



ATTACHMENTS

Ordinary Meeting of Council

Tuesday 26 April 2016

6.00pm

City of Albany Council Chambers

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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (**MOU**) is made on day of 2015 and represents an understanding BETWEEN:

the Western Australian Association of Clubs Inc. 17th National Caravan Clubs Rally Committee (**National Rally Committee**) and the City of Albany (**the City**).

BACKGROUND

The National Association of Caravan Clubs Ltd (NACC) is the National body representing the individual State Associations of Caravan Clubs. Every three years NACC hold a National Rally in a different state which is attended by Caravan club members from every state. NACC have allocated the 2019 the 17th National Caravan Clubs Rally to Western Australia to organise. Apart from social events organised for the participants, the NACC will hold its 2019 Annual General Meeting (Triennial) during the Rally to allow club members present to attend.

The Western Australian Association of Caravan Clubs Inc. (**WAACCI**) which is the state body for the thirty two Caravan clubs in Western Australia has delegated the planning and running of the 17th National Caravan Clubs Rally to the National Rally Committee whose members are drawn from member clubs of WAACCI.

NATIONAL RALLY COMMITTEE OFFICE BEARERS

Executive members of the National Rally Committee are as follows:

Chairman	Arthur Pincham
	Telephone (08)95378302
Secretary	Helen Thacker
	Telephone (08)93311267
	Email a.hkardi@optusnet.com.au
Rally Manager	Derek Atkinson
	Telephone (08)92753096 Mobile 0439985713
	Email nosnikta1948@bigpond.com

CITY OF ALBANY HOST TOWN PROPOSAL

In their proposal to the National Rally Committee the City have agreed to be the host town for the 17th National Caravan Clubs Rally in 2019.

ITEMS OFFERED BY THE CITY

1. Premier venue.

The Provision of Centennial Park venue at no cost to event organisers. A huge strength of the venue is the central location in the heart of the town, within easy walking distance and close to all services. The event will add significantly to the existing vibrancy and activity of Albany city commercial centre. Centennial Park is WA's premier sporting venue in the state's south. Immediately following the hosting of the Campervan and Motorhome Club of Australia event in October 2015 the City will undertake a major upgrade of the entire Centennial Park grounds and facilities. The upgrades will include a multi-function venue space specifically designed to cater for events such as the 2019 National Rally. All upgrade works are scheduled to be completed by early 2018. The fully upgraded venue including grounds and club facilities will be available for the National Caravan Club Rally event in 2019 subject to the City negotiating with building tenants and suitable timings.

Provision of venue includes access and use of the main sporting building, grounds parking area for up to 800 caravans, all site power and water consumption costs, and daily garbage removal. The City is also happy to discuss any additional needs including but not limited to traffic management on arrival and departure days, installation of temporary dump points, emergency management support, additional temporary toilets and showers if required.

2. Event Promotion

The City is well resourced to assist in the promotion of the event to potential attendees. Under the Amazing Albany destination brand the City would assist the event organisers in ensuring strong visitation from Caravan Clubs across Australia. This would be in the form of production of dedicated destination marketing collateral, attendance at events in the lead up to the 2019 event (including the 16th NCCR in Canberra between 19-28 September 2016), and active promotion to Caravan Club members.

3. Local Tours Program

The City will implement a comprehensive local tours program that will be charged on a users pays basis. The City regularly coordinates these type of tour program activities for visiting cruise ship visits and is currently compiling a detail tour program for the 2015 CMCA event in October. The 2019 event organisers will be the beneficiaries of this experience. The Albany Visitor Centre is 100% owned and operated by the City of Albany and these visitor information and promotional services will be applied to your event.

4. Dedicated Event Liaison Coordinator

The City will appoint a liaison person to manage the City's event deliverables. This dedicated role will provide the event organisers one point of contact to a high standard of customer service and ensuring a smooth delivery of the event for all stakeholders.

RALLY DATES

The City confirms their advice of 18 May 2015 that the site will be available to the National Rally Committee between the following dates:

Set up of Site	9 th to 13 th October 2019
Rally Commences	14 th October 2019
Rally finishes	22 nd October 2019
Caravanners Depart Site	23 rd October 2019
Cleanup of site	24 th to 29 th October 2019

The City also confirms that the rally set up and cleanup teams will be able to park their caravans on the site between 8 October and 29 October 2019.

Whilst the National Rally Committee believe they have allowed sufficient time for set up and cleanup they undertake to advise the City closer to the event should either dates need to be extended.

LOCATION OF VENUE

Centennial Park Recreation Complex, North Road, ALBANY WA 6330

ALLOCATED AREAS AND FACILITIES

The provision of venue includes access and use of the main sporting building, grounds parking area, with the exception of the main oval as marked on the attached ground plan.

Once the plans for the new facilities are finalised and publicly released the City will provide the National Rally Committee to allow them to plan usage of the associated buildings.

The National Rally Committee is to engage and utilize local caravan park facility operators wherever possible, in particular for use as staging areas pre and post event. The City will assist by providing caravan park operator contact details to the National Rally Committee.

SCHEME WATER AND POWER - CONNECTION AND RETICULATION

All site power and water consumption costs will met by the City, however the National Rally Committee will be responsible for the distribution of electricity and water to individual caravan sites

GREY WATER DISPOSAL

The City Health Department will allow the dropping of “grey” water subject to filters being used and attendees being encouraged to use Shower facilities provided either in the pavilions or Temporary shower blocks.

PETS

The City will allow rally participants travelling with pets to bring them into the rally site provided:

- a) the pets are kept on a leash at all times.
- b) the pets are not allowed in buildings or eating areas
- c) owners are responsible for cleaning up after their pets

TEMPORARY FENCING

The new area will require temporary fencing which the City may be able to assist.

SERVICES FROM THE CITY OF ALBANY

- The City will provide the Centennial Park Venue at no cost to the event organisers,
- The City will provide all site power and water consumption costs at no charge,
- The City will provide a daily garbage removal service at no charge
- The City will arrange a temporary dump point(s)
- The City have a 40 metre by 20 metre Marquee available for use at the rally
- The City have two temporary shower blocks which they may make available subject to availability of existing facilities
- If required the City will discuss assistance with emergency management support

TERM OF THIS MOU

This MOU shall commence on the date herein before written and shall continue until termination by the parties.

2019 ALBANY CARAVAN SHOW

The National Rally Committee confirm that we are negotiating with the Caravan Industry Association and Cameron Caravans Albany to hold the Albany Caravan Show between Friday 18 October to Sunday 20 October 2019 which will take the place of a smaller Trade Show originally planned by the committee.

The City will be provided a standard display stand/space at this trade show event at no cost for promotion of the Amazing Albany destination.

AMENDMENT AND TERMINATION

The MOU may be amended or varied from time to time provided that such amendment is agreed by the parties and is evidenced in writing and signed by the authorised representatives of all parties to this MOU.

Executed by the Parties

Signed on Behalf of the City of Albany:

CEO

Andrew Sharpe

Signed on Behalf of the National Rally Committee:

Chairman

Arthur Pincham

Secretary

Helen Thacker

Rally Manager

Derek Atkinson

A 44123



Western
Australian
Planning
Commission



Doc No: City of Albany Records
File: ICR6016891
Date: 12 OCT 2006
Officer: PLAN7

Attach:

Your Ref : 131874/PA16749
Enquiries : Georgina Folvig

Chief Executive Officer
City of Albany
P O Box 484
ALBANY WA 6331

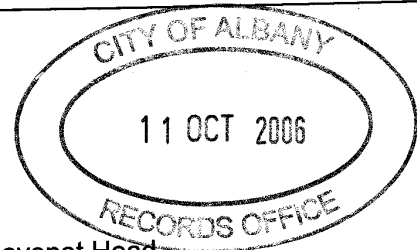
**Approval Subject To Condition(s)
Freehold (Green Title) Subdivision**

Application No : 131874

Planning and Development Act 2005

Applicant	: Chappell Lambert & Everett Po Box 796 SUBIACO WA 6904
Owner	: Alan Raymond Martin 442 Lower King Road BAYONET HEAD WA 6330 and Frances Noreen Smith 442 Lower King Road BAYONET HEAD WA 6330
Application Receipt	: 14 July 2006

Lot number	: 43
Location	:
Diagram/Plan	: D034923/43
C/T Volume/Folio	: 1757/481
Street Address	: Lot 43 Lower King Road, Bayonet Head
Local Government	: City of Albany



The Western Australian Planning Commission has considered the application referred to and is prepared to endorse a deposited plan in accordance with Plan No. 2036-18o, Revised 20.9.06, once the condition(s) set out have been fulfilled.

This decision is valid for four years from the date of this advice, which includes the lodgement of the deposited plan within this period.

The deposited plan for this approval and all required written advice confirming that the requirement(s) outlined in the condition(s) have been fulfilled must be submitted by 6 October 2010 or this approval no longer will remain valid.

Great Southern Office, PO Box 1108, Albany, Western Australia 6330
Tel: (08) 9892 7333; Fax: (08) 9841 8304; TTY: (08) 9264 7535; Infoline: 1800 626 477
e-mail: corporate@wapc.wa.gov.au; web address: <http://www.wapc.wa.gov.au>
ABN 35 482 341 493



Reconsideration - 28 days

Under section 151(1) of the *Planning and Development Act 2005*, the applicant/owner may, within 28 days from the date of this decision, make a written request to the WAPC to reconsider any condition(s) imposed in its decision. One of the matters to which the WAPC will have regard in reconsideration of its decision is whether there is compelling evidence by way of additional information or justification from the applicant/owner to warrant a reconsideration of the decision. A request for reconsideration is to be submitted to the WAPC on a Form 3A with appropriate fees. An application for reconsideration may be submitted to the WAPC prior to submission of an application for review. Form 3A and a schedule of fees are available on the WAPC website: <http://www.wapc.wa.gov.au>

Right to apply for a review - 28 days

Should the applicant/owner be aggrieved by this decision, there is a right to apply for a review under Part 14 of the *Planning and Development Act 2005*. The application for review must be submitted in accordance with part 2 of the *State Administrative Tribunal Rules 2004* and should be lodged within 28 days of the date of this decision to: the State Administrative Tribunal, 12 St Georges Terrace, Perth, WA 6000. It is recommended that you contact the tribunal for further details: telephone 9219 3111 or go to its website: <http://www.sat.justice.wa.gov.au>

Deposited plan

The deposited plan is to be submitted to the Department of Land Information (DLI) for certification. Once certified, DLI will forward it to the WAPC. In addition, the applicant/owner is responsible for submission of a Form 1C with appropriate fees to the WAPC requesting endorsement of the deposited plan. A copy of the deposited plan with confirmation of submission to DLI is to be submitted with all required written advice confirming compliance with any condition(s) from the nominated agency/authority or local government. Form 1C and a schedule of fees are available on the WAPC website: <http://www.wapc.wa.gov.au>

Condition(s)

The WAPC is prepared to endorse a deposited plan in accordance with the plan submitted once the condition(s) set out have been fulfilled.

The condition(s) of this approval are to be fulfilled to the satisfaction of the WAPC.

The condition(s) must be fulfilled before submission of a copy of the deposited plan for endorsement.

The agency/authority or local government noted in brackets at the end of the condition(s) identify the body responsible for providing written advice confirming that the WAPC's requirement(s) outlined in the condition(s) have been fulfilled. The written advice of the agency/authority or local government is to be obtained by the applicant/owner. When the written advice of each identified agency/authority or local government has been obtained, it should be submitted to the WAPC with a Form 1C and appropriate fees and a copy of the deposited plan.



If there is no agency/authority or local government noted in brackets at the end of the condition(s), a written request for confirmation that the requirement(s) outlined in the condition(s) have been fulfilled should be submitted to the WAPC, prior to lodgement of the deposited plan for endorsement.

Prior to the commencement of any site works or the implementation of any condition(s) in any other way, the applicant/owner is to liaise with the nominated agency/authority or local government on the requirement(s) it considers necessary to fulfil the condition(s).

The applicant/owner is to make reasonable enquiry to the nominated agency/authority or local government to obtain confirmation that the requirement(s) of the condition(s) have been fulfilled. This may include the provision of supplementary information. In the event that the nominated agency/authority or local government will not provide its written confirmation following reasonable enquiry, the applicant/owner then may approach the WAPC for confirmation that the condition(s) have been fulfilled.

In approaching the WAPC, the applicant/owner is to provide all necessary information, including proof of reasonable enquiry to the nominated agency/authority or local government.

The condition(s) of this approval, with accompanying advice, are:

CONDITION(S)

1. The plan of subdivision being amended in accordance with Plan No. 2036-180, Revised 20.9.06 and as required by any of the following conditions and/or advice.
2. Suitable arrangements being made with the Water Corporation so that provision of a suitable water supply service will be available to lot(s) shown on the approved plan of subdivision. (Water Corporation)
3. Suitable arrangements being made with the Water Corporation so that provision of a sewerage service will be available to the lot/s shown on the approved plan of subdivision. (Water Corporation)
4. The provision of easements for existing or future water, sewerage and/or drainage infrastructure as may be required by the Water Corporation being granted free of cost to that body. (Water Corporation)
5. Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power for the provision of an underground electricity supply service to the lot(s) shown on the approved plan of subdivision. (Western Power)



6. The transfer of land as a Crown Reserve, free of cost to Western Power for the provision of electricity supply infrastructure. (Western Power)
7. The applicant/owner making a pro-rata contribution towards the cost of the acquisition of the primary school site identified in the Bayonet Head Outline Development Plan. (Department of Education)
8. Those lots not fronting an existing road being provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) being constructed and drained at the applicant/owner's cost. As an alternative the WAPC is prepared to accept the applicant/owner paying to the local government the cost of such road works as estimated by the local government subject to the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)
9. Street corners within the subdivision, with the exception of the roundabout in the south eastern corner, are to be truncated as indicated on the plan of subdivision. (Local Government)
10. The cul-de-sac heads being designed, constructed and drained to the satisfaction of the local government. (Local Government)
11. The temporary access point to Lower King Road being designed and constructed to the satisfaction of the local government. (Local Government)
12. Bollards being installed along the Lower King Road frontage of Lot 43 at the owner/applicant's cost and to the satisfaction of the local government. (Local Government)
13. Arrangements being made to the satisfaction of the local government for the deposit of a bond to ensure closure of the temporary access to Lower King Road (as indicated on the plan of subdivision), following construction of connecting subdivisional roads to the east and the south. (Local Government)
14. Notification in the form of a section 70A notification, pursuant to the Transfer of Lands Act 1893 (as amended) is to be placed on the Certificates of Title of the proposed lot(s) advising that access from the subdivision to and from Lower King Road is provided on a temporary basis only and the access point will be closed when further stages of the subdivision are completed. (Local Government)
15. The southernmost subdivisional road being widened to 16 metres between the roundabout and the temporary access point to Lower King Road. (Local Government)
16. Elizabeth Street and Lower King Road being widened in accordance with the plan submitted by the subdivider.



17. Arrangements being made with the local government for the upgrading and/or construction of Elizabeth Street to urban standard. (Local Government)
18. Arrangements being made with the local government for the upgrading of Lower King Road in accordance with the Bayonet Head Outline Development Plan. (Local Government)
19. The battleaxe accessway(s) being constructed, drained and sealed at the applicant/owner's cost to the specifications of the local government. (Local Government)
20. A 2.5 metre wide dual use path/cycleway being constructed along the southern side of Elizabeth Street between Lower King Road and the eastern boundary of Lot 43 by the applicant/owner. (Local Government)
21. Construction of 1.5 metre footpaths along the northern side of the east-west subdivisional roads, connecting Waters and Culley Roads to the Lower King Road dual use path, and along the eastern side of the north-south subdivisional road, above the roundabout. (Local Government)
22. The land being filled, retained and/or drained at the subdivider's cost to the satisfaction of the Western Australian Planning Commission and any easements and/or reserves necessary for the implementation thereof, being granted free of cost. (Local Government)
23. The applicant/owner is to provide a geotechnical report certifying that the land is physically capable of development prior to the commencement of site works. (Local Government)
24. Arrangements being made for the preparation and implementation of a drainage management plan to the satisfaction of the Department of Water and the City of Albany, in accordance with the Department's Water Sensitive Urban Design Guidelines, the Bayonet Head Outline Development Plan and the PPK Flood Management Plan, April 2000. (DoW/LG)
25. The lots being provided with stormwater drainage connections and being connected to the comprehensive district drainage system at the subdivider's cost to the satisfaction of the Western Australian Planning Commission. (LG)

Great Southern Office, PO Box 1108, Albany, Western Australia 6330
 Tel: (08) 9892 7333; Fax: (08) 9841 8304; TTY: (08) 9264 7535; Infoline: 1800 626 477
 e-mail: corporate@wapc.wa.gov.au; web address: <http://www.wapc.wa.gov.au>
 ABN 35 482 341 493



26. Subdivisional works/construction should not commence until Council has approved detailed engineering plans and specifications of the works, including earthworks, roads and paths, drainage, clearing, landscaping/rehabilitation and soil stabilisation measures, both during and after construction. (Local Government)
27. All areas disturbed as a result of subdivisional works are to be reinstated (including restoration and stabilisation of topsoil) to the satisfaction of the Western Australian Planning Commission. (LG)
28. All buildings, outbuildings and/or structures being demolished and materials removed from the **affected** lots and road reserve. (Local Government)
29. The proposed reserve(s) shown on Plan No. 2036-18o, Revised 20.9.06, being shown on the Deposited Plan as a "Reserve for Recreation" and vested in the Crown under Section 152 of the *Planning and Development Act 2005*, such land to be ceded free of cost and without any payment of compensation by the Crown.
30. Arrangements being made to the satisfaction of the local government for the construction of 2 parking bays in the road reserve adjacent to the public open space. (Local Government)
31. Uniform fencing along the boundaries of all of the proposed lots abutting the public open space are to be constructed at the applicant/owner's cost. (Local Government)
32. The subdivider providing a contribution for infrastructure and works in accordance with the cost schedule for the Bayonet Head ODP Area, as provided for under Clause 5.2.4 of the City of Albany's Town Planning Scheme No. 3. (Local Government)
33. Preparation and implementation of a landscape and vegetation plan for the Lower King Road frontage of Lot 43, to the satisfaction of the local government. (Local Government)

ADVICE

1. With regard to Condition 5, Western Power provides only one point of electricity supply per freehold (green title) lot and requires that any existing overhead consumer service is required to be converted to underground.

If an existing aerial electricity cable servicing the land the subject of this approval crosses over a proposed lot boundary as denoted on the approved plan of subdivision, satisfactory arrangements will need to be made for the removal and relocation of that cable.



With regard to Condition 6, the specific location and area of land required is to be to the satisfaction of the WAPC on the advice of the local government and Western Power.

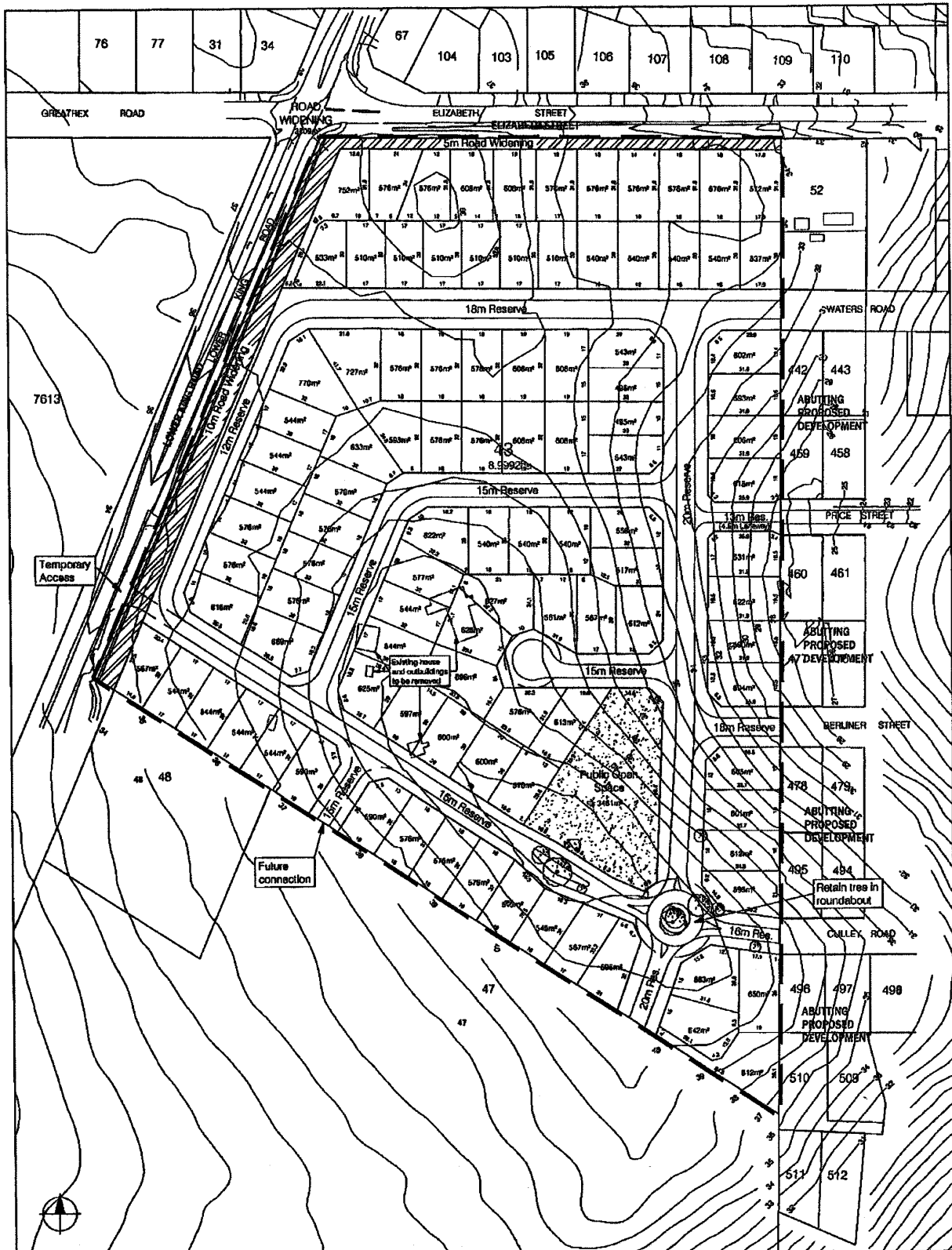
2. Condition 9 - The roundabout has insufficient room to properly develop approach geometry. Some widening of the approach legs on the 16 metre road reserve will be required.
3. Condition 17 will apply to the section of Elizabeth Street between Lower King Road and the eastern boundary of Lot 43.
4. Condition 22 - retaining walls will be required where lot gradients exceed 1 in 10, as per the City of Albany Subdivision Guidelines.
5. Condition 24 - the City of Albany advises that the drainage management plan is to demonstrate how the works identified in the PPK Flood Management Plan are to be implemented for catchments H & E.
6. The Department of Water advises that the plan should identify interim measures, demonstrating how stormwater will be retained on site and not exported to neighbouring properties.
7. As stormwater from this site will eventually drain into a wetland system before it enters Oyster Harbour, it is important that no direct drainage occurs into these areas and that temporary basins are constructed to ensure some opportunity for nutrient stripping. The Department of Water is supportive of the construction of temporary basins to retain developed flows on site until such time as neighbouring properties are developed and/or the remaining drainage system is constructed. Any significant erosion or scouring as a result of the basins should be remedied at the earliest possible time to prevent sediment and nutrient export into downstream waterways. Early consultation regarding detailed design should be undertaken with the Department of Water and the City of Albany at development stage.
8. Condition 25 - Connection of each lot to the drainage network will be required and each lot is to be provided with a separate house connection pit. Provision of on site detention to reduce runoff rates from each lot to pre-development flows is supported as an appropriate method to control stormwater volume. It is essential that the system is considered in conjunction with existing and proposed downstream drainage facilities. (LG)
9. Condition 26 - approved plans are those that have been submitted to and approved by Council, duly amended to meet its requirements and endorsed as approved. At both design and construction stage, subdivisional works shall be assessed in accordance with the City of Albany's Subdivision Guidelines. The applicant will be advised of any changes required when works plans are assessed by Council.
10. The emission of noise, dust and/or sand are to be managed in accordance with Department of Environment and Conservation guidelines.



