/02/22	Josh Dallimore
P2210707	08/12/21	Sanford Road	Centennial Park	Development - Shelters x 2 Car Park Signage x 4	Delegate Approved	17/02/22	Josh Dallimore
P2220003	06/01/22	Harrogate Road	Gledhow	Single House - Outbuilding	Delegate Approved	01/02/22	Ashton James
P2210535	14/09/21	La Prouse Court	Goode Beach	Single House & Modification to Building Envelope	Delegate Approved	17/02/22	Dylan Ashboth
P2220008	11/01/22	Dempster Road	Kalgan	Agriculture - Extensive (Outbuilding)	Delegate Approved	01/02/22	Ashton James
P2220027	24/01/22	Henty Road	Kalgan	Single House - Water Tanks (x2) & Retaining Walls	Delegate Approved	17/02/22	Ashton James
P2220018	17/01/22	Nancy Lane	Lange	Single House - Additions	Delegate Approved	04/02/22	Josh Dallimore
P2220020	20/01/22	Cumberland Road	Lower King	Single House	Delegate Approved	22/02/22	Josh Dallimore
P2220036	27/01/22	Brooks Road	Lowlands	Single House - Outbuilding	Delegate Approved	09/02/22	Josh Dallimore
P2220032	27/01/22	Ajana Drive	Marbelup	Single House - Outbuilding	Delegate Approved	18/02/22	Josh Dallimore
P2210666	16/11/21	Robinson Street	Mount Melville	Single House - Additions	Delegate Approved	24/02/22	Abbey Goodall
P2220015	17/01/22	Churchlane Road	Napier	Single House - Outbuilding	Delegate Approved	01/02/22	Josh Dallimore
P2210677	23/11/21	Premier Circle	Spencer Park	Single House & Retaining Walls	Delegate Approved	24/02/22	Ashton James
P2220000	04/01/22	Frenchman Bay Road	Torndirrup	Single House - Outbuilding	Delegate Approved	07/02/22	Dylan Ashboth
P2220047	01/02/22	Frenchman Bay Road	Torndirrup	Development - Maintenance Shed	Delegate Approved	22/02/22	Josh Dallimore
P2220031	25/01/22	Harvey Road	Warrenup	Rural Pursuit (Outbuilding)	Delegate Approved	07/02/22	Josh Dallimore
P2220019	18/01/22	Frost Close	Willyung	Single House - Outbuilding & Water Tank	Delegate Approved	07/02/22	Josh Dallimore
P2220023	24/01/22	Grandis Way	Yakamia	Single House - Outbuilding	Delegate Approved	08/02/22	Jessica Anderson

City of Albany

Building Report

To : His Worship the Mayor and Councillors
From : Jasmin Corcoran - Development Services
Subject : Building Activity – February 2022
Date : 01/03/2022

1. In February 2022, (76) building permits were issued for building activity worth \$8,278,310. This included five (5) Demolition permits.
2. It's brought to Council's attention that these figures included the following building permits –
166144 – Dwelling Additions: Estimated Value \$1,153,086; and
166021 – 6 X Residential Units & 1 X Office Tenancy Development: Estimated Value \$2,200,000.
3. The three (3) attached graphs compare the current activity with the past five (5) fiscal years. The first one compares the amount of decisions made, the second one compares the value of activity, and the third one compares the number of dwellings and units.
4. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
5. Attached are the details of the permits issued for February, the eighth month of activity in the City of Albany for the financial year 2021/2022.



Jasmin Corcoran
Development Services

BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

Applications determined for February 2022

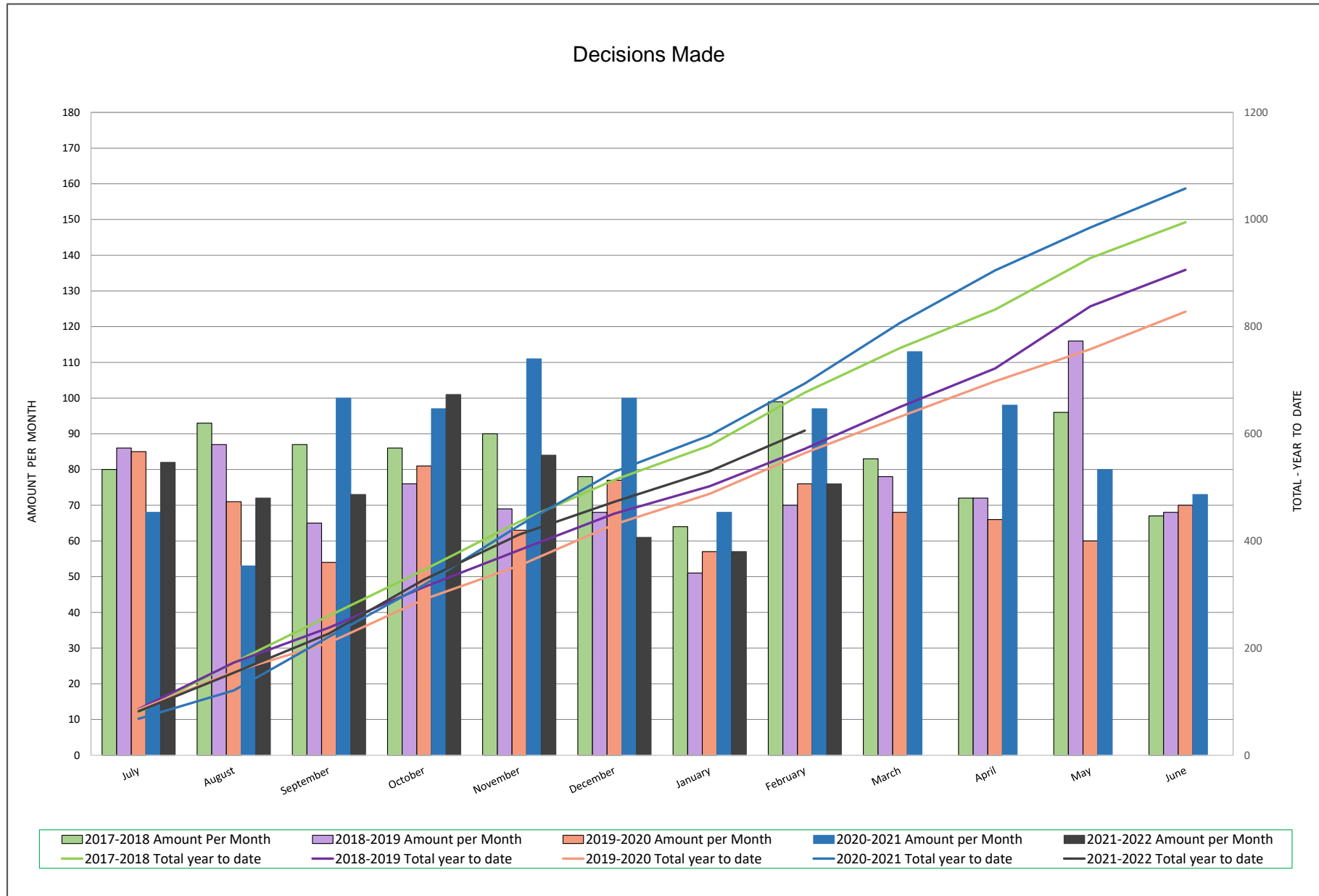
Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
166093	C BURNELL	RETAINING WALL - UNCERTIFIED	176	201	GREY STREET WEST	ALBANY
166102	MR ROOFING WA PTY LTD	RE-ROOF EXISTING DWELLING - UNCERTIFIED	Unit 1/36	1	VIEW STREET	ALBANY
166114	REALFORCE PTY LTD	OCCUPANCY PERMIT - PREMIER HOTEL	194-208	15	YORK STREET	ALBANY
166120	CDI GROUP PTY LTD	OCCUPANCY PERMIT - HILTON HOTEL	3	3	TOLL PLACE	ALBANY
166021	GREAT SOUTHERN ENDEAVOUR PROJECTS PTY LTD	6 X RESIDENTIAL UNITS & 1 X OFFICE TENANCY DEVELOPMENT - CERTIFIED	1	20	DUKE STREET	ALBANY
166141	DOWNRITE DEMOLITION	DEMOLITION PERMIT - AWNING	220	31	YORK STREET	ALBANY
166134	DOWNRITE DEMOLITION	PART DEMOLITION - 2 STOREY WEATHERBOARD ADDITIONS TO EXISTING DWELLING	1	20	DUKE STREET	ALBANY
166143	ADRIAN WILLIAM VAN DEN BERG	COMPLIANT DOOR - CERTIFIED	291-293	49	YORK STREET	ALBANY
165989	WJ RANGER	SHED - UNCERTIFIED	27	602	JEEDA CLOSE	BAYONET HEAD
166059	ALBANY SHEDS AND GARAGES	CARPORT - UNCERTIFIED	22	134	BALLINDEAN AVENUE	BAYONET HEAD
166127	DOWNRITE DEMOLITION	DEMOLITION PERMIT - HOUSE & 2 SHEDS		286	ALISON PARADE	BAYONET HEAD
166128	MAINTENANCE PTY LTD	SHED - UNCERTIFIED	15	82	LEISHMAN COURT	BAYONET HEAD
166119	HOME GROUP WA GREAT SOUTHERN PTY LTD	DWELLING - UNCERTIFIED	20	5	BARAMBAH CIRCUIT	BAYONET HEAD
166115	HOME GROUP WA GREAT SOUTHERN PTY LTD	DWELLING - UNCERTIFIED	6	86	CUTTER LINK	BAYONET HEAD

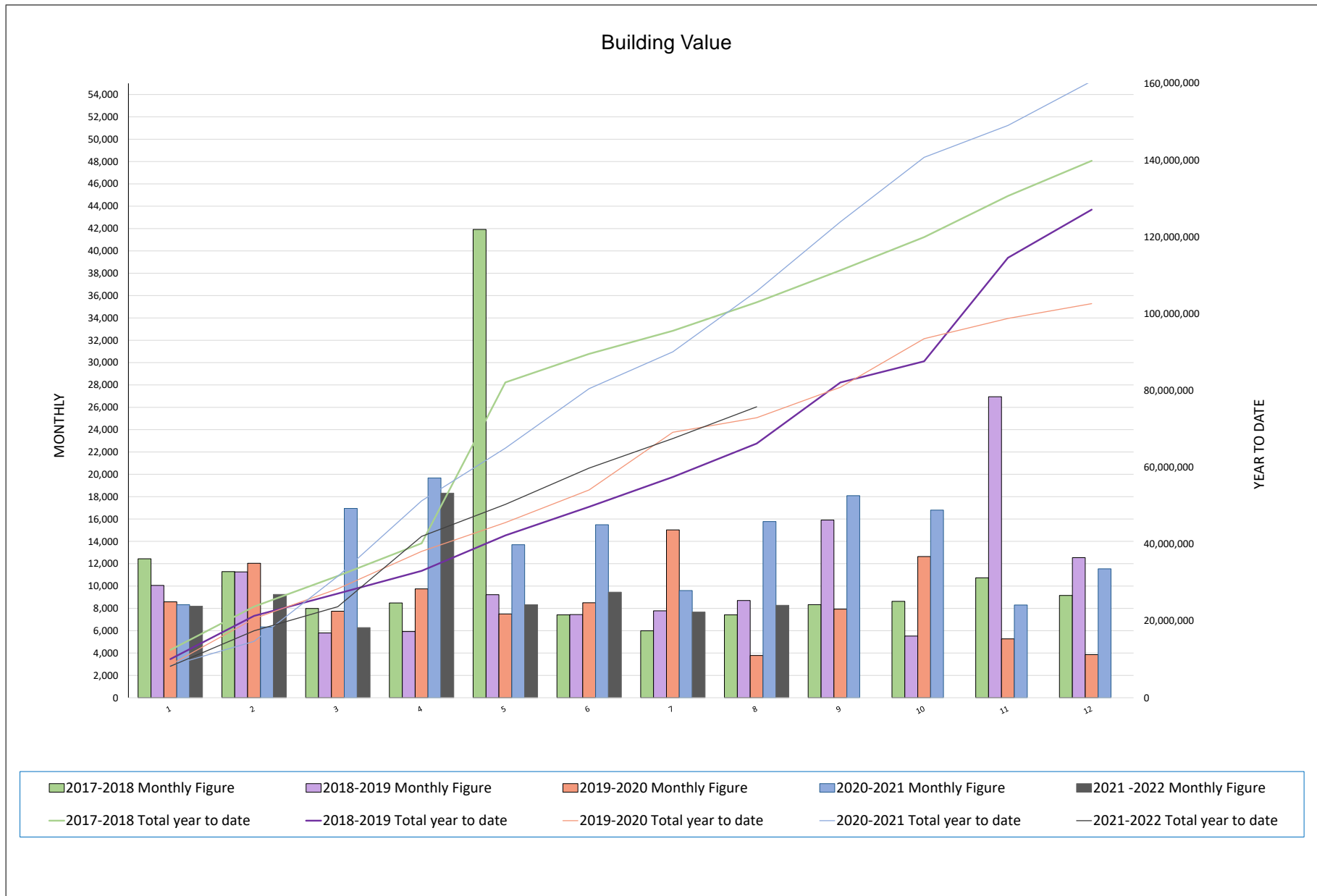
Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
166064	CAST-TECH GROUP	NOISE WALL - STAGE 2 - UNCERTIFIED	33	734	BARKER ROAD	CENTENNIAL PARK
166108	ALBANY SOLAR/HOWITT ELECTRICAL	SOLAR PANELS TO EXISTING BUILDING - CERTIFIED	196B	2	ALBANY HIGHWAY	CENTENNIAL PARK
166132	CLAUDIO & ROMEO GLIOSCA	CHANGE OF CLASSIFICATION FROM DWELLING TO DENTAL CONSULTING ROOMS - CERTIFIED	82	1	STEAD ROAD	CENTENNIAL PARK
166136	D J LOTT	SIGN FENCING & GATE - UNCERTIFIED	111-115	44	STEAD ROAD	CENTENNIAL PARK
166137	WISECLASS INVESTMENTS PTY LTD	OCCUPANCY PERMIT - ALDI STORE	42-88	105 104	ALBANY HIGHWAY	CENTENNIAL PARK
166139	RAPID RETAIL GROUP PTY LTD	SHOP FITOUT UNITS 8-9 - CERTIFIED	42-88	105 104	ALBANY HIGHWAY	CENTENNIAL PARK
166149	ALBANY SOLAR/HOWITT ELECTRICAL	SOLAR PANELS x 20 - CERTIFIED	29	115	BARKER ROAD	CENTENNIAL PARK
166057	D O'NEIL	SHED - UNCERTIFIED	39	7249	OLD SCHOOL ROAD	ELLEKER
166095	DOWNRITE DEMOLITION	DEMOLITION PERMIT - DWELLING GARAGE SLAB AND RETAINING WALL	22	1061	BEDWELL STREET	EMU POINT
166085	TIMMER	NEW DWELLING - UNCERTIFIED	33	21	OXFORD STREET	GLEDHOW
166109	RADOJKO CEKEREVAC	SHED - UNCERTIFIED	30	9	HARROGATE ROAD	GLEDHOW
166112	TRABS CONSTRUCTIONS T/AS RANBUILD GREAT	SHED - UNCERTIFIED	1244	17	DEMPSTER ROAD	KALGAN
166121	A C HAWKER	SHED - UNCERTIFIED	21	203	LESUEUR VIEW	KALGAN
165988	PTY LTD	SHED & PATIO - UNCERTIFIED	58	152	EAST BANK ROAD	KALGAN
166130	BARKER	WATER TANK - UNCERTIFIED	164	108	HUNTON ROAD	KALGAN
166142	CONTROL CAR CLUB	CERTIFIED	1520	500 7461	MILLBROOK ROAD	KING RIVER
166148	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	16	49	NANCY LANE	LANGE
166118	STEFAN ERICSON	RELOCATED SHED - UNCERTIFIED	3	11	GROVE STREET WEST	LITTLE GROVE
166131	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	Unit 8/18	8	QUEEN STREET	LITTLE GROVE

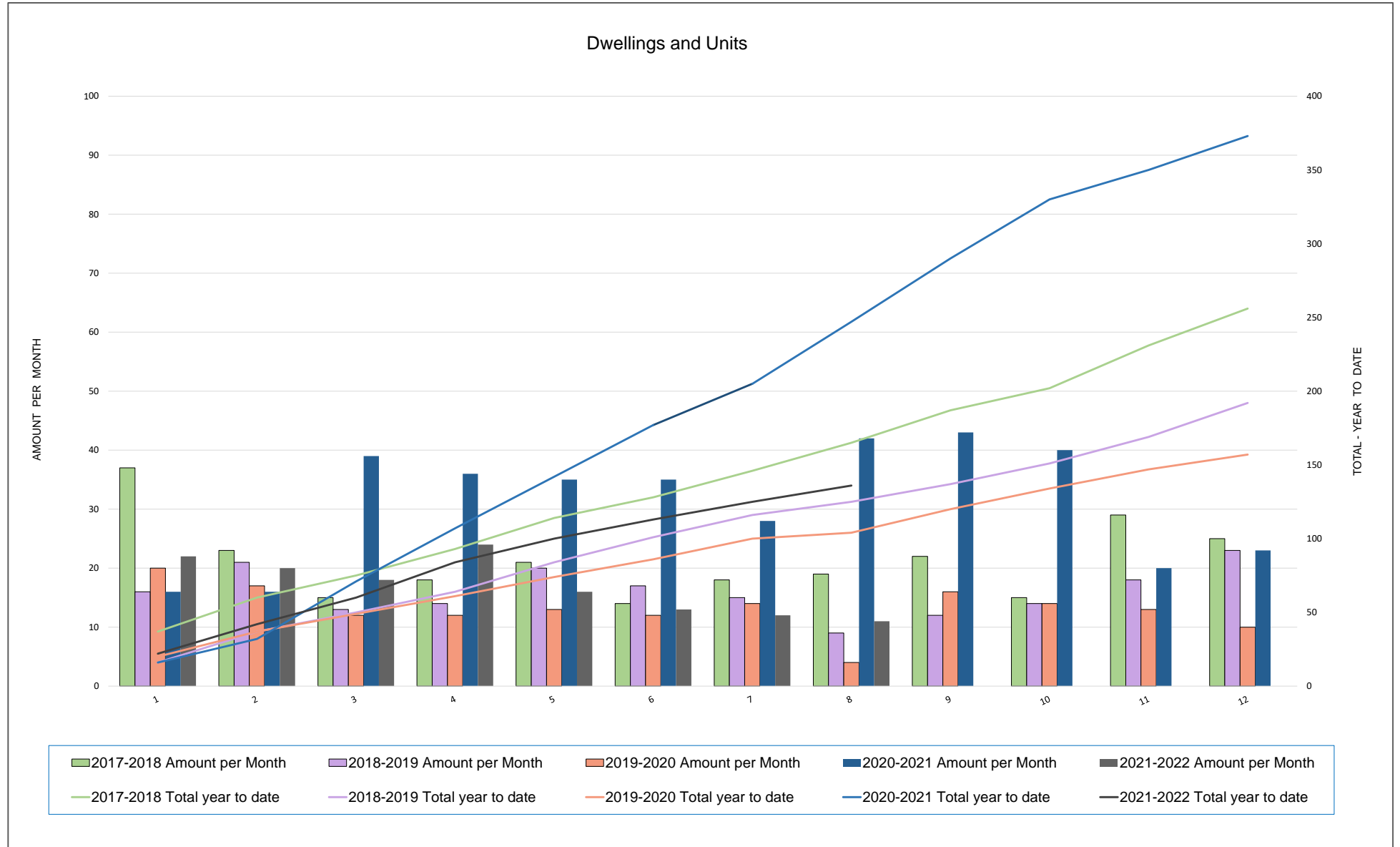
Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
166001	MCB CONSTRUCTION PTY LTD	SHED - UNCERTIFIED	103	92	SYMERS STREET	LITTLE GROVE
166157	A J THOMPSON	WATER TANK X 2 - UNCERTIFIED	26	109	GROVE STREET WEST	LITTLE GROVE
166087	MICHAEL ANDREWS	NEW SHED - UNCERTIFIED	624	5	LOWER KING ROAD	LOWER KING
166107	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	66	77	VISCOUNT HEIGHTS	LOWER KING
166125	J R W FRANTOM	RELOCATION OF SHED - UNCERTIFIED	42	110	BAKER STREET NORTH	LOWER KING
166116	MARK ASHLEY WYLDE	PATIO & GARDEN WALL - UNCERTIFIED	231	25	TENNESSEE ROAD SOUTH	LOWLANDS
166133	A S CIULLA & P COLLIER	OF UNAUTHORISED WORKS (ADDITIONS)	10	29	TAYLOR STREET	MANYPEAKS
166036	HACER PTY LTD trading as SMITH CONSTRUCTIONS WA	NEW DWELLING - UNCERTIFIED	25	532	BERRIMA ROAD	MARBELUP
166100	MATSON FABRICATIONS	PATIO - UNCERTIFIED	51	361	MCNEAL LOOP	MCKAIL
166122	N P COOLE	SHED - UNCERTIFIED	44	262	CELESTIAL DRIVE	MCKAIL
166151	TRABS CONSTRUCTIONS T/AS RANBUILD GREAT SOUTHERN	SHED - UNCERTIFIED	47	158	CENTAURUS TERRACE	MCKAIL
166083	E AND L ROOFING AND CONSTRUCTION	PATIO - UNCERTIFIED	Unit 1/43	1	WOLLASTON ROAD	MIDDLETON BEACH
166088	Ryde Building Company	DWELLING - UNCERTIFIED	29	160	GARDEN STREET	MIDDLETON BEACH
166126	AUGUSTSON ENTERPRISES PTY LTD	AMENDMENT TO BP165232 - SECOND STOREY ADDITION ABOVE GARAGE-CERTIFIED	43	105	WYLIE CRESCENT	MIDDLETON BEACH
166144	DAVID ANDREW & ANN MARIE HOLLAND	DWELLING ADDITIONS - CERTIFIED	1	11	WYLIE CRESCENT	MIDDLETON BEACH
166171	A & JH HUGHES	HAY SHED - UNCERTIFIED	49	30	GIDLEY FARM ROAD	MILLBROOK
166066	KOSTER'S OUTDOOR PTY LTD	SHED - UNCERTIFIED	9	117	WAKEFIELD CRESCENT	MIRA MAR

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
166094	JAMIE DUNCAN STEWART	PATIO - UNCERTIFIED	13	46	HANSON STREET	MIRA MAR
166123	WREN (WA) PTY LTD	AMENDMENT OT BP165864 - CHANGE TO FFL & SETBACK - UNCERTIFIED	13	4	MIRAMAR ROAD	MIRA MAR
165990	DE COLE	PATIO & RETAINING WALL - CERTIFIED	231	24	MIDDLETON ROAD	MOUNT CLARENCE
165854	ALLIANCE BUILDERS PTY LTD	NEW DECK & EXTERNAL WORKS	7	22	HANOVER PLACE	MOUNT CLARENCE
166154	L M MCKENZIE	BUILDING APPROVAL CERTIFICATE - DWELLING	7	22	HANOVER PLACE	MOUNT CLARENCE
166096	HUNTER AUTOMOTIVE GROUP PTY LTD	OCCUPANCY PERMIT - CAR SHOWROOM OFFICE & WORKSHOP	400-412	69	ALBANY HIGHWAY	ORANA
165971	KA HOLLAND	BOUNDARY FENCE 2.1M HIGH - UNCERTIFIED	86	154	KATOOMBA STREET	ORANA
166147	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	208	212	FRENCHMAN BAY ROAD	ROBINSON
166104	DANVERO PTY LTD	TEMPORARY OCCUPANCY PERMIT - COMMUNITY CENTRE FOR THE AGED - VALID UNTIL 01/05/2022	53	1499	HARDIE ROAD	SPENCER PARK
166101	MR ROOFING WA PTY LTD	RE-ROOF EXISTING DWELLING - UNCERTIFIED	12	44	ANDREWS STREET	SPENCER PARK
166113	WAUTERS ENTERPRISES PTY LTD	OCCUPANCY PERMIT - MSWA SUPPORTED ACCOMMODATION &	19	307	PRETIOUS STREET	SPENCER PARK
166056	MR Bradley Beech	ADDITIONS- SUNROOM EXTENSION -	3	16	WILSON PLACE	SPENCER PARK
166111	New Horizon Homes (WA) PTY LTD	ANCILLARY DWELLING - UNCERTIFIED	25	36	PRINCESS AVENUE	TORNDIRUP
166110	LAURIE BRENTON	MICRO-DISTILLERY & FARM STORAGE - CLASS 8 - CERTIFIED	88	7533	HOOPER ROAD	WALMSLEY
166043	J Wieske	WATER TANKS X 2 - UNCERTIFIED	8	54	COYANARUP PLACE	WARRENUP
166075	REBECCA HARRISON	2X WATER TANKS - UNCERTIFIED	34	521	MENEGOLA DRIVE	WARRENUP
166081	PLUNKETT HOMES (1903) PTY LTD	NEW DWELLING - UNCERTIFIED	94	167	DELORAIN DRIVE	WARRENUP

Application Number	Builder	Description of Application	Street #	Property Description	Street Address	Suburb
166145	EXTRA INVESTMENTS WA PTY LTD T/A CABINS	ANCILLARY DWELLING - CERTIFIED	27	59	COYANARUP PLACE	WARRENUP
166079	PLUNKETT HOMES (1903) PTY LTD	NEW DWELLING - UNCERTIFIED		828	GREENWOOD DRIVE	WILLYUNG
166140	M PEARCE BUILDING	FARM MACHINERY SHED - CERTIFIED-CLASS 7B	309	2 5766	PARKER BROOK ROAD	WILLYUNG
166052	TRABS CONSTRUCTIONS	SHED - UNCERTIFIED	26	755	GRANDIS WAY	YAKAMIA
166129	EARLYBIRD LANDSCAPING	SHED - UNCERTIFIED	19	141	BALTIC RIDGE	YAKAMIA







CITY OF ALBANY
BUILDING CONSTRUCTION STATISTICS FOR 2021 - 2022

	SINGLE		GROUP			DOMESTIC/		ADDITIONS/		HOTEL/		NEW		ADDITIONS/		OTHER		TOTAL \$
2021-2022	DWELLING		DWELLING		Total	OUTBUILDINGS		DWELLINGS		MOTEL		COMMERCIAL		COMMERCIAL				VALUE
	No	\$ Value	No	\$ Value		No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	
JULY	21	6,675,556	1	165,000	22	17	719,143	15	333,674			1	40,000	1	16,500	17	240,964	8,190,837
AUGUST	19	6473642	1	283,000	20	11	385,451	32	911,149					1	1,100,000	4	98,155	9,251,397
SEPTEMBER	17	3,887,235	1	50,000	18	19	527,687	14	605,983			1	80,000			15	1,126,103	6,277,008
OCTOBER	23	6,657,623	1	707,025	24	19	677,195	33	912,026	-	-	5	6,142,525	4	3,055,125	8	162,095	18,313,614
NOVEMBER	14	4,679,817	2	164,716	16	19	615,343	33	2,211,690			2	480,000	1	100,000	8	79,300	8,330,866
DECEMBER	12	3,147,783	1	110,000	13	2	59,000	24	1,295,176			10	4,342,949	4	473,258	3	24,400	9,452,566
JANUARY	11	5,158,330	1	200,244		13	713,382	19	558,819			2	531,080	2	340,000	8	166,876	7,668,731
FEBRUARY	8	3,102,665	3	2,474,233	11	17	385,103	16	1,616,077			3	338,480	3	199,238	14	162,514	8,278,310
MARCH																		
APRIL																		
MAY																		
JUNE																		
TOTAL TO DATE	125	39,782,651	11	4,154,218	124	117	4,082,304	186	8,444,594	0	0	24	11,955,034	16	5,284,121	77	2,060,407	75,763,329



MINUTES

Bush Fire Advisory Committee

Thursday 02 September 2021

5.30pm
Council Chambers



TERMS OF REFERENCE

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* (S 67), 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:

- (a) the preventing, controlling and extinguishing of bush fires;
- (b) the planning and layout of fire breaks;
- (c) prosecutions for breaches of the Bush Fire Act;
- (d) the formation of bush fire brigades;
- (e) the grouping thereof under brigade officers;
- (f) the ensuring of cooperation and coordination of bush fire brigades in their efforts and activities; and
- (g) 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.

It will achieve this by:

BFAC Functions:

- a) To consider reports regarding operational matters received from Bush Fire Advisory Group (BFAG) and provide recommendations to Council as appropriate.
- b) 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).
- c) Advise and assist the City of Albany in ensuring that local risk management plans pertaining to bush fire are established and maintained.
- d) 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.
- e) 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.
- f) Advise the City of Albany on operational and administrative matters relating bush fire prevention, preparedness, response and recovery, as per relevant legislation and policies.
- g) Advise and assist the City of Albany in the development of bush fire community engagement and education programs.
- h) Facilitate and foster open communication and cooperation with other fire and emergency agencies and neighbouring local governments.

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

Membership: Defined under the Terms of reference detailed in the Strategic Bush Fire Plan 2014 – 2019, amended at the Ordinary Council Meeting held 29 October 2019.

- (a) Four elected members (Chairperson)
- (b) Chief Bush Fire Control Officer
- (c) Chair of Bush Fire Advisory Group (BFAG)
- (d) Department of Fire and Emergency Services (DFES) Representative
- (e) Department of Parks and Wildlife (DPaW) Representative
- (f) Bush Fire Control Officers for North East Sector and South West Sector
- (g) Manager Public Health and Safety-**non voting**
- (h) Secretariat-Corporate and Commercial Services-**non voting**

REPORT ITEM BFAC 014 REFERS

BUSH FIRE ADVISORY COMMITTEE
MINUTES – 02/09/2021

Guests of Committee

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

Meeting Schedule: Quarterly

Meeting Location: City of Albany Council Chambers.

Executive Officer: Executive Director Corporate and Commercial Services

Delegated Authority: None.

REPORT ITEM BFAC 014 REFERS

BUSH FIRE ADVISORY COMMITTEE
MINUTES – 02/09/2021

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1. DECLARATION OF OPENING

The Chair declared the meeting open at **5.30pm**, and made the following address:

"On behalf of the Bush Fire Advisory Committee, I would like to acknowledge and thank Retiring Chief Bush Fire Control Officer Gary Duncan and Retiring Bush Fire Control Officer South West Sector Alan Hawley for their dedicated and tireless service to the Volunteer Bush Fire Brigades and City of Albany over many years.