11. Condition 28 - If any portion of the existing building is to be demolished to facilitate the proposed subdivision, a Planning Approval and/or Demolition Licence is to be obtained from the local government prior to the commencement of demolition works.
12. Condition 31 - Fencing solid to a maximum height of 1.2 metres and/or permeable to a maximum height of 1.8 metres will be permitted.
13. Condition 33 - The plan should achieve the rationale of Open Space Area P16 of the Bayonet Head Outline Development Plan, as follows:
P16 is intended to function as a landscape buffer along Lower King Road.
Its rationale includes:
 - a) *Provision of a visual buffer to Lower King Road*
 - b) *Provision of a noise attenuation buffer (by distance, not necessarily obstruction/barrier) to Lower King Road, and*
 - c) *The enhancement of the landscape value and resource of Lower King Road, as a transitional environment between the rural hinterland and the urban area in accordance with the Bayonet Head Physical Assessment Study.**The ultimate landscaping of the POS should give preference to establishing large canopy trees (where existing tree cover may be absent) and/or creating an avenue along Lower King Road.*

A handwritten signature in black ink, appearing to read "Moshe Gilovitz".

Moshe Gilovitz
Secretary
Western Australian Planning Commission
06 October 2006



AMENDED PLAN OF SUBDIVISION
LOT 43 LOWER KING RD, BAYONET HEAD
CITY OF ALBANY

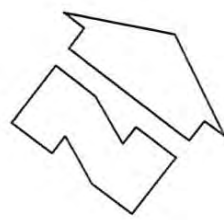
D.P. REF: 131674
SINGLE: 100 LOTS
GROUP:
NON RES:
YIELD: 100 LOTS
Application Area
8.9902 ha



CHAPPELL LAMBERT EVERITT
TOWN PLANNING + URBAN DESIGN
DATE: 07.06.06
REVISED: 20.09.06
SCALE: 1:1500 (A3)
COMPILED: CLE H&G
PLAN No.: 2038-180

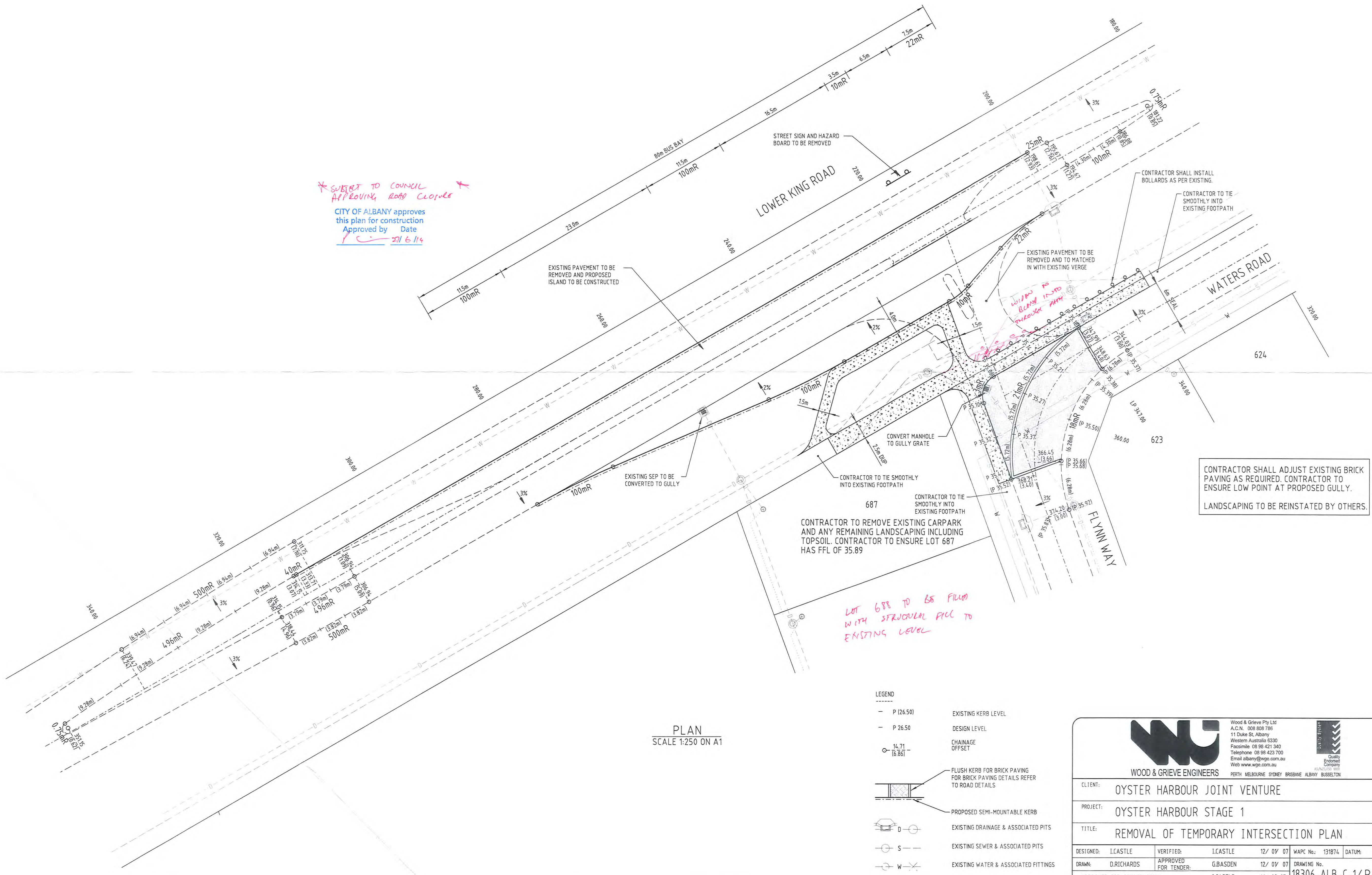
THIS PLAN IS A PRELIMINARY PLAN AND IS NOT A FINAL PLAN. IT IS THE PROPERTY OF CHAPPELL LAMBERT EVERITT AND IS NOT TO BE USED FOR ANY OTHER PURPOSE WITHOUT THE WRITTEN CONSENT OF CHAPPELL LAMBERT EVERITT.





REV.	DESCRIPTION	DRN	VER'D	APPROVED
A	ORIGINAL ISSUE	DJR	IRC	IRC 12/01/07

** SUBMIT TO COUNCIL
APPROVING ROAD CLOSURE **
CITY OF ALBANY approves
this plan for construction
Approved by Date
[Signature] 20/6/14



PLAN
SCALE 1:250 ON A1

- LEGEND
- P (26.50) EXISTING KERB LEVEL
 - P 26.50 DESIGN LEVEL
 - 14.71 (6.86) CHAINAGE OFFSET
 - FLUSH KERB FOR BRICK PAVING FOR BRICK PAVING DETAILS REFER TO ROAD DETAILS
 - PROPOSED SEMI-MOUNTABLE KERB
 - EXISTING DRAINAGE & ASSOCIATED PITS
 - EXISTING SEWER & ASSOCIATED PITS
 - EXISTING WATER & ASSOCIATED FITTINGS

WOOD & GRIEVE ENGINEERS

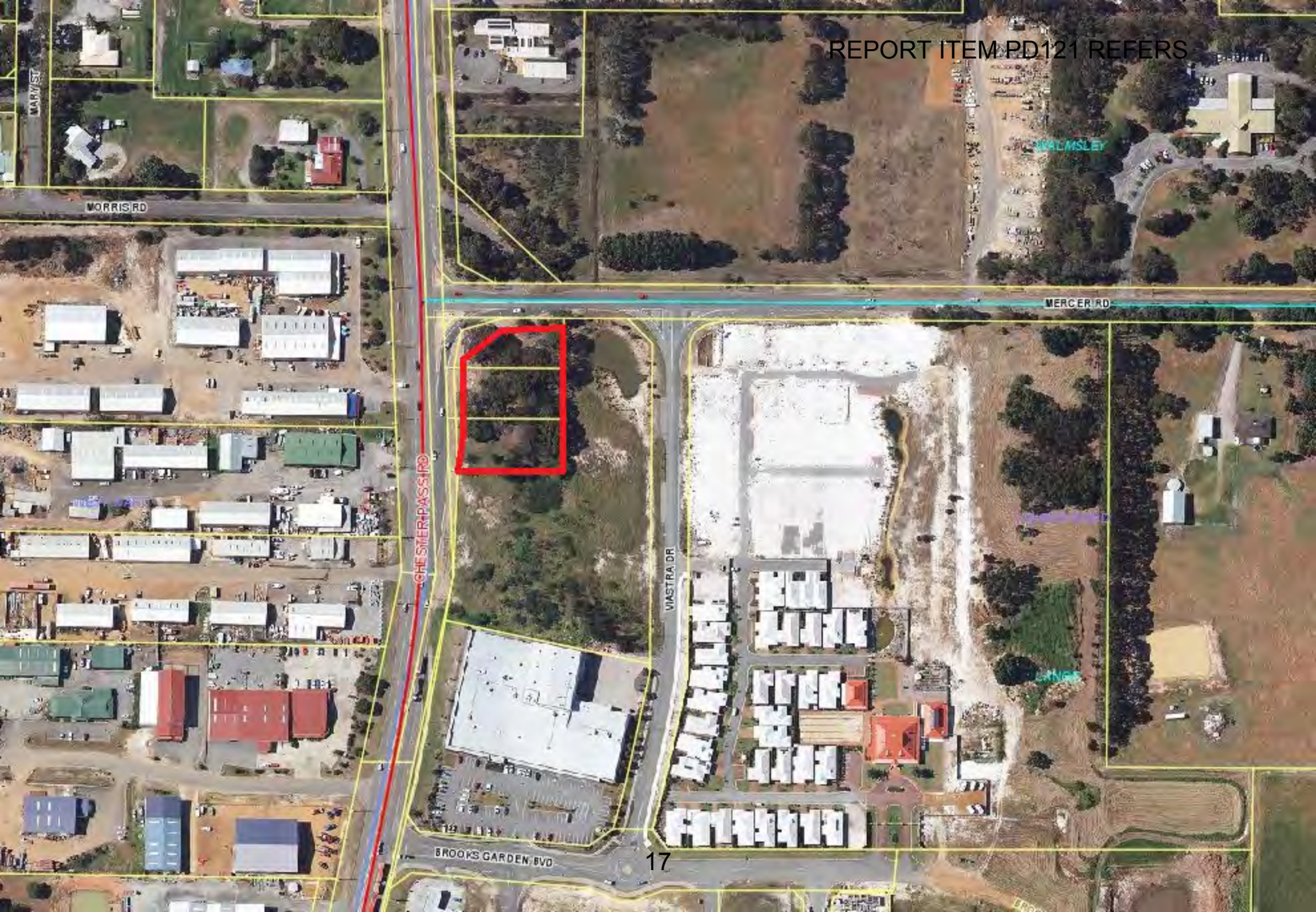
Wood & Grieve Pty Ltd
A.C.N. 008 808 786
11 Duke St, Albany
Western Australia 6330
Facsimile 08 98 421 340
Telephone 08 98 423 700
Email albanym@wge.com.au
Web www.wge.com.au

PERTH MELBOURNE SYDNEY BRISBANE ALBANY BUNDELTON

CLIENT: OYSTER HARBOUR JOINT VENTURE			
PROJECT: OYSTER HARBOUR STAGE 1			
TITLE: REMOVAL OF TEMPORARY INTERSECTION PLAN			
DESIGNED: I.CASTLE	VERIFIED: I.CASTLE	12/ 01/ 07	WAPC No.: 131874
DRAWN: D.RICHARDS	APPROVED FOR TENDER: G.BASDEN	12/ 01/ 07	DATUM: A. H. D.
APPROVED FOR CONSTRUCTION: I.CASTLE		16/ 02/ 07	DRAWING No. 18306-ALB-C-1/ R6
REV. A			

SCALE BAR 1:250 @ ORIGINAL SHEET SIZE A1

REPORT ITEM PD121 REFERS



CHESTER PASS RD

MORRIS RD

MERCER RD

VIESTRA DR

BROOKS GARDEN BVD



City of Albany Local Planning Scheme 1

Amendment 18 Scheme Amendment Report

February 2016

PLANNING AND DEVELOPMENT ACT 2005

RESOLUTION DECIDING TO AMEND A LOCAL PLANNING SCHEME

CITY OF ALBANY

LOCAL PLANNING SCHEME NO. 1

AMENDMENT NO. 18

RESOLVED that the Council, in pursuance of Section 75 of the *Planning and Development Act 2005*, amend the Local Planning Scheme by:

1. Rezoning Lots 201, 202 and 203 Chester Pass Road from 'General Agriculture' to 'Special Use Zone SU23';
2. Amending Schedule 4 – Special Use Zones No 23 as follows:
 - a. Include in the Description of Land column "Lots 201, 202 and 203 Chester Pass Road, Lange".
 - b. Include the use of "Pharmacy" in the Special Use column;
 - c. Include the following in the Conditions column:
 5. *The Pharmacy use shall include a dispensary and the sale of incidental & medical products.*
 6. *In making application for a Pharmacy Use, the developer shall provide evidence that approval has been granted under the Pharmacy Location Rules as set by the National Health Act 1953 and the National Health (Australian Community Pharmacy Authority Rules) Determination 2006, for as long as these rules are current.*
3. Amending the Scheme Maps accordingly.

Dated this day of 2016

.....

CHIEF EXECUTIVE OFFICER

MINISTER FOR PLANNING

PROPOSAL TO AMEND A LOCAL PLANNING SCHEME

Local Authority:	City of Albany
Description of Local Planning Scheme:	Local Planning Scheme No. 1
Type of Scheme:	Local Planning Scheme
Serial No. of Amendment:	Amendment No. 18
Proposal:	<ol style="list-style-type: none"> 1. Rezoning Lots 201, 202 and 203 Chester Pass Road from 'General Agriculture' to 'Special Use Zone SU23'; 2. Amending Schedule 4 – Special Use Zones No 23 as follows: <ol style="list-style-type: none"> a. Include in the Description of Land column "Lots 201, 202 and 203 Chester Pass Road, Lange". b. Include the use of "Pharmacy" in the Special Use column; c. Include the following in the Conditions column: <ol style="list-style-type: none"> 5. <i>The Pharmacy use shall include a dispensary and the sale of incidental & medical products.</i> 6. <i>In making application for a Pharmacy Use, the developer shall provide evidence that approval has been granted under the Pharmacy Location Rules as set by the National Health Act 1953 and the National Health (Australian Community Pharmacy Authority Rules) Determination 2006, for as long as these rules are current.</i> 3. Amending the Scheme Maps accordingly.

Scheme Amendment Report

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1. Introduction

The City of Albany would like to facilitate the future redevelopment of the three lots at the corner of Chester Pass and Mercer Roads in conjunction with the adjoining land, being Lot 1004 Viastra Drive. Lots 201, 202 and 203 Chester Pass Road has previously been developed as a public gardens, though through a series of major road improvements, it has become inaccessible. Further, the intersection of two significant roadways may not be an ideal location for public recreation. Given the lack of vehicle access to the land, the best possible use for the site was considered to be its development in conjunction with the adjoining property.



FIGURE 1 – LOTS 201, 202 & 203 CHESTER PASS ROAD, VIEW FROM MERCER ROAD

2. Background

Lots 202 and 203 were purchased by the then Shire of Albany in 1968 and Lot 201 was purchased in 1985. The original reasons for these land purchases are not known. The land was then developed as public gardens and a tribute to Archibald Menzies was placed on site. Archibald Menzies was a Scottish naturalist who accompanied Captain George Vancouver on his visit to King George Sound in 1791.

Since 2004, the City has been involved in a number of discussions concerning the development of the land bound by Chester Pass Road, Mercer Road and Viastra Drive.

Throughout all discussions, the Rural zoning was noted as a scheme anomaly and it has been questioned whether it was an appropriate location for public gardens. These discussions did not result in any action and majority of the land remained in receivership for a number of years.

In 2000, Main Roads WA took 765m² from the three lots for the purposes of widening Chester Pass Road and facilitating the improvement of this major road. A further 832m² was taken from the three lots in 2012 in order to create a left turn auxiliary lane from Mercer Road, with a merge lane onto Chester Pass Road. At this time, Main Roads WA advised the City that it was highly unlikely that crossover access would be permitted to the three lots from either Mercer or Chester Pass Road and vehicle access through Lot 1004 Viastra Drive would need to be negotiated. While the road widening and future road works were supported by Council (OCM 16/10/2012 Item 4.5), it was at this time the decision was made about the public gardens aspect. The report to Council noted that this park is not a popular active or passive recreation space, with little amenity and in close proximity to major roads carrying high traffic numbers and heavy vehicle traffic. The Archibald Menzies memorial has since been relocated to Eco Park on Reidy Crescent, Spencer Park, as a more suitable location for such a dedication.



FIGURE 2 – LEFT TURN AUXILIARY LANE ON MERCER ROAD CONSTRUCTED 2012/13



FIGURE 3 – MERGE LANE FROM MERCER ROAD ONTO CHESTER PASS ROAD, CONSTRUCTED 2012/13

When the adjoining land at Lot 1004 Viastra Drive passed into new ownership in 2015, the City entered into discussions with these owners in an effort to secure vehicle access to the subject land. In these discussions, the owners indicated their preference to purchase the three lots and develop them in conjunction with their land at Lot 1004 Viastra Drive. This option was supported by Council at its meeting held on 22 September 2015, noting the need to rezone the land to a similar Special Use zoning as Lot 1004 Viastra Drive. As part of the Contract of Sale, the City has agreed to undertake the rezoning of the subject land on behalf of the Buyers.

While no details are yet available, it is understood that the owners of Lot 1004 Viastra Drive would like to develop their property and the adjoining land as a medical centre / day hospital and pharmacy, consistent with the Special Use zoning of the land.

3. Purpose of Amendment

The purpose of this amendment to Local Planning Scheme No. 1 (LPS1) is to extend Special Use Zone No 23 to include Lots 201, 202 and 203 Chester Pass Road.

It is also proposed to include the use of 'Pharmacy' as a separate use. While it could be argued it might reasonably be considered under the definition of "and other ancillary health

and support uses approved by the Local Government”, this would be a discretionary decision of the approving authority.

Generally, a dispensary use would support a medical centre or hospital use and a dispensary does not include the retail component that is common with Pharmacies. However, a dispensary is often financially assisted or operated by the main use which it is supporting (i.e. medical centre or hospital). If the business model requires this use operate as an independent entity, it may be difficult to attract an operator if the retail component is not permitted, as the retail component offers a greater level of economic viability for a Pharmacy use. As such, it is the Buyer's preference that the Pharmacy use be specified. This will also give greater clarity for future decision making.

The Buyer has advised that they understand a license for the Pharmacy use will be granted under the Pharmacy Location Rules as set by the *National Health Act 1953* and the *National Health (Australian Community Pharmacy Authority Rules) Determination 2006*, as the intent is that there will be more than seven full-time prescribing doctors on site. In this case, minimum separation distances between pharmacies are waived. This amendment suggests that conditions regarding this licensing be included in the Scheme, though stipulating for “as long as those rules are current”, as it is understood the Pharmacy Location Rules may be phased out.

4. Site Description

Location

The subject land has a total land area of 4,629m² and is located at the corner of Chester Pass Road and Mercer Road, which are two significant roadways in Albany. It is situated approximately 4km from the Central Business District and in close proximity to the Catalina Commercial Precinct / Brooks Garden Shopping Centre.

Details of land

The relevant details of land are as follows:

Details of land	Plan Survey No	Title Number
Lot 201 Chester Pass Road, Lange	DP400007	Volume 2820 Folio 132
Lot 202 Chester Pass Road, Lange*	DP400007	Volume 2820 Folio 133
Lot 203 Chester Pass Road, Lange*	DP400007	Volume 2820 Folio 133

* This is a multi-lot title.



FIGURE 4 – LOCATION PLAN

Land Uses

Considering the subject land and the adjoining Lot 1004 Viastra Drive, there is an aged care village to the east, the Catalina Commercial Precinct to the south (including the Brooks Garden Shopping Centre and Harvey Norman) and industrial uses on the western side of Chester Pass Road. The City's Depot Site and South Coast Natural Resource Management (SCNRM) are situated on the land to the north.

The City's recent strategic planning considerations highlight the need to consolidate the Catalina Commercial Precinct as a multi-purpose activity centre. As such, the vacant site bound by Chester Pass Road, Mercer Road and Viastra Drive lends itself to a development which may add to the range of land uses available in this activity centre. The proposed medical centre / day hospital use could potentially also become a new medical node supporting future growth in the Catalina and Yakamia Structure Plan areas.



FIGURE 5 – VIEW OF SUBJECT LAND FROM CHESTER PASS ROAD



FIGURE 6 – VIEW OF SUBJECT LAND FROM MERCER ROAD (SURVEY PEG BOTTOM LH CORNER)



FIGURE 7 – LOT 1004 VIASTRA DRIVE, VIEW FROM VIASTRA DRIVE



FIGURE 8 – LOT 1004 VIASTRA DRIVE, CITY DRAINAGE BASIN MAINTAINED UNDER EASEMENT

5. Planning Context

5.1 State Planning Context

WAPC Statement of Planning Policies

State Planning Policies and development control policies are prepared and adopted by the WAPC under the *Planning and Development Act 2005*. Local Government must have due regard to the provisions of state planning policies when preparing or amending local planning schemes. Relevant to this amendment is the following State Planning Policy.

State Planning Policy 2.5 – Land Use Planning in Rural Areas

This policy applies to Rural land in Western Australia and shall be considered in assessing amendments to Rural zoned land in a local planning scheme. This policy aims to protect rural land from incompatible land uses, supports primary production activities and protects priority agricultural land. It also aims to promote sustainable settlement in and adjacent to existing urban areas.