The dedication of our volunteers in the Bush Fire Brigades is sometimes not at the forefront of our minds, except when they are called on to protect homes, property, infrastructure and our natural reserves during fire emergencies.

The experience and local knowledge of our long serving volunteer bush fire brigade members is of great importance to those just starting out as brigade members. We hope that both Gary and Alan will continue to share that knowledge and experience, together with other long serving volunteers.

It is an honour on this occasion to be able to present these shields to Gary and Alan in recognition of their service."

Councillor Shanhun then presented a plaque to retiring Chief Bush Fire Control Officer Mr Gary Duncan on behalf of the City of Albany and the Volunteer Bush Fire Brigades.

As Mr Hawley was not in attendance at this meeting, a plaque will be presented to him on a private occasion.

Councillor Shanhun also welcomed the incoming Chief Bush Fire Control Officer Mr Rob Lynn, incoming Bush Fire Control Officer South West Sector Mr Kevin Martin and incoming Chair of the Bush Fire Advisory Group Mr Pieter Mostert.

2. RECORD OF ATTENDANCE/APOLOGIES**Members:**

Member	Councillor Shanhun (Chair)
Member	Councillor Smith
Member	DFES Representative Diarmuid Kinsella
Member	DPaW Representative V Hilder
Member	Chief Bush Fire Control Officer Rob Lynn
Member	Bush Fire Control Officer North East Sector Richard Metcalfe
Member	Chair BFAG Pieter Mostert

Observers

Retiring Chief Bush Fire Control Officer Gary
Duncan

Staff:

Executive Director Corporate and Commercial Services	D Olde
Manager Community Health & Safety	S Reitsema
Emergency Management Team Leader	G Turner
Bush Fire Risk Management Coordinator	D Little
Community Emergency Services Manager	B Gordon
Meeting Secretary	

Apologies:

Member	Bush Fire Control Officer South West Sector Kevin Martin Retiring Bush Fire Control Officer South West Alan Hawley
Member	Councillor Sleeman (Apology)
Member	Councillor Terry (Apology)

3. DISCLOSURES OF INTEREST

Name	Report Item Number	Nature of Interest
Nil		

4. CONFIRMATION OF MINUTES**RESOLUTION****MOVED: R LYNN****SECONDED: COUNCILLOR SMITH**

THAT the minutes of the Bush Fire Advisory Committee Meeting held on 02 March 2021, as previously distributed, be CONFIRMED as a true and accurate record of proceedings.

CARRIED 7-0**5. PRESENTATIONS**Torbay Satellite Fire Shed proposal.

Community Emergency Services Manager Mr Brendan Gordon addressed the Committee regarding a request for the installation of a Satellite Fire Shed on Torbay Hill.

The Committee did not support the request at this time, however, there was support for the suggestion from CBFCO Mr Rob Lynn that a facility audit should be undertaken prior to consideration of any new fire sheds.

6. ITEMS FOR DISCUSSION

CBFCO Mr Rob Lynn acknowledged the contribution of Mr Gary Duncan and Mr Alan Hawley to community safety and the spirit of volunteering over a significant number of years.

Mr Lynn spoke in support of the updated minimum training requirements for Volunteer Bush Fire Brigade members, and said that effective training was the key to safety of volunteers.

Mr Lynn said that the above average rainfall in 2021 had created a high fuel load for this fire season, particularly with the long range forecast predicting a dryer than normal spring. With a higher than usual number of tourists visiting the district there could be an increased fire risk due to illegal campfires.

Mr Lynn also informed the Committee that the new duty roster for this fire season is modelled on the DePAW system.

Mr Vince Hilder, DePAW: Paid tribute to Mr Lance Flett, who passed away recently. Mr Flett was a dedicated volunteer with the Redmond Volunteer Bush Fire Brigade and he will be missed.

Mr Hilder gave an update on the following:

- Duty Officer System for the 2021-22 Fire Season.
- Pre-season training and prescribed burns.
- 24 hour roster to be advised by mid October 2021.
- Water bombers in place by mid December 2021.

Mr Garry Turner, Emergency Management Team Leader:

The City has received \$297,000 in Emergency Services Levy funding for this financial year, to be received in quarterly instalments.

The contract for servicing and maintenance of the City's fire appliances has been awarded, and all fire appliances have been serviced in preparation for the coming fire season. A number of appliances are due for replacement in the near future.

The Kalgan Fire Shed will be upgraded to a three bay facility.

Mr Darren Little, Bush Fire Risk Management Coordinator

Bush Fire Mitigation activities are underway utilising five contractors, with staff to undertake an audit in October 2021. A request has been received from the CSIRO to assist with mitigation activities in Waychinicup National Park to preserve diversity of flora and fauna whilst managing fire risk.

Access to Shoal Bay Road, Goode Beach has been compromised as a result of the heavy rainfall received this year. Repairs will be undertaken as weather permits, with upgrades to provide improved access for both residents and volunteers in the event of a fire emergency.

Mr Diarmuid Kinsella, DFES

Mr Kinsella said that he was pleased to attend his first meeting as a member of this Committee. DFES has postponed one of the first exercises due to the current weather conditions. The high season fleet request is underway throughout the district to address resourcing.

Mr Pieter Mostert, Chair of the Bush Fire Advisory Committee

Mr Mostert thanked the City for their support and assistance with the funeral procession for the late Mr Lance Flett, and paid tribute to Mr Flett, saying that he was widely known and respected for his contribution to the Volunteer Bush Fire Brigades.

Mr Mostert said that the North East Sector of the City of Albany is 80,000 hectares, which is a huge area for volunteers to cover. Mr Mostert also expressed concern regarding the amount of vegetation left on road verges, and whether any hazard reduction could be undertaken. He also reminded the Committee that access off road due to the heavy rainfall could be an issue for fire appliances this year, and volunteers should be mindful of the danger this could pose with regard to becoming bogged and unable to escape a fire front.

Executive Director Corporate and Commercial Services Mr Duncan Olde

Mr Olde thanked the Chair, and Councillors as members of the Committee for their service. With the 2021 Ordinary Local Government Election being held this year, a full spill of committee memberships will occur in October. Appointments to committees will be made at the Ordinary Council Meeting to be held on 26 October 2021.

Manager Community Health and Safety Mr Scott Reitsema

City of Albany Ranger Team will be conducting compliance inspections, with Fire Control Officer's to address areas of concern. Education through the media including social media will be undertaken.

The contract to construct the new SES Level 3 Incident Control Facility has been awarded.

BFAC011: APPOINTMENT OF CHIEF AND DEPUTY CHIEF BUSH FIRE CONTROL OFFICERS AND BUSH FIRE BRIGADE FIRE CONTROL OFFICERS FOR THE 2021-22 FIRE SEASON

Report Prepared By : Emergency Management Team Leader (G Turner)
Authorising Officer: : Executive Director Corporate and Commercial Services
(D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar/Priority:** People
 - **Outcome:** A safe community
 - **Pillar/Priority:** Planet
 - **Outcome:** A resilient community that can withstand, adapt to and recover from natural disasters.

In Brief:

- Nominations for essential leadership positions have been received and accepted from Volunteer Bush Fire Brigade members.
- Council is now requested to endorse those appointments.

RECOMMENDATION

BFAC011: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SMITH
SECONDED: D KINSELLA

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

BFAC011: AUTHORISING OFFICER RECOMMENDATION

THAT the following appointments to essential leadership positions in the City of Albany's Volunteer Bush Fire Brigades be ENDORSED:

Chief Bush Fire Control Officer: Mr Rob Lynn

Deputy Bush Fire Control Officer: Mr Graeme Poole

Bush Fire Control Officer North East Sector: Mr Richard Metcalfe

Bush Fire Control Officer South West Sector: Mr Kevin Martin

Bornholm Brigade Fire Control Officers: Mr Chris Ayres and Mr Laurie Nissan

Elleker Brigade Fire Control Officers: Mr Wayne Van Der Heide and Mr Roy Smith

Gnowellen Brigade Fire Control Officers: Mr Joel Stanich and Mr Scott Moir

Green Range Brigade Fire Control Officer: Mr Mark Plunkett

Highway Brigade Fire Control Officers: Mr Gerrit Ballast and Mr Walter Van Dongen

Kalgan Brigade Fire Control Officers: Mr Darryl Bradley, Mr Brent Findlay and Permits Only Mr Don Tomlinson

King River Brigade Fire Control Officers: Mr Simon Whitfort and Mr Malcolm Pearce
Kojaneerup Brigade Fire Control Officers: Mr Ashton Hood and Mr Scott Smith
Manypeaks Brigade Fire Control Officers: Mr Kim Lester and Mr Tim Metcalfe
Napier Brigade Fire Control Officers: Mr Tom Collins and Mr Kim Roberts
Redmond Brigade Fire Control Officers: Mr Pieter Mostert and Mr Troy Mostert
South Coast Brigade Fire Control Officers: Mr Shane Duncan and Mr Rowan Hardy
South Stirling Brigade Fire Control Officers: Mr Graeme Pyle and Mr Reece Curwin
Torbay Brigade Fire Control Officers: Mr Brian Taylor and Mr Keith Smith
Wellstead Brigade Fire Control Officers: Mr Peter Diprose and Mr Mat Wood
Young Siding Brigade Fire Control Officers: Mr Kevin Martin and Mr Martin Peterson

BACKGROUND

2. The City of Albany has sixteen Volunteer Bush Fire Brigades, comprising approximately 874 active and auxiliary members who provide bush fire-fighting capacity throughout the municipality.
3. In accordance with the *Bush Fires Act 1954*, the City must appoint a Chief Bush Fire Control Officer, Deputy Bush Fire Control Officer and Fire Control Officers prior to the commencement of each fire season.
4. Nominations for those positions are called for through the Bush Fire Advisory Group, and appointments to those positions are made. If multiple nominations are received for any position, a ballot is conducted.
5. Final appointment of those officers is authorised by the City of Albany Chief Executive Officer, exercising his delegated authority by Council.

DISCUSSION

6. Nominations for the positions of Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer and Fire Control Officers were received by the Bush Fire Advisory Group.
7. The Bush Fire Advisory Group have recommended the appointments detailed in the Authorising Officer Recommendation.
8. These appointments remain in force until the 2022-23 fire season.

GOVERNMENT & PUBLIC CONSULTATION

9. Not applicable.

STATUTORY IMPLICATIONS

10. Appointments are made in accordance with the *Bush Fires Act 1954*.
11. Local governments are empowered by Section 38 of the *Bush Fires Act 1954* to appoint such persons as necessary to perform the duties associated with a Bush Fire Control Officer.

POLICY IMPLICATIONS

12. N/A

RISK IDENTIFICATION & MITIGATION

13. Not applicable to this report.

FINANCIAL IMPLICATIONS

14. Not applicable.

LEGAL IMPLICATIONS

15. Not applicable.

ENVIRONMENTAL CONSIDERATIONS

16. Not applicable.

CONCLUSION

17. That Council endorse the appointments listed as Bush Fire Control Officers for the 2021-22 fire season.

Consulted References	:	<i>Bush Fires Act 1954</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	BFAC008 01/10/2019

BFAC012: MINIMUM VOLUNTEER BUSH FIRE BRIGADE TRAINING REQUIREMENTS

Proponent / Owner : City of Albany
Report Prepared By : Community Emergency Services Manager (B Gordon)
Authorising Officer: : Executive Director Corporate and Commercial Services
(D Olde)

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the City of Albany Strategic Community Plan or Corporate Business Plan informing plans or strategies:
 - **Pillar/Priority:** People
 - **Outcome:** A safe community
 - **Pillar/Priority:** Planet
 - **Outcome:** A resilient community that can withstand, adapt to and recover from natural disasters.

In Brief:

- Council endorsement of proposed minimum training requirements for Volunteer Bush Fire Brigade members is sought.

RECOMMENDATION

BFAC012: COMMITTEE RECOMMENDATION

MOVED: R LYNN

SECONDED: D KINSELLA

THAT the Authorising Officer Recommendation be ADOPTED.

CARRIED 7-0

BFAC012: AUTHORISING OFFICER RECOMMENDATION

THAT the proposed minimum training requirements for City of Albany Volunteer Bush Fire Brigade members (detailed in the body of this report) be ENDORSED.

BACKGROUND

2. At the Ordinary Council meeting held on 23 June 2015, Council resolved:
THAT Council:
 - (1) *Endorses the minimum training requirements to qualify a City of Albany Volunteer Bush Fire Brigade member to undertake fire activities.*
 - (2) *Endorses that the standard minimum training requirement be the completion of DFES training course:*
Introduction to Bushfire Fire Fighting and Burn over/Blanket Training.
3. In order to align City of Albany minimum training requirements for Volunteer Bush Fire Brigade Members with the recommended DFES training modules, the following training modules will be offered to all Bush Fire Brigade volunteers prior to commencing of the 2021-22 fire season.

Bushfire Safety Awareness-2 days

- Bushfire Characteristics and Behaviour
- Bushfire Safety and Survival
- Suppress Bush Fire

Firefighting Skills-3 days

- Introduction to Map Reading
- Introduction to Communications
- Tools and Equipment
- Crew Protection (Fire Blankets, Deluge Systems, In Cab Air Breathing and Heat Shields).

DISCUSSION

4. Previous minimum training requirements for Volunteer Bush Fire Brigade members are not considered to be sufficient given current best practice.
5. It is recommended that the minimum training requirements be expanded in line with DFES expectations and recommendations.
6. The expanded training requirements will be delivered by the City's Emergency Management Team, who are qualified Trainer/Assessors for these modules.
7. It is anticipated that the training will commence in October 2021 prior to the 2021-22 bush fire season.
8. The training will be delivered face to face at various locations including City of Albany offices and Volunteer Bush Fire Brigade stations.

GOVERNMENT & PUBLIC CONSULTATION

9. Volunteer Bush Fire Brigade members have been notified of the additional training requirements through their respective brigades.

STATUTORY IMPLICATIONS

10. The expanded training will better equip City volunteers to undertake prescribed burn activities and bush fire suppression activities in accordance with the City's statutory requirements under the *Bush Fires Act 1954*.
11. The City has a health and safety duty of care for all Bush Fire Brigade volunteers in accordance with the provisions of the *Work Health and Safety Act 2020* and other supporting legislation.

POLICY IMPLICATIONS

12. Bush Fire Brigade Local Law.
13. Bushfire Operating Procedures.
14. Bush Fire Risk Management Plan.

RISK IDENTIFICATION & MITIGATION

15. The risk identification and categorisation relies on the City's Enterprise Risk and Opportunity Management Framework.

Risk	Likelihood	Consequence	Risk Analysis	Mitigation
<i>Risk: Minimum training requirements for volunteer bush fire brigade members are not supported.</i>	<i>Unlikely</i>	<i>Moderate</i>	<i>High</i>	<i>Endorse new minimum training standards for all City of Albany Volunteer Bush Fire Brigade members and deliver training prior to the 2021-22 fire season.</i>

FINANCIAL IMPLICATIONS

16. There are no direct financial implications related to this report. All training will be conducted using existing staff within existing budget lines.

ENVIRONMENTAL CONSIDERATIONS

17. Appropriate and consistent training across all brigades will enable volunteers to undertake prescribed burns and hazard reduction burns in a more efficient and safe manner, reducing the risk of burns escaping and impacting habitats for flora and fauna.

ALTERNATE OPTIONS

18. Continue with current minimum training standards for Volunteer Bush Fire Brigade members.

Consulted References	:	<i>Bush Fires Act 1954 Bush Fire Brigades Local Law 2020 Bush Fire Brigade Operating Procedures Bush Fire Risk Management Plan Work Health and Safety Act 2020</i>
File Number (Name of Ward)	:	All Wards
Previous Reference	:	BFAC008 OCM 29/10/2019

8. UNRESOLVED BUSINESS FROM PREVIOUS MEETINGS Nil

9. CLOSURE

There being no further business the Chair declared the meeting closed at **6.11PM**

A handwritten signature in blue ink, reading "John Shanahun", is written over a horizontal dotted line.

Councillor John Shanahun
CHAIR

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Albany - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		Manager Finance
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Manager Finance
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		Manager Finance
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Manager Finance
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Manager Finance



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A	No committees, delegated power during the reporting period.	Manager Governance & Risk
2	s5.16	Were all delegations to committees in writing?	N/A		Manager Governance & Risk
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Manager Governance & Risk
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Manager Governance & Risk
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	N/A		Manager Governance & Risk
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Manager Governance & Risk
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Manager Governance & Risk
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Manager Governance & Risk
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Manager Governance & Risk
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		Manager Governance & Risk
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	Published on the City's official website. File Reference: PE.AUT.1	Manager Governance & Risk
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	Yes	Fully reviewed and adopted by Council on 23 February 2021, Resolution AR089.	Manager Governance & Risk
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Manager Governance & Risk

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Manager Governance & Risk

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	Request to participate not requested during this reporting period.	Manager Governance & Risk
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes	Disclosures of interest recorded in the front pages of the minutes and at the beginning of the associated report.	Manager Governance & Risk
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Manager Governance & Risk
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	Yes		Manager Governance & Risk
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes	Receipt of Primary and Annual Returns are acknowledged by email. File Reference: GO.CLS.67 & GO.CLS.73	Manager Governance & Risk
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes	File Reference: GO.CLS.68 & GO.CLS.75	Manager Governance & Risk
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Manager Governance & Risk
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Manager Governance & Risk
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Manager Governance & Risk
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Manager Governance & Risk
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	File Reference: GO.RPT.2 & CR.GRE.18	Manager Governance & Risk
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes		Manager Governance & Risk

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No	Reference	Question	Response	Comments	Respondent
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Manager Governance & Risk
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	Yes	It is noted that future disclosures of interest will be given in accordance with Local Government (Model Code of Conduct) Regulations 2021, Reg 22.	Manager Governance & Risk
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		Manager Governance & Risk
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Manager Governance & Risk
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Manager Governance & Risk
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Manager Governance & Risk
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	Yes	Code of Conduct must comply with updated Local Government (Administration) Regulations 1996, Part 4A, Division 2 (Content of codes of conduct).	Manager People & Culture
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		Manager Governance & Risk
		*Question not applicable after 2 Feb 2021			

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes	Code of Conduct adopted by Council on 27/04/2021 Resolution CCS339.	Manager Governance & Risk
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	No		Manager Governance & Risk
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Manager Governance & Risk
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	Employee Code of Conduct is in process of review, facilitated through the Employee Consultative Committee. This is scheduled for implementation by 30 June 2022.	Manager People & Culture

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Team Leader Property, Leasing and Customer Service
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Team Leader Property, Leasing and Customer Service

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	File Reference: GO.CLS.70	Manager Governance & Risk
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	Yes		Manager Governance & Risk
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	Electoral Gift Register published the City's official website.	Manager Governance & Risk



Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Manager Finance
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A	No power delegated.	Manager Finance
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes	Presented to Audit & Risk Committee on 29 November 2021. Presented to Council at its Ordinary Meeting of Council held on 14 December 2021. Resolution AR101.	Manager Finance
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	City received an unqualified audit.	Manager Finance
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	Response on the City's Asset Sustainability Ratio endorsed by Council on 22 February 2022. Response submitted to Minister on 1 March 2022.	Manager Finance
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes	Report uploaded on City's website on 1 March 2022.	Manager Finance
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes	Received on 3 December 2021.	Manager Finance



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted by Council on 24/08/2021 Resolution CCS374.	Manager Governance & Risk
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted by Council on 24/08/2021 Resolution CCS374.	Manager Governance & Risk
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Manager People & Culture

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A	CEO not appointed during reporting period.	Manager People & Culture
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A	No appointments made during the reporting period.	Manager People & Culture
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Manager People & Culture
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Manager People & Culture
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		Manager People & Culture
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Manager People & Culture



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	N/A	The CEO is the complaints officer. Council has not appointed another designated senior employee to be its complaints officer.	Manager Governance & Risk
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121 (2)?	Yes		Manager Governance & Risk
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	No complaints received in reporting period resulted in action.	Manager Governance & Risk

Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	Audit & Risk Committee 05/05/2020 Report AR075.	Manager Governance & Risk
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	Audit & Risk Committee 05/05/2020 Report AR075. Reg 17 Specific Internal Audit in progress.	Manager Governance & Risk
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		Manager Governance & Risk



No	Reference	Question	Response	Comments	Respondent
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes	Attendance at Events and Function Policy adopted 17/12/2019 Resolution CCS203 and published on the City's official website. Reviewed under delegation on 2/07/2021.	Manager Governance & Risk
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Manager Governance & Risk
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	Elected Member Professional Development & Training Policy adopted on 25/02/2020 Resolution CCS220.	Manager Governance & Risk
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes	Register of Elected Member Mandatory Training published on the City's official website.	Manager Governance & Risk
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes		Manager Finance
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes		Manager Finance

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Manager Finance
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Manager Finance
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Manager Finance

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No	Reference	Question	Response	Comments	Respondent
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		Manager Finance
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Manager Finance
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Manager Finance
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Manager Finance
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes	Tender Register 2021 & 2022 published on the City's official website.	Manager Finance
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Manager Finance
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Manager Finance
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	N/A	Nil EOIs in 2021.	Manager Finance
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	Nil EOIs in 2021.	Manager Finance
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	Nil EOIs in 2021.	Manager Finance
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	N/A	Nil EOIs in 2021.	Manager Finance
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		Manager Finance

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No	Reference	Question	Response	Comments	Respondent
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes		Manager Finance
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes		Manager Finance
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes		Manager Finance
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes		Manager Finance
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		Manager Finance
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Manager Finance
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Manager Finance

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Albany

Signed CEO, Albany

Long Term Borrowing Policy

Objective

1. To affirm that the preferred policy position of Council is to minimise debt, and should that not be practicable, to set out the circumstances in which Council may consider Borrowings or Other Financial Accommodation to fund the acquisition, renewal or construction of specified assets and to provide guidance as to the appropriate terms of any such borrowing.

Scope

2. This Policy relates to forms of financing which create a liability for future repayment. It does not include those financing methods shown in Excluded Borrowings below, or the funding of asset purchases via ongoing operational funding mechanisms such as rates, fees and charges and grants.

Policy Statement

3. Whilst the preferred policy position of the City of Albany (City) is to minimise debt (except for Self-Supporting loans), the City recognises that the acquisition, renewal or construction of assets, it may require the prudent use of loan borrowings, debt instruments or other finance or capital raising methods from time to time. The following principles are to be applied when considering undertaking borrowings or other asset financing.

A. Operating Expenditure:

4. The City will not borrow money (other than by way of Excluded Borrowings) to fund operating expenditure. This type of expenditure should be funded through operating revenue streams such as rates, fees and charges or operating grants

B. Recurrent Capital Expenditure:

5. The City will not borrow money or obtain debt finance (other than by way of Excluded Borrowings) to fund the acquisition, replacement or renewal of assets that is expected to occur on an annual or similar basis at approximately the same level each year i.e. recurrent capital works. Examples of this type of expenditure are road resurfacing, plant replacement, information technology and office equipment acquisitions and replacement. This type of expenditure shall be funded through operating revenue streams such as rates and fees and charges.

C. Borrowing Term:

6. The term of the Borrowing or Other Financial Accommodation shall be set having due regard to the Economic Life of the asset being acquired or constructed. Should the City decide to borrow funds, the term of the borrowing shall generally not be greater than half of the Economic Life of the asset being acquired or constructed. This is to enable the City to use the remaining economic half-life to set sufficient funds aside in a sinking or reserve fund in order to renew or replace that asset, should that be required, at the end of its Economic Life. The City will not generally borrow funds (other than by way of Excluded Borrowings) to acquire an asset that has an economic life of less than five (5) years.

D. Borrowing Ratios:

7. Prior to undertaking any borrowing the City shall assess its capacity to pay, to ensure that the community is not burdened with unnecessary risk. The City will report on its capacity to pay on an annual basis and publish the results in its annual report. When assessing the borrowing ratios, consideration will be given to the economic earnings potential of the asset being acquired or constructed. The City will not borrow funds when such borrowing does not meet the following financial ratio requirements:
 - a. The Debt Service Cover Ratio of is outside of the band between 200% and 500% (DLGSC Guideline band is between 200% and 500%) projected over the next 5 years. This is a statutory ratio that is required to be reported in the Annual Financial Accounts. This ratio indicates the City's ability to service debt. Lower the ratio, higher the risk that the City will be unable to service debt repayments.
 - b. The Net Debt (Gross Debt less cash assets) to Operating Revenue Ratio exceeds 45% (WA Treasury Corp Guideline is 50%) projected over the next 5 years. This is a management ratio used by WATC. This ratio indicates the extent to which net debt could be met by its operating revenue.

E. Borrowing Considerations:

8. The Council will give consideration to borrowing money for the acquisition or construction of an asset where:
 - a. The asset to be acquired is a new addition to the City's asset base or replaces an existing asset with one that is significantly larger and has an economic life of greater than 10 years; or
 - b. All alternative options for undertaking the project without borrowing, have been investigated and proven less advantageous to the City; or
 - c. The net income stream and cost savings can be taken into account from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset; or
 - d. Repayments will be met by a third party e.g. self-supporting loans; or
 - e. The index of the cost of acquisition or construction is increasing at a rate that exceeds the cost of borrowing i.e. to "save" for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring or constructing the asset today.
 - f. As a general rule the benefits received (cost savings or income earned) from undertaking the borrowing should be greater, over the life of the borrowing, than the costs of borrowing.
 - g. Proper and detailed analysis of the costs and benefits of the borrowing has been undertaken and documented.

Legislative and Strategic Context

9. Legislation covering reserves funds includes Local Government (Financial Management) Regulations 1996 – Regulation 38 (1) (f).
10. This policy relates to the following elements of the City of Albany Strategic Community Plan:
 - Pillar: Leadership.
 - Outcome: Strong workplace culture and performance.

Review Position and Date

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

Associated Documents

12. Related documents that have a bearing on this policy and that may be useful reference material for users of this policy, include:
 - Local Government (Financial Management) Regulations 1996
 - Investment of Surplus Funds Policy

Document Approval

Document Development Officer:		Document Owner:	
Manager Finance		Executive Director Corporate & Commercial Services	
Document Control			
File Number - Document Type:		CM.STD.7 – Policy	
Synergy Reference Number:			
Status of Document:		Council decision:	
Quality Assurance:		Finance Team, Executive Management Team, Council Committee, Council.	
Distribution:		Public Document	
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Executive Director Corporate Services	Adoption Reference: OCM 13/04/2013 Report Item 1.1	13/04/2013
1.1	Executive Director Corporate Services	Reviewed under delegation, amended minor formatting only. To be reviewed by 30/06/2017. NP1331001.	23/10/2013
2.0	Manager Governance & Risk	Review Reference: OCM 23/05/2017 Resolution CCCS028. Amended: Minor formatting only.	19/06/2017
3.0	Manager Finance	Reformatted. Reviewed by Financial Accountant, Manager Finance, EDCCS	01/03/2022

Investment of Surplus Funds Policy

Objective

1. The Investment of Surplus Funds Policy is intended to reflect the intention of Council to minimise the possibility of incurring capital loss on any investment whilst providing a reasonable rate of return.
2. The objectives of the Policy on Investment of Surplus funds are to:
 - a. provide maximum capital security of funds.
 - b. provide the best available rate of interest from an approved source.
 - c. ensure sufficient liquidity to meet Council's cash flow requirements.
3. Australian currency only.
4. This investment policy prohibits any investment carried out for speculative purposes including:
 - a. Derivative based instruments;
 - b. Principal only investments or securities that provide potentially nil or negative cash flow; and
 - c. Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.
5. This policy also prohibits the use of leveraging (borrowing to invest).
6. The City will use Standard & Poor's Long-Term Issue Credit Ratings when assessing an authorised investment institution. [Appendix A](#) outlines the definitions of Standard & Poor's Long-Term Issue Credit Ratings.
7. If any of the Council's investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable. Investments fixed for greater than 12 months are to be reviewed on a regular term and invested for no longer than 3 years.
8. A monthly report will be provided to Council that will detail the investment portfolio in terms of holdings and impact of changes in market value since the previous report. The monthly report will also detail the investment income earned versus budget year to date and confirm compliance of Council's investments within legislative and policy limits. Council may nominate additional content for reporting.
9. The CEO is delegated to administer the Investment of Surplus Funds Policy under section 6.10 of the Local Government Act 1995, and as prescribed in regulation 19 of the Local Government (Financial Management) Regulations 1996.
10. The investment portfolio will be managed with the care, diligence and skill that a prudent person would exercise.
11. Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Scope

3. The policy applies to any investment of surplus funds other than bank deposits for operational purposes.

Policy Statement

4. Investments are limited to authorised institutions, in accordance with Local Government (Financial Management) Regulations Section 19C, being:
 - a. Authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
 - b. The Western Australian Treasury Corporation established by the Western Australian Treasury Corporation 1986.
5. At the request of Council, deposits are limited to authorised deposit taking institutions that have an office presence in Albany.
6. The only types of authorised investments under Local Government Act 1995 - section 6.14(1), and Local Government (Financial Management) Regulations 1996 – Regulation 19C, are as follows:
 - a. Deposits with an authorised institution and the term is to be no more than 3 years;
 - b. Bonds that are guaranteed by the Commonwealth Government, or a State or Territory government with a term to maturity of up to 3 years; and

15. Investments obtained are to comply with three key criteria relating to:

A. Portfolio Credit Framework

16. Limit overall exposure of the portfolio as a whole, according to credit rating.
17. To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	Maximum % in Credit Rating Category
AAA	100%
AA	100%
A	60%
BBB	40%

B. Counterparty Credit Framework:

18. Limit exposure to individual counterparties /institutions, based on credit rating.
19. Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below.

S&P Long Term Rating	Maximum % in one authorised institution
AAA	45%
AA	35%
A	20%
BBB	10%

C. Term to Maturity Framework:

20. Limits based upon maturity of securities to ensure adequate working capital needs are met.
21. The investment portfolio is to be invested within the following maturity constraints

Authorised Institution Investments	Min	Max
0 to 3 months	15%	100%
3 to 6 months	-	60%
6 to 12 months	-	40%
12 to 24 months	-	20%
24 to 36 months	-	10%

Government Bond Investments	Min	Max
0 to 3 months	-	20%
3 to 6 months	-	20%
6 to 12 months	-	20%
12 to 24 months	-	20%
24 to 36 months	-	10%

D. Environmentally and socially responsible investments:

22. Environmentally and/or Socially Responsible Investments will be assessed on the same basis as other investment opportunities.
23. The City will select the investment that best meets its overall investment selection criteria.
24. The City will preference investment securities and financial institutions that are environmentally and/or socially responsible.
25. Investing in environmental and social investments is preferred by the City, however not considered a mandatory requirement.

Legislative and Strategic Context

26. Legislation covering investment of surplus funds includes:
 - a. Local Government Act 1995 Section 6.14.
 - b. The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act.
 - c. Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28 and Regulation 49.
 - d. Australian Accounting Standards.
27. This policy relates to the following elements of the City of Albany Strategic Community Plan:
 - Pillar: Leadership.
 - Outcome: Strong workplace culture and performance.
 - Pillar: Prosperity.
 - Outcome: Attract, retain and support a diverse range of businesses and industries to grow the economy and create more local jobs.
 - Pillar: Planet.
 - Outcome: Develop a sustainable, low waste, circular economy.

Review Position and Date

28. This policy is to be reviewed by the document owner every two years.

Document Approval

Document Development Officer:		Document Owner:	
Manager Finance		Executive Director Corporate & Commercial Services	
Document Control			
File Number - Document Type:		CM.STD.7 – Policy	
Synergy Reference Number:			
Status of Document:		Council decision:	
Quality Assurance:		Finance Team, Executive Management Team, Council Committee, Council.	
Distribution:		Public Document	
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Manager Finance	Adoption Reference: OCM 20/05/2008 Report Item 12.8.3	20/05/2008
2.0	Manager Finance	Review Reference: OCM 14/12/2010 Report Item 4.3	14/12/2010
3.0	Chief Executive Officer	Reviewed & Amended: OCM 19/04/2011 Report Item 4.7, Council resolved: That the Chief Executive Officer AMEND the Investment of Surplus Funds Policy to limit the investment of funds to be no more than \$1 million, or 10 percent (whichever is the greater) across the total investment portfolio with the Bendigo Bank, at any one time, and the investment term to be no more than 30 days.	19/04/2011
4.0	Manager Finance	Review Reference: OCM 19/02/2013 Report Item 1.1. NP073228_4.	09/02/2013
5.0	Manager Governance & Risk	Revision Reference: OCM 23/05/2017 Resolution CCCS028. Amended: Minor Formatting. NP1766877.	15/06/2017
6.0	Manager Finance	Revised and re-adopted: OCM 22/05/2018 Resolution AR043. Amendments: Allow term deposits with authorised deposit-taking institution for a period of up to 3 years (increased from 12 months). Amend term to maturity ratios.	03/07/2018
7.0	Manager Finance	Reformatted. Reviewed by Financial Accountant, Manager Finance, EDCCS. Amendments: Removal of Fitch ratings (policy will only follow the Standard & Poor’s ratings) to remove any issue if there are differences between the ratings agencies. Added section on Environmentally and socially responsible investments. Addition of alignment to Strategic Community Plan.	14/03/2022

Appendix A - Standard & Poor's Rating Guide

Long-Term Issue Credit Ratings*	
Category	Definition
AAA	An obligation rated 'AAA' has the highest rating assigned by S&P Global Ratings. The obligor's capacity to meet its financial commitments on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitments on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitments on the obligation is still strong.
BBB	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to weaken the obligor's capacity to meet its financial commitments on the obligation.
BB, B, CCC, CC, and C	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposure to adverse conditions.
BB	An obligation rated 'BB' is less vulnerable to non-payment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions that could lead to the obligor's inadequate capacity to meet its financial commitments on the obligation.
B	An obligation rated 'B' is more vulnerable to non-payment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitments on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitments on the obligation.
CCC	An obligation rated 'CCC' is currently vulnerable to non-payment and is dependent upon favourable business, financial, and economic conditions for the obligor to meet its financial commitments on the obligation. In the event of adverse business, financial, or economic conditions, the obligor is not likely to have the capacity to meet its financial commitments on the obligation.
CC	An obligation rated 'CC' is currently highly vulnerable to non-payment. The 'CC' rating is used when a default has not yet occurred but S&P Global Ratings expects default to be a virtual certainty, regardless of the anticipated time to default.
C	An obligation rated 'C' is currently highly vulnerable to non-payment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared with obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless S&P Global Ratings believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. A rating on an obligation is lowered to 'D' if it is subject to a distressed debt restructuring.
*Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the rating categories.	

Source: <https://www.standardandpoors.com/>

Appendix A - Standard & Poor's Rating Guide

Long-Term Issue Credit Ratings*	
Category	Definition
AAA	An obligation rated 'AAA' has the highest rating assigned by S&P Global Ratings. The obligor's capacity to meet its financial commitments on the obligation is extremely strong.
AA	An obligation rated 'AA' differs from the highest-rated obligations only to a small degree. The obligor's capacity to meet its financial commitments on the obligation is very strong.
A	An obligation rated 'A' is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher-rated categories. However, the obligor's capacity to meet its financial commitments on the obligation is still strong.
BBB	An obligation rated 'BBB' exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to weaken the obligor's capacity to meet its financial commitments on the obligation.
BB, B, CCC, CC, and C	Obligations rated 'BB', 'B', 'CCC', 'CC', and 'C' are regarded as having significant speculative characteristics. 'BB' indicates the least degree of speculation and 'C' the highest. While such obligations will likely have some quality and protective characteristics, these may be outweighed by large uncertainties or major exposure to adverse conditions.
BB	An obligation rated 'BB' is less vulnerable to non-payment than other speculative issues. However, it faces major ongoing uncertainties or exposure to adverse business, financial, or economic conditions that could lead to the obligor's inadequate capacity to meet its financial commitments on the obligation.
B	An obligation rated 'B' is more vulnerable to non-payment than obligations rated 'BB', but the obligor currently has the capacity to meet its financial commitments on the obligation. Adverse business, financial, or economic conditions will likely impair the obligor's capacity or willingness to meet its financial commitments on the obligation.
CCC	An obligation rated 'CCC' is currently vulnerable to non-payment and is dependent upon favourable business, financial, and economic conditions for the obligor to meet its financial commitments on the obligation. In the event of adverse business, financial, or economic conditions, the obligor is not likely to have the capacity to meet its financial commitments on the obligation.
CC	An obligation rated 'CC' is currently highly vulnerable to non-payment. The 'CC' rating is used when a default has not yet occurred but S&P Global Ratings expects default to be a virtual certainty, regardless of the anticipated time to default.
C	An obligation rated 'C' is currently highly vulnerable to non-payment, and the obligation is expected to have lower relative seniority or lower ultimate recovery compared with obligations that are rated higher.
D	An obligation rated 'D' is in default or in breach of an imputed promise. For non-hybrid capital instruments, the 'D' rating category is used when payments on an obligation are not made on the date due, unless S&P Global Ratings believes that such payments will be made within five business days in the absence of a stated grace period or within the earlier of the stated grace period or 30 calendar days. The 'D' rating also will be used upon the filing of a bankruptcy petition or the taking of similar action and where default on an obligation is a virtual certainty, for example due to automatic stay provisions. A rating on an obligation is lowered to 'D' if it is subject to a distressed debt restructuring.
*Ratings from 'AA' to 'CCC' may be modified by the addition of a plus (+) or minus (-) sign to show relative standing within the rating categories.	

Source: <https://www.standardandpoors.com/>

Cash / Investment Backing for Reserve Accounts Policy

Objective

1. The policy is intended to ensure that where possible, all reserve accounts are backed by cash or investments.
2. The objectives of the Cash / Investment Backing for Reserve Accounts Policy are to:
 - a. Provide a framework in which future reserve accounts are fully backed by acceptable funds.
 - b. Confirm that cash or investments are an acceptable form of funds to support reserve accounts.
 - c. Ensure that, where reserve accounts are not currently fully backed by cash or investments, a strategy is in place to identify, report and manage any shortfalls.

Scope

3. The policy applies to all City of Albany reserve accounts.

Policy Statement

4. Although there is no statutory requirement, it is the policy of the City of Albany that where possible, reserve accounts will be 100% backed by either cash, or investments made under the Investment of Surplus Funds Policy.
5. Where, due to the erosion of the fair value of investments, reserve accounts are not fully cash / investment backed (a funding shortfall), the City will in the next annual accounts identify:
 - a. the amount of any shortfall.
 - b. the reason for the shortfall.
 - c. the process whereby the shortfall will be eliminated.
 - d. when the shortfall is likely to be eliminated.
6. Acceptable methods of eliminating shortfalls are:
 - a. to apply interest earned on reserve fund investments to the shortfall.
 - b. to apply annual operating surpluses to offset investment shortfalls.
 - c. loss mitigation action (e.g. legal action).
 - d. Council borrowings.

7. Council borrowings shall be used as a last resort should the reserve funds be required for operational purposes.

Legislative and Strategic Context

8. Legislation covering reserves funds includes Local Government (Financial Management) Regulations 1996 – Regulation 38 (1) (f).
9. This policy relates to the following elements of the City of Albany Strategic Community Plan:
 - Pillar: Leadership.
 - Outcome: Strong workplace culture and performance.

Review Position and Date

10. This policy is to be reviewed by the document owner every two years.

Associated Documents

11. Related documents that have a bearing on this policy and that may be useful reference material for users of this policy, include:
 - Local Government (Financial Management) Regulations 1996
 - Investment of Surplus Funds Policy

Document Approval

Document Development Officer:		Document Owner:	
Manager Finance		Executive Director Corporate & Commercial Services	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:			
Status of Document:	Council decision		
Quality Assurance:	Finance Team, Executive Management Team, Council Committee, Council.		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
1.0	Chief Executive Officer	Adoption Reference: OCM 17/06/2008 Report Item 12.8.4.	17/06/2008
2.0	Chief Executive Officer	Amended, formatting only. Reviewed by EMT and approved under delegation. NP085636_2.	29/12/2010
3.0	Manager Governance & Risk	Manager Governance & Risk (MGR) Reviewed by Council OCM 23/05/2017 Resolution CCCS028. Synergy Ref: NP1766685.	13/06/2017
3.1	Manager Finance (Acting)	Reviewed by Document Owner, no amendments required.	28/04/2020
4.0	Manager Finance	Prepared for Council Review. Amendments made. Reformatted.	01/03/2022

Asset Impairment Policy

Objective

1. The Accounting Standard AASB 136 – Impairment of Assets, prescribes the procedures that an entity applies to ensure that its assets are carried at no more than their recoverable amount. An asset is carried at more than its recoverable amount if its carrying amount exceeds the amount to be recovered through the use or sale of the asset.

Scope

2. The purpose of this Policy is to provide guidance to all City Officers involved in the assessment of whether assets have been impaired and the determination of the amount by which the impairment is to be recognised in Council's annual financial statements.
3. This policy applies to all assets as required by Accounting Standard AASB 136 – Impairment of Assets. These assets are predominantly Infrastructure Assets and Property, Plant and Equipment.

Policy Statement

4. In accordance with AASB 136 – Impairment of Assets, an annual assessment will be made at 30 June each year, as to whether there is any indication that an asset (or a class of assets) is impaired.
5. This assessment can also be informed by any indications of impairment highlighted during the process of revaluing a class of Council assets. An asset is impaired when its carrying amount exceeds its recoverable amount.
6. This assessment will be documented and recorded as part of the annual financial statements working papers, for review by the external auditor.
7. In making this assessment, City officers are required as a minimum, to consider the following indications:

External sources of information

- a. During the period, an assets market value has declined significantly more than expected as a result of the passage of time or normal use.
- b. Significant changes with an adverse effect on the Council have taken place during the period, or are expected to take place in the near future, in the technological, market, economic or legal environment in which the Council operates or in the market to which an asset is dedicated;

- c. Market interest rates or other market rates of return on investments have increased during the period and those increases are likely to affect the discount rate used in calculating an asset's value in use and decrease the asset's recoverable amount materially;
- d. The carrying amount of the net assets of the Council is more than its market capitalisation;

Internal sources of information

- e. Evidence is available of obsolescence or physical damage of an asset;
- f. Significant changes with an adverse effect on the Council have taken place during the period, or are expected to take place in the near future, in the extent to which, or manner in which, an asset is used or is expected to be used. These changes include the asset becoming idle, plans to discontinue or restructure the operation to which an asset belongs, plans to dispose of an asset before the rather than indefinite; and
- g. Evidence is available from internal reporting that indicates that the economic performance of an asset is, or will be, worse than expected.
8. Where an asset is considered likely to have been impaired, the City will estimate the recoverable amount of the asset. If the assets carrying amount exceeds the amount to be recovered through the use or sale of the asset, it will be written down and an impairment loss recorded in the Financial Accounts, unless the asset is carried at a revalued amount. Where an asset has been revalued, the impairment loss will be offset against the asset revaluation reserve to the extent available. An impairment loss can be reversed for physical non-current assets in subsequent years.

Legislative and Strategic Context

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

- AASB 116 – Property, Plant and Equipment
- AASB 136 – Impairment of Assets
- Local Government (Financial Management) Regulations 1996

This policy relates to the following elements of the City of Albany Strategic Community Plan:

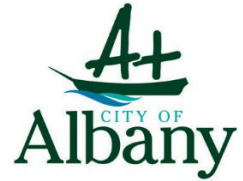
- Pillar: Leadership.
 - Outcome: Strong workplace culture and performance.

Review Position and Date

9. This policy and procedure is to be reviewed by the document owner every two years.

Document Approval

Document Development Officer:		Document Owner	
Manager Finance (MF)		Executive Director Corporate & Commercial Services	
Document Control			
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1.0	Manager Finance	Adoption Reference: OCM 18/06/2013 Report Item 1.1. CEO to review on or before 30/06/2016. NP1332159.	18/06/2013
2.0	Manager Finance	Reviewed OCM 23/05/2017 Resolution CCCS028. NP1766675.	12/06/2017
3.0	Manager Finance	Reviewed. Amendments made: Reformatted.	01/03/2022



City of Albany
Register

Register of Delegations & Authorisations

2022/2023

(Designated & Authorised Positions, Local Laws, Council Policy Positions Register)

(Version: 13.5)

Introduction

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

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

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

When perusing the register, please be aware that some delegations are ongoing and some are given for a "one of" specific reason.

Once exercised, "one of" delegations are removed from the current register and transferred to the City's Records System for permanent retention.

This register is maintained by the Governance & Risk Team on behalf of the Chief Executive Officer.

Statutory Requirements

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

A local government may delegate to the Chief Executive Officer the exercise of any of its powers, or the discharge of any of its duties under this Act, other than those referred to in section 5.43.

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

Under the provisions of section 5.46 of the Act, delegations must be reviewed at least once every financial year.

Limits of delegations to the Chief Executive Officer

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

- any power or duty that requires a decision of an **absolute majority** of the council;
- accepting a tender which exceeds an amount determined by the local government;
- appointing an auditor;
- acquiring or disposing of any property valued at an amount determined by the local government;
- any of the local government's powers under Sections 5.98, 5.98A, 5.99, 5.99A, and 5.100 of the Act;
- borrowing money on behalf of the local government;
- hearing or determining an objection of a kind referred to in Section 9.5;
- the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- any power or duty that requires the approval of the Minister or Governor; or
- such other duties or powers that may be prescribed by the Act.

Limits of delegations to Committees

Sections 5.16 and 5.17 of the Act enables the delegation of some powers and duties to a committee.

The following conditions apply:

- a delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation;
- which have effect for the period of time specified or if no period specified, indefinitely;
- but cannot include any power or duty that requires a decision of an **absolute majority** of the council; and
- any powers or duties that can be delegated to the CEO under the Act, Part 5 (Administration), Division 4 (Local government employees).

Register of, Records Relevant to, Delegations

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

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

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

Transfer of Authority Due to Absence

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

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

Compliance Function Line Managers (includes Coordinators) Authority

Delegated Authority:

To enable efficiency, Line Managers and Coordinators who are charged with the responsibility to review compliance action are authorised to cancel, withdraw and/or discontinue infringements:

- Found to contain critical errors at law; and
- Deemed not in the public interest to pursue as an infringement or prosecution.

This includes authority to waive associated fees and charges.

Associated Council Policy:

- Regulatory Compliance Policy & Guideline.

Authorised Person Identity Card and Appointment Certificate

Authorised Persons Under LG Act must have a identify card and a detailed appointment certificate which lists each piece of legislation and the relevant section or regulation numbers will still need to be signed by the CEO and retained by the local government.

Facility Emergency Management

Where an Officer is appointed an Emergency Control Organisation (ECO) Member (i.e. Chief Fire Warden, Fire Warden, Area Warden etc.) their responsibility and authority must be acknowledged and followed, regardless of current position (i.e. Warden has the authority to direct a Manager/Executive etc.).

This authority is intended to ensure that, during an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

Reference: AS 3745-2010 (Planning for Emergencies in Facilities)

Document Approval			
Document Development Officer:		Document Owners:	
Manager Governance & Risk (MGR)		Chief Executive Officer (CEO) Executive Director Corporate & Commercial Services (EDCCS)	
Document Control			
File Number - Document Type:		PE.AUT.1 – Register of Delegations & Authorisations	
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Quality Assurance:		Chief Executive Officer, Executive Management Team, Council Committee.	
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Document Revision History			
Version	Author	Version Description	Date Completed
13.0	MGR	Fully reviewed and adopted by Council on 23 February 2021, Resolution AR089. Synergy Reference: PU21735.	24 February 2021
13.1	MGR	Minor administrative update: <ul style="list-style-type: none">Delegation 004 - Power to Remove, Impound & Dispose Goods, additional conditions applied.Delegation 013 – Payment of Municipal Funds, additional category applied.Delegation 023 – Administer the Building Act 2011 and Strata Titles Act 1985. Appended with additional advice in relation to the terminate a strata scheme process.Delegation 040 - Administer the Planning & Development Act 2005, appended with additional conditions in relation to modification of the modification of the local heritage list and survey after appropriate consultation, pages 64,65 and 66.Delegation 027, reference to powers of entry updated based on legal advice received to specifically reference the Planning and Development (Local Planning Scheme) Regulations 2015 cl. 79 Entry and inspection powers.Appendix D - Statutory Delegations to Local Government from External Agencies – Amended on 29 January 2021.<ul style="list-style-type: none">Del 2020/01 Power of Local Governments (Strata Titles Act 1985) page 5 of 7.Appended with Stata Title Scheme Process Notes, page 6 of 8.Change of Titles: Albany Leisure & Aquatic Centre (ALAC):<ul style="list-style-type: none">Manager Recreation ServicesBusiness CoordinatorCommercial Services CoordinatorContracts AdministratorAquatic SupervisorAnnex C – Policies<ul style="list-style-type: none">Council Policies: Complaints made by and or against the CEO and Elected Members rescinded OCM 27/04/2021 Resolution CCS339.New Policy: Code of Conduct for Council Members, Committee Members and Candidates (04/05/2021)New Policy: CEO Performance Review Process Policy (30/04/2021).Synergy Reference: PU21720	13 May 2021

Document Revision History			
Version	Author	Version Description	Date Completed
13.2	STLRCL	Minor administrative update: <ul style="list-style-type: none"> Delegation 024: Permits subheading – include point 5 with f-l changed to a-d. Delegation 026: Minor formatting to 1.f <ul style="list-style-type: none"> & p should be sub parts 3.2 added h-j to update authority marks. Synergy Reference: PU21735. 	25 June 2021
13.3	MGR	Minor administrative update: <ul style="list-style-type: none"> Attachment C – Council Policies <ul style="list-style-type: none"> Smoke-Free Outdoor Policy & Implementation Plan, reviewed under delegation – no changes required. Bushfire Attack Level (BAL) Public Land Management Policy adopted on 22/6/2021 Resolution DIS259. Synergy Reference: PU21752 	28 June 2021
13.4	MGR	Minor administrative update: <ul style="list-style-type: none"> Delegation 013: Senior Civil Engineering Officers included in Category F. Delegation 008: Authorise the Executive Director Corporate & Commercial Services to submit DFES/ESL returns prescribed under legislation. Delegation 043: Approve verge development applications assigned to Manager City Reserves. Change to attachment titles. <ul style="list-style-type: none"> Attachment D – Council Adopted and EMT Approved Policy Position Register Delegation 039: Development Control assigned to Coordinator Planning Services. Delegation 040: Administer the Planning & Development Act 2005, authority 1, 2 & 3 assigned to Coordinator Planning Services and level 1, prescribed amounts. Delegation 018 – Award Contracts, authority 3 – vary contracts limed to up to \$10,000 assigned to: <ul style="list-style-type: none"> Civil Infrastructure Project Manager; and Civil Infrastructure Contract Manager. Minor formatting changes throughout document. 	30/11/2021
13.5	MGR	Prepared for review and adoption by Council, major proposed change being: <ul style="list-style-type: none"> Proposed title change from Delegation 013 - Payment of Municipal Funds to Delegation 013 - Payment of Funds. Delegation Extended to extended to include electronic fund transfers: <ul style="list-style-type: none"> Manager Governance & Risk (Authority 2) Business Analyst (Authority 2) Financial Accountant (Authority 2) Renamed Attachments: <ul style="list-style-type: none"> Attachment A – Delegations Register – Assigned Authorised Persons Attachment B – Local Law Register – Assigned Authorised Persons Attachment C – Statutory Delegations – Assigned to local government Attachment D – Policy Position Register – Council adopted and EMT approved. 	8/03/2022

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Local Government Act 1995

001 – Appointment of Authorised Persons

(Local Government Act 1995, including subsidiary legislation & local laws)

Delegation: Authority to:

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

Note: If a person who is given a notice under s3.25 of the Act fails to comply with it, the local government may do anything that it considers necessary to achieve, so far as is practicable, the purpose for which the notice was given, including recovering the cost of as a debt due from the person who failed to comply with the notice.

If a debt (other than a rate or service charge) remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.

Condition of Delegation:

- (a) The power to authorise persons is limited to the Chief Executive Officer, Executive Directors and the Manager Governance & Risk and must be given in writing.
- (b) A person who is authorised to give an infringement notice under s9.16 of the Act is not eligible to be an authorised person for the purposes extending time or withdrawal.

- (c) The power to direct (additional powers) is limited to the CEO, Executive Directors and the following designated positions:
 - Manager Planning & Building Services
 - Manager Public Health & Safety
 - Manager Engineering & Sustainability
- (d) The power to deal with objections and granting extension of time is limited to Executive Directors and above and the following designated positions:
 - Manager Governance & Risk
 - Manager Finance
- (e) Section 3.39 (Power to remove and impound). This section only authorises an “**employee** authorised by the local government”. Once impounded, the City then must give notice to the offender in accordance with section 3.42(1)(b).

Legislative or Policy Reference:**Local Government Act 1995:**

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments),
- Part 6 (Financial management), Division 4 (General financial provisions)
- Part 9 (Miscellaneous provisions), Division 1 (Objections and review).

Local Government (Financial Management) Regulations 1996:

- Part 2 (General financial management – s6.10), Reg. 5 (CEO's duties as to financial management).

Note: LG Act, s3.27 (Particular things local governments can do on land that is not local government property).

Please refer to the specific delegation, being:

- Delegation: 026 - Activities on Private & Public Land.

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

- **Chief Executive Officer** (Authority – All)
- **Executive Directors** (Authority – All)

The following positions are authorised to enact all listed authorities:

- Manager Engineering & Sustainability
- Manager Finance
- Manager Governance & Risk
- Manager Planning & Building Services
- Manager Public Health & Safety

Authorised positions:

- Listed at Attachments A & B.

Local Government Act 1995
Planning & Development Act

002 – Corporate Documents & Branding

(Authority to update administrative policies, guidelines, procedures, and logos)

Delegation: Authority to:

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

Note:

- *It is the role of Council to determine local government's policies.*

Condition of Delegation:

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

Note: *minor amendment, means a change to a Policy or procedure, which does not alter the general meaning, scope, purpose or intent of the document.*

Legislative or Policy Reference:

Local Government Act 1995:

- Part 2 (Constitution of local government), Division 2 (Local governments and councils of local governments), s2.7(2)(b) (Role of council);
- Part 3 (Functions of local governments), Division 1 (General), s3.1 (General function); and
- Part 5 (Administration), Division 4 (Local government employees), s5.41 (Functions of CEO).

Planning & Development Act

- Planning & Development (Local Planning Schemes) Regulations 2015.

Council Policy Position:

- Corporate Document Policy

Report Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
 - Manager Community Relations
- **Executive Director Corporate & Commercial Services**
 - Manager Governance & Risk
- **Executive Director Infrastructure, Development & Environment**
 - Manager Planning & Building Services

Local Government Act 1995

003 – Make Official Public Statements & Information

(Authority to provide statements to the media and authorise Media Releases)

Delegation: Authority to:

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

Condition of Delegation:

The power to authorise persons is limited to the CEO, Executive Directors and the Manager Communications & Events.

Legislative or Policy Reference:**Local Government Act 1995:**

- Part 5 (Administration), Division 4 (Local government employees), s5.41 (d)(f) (*Functions of CEO*).

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

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
 - Manager Community Relations
 - Manager Facilities (incl. NAC & Day Care)
 - Manager Recreation Services (incl. ALAC)
 - Manager Arts & Culture (incl. Library)
 - Team Leader Arts & Culture
- **Executive Director Corporate & Commercial Services**
 - Manager Governance & Risk
 - Manager Public Health & Safety
- **Executive Director Infrastructure, Development & Environment**
 - Manager Engineering & Sustainability
 - Manager Planning & Building Services

Local Government Act 1995

004 – Power to Remove, Impound & Dispose Goods
(Including the Authority to Dispose of Surplus Artwork, Plant, Equipment & Material)

Delegation: Authority to:

1. Dispose surplus plant, equipment and material.
2. Donate surplus plant, equipment and material.
3. Sell or otherwise dispose:
 - a. any goods that have been confiscated subject to s3.47(1) of the Act;
 - b. impounded goods that have not been collected within the period specified in s3.42(1)b, s3.47(2b) or s3.44 of the Act;
 - c. any vehicle that has not been collected within two months of a notice having been given under s3.40(3) or seven days of declaration being made that a vehicle is an abandoned vehicle wreck; and
4. Authority to remove or impound goods under section 3.39 of the Act.
5. Determine that court action be taken to recover impounding expenses in accordance with s3.48 of the Act.
6. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) All surplus plant, equipment and/or material subject to disposal or donation with an estimated market value above \$5,000 must be subject to the CEO providing Elected Members with two weeks written notice with any intention to do so.
- (b) All surplus plant, equipment and/or material being disposed with an estimated market value above \$1,000 must be
 - Sold by public auction; or
 - Offered for sale by public tender.
- (c) All surplus plant, equipment and/or material with an estimated market value of \$1,000 or less can be disposed of by the means listed above in (b), as well as:
 - Provided to the City of Albany tip shop for sale; or
 - Advertised for sale in a local newspaper; or
 - Advertised for sale on the City's website.
- (d) The CEO may use his/her discretion, if appropriate, to donate the surplus plant, equipment and/or material to a suitable not-for-profit entity (i.e. community group, sporting organisation, school) taking into account the loss of income to the City as well as the fairness and equity to other not for profit entities in the City.
- (e) In the absence of any sale or donation being made, it shall be at the absolute discretion of the CEO to dispose of any surplus plant, equipment and/or material in any manner thought fit by him/her.

- (f) The team that administers any impounding of property cannot then administer the disposal.
- (g) The CEO shall approve any legal action and sign any legal documents associated with the disposal of any City owned property.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - *Part 3 (Functions of local government), Division 3 (Executive functions of local government)*
- **Local Government (Functions and General) Regulations 1996:**
 - *Part 6 Miscellaneous), Reg. 30 (Dispositions of property excluded from Act s.3.58); and*
 - *Reg. 31 (Anti-avoidance provision for Act s.3.58).*

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

- **Chief Executive Officer** (Authority – All)
- **Executive Community Services** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Public Health and Safety (Authority 3 & 4 only)
 - Coordinator Ranger Services, Senior Rangers, and Rangers (Authority 4 only)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
 - Manager Operations (Authority 1 & 3 only)

The following positions are limited to enact Authority (3a & 3b) only:

- Manager Planning and Building Services
- Coordinator Planning Services
- Development Engineer
- Senior Planning & Development Compliance Officer
- Development Compliance Officer(s)

005 – Authority to Appoint an Acting Chief Executive Officer
(People & Culture Resource Management & Executive Functions)

Delegation: Authority to:

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

CEO Function: Authority to:

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

Condition of Delegation:

- (a) Appointment subject to funding being allocated in the City's Annual Budget.
- (b) The relevant Executive Director must approve structure changes.
- (c) Appointment and dismissal of:
 - permanent employees; and
 - casual employees;

must be conducted in consultation with **Manager People & Culture** and/or delegate.

Notes:

- *In accordance with s5.2 (Administration of local governments). The council of a local government is to ensure that there is an appropriate structure for administering the local government.*
- *For periods up to one week, entitlement of any 'higher duties' or other form of allowance will be at the CEO's discretion.*
- *In the event the CEO's position becomes vacant then sections 5.36(2)(a) and (b), 5.39 and 5.40 of the Local Government Act 1995 and Regulations 18A, 18B, 18C, 18F and 19A of the Local Government (Administration) Regulations 1996 will apply and a separate resolution of Council will be required by absolute majority.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 3 (Functions of local governments), Division 1 (General)
 - Part 5 (Administration), Division 1 (Introduction)

- **Interpretations Act 1985:**

- Part VII (Statutory powers and duties)

- **Policy Position:**

- Policy for the temporary employment or appointment of CEO (s5.39C(6) of the Act amendment yet to be proclaimed).

Reporting Requirement:

- People & Culture Team (formally known as HR Team) to report to Council Committee monthly.

Designated Persons:

- **Chief Executive Officer**

(Authority – All)

- Manager People & Culture (Authority to enact Authority (3) only)

- **Executive Director Community Services**

(Authority to enact Authority (3) & (4) only)

The following positions are limited to enact Authority (3) and casual employees only:

- Manager Arts & Culture, Library
- Team Leader Arts & Culture
- Manager Recreation Services
- Manager Community Relations
- Manager Facilities
- Team Leader – NAC Operations
- Child Care Educator Team Leader

- **Executive Director Infrastructure, Development & Environment**

(Authority to enact Authority (3) & (4) only)

The following positions are limited to enact Authority (3) and casual employees only:

- Manager Operations
- Manager Engineering & Sustainability
- Manager City Reserves

- **Executive Director Corporate & Commercial Services** (Authority to enact Authority (3) & (4) only)

The following positions are limited to enact Authority (3) and casual employees only.