The subject land has an area of less than 1 hectare and is not currently used for agricultural purposes. It is also bound on all boundaries by non-rural land uses. It is agreed that the General Agriculture zoning of this land is an anomaly and the rezoning of the subject land would not be in contravention of the State Planning Policy 2.5.

5.2 Local Planning Context

Local Planning Scheme 1

The City of Albany Local Planning Scheme No. 1 was gazetted on 28 April 2014. It zones the subject land 'General Agriculture', though it is bound by land zoned for a variety of non-rural purposes. There is Light Industrial land west of Chester Pass Road, residential land to the east, Highway Commercial land to the south and a Public Use reserve to the north (City's Depot site and South Coast NRM). The land immediately adjoining Lots 201, 202 and 203 Chester Pass Road, being Lot 1004 Viastra Drive, is currently designated as Special Use zone SU23.

Albany Local Planning Strategy

The Albany Local Planning Strategy (ALPS) was endorsed by the WAPC on 26 August 2010 and establishes a number of principles relating to this proposal.

The Strategy sets as a core principle the need to protect and manage agriculture land for economic, environmental landscape, social and tourism values. It is considered that the 'General Agriculture' zoning applied to Lots 201, 202 and 203 Chester Pass Road is an anomaly within the Scheme and the planning principles of the Strategy to protect agricultural land would not apply. This site is small in nature and has been used as public gardens for a number of years. The land is somewhat low lying and of poor quality, not lending itself as suitable for agricultural uses. Further, an agricultural land use would be somewhat

inconsistent with the mix of industrial, commercial and residential land uses in very close proximity.

The Strategy designates the Catalina Commercial Precinct & Brooks Garden Shopping Centre as an Existing Large Neighbourhood Centre (up to 5000m² permitted) and notes this shopping precinct as an important activity centre. The Strategy highlights the need to encourage medical facilities to locate within neighbourhood centres to reduce issues associated with the location of smaller consulting rooms in residential areas.

Part 6.4.5 of the Strategy highlights the need to provide an corresponding increase in aged and specialist health care services to align with the rising number of middle-aged and senior residents. A key health aim is to encourage a network of private clinics and health facilities throughout Albany to improve access to health care providers. Co-location of these facilities in suburban locations and with other community services / activities is encouraged by the Strategy. The proposed development on the subject and adjoining land will support these aims, improving the availability of medical facilities outside of the CBD.

Catalina Central Planning Framework

The Catalina Central Planning Framework applies to this proposal. This document was adopted as a planning policy in March 2011 and sets the basis for the development of a neighbourhood centre at the intersection of Chester Pass and Catalina Roads. The subject land and adjoining Lot 1004 Viastra Drive fall within Precinct 2 in this Framework.

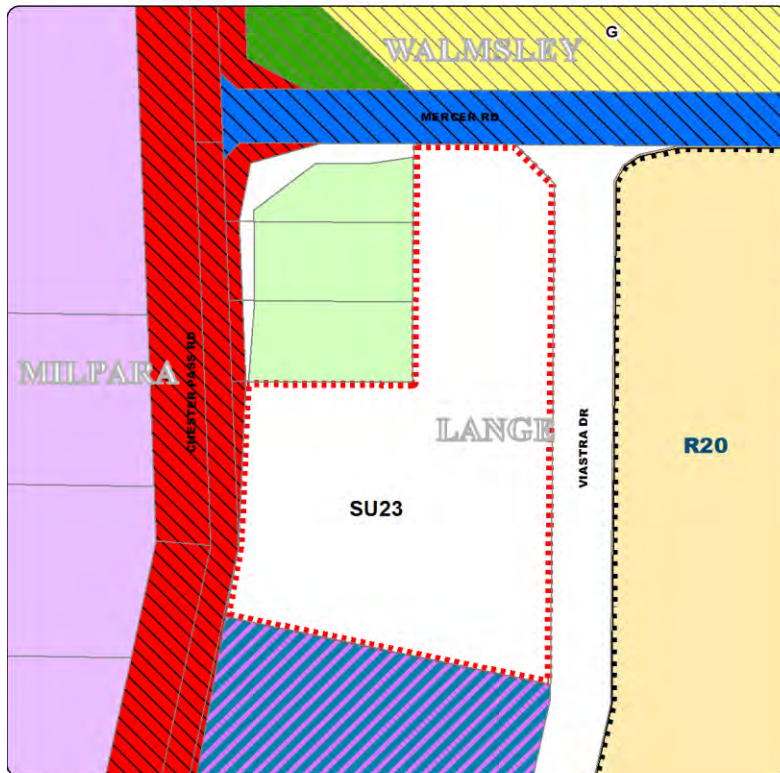
While the Catalina Central Planning Framework does not provide a detailed plan for Precinct 2, it proposes the principles to be considered when this Precinct Plan is prepared. It notes that Precinct 2 may include a health campus, with a range of uses such as a nursing home and private day care hospital. These uses are to be located at the intersection of Chester Pass Road and Mercer Road, though noting the restriction of access to any future development must be from Viastra Drive only. It recommends that any development of this land should have a visual address to Chester Pass Road, despite being accessed from Viastra Drive.

This framework notes the public gardens at the intersection of Chester Pass and Mercer Roads, though is silent on its intended or potential future use. There is also no comment on the suitability of this land as public open space.

6. Conclusion

The purpose of the amendment is to facilitate the development of land which has been isolated by significant road works on adjoining major roads and that would be best developed in conjunction with the adjoining property. This would allow the future development to address Chester Pass and Mercer Roads, whilst being accessed from Viastra Drive. The future health uses on the land will serve to consolidate and enhance the Brooks Garden activity centre and will support both the current and future residential areas outside of the CBD.

REPORT ITEM PD121 REFERS
CITY OF ALBANY
Local Planning Scheme No. 1
Amendment No. 18



Existing Zoning

LPS1

- R Code Boundary
- Cadastre
- Special Use
- Local Road
- Priority Road
- Major Road
- Parks and Recreation
- Public Use
- Highway Commercial
- Light Industry
- Residential
- General Agriculture



Proposed Zoning

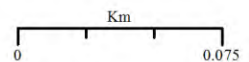
Proposed Amendment

- Special Use



SCALE @ A4:
1:2,500

Date Printed: 17/02/2016



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PLANNING AND DEVELOPMENT ACT 2005

CITY OF ALBANY

LOCAL PLANNING SCHEME NO. 1

AMENDMENT NO. 18

The City of Albany under and by virtue of the powers conferred upon it in that behalf by the Planning and Development Act 2005, hereby amends the above Local Planning Scheme 1 by:

1. Rezoning Lots 201, 202 and 203 Chester Pass Road from 'General Agriculture' to 'Special Use Zone SU23';
2. Amending Schedule 4 – Special Use Zones No 23 as follows:
 - a. Include in the Description of Land column "Lots 201, 202 and 203 Chester Pass Road, Lange".
 - b. Include the use of "Pharmacy" in the Special Use column;
 - c. Include the following in the Conditions column:
 5. *The Pharmacy use shall include a dispensary and the sale of incidental & medical products.*
 6. *In making application for a Pharmacy Use, the developer shall provide evidence that approval has been granted under the Pharmacy Location Rules as set by the National Health Act 1953 and the National Health (Australian Community Pharmacy Authority Rules) Determination 2006, for as long as these rules are current.*
3. Amending the Scheme Maps accordingly.

ADOPTION

Adopted by resolution of the Council of the City of Albany at the meeting of the Council held on the day of the 2016.

.....

MAYOR

.....

CHIEF EXECUTIVE OFFICER

FINAL APPROVAL

Adopted for final approval by resolution of the City of Albany at the meeting of the Council held on the day of of 20..... and the seal of the Municipality was pursuant to that resolution hereunto affixed in the presence of:

.....

MAYOR

.....

CHIEF EXECUTIVE OFFICER

Recommended/Submitted for Final Approval

.....

Delegated under S.16 of PD Act 2005

Date:.....

Final Approval Granted

.....

MINISTER FOR PLANNING

Date:.....

Appendix 1

Certificate of Titles

WESTERN



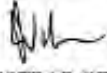
AUSTRALIA

REGISTER NUMBER 201/DP400007	
CERTIFICATE SECTION 1	DATE DEPOSITED 3/10/2013

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME **2820** FOLIO **132**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.


REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 201 ON DEPOSITED PLAN 400007

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SHIRE OF ALBANY OF CHESTER PASS ROAD, ALBANY

(AF M380818) REGISTERED 23 AUGUST 2013

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any names preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
† if as described in the land description may be a lot or location

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for legal, government, legal, surveying or other professional advice.

SKETCH OF LAND: DP400007.
PREVIOUS TITLE: 1270-820.
PROPERTY STREET ADDRESS: 214 CHESTER PASS RD, LANGE.
LOCAL GOVERNMENT AREA: CITY OF ALBANY.

WESTERN



AUSTRALIA

REGISTER NUMBER	
N/A	
ENTRY DATE FESTIVAL	ENTRY DATE / DATE FISCAL
1	3/10/2013

RECORD OF CERTIFICATE OF TITLE UNDER THE TRANSFER OF LAND ACT 1893

VOLUME
2820PAGE
133

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES



THIS IS A MULTI-LOT TITLE

LAND DESCRIPTION:

LOTS 202 & 203 ON DEPOSITED PLAN 400007

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

SHIRE OF ALBANY OF CHESTER PASS ROAD, ALBANY

(XA M389621) REGISTERED 2 SEPTEMBER 2013

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
† Lot as described in the land description may be sited in location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP400007.
PREVIOUS TITLE: 2820-130, 2820-129.
PROPERTY STREET ADDRESS: 210 CHESTER PASS RD, LANGE (203/DP400007).
212 CHESTER PASS RD, LANGE (202/DP400007).
LOCAL GOVERNMENT AREA: CITY OF ALBANY.

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Landgate
www.landgate.wa.gov.au

VERSION	AMENDMENT	AUTHORISED BY	DATE

LOTS 301 - 303 TO BE ACQUIRED SOLELY FOR A PUBLIC PURPOSE
(ROAD WIDENING, CHESTER PASS ROAD AND MERCER ROAD)

TYPE	FREEHOLD
PURPOSE	ACQUISITION
PLAN OF	LOTS 201, 202 & 203 AND ROAD WIDENINGS (LOTS 301, 302 & 303)

HELD BY LANDGATE IN DIGITAL FORM ONLY.

1004
DP 41555

1004
DP 41555

DISTRICT	PLANTAGENET	SSA - NO
TOWNSITE		DEVELOPMENT
FILE		SEE TABLE
LOCAL AUTHORITY	CITY OF AUBURN	
LOCALITY	LANE	FIELD BOOK
BOOK	8628 (2), 10, 10A, 10, 10	122197
PURPOSE		

1004
DP 41555

1004
DP 41555

LOT	FORMER TENURE	ON PLAN/REGISTER	TITLE
201 & (301)	PL LOT 1	D 21096	127/01031
202 & (302)	PL LOT 2	D 21096	127/01031
203 & (303)	PL LOT 3	D 21096	127/01031

JOHN KINNEAR & ASSOCIATES
Consulting Surveyors
45 Gable Street
PO BOX 100
AUBURN WA 6103
PHONE (08) 9462 1233 FAX (08) 9462 1274
JAK REF: 048

1004
DP 41555

1004
DP 41555

DATE	10-Aug-13	APPROVED BY	WESTERN AUSTRALIAN PLANNING COMMISSION
PREPARED BY	JOHN KINNEAR	DATE	08/08/2013
REVIEWED BY	JOHN KINNEAR	DATE	08/08/2013
APPROVED BY	JOHN KINNEAR	DATE	08/08/2013

SUBJECT	Acquisition and Dedication
DATE	7-August-2013
APPROVED BY	23-August-2013
REMARKS	

400007

SHEET 1 OF 1

VERSION 1



Planning & Development Services

City of Albany
Policy

Cheyne Beach

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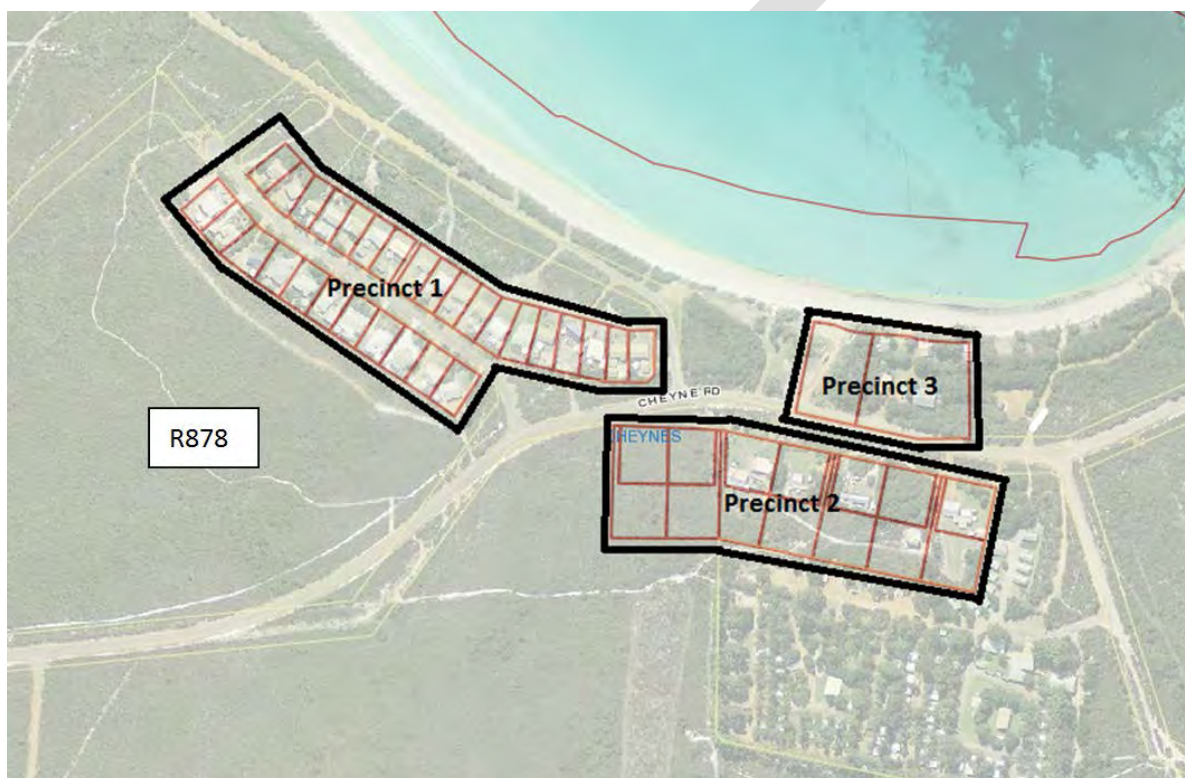
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1. INTRODUCTION

Cheyne Beach is a small coastal settlement, 50km east of Albany and 470km south-east of Perth. The settlement consists of 'leaseholds' for holiday accommodation and accommodation associated with the fishing industry, a fire shed and a caravan park with general store. The settlement is surrounded by Waychinicup National Park.

Precincts 1, 2 and 3 cover the leaseholds that are the subject of this policy (see figure 1 below).

Figure 1: Policy Areas



2. OBJECTIVES

The objectives of this Policy are to:

1. Maintain Cheyne Beach as a small coastal holiday and fishing settlement; and
2. Provide guidance to both Council and leaseholders as to appropriate forms of development to ensure existing characteristics are protected and maintained.

3. SCOPE

The land that is the subject of this policy is owned by the Crown and vested with the City of Albany as Reserve (R878). The purposes of the reserve are recreation, camping, holiday accommodation, accommodation associated with the fishing industry and a fire station.

This Policy coincides with the *Cheyne Beach Holiday Accommodation* and *Cheyne Beach Commercial Fishing Accommodation Lease Agreements* made between the City of Albany and Tenants.

3.1 Holiday Accommodation Lease Agreement

Clause 1.1 **Definitions** of the *Cheyne Beach Holiday Accommodation Lease Agreement* states that:

“‘Holiday Accommodation’ means; use by the Tenant for the purposes of temporary holiday accommodation and strictly in accordance with the provisions of Clause 10 of this Lease.”

Clause 10.3 **Restrictions on Tenant** states that:

“The Tenant must not

a) use or permit the Leased Property to be used, or any part thereof, as the primary place of residence of any person.”

3.2 Commercial Fishing Accommodation Lease Agreement

Commercial fishing accommodation leases permit the use of a leasehold by the tenant for the purpose of accommodation associated with the fishing industry and is limited by the Management Order over the land.

3.3 Cheyne Beach Planning Policy

This Policy outlines appropriate design standards for development and types of uses that may be considered.

4. POLICY PROVISIONS

4.1 Character

1. Development is to be sympathetic to existing characteristics, which include:
 - a) Small rectangular single storey dwellings and sheds clad in either cement sheeting, weatherboard, corrugated steel or a mix of these materials and located centrally on each Leasehold;
 - b) Low pitched skillion, or medium pitched gabled, corrugated steel roofs;
 - c) Limited use of fencing; and
 - d) Lawn areas with native species intermittently planted.

Figure 2: Cheyne Beach Character



4.2 Definitions

1. For the purpose of this Policy, the following definitions apply:
 - a) **Development** means the development or use of any land, including:
 - i. any demolition, erection, construction, alteration of or addition to any building or structure on the land;
 - ii. the carrying out on the land of any fencing, excavation or filling.
 - b) **Foreshore** means land adjoining or directly influencing a body of water that is managed to protect the body of water and coastal environment.
 - c) **Holiday Accommodation** means use by the Tenant for the purposes of holiday accommodation, with no restriction on the length of stay, but not as a primary place of residence for any person (as per Clause 10.3(a) of the *Cheyne Beach Holiday Accommodation Lease Agreement*).

4.3 Approval

1. All development on a local scheme reserve requires Planning Scheme Consent, as per the *Local Planning Scheme No. 1*, which states that:

“3.4.1 A person must not:

 - (a) Use a Local Reserve; or*
 - (b) Commence or carry out development on a Local Reserve*

without first having obtained planning approval under Part 9 of the Scheme.”

4.4 Land Use

1. The purpose of the Precinct 1 is to provide for ‘Holiday Accommodation’, with no restriction on the length of stay, but not as a primary place of residence of any person (as per Clause 10.3(a) of the *Cheyne Beach Holiday Accommodation Lease Agreement*). All other land uses are prohibited in the

precinct.

2. The purpose of Precinct 2 is to provide for accommodation associated with the fishing industry. Processing and retail or wholesale activities are prohibited in the precinct.
3. The purpose of Precinct 3 is to provide for accommodation associated with the fishing industry. Processing and retail or wholesale activities are currently prohibited in Precinct 3. No further development will be permitted within the precinct, due to susceptibility to coastal erosion and sea level rise.

Note:

1. *The Foreshore is subject to erosion and sea level rise. The buildings and land in Precinct 3 are located within the foreshore and are therefore at risk from sea level rise.*
2. *State Planning Policy 2.6 – State Coastal Planning recommends that a vertical sea level rise of 0.9 metres be adopted when considering the setback distance and elevation to allow for the impact of coastal processes over a 100 year planning timeframe (2010 to 2110).*

4.5 Development

1. Development within Precinct 2 will be required to be removed from the leasehold upon expiration or termination of a lease and the land returned to its original condition. It is therefore recommended that any accommodation units and non-habitable structures within Precinct 2 are transportable or are of a temporary nature.

Fire

2. *All new accommodation units, additions to an accommodation unit and non-habitable structures within 6 metres of an accommodation unit shall comply with construction standards 3 and 6 (BAL-19) of Australian Standard 3959 – Construction of buildings in bush-fire prone areas.*
3. *Where any garage, carport or similar roofed structure is separated by a distance of not less than 6 metres from an accommodation unit, the garage, carport or similar roofed structure is not required to comply with Australian Standard 3959.*

Note:

1. *In considering the character of the landscape ('Closed Heath' with a gentle slope) and requirements of the Western Australian Planning Commission and Fire and Emergency Services Authority document Planning for Bush Fire Protection Guidelines, a Bushfire Attack Level of 19 applies; meaning that construction standards 3 and 6 of Australian Standard 3959 are applicable.*
2. *For general access to water for fire-fighting purposes, a water supply is available from the creek and lake just north of the settlement. There are also two tanks on the hill north of the settlement and a 3.4 fire appliance in a shed near the caravan park.*
3. *Access to leaseholds and use of water located in tanks may be necessary for fire-fighting purposes.*

Water Storage Tank

4. A water storage tank with a minimum capacity of 55,000 litres shall be installed on each leasehold (if not already constructed), at the lessee's cost.

Note:

1. The above requirement originates from previous lease agreements.

Effluent Disposal

5. All new or replacement on-site wastewater systems shall utilise alternative treatment units (ATUs), to the satisfaction of the City of Albany. The lessee shall ensure that any such system complies with relevant environmental health regulations and the draft *Country Sewerage Policy*.

Roof Colour

6. Please note that unpainted zincalume, white and off-white colours (e.g. Colorbond® Surfmist) are not supported, as they are considered to be too reflective.

Note:

1. Due to the terraced layout of street blocks and the close location of the settlement to the ocean, the Sun's reflection is strong and can be limited with the use of appropriate building materials and colours (darker tones).

Building Heights

7. Development shall not exceed 5m in height from the natural ground level to the top of the roof (for non-habitable structures, refer to Clause 12 of this policy).

Note:

1. The above requirement for height maintains the existing character of the settlement and originates from previous lease agreements.

Access and Parking

8. All crossovers and access legs shall be developed to the satisfaction of the City of Albany.
9. Two (2) car parking spaces shall be provided per accommodation unit.

Stormwater

10. Stormwater shall be managed to the satisfaction of the City of Albany.

Building Setbacks

11. The following minimum setback requirements for development apply:

Table 1: Building Setbacks

Precinct	Front (road frontage)	Side	Rear
1 Baxteri Road (West side)	15 metres	1 metres	2 metres
1 Baxteri Road (East side)	4.5 metres	1 metres	7.5 metres
2 Cheyne Road	15 metres	1 metres	6 metres

Non-habitable Structures

12. Non-habitable structures (i.e. outbuildings, sheds, gazebos, carports, sea containers, shade houses) are to comply with the building setback requirements and the following height and floor area limits:

Table 2: Non-habitable structures – maximum heights and floor areas

Precinct	Roof Height	Wall Height	Floor Area
Precinct 1	3 metres	4.2 metres	60m ²
Precinct 2	3.5 metres	4.5 metres	100m ²

Fencing

13. Fencing is discouraged in order to maintain the existing character.
14. A relaxation to the above provision may be considered and fencing supported where the following criteria are met:
- (a) Neighbours have been consulted and have not expressed an objection;
 - (b) Fencing around a leasehold is:
 - i. permeable (i.e. an open style of fencing, such as picket, pool style, post and wire, etc.); and
 - ii. a maximum of 1.2 metres in height.