- Manager Public Health & Safety

Local Government Act 1995

006 – Sign Documents on Behalf of the City of Albany
 (Authority to Execute Deeds & Agreements and apply the Common Seal)

Delegation: Authority to:

1. Sign (execute) a document on behalf of the City where there is a requirement for the document to be executed as a deed, pursuant to s9.49A (5) of the Act;
2. Affix the Council's Common Seal to documents, pursuant to s9.49A (2) of the Act; and
3. Sign documents on behalf of the local government for all matters arising under delegated authority given by the Council under s5.42 and s9.49A (4) of the Act and generally as is necessary or appropriate in reasonably carrying out his or her function under the Act or under any written law.
4. Designate an authorised person(s) to electronically submit approved grant funding submissions on behalf of the City of Albany.
5. Administer the Grant Online Portal Electronic Submission Process.
6. Administer prescribed legislative returns in accordance with the Fire and Emergency Services Authority of Western Australia Act 1998.

Condition of Delegation:

- (a) Power to sub-delegate: In accordance with s5.43(ha) of the Act, the Chief Executive Officer or Acting Chief Executive Officer, appointed in writing, is NOT authorised to delegate this function; and
- (b) Compliance with Council Policy: Use of Common Seal Policy which requires the counter signing by the Mayor.
- (c) Executing documents through the use of the common seal or by signing a document does not constitute the decision to undertake a particular course of action. A Council resolution or a decision under delegated authority is required prior to executing documents pertaining thereto.

Legislative or Policy Reference:**Local Government Act 1995:**

- Part 2 (Constitution of local government), Division 2 (Local governments and councils of local governments), s2.5 (Local governments created as bodies corporate);
- Part 5 (Administration), Division 4 (Local government employees), s5.42 (Delegation of some powers and duties to CEO), s5.43(ha) (Limits on delegations to CEO);
- Part 9 (Miscellaneous provisions), s9.49A (2)(4)(5) (Execution of documents).

Local Government (Functions and General) Regulations 1996:

- Part 6 (Miscellaneous), Reg.34 (Common seal, unauthorised use of)

Fire and Emergency Services Authority of Western Australia Act 1998:

- Part 6A (Emergency services levy), Division 9 (ESL agreements), s36ZJ (ESL agreement, nature of etc.), s36ZK (Part 6A modified for ESL agreement (Sch. 1A))

Rates and Charges (Rebates and Deferments) Act 1992:

- Part 1 (Administration), Division 6 (Reimbursement), s.16 (Claims by administrative authorities)

Council Policy Position: Use of Common Seal Policy**Reporting Requirement:** Report to Council monthly.**Designated Persons:**

- **Chief Executive Officer** (All)
- (Acting CEO, when designed by CEO during periods of absence).
- Executive Director Corporate & Commercial Services (5 & 6 only)
 - Manager Finance (5 only)
 - Revenue Development Officer (5 only)

Local Government Act 1995

007 – Dealing with an Objection to a Decisions Made Under Section 3.25 of the Act

(Authority to Grant Extension of Time, Suspend a Decision)

Delegation: Authority to:

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

Condition of Delegation: Nil.**Notes:**

- *The LG Act states in part, that the objection of a decision made is to be dealt with by the council of the local government.*
- *Unresolved objections are facilitated through the Corporate & Community Services Committee.*
- *Part 9 – Miscellaneous provisions, Division 1 – Objections and review applies when a local government makes a decision under the Act as to whether it will:*
 - *grant a person an authorisation under Part 3 of the Act or under any local law or regulation that is to operate as if it were a local law; or*
 - *renew, vary, or cancel an authorisation that a person has under any of those provisions; or*
 - *whenever a local government gives a person a notice under 3.25 of the Act.*

Legislative or Policy Reference:**Local Government Act 1995:**

- Part 3 (Functions of local governments), Division 3 (Executive functions of local government), s3.25 (Notices requiring certain things to be done by owner or occupier of land), s3.50A (Partial closure of thoroughfare for repairs or maintenance),
- Part 9 (Miscellaneous provisions), Division 1 (Objections and review)
 - s9.1 (*When this Division applies*)
 - s9.5 (*Objection may be lodged*),
 - s9.6 (*Dealing with objection*),
 - s9.7 (*Review*),
 - s9.9 (*Suspension of effect of decision*)
- Schedule 3.1 - Powers under notices to owners or occupiers of land (s3.25).

Local Government (Functions and General)**Regulations 1996:**

- Reg. 6 (3) (Transitional provisions about road closures)

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

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
 - Manager Communications & Events
- **Executive Director Infrastructure, Development & Environment**
 - Manager Planning & Building & Services
 - Coordinator Planning Services
 - Coordinator Building Services
- **Executive Director Corporate & Commercial Services**
 - Manager Finance
 - Manager Governance & Risk
 - Manager Public Health & Safety

Local Government Act 1995

008 – Legal Proceedings

(Approve Legal Representation & Expenses)

Delegation: Authority to:

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

Condition of Delegation:

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

Note:

- *In accordance with s9.57A(2) (Local government protected from liability for defamation: council proceedings on website).*
- *A local government is not liable to an action for defamation in relation to matter published on its official website as part of a broadcast, audio recording, or video recording, of council proceedings.*
- *Council proceedings mean proceedings at a meeting of the council or a committee of the council.*

Legislative or Policy Reference:**Local Government Act 1995:**

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

- *s9.57A. (Local government protected from liability for defamation: publishing council proceedings on website)*

Council Policy Position:

- Legal Representation for Elected Members, Employees & Volunteers Policy

Reporting Requirement:

- Governance & Risk Management Team to report quarterly to the Audit & Risk Committee.

Designated Persons:

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
- **Executive Director Corporate & Commercial Services**
- **Executive Director Infrastructure, Development & Environment**

The following position are authorised to enact Authority (2) only:

- Manager Governance & Risk
- Manager Finance
- Manager Public Health & Safety
- Coordinator Ranger Services
- Manager Planning & Building Services

Local Government Act 1995

009 – Provide Donations, Sponsorship, Subsidies & Authority to Apply for Grant Funding

(Including the provision of sponsorship through the waiver of fees & charges)

Delegation: Authority to:

1. Authorise donations, grants, sponsorship, financial assistance (waive fees and charges), under the Local Government Act 1995, s6.7(2) and s6.12(1)(2) & (3).
2. Apply for grant and subsidy applications on behalf of the City of Albany.
3. Waive fees for goods, services and charges.
4. Determine eligibility of charitable or benevolent community based organisations within the City of Albany to qualify for a Waste Services Subsidy.
Building Specific:
5. Waive, increase, reduce or refund the payment of building service application fees in the following circumstances:
 - a. Application is cancelled prior to final determination.
 - b. Applicant has requested a renewal of an expired decision.
 - c. For a request for the City to provide a Certificate in respect to a proposed development that is not part of a statutory application.
 - d. Any major development made on behalf of local government or government department where most of the assessment has already been carried out.
6. Authorise persons to administer any or all of the above functions.

Notes:

- A local government cannot delegate to a CEO the power under s9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government.
- Financial delegations to expend funds from the municipal fund is separate.
- Authorising expenditure from the municipal fund must align to an authorised budget line designated for a particular purpose.

Condition of Delegation:

- (a) This authorisation:
 - Does not extend to statutory charges, the municipal rate or service charges incorporated within the rate notice.
 - Is subject to:
 - Conditions contained in Council Policies;
 - Funding being allocated in the City's Annual Budget; and

- Reporting:
 - Funding/Donations limited to \$10,000.
 - Funding/Donations above \$10,000 must be reported to Council.

- (b) Any waiver, reduction or refund of a fee shall be based on the following criteria:
 - The proposal not being intended to be a money making venture for the benefit of the entity.
 - The cost of in-kind support and work undertaken by the City of Albany.
 - The application is on behalf of a non-profit or charitable organisation or be reflective of the benefit of the proposal to the community.
- (c) Waste Subsidy:
 - Eligibility: Bona-fide charitable or benevolent organisations providing economic, social, community or environmental services and benefits to the citizens of the City of Albany.
 - Applications: Applications must be submitted in writing and should include information verifying eligibility and details of expected waste types, volumes and regularity of disposal.

Legislative or Policy Reference:

Local Government Act 1995:

- s3.1 (General function),
- s5.42 (Delegation of some powers and duties to CEO),
- s5.43 (ha) (Limits on delegations to CEO),
- s5.44 (CEO may delegate powers and duties to other employees),
- s6.7 (2) (Municipal fund),
- s6.12 (1)(2) & (3) (Power to defer, grant discounts, waive or write off debts),
- s9.49A (Execution of documents)

Local Government (Financial Management)

Regulations 1996:

- r.5 (CEO's duties as to financial management),
- r.12 (Payments from municipal fund or trust fund, restrictions on making),
- r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)

Council Policy Positions:

- Community Funding Policy
- Community Sports & Recreational Facilities
- Small Grant Funding Policy
- Annual Budget

Reporting Requirement: Report to file.

Designated Positions:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Community Services** (Authority – All)
 - Manager Communications & Events (Authority 1 & 2 only)

The following position are limited to enact Authority 1 only:

- Manager Community Relations
- Manager Recreation Services
- Manager Arts and Culture
- Team Leader Arts & Culture
- Manager Facilities (Incl. Heritage Park, NAC & Day Care)
- Team Leader NAC
- Child Care Educator Team Leader
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Finance (Authority – All)
 - Revenue Development Officer (Authority 1 & 2 only)
 - Manager Governance & Risk (Authority 1, 2 & 3 only)
 - Manager Public Health & Safety (Authority 1, 2 & 3 only)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
 - Manager Planning & Building Services (Authority 1, 2 & 3 only)
 - Manager Engineering & Sustainability (Authority 1, 2, 3 & 4 only)
 - Manager Operations (Authority 1, 2 & 3 only)

Local Government Act 1995
Library Board of Western Australia Act 1951
Library Board (Registered Public Library) Regulations 1985

010 – Library Specific

(Librarian Function & Authority, Authority to Recover Overdue Library Books and Other Loaned Items)

Delegation: *Not applicable, legislated function of the Chief Executive Officer (CEO).*

Authority to:

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

Librarian Function & Authority:

3. Deny use of library services to persons whose actions are detrimental to others.

Condition of Delegation: Nil.

Notes:

Library Board (Registered Public Library)

Regulations 1985:

- Regulation 29 (Authority of librarian):
(1) *A librarian may cause to be excluded or removed from a library —*
(a) *any disorderly person;*
(b) *any person who is guilty of offensive behaviour;*
(c) *any person who appears to be intoxicated;*
(d) *any person who is not using the library for the purpose for which it is intended; or*
(e) *any person who has committed a breach of these regulations if it appears that his continued presence in the library may lead to a further breach of these regulations.*
(2) *A librarian —*
(a) *may suspend the use of a reader's ticket; and*
(b) *may refuse books and deny the use of the library to any person who refuses or neglects to comply with these regulations.*
- Regulation 29(2) provides that 'a person who is aggrieved by the decision of a librarian' to deny them the use of the library may appeal the decision in writing to the CEO of the City of Albany.

Legislative or Policy Reference:

Local Government Act 1995:

- s6.10 (Financial management regulations)

Local Government (Financial Management)

Regulation 1996:

- r.5 (CEO's duties as to financial management)

Library Board (Registered Public Library)

Regulations 1985

- r.29(Authority of librarian)

Reporting Requirement: Report to file.

Designated Positions:

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Community Services**
 - Manager Arts and Culture
 - Library Team Leader

Local Government Act 1995
Trustees Act 1962

011 – Power to Invest Municipal Funds

Delegation: Authority to:

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

Condition of Delegation: Compliance with Council Policies:

- Investment of Surplus Funds Policy; and
- Cash/Investment Backing for Reserve Accounts Policy.

Legislative or Policy Reference:

Local Government Act 1995:

- s6.14 (Power to invest).

Local Government (Financial Management) Regulation 1996:

- r.19 (Investments, control procedures for);
- r.38 (Reserve accounts, information about in annual financial report) (1)(f).

Trustees Act 1962:

- Part III (Investments).

Report Requirement: Finance Team is responsible for reporting to Council monthly.

Designated Persons:

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Corporate & Commercial Services**
 - Manager Finance

012 – Take Possession of Land and Apply Caveats to Property**Delegation:** Authority to:

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

Condition of Delegation:

- (a) Authority (2):
 - Must be for the purpose of correcting a financial administrative error.
- (b) Authority (3):
 - Unpaid rates and service charges:
 - Rates or service charges to be unpaid for at least 3 years.
 - On taking possession of any land staff is to notify the owner of the land such notification as is prescribed.

- Affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- The designated officer (delegate) must, at least once, attempt under s6.56 of the Act to recover money due in a court of competent jurisdiction.
- Power of sale of land must be conducted in accordance with Schedule 6.3 of the Act.

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 6 (Financial management)
 - s6.32 (Rates and service charges),
 - s6.39 2)(Rate record),
 - s6.45 (Options for payment of rates or service charges),
 - s6.49 (Agreement as to payment of rates and service charges),
 - s6.56 (Rates or service charges recoverable in court),
 - s6.64 (Actions to be taken).
 - Schedule 6.3 – Provisions relating to sale or transfer of land where rates or service charges unpaid.

Report Requirement:

- Report to Council Committee.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Corporate & Commercial Services**
 - Manager Finance

Local Government Act 1995

013 – Payment of Funds

(Authorise Purchase Orders, EFT, Payment of Funds, Allowances)

Delegation: Authority to:

1. Approve requisitions, purchase orders and **invoices** for the supply of goods and services.
2. Approve **Electronic Fund Transfers (EFT)** from the Municipal, Trust and Reserve funds.
3. Make a cash advance to a person in respect of an expense for which the person can be reimbursed, in accordance with the Act, Division 8 of Part 5.
4. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) As per the requirements of the Local Government (Financial Management) Regulations 1996, r.13.
- (b) Where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the municipal fund or the trust fund, each payment from the municipal fund or the trust fund is to be noted on a list compiled for each month, which is to be presented to the next ordinary meeting of Council.
- (c) The following spending limits apply, **under delegated authority:**
 - Category A – Chief Executive Officer
 - Category B – Executive Director Infrastructure, Development & Environment, Category B = Executive Director Corporate & Commercial Services
 - Category C – Executive Director Community Services
 - Category C – Manager Engineering & Sustainability, Manager Operations
 - Category D – Managers
 - Category E – Coordinators in the Infrastructure, Development & Environment Directorate, Team Leader Civil Infrastructure, Building Infrastructure Officer
 - Category F – Team Leaders, Coordinators, Personal Assistant to Mayor & Councillors, **Senior Civil Engineering Officers**
 - Category G – Officers

-
- Limit for Category A – Any
 - Limit for Category B – \$250,000 and under
 - Limit for Category C – \$100,000 and under
 - Limit for Category D – \$50,000 and under
 - Limit for Category E – \$20,000 and under
 - Limit for Category F – \$10,000 and under
 - Limit for Category G – Payments under \$5,000
-

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

Legislative or Policy Reference:**Local Government Act 1995:**

- Part 3 (Functions of local governments), s3.1 (General function)
- Part 5 (Administration), s5.98 (Fees etc. for council members),
- Part 6 (General financial provisions), s6.10 (Financial management regulations)

Local Government (Financial Management)**Regulations 1996:**

- r.5 (CEO's duties as to financial management)
- r.8 (Separate bank etc. accounts required for some moneys)
- r.11 (Payments, procedures for making etc.)
- r.12 (Payments from municipal fund or trust fund, restrictions on making) (1)(a)
- r.13 (Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.)

Report Requirement: Report to the Council Committee and Council's Ordinary Monthly Meeting.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Community Services** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Finance (Authority – All)
 - **Manager Governance & Risk (Authority 2)**
 - **Business Analyst (Authority 2)**
 - **Financial Accountant (Authority 2)**
- **Executive Director Infrastructure, Development & Environment** (Authority – All)

Designated Positions: Refer to Condition (c).

014 – Freedom of Information & Authority to Release Information

(Release information to external parties / entities)

Delegation: (Not applicable, legislated function of the Chief Executive Officer).**CEO FUNCTION:** Authorisation to:

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

Condition of Delegation: Nil.**Notes:**

- *The ability for the CEO to deem that documents should not be made available because in the CEO's opinion the meeting should have been closed to the public has been removed.*
- *The following documents are no longer required to be made available for inspection:*
 - *Rate records;*
 - *The register of owners and occupiers and electoral rolls;*
 - *The rules of conduct regulations; and*
 - *CEO and senior employees' contracts.*
- *The City is responsible for ensuring any register of gifts are made available for public inspection.*
- *Information that must be published on the City's website:*
 - *A map of the district (which includes ward boundaries);*
 - *Adverse findings of the State Administrative Tribunal and Standards Panel;*
 - *An up-to-date list of fees and charges;*
 - *Confirmed minutes of council or committee meetings;*
 - *Consolidated copies of any local law that is in force in the district;*
 - *Minutes of electors' meetings; and notice papers and agendas relating to council and committee meetings that have been tabled or produced by the local government and presented at a council or committee meeting (unless it concerns an item that was part of a meeting that was closed to members of the public);*
 - *The annual budget;*
 - *The local government's plans for the future;*
 - *The notice of sale of a property because of the non-payment of rates or service charges; and*
 - *Business Plans for major land trading undertakings or major land transactions.*

Legislative or Policy Reference:**Freedom of Information Act 1992:**

- s3 (Objects of Act),
- s4 (Agencies, duties of when applying Act)

Local Government Act 1995:

- s5.94 (Public can inspect certain local government information),
- 3.59(Commercial enterprises by local governments),
- s5.96A (Information published on official website),
- s9.57A (Local government protected from liability for defamation: council proceedings on website),
- s5118 (Carrying out orders),
- Schedule 6.3 (Provisions relating to sale or transfer of land where rates or service charges unpaid).

Administrative Policy Position:

- Code of Conduct for Staff with Access to Recorded Material (Audio, CCTV, Camera Footage) Policy

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

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Governance & Risk (Authority 1 only)
 - Team Leader Records & Council Liaison (Authority 1 only)
 - Manager Information Technology (IT) (Authority 1 only in relation to access to recorded material)
 - Manager Public Health & Safety (Authority 1 only in relation to access to recorded material)
- **Executive Director Infrastructure, Development & Environment** (Authority 1 only in relation to access to recorded material)
 - Manager Planning & Building Services (Authority 1 only in relation to access to recorded material)

Local Government Act 1995

015 – Elections

Delegation: *(Not applicable, legislated function of the Chief Executive Officer.)*

CEO FUNCTION: Authorisation to:

1. Electoral Rolls & Enrolment Eligibility. Prepare an owners and occupiers roll for an election and decide whether a claim made for enrolment eligibility is to be accepted or rejected.
2. Dispose Election Records. Undertake the duties of the Chief Executive Officer as provided in regulation 82(4) of the Local Government (Elections) Regulations 1997 that is to undertake or to supervise the destruction of any election material).
3. Authorise persons to administer any or all of the above functions.

Condition of Delegation: Authorisation 3 limited to the Chief Executive Officer.

Legislative or Policy Reference:

Local Government Act 1995:

- s4.32 (Eligibility to enrol under)
- s4.30(4)(5)(how to claim),
- s4.41(1)(Owners and occupiers roll).

Local Government (Elections) Regulations 1997:

- r.82(4) (Keeping election papers – s4.84(a)).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)

The following positions are limited to enact Authority 1 & 2 only:

- Manager Governance & Risk
- Team Leader Records & Council Liaison

The following positions are limited to enact Authority 1 only:

- Manager Finance
- Senior Finance Officer – Rates
- Finance Officers – Rates

016 – Primary & Annual Returns, Gift Declarations and Declarations of Interest (Acknowledgement of Receipt)

Delegation: *(Not applicable, legislated function of the Chief Executive Officer).*

CEO FUNCTION: Authority to:

1. Acknowledge the receipt of Primary and Annual Returns in accordance with s5.77 of the Act.
2. Acknowledge receipt of declarations of gifts in accordance with sections 5.87A and 5.87B of the Act.
3. Acknowledge receipt of Declarations of Interest (Impartiality, Proximity & Financial).

Condition of Delegation:

- (a) Compliance with Attendance at Events Policy.
- (b) All acknowledgements are to be communicated by email copied to:
 - CEO and Manager Governance & Risk; or Mayor if applicable.

Legislative or Policy Reference:

Local Government Act 1995:

- Part 5 (Administration), Division 6 (Disclosure of financial interest and gifts), Subdivision 1 (Disclosure of financial interests in matters affecting local government decisions) and Subdivision 2 (Disclosure of financial interests in returns)
 - s5.66 (Meeting to be informed of disclosures)
 - s5.77 (Acknowledging receipt of returns),
 - s.5.87A (Council members to disclose gifts)
 - s.5.87B (CEOs to disclose gifts),
 - s.5.87C (Provisions about disclosure),
 - Division 6A (Attendance at events)
 - s.5.90A (Policy for attendance at events).

Local Government (Administration) Regulations 1996

Reporting Requirement:

- Report to file and Register of Gifts as prescribed.
- All disclosures pertaining to matters affecting local government decisions to be minuted in accordance with section 5.73 of the Act.

Designated Persons:

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Corporate & Commercial Services**
 - Manager Governance & Risk
 - Team Leader Records & Council Liaison

Local Government Act 1995

017 – Administer Public Liability Claims

(Authority to administer public liability claims and pay compensation)

Delegation: Authority to:

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

Notes: A local government is to compensate the person if the person requests compensation unless it is otherwise expressly stated in s3.22 (5) of the Act, or in Schedule 3.1 or Schedule 3.2 of the Act.

s3.22 does not limit section s9.57 of the Act.

Condition of Delegation: Nil.**Legislative or Policy Reference:****Local Government Act 1995:**

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments), Subdivision 1 (Performing executive functions)
 - s3.22 (Compensation),
 - s3.51(2)(b) (Affected owners to be notified of certain proposals),
- Part 9 (Miscellaneous provisions), Division 4 (Protection from liability)
 - s9.57 (Local government protected from certain liability).

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

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Governance & Risk (Authority to enact Authority 1 only)

Local Government Act 1995

018 – Award Contracts

(Supply of Equipment, Goods, Materials & Services)

Delegation: Authority to:

1. Award a contract.
2. Extend or renew a contract.
3. Vary a contract.
4. Authorise person(s) to administer any of their delegated functions.

Condition of Delegation:

- (a) Contract value determined by delegation: 013 – Payments from Municipal Fund
- (b) Summary of Variations enacted must be acknowledged by the responsible Executive Director.

Legislative or Policy Reference:**Local Government Act 1995:**

- s3.18(2) (Performing executive functions),
- s3.57(1) (Tenders for providing goods or services),
- s5.41(d) (Functions of CEO),
- s5.43(b) (Limits on delegations to CEO).

Local Government (Functions and General) Regulations 1996:

- Division 2 – Tenders for providing goods or services (s3.57).

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

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Finance
(Limited to enact Authority 1, quotations up to \$250,000)
- **Executive Director Community Services**
(Authority 2, 3, & 4 only)
- **Executive Director Infrastructure, Development & Environment**
(Authority 2, 3, & 4 only)
 - Manager Engineering & Sustainability
(Limited to enact Authority 3 only, up to \$50,000 per contract)
 - **Civil Infrastructure Project Manager**
(Limited to enact Authority 3 only, up to \$10,000 per contract)
 - **Civil Infrastructure Contract Manager**
(Limited to enact Authority 3 only, up to \$10,000 per contract)
 - Team Leader Civil Infrastructure
(Limited to enact Authority 3 only, up to \$10,000 per contract)

019 – Leases, Licences (Property Management)

Delegation: Authority to:

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

Condition of Delegation:

- (a) Process leases and licences (1) Authority to process matters relating to Leases and Licences, as follows:
 - Settled terms and conditions to be approved by the delegate as soon as practicable;
 - Definition of lessee includes a licensee where the context permits;

- Where the lessee disputes the market rent increase, the delegate may negotiate a lesser increase to lease/licence rent subject to:
 - the lessee providing to the City at the lessee's cost, a current written rental valuation undertaken by a licensed valuer on or prior to the date upon which the increased rent is to apply; or
 - the City and the lessee reaching agreement on a new lease/licence rental that is not less than 80% of the market rate as determined by the City's Valuer to a maximum amount of \$5,000 per annum.

(b) Variation of existing lease/licence terms: subject to Authority 2 & 6:

- To comply with legislative or other statutory or government authority requirements issued from time to time.
- Leased area:
 - Increase not exceeding 10% or 100m² of the existing area, whichever is the greater;
 - Any reduction to the existing lease area.
- Permitted Use provided there being:
 - no change to the primary use and in accordance with the Management Order over the land (if applicable).
 - proposed amendment is ancillary to the existing permitted use; and
 - has local authority planning approval (if required).
- Guarantee & Indemnity or Insurance provided Council interests remain protected.

(c) Approve requests (Authority 3): Compliance with Council Policy Property Management – Leases and Licences is required.

(d) Approve new and renew requests (Authority 3 & 4): All new leases and licences (other than those delegated by Council) will be referred to Council for consideration.

Legislative or Policy Reference:

Local Government Act 1995:

- s3.58 (Disposing of property)

Land Administration Act 1997:

- Part 6 (Sales, lease, licences, etc. of Crown land)

Council Policy Position:

- Property Management – Leases & Licences Policy

Reporting Requirement:

- All new leases and licences (other than those delegated by Council) are to be referred to Council for consideration.
- Report to Council monthly.

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)

Local Government Act 1995
Caravan Parks and Camping Grounds Act 1995

020 – Public Property & Land Management

(Authority to administer and authorise use of Public Facilities, Reserves, Campgrounds & Event Approval)

Delegation: Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Law: Local Government Property Local Law 2011 (As amended)

Council Policy Position:

- Public Works, Service and Tourist Signs Policy

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Corporate & Commercial Services**
 - Manager Governance & Risk
- **Executive Director Community Services**
 - Manager Facilities
 - Team Leader National Anzac Centre Precinct
 - Child Care Educator Team Leader

The following positions are authorised to enact all listed authorities, except the authority to enact Authority (2) & (3):

- Manager Community Relations
- Events Approval & Projects Officer
- Manager Recreation Services (incl. ALAC)
- ALAC Duty Managers & Coordinators
- Manager Arts & Culture
- Library Team Leader
- Team Leader Arts & Culture
- **Executive Director Infrastructure, Development & Environment** (Authority – All)

The following positions are authorised to enact all listed authorities, except the authority to enact Authority (2) & (3):

- Manager Engineering & Sustainability
- Manager City Reserves

Local Government Act 1995

021 – Objection to the Rate Record & Release of Rating Information**Reporting Requirement:** Report to file.**Delegation:** Authority to:

1. Consider any objection to the rate record and may either disallow it or allow it, wholly or in part, pursuant to s6.76(5) of the Act.
2. Grant an extension to the time to make an objection, pursuant to s6.76(4) of the Act.
3. Consider applications to release information detailed in s5.94(m) of the Act, subject to:
 - a. Applications being submitted in the form prescribed from time to time; and
 - b. A Statutory Declaration being completed.
4. Authorise persons to administer any or all of the above functions.

Notes:

- *A local government:*
 - *Is to promptly consider any objection to the rate record and may either disallow it or allow it, wholly or in part.*
 - *May, on application by a person proposed to make an objection to the rate record, extend the time for making the objection for such period as it thinks fit.*
- *The ability for the CEO to deem that documents should not be made available because in the CEO's opinion the meeting should have been closed to the public has been removed.*

Condition of Delegation:

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

Legislative or Policy Reference:**Local Government Act 1995:**

- s5.94 (Public can inspect certain local government information),
- s5.95 (Limits on right to inspect local government information),
- s5.96 (Copies of information to be available),
- s6.76 (4)(5) (Grounds of objection).

Local Government (Administration) Regulations 1996:

- r.29B (Copies of certain information not to be provided (Act s. 5.96))

Designated Persons:

- **Chief Executive Officer** (Authority – All)
- **Executive Director Corporate & Commercial Services** (Authority – All)
 - Manager Finance (Limited to enact Authority 1, 2 & 3 only)
 - Rates Officer (Limited to enact Authority 3 only)
 - Manager Governance & Risk (Limited to enact Authority 3 only)
 - Team Leader Records & Council Liaison (Limited to enact Authority 3 only)

022 – Administer Rate Collection
(Recover and Write Off Rate Debt, Administer Rating Exemptions)

Delegation: Authority to:

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

Condition of Delegation:

- (a) Write Off Debt (monies owed):
 - Maximum \$10,000.
 - Finance Officers– Rates: limited \$1,500.
 - The full details of the waiver, concession or write off to be recorded on the appropriate financial record and a report being provided to the Community and Corporate Services Committee on an annual basis on the exercise of this delegation.
- (b) Rate Debt Recovery – Authority (3):
 - Rates or service charges to be unpaid.
 - A General Procedure Claim and Property Seizure & Sale Order through the Magistrate's Court has been served on the ratepayer.
 - Property Seizure & Sale Order to be lodged on the land title.
 - Proceed to sell the land through the Bailiff's Office.
- (c) Approve Rate Exemption – Authority (4). If the delegates are not satisfied that the use of the property is exempt under s6.26, of the Act, the application must be referred to the Chief Executive Officer.

Legislative or Policy Reference:**Local Government Act 1995:**

- s6.12 (Power to defer, grant discounts, waive or write off debts) (1)(c);
- s6.26 (Rateable land);
- s6.49 Agreement as to payment of rates and service charge;
- s6.56 (Rates or service charges recoverable in court); s6.64 (Actions to be taken);
- s6.66 (Effect of lease);
- s6.68 (Exercise of power to sell land).

Council Policies:

- Rating Subsidy: Sporting and Community Organisations: Subject to a qualifying criterion, a full subsidy of annual rates may be applied.
- Rates Financial Hardship Policy: This policy is applicable to outstanding rates and charges as at the date of adoption and/or re-adoption.

Reporting Requirement: Report to file and to Council annually, noting conditions.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Finance
(Authority – All, Exempt 5)
 - Senior Finance Officer – Rates
(Limited to enact Authority 2 only)

Building Act 2011
Planning & Development Act 2005
Strata Titles Act 1985

023 – Administer the Building Act 2011 and Strata Titles Act 1985
(Occupancy Permit, Building Approval, Certificate for Strata Scheme, Plan of Re-Subdivision)

Delegation: Council designates the following positions to discharge duties, under s50 of the Building Act 2011, subject to conditions:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment;
 - Development Engineer
 - Senior Planning Officers
 - Manager Planning & Building Services
 - Coordinator Planning Services
 - Coordinator Building Services
 - Senior Building Surveyors
 - Building Surveyors

Authority to:

1. Grant (under s50 of the Building Act 2011):
 - a. an Occupancy Permit for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(a); or
 - b. a building Approval Certificate for a building that is a subject of the strata plan to accompany the strata plan as required under the Strata Titles Act 1985 s5B(2)(b), wherein the opinion of the Chief Executive Officer:
 - The buildings shown on the strata plan are first inspected to ensure compliance with approved building plans and specifications; and
 - The buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act 1985.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

- (a) Occupancy Permit - Authority (1). Also satisfied that:
 - separate occupation of the proposed lots will not contravene the provisions of any local planning scheme in force under the Planning and Development Act 2005;
 - any consent or approval required under any such local planning scheme or under the provisions of the last-mentioned Act relating to any interim development order, has been given in relation to the separate occupation of the proposed lots; and

- the development of the parcel as a whole, the building and the proposed subdivision of the parcel into lots for separate occupation will not interfere with the existing or likely future amenity of the neighbourhood, having regard to the circumstances of the case and to the public interest.

- (b) Approval Certificate – Authority (2). Power to determine applications for the issuing of a certificate of approval under the Building Act 2011, s50 for a plan of subdivision, re-subdivision or consolidation, except those applications that:
 - propose the creation of a vacant lot;
 - proposed vacant air strata's in multi-tiered strata scheme developments;
 - in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relating to:
 - a type of development; and/or
 - land within an area;

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.
- (c) A local government that exercises the power referred to in condition of delegation 1(b)(ii) above (Functions to be performed) is to provide WAPC with data on all applications determined under this Instrument of delegation at the conclusion of each financial year in the format prescribed by the WAPC.

Notes: The full Western Australian Planning Commission Delegation is listed at Attachment C.

RE: Strata Title Scheme Applications. Two amendments have been made:

- The first is to grant power to local governments to determine applications relating to restrictive use conditions or by-laws.
- The second is to restrict the power of local governments to determine type 1A and type 2 subdivision applications.

Additional advice is provided at Attachment C, in regards to the process relating to applications to terminate a strata scheme.

Legislative or Policy Reference:**Building Act 2011:**

- s50 (Application for occupancy permit or building approval certificate for registration of strata scheme, plan of re-subdivision)

Strata Titles Act 1985:

- Part II (Strata schemes and survey-strata schemes, Division 1 — Creation of lots and common property), s5B(2) (a), & (2)(b). (Further provisions as to registration of plans), s25 (Certificate of Commission)
- *Western Australian Planning Commission - Delegation 2020/01 (gazette 29 January 2021) – local governments, and to member and officers, its power under sections 15, 21 & 22 of the Strata Titles Act 1985.*

Reporting Requirement: Report to Council monthly.

Designated Positions:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)

The following positions are limited to enact Authority 1a & 1b only:

- Manager Planning & Building Services
- Coordinator Building Services
- Senior Building Surveyor(s)
- Building Surveyor(s)

Local Government Act 1995
Building Act 2011

024 – Building Act 2011
(Administration and Compliance Powers)

Delegation: Authority to:

1. Appoint authorised persons: to administer the Building Act 2011 (the Building Act) and sign the certificate of appointment.
 2. Commence Prosecutions pursuant to s139 of the Building Act.
 3. Conduct duties as an authorised person pursuant to s96 of the Building Act:
 - a. Enter and inspect buildings (completed or not) and land;
 - b. Serve requirements on an owner or builder imposing requirements as to the manner of carrying out such operations or earthworks for the purpose of minimising such damage, under the Building Act.
 4. Serve Notices:
 - a. To stop unlawful work in accordance with s191 of the Building Act;
 - b. Where a building is deemed to be in a dangerous state, cause it to be shored up or otherwise secured and a proper hoarding or fence to be put up for the protection of the public from danger, and shall cause written notice to be served on the owner or occupier, under s192 of the Building Act;
 - c. On the owner or occupier of a neglected and/or dangerous building, to compel removal in accordance with the Building Act, s192 & s193;
 - d. On the owner or occupier of a dilapidated building, to compel renovation in accordance with s194 of the Building Act;
 - e. On the owner or occupier of a uncompleted building, in accordance with s195 of the Building Act.
 5. Permits:
 - a. Approve or refuse to approve plans and specifications for a Building Permit submitted under s20 of the Building Act;
 - b. Approve or refuse to approve plans and specifications for a Demolition Permit submitted under s21 of the Building Act;
 - c. Approve, modify or refuse to approve applications for an extension of period of duration for a Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act;
 - d. Approve, modify or refuse to approve applications for Granting of an Occupancy Permit and Building Approval Certificate submitted under s58 of the Building Act.
- (a) Authorised Persons - Authority (1) & (3):
Appointed authorised person must hold a current authority card.
 - (b) An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to enter, to the person demanding it.
 - (c) Commence Prosecutions – Authority (2): is restricted to CEO and the Executive Directors.
 - (d) Serve Notices – Authority (4):
 - (e) Executive Director to sign the Notice.
 - (f) Notice must be in accordance with prescribed content.
 - (g) In undertaking the functions of these delegations, Building Surveyors must:
 - (h) Be employed by the City of Albany in accordance with s5.36 of the Act.
 - (i) Hold the appropriate qualifications as set out under r.6 of the Building Services (Registration) Regulations 2011.

Legislative or Policy Reference:

Building Act 2011:

- s20 (Grant of building permit),
- s21 (Grant of demolition permit),
- s22 (Further grounds for not granting an application),
- s58 (Grant of occupancy permit, building approval certificate),
- s65 (Extension of period of duration),
- s96 (Authorised persons),
- s110 (Building orders),
- s117 (Revocation of building order),
- s127 (Delegation: special permit authorities and local governments),
- s139 (Presumptions about authority to do certain things),
- s191 (Notices to stop unlawful work),
- s192 (Dangerous buildings),
- s193 (Neglected buildings),
- s194 (Dilapidated buildings),
- s195 (Uncompleted buildings).

Building Services (Registration) Act 2011

Building Services (Registration) Regulations 2011:

- r.6 (Classes of building service practitioner and building service contractor)

Condition of Delegation:

Building Regulations 2012:

- Part 10 (Infringement Notices)
 - r69 (Prescribed offences and modified penalties)
 - r70 (Approved officers and authorised officers)

Local Government Act 1995:

- s5.36 (Local government employees)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Limited to enact Authority 1, 2 & 4 only)
- **Executive Director Infrastructure, Development & Environment**
(Limited to enact Authority 1, 2 & 4 only)

The following positions are limited to enact Authority 3 only:

- Manager Planning & Building Services
- Development Engineer

The following positions are limited to enact Authority 3 & 4 only:

- Senior Planning & Development Compliance Officer
- Development Compliance Officer(s)

The following positions are limited to enact Authority 3, 4 & 5 only:

- Coordinator Building Services
(Authority 3, 4 & 5 only)
- Senior Building Surveyor(s)
(Authority 3, 4 & 5 only)

The following positions are limited to enact Authority 3 & 5 only:

- Building Surveyor(s)

Building Act 2011

025 – Swimming Pools

(Authority to Inspect and Enforce Compliance)

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

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Senior Planning & Development Compliance Officer
 - Coordinator Building Services
 - Development Compliance Officer
 - Senior Building Surveyors
 - Building Surveyors

Authority to:

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

Condition of Delegation:

- (a) Enter and inspect land and swimming pools:
 - Must hold a current authority card, compliant with the transitional provisions prescribed in the regulations.
 - An authorised person, shall on demand by the builder, owner or person apparently in charge thereof, produce his authority to so enter to the person demanding it.
- (b) Inspect private swimming pools:
 - Executive Director to sign any Prosecution Notices.
 - The inspection that is to be conducted at the completion of building work for an enclosure of a private swimming pool is an inspection to assess whether the pool enclosure complies with the requirements in regulation 50.

Legislative or Policy Reference:

Building Act 2011

Building Regulations 2012:

- Division 2 (Kinds of applications for occupancy permits and building approval certificates), r.50 (Application for occupancy permit),
- Division 3 (Making and dealing with applications for occupancy permits and building approval certificates), r.54 (Manner of application).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Authority – All)
 - Development Engineer
(Authority – All)

The following positions are limited to enact Authority 1 & 2 only:

- Coordinator Building Services
- Senior Building Surveyor(s)
- Building Surveyor(s)
- Senior Planning & Development Compliance Officer
- Development Compliance Officer

026 – Activities on Private & Public Land

(Take Action and Issue Notices to mitigate hazards to life and property)

Delegation: Authority to:**Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25(1)]:**

1. Issue notices in writing requiring the person to do anything, but not limited to, the following:
 - a. [1] Prevent water from dripping or running from a building on the land onto any other land;
 - b. [2] Place in a prominent position on the land a number to indicate the address;
 - c. [3] Modify or repair, in the interests of the convenience or safety of the public, anything constructed as mentioned in Schedule 9.1, clause 8 of the Act, or repair any damage caused to the public thoroughfare or other public place mentioned in that clause;
 - d. [4] (1) Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law —
 - is suitably enclosed to separate it from the public place; and
 - where applicable, is enclosed with a close fence, to the satisfaction of the local government, suitable to prevent sand or other matter coming from the land onto the public place.
 - e. [5] (1) Ensure that unsightly land is enclosed, to the satisfaction of the local government, with a fence or other means suitable to prevent the land, so far as is practicable, from being unsightly.
 - f. [5A] (1) Ensure that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy.

In this item — **unsightly**, in relation to land, means having an appearance that, because of the way in which the land is used, does not conform with the general appearance of other land in the locality.

In this item — **disused material** includes disused motor vehicles, old motor vehicle bodies and old machinery.

- g. [6] Take specified measures for preventing or minimising the movement of sand, silt, clay or rocks on or from the land if, in the opinion of the local government, that movement would be likely to adversely affect other land.
- h. [7] Ensure that land that adjoins a public thoroughfare or other public place that is specified for the purposes of this item by a local law is not overgrown.
- i. [8] Remove all or part of a tree that is obstructing or otherwise prejudicially affecting a thoroughfare that is under the local government's control or management and adjoins the land where the tree is situated.
- j. [9] Ensure that a tree on the land that endangers any person or thing on adjoining land is made safe.
- k. [10] Take specified measures for preventing or minimizing —
 - danger to the public; or
 - damage to property,
 which might result from cyclonic activity.
- l. [11] Remove bees that are likely to endanger the safety of any person or create a serious public nuisance.
- m. [12] Ensure that an unsightly, dilapidated or dangerous fence or gate that separates the land from land that is local government property is modified or repaired.
- n. [13] Take specific measures to prevent —
 - o. artificial light being emitted from the land; or
 - p. natural or artificial light being reflected from something on the land, creating a nuisance.
- q. [14] (1) Remove or make safe anything that is obstructing or otherwise prejudicially affecting a private thoroughfare so that danger to anyone using the thoroughfare is prevented or minimised.

For the purpose of this item, this includes:
Fire Fuel Load Reduction Activities
(slashing, mulching, etc.) to protect private and public property.

In this item — **private thoroughfare** has the same meaning as in Schedule 9.1 clause 7(1) of the Act.

Schedule 3.2 – Particular things local governments can do on land even though it is not local government property [s3.27(1)]:

2. Carry out things prescribed in Schedule 3.2 even though the land is not local government property and the local government does not have consent to act:
 - a. [1] Carry out works for the drainage of land, which includes (Drainage Easements);
 - b. [2] Do earthworks or other works on land for preventing or reducing flooding;
 - c. [3] Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate; (s3.36 applies, s3.27(3) applies).
 - d. [4] Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel that is required for making or repairing a thoroughfare, bridge, culvert, fence, or gate; (s3.36 applies, s3.27(3) applies).
 - e. [5] Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare; (s3.36 applies, s3.27(3) applies).
 - f. [6] Place on land signs to indicate the names of public thoroughfares; and
 - g. [7] Make safe a tree that presents serious and immediate danger to life or property.

Graffiti Vandalism Act 2016:

3. Exercise all powers prescribed in Part 3 of the Graffiti Vandalism Act 2016:

Note: The number indicated between the brackets i.e. [] is the clause number used in the Act.

Condition of Delegation:

- (a) The authorised persons must document how they formed the opinion that the things to be performed are necessary to protect and/or enhance the health, safety or amenity of the persons or property in the district or to remove a nuisance.
- (b) Schedule 3.1 – Powers under notices to owners or occupiers of land [s3.25((1)]:

Authority 1e: The notice cannot be given to an occupier who is not an owner.

Legislative or Policy Reference:

Local Government Act 1995:

- s3.25 (Notices requiring certain things to be done by owner or occupier of land),
- s3.27 (Particular things local governments can do on land that is not local government property),
- s3.36 (Opening fences),
- Schedule 3.1 – Powers under notices, Division 1 (Things a notice may require to be done),
- Schedule 3.2 – Particular things local governments can do on land even though it is not local government property.

Local Government (Uniform Local Provisions) Regulations 1996:

- r.13 (Requirement to construct or repair crossing — Sch. 9.1 cl. 7(3))

Graffiti Vandalism Act 2016:

- Part 3 (Local government powers)
 - s16 (Delegation by local government),
 - s18 (Notice requiring removal of graffiti)
 - s22 (Objection may be lodged), under the Local Government Act 1995, Part 9 and section 9.6.
 - s25. (Local government graffiti powers on land not local government property)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer** (Authority – All)

Position/ Delegated Authority Limited to Enact	Schedule 3.1 – Powers under notices to owners or occupiers of land:															Schedule 3.2 – Particular things local governments can do on land even though it is not local government property:						
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	a	b	c	d	e	f	g
Executive Director Infrastructure, Development & Environment	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Manager Planning & Building Services	X	X		X	X	X	X	X	X			X	X	X	X	X						
Development Engineer	X			X								X		X	X							
Planning Coordinator					X	X	X	X	X			X	X	X	X							
Senior Planning & Development Compliance Officer	X				X	X	X	X	X			X	X	X	X	X						
Development Compliance Officer	X			X								X		X	X							
Coordinator Building Services									X					X	X							
Manager City Reserves						X					X											
Manager Engineering & Sustainability	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Manager Operations	X	X	X	X	X		X		X		X		X	X	X							
Executive Director Corporate & Commercial Services					X	X	X	X	X			X	X	X	X							
Manager Public Health & Safety					X	X	X		X			X	X	X	X							
Coordinator Ranger Services					X	X	X		X			X	X	X	X							
Senior Rangers & Rangers					X	X	X		X			X	X	X	X							
Coordinator Environmental Health								X					X									

027 – Designate Prosecution Officers & Authorise Power of Entry**Delegation:** Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:**Local Government Act 1995:**

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments), Subdivision 3 (Powers of entry)
 - s3.28 (When this Subdivision applies)
 - s3.31(2) (General procedure for entering property)
 - s3.32 (Notice of entry)

Planning & Development Act 2005:

- Planning and Development (Local Planning Scheme) Regulations 2015 cl. 79

Building Act 2011:

- Division 3 — Powers of authorised persons, s100 (Entry powers); s101 (Powers after entry for compliance purposes)

Fines, Penalties & Infringement Notices Enforcement Act 1994:

- s13(2) (Approved prosecuting authorities and officers)

Graffiti Vandalism Act 2016:

- Division 4 (Powers of entry), s27. (General procedure for entering property, s28. (Notice of entry), s29. (Entry under warrant)

Reporting Requirement:

- Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment** (Authority – All)
 - Manager Engineering & Sustainability
(Limited to enact Authority 2 only)
 - Manager City Reserves
(Limited to enact Authority 2 only)

The following positions are limited to enact Authority 1 & 2 only:

- Manager Planning & Building Services
- Development Engineer
- Coordinator Planning Services
- Senior Planners
- Planning Officer
- Coordinator Building Services
- Senior Building Surveyor(s)
- Building Surveyor(s)
- Senior Planning & Development Compliance Officer
- Development Compliance Officer(s)
- **Executive Director Commercial & Community Services**
(Authority – All)
 - Manager Public Health & Safety
(Limited to enact Authority 1 & 2 only)
 - Coordinator Ranger Services
(Limited to enact Authority 2 only)
 - Environmental Health Officers & Technicians
(Limited to enact Authority 2 only)

028 – Administer the Subdivision of Land**Delegation:** Authority to:

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

Condition of Delegation:

- (a) The application complies with the provisions of the:
 - Local Planning Scheme (LPS1);
 - Residential Design Codes;
 - Building Code of Australia;
 - Building Regulations of Western Australia; and
 - City of Albany Policies and Local Laws.
- (b) The provision of truncations where necessary, must be to the satisfaction of the Executive Director Infrastructure, Development & Environment and documented on the appropriate file and record.
- (c) Any Applications where the recommendations would be inconsistent with the objectives of Local Planning Scheme (LPS1), a relevant structure plan, outline development plan, policy or strategy to be referred to Council.

Legislative or Policy Reference:**Local Government Act 1995:**

- Schedule 3.1 — Powers under notices to owners or occupiers of land, s3.25 (Notices requiring certain things to be done by owner or occupier of land)

Policy Position:

- Subdivision & Development Guidelines Policy

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

- **Chief Executive Officer**
(Authority – All)

The following positions are authorised to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager Planning & Building Services
 - Development Engineer
 - Coordinator Planning Services

The following positions are authorised to enact Authority 2 & 3 only:

- Senior Planning Officers
- Planning Officers

Bush Fire Act 1954

029 – Administer the Bush Fire Act 1954

(Administration & Compliance)

Delegation: Council designates the following positions to issue notices and enforce the Bush Fire Act 1954, subject to conditions:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety
 - Community Emergency Services Manager – CESM
 - Chief Bush Fire Control Officer, Deputy Chief Bush Fire Control Officer
 - Coordinator Ranger Services
 - Senior Ranger & Rangers

Authority to:

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

Condition of Delegation:

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

Note: Prior to authorisation and approval of the Annual Fire Management Notice, including variations, the Bush Fire Advisory Committee is to be notified.

Legislative or Policy References:**Bush Fires Act 1954:**

- s17 (7) (8) (10)
- (Prohibited burning times may be declared by Minister),
- s18(5)(a) (Restricted burning times may be declared by FES commissioner),
- s33(6) (Local government may require occupier of land to plough or clear fire-break),
- s38 (Local government may appoint bush fire control officer),
- s33(8) (Local government may require occupier of land to plough or clear fire-break)
- s48(1) (Delegation by local governments),
- s59(3) (Prosecution of offences),
- s59A (2) (Alternative procedure)

Fire & Emergency Services Act 1998:

- Part 7- Miscellaneous, s37 (Protection from personal and vicarious liability, s12 (2)(e)(f) (Powers)

Policy Positions:

- Bushfire Management in Conservation, Special Residential and Rural Residential (Special Rural) Zoned Land Policy
- City of Albany - Annual Fire Management Notice

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(All, which includes authorising the Annual Fire Management Notice).
- **Executive Director Corporate & Commercial Services**
(All, which includes authorising the Annual Fire Management Notice).
 - Manager Public Health & Safety (Exempt Authority 2)
 - Community Emergency Services Manager (CESM) (Exempt Authority 2 & 5)
 - Coordinator Ranger Services (Authority 4 & 5 only)
 - Senior Rangers & Rangers (Authority 4 & 5 only)
 - Chief Bush Fire Control Officer (Authority 1 only)
 - Deputy Chief Bush Fire Control Officer (Authority 1 only)

Local Government Act 1995
 Caravan Parks & Camping Grounds Act 1995
 Control of Vehicles (Off-Road Areas) Act 1978

030 – Caravan Parks, Camping Grounds, Control of Vehicles (Including Camping on Public Land and Nature Based Camping)

Delegation: The Chief Executive Officer authorises the following positions to issue notices and enforce the Caravan Parks and Camping Grounds Act 1995 and Control of Vehicles (Off Road Areas) Act 1978, subject to conditions:

- Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety
 - Coordinator Ranger Services
 - Senior Rangers, Rangers,
 - Environmental Health Officers.

Authority to:

1. Enforce the Control of Vehicles (Off Road Areas) Act 1978:
 - a. s6(1) Driving or use of off-road vehicle in area other than private land by consent or permitted area;
 - b. s6(2) Driving or use of vehicle in prohibited area;
 - c. s6(4) a. Using or driving an off-road vehicle in a manner which creates or causes undue or excessive noise;
 - d. s6(4) b. Using or driving off-road vehicle not fitted with an efficient silencing device;
 - e. s7(2) Failure to register vehicle or driving or use of unregistered vehicle;
 - f. s10 Knowingly permitting under-age person to be in charge of vehicle;
 - g. s19(3) Destroying, etc., notice or mark identifying permitted or prohibited area;
 - h. s37(8) Illegal removal of infringement notice from vehicle;
 - i. s38(10) Use of vehicle contrary to prohibition of use notice;
 - j. s38(10) Removal, damage or obliteration of or to prohibition of use notice attached to vehicle.
2. Declare that a vehicle is an abandoned vehicle wreck under s3.40A(4) of the Local Government Act 1995.
3. Powers of Entry and Inspection of Caravan Parks & Camping Grounds. Designated persons are authorised to act under Part 3, Section 17 (1)(a) of the Caravan Parks and Camping Grounds Act 1995.

Note: Designated officers are empowered to sign documents, enter and inspect a facility, caravan or camp, issue and withdraw notices, extend the payment date for modified penalties, and

initiate appropriate legal action on behalf of the City of Albany when a breach of the Caravan Parks and Camping Grounds Act 1995 and related legislation warrants such action.

Condition of Delegation:

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

Legislative or Policy Reference:

Control of Vehicles (Off-Road Areas) Act 1978:

- s5(1) (5) (Local government's functions),
- s18 (Powers of entry),
- s38 (Authorised officers, who are, functions of etc.),
- s22 (Legal proceedings to be taken by authorised person),
- s23 (Infringement notices)

Local Government Act 1995:

- s3.40A (4)(Abandoned vehicle wreck may be taken)

Caravan Parks and Camping Grounds Act, 1995:

- Part 3 (Powers of entry & inspection), s17 (1)(a) (Power to appoint)

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Limited to enact Authority 1 & 2 Only)
 - Coordinator Ranger Services
(Limited to enact Authority 1 & 2 Only)
 - Senior Rangers & Rangers
(Limited to enact Authority 1 & 2 Only)
 - Environmental Health Officers
(Limited to enact Authority 3 Only)

Cat Act 2011
Dog Act 1976
Local Government (Miscellaneous Provisions) Act 1960

031 – Animal Control (Cats, Dogs and Stock)

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

- Executive Corporate & Commercial Services
- Manager Public Health & Safety
- Coordinator Ranger Services
- Senior Rangers and Rangers
- Customer Service Officers responsible for administering animal control functions.

Authority to:

1. Register, seize, detain and dispose a dog or cat.
2. Register a dog or cat.
3. Declare a Dog Dangerous in accordance with s33E, s33F of the Dog Act 1976.
4. Consent for a Dog to be destroyed in accordance with s29(10)(e), s33G of the Dog Act 1976.
5. Impound Stock, Dispose Sick or Injured Impounded Animals, Remove and Impound Goods (including Animals) under the Local Government (Miscellaneous Provisions) Act 1960.
6. Appoint persons, establish and operate cat management facilities under the Cat Act 2011.
7. Appoint persons, establish and operate dog management facilities under s11 the Dog Act 1976.
8. Establish public pounds under the Local Government (Miscellaneous Provisions) Act 1960.
9. Refuse registration of a dog in the City of Albany municipality in accordance with s16(3), s17A and s17 of the Dog Act 1976.

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

Condition of Delegation:

- (a) Withdrawal of an Infringement Notice can only to be approved by the:
 - Chief Executive Officer
 - Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety.
- (b) Authorisation under the Dog Act 1976 must be from Council.
- (c) Gazettal of appointment is required.

Legislative or Policy Reference:

Cat Act 2011:

- s42 (Administration by local governments),
- s44 (Delegation by local government),
- s45 (Delegation by CEO of local government),
- s48 (Authorised persons)

Cat Regulations 2012:

- r.30 (Modified penalties (s. 63(2))

Cat (Uniform Local Provisions) Regulations 2013:

- r.3 (These regulations operate as local laws)

Dog Act 1976:

- s10AA (Delegation of local government powers and duties),
- s11 (Staff and services),
- s29 (Power to seize dogs) (1),
- s30A (Operator of dog management facility may have dog micro chipped at owner's expense),
- s33E (Individual dog may be declared to be dangerous dog (declared))* , s33G (Seizure and destruction),
- s48 (Regulations to operate as local laws)

Dog Regulations 2013:

- r.33 (Modified penalties for offences under the principal Act),
- r.36 (Dog Regulations 1976 repealed)

Local Government Act 1995:

- s3.39 (Power to remove and impound),
- s3.48 (Impounding expenses, recovery of)

Local Government (Miscellaneous Provisions) Act 1960:

- r.449 (Pounds, establishing; pound keepers and rangers, appointing)

Local Laws:

Dog Local Law 2017:

- Part 2 Impounding of Dogs,
- Part 3 – Requirements and Limitations on the Keeping of Dogs, Part 4 – Approved Kennel Establishments,
- Part 5 – Misc. (Offence to excrete),
- Part 6 – Enforcement

Animal Local Law 2020

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Exempt Authority 3)
 - Coordinator Ranger Services
(Exempt Authority 3 & 9)
 - Senior Rangers & Rangers
(Authority 1, 2, 5 & 7 only)
 - Customer Service Officers
(Authority 2 only)

Bush Fire Act 1954
Emergency Management Act 2005
Fire & Emergency Services Act 1998

032 – Emergency Management (Administration and Compliance Powers)

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

- Chief Executive Officer
- Executive Directors
 - Manager Public Health & Safety
 - Community Emergency Services Manager (CESM)
 - Emergency Management Team Leader

Authority to:

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

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

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

Condition of Delegation:

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

Legislative or Policy Reference:

Emergency Management Act 2005:

- Part 3 – Local arrangement, s36 (Functions of Local Government),
- s37 (Local emergency coordinators)
- s38 (Local emergency management committees)
- s39 (Functions of local emergency management committees).

Fire & Emergency Services Act 1998:

- Part 2 (Administration), s12 (2)(e)(f) (Powers)
- Part 7 (Miscellaneous), s37(Protection from personal and vicarious liability).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
- **Executive Director Community Services**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Designated Recovery Coordinator)
(Authority – All)

The following positions are authorised to enact all authorisations:

- Finance Manager
(Designated Deputy Recovery Coordinator)
- Manager Public Health & Safety
- Community Emergency Services Manager (CESM)
- Emergency Management Team Leader

Local Government Act 1995
Food Act 2008, Health (Miscellaneous Provisions) Act 1911,
Litter Act 1979, Litter Regulations 1981, Public Health Act 2016

033 – Public Health (Administration & Compliance Powers)

Delegation: Council designates the following positions, pursuant to s21 of the Public Health Act 2016 and s26 of the Health (Miscellaneous Provisions) Act 1911 as appointed authorised persons and deputies for the purpose of discharging the City's local government powers and functions:

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Manager Public Health & Safety
- Coordinator Health Services
- Environmental Health Officers.

Authority to:

Food Act 2008:

1. Appoint Authorised Officers to exercise the powers and duties set out in the Food Act 2008.
2. Issue prohibition orders in accordance with section 65 of the Food Act 2008;
3. Clear and remove a prohibition order in accordance with section 66 of the Food Act 2008;
4. Provide written notification not to issue a certificate of clearance in accordance with section 67 of the Food Act 2008; and
5. Grant, apply conditions, refuse, vary or cancel registration of a food business in accordance with sections 110 and 112 of the Food Act 2008.

Health (Miscellaneous Provisions) Act 1911:

6. City Environmental Health Officer may only:
 - a. Serve health orders in connection with requirements and repairs to businesses, shops and dwellings in accordance with the provisions of s354.
 - b. Sign and issue licences and registrations issued.
 - c. Enter premises under s349 and administer the provisions in the regulations.

Litter Act 1979:

7. Appoint Authorised Officers to exercise the powers and duties set out in the Litter Act 1979.
8. Enforce the Litter Act 1979 and withdrawal infringements issued under s30(4) of the Litter Act 1979, being:
 - Part IV – Prevention of litter, s23 Littering — cigarette butt; s23 Littering — any other litter; s24 Breaking glass, metal or earthenware; s24A(1) Bill posting; s24A(2) Bill posting on a vehicle;
 - Litter Regulations 1981, r.6 Deposit of domestic or commercial waste in a public litter receptacle, r.8 Transporting load inadequately secured.

Public Health Act 2016:

9. Appoint Authorised Officers to exercise the powers and duties set out in the Public Health Act 2016.
10. All powers and duties conferred or imposed on the City of Albany by the Public Health Act 2016 in accordance with s21(1)(b)(i) of the Public Health Act 2016.

Condition of Delegation:

- (a) Only the Chief Executive Officer and/or Executive Director Corporate & Commercial Services may institute legal proceedings and appoint persons to authorised officer or deputy positions.
- (b) A person who is authorised to give infringement notices and/or enforcement orders is not eligible to be an authorised person for the purposes of withdrawal.
- (c) Setting of annual fees under s6.16 and s6.19 of the Local Government Act 1995 is excluded.
- (d) Environmental Health Officer conditions under the Health (Miscellaneous Provisions) Act 1911:
- (e) Part IV (Sanitary provisions), Divisions 4 (Sanitary conveniences) & 7 (Pollution of water): Authority is limited to the forming of opinion and issuing notices, requisitions, directions and orders and does not include the carrying out or causing to be carried out, of works in default of duly served notices, the undertaking or contracting of works, the provision of sanitary conveniences.
- (f) 'Part V (Dwellings) Division 1 (Houses unfit for occupation): Authority is limited to the forming of opinions and issuing notices and directions and *does not include carrying out, or the arranging for the carrying out, of works in default of duly served notices.*
- (g) Part VII (Nuisances and offensive trades) Division 1 (Nuisances): Authority extends to the issue of requisitions and, in the case of default, the causing of requisite work to be done.
- (h) Delegations with respect to the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 includes the approval of applications for effluent disposal systems as described in regulation 4 and issue permits to use effluent disposal systems as described in regulation 10.

Notes: For the purposes of the Litter Act 1979 an authorised officer is:

- any member of the Police Force;
- any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to a person by the appointment; within the district of a local government, any person who is:
- a member of the council of the local government;
- an employee of the local government; or
- an honorary inspector appointed by the local government under s27AA;

For the purpose of the Food Act 2008 and Food Regulations 2009, Council is exercising its power of delegation under Section 122.

Legislative or Policy Reference:

Local Government Act 1995:

- Part 9 (Miscellaneous provisions), Division 2 (Enforcement and legal proceedings), Subdivision 1 — (Miscellaneous provisions about enforcement)
- s9.10 (1) (Appointment of authorised persons)

Food Act 2008:

- Part 6 (Improvement notices and prohibition orders)
- Part 10 (Administration), Division 3 (Appointment of authorised officers)
- Part 11(Procedural and evidentiary provisions)

Food Regulations 2009:

- r.5 (Appropriate enforcement agency: local government – s.8)

Public Health Act 2016:

- s21(1)(b)(i) (Enforcement agency may delegate).