5. ADVICE

5.1 Camping in a Caravan

1. All Camping shall be as per the *Caravan Park and Camping Grounds Regulations 1997*.

Note:

1. The City's Environmental Health Department deals with approvals to camp in a caravan.

5.2 Aboriginal Heritage

- The City of Albany will ensure all development applications comply with the requirements of the *Aboriginal Heritage Act 1972*. To this effect, the City will undertake the Aboriginal Heritage Risk Assessment of all proposals and will refer proposals for comment where necessary. This assessment process will consider the recommendations of the Cheyne Beach Heritage Survey completed in October 2015.
- This Aboriginal Heritage process may result in requirements for inspection of a site or monitoring during works to ensure there is no disturbance of Aboriginal cultural heritage materials. The cost of this requirement may be passed on to the applicant.

5.3 Weeds

- The City encourages the protection and enhancement of the natural environment, including eradication of weed species.

5.4 Clearing of Remnant Vegetation

1. The City encourages the siting of buildings and access roads within degraded/cleared areas to minimise clearing. Clearing on areas outside of leaseholds is not supported without the approval of the Department of Environment Regulation.

5.6 Pets

1. The keeping of livestock, animals and domestic pets is not permitted, in accordance with the *Cheyne Beach Holiday Accommodation* and *Cheyne Beach Commercial Fishing Accommodation Lease Agreements*.

5.7 Building Standards

1. Your proposal may be required to comply with:
 - (a) The *Building Code of Australia*;
 - (b) *Australian Standard 1428 – Design for Access and Mobility*;
 - (c) The *Disability (Access to Premises – Buildings) Standards 2010*; and
 - (d) Relevant environmental health regulations.

Document Approval			
Document Development Officers:		Document Owner:	
Senior Planning Officer Planning Officer		Executive Director Planning and Development	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:	NP1546773		
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Status of Document:	Draft		
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Quality Assurance:	Executive Management Team; Planning and Development Committee; Council		
Distribution:	Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
Draft v0.1	Senior Planning Officer Planning Officer	Initial draft for consultation.	16/06/2015
Draft v0.2	Planning Officer	Initial draft with amended table of contents and section headings, following staff comments.	01/09/2015
Draft v0.3	Planning Officer	Initial draft with amended text to correct minor typographical errors, adjust references to the <i>Cheyne Beach Holiday Accommodation Lease Agreement</i> , adjust setback and fencing requirements and include references to future commercial fishing leases within Precinct 2.	15/10/2015
Draft v0.4	Planning Officer	Initial draft with further correction to minor typographical errors and inclusion of a land use prohibition on Precinct 2.	20/10/2015
Draft	Planning Officer	Initial draft with further alterations to settlement description, scope, land use and development	20/10/2015

REPORT ITEM PD122 REFERS

v0.5		provisions and advice on Aboriginal Heritage, following discussions with the Team Leader Property & Leasing and the Senior Land Officer.	
v0.6	Planning Officer	Initial draft with alteration to effluent disposal requirements, to specify the use of alternative treatment units (ATUs), following O.C.M. 24/11/2015.	26/11/2015

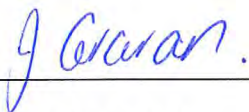
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CITY OF ALBANY

REPORT

To : His Worship the Mayor and Councillors
From : Information Officer - Development Services
Subject : Building Activity – March 2016
Date : 4 April 2016

1. In March 2016, eighty four (84) building permits were issued for building activity worth \$9,335,459, including one (1) demolition licence.
2. The two (2) attached graphs compare the current City activity with the past five (5) fiscal years. One compares the value of activity, while the other compares the number of dwelling units.
3. A breakdown of building activity into various categories is provided in the Building Construction Statistics form.
4. Attached are the details of the permits issued for March, the 9th month of activity in the City of Albany for the financial year 2015/16.



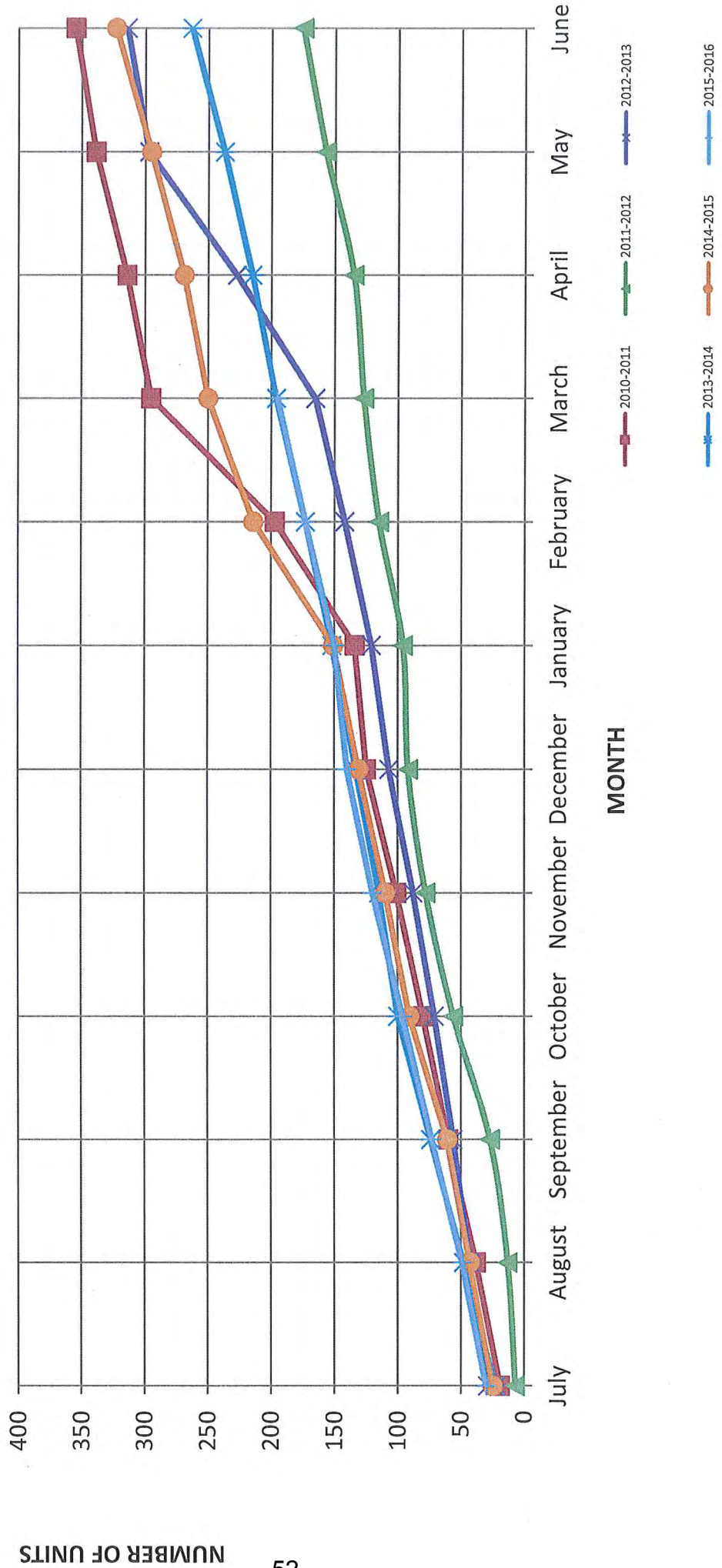
Jasmin Corcoran
Information Officer – Development Services

CITY OF ALBANY

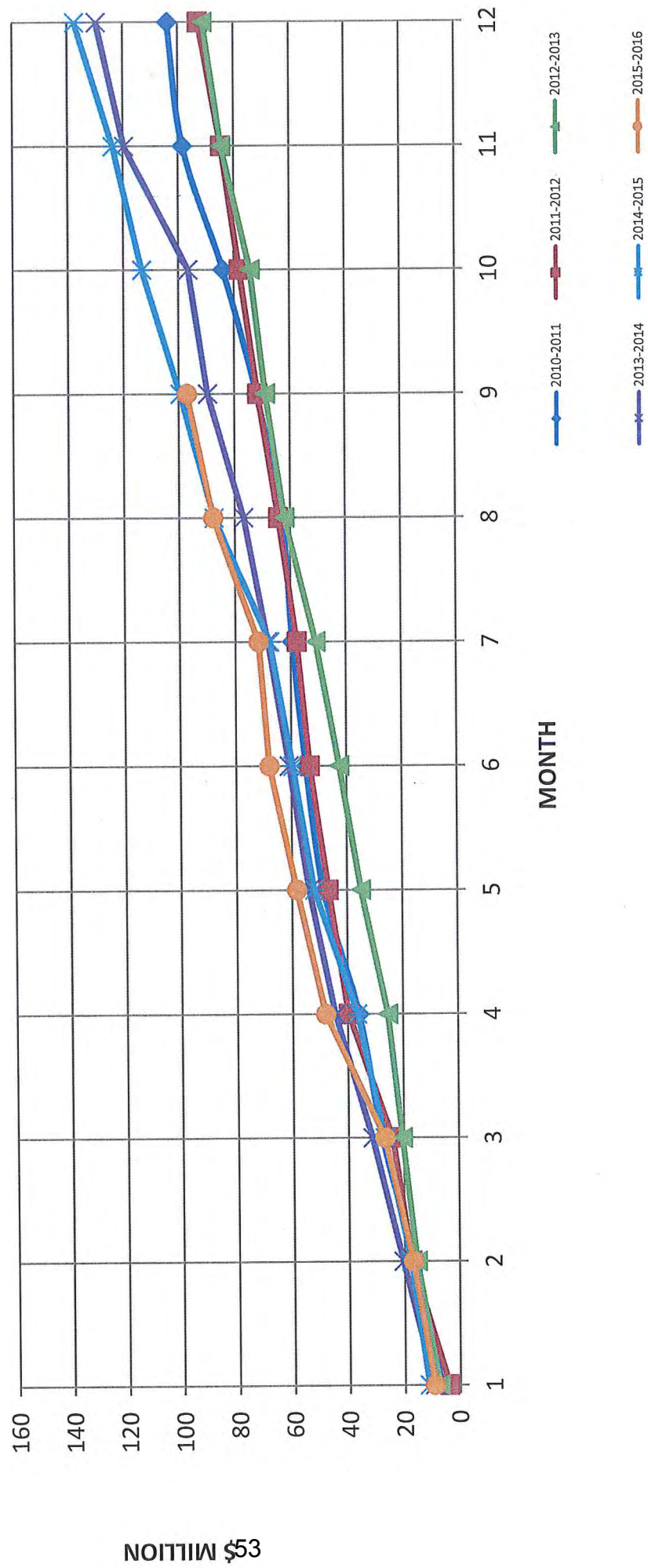
BUILDING CONSTRUCTION STATISTICS FOR 2015 - 2016

	SINGLE DWELLING	GROUP DWELLING		No	DOMESTIC/ OUTBUILDINGS		ADDITIONS/ DWELLINGS		HOTEL/ MOTEL		NEW COMMERCIAL		ADDITIONS/ COMMERCIAL		OTHER		TOTAL \$ VALUE	
		\$ Value			No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value	No	\$ Value		
2015-2016																		
		\$ Value	No															
JULY	28	7,117,017	2	225,000	30	16	254,515	32	977,600	1	300,000			1	96,690	13	118,559	9,089,381
AUGUST	17	4,441,634	2	547,778	19	18	350,537	26	1,846,383			1	75,000	3	258,500	10	157,970	7,677,802
SEPTEMBER	24	7,374,036	2	794,000	26	21	340,781	21	601,808	1	200,000	1	45,650	4	510,200	14	182,550	10,049,025
OCTOBER	23	6,013,165	0		23	23	379,547	30	572,822	0		2	13,408,604	3	672,000	6	78,668	21,124,806
NOVEMBER	23	6,208,747	1	288,000	24	14	195,300	27	734,539	0		6	2,721,392	1	5,000	10	132,050	10,285,028
DECEMBER	17	4,513,970	3	328,131	20	22	472,300	20	1,067,267	1	2,500	7	3,079,300	3	158,426	6	75,700	9,697,594
JANUARY	10	2,636,883	0		10	8	153,095	12	224,436	0		0		3	189,755	4	506,371	3,710,540
FEBRUARY	20	6,809,731	3	633,000	23	13	270,480	32	1,076,739	0		2	6,879,205	6	388,389	8	167,400	16,224,944
MARCH	20	6,793,636	2	63,216	22	8	126,435	30	927,302	0		3	399,638	3	931,382	9	93,850	9,335,459
APRIL																		
MAY																		
JUNE																		
TOTALS TO DATE	182	51,908,819	15	2,879,125	197	143	2,542,990	230	8,028,896	3	502,500	22	26,608,789	27	3,210,342	80	1,513,118	97,194,579

DWELLING UNITS



BUILDING ACTIVITY \$M Value



\$5 MILLION

BUILDING, SIGN & DEMOLITION LICENCES ISSUED UNDER DELEGATED AUTHORITY

Applications determined for March 2016

Application Number	Builder	Description of Application	Street Address	Suburb
160173	ALBANY CONSTRUCTION & BUILDING	DOMESTIC SHED - UNCERTIFIED	PESTING STREET	ALBANY
160120	RYDE BUILDING	TWO STOREY RESIDENTIAL DWELLING & RETAINING WALL (X2) - UNCE	HILL STREET	ALBANY
160081	COMPANY PTY LTD. CERTIFICATE OF	UNCE CERTIFICATE OF DESIGN COMPLIANCE - CHANGE OF CLASSIFICATION	PEELS PLACE	ALBANY
160187	TECHNICS	DESIGN COMPLIANCE OF CLASSIFICATION CHANGE OF	PEELS PLACE	ALBANY
	CONTRUCTIONS	CLASSIFICATION TO FIRST FLOOR FROM		
160175	GROUP PTY LTD OCCUPANCY PERMIT	CLASS 4 (RESIDE) RETAIL SHOP -	YORK STREET	ALBANY
160202	OCCUPANCY PERMIT	OCCUPANCY PERMIT -	ALBANY HIGHWAY	ALBANY
160168	RETAINING AND PAVING WORLD	SUSHI SHOP- SHOP 26 STAIRCASE - UNCERTIFIED	DYER COURT	BAYONET HEAD
160147	OUTDOOR WORLD	PATIO - UNCERTIFIED	WARRANGOO ROAD	BAYONET HEAD
160143	ALBANY PULS PATIOS	PATIO - UNCERTIFIED	GREEN ISLAND	BAYONET HEAD
160126	CERTIFICATE OF	CERTIFICATE OF DESIGN COMPLIANCE - MAINTENANCE	CRESCENT ALISON PARADE	BAYONET HEAD
160169	DESIGN COMPLIANCE KOSTER'S OUTDOOR	WORKSHOP AND MAINTENANCE	ALISON PARADE	BAYONET HEAD
160172	PTY LTD SHIRLEY DOUGLAS	WORKSHOP AND STORAGE SHED - SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED	WATERS ROAD	BAYONET HEAD

Application Number	Builder	Description of Application	Street Address	Suburb
160170	PLUNKETT HOMES	SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED	DYER COURT	BAYONET HEAD
160129	(1903) PTY LTD HOME GROUP WA GREAT SOUTHERN PTY LTD	SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED REMEDIAL/REPAIR WORKS TO EXISTING BUILDING - CERTIFIED PATIO - UNCERTIFIED	HOUGHTON BOULEVARD SANFORD ROAD COLLINGWOOD ROAD GREYHOUND CIRCLE	BAYONET HEAD CENTENNIAL PARK COLLINGWOOD PARK GLEDHOW
160145	PLUNKETT HOMES	SINGLE STOREY RESIDENTIAL DWELLING - UNCERTIFIED		
160144	(1903) PTY LTD OWNER BUILDER	SHED - UNCERTIFIED	LA PEROUSE ROAD	GOODE BEACH
160179	WISHART HOMES PTY LTD	SINGLE STOREY RESIDENTIAL DWELLING - CERTIFIED	KARRAKATTA ROAD	GOODE BEACH
160210	CLAUDIO CARLO & ROMEO GIANNI	SINGLE STOREY RESIDENTIAL DWELLING - CERTIFIED	HUNTON ROAD	KALGAN
160174	GLIOSCA ALAN MCGONNELL	SINGLE STOREY RESIDENTIAL DWELLING - ANCILLARY	MYOLA DRIVE	KALGAN
160196	JOSWAY CONSTRUCTIONS PTY LTD	ACCOMMODATION ADDITIONS TO EXISTING TIMBER DECK ROOF AND RELOCATION OF ST	SHELLEY BEACH ROAD	KRONKUP
160198	RICHARDSON CARL ANDREW & CHRISTINA CONN	TWO STOREY RESIDENTIAL DWELLING - CERTIFIED	TANIA ROAD	KRONKUP
160096	SCHLAGER BUILDING	SINGLE STOREY RESIDENTIAL DWELLING & CARPORT - SHADE CLOTH PERGOLA	KOOLBARDI COURT BROOKS GARDEN	KRONKUP LANGE
160204	SERVICES PTY LTD OWNER BUILDER	UNCERTIFIED SHED - UNCERTIFIED	BOULEVARD FRENCHMAN BAY ROAD	LITTLE GROVE
160183	KARL METZ			

Application Number	Builder	Description of Application	Street Address	Suburb
160138	GREGORY EVANS	SINGLE STOREY RESIDENTIAL DWELLING DOMESTIC SHED AND RETAIN	LORIKEET WAY	LITTLE GROVE
160185	SOUTH COAST SHEDS	DOMESTIC SHED -	HILLVIEW RISE	LOWER KING
160130	POCOCK BUILDING	UNCERTIFIED ALTERATIONS & ADDITIONS TO EXISTING SINGLE STOREY	SLATER STREET	LOWER KING
160109	COMPANY PTY LTD NANETTE LOUISE &	RESIDENTIAL SINGLE STOREY RESIDENTIAL DWELLING & DOMESTIC SHED / CARPORT	NAMBUCCA RISE	LOWER KING
160209	TROY DOUGLAS KEEN HERITAGE WATER	RAINWATER TANK (X2) -	LAKE SAIDE ROAD	LOWLANDS
160139	TANKS OWNER BUILDER	UNCERTIFIED SEA CONTAINER -	BARFLEUR PLACE	MARBELUP
160213	MT BARKER TANKS	UNCERTIFIED 130000L WATER TANK -	LAITHWOOD CIRCUIT	MARBELUP
160149	HOME GROUP WA GREAT SOUTHERN PTY LTD	UNCERTIFIED SINGLE STOREY RESIDENTIAL DWELLING	AJANA DRIVE	MARBELUP
160151	PLUNKETT HOMES	UNCERTIFIED SINGLE STOREY RESIDENTIAL DWELLING	AJANA DRIVE	MARBELUP
160155	(1903) PTY LTD RYDE BUILDING	UNCERTIFIED SINGLE STOREY RESIDENTIAL DWELLING	LOWANNA DRIVE	MARBELUP
160195	COMPANY PTY LTD PULS PATIOS	UNCERTIFIED PATIO - UNCERTIFIED	AURORA RISE	MCKAIL
160186	OWNER BUILDER	SHED & PATIO -	SCORPIO DRIVE	MCKAIL
160017	PLUNKETT HOMES	UNCERTIFIED SINGLE STOREY RESIDENTIAL DWELLING	RADIATA DRIVE	MCKAIL
160192	(1903) PTY LTD OWNER BUILDER	UNCERTIFIED PATIO - UNCERTIFIED	CHALLENGE CLOSE	MIDDLETON BEACH

Application Number	Builder	Description of Application	Street Address	Suburb
160199	MCB CONSTRUCTION PTY LTD	DOMESTIC SHED - UNCERTIFIED	GARDEN STREET	MIDDLETON BEACH
160189	KOSTER'S OUTDOOR PTY LTD	PATIO - UNCERTIFIED	RUFUS STREET	MILPARA
160080	CERTIFICATE OF DESIGN COMPLIANCE - ALTERATIONS/ADDITION	CERTIFICATE OF DESIGN COMPLIANCE - ALTERATIONS/ADDITION	NEWBEY STREET	MILPARA
160153	RYDE BUILDING COMPANY PTY LTD	WAREHOUSE ADDITIONS - UNCERTIFIED	NEWBEY STREET	MILPARA
160128	RYDE BUILDING COMPANY PTY LTD	CERTIFIED DWELLING AND DOMESTIC SHED - UNCERTIFIED	HEREFORD WAY	MILPARA
160165	GRAHAM LITTLE	CARPORT - UNCERTIFIED	COCKBURN ROAD	MIRA MAR
160159	BRETT BELL	RAINWATER TANK - UNCERTIFIED	HANSON STREET	MIRA MAR
160194	OWNER BUILDER	LIMESTONE RETAINING WALLS - UNCERTIFIED	LAKE SEPPINGS DRIVE	MIRA MAR
160203	BUILDING APPROVAL	WALLS - UNCERTIFIED BUILDING APPROVAL CERTIFICATE FOR UNAUTHORISED WORK (FRONT & UPPER STOREY ALTERATIONS TO EXISTING TWO STOREY RETAINING WALLS - UNCERTIFIED	HANSON STREET	MIRA MAR
160207	CERTIFICATE OWNER BUILDER	UPPER STOREY ALTERATIONS TO EXISTING TWO STOREY RETAINING WALLS - UNCERTIFIED	MCLEOD STREET	MIRA MAR
160171	OWNER BUILDER	EXISTING TWO STOREY RETAINING WALLS - UNCERTIFIED	WAKEFIELD CRESCENT	MIRA MAR
160101	GREGORY LEEDER	UNCERTIFIED 2ND STOREY ADDITION - UNCERTIFIED	NELSON STREET	MIRA MAR
160162	GEOFF THWAITES	UNCERTIFIED RETAINING WALL - UNCERTIFIED	JOHN STREET	IMOUNT
160146	POCOCK BUILDING	SINGLE STOREY RESIDENTIAL DWELLING & CARPORT - UNCERTIFIED	JOHN STREET	CLARENCE IMOUNT
	COMPANY PTY LTD	UNCERTIFIED		CLARENCE

Application Number	Builder	Description of Application	Street Address	Suburb
160156	LA ROSA CONSTRUCTIONS WA	CHANGE OF CLASSIFICATION FROM CLASS 6 SHOP TO REAL ESTATE OF RECYCLING SHED -	ALBANY HIGHWAY	MOUNT
160157	PTY LTD KOSTER'S STEEL CONSTRUCTION PTY LTD	CERTIFIED PARTIAL DEMOLITION - GARAGE CARPORT SHED	CUMING ROAD	MELVILLE MOUNT
160190	OWNER BUILDER	CERTIFIED PARTIAL DEMOLITION -	VERDI STREET	MELVILLE MOUNT
160228	OCCUPANCY PERMIT	BOUNDARY FENCE A OCCUPANCY PERMIT - ALL SOUTH REALTY	ALBANY HIGHWAY	MELVILLE MOUNT
160148	TURPS STEEL FABRICATIONS	OFFICES PATIO - UNCERTIFIED	MCKAIL STREET	MELVILLE ORANA
160152	BUILDING APPROVAL	BUILDING APPROVAL CERTIFICATE - ENCLOSURE OF EXISTING PATIO ALTERATIONS TO EXISTING SINGLE STOREY RESIDENTIAL DWELLING -	KATOOMBA STREET	ORANA
160211	CERTIFICATE OWNER BUILDER	BUILDING APPROVAL CERTIFICATE -	KATOOMBA STREET	ORANA
160177	BUILDING APPROVAL	CONVERSION OF CLASS SHED - UNCERTIFIED	FRENCHMAN BAY ROAD	ROBINSON
160142	CERTIFICATE KOSTER'S OUTDOOR	MAINTENANCE WORKSHOP & STORAGE	PRINCESS AVENUE	ROBINSON
160154	PTY LTD GM INVESTMENTS WA	SHED - CERTIFIED PATIO - UNCERTIFIED LIMESTONE RETAINING WALL - UNCERTIFIED REPLACE EXISTING RETAINING WALL WITH NEW LIMESTONE	GOLF LINKS ROAD	SEPPINGS
160178	OWNER BUILDER	BOUNDARIES	PREMIER CIRCLE	SPENCER PARK
160184	GREAT SOUTHERN	BOUNDARIES	DISCOVERY DRIVE	SPENCER PARK
160205	RETAINING AND	REPLACE EXISTING RETAINING WALL WITH NEW LIMESTONE	MUDGE RETREAT	SPENCER PARK
160219	PAVING WORLD OWNER BUILDER	RETAINING PATIO/CARPORT & PORCH - UNCERTIFIED	PARK ROAD	SPENCER PARK

Application Number	Builder	Description of Application	Street Address	Suburb
160206	DANIEL LEE FLANG	LIMESTONE FENCE -	CAMPBELL ROAD	SPENCER PARK
160160	HOME GROUP WA GREAT SOUTHERN PTY LTD	UNCERTIFIED SINGLE STOREY RESIDENTIAL DWELLING -	MARTIN ROAD	SPENCER PARK
160193	SIMON VAN DER	UNCERTIFIED ADDITION TO EXISTING SINGLE STOREY	DELORAIN DRIVE	WARRENUP
160158	SCHAAF NIELSEN KAJ & EVELYN MARGARET	RESIDENTIAL DWELLING - ALTERATIONS & ADDITIONS TO EXISTING TWO STOREY	KOORYONG AVENUE	WARRENUP
160197	PATRICIA PLUG HENDRIK &	RESIDENTIAL D TWO STOREY RESIDENTIAL DWELLING	GREENWOOD DRIVE	WILLYUNG
160163	ELIZABETH PULS PATIOS	CERTIFIED PATIO - UNCERTIFIED	COOMA COURT	YAKAMIA
160166	PULS PATIOS	PATIO - UNCERTIFIED	ASHKEY BOULEVARD	YAKAMIA
160161	OWNER BUILDER	VERANDAH TO REAR OF	CHESTER PASS ROAD	YAKAMIA
160167	NIGEL MANNING	HOUSE - UNCERTIFIED ALTERATION TO EXISTING TWO STOREY RESIDENTIAL DWELLING	BOHEMIA ROAD	YAKAMIA
160191	OUTDOOR WORLD	(EXTE PATIO & CARPORT -	LEONORA STREET	YAKAMIA
160218	ALBANY RYANS-TAYLOR & E	UNCERTIFIED ANCILLARY ACCOMODATION - TO CONTINUE WORK FROM	ULSTER ROAD	YAKAMIA
160164	BETT BUILDING APPROVAL	LOCKUP STAGE CONVERSION OF CLASS 10A (SHED) INTO CLASS	ULSTER ROAD	YAKAMIA
160141	CERTIFICATE RG GLIOSCA	1A (ANCILLARY ACCO ADDITION TO EXISTING SINGLE STOREY RESIDENTIAL DWELLING -	WILLIAM STREET	YAKAMIA
		UN		

Application Number	Builder	Description of Application	Street Address	Suburb
160182	KEEDAK HOLDINGS PTY LTD	ALTERATIONS & ADDITIONS TO EXISTING SINGLE STOREY	SUSAN COURT	YAKAMIA

No.	SINGLE DWELLING	GROUP DWELLING	DOMESTIC/ OUTBUILDINGS	ADDITIONS/ DWELLINGS	HOTEL/ MOTEL	NEW COMMERCIAL	ADDITIONS/ COMMERCIAL	OTHER
1	\$ 480,000.00	\$ 18,500.00	\$ 3,000.00	\$ 3,000.00		\$ 54,638.00	\$ 40,000.00	\$ 19,000.00
2	\$ 180,000.00	\$ 44,716.00	\$ 8,000.00	\$ 4,000.00		\$ 80,000.00	\$ 876,382.00	\$ 5,500.00
3	\$ 203,849.00		\$ 10,000.00	\$ 6,000.00		\$ 265,000.00	\$ 15,000.00	\$ 8,000.00
4	\$ 225,161.00		\$ 11,000.00	\$ 10,000.00				\$ 10,000.00
5	\$ 231,548.00		\$ 15,300.00	\$ 10,000.00				\$ 10,000.00
6	\$ 238,880.00		\$ 15,635.00	\$ 12,000.00				\$ 15,000.00
7	\$ 240,000.00		\$ 19,000.00	\$ 15,000.00				\$ 4,850.00
8	\$ 248,908.00		\$ 44,500.00	\$ 31,730.00				\$ 8,000.00
9	\$ 252,698.00			\$ 40,000.00				\$ 13,500.00
10	\$ 277,595.00			\$ 53,350.00				
11	\$ 287,914.00			\$ 140,000.00				
12	\$ 305,000.00			\$ 146,000.00				
13	\$ 344,356.00			\$ 300,000.00				
14	\$ 346,000.00			\$ 8,000.00				
15	\$ 405,000.00			\$ 12,000.00				
16	\$ 420,000.00			\$ 12,000.00				
17	\$ 480,000.00			\$ 3,000.00				
18	\$ 480,000.00			\$ 49,820.00				
19	\$ 562,207.00			\$ 1,000.00				
20	\$ 584,520.00			\$ 1,000.00				
21				\$ 1,600.00				
22				\$ 2,800.00				
23				\$ 4,600.00				
24				\$ 4,716.00				
25				\$ 6,600.00				
26				\$ 7,000.00				
27				\$ 7,200.00				
28				\$ 7,941.00				
29				\$ 8,200.00				
30				\$ 18,745.00				
Total	\$ 6,793,636.00	\$ 63,216.00	\$ 126,435.00	\$ 927,302.00	0	\$ 399,638.00	\$ 931,382.00	\$ 93,850.00

N.B Red font denotes Park Home Licence

Grand Total	\$ 9,335,459.00
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CITY OF ALBANY

REPORT

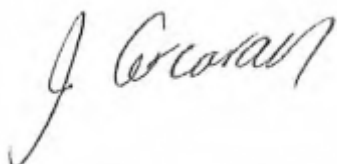
To : His Worship the Mayor and Councillors

From : Administration Officer - Planning

Subject : Planning Scheme Consents – March 2016

Date : 6 April 2016

1. The attached report shows Planning Scheme Consents issued under delegation by a planning officer for the month of March 2016.
2. Within this period 63 Planning Scheme Consent applications were determined, of these;
 - 61 Planning Scheme Consent applications were approved under delegated authority; and
 - 2 Planning Scheme Consent application was approved by Council;



Jasmin Corcoran
Information Officer – Development Services

PLANNING SCHEME CONSENTS ISSUED UNDER DELEGATED AUTHORITY

Applications determined for March 2016

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160006	8/01/2016	MIDDLETON ROAD	MIDDLETON BEACH	Single House - Design Codes Assessment	Delegated Approved	30/03/2016	Alex Bott
P2160023	25/01/2016	ALBANY HIGHWAY	ORANA	Showroom - Additions & Alterations	Delegated Approved	3/03/2016	Taylor Gunn
P2160028	29/01/2016	WARBURTON STREET	MIDDLETON BEACH	Single House - Design Codes Assessment	Delegated Approved	16/03/2016	Alex Bott
P2160057	11/02/2016	CAMPBELL ROAD	SPENCER PARK	Single House - Design Codes Assessment (Overheight Fencing)	Delegated Approved	17/03/2016	Jessica Anderson
P2160059	11/02/2016	RADIATA DRIVE	MCKAIL	Single House - Design Codes Assessment	Delegated Approved	21/03/2016	Jessica Anderson
P2160066	17/02/2016	LOWER DENMARK ROAD	YOUNGS SIDING	Development - Outbuilding	Delegated Approved	4/03/2016	Adrian Nicoll
P2160071	17/02/2016	SCORPIO DRIVE	MCKAIL	Single House - Outbuilding (Design Codes Assessment)	Delegated Approved	8/03/2016	Jessica Anderson
P2160073	18/02/2016	COCKBURN ROAD	MIRA MAR	Warehouse - Additions (Entrance)	Delegated Approved	11/03/2016	Alex Bott
P2160082	19/02/2016	CHESTER PASS ROAD	YAKAMIA	Single House - Additions (Verandah/Deck)	Delegated Approved	4/03/2016	Alex Bott
P2160083	22/02/2016	LAKE SEPPINGS DRIVE	MIRA MAR	Single House - Design Codes Assessment	Delegated Approved	3/03/2016	Jessica Anderson
P2160085	22/02/2016	NEWBEY STREET	MILPARA	Office & Warehouse	Delegated Approved	23/03/2016	Alex Bott
P2160088	24/02/2016	LAKE SAIDE ROAD	LOWLANDS	Seacontainer (Temporary Storage)	Delegated Approved	1/03/2016	Jessica Anderson
P2160093	25/02/2016	WILLIAM STREET	LITTLE GROVE	Single House - Design Codes Assessment	Delegated Approved	21/03/2016	Jessica Anderson
P2160097	26/02/2016	KING RIVER DRIVE	LOWER KING	Single House - Outbuilding	Delegated Approved	8/03/2016	Jessica Anderson
P2160098	26/02/2016	DYER COURT	BAYONET HEAD	Single House - Design Codes Assessment	Delegated Approved	1/03/2016	Adrian Nicoll
P2160099	26/02/2016	GARDEN STREET	MIDDLETON BEACH	Single House - Outbuilding	Delegated Approved	8/03/2016	Adrian Nicoll
P2160100	29/02/2016	CALEDONIA CRESCENT	GOODE BEACH	Single House - Design Codes Assessment	Delegated Approved	14/03/2016	Jessica Anderson

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160105	1/03/2016	MORGAN ROAD	MCKAIL	Single House - Additions (Garage/Carport Verandah & Double Garage)	Delegated Approved	4/03/2016	Adrian Nicoll
P2160106	2/03/2016	HENTY ROAD	KALGAN	Single House	Delegated Approved	14/03/2016	Jessica Anderson
P2160107	2/03/2016	DUKE STREET	ALBANY	Consulting room	Delegated Approved	30/03/2016	Alex Bott
P2160108	2/03/2016	WARRENUP PLACE	WARRENUP	Single House	Delegated Approved	4/03/2016	Adrian Nicoll
P2160109	3/03/2016	WALFORD ROAD	KALGAN	Ancillary Accommodation	Delegated Approved	14/03/2016	Adrian Nicoll
P2160111	3/03/2016	PEELS PLACE	ALBANY	Change of use - First Floor Residential Office & Addition (Foyer & Lift)	Delegated Approved	15/03/2016	Alex Bott
P2160112	3/03/2016	HOUGHTON BOULEVARD	BAYONET HEAD	Single House	Delegated Approved	10/03/2016	Jessica Anderson
P2160113	4/03/2016	LOWANNA DRIVE	MARBELUP	Ancillary Accommodation	Delegated Approved	10/03/2016	Adrian Nicoll
P2160114	4/03/2016	LOWANNA DRIVE	MARBELUP	Single House	Delegated Approved	10/03/2016	Adrian Nicoll
P2160115	4/03/2016	LAITHWOOD CIRCUIT	MARBELUP	Single House	Delegated Approved	10/03/2016	Adrian Nicoll
P2160116	4/03/2016	MANTON WAY	WILLYUNG	Single House	Delegated Approved	10/03/2016	Adrian Nicoll
P2160117	4/03/2016	AJANA DRIVE	MARBELUP	Single House - Outbuilding	Delegated Approved	10/03/2016	Adrian Nicoll
P2160118	4/03/2016	PRINCESS ROYAL DRIVE	PORT ALBANY	Industry - General (Removal of Silos & Sheds)	Delegated Approved	16/03/2016	Adrian Nicoll
P2160119	8/03/2016	MILLER STREET	EMU POINT	Single House - Design Codes Assessment	Delegated Approved	21/03/2016	Jessica Anderson
P2160120	9/03/2016	COCKBURN ROAD	MIRA MAR	Single House - Carport (Design Codes Assessment)	Delegated Approved	11/03/2016	Alex Bott
P2160121	9/03/2016	TRIMMER ROAD	SPENCER PARK	Single House - Retaining Wall (Design Codes Assessment)	Delegated Approved	16/03/2016	Alex Bott
P2160122	9/03/2016	BAXTERI ROAD	CHEYNES	Single House - Additions	Delegated Approved	15/03/2016	Adrian Nicoll
P2160123	10/03/2016	AURORA RISE	MCKAIL	Single House - Patio (Design Codes Relaxation)	Delegated Approved	15/03/2016	Jessica Anderson
P2160124	10/03/2016	LAITHWOOD CIRCUIT	MARBELUP	Single House; Outbuilding and Water Tank	Delegated Approved	23/03/2016	Alex Bott
P2160125	10/03/2016	FRENCHMAN BAY ROAD	ROBINSON	Single House - Outbuilding	Delegated Approved	15/03/2016	Jessica Anderson
P2160126	11/03/2016	BON ACCORD ROAD	KALGAN	Single House - Additions & Alterations	Delegated Approved	15/03/2016	Adrian Nicoll

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160128	14/03/2016	MUDGE RETREAT	SPENCER PARK	Single House - Retaining Wall	Delegated Approved	16/03/2016	Adrian Nicoll
P2160129	14/03/2016	BOURKE STREET	MOUNT MELVILLE	Single House - Additions (Design Codes Assessment)	Delegated Approved	29/03/2016	Jessica Anderson
P2160131	14/03/2016	GILGE ROAD	LOWLANDS	Single House - Addition	Delegated Approved	18/03/2016	Alex Bott
P2160132	14/03/2016	HUNTON ROAD	KALGAN	Single House	Approved	18/03/2016	Adrian Nicoll
P2160133	15/03/2016	MIRAMAR ROAD	MIRA MAR	Single House - Outbuilding (Policy & Residential Design Codes Assessment)	Delegated Approved	22/03/2016	Jessica Anderson
P2160134	15/03/2016	MARINE TERRACE	MIDDLETON BEACH	Bed & Breakfast (maximum of 6 people)	Delegated Approved	31/03/2016	Jessica Anderson
P2160135	15/03/2016	GREY STREET WEST	ALBANY	Single House (Design Codes Assessment)	Delegated Approved	18/03/2016	Adrian Nicoll
P2160136	15/03/2016	HARDING ROAD	ROBINSON	Single House - (Scheme Assessment)	Delegated Approved	30/03/2016	Alex Bott
P2160139	16/03/2016	FESTING STREET	ALBANY	Single House - Outbuilding (Policy Assessment)	Delegated Approved	21/03/2016	Jessica Anderson
P2160140	16/03/2016	BUSHBY ROAD	LOWER KING	Single House Outbuilding &	Delegated Approved	18/03/2016	Adrian Nicoll
P2160141	17/03/2016	AJANA DRIVE	MARBELUP	Ancillary Accommodation	Delegated Approved	24/03/2016	Adrian Nicoll
P2160143	18/03/2016	HUDSON ROAD	YAKAMIA	Single House - Patio (Design Codes Assessment)	Delegated Approved	29/03/2016	Jessica Anderson
P2160144	18/03/2016	HAMLIN RISE	MIDDLETON BEACH	Single House - Addition (Design Codes Assessment)	Delegated Approved	24/03/2016	Alex Bott
P2160145	18/03/2016	CALLISTEMON VIEW	YAKAMIA	Single House - Patio & Outbuilding (Design Codes Assessment)	Delegated Approved	31/03/2016	Jessica Anderson
P2160146	18/03/2016	DRAKE BEND	BAYONET HEAD	Single House	Approved	23/03/2016	Adrian Nicoll
P2160147	18/03/2016	ELIZABETH STREET	BAYONET HEAD	Single House & Retaining Wall (Design Codes Assessment)	Delegated Approved	22/03/2016	Adrian Nicoll
P2160148	18/03/2016	LOWER DENMARK ROAD	CUTHBERT	Single House - Partial Demolition & Additions	Delegated Approved	30/03/2016	Alex Bott
P2160149	21/03/2016	QUEEN STREET	LITTLE GROVE	Single House - Addition (Patio)	Delegated Approved	23/03/2016	Adrian Nicoll
P2160150	21/03/2016	LOWANNA DRIVE	MARBELUP	Single House	Delegated Approved	22/03/2016	Adrian Nicoll
P2160151	21/03/2016	NORTH ROAD	MIRA MAR	Single House - Additions (Design Codes Assessment)	Delegated Approved	29/03/2016	Jessica Anderson

Application Number	Application Date	Street Address	Locality	Description of Application	Decision	Decision Date	Assessing Officer
P2160152	21/03/2016	CHURCHLANE ROAD	KALGAN	Single House	Delegated Approved	23/03/2016	Alex Bott
P2160153	22/03/2016	CATLING CLOSE	WARRENUP	Single House - Outbuilding	Delegated Approved	24/03/2016	Adrian Nicoll
P2160154	22/03/2016	MINOR ROAD	ORANA	Single House - Addition (Patio)	Delegated Approved	29/03/2016	Jessica Anderson
P2160156	23/03/2016	MEANWOOD ROAD	TORBAY	Ancillary Accommodation	Delegated Approved	31/03/2016	Adrian Nicoll
P2160160	24/03/2016	KING RIVER DRIVE	LOWER KING	SINGLE HOUSE - WATER TANK	Delegated Approved	31/03/2016	Jessica Anderson

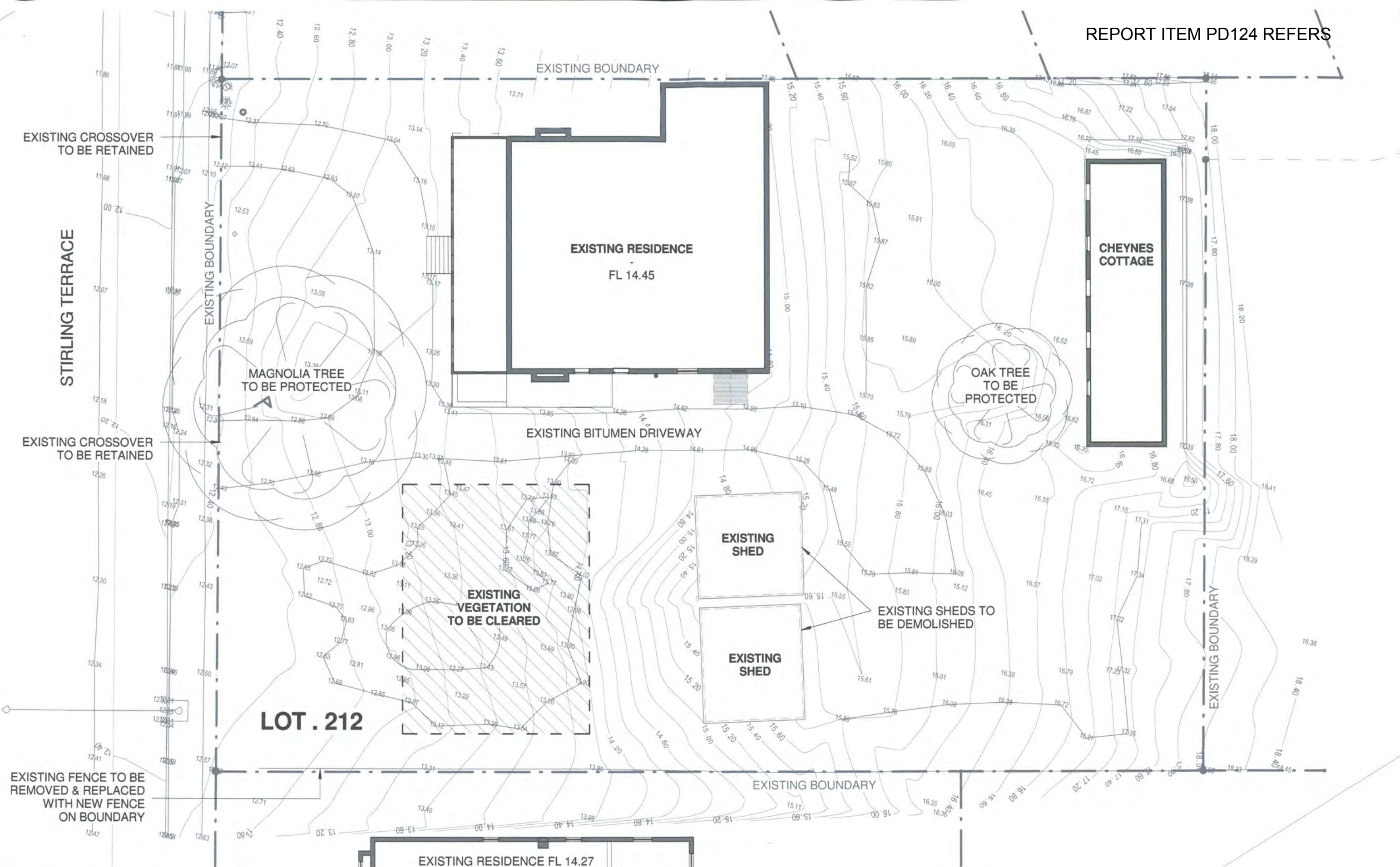


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13/04/2016

1:1250





Norman House

PROPOSED STUDENT ACCOMMODATION

Stirling Terrace Albany

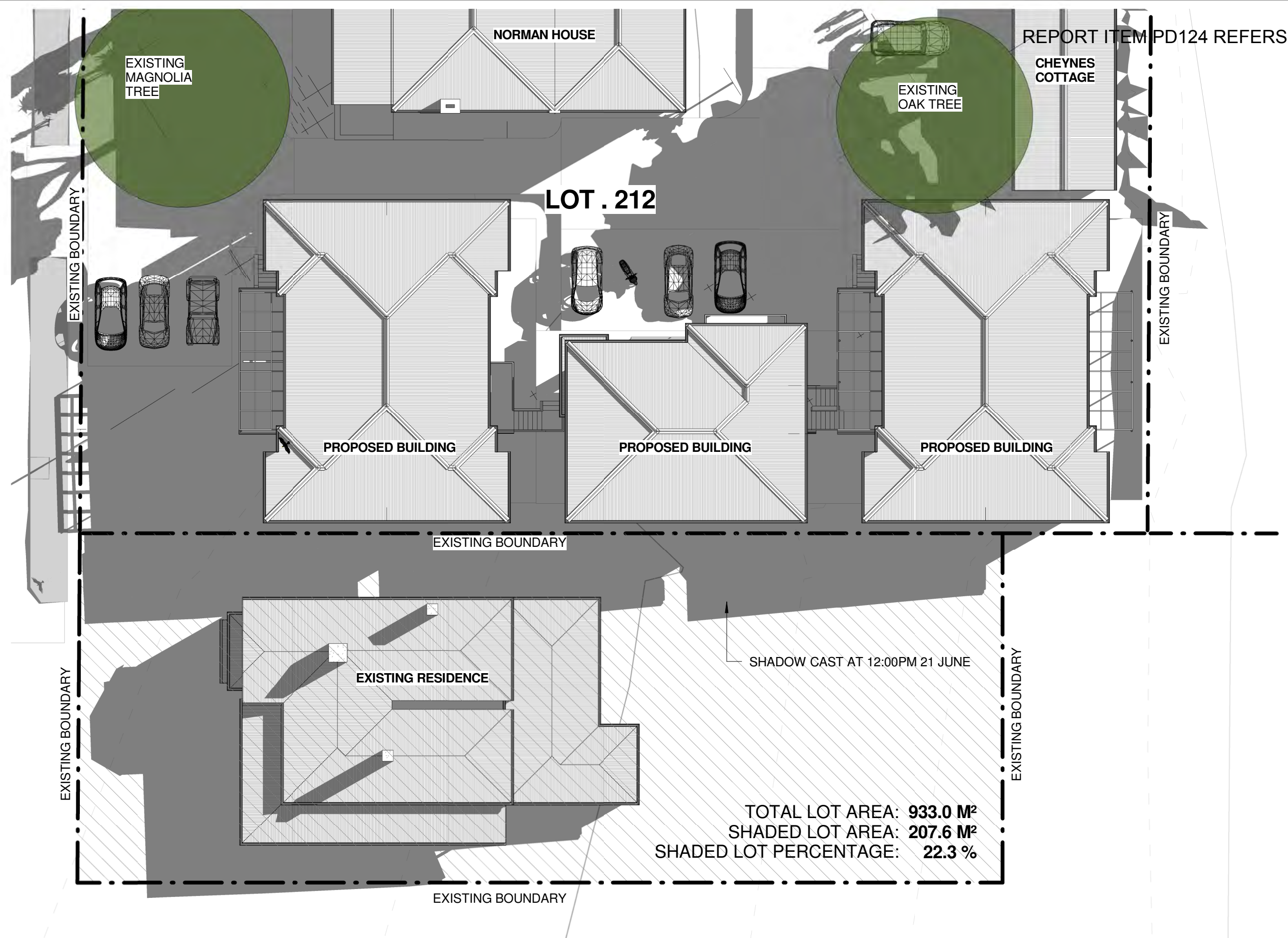
Great Southern Community Housing

DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

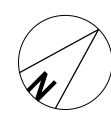
SK1_A
EXISTING SITE PLAN SHOWING PROPOSED DEMOLITION
1 : 200@A3
7223-15
16.09.2015
PG