Health (Miscellaneous Provisions) Act 1911:

- s26 (Powers of local government)

Litter Act 1979:

- Part V – Enforcement, proceedings and penalties, s26(1)(c) (Authorised officers, appointment and jurisdiction of etc.), s27 (Authorised officers, powers of); s27AA (Honorary inspectors, appointment of), s30 (Infringement notices)

Litter Regulations 1981:

- r.6 Deposit of domestic or commercial waste in a public litter receptacle; and
- r.8 Transporting load inadequately secured.

Public Health Act 2016:

- Part 2 Administration, Division 3 Functions of enforcement agencies, s21(Enforcement agency may delegate to the Chief Executive Officer or an authorised officer designated by the local government).

Local Laws:

- Health Local Laws 2001
- Health (Eating-Houses and Itinerant Food Vendors) Local Laws 2001
- Waste Local Law 2017 (As amended)

Reporting Requirement:

- Report to file. Noting in accordance with section 38 of the Health (Miscellaneous Provisions) Act 1911, local governments are to submit a report to the Chief Health Officer concerning the sanitary conditions of its district, and all works executed and proceedings taken by the local government in February annually.

Designated Persons:

- **Chief Executive Officer**
(Authority - All)
- **Executive Director Corporate & Commercial Services**
(Authority - All)
 - Manager Public Health & Safety
(Limited to enact Authority 7 & 8 only)
 - Coordinator Ranger Services
(Limited to enact Authority 8 only)
 - Senior Rangers & Rangers
(Limited to enact Authority 8 only)
 - Coordinator Health Services
(Authority - All)
 - Environmental Health Officers
(Authority - All)

Environmental Protection Act 1986
 Environmental Protection (Noise) Regulations 1997
 Environmental Protection Regulations 1987

034 – Illegal Dumping and Noise

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

- Chief Executive Officer
- Executive Corporate & Commercial Services
 - Manager Public Health & Safety
 - Coordinator Health Services
 - Environmental Health Officers
 - Coordinator Ranger Services
 - Senior Rangers, Rangers
- Executive Director Infrastructure, Development & Environment
 - Manager City Reserves

Authority to:

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

Notes: A prosecution for an offence under section 79 (Noise) may be instituted by a police officer, or the Chief Executive Officer of a local government, acting with the consent of the CEO of the Department of Environment Regulation.

The delegated power (authorisation) under section 49A (dumping waste) must be delegated from the CEO of the Department of Environment Regulation and the hold the prescribed authority card.

Barking dogs are administered under the Dog Act 1976.

External Statutory Delegations:

Statutory Delegations to local governments assigned from external agencies are listed at Attachment C.

Delegation 52 (gazette 19 March 2004) – local government CEO has powers in relation to environmental protection notices under section 65 of the Act;

Delegation 112 (gazette 20 December 2013) – local government CEO has powers in relation to various approvals and other activities under the noise regulations:

Delegation 119 (gazette 16 May 2014) – local government CEO and Environmental Health Officers have powers in relation to noise management plans for construction work on construction sites under noise regulation 13.

Condition of Delegation:

- Nil.

Legislative or Policy Reference:

Environmental Protection Act 1986:

- Part II Environmental Protection Authority, Division 1 Composition, procedure, etc. of Environmental Protection Authority,
 - s20. (Delegation by CEO)
 - s65. (Environmental protection notices, issue and effect of)

Environmental Protection (Noise) Regulations 1997

Environmental Protection Regulations 1987

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Authority 1, Exempt Authority 2)
 - Coordinator Health Services
(Authority 1, Exempt Authority 2)
 - Environmental Health Officers
(Authority 1, Exempt Authority 2)
 - Coordinator Ranger Services
(Limited to enact Authority 1b only)
 - Senior Rangers & Rangers
(Limited to enact Authority 1b only)
- **Executive Director Infrastructure, Development & Environment**
(Limited to enact Authority 1b only)
 - Manager City Reserves
(Limited to enact Authority 1b only)

035 – Creation and Change of Purpose of a Crown Reserve (Incl. Naming of Streets)

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

- Chief Executive Officer
- Executive Director Corporate & Commercial Services
- Executive Director Infrastructure Development & Environment
 - Manager Planning & Building Services
 - Lands Officer
 - Manager City Reserves.

Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

Local Government Act 1995:

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments), s3.54 (Reserves under control of a local government)

Land Administration Act 1997:

- Part 2 (General administration), Division 3 (General), s26A (New subdivisions, names of roads and areas in),
- Part 4 (Reserves)
- Part 6 (Sales, leases, licences, etc. Of Crown land).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Limited to enact Authority 1, 2 & 3 only)
 - Development Engineer
(Limited to enact Authority 1 only)
 - Land Officer
(Limited to enact Authority 1 only)
 - Manager City Reserves
(Limited to enact Authority 1 only)

036 – Land Resumption, Road Dedications & Closures, Drainage and Footpaths

Delegation: Authority to:

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

Condition of Delegation:

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

Legislative or Policy Reference:

Land Administration Act 1997:

- Part 5 — Roads,
- Part 9 — Compulsory acquisition of interests in land,
- Part 10 — Compensation.

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Authority – All)
 - Development Engineer
(Limited to enact Authority 2 & 3 only)
 - Land Officer
(Limited to enact Authority 2 & 3 only)

Dangerous Goods Safety Act 2004

037 – Authority to Approve Blasting and Fire Works

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

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment

Authority to:

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

Note:

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

Condition of Delegation:

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

- (e) Albany Airport must be notified of all approvals.

Legislative or Policy Reference:

Dangerous Goods Safety Act 2004

Dangerous Goods Safety (Explosives) Regulations 2007:

- Part 12 — Use of explosives other than fireworks, Division 4 — Using explosives to blast, damage, destroy or demolish, r131 (Blasting in town site, permit required for),
- Part 13 — Use of fireworks, Division 4 — Fireworks events, r139 (Using certain fireworks outdoors other than at fireworks events).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Limited to enact Authority 1 & 2 only)

Liquor Control Act 1988

038 – Liquor Licensing & Control

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

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - Coordinator Planning Services
- Executive Director Corporate & Commercial Services
 - Manager Public Health & Safety
 - Coordinator Health Services.

Authority to:

1. Enforce all local authority responsibilities under the Liquor Licensing Act 1988 and Liquor Control Act 1988 pursuant to s39 and s40 of the Liquor Control Act 1988;
2. Issue a s39 (Certificate of local government as to whether premises comply with laws) certificate; and/or
3. Issue a s40 (Certificate of planning authority as to whether use of premises complies with planning laws) certificate.

Note:

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

Condition of Delegation:

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

Legislative or Policy Reference:

Liquor Licensing Act 1988

Liquor Control Act 1988:

- s39 (Certificate of local government as to whether premises comply with laws) and
- s40 (Certificate of planning authority as to whether use of premises complies with planning laws).

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Planning & Building Services
(Limited to enact Authority 3 only)
 - Coordinator Planning Services
(Limited to enact Authority 3 only)
- **Executive Director Corporate & Commercial Services**
(Authority – All)
 - Manager Public Health & Safety
(Limited to enact Authority 1 & 2 only)
 - Coordinator Health Services
(Limited to enact Authority 1 & 2 only)

Planning & Development Act 2005

039 – Development Control

(Authority to enforce compliance, development control and take legal action)

Delegation: Authority to:

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

Condition of Delegation:

- (a) Development Control, Enforcement and Legal Action (including Appeals and SAT Matters):
 - The Executive Director Infrastructure, Development & Environment shall sign any Prosecution Notices;

- Quotations are to be obtained and a recommendation is to be provided to the CEO for approval of consultants for all matters which are appealed to the SAT;
- (b) "Without Prejudice" conditions and amended plans for matters mediated in the SAT are to be reported to the Council for consideration and determination;
- (c) Representation is only exercised after consultation with the Executive Director Infrastructure, Development & Environment (or in their absence), the approval of the CEO.
- (d) Any third party action against the City must be reported to the City's insurer.

Legislative or Policy Reference:**Planning & Development Act 2005:**

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

Policy Position: Local Planning Scheme (LPS1).**Reporting Requirement:** Report to file.

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

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)

The following authorised persons are limited to enact the following authorities:

- Manager Planning & Building Services
(Authority 1, 2, 3, 4, 8 a, c, d, e & f only)
- Coordinator Building Services
(Authority 1 & 2, & 8 b only)
- **Coordinator Planning Services**
(Authority 1, 2, 3, 4, 8 a, c, d, e & f only)
- Senior Planning Officer(s)
(Authority 3, 8 a, c, & f only)
- Development Engineer
(Authority 1, 2, 8 a, c, d, e & f only)
- Planning Officer (s)
(Authority 3, 8 a, c, & f only)
- Senior Planning & Development Compliance Officer
(Authority 1, 2, 3, 8 c & f only)
- Development Compliance Officer
(Authority 1, 2 & 8 b only)

040 – Administer the Planning & Development Act 2005

(Including the Appointment of Authorised Persons)

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

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - **Coordinator Planning Services**
 - **Planning Officers**

Authority to:

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

Condition of Delegation:

- (a) **RE: AUTHORITY 1:** This delegation is limited to the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment.

If utilised Council is to be advised.

- (b) **RE: AUTHORITY 2:** Persons must be approved by the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - **Coordinator Planning Services**

Authorised Person must be:

- selected based on experience and qualifications held; and
- appointed in writing (correspondence to be filed on an appropriate record and a copy of the appointment placed on the person's personal record).

Legal action and prosecution notices:

- The Executive Director Infrastructure, Development & Environment is to approve any legal action and sign any Prosecution Notices.

- (c) **RE: AUTHORITY 3:**

s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time), and s231 (Withdrawal of infringement notice).

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - **Coordinator Planning Services**
- s228 (Giving of infringement notice), s229 (Content of infringement notice), and s230 (Extension of time).
 - Chief Executive Officer
 - Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - **Coordinator Planning Services**

- (d) **RE: AUTHORITY 4:** Refer to prescribed amounts designated to positions.

- (e) **RE: AUTHORITY 5:** This delegation is limited to the:

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - **Manager Planning & Building Services**

Authorised persons are authorised to:

- Determine if concerns have been adequately addressed post consultation with adjacent landowners, ward councillors, and the community.
- Determine submissions objecting too or seeking changes as being not substantive and approving the application.
- Determine submissions as being substantive and refusing the application.
- Determine submission as being substantive and referring the application for Council determination.

- (f) **RE: AUTHORITY 6:** This delegation is limited to the:
- Chief Executive Officer
 - Executive Director Infrastructure, Development & Environment
- (g) **RE: AUTHORITY 7:** This delegation is limited to the:
- Chief Executive Officer
 - Executive Director Infrastructure, Development & Environment
- On effecting an amendment to the heritage list, a copy of the updated list is to be distributed to all elected members.

Designated Persons:

AUTHORITY 1 Prescribed Amounts:

Level 1: Up to the prescribed amount that requires referral to a Development Assessment Panel (DAP), includes authority to refuse an application, approve non-conforming land use, permit a change in land use, and approve commercial and residential applications.

- Chief Executive Officer
- Executive Director Infrastructure, Development & Environment
 - Manager Planning & Building Services
 - **Coordinator Planning Services**

Level 2: Up to 1.5 million, approve commercial and residential applications, permit a change in land use, and excludes Authority to: refuse an application; and approve non-conforming land use.

- Senior Planning Officer(s)
- Senior Planning Officer(s) – Strategic Planning
- Senior Planning Officer(s) – Senior Planning & Development Compliance
- Planning Officer(s)
- Designated Planning Officers

Level 3: Up to \$1 million, approve commercial and residential applications, permit a change in land use, and excludes Authority to: refuse an application; and approve non-conforming land use.

- Senior Planning Officer(s)
- Senior Planning Officer(s) – Strategic Planning
- Senior Planning Officer(s) – Senior Planning & Development Compliance
- Planning Officer(s)
- Designated Planning Officers

Level 4: Up to \$750 thousand, approve commercial and residential applications, permit a change in land use, and excludes Authority to: refuse an application; and approve non-conforming land use.

- Designated Planning Officers
- Designated Planning Technical Officers

Level 5: Up to \$500 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.

- Designated Planning Technical Officers

Level 6: Up to \$350 thousand, residential land use only, excludes Authority to: approve commercial land use, refuse an application; approve non-conforming land use; and permit a change in land use.

- Designated Planning Technical Officers

Legislative or Policy Reference:

Heritage Act 2018:

- Part 8 (Local heritage surveys)

Local Government Act 1995:

- s5.42 (Delegation of some powers and duties to CEO),
- s9.10 (1) (Appointment of authorised persons)

Planning and Development Act 2005:

- s234 (Designated persons, appointment of)

Planning and Development (Local Planning Schemes) Regulations 2015

- Part 3 (Heritage protection)

Policy Positions:

- Local Planning Scheme (LPS1)
- [State Policy – Local Heritage Surveys](#)

Reporting Requirement:

- Report to file and Council monthly.

Local Government Act 1995

041 – Prevent Wind Erosion and Sand Drift**Delegation:** Authority to:

1. Serve notice on a person to prevent wind erosion or sand from escaping a property onto other private land or land that is local government property, in accordance with:
 - a. Regulation 21 of the Local Government (Uniform Local Provisions) Regulations 1996;
 - b. Section 3.25(1)(b) of the Act.
2. Authorise persons to administer any or all of the above functions.

Condition of Delegation:

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

Legislative or Policy Reference:**Local Government Act 1995:**

- Part 3 (Functions of local governments), Division 3 (Executive functions of local governments)
 - s3.24 (Authorising persons under this Subdivision)
 - s3.25 (1)(b) (Notices requiring certain things to be done by owner or occupier of land).
- Part 9 (Miscellaneous provisions), Division 2 (Enforcement and legal proceedings)
 - s9.10 (Appointment of authorised persons)

Local Government (Uniform Local Provisions)**Regulations 1996:**

- r.21 (Wind erosion and sand drifts — Sch. 9.1 cl. 12)

Local Law:

- Sand Drift Prevention & Abatement Local Law 2009.

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

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)

Limited to enact Authority 1 only:

- Manager Engineering & Sustainability
- Manager Operations
- Manager Planning & Building Services
- Development Engineer
- Coordinator Building Services
- Senior Planning & Development Compliance Officer
- Development Compliance Officer

- **Executive Corporate & Commercial Services**
(Authority – All)

Limited to enact Authority 1 only:

- Manager Public Health & Safety
- Coordinator Health Services
- Senior Environmental Health Officer(s)
- Environmental Health Officer(s)

Local Government Act 1995

042 – Conduct Activities on Public Land

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

Delegation: Authority to:

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

Condition of Delegation:

- This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.

Legislative or Policy Reference:**Local Government Act 1995:**

- s3.25 (Notices requiring certain things to be done by owner or occupier of land),
- s3.26 (Additional powers when notices given),
- s3.50A (Partial closure of thoroughfare for repairs or maintenance),
- s3.50 (Closing certain thoroughfares to vehicles) – (1a) (4) (6),
- s3.54 (Reserves under control of a local government),
- Schedule 3.1 – Powers under notices

Local Government (Financial Management)**Regulations 1996:**

- r.5 (CEO's duties as to financial management)

Local Government (Uniform Local Provisions)**Regulations 1996:**

- r.6 (Obstruction of public thoroughfare by things placed and left — Sch. 9.1 cl. 3(1)(a)),
- r.7 (Encroaching on public thoroughfare — Sch. 9.1 cl. 3(2));
- r.8 (Separating land from public thoroughfare — Sch. 9.1 cl. 4),
- r.11 (Dangerous excavation in or near public thoroughfare — Sch. 9.1 cl. 6),
- r.12 (Crossing from public thoroughfare to private land or private thoroughfare — Sch. 9.1 cl. 7(2)),
- r.14 (Role of Commissioner of Main Roads in some cases — Sch. 9.1 cl. 7(2)),
- r.17 (Private works on, over, or under public places — Sch. 9.1 cl. 8), r.18 (Protection of watercourses, drains, tunnels and bridges — Sch. 9.1 cl. 9),
- r.19 (Protection of thoroughfares from water damage — Sch. 9.1 cl. 10)

Local Laws:

- Local Government Property Local Law 2011
- Activities on Thoroughfares and Public Place & Trading Local Law 2011

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Engineering & Sustainability
(Authority All - Exempt 2 & 16)
 - Manager Operations
(Authority All - Exempt 2, 15 & 16)
 - Manager City Reserves
(Limited to enact Authority 4, 5, 6, 8, 9 & 13 only)

The following positions are limited to enact Authority 2, 3, 4 & 11 only:

- Manager Planning & Building, Services
- Development Engineer
- Senior Planning & Development Compliance Officer
- Development Compliance Officer
- Coordinator Building Services

The following positions are limited to enact Authority 4 & 8 only:

- **Executive Director Corporate & Commercial Services**
 - Manager Public Health & Safety

043 – Approve Public Works, Street Lighting & Verge Development

Delegation: Authority to:

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

Condition of Delegation:

- (a) **Authority 1:** Grant approval and impose conditions:
 - That the proposed works are legal and do not adversely affect the safety, functionality and aesthetics of the street or adjoining properties to an unacceptable degree.
 - The owners and occupiers of adjoining properties should be consulted as appropriate prior to approval being determined.
 - If there are objections to the proposal, it be referred to the Council for determination.
- (b) **Authority 2:** Serve notices: Chief Executive Officer to sign any Notices.
- (c) **Authority 3:** Existing street lights and underground power: That the works are associated with projects that has obtained the approval of the Council as necessary and is within the approved budget allocation.

Legislative or Policy Reference:

Local Government Act 1995:

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

Local Laws:

- Local Government Property Local Law 2011
- Activities on Thoroughfares and Public Place and Trading Local Law 2011

Policy Positions:

- Memorial Plaque and Seat Policy
- Verge Development Guidelines

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Engineering & Sustainability
(Limited to enact Authority 1, 2 & 4 only)
 - Manager Operations
(Limited to enact Authority 1 & 2 only)

The following positions are limited to enact Authority 1 only:

- Manager City Reserves
- Manager Planning & Building Services
- Development Engineer
- Senior Planning & Development Compliance Officer
- Development Compliance Officer

Local Government Act 1995

044 – Public Traffic Management Treatments

(Authority to implement treatments, amend parking schemes, provision of public transport bus shelters and seating)

Delegation: Authority to:

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

Condition of Delegation:

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

Note:

- *For the purpose of Authority 1, minor amendment means: change time limits in streets and parking stations.*
- *Traffic management treatment plans are to be presented to Council for approval.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 3 (Functions of local government), Schedule 9.1 – Certain matter for which Governor may make regulations, Clause 1 (Parking for the disabled), Clause 2 (Disturbing local government land or anything on it)
- **Local Law:**
 - Parking & Parking Facilities Amendment Local Law 2009 (As amended) and refer to listed determinations.
- **Policy Position:**
 - City of Albany Local Parking Schemes.

Reporting Requirement:

- Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)
- **Executive Director Infrastructure, Development & Environment**
(Authority – All)
 - Manager Engineering & Sustainability
(Authority – All)
 - Senior Civil Engineering Officer – Roads
(Limited to enact Authority 2 only)

Local Government Act 1995

045 – Public Utility Service Works Orders

(Approve Disturbance of Public Land)

Delegation: Authority to:

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

Condition of Delegation:

- Compliance with the Environmental Code of Conduct Guidelines.

Legislative or Policy Reference:**Local Government Act 1995:**

- s3.25(1)(b) (Notices requiring certain things to be done by owner or occupier of land),
- Schedule 3.1 – Powers under notices to owners or occupiers of land.

Local Government (Uniform Local Provisions)**Regulations 1996:**

- r.5 (1) (Interfering with, or taking from, local government land).

Policy Position:

- Environmental Code of Conduct Guidelines.

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

- **Chief Executive Officer**
(Authority – All)

The following positions have authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager Engineering & Sustainability
 - Manager City Reserves
 - Manager Operations

Local Government Act 1995
Road Traffic Act 1974

046 – Temporary Road Closures
(Authority to close roads due to weather conditions)

Delegation: Authority to:

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

Condition of Delegation:

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

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

Under section 3.50(A) of the Act, the City may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —

- *is for the purpose of carrying out repairs or maintenance; and*
- *is unlikely to have a significant adverse effect on users of the thoroughfare.*
- *This delegation does not cover permanent road closures which are governed by the Land Administration Act 1997.*

Legislative or Policy Reference:

- **Local Government Act 1995:**
 - Part 3 (Functions of local governments), Subdivision 5 (Certain provisions about thoroughfares)
 - s3.50 (Closing certain thoroughfares to vehicles)
- **Road Traffic Act 1974:**
 - Part VI (Miscellaneous)
 - s84 (Damage to road etc. by vehicle, liability for)
- **Local Law:**
 - Activities on Thoroughfares and Public Places and Trading Local Law 2011
- **Policy Position:**
 - Wet Weather Road Closure Policy

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions have the authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager Engineering & Sustainability
 - Manager Operations
 - Manager City Reserves

Local Government Act 1995

047 – Public Reserve Land Management

(Street Scape Maintenance, Tree Planting, Pruning & Removal, and the Picking Flora)

Delegation: Authority to:

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

Condition of Delegation:

- Compliance with Council Policies and Guidelines.

Note: Section 3.54 of the Local Government Act 1995 states in regards to reserves under control of local government:

- *If land reserved under the Land Administration Act 1997 is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the Parks and Reserves Act 1895 if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.*
- *Subsection (1) is subject to any express provision to the contrary made by an order under the Land Administration Act 1997 in respect of the land.*

Legislative or Policy Reference:

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

• **Local Law:**

- Local Government Property Local Law

• **Policy Positions:**

- Street Trees Policy
- Street Trees Guideline

Reporting Requirement: Report to file.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

The following positions have the authority to enact all listed authorities:

- **Executive Director Infrastructure, Development & Environment**
 - Manager City Reserves

048 – Authority to Dispose Land Assets (Property)**Delegation:** Authority to:

1. To dispose of Council property, in accordance with section 3.58 of the Local Government Act 1995.
2. To engage an auctioneer, real estate agent and/or settlement agent to represent the City and to negotiate the sale of the property.

Condition of Delegation:

- (a) The land is deemed surplus to the City's requirements;
- (b) The land is valued at less than \$50,000 based on an independent market valuation prepared within 6 months of entering into a Contract of Sale;
- (c) The land is not considered to be capable of being independently developed, in accordance with relevant planning and/or building legislation, and/or would not be of significant benefit to anyone other than the transferee;
- (d) The intent to sell the property has been appropriately advertised under section 3.58 of the Local Government Act 1995 and all other requirements of this part have been addressed;
- (e) Should any objections to the land sale be received, an item to Council is required;
- (f) The appointment of an agent to act on behalf of the City must comply with the City's procurement processes.

Legislative or Policy Reference:**Local Government Act 1995:**

- s3.58(2) and (3) – Disposing of property.

Reporting Requirement:

- Report to file and Council Committee.

Designated Persons:

- **Chief Executive Officer**
(Authority – All)

049 – National Redress Scheme

Delegation: Council designates the Chief Executive Officer as being authorised to execute a service agreement with the State, if a Redress application is received.

Designated Person:

- **Chief Executive Officer**
(Authority – All)

Condition of Delegation:

- A confidential report to be provided to Council for noting, if a Redress application is received by the City of Albany.

Notes: On the 26 May 2020, Council resolved to participate in the National Redress Scheme as a State Government institution and be included as part of the State Government's declaration.

Application Processing / Staffing and Confidentiality: Administratively the Chief Executive Officer will determine:

- *Which position(s) will be responsible for receiving applications and responding to Requests for Information;*
- *Support mechanisms for staff members processing Requests for Information.*
- *Ensure appointed person(s) will have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest and confidentiality requirements.*

Local Governments are required to keep their own records regarding a Redress application in a confidential and secure manner, and in line with all requirements in the Act.

The State Government and the City of Albany do not have any influence on the decision made and there is no right of appeal.

Legislative or Policy Reference:

- National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth);
- Local Government Act 1995: If a Redress application is received, will be administered in accordance with s.9.49A (4).
- State Records Act 2000: The State Records Office advised (April 2019) all relevant agencies, including Local Governments, of a 'disposal freeze' initiated under the State Records Act 2000 (the Act) to protect past and current records that may be relevant to actual and alleged incidents of child sexual abuse.

Reporting Requirement:

- Council will receive a confidential report, notifying when a Redress application has been received.
- All information in the report will be de-identified but will make Council aware that an application has been received.

[illegible]

Attachment A: Delegations Register – Assigned Authorised Persons

COMMUNITY SERVICES																																																		
Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Events Coordinator	X																			X																														
Event Officers	X																																																	
Events Approval Project Officer	X																			X																														
Albany Bicentenary Project Officer	X																			X																														
Albany Public Library & Vancouver Arts Centre	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Manager Arts & Culture	X				X				X	X										X																														
Library Team Leader (incl. Special Projects and Grant Coordinator)	X				X				X	X										X																														
Team Leader Arts & Culture	X				X															X																														
Albany Heritage Park (incl. NAC) & Day Care Teams	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Manager Facilities	X		X		X															X																														
Team Leader NAC Operations	X				X																																													
Child Care Educator Team Leader	X				X																																													
Recreational Services (Incl. ALAC)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Manager Recreation Services	X		X		X				X											X																														
Coordinators	X				X															X																														
Duty Managers	X				X															X																														
Supervisors	X				X															X																														

Attachment A: Delegations Register – Assigned Authorised Persons

CORPORATE & COMMERCIAL SERVICES																																																			
Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Corporate & Commercial Services																																																			
ED Corporate & Commercial Services	X	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X	X	X	X										X	X		X	X						X									
Direct Report to ED																																																			
Visitor Centre & Tourism Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Manager Economic Development * Vacant	X	X	X	X	X				X											X																															
Albany Visitors Centre Coordinator	X																																																		
Revenue Development & Grant Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Revenue Development Officer			X			X			X																																										
Property & Leasing Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Senior Team Leader Property, Leasing & Customer Service	X																																																		
Property Officer(s)	X																																																		
Governance & Risk Team (Insurance, Records & Airport Services)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Manager Governance & Risk	X	X											X	X	X	X	X				X																														
Records & Information Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Team Leader Records & Governance														X	X	X					X																														
Risk Support & Insurance Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Risk Management/Insurance Officer																																																			
Airport Operations Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Senior Aerodrome Reporting Officer (Albany Airport)	X																																																		
Duty Aerodrome Reporting Officers	X																																																		
Information Technology Support Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Manager IT														X																																					
IT Administrator														X																																					

Legend: X = Assigned, Blank = Not assigned

Attachment A: Delegations Register – Assigned Authorised Persons

CORPORATE & COMMERCIAL SERVICES																																																			
Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Finance, Rates & Procurement Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Manager Finance & Corporate Services	X					X	X				X	X	X		X			X			X	X																													
Senior Finance Officer (Rates) & Finance Officers (Rates)															X						X	X																													
Procurement Officers																																																			
Public Health, Ranger Services & Emergency Management Support Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Manager Public Health & Safety	X			X			X	X	X					X												X	X		X	X	X	X	X	X			X	X	X		X	X	X								
Ranger Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Manager Public Health & Safety	X			X			X	X	X					X												X	X		X	X	X	X	X	X			X	X	X		X	X	X								
Ranger Coordinator	X			X				X																		X	X		X	X	X		X	X																	
Senior Rangers & Rangers	X			X																						X			X	X	X		X	X																	
Customer Service Officers (Administration Officers)																															X																				
Emergency Management Support Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Community Emergency Safety Manager (CESM)																													X			X																			
Chief Bush Fire Control Officer (CBFCO) & Deputy CBFCO																													X																						
Emergency Management Team Leader																																X																			
Environmental Health Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49		
Coordinator Health Services	X																								X	X	X			X			X	X			X	X			X										
Senior Environmental Health Officer(s)	X																										X			X			X	X							X										
Environmental Health Officer(s)	X																										X			X			X	X							X										

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Attachment A: Delegations Register – Assigned Authorised Persons

INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT , PLANNING SERVICES																																																		
Delegation/Position Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Senior Civil Engineering Officer (Assets)													X																																					
Senior Civil Engineering Officer (Roads)													X																																					
Senior Civil Engineering Officer (Drainage)													X																																					
Sustainability Project Officers	X																																																	
Coordinator Sustainability & Waste Strategy	X												X																																					
Building Infrastructure Officer													X																																					
Reserves Management Teams	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Manager City Reserves	X																			X						X	X							X	X						X	X			X	X	X			
Developed Reserves Supervisor	X																			X						X	X							X	X						X			X	X	X				
Natural Reserves Supervisor	X																			X						X	X							X	X						X			X	X	X				
Operations & Waste Management Services	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Manager Operations	X			X	X				X				X													X															X	X	X		X	X				
Operations Administration Coordinator																																																		
Coordinator Waste Management	X																																																	
Waste Project Officer	X																																																	
Major Projects Team	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	
Manager Major Projects	X		X																																															

Delegation No: 001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges, Boat Pens & Swimming Structures Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law	(n) Bush Fire Brigade Local Law
OFFICE OF THE CEO														
Mayor & Councillors*	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Chief Executive Officer	X	X	X	X	X	X	X	X	X	X	X	X	X	X
• Executive Assistant to Chief Executive Officer														
• PA to Mayor & Councillors														
• Administration Officer – Office of CEO														
Manager People & Culture														
People & Culture Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
• Human Resources Advisor														
• Health & Safety Advisor														
COMMUNITY SERVICES														
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
ED Community Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Community Relations Business Units	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Manager Community Relations	X						X							
• Community Development Officer(s)														
Communications Team														
Communications Coordinator & Media Liaison														
Community Engagement Team														
• Community Engagement Officer														
Community Development Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
• Community Development Officer(s)	X						X							
Albany Public Library & Vancouver Arts Centre	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Manager Culture & Arts	X						X							
• Library Team Leader (incl. Special Projects and Grant Coordinator)	X						X							
• Team Leader Arts & Culture	X						X							
Albany Heritage Park (incl. NAC) & Day Care	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Manager Facilities	X						X							
• Team Leader NAC Operations	X						X							
• Child Care Educator Team Leader	X						X							
Recreational Services (incl. ALAC)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Manager Recreation Services	X						X							
• Manager Recreation Services	X						X							
• Club Development Officer	X						X							
• Contracts Administrator	X						X							
• Coordinators	X						X							

Legend: X = Assigned, Blank = Not assigned.