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REPORT ITEM PD124 REFERS



Norman House
PROPOSED STUDENT ACCOMMODATION
Stirling Terrace Albany
Great Southern Community Housing

DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

SK2.3_A
SITE PLAN SOLAR ACCESS
1 : 200@A3
7223-15
16.09.2015
PG

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STIRLING TERRACE

EXISTING BOUNDARY

EXISTING
MAGNOLIA
TREE

NORMAN HOUSE

CHEYNES
COTTAGEEXISTING
OAK TREE

LANDSCAPING

EXISTING BOUNDARY

LOT . 212



EXISTING BOUNDARY

**Norman House**

PROPOSED STUDENT ACCOMMODATION

Stirling Terrace Albany

Great Southern Community Housing

DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

SK2.2_A
PROPOSED FIRST FLOOR PLAN_OVERVIEW
1 : 200 @ A3
7223-15
16.09.2015
PG

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1 STIRLING TERRACE STREET ELEVATION
1 : 100



Norman House

PROPOSED STUDENT ACCOMMODATION

Stirling Terrace Albany

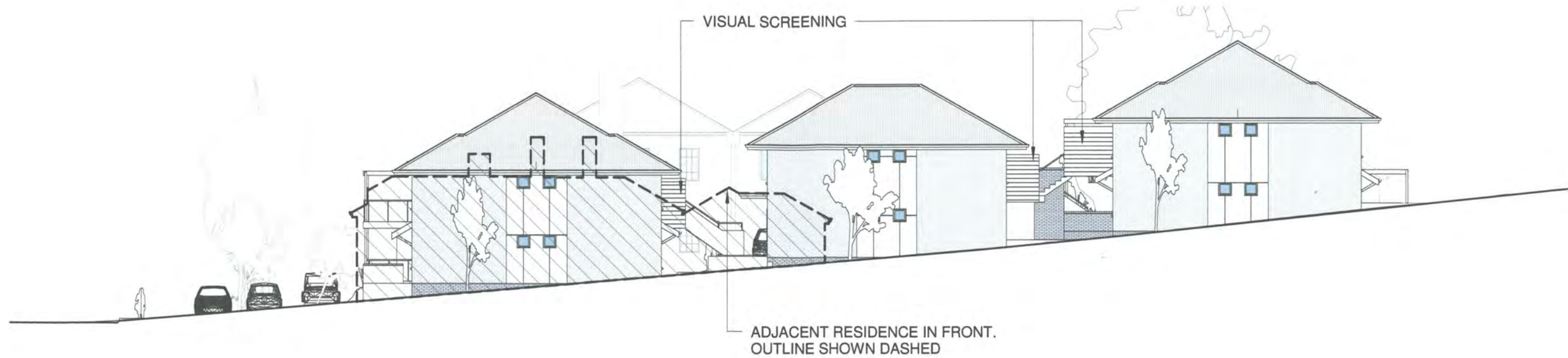
Great Southern Community Housing

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SCALE
JOB NUMBER
DATE
DRAWN

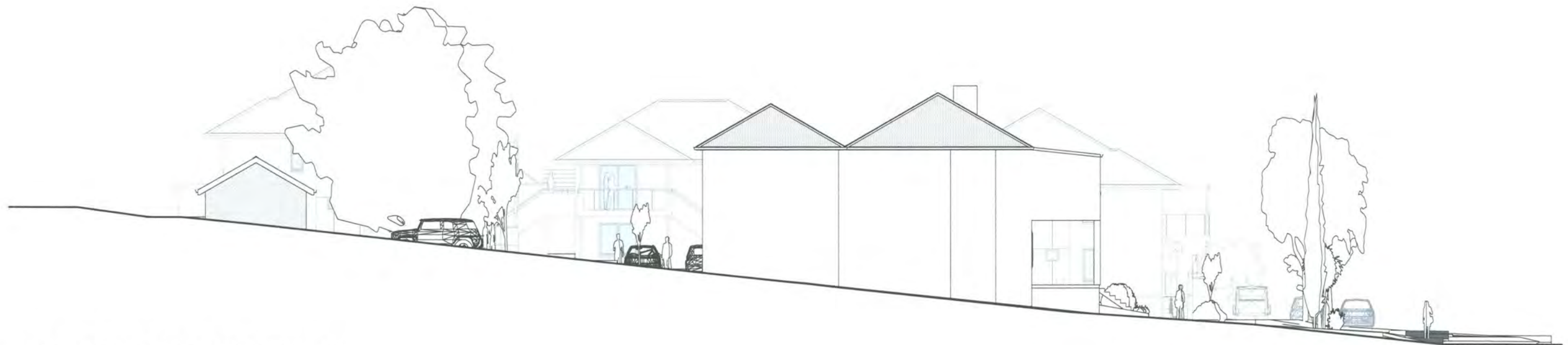
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PROPOSED STREET ELEVATION
As indicated
7223-15
16.09.2015
PG

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1 EAST ELEVATION
1 : 200



2 WEST ELEVATION
1 : 200

Norman House

PROPOSED STUDENT ACCOMMODATION

Stirling Terrace Albany

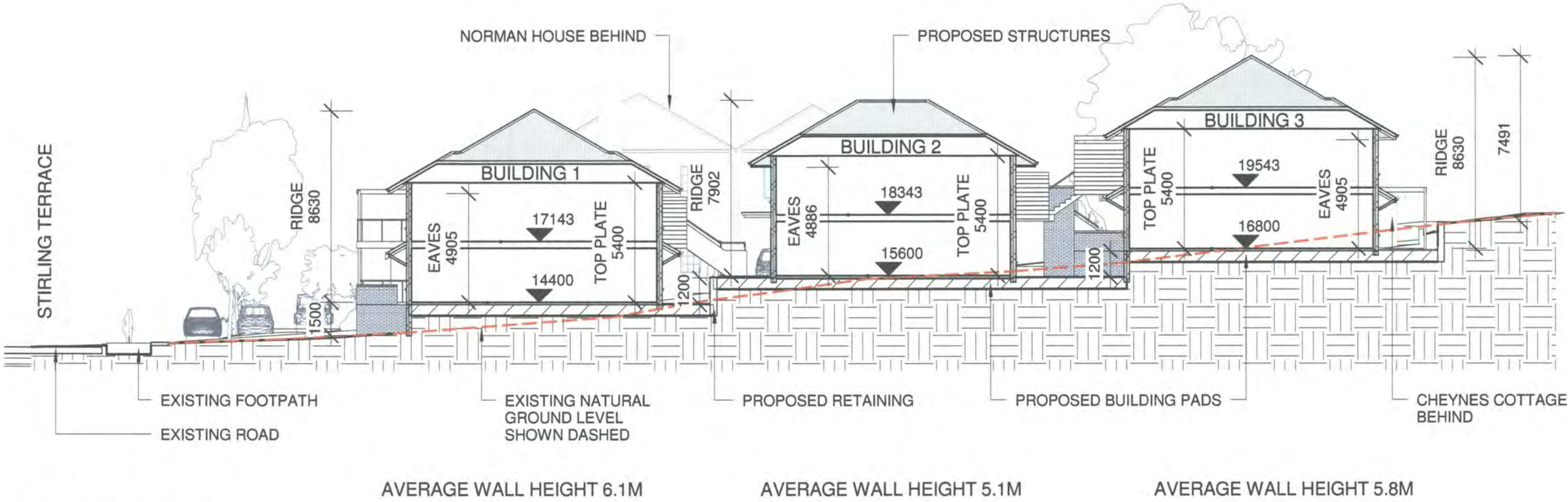
Great Southern Community Housing

DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

SK4_A
SITE ELEVATIONS EAST & WEST BOUNDARY
1 : 200@A3
7223-15
16.09.2015
PG

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2

SECTION 1

1 : 200

Norman House

PROPOSED STUDENT ACCOMMODATION

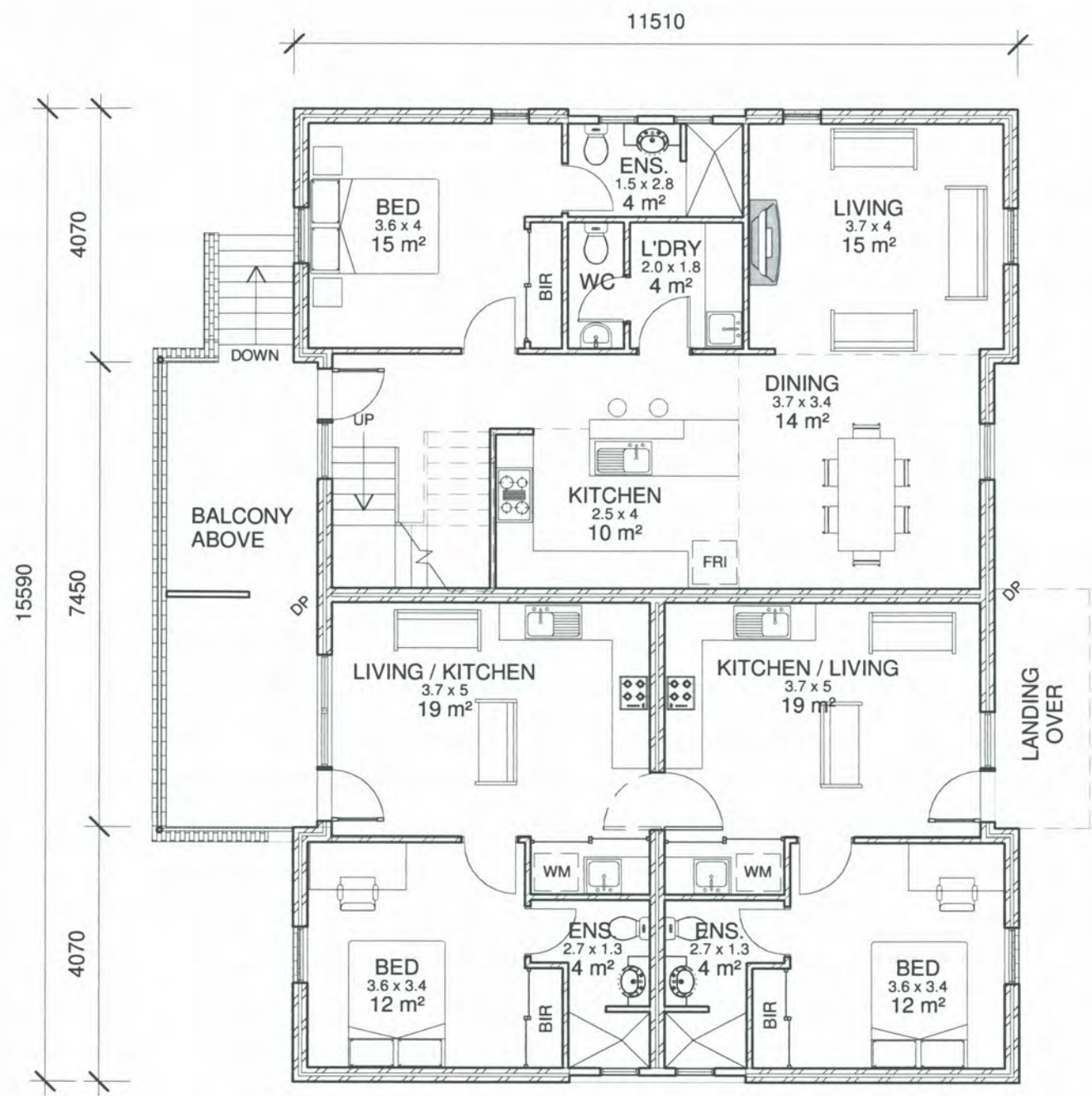
Stirling Terrace Albany
Great Southern Community Housing

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DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

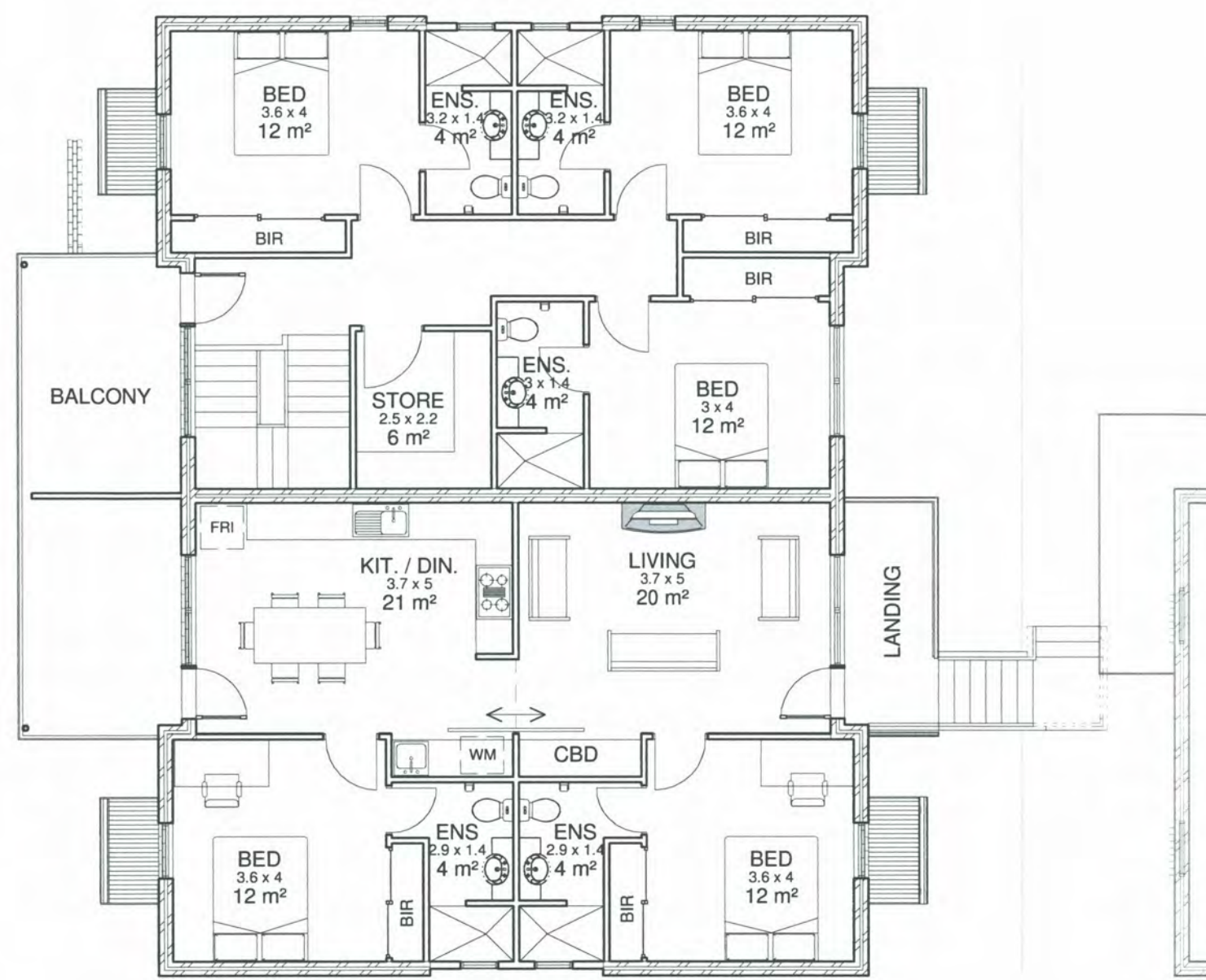
SK5_A
SITE SECTIONS
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7223-15
16.09.2015
PG

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1 GFL PLAN
1 : 100



2 FFL PLAN
1 : 100



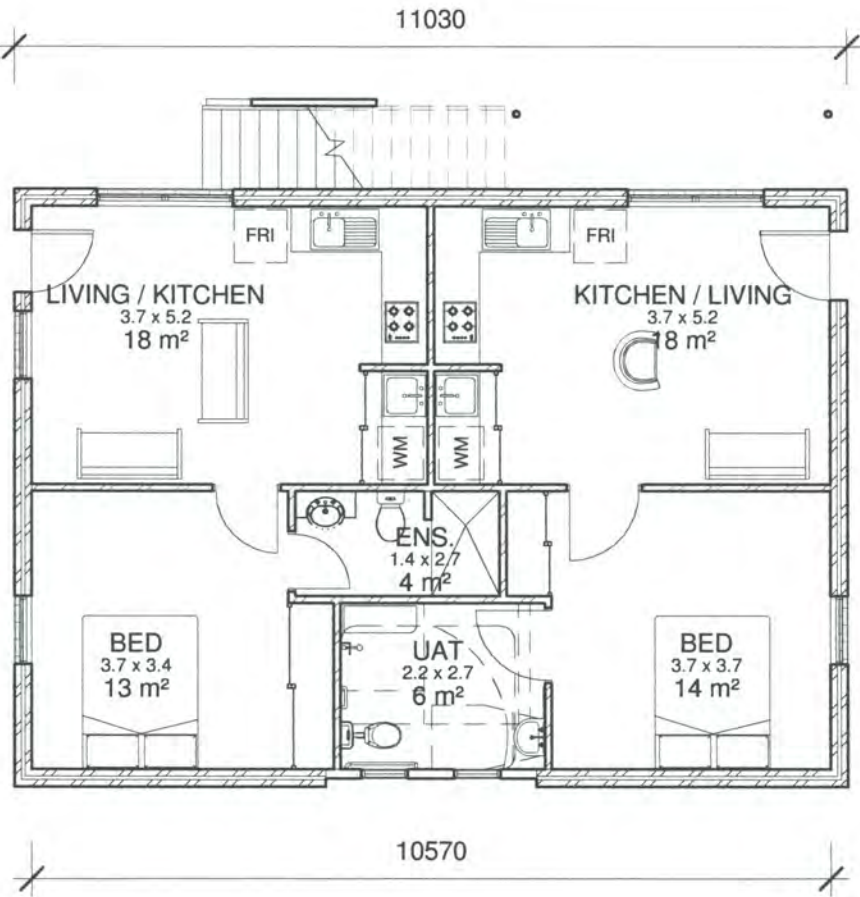
Norman House
Stirling Terrace Albany
Uniting Church

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JOB NUMBER 7223-15
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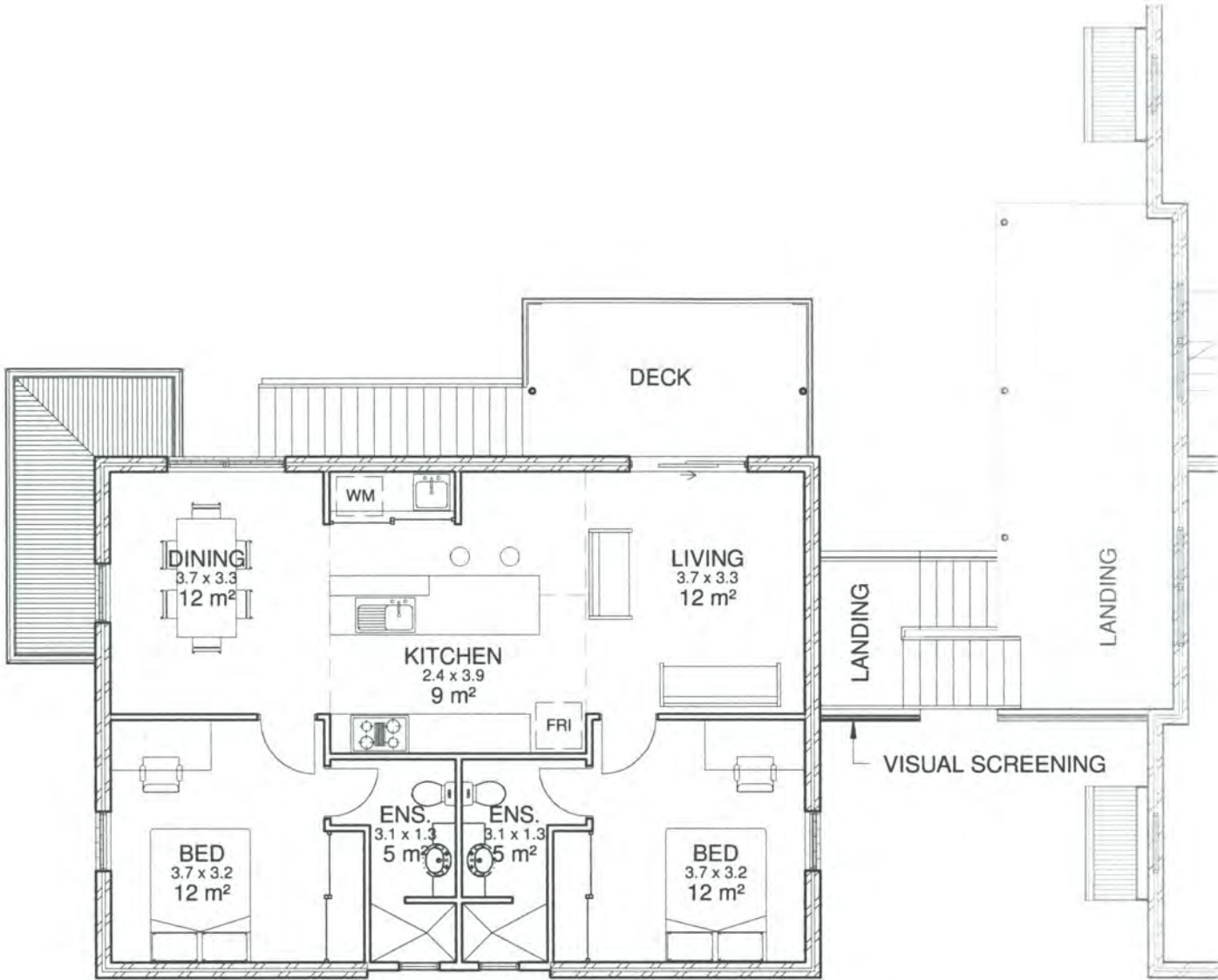
BUILDING 1

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1 GFL PLAN
1 : 100



2 FFL PLAN
1 : 100

Norman House

PROPOSED STUDENT ACCOMMODATION
Stirling Terrace Albany
Uniting Church

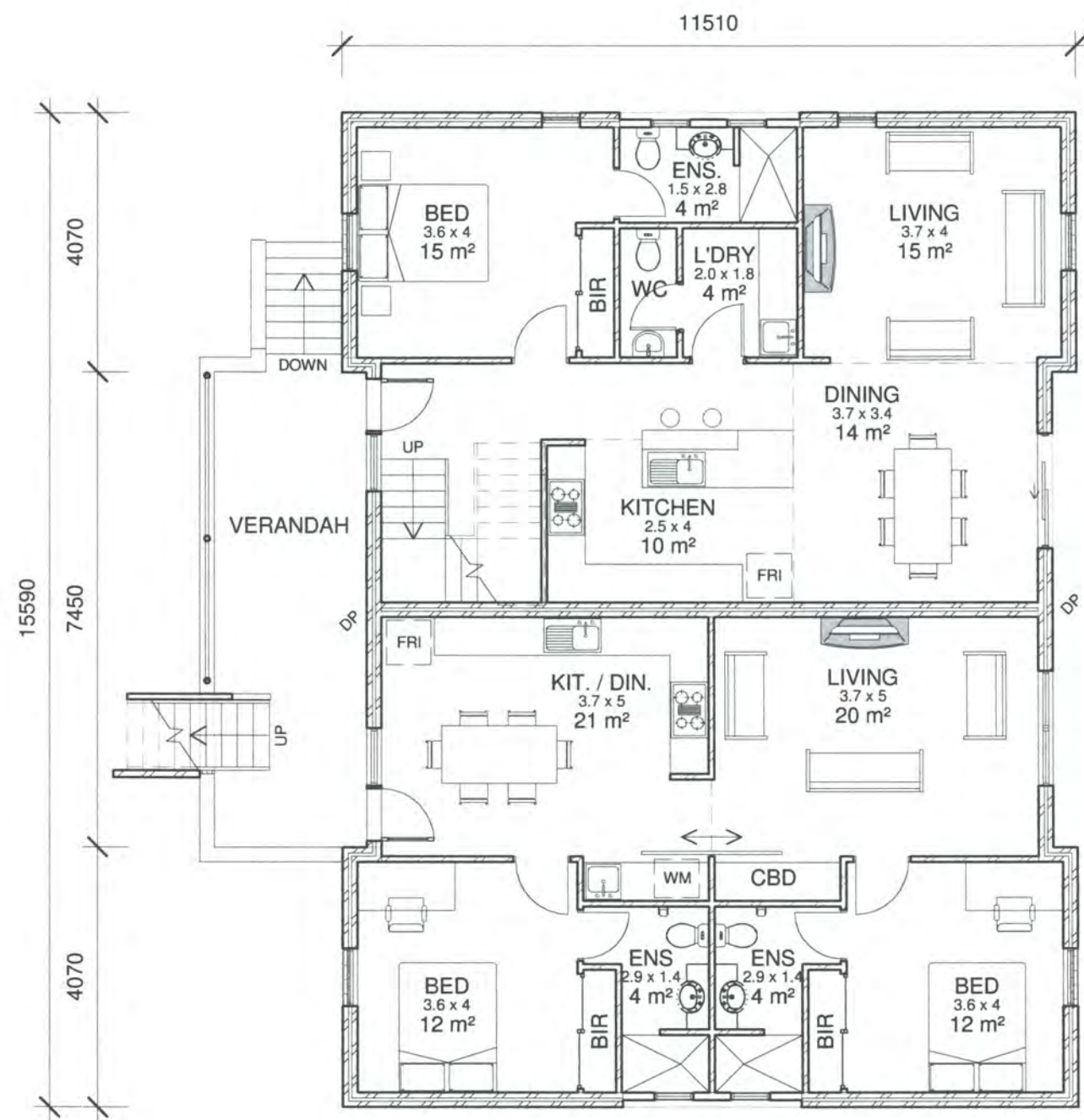
DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

SK8_A
GFL
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7223-15
16.09.2015
PG

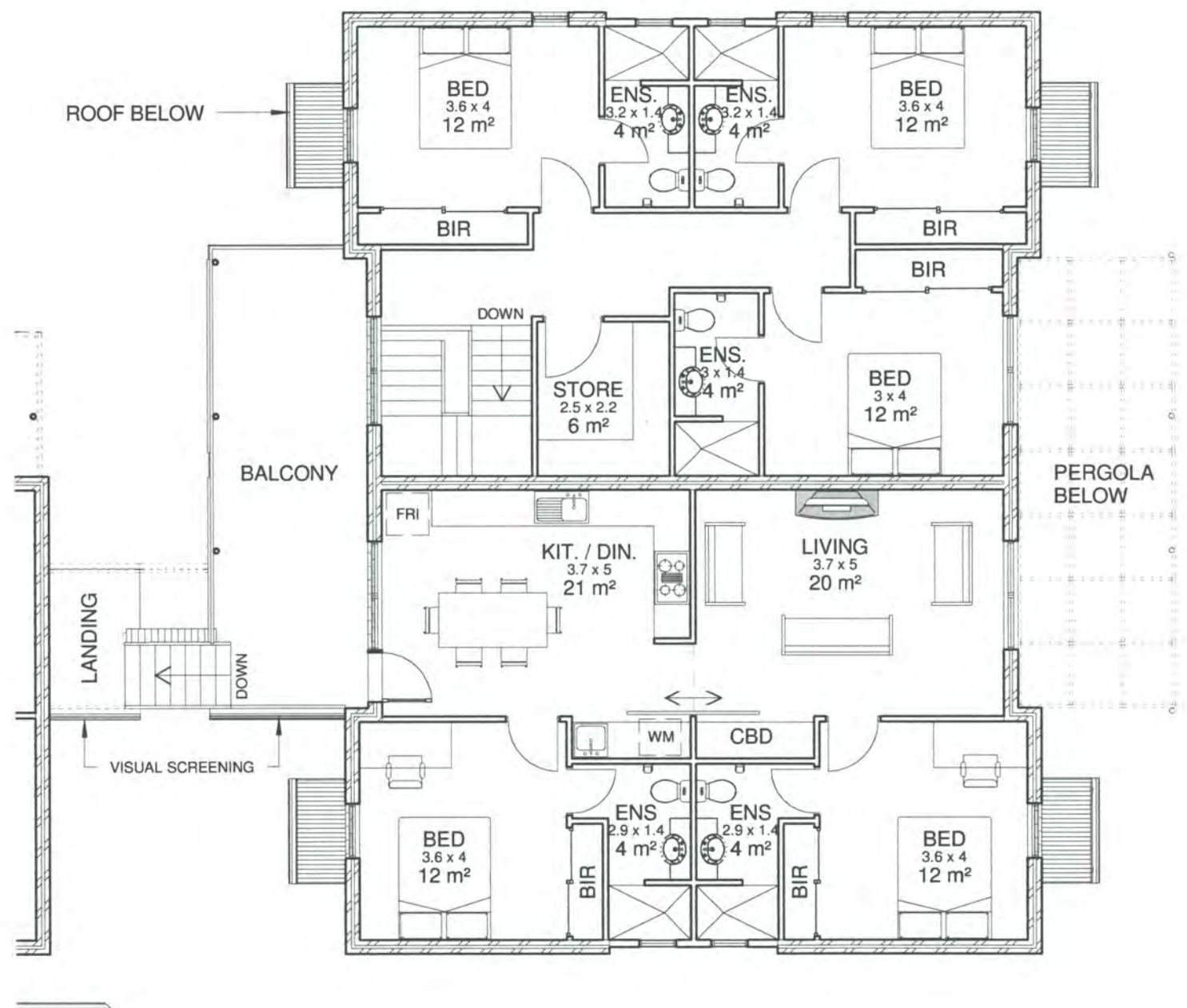
BUILDING 2

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1 GFL PLAN
1 : 100



2 FFL PLAN
1 : 100



Norman House

Stirling Terrace Albany
Uniting Church

DRAWING No SK9_A
DRAWING FLOOR PLANS
SCALE 1 : 100@A3
JOB NUMBER 7223-15
DATE 14/12/2015 11:31:29 AM
DRAWN PG

BUILDING 3

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1 NORTH ELEVATION
1 : 100



2 SOUTH ELEVATION (STREET ELEVATION)
1 : 100

Norman House

Stirling Terrace Albany
Uniting Church

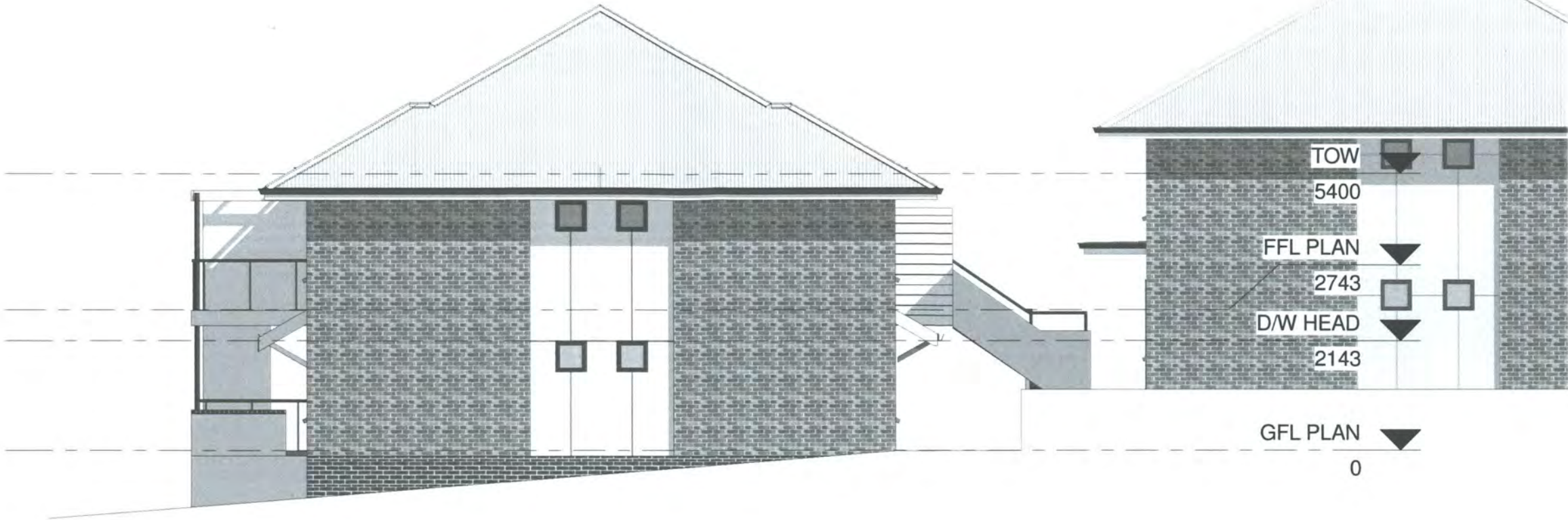
DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
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SK10_A
ELEVATIONS N-S
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BUILDING 1

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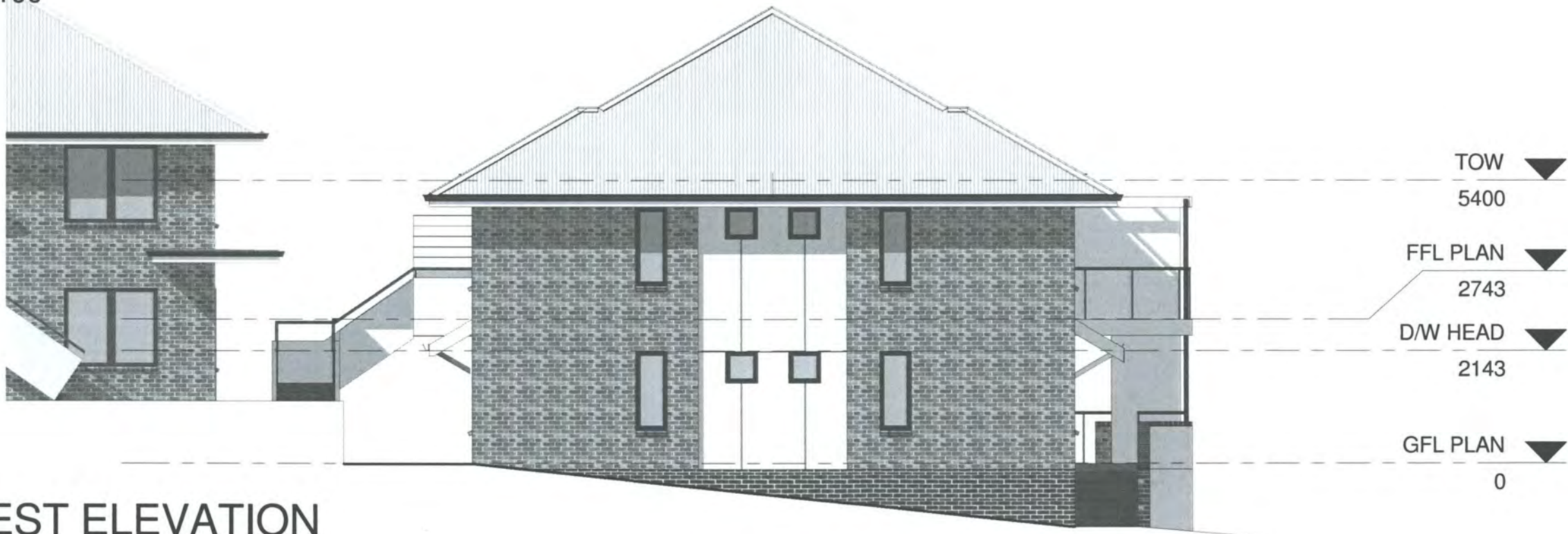
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2

EAST ELEVATION

1 : 100



1

WEST ELEVATION

1 : 100

Norman House

Stirling Terrace Albany
Uniting Church

DRAWING No SK11_A
DRAWING SCALE 1 : 100@ A3
JOB NUMBER 7223-15
DATE 14/12/2015 3:47:26 PM
DRAWN PG

BUILDING 1

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1 NORTH ELEVATION
1 : 100



2 SOUTH ELEVATION
1 : 100

Norman House

PROPOSED STUDENT ACCOMMODATION

Stirling Terrace Albany
Uniting Church

DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

SK12_A
ELEVATIONS NORTH & SOUTH
1 : 100@ A3
7223-15
16.09.2015
PG

BUILDING 2

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2 EAST ELEVATION
1 : 100



1 WEST ELEVATION
1 : 100

Norman House

PROPOSED STUDENT ACCOMMODATION

Stirling Terrace Albany
Uniting Church

DRAWING No
DRAWING
SCALE
JOB NUMBER
DATE
DRAWN

SK13_A
ELEVATIONS EAST & WEST
1 : 100@A3
7223-15
16.09.2015
PG

BUILDING 2

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1 NORTH ELEVATION
1 : 100



2 SOUTH ELEVATION
1 : 100

Norman House

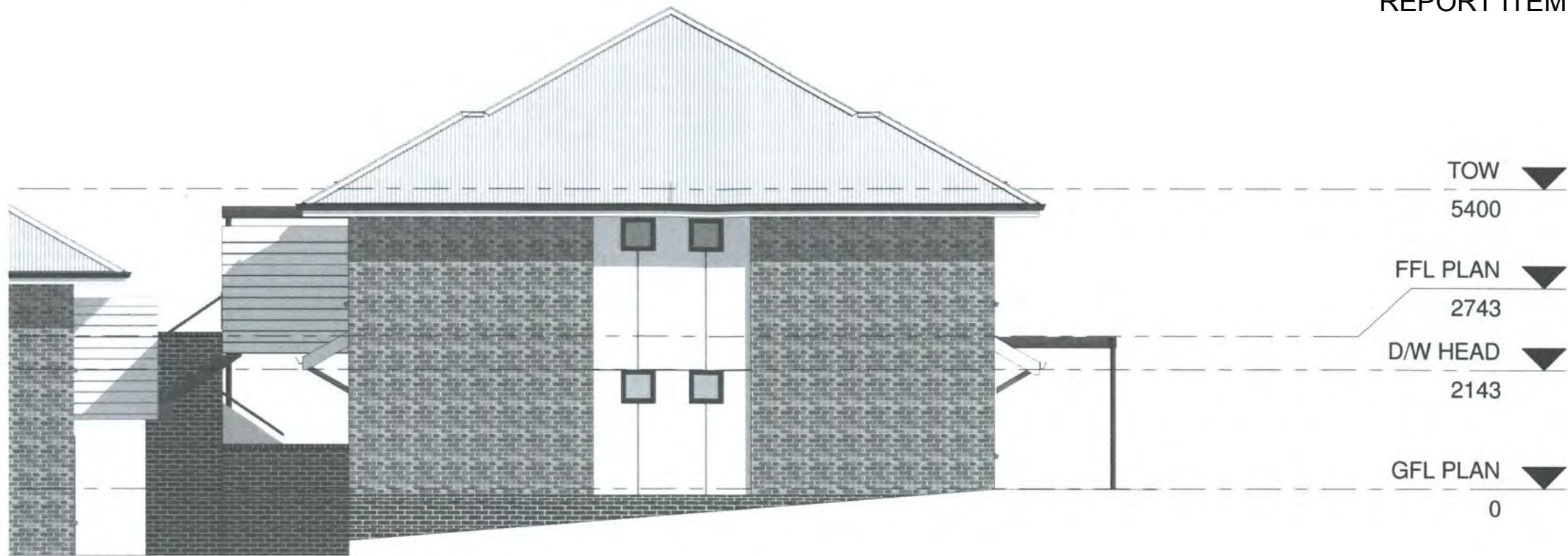
Stirling Terrace Albany
Uniting Church

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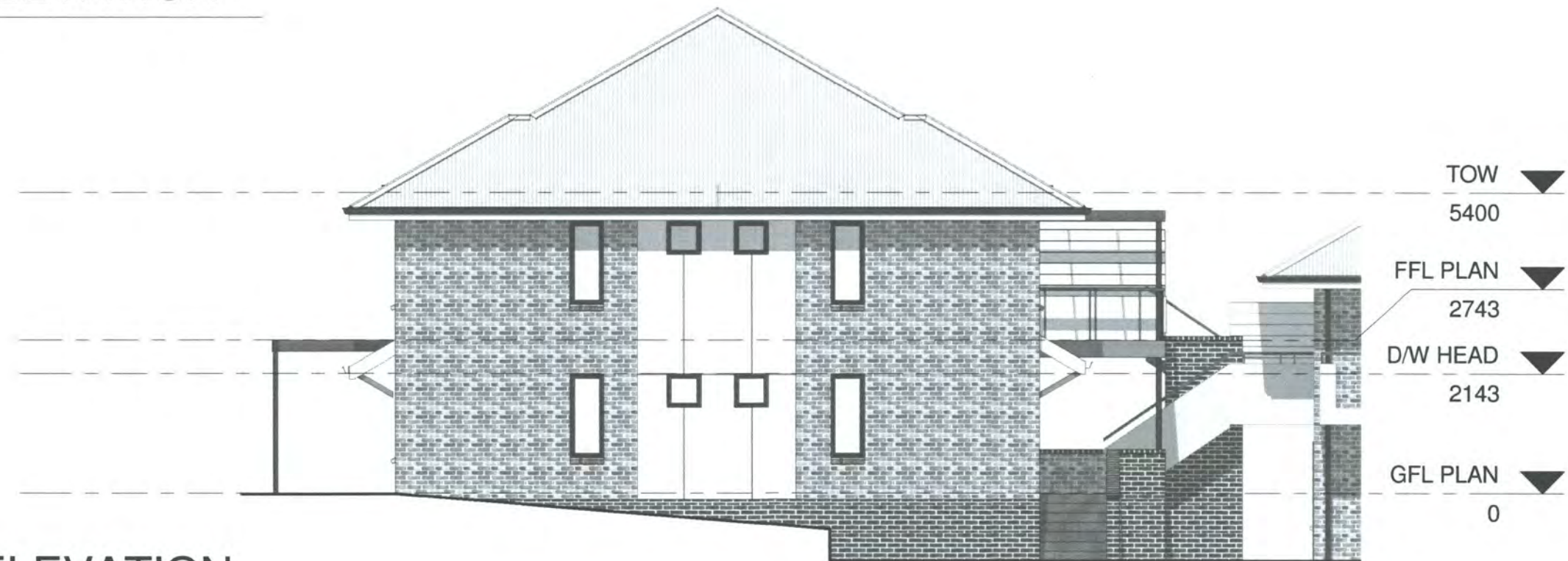
BUILDING 3

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2 EAST ELEVATION
1 : 100



1 WEST ELEVATION
1 : 100

Norman House
Stirling Terrace Albany
Uniting Church

DRAWING No SK15_A
DRAWING SCALE ELEVATIONS E-W
1 : 100 @ A3
JOB NUMBER 7223-15
DATE 14/12/2015 11:32:12 AM
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BUILDING 3

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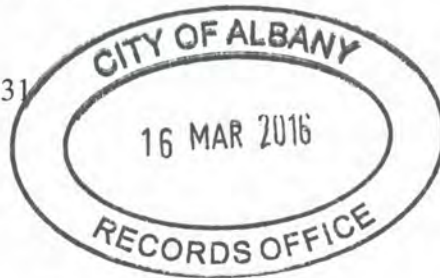


Great Southern
COMMUNITY
Housing Association

1/87 Aberdeen Street, Albany WA 6330
PO Box 5695, Albany WA 6332
Telephone: 9845 9697
Facsimile: 9842 8698
Email: admin@gscha.com.au

10 March 2016

Alex Bott
Senior Planning Officer
City of Albany
PO Box 484
ALBANY WA 6331



City of Albany Records
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ate: 16 MAR 2016
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Dear Alex,

Re: Development Application for Proposed 20 Unit Student Housing Facility at 28 - 30 Stirling Terrace, Albany WA

I am writing to provide information regarding the management by Great Southern Community Housing Association, of the proposed 20 unit Student Housing development. This is to ensure that tenancies are more stringently managed than general housing tenancies, and any potential issues are dealt with quickly and efficiently.