Delegation No: 001 LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions) Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges, Boat Pens & Swimming Structures Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law	(n) Bush Fire Brigade Local Law
CORPORATE & COMMERCIAL SERVICES														
ED Corporate & Commercial Services	(a) X	(b) X	(c) X	(d) X	(e) X	(f) X	(g) X	(h) X	(i) X	(j) X	(k) X	(l) X	(m) X	(n) X
Visitor Centre & Tourism Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
• Albany Visitors Centre Coordinator	X						X							
Revenue Development & Grant Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
• Revenue Development Officer														
Governance, Risk & Insurance Team (incl. Airport)	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
Manager Governance & Risk	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Records & Information Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
• Team Leader Records & Governance														
Risk Support & Insurance Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
• Risk Management/Insurance Officer														
Airport Operations Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
• Senior Aerodrome Reporting Officer	X						X							
• Duty Aerodrome Reporting Officers	X						X							
Information Technology Support Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Manager IT														
• IT Administrator														
Finance & Rates Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Manager Finance & Corporate Services	X					X	X							
• Senior Finance Officer - Rates														
• Finance Officers (Rates)														

Legend: X = Assigned, Blank = Not assigned.

Legend: X = Assigned, Blank = Not assigned.

<div>Delegation No: 001</div> <div>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions)</div> <div>Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.</div>	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges, Boat Pens & Swimming Structures Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law	(n) Bush Fire Brigade Local Law	
	INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT, PLANNING SERVICES														
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
	ED Infrastructure, Development & Environment Services	X	X	X	X	X	X	X	X	X	X	X	X	X	
	Planning & Engineering Services Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
	Manager Planning Services	X		X	X			X			X				
	Planning & Development Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	
	• Coordinator Planning Services			X	X			X			X				
	• Senior Planning Officers			X	X			X			X				
	• Planning Officers			X	X			X			X				
Development Engineering Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
• Development Engineer	X		X	X			X		X	X					
• Lands Officer															
• Technical Officer - Planning and Engineering Support	X		X	X			X		X	X					
Building & Building Compliance Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
• Coordinator Building Services	X		X	X			X		X	X					
• Senior Building Surveyors	X		X	X			X		X	X					
• Building Surveyors	X		X	X			X		X	X					
• Building Surveyor Technician	X		X	X			X		X	X					
Planning & Development Compliance Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
• Senior Planning & Development Compliance Officer	X		X	X			X		X	X					
• Development Compliance Officers	X		X	X			X		X	X					

<div>Delegation No: 001</div> <div>LOCAL GOVERNMENT ACT 1995 AND LOCAL LAWS (Additional Power, Deal with Objections, Grant Time Extensions)</div> <div>Function: Issue licences, notices, approvals and permits relating to City of Albany Local Laws.</div>	(a) Activities on Thoroughfares and Public Places and Trading Local Law	(b) Animals Local Law & Dog Local Law	(c) Extractive Industries Local Law	(d) Fencing Local Law	(e) Health Local Law	(f) Jetties, Bridges, Boat Pens & Swimming Structures Local Law	(g) Local Government Property Local Law	(h) Parking and Parking Facilities Local Law	(i) Prevention and Abatement of Sand Drift Local Law	(j) Signs Local Law	(k) Standing Orders Local Law	(l) The Former Perth	(m) Waste Local Law	(n) Bush Fire Brigade Local Law	
	INFRASTRUCTURE, DEVELOPMENT & ENVIRONMENT SERVICES														
	Engineering & Sustainability Services	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
	Manager Engineering & Sustainability	X			X		X	X	X	X	X			X	
	<ul style="list-style-type: none">Team Leader City Assets	X			X		X	X	X	X	X				
	<ul style="list-style-type: none">Civil Infrastructure Contract Manager														
	<ul style="list-style-type: none">Civil Infrastructure Project Manager	X			X		X	X	X	X	X				
	<ul style="list-style-type: none">Team Leader Civil Infrastructure	X			X		X	X	X	X	X				
	<ul style="list-style-type: none">Senior Civil Engineering Officer (Assets)	X			X		X	X	X	X	X				
	<ul style="list-style-type: none">Senior Civil Engineering Officers (Roads)	X			X		X	X	X	X	X				
	<ul style="list-style-type: none">Senior Civil Engineering Officers (Drainage)	X			X		X	X	X	X	X				
	<ul style="list-style-type: none">Coordinator Sustainability & Waste Strategy							X						X	
Reserves Management Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
Manager City Reserves							X			X					
<ul style="list-style-type: none">Developed Reserves Supervisor							X			X					
<ul style="list-style-type: none">Natural Reserves Supervisor							X			X					
Operations & Waste Teams	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
Manager Operations	X			X		X	X	X	X	X					
<ul style="list-style-type: none">Operations Administration Coordinator															
<ul style="list-style-type: none">Coordinator Waste Management	X			X		X	X	X	X	X			X		
Major Projects Team	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)		
Manager Major Projects															

STATUTORY DELEGATIONS TO LOCAL GOVERNMENT FROM EXTERNAL AGENCIES

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Attachment C: Statutory Delegations – Assigned to local government

Environmental Protection Act 1986

NOISE CONTROL – SERVE ENVIRONMENTAL PROTECTION NOTICES (S65(1))

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Section 20

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows:

Powers and duties delegated:

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made:

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved:

FERDINAND TROMP, A/Chief Executive Officer
Dr JUDY EDWARDS MLA, Minister for the Environment

Extract from *Government Gazette* dated 19 March 2004; page 919.

Attachment C: Statutory Delegations – Assigned to local government
Environmental Protection Act 1986

NOISE CONTROL – NOISE MANAGEMENT PLANTS (s29)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulation 1997*, other than this power of delegation, in relation to:

- (a) Waste collection and other works - noise management plans relating to specified works under regulation 14A or 14B;
- (b) Bellringing or amplified calls to worship - the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities - noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues - noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues - noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results - requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events - approval of events or venue for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation:
 - (i) Sub regulation 18 (13) (b) is not delegated.

Under section 59(1) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated this 12th day of December 2013.

Approved:

JASON BANKS, A/Chief Executive Officer
JOHN DAY, A/Minister for Environment; Heritage

Extract from *Government Gazette* dated 20 December 2013; page 6282.

Attachment C: Statutory Delegations – Assigned to local government

Environmental Protection Act 1986

NOISE CONTROL – NOISE MANAGEMENT PLANTS (Reg 13)

Associated Delegation:

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:

- (a) Chief Executive Officer under the *Local Government Act 1995*; and
- (b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997* other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated this 1st day of May 2014.

Approved by:

JASON BANKS, A/Chief Executive Officer
Hon ALBERT JACOBS JP MLA, Minister for Environment; Heritage

Extract from *Government Gazette* dated 16 May 2014; page 1548.

Attachment C: Statutory Delegations – Assigned to local government

Planning and Development Act 2005

**WESTERN AUSTRALIAN PLANNING COMMISSION –
SECTION 15 OF THE STRATA TITLES ACT 1985****Associated Delegation:**

PL402

PLANNING AND DEVELOPMENT ACT 2005

Instrument of Delegation

DEL 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the Strata Titles Act 1985

Preamble

Under section 16 of the Planning and Development Act 2005 (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the Government Gazette, delegate any function under the Act or any other written law to a local government, a committee established under the Local Government Act 1995 or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED –

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the Strata Titles Act 1985 as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the Strata Titles Act 1985 as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND "Del 2020/01-Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission

Schedule 1**1. Applications made under section 15 of the Strata Titles Act 1985**

Power to determine applications under section 15 of the Strata Titles Act 1985, except those applications that –

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the Strata Titles Act 1985);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to –
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined it is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the Strata Titles Act 1985

Power to determine applications under –

- (a) section 21 of the Strata Titles Act 1985;
- (b) section 22 of the Strata Titles Act 1985 where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Extract from *Government Gazette* dated 29 January 2021; page 449.

RE: INSTRUMENT OF DELEGATION – STRATA TITLE SCHEME APPLICATIONS**INSTRUMENT OF DELEGATION – STRATA TITLE SCHEME APPLICATIONS**

The Western Australian Planning Commission (WAPC) advises that the Instrument of Delegation (DEL 2020/01 – Powers of Local Government (Strata Titles Act) (the Delegation) has been updated. These changes are appropriate following the 1 May 2020 amendments to the Strata Titles Act 1985 (STA).

Two amendments have been made.

The first is to grant power to local governments to determine applications relating to restrictive use conditions or bylaws.

The second is to restrict the power of local governments to determine type 1A and type 2 subdivision applications.

Lastly, the letter provides advice on process matters relating to applications to terminate a strata scheme.

Restrictive use conditions or by-laws for strata schemes

Where restricted use or planning (scheme by-laws) conditions have been applied to a strata plan (survey-strata or strata) approval is required from the WAPC to impose, amend or remove the condition or by-law (section 21 and 22 of STA). Given these restrictions are often applicable to, or have effect at, the development stage rather than at the subdivision stage, it was considered appropriate to delegate this power to local government.

Type subdivisions that effect an amendment to a strata scheme plan

Prior to the STA amendments coming into effect on 1 May 2020 proposals to add land to or remove land from an existing strata scheme, or to consolidate or re-subdivide the strata schemes, were approved by Landgate. The amendments to the STA have resulted in these proposals being considered types of amendments to a strata scheme, under section 11, and now require subdivision approval from the WAPC.

It is considered appropriate for these applications to be delegated to local government to determine applications to amend a strata scheme where only the internal scheme boundaries are impacted (consolidation or re-subdivision, now referred to as type 1B, type 3 or type 4 amendments) and vacant lots aren't created.

However, applications that result in the addition or removal of land from a strata scheme (type 1A or type 2 amendments) will be determined by the WAPC as the determining authority. This is because often an adjacent green title lot is impacted and, in some cases, independent vacant green title lots may be created. As such, the Delegation has been amended to exclude the power to determine type 1A and type 2 subdivision applications.

Advice on Termination processes**Termination of strata schemes**

When the termination process is undertaken, the land ceases to be subdivided by a strata scheme (be it survey-strata, strata, leasehold (strata) or leasehold (survey-strata)). The scheme notice and associated documents are also terminated while the strata company is dissolved. This process includes an application for subdivision, made under the Planning and Development Act 2005 (PD Act), to remove the strata scheme to create a single green title lot. In some instance, there may be a concurrent application to create new strata or green title lots from the subject site.

Given the termination process outlined in Part 12 of the STA, it is recommended that, where further subdivision is proposed, a subdivision application for that proposal is also lodged with the termination proposal to enable the outline of termination report and full termination report (as applicable) to identify the ultimate intent for the subject land.

The termination process provided for under section 177 and 184 of the STA involves a subdivision application under the PD Act. Subdivision applications under the PD Act are not delegated to local government and are to be lodged with the WAPC for determination, (i.e. including where the proposal concerns for strata (built) schemes).

Attachment C: Statutory Delegations – Assigned to local government

Planning and Development Act 2005

**DEVELOPMENT APPLICATIONS MADE UNDER THE
AUSPICES OF THE PLANNING AND DEVELOPMENT ACT 2005****Associated Delegation:****PLANNING AND DEVELOPMENT ACT 2005**

Instrument of Delegation

(DoL FILE 1738/2002v8; 858/2001v9)

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time or holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

SCHEDULE

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of: <ul style="list-style-type: none"> a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 458), or is a ground anchor, and where the development is consistent with the use of the land as a road, <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional Interim development order (as that term, is defined in that Act);</p>	City of Albany	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement:</p> <p>Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown Land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provisions of the <i>Planning and Development Act 2005</i> (including any planning scheme).</p> <p>The signature does not represent approval or consent for planning purposes.</p> <p>Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

Attachment C: Statutory Delegations – Assigned to local government

Column 1	Column 2	Column 3
<p>(ii) section 103(2) of the Planning and Development Act 2005 in respect of development for which approval is required under a local interim development order (as that term, is defined in that Act);</p> <p>(iii) section 115 of the Planning and Development Act 2005 in respect of development within a planning control area (as that term, is defined in that Act);</p> <p>(iv) section 122A of the Planning and Development Act 2005 in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the Planning and Development Act 2005 in respect of developments for which approval is required under a Planning scheme or Interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of the Act).</p>		

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Arts & Culture	004	<u>Art in the Public Domain Policy</u> Function: Applies to employee's delegated authority to administer the City's artwork collection. Adoption Ref: OCM 27/09/2016 Resolution CS030. Review Ref: OCM 23 May 2017 Resolution CCCS028.	17/06/2019	12/06/2017	Website / Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Arts & Culture	Nil	<u>Artwork Collection Policy</u> Function: Applies to employee's delegated authority to administer the City's artwork collection. Adoption Ref: OCM 15/05/2007 Resolution 12.8.2 Review Ref: OCM 23 May 2017 Resolution CCCS028.	1/7/2019	12/06/2017	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	Nil	<u>Asset Impairment Policy</u> Function: The Accounting Standard AASB 136 – Impairment of Assets, prescribes the procedures that an entity applies to ensure that its assets are carried at no more than their recoverable amount. An asset is carried at more than its recoverable amount if its carrying amount exceeds the amount to be recovered through the use or sale of the asset. This policy is applicable to staff who administer the assessment of asset impairment. Adoption Ref: OCM 18/06/2013 Report Item 1.1. Review Ref: OCM 23 May 2017 Resolution CCCS028.	01/07/2019	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Council Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	Nil	<u>Asset Management Policy</u> Function: The objective of this policy is to ensure that Asset Management is embedded in the organisation and is recognised as a substantive corporate function. A recognised asset management culture will enable the City of Albany (the City) to deliver services through infrastructure assets in an equitable and sustainable way. Applicable to staff who administer the assessment of asset impairment. Adoption Ref: OCM April 2017 Resolution DIS017.	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	Nil	<u>Attendance at Events and Functions Policy</u> Function: The purpose of this policy is to establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where elected members and employees are invited free of charge, whether as part of their official duties as council or City representatives or not. Applicable to CEO and elected members only. Adoption Ref: OCM 17/12/2019 Resolution CCS203 Review Ref: Reviewed by Document Owner on 02/07/2021.	02/07/2021	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services Public Health & Safety Team (Rangers)	Executive Director Corporate & Commercial Services	Manager Public Health & Safety	001	<u>Beach Closure Policy & Procedure</u> Function: The purpose of this policy is to provide: <ul style="list-style-type: none"> Providing direction for responding to shark attacks and shark sightings, as well as the broader approach to safety warnings and information provided to the public. Guide the administration of the City of Albany Local Government Property Local Law 2011, under which a sign may be erected to regulate, prohibit or restrict specific activities on the beach or in the water and the giving of directions to swimmers to leave the water if a shark is suspected of being in the vicinity of the beach. To provide a manageable from a practicable and resource capacity perspective, while also giving the public the option of making an informed decision about personal safety with regards to entering the water after a confirmed shark sighting / attack. Adoption Ref: OCM 31 October 2017 Resolution CCS051.	12/12/2017	25/02/2020	Website/ Intranet

Attachment C: Policy Position Register – Council adopted and EMT approved as at 8 March 2022.

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
001 – Council	Infrastructure, Development and Environment	Executive Director Infrastructure, Development and Environment	Manager City Reserves	040	<u>Bushfire Attack Level (BAL) Public Land Management Policy</u> Function: The purpose of this policy is to provide guidance when an adjacent or adjoining landowner requests the City to clear vegetation on public land, to reduce their private land Bushfire Attack Level (BAL) rating. Applicable to staff administering clearing permits. Adoption Ref: OCM 22/06/2021 Resolution DIS259.	30/06/2021	30/06/2021	Website/ Intranet
001 – Council	Infrastructure, Development and Environment	Executive Director	Manager Building & Planning Services Manager Public Health & Safety	001	<u>Bushfire Management in Conservation, Special Residential & Rural Residential (Special Rural) Zoned Policy</u> Function: To provide a balanced, fair and enforceable application of the bushfire mitigation measures as required under the Fire Management Notice for land within the City of Albany zoned: <ul style="list-style-type: none"> • Conservation; • Special Residential; and • Rural Residential (Special Rural). Adoption Ref: OCM 24/07/2018 Resolution BFAC006.	21/08/2018	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	018	<u>Buy Local (Regional Price Preference) Policy</u> Function: The objective of this policy is to seek to maximise the use of competitive local businesses in goods, services and works purchased or contracted on behalf of the City of Albany. Applicable to staff delegated purchasing authority. Adoption Ref: OCM 28/06/2016 Resolution CSF247 Review Ref: Reviewed and minor amendments approved under delegation by EMT on 26/07/2021.	20/10/2020	26/07/2021	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	011	<u>Cash Investment Backing for Reserve Accounts Policy</u> Function: The policy is intended to ensure that where possible, all reserve accounts are backed by cash or investments. Although there is no statutory requirement, it is the policy of the City of Albany that where possible, Reserve Accounts will be 100% backed by either cash, or investments made under the “Policy on Investment of Surplus Funds”. Adoption Ref: OCM 23 May 2017 Resolution CCCS028. Review Ref: Reviewed by Document Owner under delegation on 28/04/2020. No amendments required.	28/04/2020	25/02/2020	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager People & Culture	005	<u>CEO Performance Review Process Policy</u> Function: This policy position applies to the conduct of CEO performance reviews. It is the objective of this policy to A consistent, transparent and accountable performance review process. Applicable to Council Committee and Council who review CEO’s employment contract. Adoption Ref: Adoption Ref: OCM 27/04/2021 Resolution CCS339.	27/04/2021	27/04/2021	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	003	<u>Civic Affiliations Policy</u> Function: The objective of this policy is to guide elected members, staff and the community on the establishment and operation of civic affiliations such as sister cities and friendship agreements. Applicable to staff who administer Mayor and Council civic duties. Adoption Ref: OCM 28/10/2014 Resolution ED017	23/05/2017	25/02/2020	Website/ Intranet

Attachment C: Policy Position Register – Council adopted and EMT approved as at 8 March 2022.

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
					Review Ref: OCM 23/05/2017 Resolution CCCS028.			
001 – Council	Office of CEO	Chief Executive Officer	Manager People & Culture Manager Governance & Risk	005	<p><u>Code of Conduct for Council Members, Committee Members and Candidates</u></p> <p>Function: The Local Government (Model Code of Conduct) Regulations 2021, introduced a mandatory code of conduct for Elected Members, committee members and candidates.</p> <p>The Model Code Regulations provide for:</p> <ul style="list-style-type: none"> • overarching principles to guide behaviour; • behaviours which are managed by local governments; and • rules of conduct breaches which are considered by the Standards Panel. <p>Applicable to all Council Members, Committee Members and Candidates</p> <p>Adoption Ref: Adoption Ref: OCM 27/04/2021 Resolution CCS339.</p>	4/5/2021	27/04/2021	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	003, 005	<p><u>Community Engagement Policy</u></p> <p>Function: Applicable to staff who require to engage with the community.</p> <p>Review Position and Date: This policy is to be reviewed by the document owner annually.</p> <p>Adoption Ref: OCM 24/03/2015 Resolution CSF151.</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	009	<p><u>Community Funding Policy</u></p> <p>Function: To provide an equitable, transparent framework for the allocation and distribution of Community Grants.</p> <p>Adoption Ref: OCM 27/10/2015 Resolution CS025. Amendment Ref: Resolution CSF238.</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Recreation Services	009	<p><u>Community Sports & Recreation Facilities Small Grant Funding Policy</u></p> <p>This policy forms part of the future Sport and Recreation Futures Plan suite of documents (2015 – 2030).</p> <p>Review & Adoption Reference: OCM 25/02/2020 Resolution CCS214.</p>	04/12/2020	12/03/2020	Website
001 – Council	Infrastructure, Development & Environment	Executive Director Development Services	Coordinator Planning Services		<p><u>Container Deposit Scheme Policy</u></p> <p>Function: To provide an exemption in accordance with Clause 61(1)(i) and (2)(e) of the Planning and Development (Local Planning Schemes) Regulations 2015.</p> <p>Adoption Ref: OCM 25/02/2020 Resolution DIS197.</p>	25/02/2020	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	002	<p><u>Corporate Document Policy</u></p> <p>Function: To ensure corporate documents are relevant, uniform, accessible and user friendly.</p> <p>Applicable to staff who administer Corporate Documents.</p> <p>Adoption Ref: 16/05/2006 Report Item 14.1.2.</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	001	<p><u>Dog Exercise, Prohibited and Rural Areas Leashing Policy</u></p> <p>(includes Dog Exercise Area Map)</p> <p>Function: This Policy identifies where dogs are prohibited and where dogs are permitted to exercise either on a leash or off-leash within the City of Albany Local Government Area.</p> <p>Adoption Ref: OCM 22/02/2022 Resolution DIS292.</p>	12/02/2021	25/02/2020	Website/ Intranet

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Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	003	<u>Elected Member Communications Policy and Procedures</u> Function: The objective of this policy is to recognise the role of the Mayor as the principal spokesperson of the Council in accordance with section 2.8(1)(d) of the Local Government Act 1995. Adoption Ref: OCM 11/10/2011 Resolution 1.6 Review Ref: OCM 23 May 2017 Resolution CCCS028.	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	Nil	<u>Elected Member Professional Development & Training Policy</u> Function: The Local Government Act 1995 (the Act), states in part that a local government must prepare and adopt a policy in relation to the continuing professional development of council members. The objective of this policy is to ensure equity and accessibility to individual training and professional development opportunities, in addition to group training sessions offered by the City of Albany to enable elected members to fulfil their functions in local government. Adoption Ref: OCM 26/03/2019 Resolution CCS138 Review Ref: OCM 25/02/2020 Resolution CCS220.	12/03/2020	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Chief Executive Officer	Manager Governance & Risk	Nil	<u>Elected Members Proposed Amendments to Responsible Officer & Committee Recommendation Policy</u> Function: The objective of this policy is to enable: <ul style="list-style-type: none"> The circulation of proposed amendments by Elected Members to all other Elected Members, for the purposes of overcoming any unnecessary duplication of suggested amendments and enabling Elected Members to seek clarification from their colleagues on any suggested amendments. The Chief Executive Officer (CEO) to determine any financial impacts and /or associated risks as a result of the alternate motion. Adoption Ref: OCM 25/03/2014 Resolution CSF065 Review Ref: Reviewed by Document Owner under delegation on 02/07/2021.	02/07/2021	25/02/2020	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager Governance & Risk	Nil	<u>Election Caretaker Period Policy</u> Function: The objective of this policy is to establish protocols for preventing actual and perceived advantage or disadvantage to a candidate in a Local Government Election, through the use of public resources or decisions made by the Council or administration on behalf of the City of Albany during the period immediately prior to an election. Adoption Ref: OCM 26/03/2019 Resolution CCS137. Review Ref: Reviewed under delegated authority by the Document Owner on 5 July 2021.	5/7/2021	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	Nil	<u>Environmental Impact Assessment Policy</u> Function: The objective of this policy and associated procedure aim to minimise the environmental impacts that could be caused by works carried out on City controlled land, and ensure compliance with legislative and statutory requirements (including International, Federal and State Government legislation and policies). Applicable to staff who administer Environmental Impact Assessments. Adoption Ref: OCM 29/10/2013 Report Item WS007. Review Ref: OCM 23 May 2017 Resolution CCCS028.	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	Nil	<u>Environmental Policy</u> Delegated Authority: Responsibility and Reporting: Council: is responsible for approving (including amendments to) the following documents:	23/05/2017	25/02/2020	Website/ Intranet

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
					<p>a. Environmental Policy;</p> <p>b. Environmental Strategy, and</p> <p>c. Climate Change Plans.</p> <p>Council is also responsible for ensuring (upon recommendation of the CEO) that resources are allocated to achieve the objectives of the above documents.</p> <p>_Chief Executive Officer (CEO): is responsible for ensuring that systems are in place to ensure that Council's Environmental (CC) Policy, CC Environmental, CC Plans are prepared and kept up to date, reviewed at least annually and that recommendations are put to Council (at least annually) in relation to appropriate resource allocation to fulfil the objectives of the above documents. The CEO reports to Council on all matters relating to Climate Change.</p> <p>_Executive Management Team (EMT): is responsible for monitoring the implementation of the Environmental Strategy across the organisation. The EMT will ensure that strategies are put in place to remove barriers to the successful implementation of Climate Change mitigation and adaptation initiatives.</p> <p>_Executive Director Infrastructure, Development & Environment: is responsible for providing the administration and technical support for implement policy and strategy.</p> <p>Function: The objective of this policy, through defined principles, is to ensure that the City of Albany commits to taking action on climate change, recognising that while uncertainty is present in existing climate science, this does not present a reason for inaction or delay of action, and that the "precautionary principle" should be applied.</p> <p>Adoption Ref: OCM 17/08/2010 Resolution 3.7.</p> <p>Review Ref: OCM 23/05/2017 Resolution CCCS028.</p>			
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk Finance Manager IT Manager	Nil	<p><u>Fraud & Corruption Control Policy & Guideline</u></p> <p>Function: The objective of this policy is to outline Council's approach to fraud and corruption prevention, deterrence and detection. Council is committed to meeting its legislative obligations under the Local Government Act 1995 including: ensuring that resources are maintained in a responsible and accountable manner.</p> <p>Adoption Ref: OCM 26/11/2019 Resolution AR068.</p>	26/11/2019	25/02/2020	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	Nil	<p><u>Freedom of Entry & Keys to the City of Albany Policy & Procedure</u></p> <p>Function: Applicable to staff who administer City events.</p> <p>Adoption Ref: OCM 27/10/2020 Resolution CCS300.</p>	11/12/2020	27/10/2020	Website/ Intranet
001 – Council	Office of CEO	Council Chief Executive Officer	Manager Governance & Risk	002	<p><u>Governance and Meeting Framework Policy (Terms of Reference)</u></p> <p>Function: The objective of this policy is to provide a functional, transparent and legally compliant meetings framework</p> <p>Applicable to committee members and staff who administer council committees</p> <p>Adoption Ref: OCM 22/11/2016 Resolution CSF280.</p> <p>Review Ref: OCM 22 May 2018 Resolution CCS052.</p>	22/09/2020	25/02/2020	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	001, 026	<p><u>Graffiti Management Policy</u></p> <p>Function: Applicable to staff who administer the control of graffiti and guides public on the process of reporting and treatment.</p> <p>Adoption Ref: OCM 22/11/2016 Resolution CSF281</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Office of CEO	Council Chief Executive Officer	Manager Governance & Risk	Nil	<p><u>Honorary Freeman of the City of Albany</u></p> <p>Function: The objective of this policy is to establish the circumstances under which the City of Albany Council may bestow the title of "Honorary Freeman of the City of Albany" upon individuals who have made an outstanding and</p>	26/06/2018	25/02/2020	Website/ Intranet

Attachment C: Policy Position Register – Council adopted and EMT approved as at 8 March 2022.

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
					exceptional contribution to our community. Adoption Ref: OCM 26/06/2018 Resolution CCS059.			
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	011	<p><u>Investment of Surplus Funds Policy & Procedure</u></p> <p>Delegated Authority: That, under section 6.10 of the Local Government Act 1995, and as prescribed in regulation 19 of the Local Government (Financial Management) Regulations 1996, the CEO be delegated to administer the Investment of Surplus Funds Policy.</p> <p>Function: The policy on Investment of Surplus Funds is intended to reflect the intention of Council to minimise the possibility of incurring capital loss on any investment whilst providing a reasonable rate of return.</p> <p>The objectives of the Policy on Investment of Surplus funds are:</p> <ul style="list-style-type: none"> To provide maximum capital security of funds. To provide the best available rate of interest from an approved source. To ensure sufficient liquidity to meet Council's cash flow requirements. <p>Adoption Ref: OCM 19/02/2013 Resolution 1.1</p> <p>Review Ref: OCM 22/05/2018 Resolution AR043.</p>	14/06/2018	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	008, 039	<p><u>Legal Representation for Elected Members, Employees & Volunteers Policy & Procedure</u></p> <p>Function: Applicable to staff who administer legal representation and guides elected members, employees and volunteers on the process.</p> <p>Review Position and Date: This policy is to be reviewed by the document owner annually. Synergy Reference: NP21132800.</p> <p>Adoption Ref: OCM 24/09/2013 Resolution CSF013.</p> <p>Review Ref: Reviewed by Document Owner under delegation on 2/7/2021.</p>	02/07/2021	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Planning & Building Services	040	<p>Local Planning Scheme No 1 Policy Manual</p> <p>Adoption Ref: OCM 27/05/2014, OCM 26/08/2014 Resolution PD032.</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Public Health & Safety	032	<p><u>Local Recovery Plan (City of Albany) Policy</u></p> <p>Function: The purpose of the Local Recovery plan is to describe the arrangements for effectively managing recovery at a local level, including defining roles and responsibilities.</p> <p>It addresses the restoration of emotional, social, economic and physical wellbeing of a community, the reconstruction of infrastructure and the provision of support services following an emergency.</p> <p>Applicable to LEMC Committee, Council and appointed LEMC Coordinator (Executive Director Corporate & Commercial Services) and Community Emergency Safety Manager (CESM).</p> <p>Adoption Ref: OCM 23/08/2016 Resolution PR002</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance		<p><u>Long Term Borrowing Policy</u></p> <p>Function: Whilst the preferred policy position of the City of Albany (City) is to minimise debt (except for Self Supporting loans), the City recognises that the acquisition, renewal or construction of assets, it may require the prudent use of loan borrowings, debt instruments or other finance or capital raising methods from time to time.</p> <p>This policy defines the principles to be applied when considering undertaking borrowings or other asset financing. Applicable to staff who administer Long Term Borrowing on behalf of Council.</p> <p>Adoption Ref: OCM 16/04/2013 Report Item 1.1.</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet

Policy Type	Directorate	Document Owner	Document Development Officer	Associated Delegations	Policy Positions / Function or Delegation	Document Owner Review	Council / EMT Review	Website / Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Finance	013	<u>Mayoral Vehicle Policy</u> Function: Under the Local Government Act 1995 (the Act) the Council is required to determine the amount of allowances members are entitled to receive within prescribed limits (set out in the Local Government (Administration) Regulations 1996). Applicable to staff who administer the City's vehicle fleet management. Review/Adoption Ref: OCM 14/12/2021 Resolution AR102.	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	043	<u>Memorial Plaque & Seat Policy, Guideline and Application</u> Function: The objective of this policy is to recognise residents who have made a significant contribution to the Albany community. The policy provides guidance for plaques and seats : <ul style="list-style-type: none"> On public land or land vested in the care and control of the City of Albany; and City sponsored memorials, plaques and seats. Applicable to staff who administer public submissions for memorial plaques and seats. Adoption Ref: OCM 15/09/2009 Report Item 14.12.2. Review Ref: OCM 23 May 2017 Resolution CCCS028.	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Office of CEO	Chief Executive Officer	Manager People & Culture	Nil	<u>Pandemic Leave Policy</u> Function: To support employees to stay at home when they are unwell or potentially unwell and therefore increase workplace safety and reduce the spread of the virus. Adoption Ref: OCM 28/04/2020 Resolution CCS243.	28/04/2020	25/02/2020	Intranet Only
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Finance	013	<u>Payments to Employees Above Contract or Award Policy</u> Function: To ensure payments made to employees finishing employment, in addition to their contract or award, complies with the conditions prescribed in the Local Government Act 1995. The Local Government Act 1995 requires that a local government prepare a policy in relation to employees, whose employment with the local government is finishing, setting out: <ul style="list-style-type: none"> payment is not to exceed that prescribed by regulations. the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and the manner of assessment of the additional amount, and cause local public notice to be given in relation to the policy. Adoption Ref: OCM 23/06/2015. Resolution CSF174. Review Ref: OCM 23 May 2017 Resolution CCCS028.	23/05/2017	25/02/2020	Intranet Only
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk		<u>Petition Policy</u> Function: The purpose of this policy is to: <ul style="list-style-type: none"> clearly communicate Council's expectations in relation to the information to be included with a petition submitted from a member of the public and to specify the legislative requirements that attach to petitions; and assist Council in effectively managing petitions in accordance with its legislative obligations and in the interests of the community; and ensure robust communication channels exist between Council and the public in relation to issues of community importance; and 	18/02/2022	14/12/2022	Website/ Intranet

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					<ul style="list-style-type: none"> ensure adequate and fair opportunity for community participation in Council decision-making, including at formal Council meetings. Adoption Ref: OCM 14/12/2021 Resolution AR105.			
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Senior Team Leader Property and Leasing	019	<u>Property Management (Leases and Licences) Policy</u> Function: The Policy recognises the variety and diversity of Leases and Licences and seeks to ensure that all Lessees and prospective Lessees have an understanding of the underlying elements of the Policy. All requests for a Lease or Licence will be determined in a: <ul style="list-style-type: none"> fair, transparent, and where possible, consistent way; and manner that complies with statutory principles and policy. Adoption Ref: OCM 14/07/2015 Resolution CSF181. Review Ref: Reviewed by Document Owner under delegation on 29 June 2021.	29/06/2021	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Finance	018, 013	<u>Purchasing Policy (Tenders and Quotes)</u> Delegated Authority: The Chief Executive Officer has delegated authority from Council to undertake purchases of goods and services up to the value of \$500,000, and \$1,000,000 where the supply of products or services is procured through the Western Australia Local Government Association (WALGA), State or Commonwealth Governments or any of its agencies that provide preferred supplier contracts or agreements. Function: This policy establishes the purchasing protocols to ensure: <ul style="list-style-type: none"> best value to Council, and equity and transparency to suppliers of the City's goods and services. consistency for all purchasing activities that integrates within all the City of Albany operational areas. the City provides a preference to organisations that demonstrate high levels of Corporate Social Responsibility (CSR) including: <ul style="list-style-type: none"> Supporting people with disabilities or special needs, or contributions to the community such as sponsorships or donations. Have in place or are prepared to consider implementing employment strategies and programs for Indigenous people. Demonstrate sustainable business practices. Supply Australian made products. Adoption Ref: OCM 25/08/2020 Resolution CCS284.	25/08/2020	25/02/2020	Website
001 – Council	Corporate & Commercial Services	Executive Corporate & Commercial Services	Manager Public Health & Safety	032	<u>Radio Communication Allocation to Brigade Members Policy</u> Function: The objective of this policy is to ensure radio communication equipment is appropriately allocated. The policy defines the allocation of radio principles. Adoption Ref: OCM 23/06/2015 Resolution BFAC001. Review Ref: OCM 23 May 2017 Resolution CCCS028.	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	022	<u>Rates Financial Hardship Policy</u> Function: The purpose of this policy is to allow flexibility for payment of outstanding rates and charges for ratepayers in severe financial hardship. The policy prescribes the conditions to guide City Officers, when delegated to consider an application for rates financial hardship from ratepayers experiencing financial hardship. Adoption Ref: OCM 26/05/2020 Resolution CCS247. Review Ref: OCM 22/06/2021 Resolution CCS358.	6/09/2021	22/06/2021	Website/ Intranet

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001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance	022	<p><u>Rating Subsidy - Sporting & Community Organisations Policy</u></p> <p>Function: Subject to qualifying criteria, a full subsidy of annual rates may be applied.</p> <p>The application of a rating subsidy applies to the use of land and building used by sporting, recreational or community organisations only. Any portion of the land and/or buildings leased to a commercial third party business will be subject to the appropriate rating category. Other charges or levies that may be apply are not bound by this policy</p> <p>Review/Adoption Ref: OCM 14/12/2021 Resolution AR102.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Public Health & Safety Manager Governance & Risk Manager Planning & Building Services	All Compliance Related Functions	<p><u>Regulatory Compliance Policy & Guideline</u></p> <p>Function: The purpose of which is to establish principles and guidelines for compliance and enforcement activities. The effect of which provides a framework of enforcement options and considerations, in line with a recognised Public Interest test.</p> <p>Adoption Ref: OCM 27/06/2017 Resolution DIS030</p> <p>Review Ref: Reviewed and amended under delegated authority by the Document Owner on 05/07/2021. Minor amendments applied:</p> <ul style="list-style-type: none"> • Minor formatting and layout. • Term Authorised Officers replaced with Authorised Persons in accordance with amendments to the Local Government Act 1995. • Strategic context appended with reference to Community Strategic Plan. • Appended with definition of an Authorised Person. • Document Owners updated to reflect new position responsible for Public Health & Safety and accountability for Planning and Development Compliance. 	5/7/2021	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Chief Executive Officer	Manager Governance & Risk	008	<p><u>Response to Appeals to the State Administrative Tribunal (SAT) Policy</u></p> <p>Function: The objective of this policy is to clarify the role, responsibility and accountability of the Council and City Officers in respect to decisions it makes which are the subject of an application for review to the SAT.</p> <p>Adoption Ref: OCM 24/06/2014 Resolution CSF092.</p> <p>Review Ref: Reviewed under delegated authority by Document Owner on 05/07/2021. Minor amendments applied:</p> <ul style="list-style-type: none"> • Appended with Strategic Context. • Minor amendments made to formatting and layout. • Appended with specific sub-regulation (da) to Regulation 11. 	5/7/2021	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Governance & Risk	005	<p><u>Risk & Opportunity Management Framework</u></p> <p><u>Risk & Opportunity Management Policy</u></p> <p>Function:</p> <p>Policy: Define roles, responsibilities and actions, noting:</p> <ul style="list-style-type: none"> • Risk Management falls on all levels of the organisation, which includes the Council as the governing body, the Chief Executive Officer and members of the Executive, staff and persons who perform functions and/or deliver services on behalf of the City. • All persons are responsible for: <ul style="list-style-type: none"> ○ ensuring risk management action results in a movement from an endurable (negative) risk treatment towards a pleasing (positive) risk treatment; ○ applying risk management practices in their area of work; 	14/09/2021	24/08/2021	Website/ Intranet

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					<ul style="list-style-type: none"> o ensuring effective communication of risk to others; o that other persons (stakeholders) are aware of identified risks associated risk management and mitigation plans; and o escalating risk where necessary. <p>Framework: This framework provides a consistent process that enables continual improvement in decision making, and insight into organisational risks and their impacts.</p> <p>Adoption Ref: OCM 24/08/2021 Resolution AR098.</p> <p>Review Ref: Reviewed under delegated authority by Document Owner on 14/09/2021.</p>			
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	020, 026, 046 Attachment B – Local Laws	<p><u>Signs (Service Information and Tourist Signs) Policy</u></p> <p>Delegated Authority: The CEO is delegated the authority to approve signs within Council's reserves. Amount must be allocated in Council's annual budget.</p> <p>Function: The purpose of the policy is to detail the principles and conditions governing the approval of requests for signage.</p> <p>Adoption Ref: OCM 14/12/2010 Resolution 4.3.29</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Community Services	Executive Director Community Services	Manager Community Relations	001, 026	<p><u>Smoke-free Outdoors Policy</u></p> <p>Function: Applicable to staff who administer the use of public spaces, in particular sporting grounds.</p> <p>Adoption Ref: OCM 23/10/2018 Resolution CCS096</p> <p>Review Ref: Reviewed by Document Owner under delegation on 22/06/2021.</p>	22/06/2021	25/02/2020	Website/ Intranet
001 – Council	Community Services	Council Executive Community Services	Manager Community Relations	009	<p><u>Sponsorship Policy & Guideline</u></p> <p>Function: The purpose of the Sponsorship Policy is to establish principles for sponsorship agreements entered into between the City of Albany and other parties.</p> <p>Adoption Ref: OCM 28/11/2017 Resolution CCS011.</p> <p>Review Ref: Reviewed by Document Owner under delegation on 14/02/2022.</p>	14/02/2022	25/02/2020	Website/ Intranet
001 – Council	Office of CEO	Council	Chief Executive Officer	Nil	<p><u>Statement of Understanding and Commitment (City, People & Aboriginal Community)</u></p> <p>Function: Statement of Commitment that recognised that the City of Albany and its people recognise the cultural and spiritual links that Noongar people have to the land and sea, and acknowledge they are the traditional owners of country know today as Albany.</p> <p>Adoption Ref: OCM 30/11/1999.</p> <p>Review Ref: OCM 23/05/2017.</p>	1/7/2019	23/5/2017	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	047	<p><u>Street Trees Management Policy</u></p> <p>Function: The objective of this policy is to ensure that the City of Albany manages street trees in accordance to best practice guidelines to allow for their protection and preservation, whilst ensuring the public safety is not compromised.</p> <p>Adoption Ref: OCM 17/12/2013. Resolution WS023.</p> <p>Review Ref: OCM 23/05/2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet

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001 – Council	Infrastructure, Development & Environment	Council Executive Director Infrastructure, Development & Environment	Manager Planning & Building Services	Planning Delegations	<p><u>Subdivision and Development Guidelines 2018</u></p> <p>Delegation: The City of Albany's Engineering Officer has delegated authority to approve innovative engineering design that does not conform to these guidelines but satisfies sound engineering principles.</p> <p>This document is an addendum to the Local Government Guidelines for Subdivision Development November 2017 (LGGSD) by the Institute of Public Works Engineering Australia (WA Division), Edition 2.3; and outlines conditions specific to the City of Albany.</p> <p>Function: The subdivision and development of land in Western Australia is controlled by legislation, which includes:</p> <ul style="list-style-type: none"> Planning and Development Act 2005 Local Government Act 1995 <p>This policy (guideline) stipulates where the conditions of subdivision approval require the construction of roads and/or drainage shown on the plan of subdivision then, pursuant to the Planning and Development Act 2005, the City of Albany requires that the Developer employ a Consulting Engineer to design the civil engineering works and a Superintendent to ensure the intent of the works for the subdivision is met.</p> <p>Adoption Ref: OCM 23/10/2018 Resolution DIS126.</p>	23/10/2018	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Nil (Any changes or variations must be approved by Council)	<p><u>Temporary & Short Term Extended Trading Hours Policy</u></p> <p>Function: The objective of the policy is to establish guidelines as to when and where Temporary/Short Term Adjustments to Extended Trading Hours under the Retail Trading Act are to operate within the City of Albany and under what circumstances permission is to be sought from the Department of Commerce for Extended Trading Hours for General Retail Shops.</p> <p>Adoption Ref: OCM July 2016 Resolution ED036.</p> <p>Review Ref: OCM 23 May 2017 Resolution CCCS028.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Planning & Building Services	001, 042	<p><u>Trading in Public Places Policy</u></p> <p>Function: The purpose of this policy is;</p> <ul style="list-style-type: none"> To provide direction to City staff in the processing of applications for trading in public places, in accordance with the City of Albany's "Activities on Thoroughfares and Public Places and Trading Local Law 2011". To provide a clear set of controls for operators to trade under. <p>Adoption Ref: OCM 23/06/2020 Resolution DIS213.</p>	23/06/2020	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Council Executive Director Corporate & Commercial Services	Manager Governance	013, 016	<p><u>Travel and Representation Policy</u></p> <p>Delegated Authority: The Executive Director Corporate & Commercial Services is responsible for implementing this Policy. The Mayor shall have the authority to assess special, medical or extenuating circumstances and approve business travel. Such requests must be in writing and supported by appropriate evidence.</p> <p>Function: The objective of this policy is to establish clear guidelines for travel and accommodation arrangements for councillors who are required to travel for City business.</p> <p>Adoption Ref: OCM 26/07/2016 Resolution CSF253.</p>	23/05/2017	25/02/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment City Engineering Team	Council Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	026	<p><u>Upgrades and Maintenance of Watercourses & Drainage Channels Policy</u></p> <p>Function: The objective of this policy is to define Council's obligations and policy regarding the maintenance, improvements and rehabilitation of watercourses including Drainage Reserves and Channels.</p> <p>Applicable to staff who administer section 3.27 of the Act under delegation.</p> <p>Adoption Ref: OCM 26/06/2018 Resolution DIS099.</p>	26/06/2018	25/02/2020	Website/ Intranet
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance	006	<p><u>Use of Common Seal Policy</u></p> <p>Function: The objective of this policy is to provide a policy for the use of the Common Seal</p>	23/05/2017	25/02/2020	Website/ Intranet

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					Applies to employee's who administer the application of the Common Seal and the Execution (Signing) of documents on the City of Albany. Adoption Ref: OCM 15/03/2011 Resolution 4.6 Review Ref: OCM 23 May 2017 Resolution CCCS028.			
001 – Council	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance Manager Public Health & Safety	Attachment B – Local Laws (Animals Local Law)	<u>Wandering Cat Management Policy</u> Function: This policy guide authorised persons when having to deal with unidentified and unclaimed cats on land managed by the City of Albany. Adoption Ref: OCM 28/07/2021 Resolution CCS263(2).	12/02/2021	28/07/2020	Website/ Intranet
001 – Council	Infrastructure, Development & Environment	Executive Director Infrastructure, Development & Environment	Manager Engineering and Sustainability	046	<u>Wet Weather Road Closure Policy</u> Function: The objective of this policy is to ensure safety to all road users and to mitigate damage to road infrastructure, in particular unsealed roads. Adoption Ref: OCM 24/06/2014 Resolution WS043. Review Ref: OCM 23/05/2017 Resolution CCCS028.	23/05/2017	25/02/2020	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk MGR		<u>Acceptable Use of Electronic & Digital Signatures Policy</u> Function: The purpose of this policy is to: <ul style="list-style-type: none"> Provide guidance on when digital & electronic signatures are considered accepted means of validating the identity of a signer in City of Albany electronic documents and correspondence. Outline the approval processes and security measures to be considered in relation to the use of digital and electronic signatures. 	1/7/2019	31/08/2017	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture	Nil	<u>Albany Public Library Collection Development Policy</u> Function: This policy provides a framework for the selection, maintenance, weeding and evaluation of the Albany Public Library's collection. This Collection Development Policy ensures the Albany Public Library's collection remains vibrant, informative, current, inclusive and sustainable.	3/09/2019	30/03/2019	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture	Nil	<u>Albany Public Library Internet Access - Conditions of Use Policy</u> Function: Establishes the rules to be followed when using library internet facilities.	01/07/2019	01/07/2019	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director	Manager Finance		<u>Budget Variations Guideline Policy</u> Function: To detail financial reporting and approval actions required by staff when budget variations are expected.	20/06/2017	20/06/2017	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Bullying and Harassment Policy</u> Function: The City has a legal and ethical responsibility to ensure that employees are not subject to inappropriate behaviour that will not only affect their performance but also their health and wellbeing. Approved by EMT on 23/07/2015. Reviewed under delegation by the Document Owner on 08/05/2017.	08/05/2017	8/5/2017	Intranet Only

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002 – Admin	Infrastructure, Development and Environment	Executive Director Infrastructure, Development & Environment	Manager Reserves Manager Public Health & Safety	Nil	<u>Campground Host Policy & Procedure</u> Function: Specify the training and induction requirement of camp hosts. Approved by EMT on 12 June 2018. Reviewed under delegation on 30/10/2020.	15/10/2020	30/10/2020	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services EDCCS	Manager Finance	Nil	<u>Cash Handling Policy</u> Function: Policy defines the Minimum Procedural Framework to account for cash as it is received	15/06/2021	15/06/2021	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager Governance & Risk MGR	Nil	<u>Citizenship Ceremony Dress Code</u> Function: The purpose of this policy is to ensure that all participants and attendees at Citizenship Ceremonies are appropriately attired to reflect the significance of the event. Approved by EMT on 4/11/2020.	04/11/2020	4/11/2020	Website/ Intranet
002 – Admin	Office of CEO	Manager Governance & Risk Chief Executive Officer	Personal Assistant to Mayor	Nil	<u>Civic Receptions, Ceremonies and use of Council and Civic Rooms Policy & Guideline</u> This policy and guideline was approved by EMT on 31/05/2017 and is to be reviewed by the document owner annually.	1/7/2019	1/7/2019	Website
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk MGR	FOI WAPOL Memorandum of Understanding	<u>Code of Conduct for Persons with Access to Recorded Material (Audio, CCTV, Camera Footage)</u> Function: This Code of Conduct has been developed to ensure that authorised persons who are involved with handling of Recorded Material (Visual & Audio) maintain the highest ethical standards.	2/12/2019	2/12/2019	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance		<u>Corporate Credit Card Usage Policy</u> Function: The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to use of Corporate Credit Cards.	22/02/2021	24/07/2020	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk IT Manager		<u>Corporate Document Policy & Procedures</u> (including: Development, Review & Approval Procedure) Function: Corporate documents support the achievement of quality outcomes and reduce organisational risk; therefore, this policy position and the supporting administrative procedures establish standard document types and administrative development, review and approval protocols.	22/02/2021	17/02/2020	Intranet Only
002 – Admin	Office of CEO	Manager Governance & Risk MGR	Chief Executive Officer	All	<u>Corporate Governance Charter</u> Function: Provide guidance for the approval of civic functions, ceremonies, receptions and/or the provision of hospitality. Approved by EMT on 31/05/2017.	01/02/2021	01/02/2021	Website/ Intranet
002 – Admin	Office of CEO	Executive Director Corporate Services Chief Executive Officer	Manager Human Resources Manager People & Culture		<u>Corporate Uniform Policy</u> Function: Provides guidance on purchasing and entitlement to corporate uniforms. Approved by EMT and General Consultative Committee (GCC) on 02/05/16. Reviewed under delegation, post consultation with GCC on 18/09/2017.	21/01/2017	21/01/2017	Intranet Only

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002 – Admin	Office of CEO	Chief Executive Officer	HR Coordinator Manage People & Culture		<u>COVID-19 Pandemic Working From Home CEO Directive March 2020</u> Function: This document sets out the guidelines and procedures to be followed when considering a working from home arrangement. Approved by CEO on 20/03/2020.	30/03/2020	30/03/2020	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk		<u>Customer Service Commitment and Complaints Resolution Policy & Procedure</u> Function: This document summarises our service commitment to customers and details how we address customer complaints.	01/07/2019	09/06/2017	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager IT		<u>Data Breach Response Policy & Procedure</u> Function: This Data Breach Response Policy and Procedure outlines definitions, sets out the procedure and clear lines of authority for City of Albany staff in the event that the City of Albany experiences a data breach, or suspects that a data breach has occurred.	22/01/2021	28/01/2021	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk		<u>Dealing with challenging behaviour policy</u> Function: This policy explains how the City of Albany staff will deal with persons who: <ul style="list-style-type: none"> are aggressive complainants; are rude, abusive, and harassing complainants; cannot be satisfied despite the best efforts of the City; constantly raise the same issue with different staff; and/or make unreasonable demands on the City where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers). 	05/03/2020	5/03/2020	Website
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Drug and Alcohol Policy</u> Function: The policy provides a consistent and practical approach in managing the risks of impairment, which may be caused by alcohol and drug levels in excess of specified standards whilst at work.	03/01/2018	03/12/2014	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Employee Awards and Gifts Policy</u> Function: The purpose of the policy is to provide parameters, clarity and guidelines on the awards and gifts provided by the City of Albany to employees. Approved by EMT on 24/05/2017. Reviewed by EMT on 13/10/2017.	13/10/2017	13/10/2017	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Employee Code of Conduct Policy</u> Function: The Employee Code of Conduct Policy intends to outline and ensure all employees are aware of and fully understand the City of Albany's expectations in regard to their conduct and standards of behaviour in the workplace; this policy complements the overarching Code of Conduct (Council Members, Committee Members, Staff and Volunteers). Approved by EMT on 23/07/2015. Reviewed by EMT on 06/07/2017.	01/07/2019	06/07/2017	Website/ Intranet

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002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Equal Employment and Anti-Discrimination Policy</u> Function: Discrimination is against the law and will not be tolerated at the City of Albany under any circumstances. This policy applies to all of the City of Albany employees, contractors, volunteers, apprentices / trainees and work experience students at all City of Albany worksites, with breaches of this policy treated as misconduct or serious misconduct where deemed appropriate.	9/5/2017	9/5/2017	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	Attachment B – Local Laws	<u>Flying Drones on Public Property Policy (incl. Model Aircraft)</u> Function: The objective of this policy is to protect people, property and other aircraft from injury or damage that could result from a collision.	07/01/2021	7/01/2020	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture	005	<u>Grievance Handling Policy and Procedure</u> <ul style="list-style-type: none"> Grievance Form (04/12/2020) Function: This policy applies to all workers at all City of Albany worksites, with breaches of this policy treated as misconduct or serious misconduct where deemed appropriate. Approved by EMT on 09/05/2017.	23/05/2017	25/02/2020	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Governance & Risk	All	<u>Internal Review Policy & Procedure</u> Function: This policy position explains the general rights of individuals to seek a review of a Council or an Officer's decision or conditions relating to a decision. This policy provides a framework to provide peace of mind to our customers through a transparent, independent and robust internal review process.	01/07/2019	15/01/2018	Website/ Intranet
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager - Information Technology IT		<u>IT Cloud Services Policy & Procedure (Corporate Data Structure, Standards & Rules)</u> Function: The objective of this policy position is to protect the City's data, operations and reputation from exposure to risks associated with storing and transacting data in the cloud.	01/07/2019	12/06/2017	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Learning & Development Policy</u> Function: This policy guides the learning and development process and outlines the procedure to be followed for staff and volunteers to attend training.	11/01/2018	11/01/2018	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture		<u>Library Collection Policy 2019</u> Function: The policy provides a framework for the selection, maintenance, weeding and evaluation of the Albany Public Library's collection. This Collection Development Policy ensures the Albany Public Library's collection remains vibrant, informative, current, inclusive and sustainable.	31/07/2019	30/03/2019	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Arts & Culture		<u>Library Public Information Technology (IT) Use Policy</u> Function: This policy has been developed in order to provide smart, safe and responsible use of technology within the Library.	31/05/2021	31/05/2021	Website/ Intranet
002 – Admin	Infrastructure, Development and Environment	Executive Director Infrastructure, Development & Environment	Manager City Reserves	Attachment B – Local Laws	<u>Marine Mammal Carcass or Stranding Response Policy & Procedure</u> Function: To define the responsibilities and procedures for response, noting primary responsibility for responding to reports of strandings or carcasses on City managed beaches will rest with the Manager City Reserves and the Reserves Management Team. Approved by EMT on 16/10/2020.	16/10/2020	16/10/2020	Website/ Intranet

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002 – Admin	Community Services	Executive Director Community Services	Communications Coordinator		<u>Media Liaison Policy</u> Function: The Policy establishes a framework for an effective working relationship with the media, including the identification of the City's authorised spokespersons.	13/05/2021	13/05/2021	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Occupational Health and Safety Policy</u> Function: Statement of commitment and assigned responsibilities under WHS law. Approved by EMT on 17/01/2018 and signed by CEO.	17/01/2018	17/01/2018	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>OSH Contractor Management Policy</u> Function: This policy applies to all City of Albany, managers, employees, volunteers, visitors, responsible officers, contractors and subcontractors at all of the City of Albany sites and centres. Noting the City of Albany will take all reasonable steps to; <ul style="list-style-type: none"> • So far, as practicable, provide and maintain a safe working environment. • Inform our contractors of any hazards we are aware of. • Upon notification, investigate all incidents, hazards and near misses to minimise the risk of risk re-occurrence. • Advise our contractors of our expectations and continually monitor contractor management performance. 	11/01/2018	11/01/2018	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Prescription Safety Glasses Policy and Procedure</u> Function: The purpose of this document is to define the process and standard for protective eyewear and City of Albany employee eligibility for reimbursement. Approved by EMT on 20/04/2018.	20/04/2018	20/04/2018	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Recreational Services		<u>Provision of Community Support Letter Policy</u> Function: The purpose of this policy is to ensure the City of Albany manages requests for letters of support for grant applications in an efficient, effective, transparent and accountable manner.	14/08/2019	14/08/2019	Website/ Intranet
002 – Admin	Corporate & Commercial Services Office of CEO	Executive Director Corporate Services Chief Executive Officer	Manager Governance & Risk MGR Manager People & Culture PID Officers		<u>Public Interest Disclosure Procedures (PID) Policy and Procedure</u> Function: This policy position and associated guidelines have been adapted and enhanced to reflect our operating context and ensure the City's PID Officers and persons raising issues in the public interest have the appropriate resources to: receive, investigate, take appropriate action and provide reports to disclosers. Approved by EMT on: 08/07/2021. Amendments: <ul style="list-style-type: none"> • Fully reviewed against PID resources published by the Public Sector Commission on 11 August 2020. • Additional Document Development Officer assigned, being the Manager People & Culture. • Quality Assurance assigned to designated PID Officers. 	09/07/2021	09/07/2021	Website
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Recruitment and Selection Policy</u> Function: The objective of this policy is to provide an overview of the processes involved in the recruitment and selection of staff. Approved by EMT on 21/08/2015.	21/08/2015	21/08/2015	Intranet Only

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002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Relocation Expenses Policy</u> Function: This policy applies to hiring of new and existing employees who need to relocate from their primary place of residence in order to take up a position at the City of Albany, and to whom the City of Albany offers relocation assistance. Approved by EMT on 11/08/2015. Reviewed and updated on 02/08/2017.	02/08/2017	02/08/2017	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Recreational Services		<u>Rules for Playing and Dimensions for Playing Areas at City of Albany Facilities Policy Position</u> Function: The objective of this policy was to minimise sporting injuries at City of Albany facilities. Policy position established to formally adopt the Department Sport and Recreation (DSR) guidelines as the standard for the conduct of sporting activities at City facilities. Approved as a working draft under delegation to facilitate the ALAC playing surface upgrades on 23/01/2017.	23/01/2017	23/01/2017	Intranet Only
002 – Admin	Corporate & Commercial Services	Executive Director Corporate & Commercial Services	Manager Finance		<u>Store Card Usage Policy & Procedure</u> Function: The purpose of this policy is to ensure effective controls, policies and procedures are in place with respect to the use of Store Cards by City Officers. Approved by EMT on 04/02/2019. Reviewed under delegation and amended on 19/04/2021.	19/04/2021	19/04/2021	Intranet Only
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Sun Protection in the Workplace Policy & Procedure</u> Function: The purpose of this policy is to implement measures that will assist in the reduced risk of skin cancer posed to Outdoor Workers and Occasional Outdoor Workers and Contractors through exposure to the harmful effects of the sun. Approved by EMT on 13/09/2013. Reviewed by Document Owner under delegation on 22/06/2017.	22/06/2017	22/06/2017	Intranet Only
002 – Admin	Infrastructure, Development and Environment	Executive Director Infrastructure, Development and Environment	Manager Engineering and Sustainability		<u>Supply of Mobile Garbage Bins Policy</u> Function: Formalise the City's Executive position that: Residential property owners are required to purchase and provide their own mobile garbage bins (MGBs) to participate in the kerbside waste collection service. Approved by EMT on 06/03/2012. Reviewed under delegation on 12/06/2017.	01/07/2019	12/06/2017	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Recreational Services	Attachment B – Local Laws	<u>Swimming Coaching Activities at the Albany Leisure & Aquatic Centre (ALAC) Policy</u> Function: The City of Albany employs qualified and accredited swimming Instructors to provide swimming coaching to the community. The objective of this policy is to ensure that appropriate due diligence checks are conducted by ALAC Centre Management.	01/07/2019	27/09/2018	Website/ Intranet
002 – Admin	Community Services	Executive Director Community Services	Manager Community Relations		<u>Use of Social Media Policy</u> <ul style="list-style-type: none"> Use of Social Media Guidelines (04/12/2020) Function: This policy is intended to guide employees and contractors who use social media as either part of their job or in a personal capacity. It applies any time an employee is using social media in relation to: <ul style="list-style-type: none"> _The City of Albany; _Its products or services; _Its people; and 	04/12/2020	08/10/2016	Intranet Only

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					_Its competitors and/or other business related individuals or organisations.			
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Volunteer Management Policy</u> Function: The objective of the Volunteering Policy is to outline the scope of the organisation wide volunteering program run by the City of Albany including the role and contribution of volunteers to City of Albany programs and services, and the City's commitment to volunteers. Approved by EMT on 2/12/2016. Reviewed by Document Owner under delegation on 02/01/2018.	2/01/2018	2/01/2018	Intranet Only
002 – Admin	Community Services	Executive Director Community Services	Manager Community Relations		<u>Welcome to Country, Acknowledgement of People and Country and Aboriginal Cultural Performances Policy & Procedure</u> Function: The objective of this Policy and Procedure is to establish protocols for City staff about appropriate and consistent recognition and acknowledgement of Menang Noongar people(s) as the traditional custodians of the land on which the City of Albany is situated.	31/05/2017	01/07/2019	Website/ Intranet
002 – Admin	Office of CEO	Chief Executive Officer	Manager People & Culture		<u>Workplace Healthy Catering Policy</u> <ul style="list-style-type: none"> Healthy Eating and Catering Handbook (04/12/2020) Function: The aim of this policy is provide a framework to guide the provision of food and drinks offered at meetings, events and functions. It is hoped that this will ensure that a variety of healthy foods and drinks are available to promote healthy eating choices as everyday choices. Approved by the CEO and EMT on 28/07/2016.	28/07/2016	22/02/2021	Intranet Only
002 – Admin	Corporate Services Office of CEO	Executive Director Corporate & Commercial Services Chief Executive Officer	Manager People & Culture		<u>Workplace Violence Handbook</u> Function: The objective of this handbook is to provide guidance for responding appropriately to violence, threats, and reports of threats, or questions that arise. Approved by EMT on 23/05/2017.	09/06/2017	09/06/2017	Intranet Only