To this end, the following outlines the management arrangements:

- A full time Caretaker will be employed who will reside in the Caretakers flat on site
- House Rules have been developed and must be abided by at all times (see attached)
- All tenants will be on "License to Occupy" tenancy agreements (see attached)
- Weekly inspections are carried out on an ongoing basis, and monthly if the tenancy is going well with no problems
- Tenants will be evicted within 24 hours if any illegal activity is carried out on the premises and police will be notified
- Tenants will be evicted within 48 hours for causing a nuisance or anti-social behaviour
- Tenants will be evicted within 4 days for non-payment of rent
- There will be a mix of tenancies including different genders and ages, local, regional, metropolitan and international students with the aim of ensuring a sustainable tenancy mix.

I have personally had a number of years' experience managing the 170 unit Student Housing facility at the Edith Cowan University in Perth. Very few problems occurred there primarily due to careful screening and early intervention if issues arose. Generally, the majority of

REPORT ITEM PD124 REFERS

students were respectful of others, complied with house rules, kept the facility clean and were primarily focused on working hard and obtaining good results in their disciplines.

Great Southern Community Housing Association has an excellent track record managing nearly 400 properties across the Great Southern. Incidents of evictions and rent arrears have been much lower than the sector standard.

If you require further information, please don't hesitate to contact me by phone on 9845-9605, or email kaz@gscha.com.au.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Kaz Sternberg', with a long horizontal flourish extending to the right.

Kaz Sternberg
CEO



House Rules for 28 Stirling Terrace, ALBANY WA 6330

We advise that the **House Rules** form an integral part of your **License to Occupy Agreement** for the above mentioned Property and that your Occupation at the Premises relies on your adherence to these Rules as detailed below:

We advise that if the following House Rules are broken it may result in an IMMEDIATE EVICTION.

1. **No physical violence or threats of violence is permitted anywhere on the Premises (Immediate eviction)**
2. **No illegal drugs, substances and paraphernalia are to be brought onto, consumed, sold, manufactured, supplied or used on the premises by the tenant or their guests. (Immediate eviction)**
3. **No Stealing or another Occupant's belongings or food. No theft or damage to GSCHA property or belongings. Occupants will be charged for the replacement or repair. (Immediate eviction)**
4. **No Criminal Activity, item or unlawful act permitted anywhere on the premises. (Immediate eviction)**
5. **No drunken, disorderly and/or intoxicated behaviour anywhere on the premises. (Immediate eviction)**
6. **No smoking inside the house.** Smoking is not permitted within 5 metres of any building. Cigarettes are to be extinguished and placed in external bins or receptors.
7. **No verbal abuse, racism, and/or intimidation including (but not limited to) sexual, racial, discriminatory or general harassment towards any person by an Occupant or their visitors will be tolerated.**
8. **No entering another Occupant's room without their permission.**



9. **No weapons or items capable of being used as weapons are permitted on your person or at the Premises.**
10. **No exchanging, sharing or passing on of keys to other residents, visitors or the General public.**

The Following is an overview of General House Rules – if these House Rules are broken a written warning is given by way of a Breach Notice.

Only one warning is given before a Termination notice is issued.

11. **Rooms and shared areas within the premises are to be kept in a clean, hygienic and tidy state at all times.** All areas to be cleaned after use (stoves, toilets, bathrooms, lounge room etc). No personal items are to be left in common areas.
12. **No rubbish to be stored in cupboards or bedrooms.** All rubbish must be disposed of regularly. Please follow instruction when disposing of Rubbish and or Recycling.
13. **Any incidents, hazards, or damages are to be reported to Great Southern Community Housing immediately.**
14. **Occupants are responsible for their visitor and their visitor's behaviour.** If an Occupant is not at the premises, their visitors are not permitted entry to, or to remain at the premises. No more than 4 visitors at a time. No guest under 18 is permitted at the premises unless prior approval is granted from GSCHA. There are to be no visitors before 10.00am or after 9.00pm on any given day.
15. **No pets are allowed to be kept anywhere on the Premises.**
16. **Cooking and preparation of food is not permitted in rooms due to health regulations.** Cooking and food preparation is to occur in the kitchen area only.



17. Noise levels are to be kept to a minimum so as to not disturb the peace of other occupants. Causing a nuisance to other Occupants/staff or contractors of GSCHA is NOT PERMITTED.
18. All rooms will be inspected once a week and residents are required to give access for this purpose. At inspections cupboards, fridges and bathrooms will be inspected. Please note if room refrigerators are approved for the Occupant's use it must be maintained at a clean and hygienic standard.
19. **Any return to the property by evicted ex-residents will be considered trespassing. Tenants may not allow them access to the property.**
20. No overnight guests are permitted without prior permission from GSCHA.
21. It is the Occupant's responsibility to inform Great Southern Community Housing of any changes to your circumstances as soon as practicable. Great Southern Community Housing requests that you also advise if you will be absent from the Premises overnight or longer.
22. Electrical appliances are not permitted in rooms without the prior consent of GSCHA. Televisions, radios, hair dryers and other electrical equipment if permitted are to be in good and safe working order. **No Candles, incense, oil burners and kerosene heaters are allowed.**
23. All Complaints in writing to Great Southern Community Housing



IN THE EVENT OF A FIRE

Raise the Alarm

1. If safe to do so ensure the immediate safety of anyone within the vicinity of the fire.
2. Raise the alarm by shouting 'Fire, Fire, Fire'.
3. Phone 000 to contact the Fire Brigade.
4. Evacuate the immediate area.

Fire fighting

5. If safe to do so and if trained in the use of fire equipment – attempt to extinguish the fire.
6. Choose the correct fire extinguisher. Do not use water or foam on an electrical fire.

Evacuate

7. Evacuate the building via the nearest Exit.
8. Walk quickly and calmly to the assembly area.
9. Close doors and windows as you exit - do not lock doors. Leave lights on.

I have read and understand the House Rules and the License to Occupy Agreement and agree to abide by them. I understand that the breaking of House Rules may lead to the termination of my accommodation.

Name of Applicant

Signature of Applicant

Signature of Housing Coordinator

Date



This **LICENSE TO OCCUPY** is made on the **26TH** day of **FEBRUARY**, 2016 between:

GREAT SOUTHERN COMMUNITY HOUSING ASSOCIATION (ABN 59 521 407 508) being the registered proprietor of the premises, 1/87 Aberdeen Street, Albany in the State of Western Australia

And

MIRANDA MAY RILEY of:

RM SEVEN (7), 28 STIRLING TERRACE, ALBANY WA 6330, formerly of

20 ARDROSS CRESCENT, COLLINGWOOD PARK, ALBANY WA 6330

("The Occupant")

1. LICENSE To OCCUPY:

Great Southern Community Housing Association and the Occupant acknowledge that this Agreement is a **LICENSE TO OCCUPY** and is not a Residential Tenancy and is therefore not subject to the Residential Tenancies ACT 1987 as amended.

2. LICENCE FEE:

The Occupant hereby agrees to pay the sum of \$ **320.00** ("the LICENCE FEE") per fortnight in respect of **Room SEVEN (7)**, at 28 STIRLING TERRACE, ALBANY WA 6330 ("the Premises") The License Fee is payable fortnightly two weeks in advance from the commencement of the License. Failure to pay the Licence Fee is a Breach of this License and may result in a Termination of this License. The License Fee includes access to and use of shared areas such as the Kitchen, Dining, Common Areas, Lounge and Laundry.

The License Fee is subject to review and may be increased by Great Southern Community Housing Association by way of **30 days** written notice to the Occupant. The Occupant acknowledges that:

- (a) The License Fee and method of calculation of the License Fee may be reviewed annually and / or if the Occupant's Income varies; and
- (b) The method of calculation of the License Fee as at the commencement date is **25%** of the Occupant's Income plus Commonwealth Rent Assistance ("CRA")
- (c) The Occupant is obliged to notify Great Southern Community Housing Association of any change to his/her Income, within 14 days of such change (ie Increase)



3. Utilities Fee:

The Occupant acknowledges and Agrees that a Utilities Fee of T (\$30.00) dollars ("the Utilities Fee") per fortnight will be charged in addition to the Licence Fee from the Commencement Date. The Utilities Fee is payable fortnightly in advance and is subject to bi-annual review. The Occupant acknowledges that notwithstanding payment of the Utilities Fee, excessive use or wastage of water, gas or electricity by the Occupant may result in additional charges being incurred and payable by the Occupant.

4. Deposit

The Occupant agrees to pay a deposit of \$640.00 such deposit to be paid in full prior to or on the date of Commencement of this Licence to Occupy Agreement. The Deposit will be refunded on Termination of the License as long as at the date of Termination there are:

1. No Arrear Licence Fees Outstanding
2. No Damages requiring Repair/Replacement of any items or Cleaning Costs or other Expenses occasioned by the Occupant
3. The Key for the Room has been Returned to Great Southern Community Housing

The Occupant is Acknowledges and Accepts that any Arrears of Costs associated with Repair or Replacement from Damage to the Room of Premises, will be deducted from the Deposit. Any Balance Deposit Monies Owing to the Occupant, upon vacating the Premises and after payment of any arrears or damages will be refunded as soon as is practicably possible to do so.

The Occupant acknowledges that as this is not a Residential Tenancy and therefore not subject to the Residential Tenancies Act, Great Southern Community Housing Association is not required to lodge the Deposit with the Bond Administrator.

The Occupant further Acknowledges and Agrees that if the Deposit is not sufficient to cover the costs of Cleaning, and Damage and Repairs to the Room or Premises by the Occupant, lost keys or any items supplied to the Occupant when the Occupant vacates, any debt that remains owing to Great Southern Community Housing Association will be pursued under GSCHA tenant Debt Policy and the necessary debt recovery action will be commenced, the costs of which will be Bourne by the Occupant.

5. Commencement Date and Term of Licence

This licence will commence on the 26TH day of FEBRUARY, 2016 ("the commencement date") and continue until the Licence is terminated by either party pursuant to the termination provisions in Clause 10 (whichever is the earlier) and **Subject TO:**



1. The Occupant successfully completing the Initial Trial period of Two Weeks which commences from the Commencement Date for the first Two Weeks of the Licence. The Occupant acknowledges that if any Breaches are issued by Great Southern Community Housing Association during the Trial Period, the License will not continue beyond that and the Occupant will be given Notice of the Termination of this License by Great Southern Community Housing Association. The Termination date will be 48 hours after the date of issue of the Termination Notice by Great Southern Community Housing Association, unless the Termination is for Violence, Threatening Behaviour, Possession or Use of Illegal Drugs or Criminal Activity.
2. The Occupant continuing to meet the Eligibility Criteria for Affordable Housing pursuant to Great Southern Community Housing Association Housing's Policies as may be updated from time to time.
3. All information provided in the Occupant's Application and during the Occupant's assessment interview being True and Correct. The Occupant Acknowledges and Agrees that any omission to disclose relevant information or any false disclosure of requested information can result in the Termination of the License, by Great Southern Community Housing Association.

6. House Rules

The Occupant Acknowledges and Agrees to abide by the **House Rules** which the Occupant has been supplied at the time of Signing this License to Occupy Agreement. Great Southern Community Housing Association reserves the right to review and amend the House Rules from time to time and the House Rules current at the time of an act or omission resulting in a Breach will be enforced. Great Southern Community Housing will issue a copy of any updated House Rules to the Occupant and the updated House Rules will take effect immediately from when they are issued.

7. Occupant's Responsibilities

The Occupant must:

- (a) Maintain the Room and Premises in a Reasonable state of cleanliness and in a Hygienic and Sanitary condition.
- (b) Notify Great Southern Community Housing of any Damage to the Room of Premises as soon as this occurs. Failure to report damage immediately may mean that the Occupant is Liable for the costs of repair.
- (c) Not attend any repairs to the Room or Premises without prior consent of Great Southern Community Housing Association.



- (d) Pay the cost of all repairs, resulting from damage caused by the Occupant or the Occupant's visitors, except those that result from reasonable fair wear and tear.
- (e) Not intentionally cause or permit damage to be caused to the Room or any part of the Premises.
- (f) The Occupant must not intentionally, negligently or recklessly cause or allow any other person to:
 - Cause Damage or Disrepair to the Room of any part of the Premises;
 - Threaten, abuse or cause injury to any employee or agent of Great Southern Community Housing Association including if appointed the onsite Caretaker: or
 - Any other person living and or working at the Premises
- (g) The Occupant Acknowledges and Agrees that the Occupant is responsible for the behaviour of any visitor or invitee of the Occupant to the Premises and that any unacceptable behaviour of an Occupants visitor may result in a Breach being issued to the Occupant and or the Termination of this License.

8. Use of the Room and the Premises

- 1. The Room shall be used solely as a dwelling for Residential purposes of the Occupant only and the Occupant shall not cause or permit the Premises to be used for any other purpose without prior written consent from Great Southern Community Housing Association.
- 2. The Occupant shall not use the Room or any part of the Premises or cause of Permit the Room or any part of the Premises to be used for any Illegal purpose or in a manner that is against the **House Rules** and Council Regulations and By-Laws and shall not cause or permit a Nuisance. The Occupant must comply with all statutes and Local Laws in force, from time to time, relating to the room and the Premises.
- 3. The Occupant must not store any illegal of dangerous item, compound or substance including weapons of any nature on or in the Occupant's Room or any part of the Premises.
- 4. The Occupant must not cause or permit an interference with the reasonable peace, comfort, safety and or privacy of another person who resides or works in the Premises or the immediate vicinity of the Premises. The Occupant acknowledges that nuisance or antisocial behaviour including drunken and disorderly conduct at anytime is a breach of this Licence and may result in Termination of this Licence.
- 5. The Occupant is only permitted to park the Occupant's Vehicle at the Premises if the Occupant is granted a separate parking licence by Great Southern Community Housing Association and abides by the signed Terms and Conditions therein.



9. Breaches:

The Occupant Acknowledges and Agrees that a Breach of any of the conditions contained in this **Licence** of which Great Southern Community Housing **House Rules** and any attached **Annexures** form part, can result in **Termination**. Breach and Termination circumstances and time frames are outlined below:

TYPE OF BREACH	TIME PERIOD TO REMEDY BREACH	RESULT IF BREACH IS NOT REMEDIED
Arrears or non-payment of Licence Fee or Utility Fee (issued after 3 days after non-payment)	4 Days	Termination and Eviction within 48 Hours
Any Illegal or Criminal Activity (Please note that any serious Illegal or Criminal Activity that includes violence, threatening behaviour or Illegal drugs or substances result in Immediate Termination and Eviction)	2 Days	Termination and Eviction within 48 Hours
Violence/Threatening Behaviour (Including possession of any Weapons)	NIL – No Violence or Threatening Behaviour will be Tolerated	Immediate Termination and Eviction
Possession or use of Illegal Drugs at the Premises	NIL – No use of Illegal Drugs will be Tolerated	Termination and Eviction within 48 Hours
Drunken and Disorderly Behaviour	NIL –	Termination and Eviction within 48 Hours
Nuisance / Antisocial Behaviour	24 Hours	Termination and Eviction within 48 Hours
Unsatisfactory Room Condition, poor hygiene and cleanliness standards	4 days	Termination and Eviction within 48 Hours
Breach of other Licence Condition or House Rules not referred to above	4 days	Termination and Eviction within 48 Hours

10. Termination:

- (a) Termination by an Occupant: The Occupant must give Great Southern Community Housing Association **seven (7)** days notice.
- (b) Notice of Termination by Great Southern Community Housing Association will be issued as follow:
 - (1) Violence and threatening behaviour – immediate termination and eviction.



- (2) Possession of Illegal drugs – Immediate Termination and Eviction.
- (3) Nuisance and Anti social behaviour – 24 hour notice of Termination.
- (4) Illegal or Criminal Activity (other than 1 & 2 above) – 2 days notice of Termination.
- (5) Arrear Licence Fee and Utility Fees, poor Room standards, Breach of House Rules – 4 days notice of Termination.

Please Note:

On Termination, the Occupant must vacate the Room and Premises within the Prescribed time frame and in accordance with the vacating provisions of this Licence.

11. Personal Belongings:

The Occupant acknowledges and understands that:

- (a) Any personal belongings left in the Room or at the Premises after the expiry of the Licence will be disposed of one week from the Termination date and the Occupant consents to this
- (b) Personal belongings and anything stored in the Room and/or the Premises by the Occupant are the Occupant's responsibility and Great Southern Community Housing Association accepts no responsibility for lost, stolen or damaged personal belongings.

12. Maintenance and Repairs

The Occupant undertakes to notify Great Southern Community Housing Association of any maintenance or repairs required in or at the Room or Premises immediately and that any urgent or emergency repairs required after hours will be immediately reported by notifying the onsite caretaker or failing being able to contact the onsite caretaker, by contacting Great Southern Community Housing Association office details. Failure to report maintenance requirements or damage may result in the Occupant being held accountable / responsible for the costs of the damage.

The Occupant should not carry out any repairs himself/herself. The Occupant may be charged for any unauthorised repairs carried out by the Occupant of damage caused by the Occupant.

13. Inspections

It is a requirement of the Health Act that Rooms and Communal areas at the Premises will be inspected. The Inspections will be carried out weekly on a scheduled day to be advised by Great Southern Community Housing Association. Occupants will be given two (2) days notice of the Inspection date. Unsatisfactory Inspections may result in a Breach being issued for poor hygiene and or cleanliness standards.

The Occupant Agrees and Acknowledges that:

- (a) If the Occupant is not in his / her Room at the time and date of the scheduled Inspection, or does not answer to a knock on the door by Great Southern Community Housing



- Association staff, staff will still access the Room to carry out and complete the Inspection even in the absence of the Occupant, utilizing GSCHA Housing's own key; and
- (b) Inspections include assessment of cupboards, fridges, bathrooms and bed linen.
 - (c) No notice is required to be given by Great Southern Community Housing Association to the Occupant when its staff or contractors inspect or access any common / shared areas within the Premises and that GSCHA has access to such areas at all reasonable times and in the event of an emergency or need for urgent repairs.

14. Cleanliness and Hygiene:

The Occupant is responsible for keeping his / her Room in a Clean and Tidy Condition and free from hazards and in a Hygienic state and condition. The Occupant is also responsible for making sure that the common areas are well maintained, clean and tidy and free from hazards after use. Throughout this Licence, referred to Room, includes the ensuite within the Room.

15. Improvements / Alterations:

The Occupant is not permitted to make any alteration and/or improvements to the Room or Premises.

16. Keys and Access to Room and Premises:

The Occupant will be supplied with a key to the Room and Premises and to a storage locker in the Kitchen. Great Southern Community Housing will keep a spare key for the Room at all times, in case of an emergency and for carrying out Inspections in the absence of the Occupant.

Lock and access devices must not be replaced, changed or added without notice to Great Southern Community Housing or the Occupant. Replacement of a lost Key or card will be at the expense of the Occupant.

17. Grievances:

The Occupant acknowledges that any grievances with other Occupants should be addressed in a Civil and respectful manner and in accordance with Great Southern Community Housing Association's Complaints Policy and Procedure.

18. Premises Condition Report

The Occupant acknowledges that the Room Condition Report ("RCR") attached to this License and that this reflects the state and condition of the Room as at the Commencement date. If the Occupant does not agree with the contents of the RCR the Occupant is to notify Great Southern Community Housing Association within 48 hours of the commencement date. The Occupant acknowledges that he / she will be responsible for any damage to the Room, or Premises or any missing or damaged furniture and the cost of replacement and / or repair.

Please note: If the Occupant does not agree with the condition of the Room at commencement of the Licence, it is the Occupant's responsibility to amend the RCR as applicable and present it to Great Southern Community Housing Association.



19. Communal Areas:

It is the Occupants Responsibility to maintain Hygiene and cleanliness standards of the Communal areas such as the Kitchen/Dining, Lounge, Laundry, Verandah, Passage and Stairwell etc. Failure to do so or contributing to poor standards may result in a Breach.

20. Occupant to provide:

The Occupant acknowledges that Great Southern Community Housing supplies the Occupant on the commencement date with the bedroom furniture, linen, etc that is listed in the RCR. The Occupant further acknowledges that it is the Occupant's responsibility to supply all other personal, food and sanitary items.

21. Support/Ability to Live Independently:

Support: The Occupant acknowledges that if the Occupant is engaged with a support provider on commencement of this Licence, the Occupant is required to remain engaged with that support provider, until the support provider deems that the Occupant no longer requires support.

If the Occupant refuses, is unwilling, or unable to engage with the support provider and Great Southern Community Housing Association at its discretion deems the Occupant is unable to successfully sustain the tenancy granted under this Licence, GSCHA may Terminate this Licence.

Independent Living: The Occupant acknowledges that this Licence may pertain to unsupported accommodation and that if it becomes evident the Occupant is no longer capable of living independently due to a requirement for personal, health or mental health care needs, this Licence may be terminated by Great Southern Community Housing Association.

22. Lockers

The Occupant will be allocated one storage locker in the kitchen for the purposes of storing non-perishable kitchen supplies. It is the Occupant's responsibility to secure their own locker and Great Southern Community Housing Association accepts no responsibility for any loss or damage to the Occupants belongings that are stored in the storage locker.

23. Emergencies

The Occupant acknowledges that he / she has sighted the evacuation plans in respect of the Room and Premises and provided with a copy of the Emergency Procedures.

The Occupant acknowledges that in the event of an Emergency involving the Occupant, if it is necessary for Access Housing to call for medical attention or an ambulance for the Occupant, the cost of such medical attention and or ambulance will be the responsibility of the Occupant. In the case of an emergency threatening the safety or life of the Occupant and others residing, visiting or working at the Premises, or if the Building is at risk of a natural or other disaster such as fire or flooding, the Occupant undertakes to contact the necessary emergency services immediately.



24. Laundry Facilities

1. Great Southern Community Housing Association will supply washing machines for the use of the Occupant. The Occupant is responsible for supplying his / her own washing machine suitable washing powder. The Occupant acknowledges that any washing left in the washing machine not claimed may be lost and assumes this risk when using the washing machine.

25. Vacating

On or prior to vacating the Premises the Occupant is required to:

- (a) Provide Great Southern Community Housing Association with a forwarding address.
- (b) Leave the Room in a clean and tidy state as per the original RCR and return all items referred to in the RCR.
- (c) Return all keys
- (d) Return all Linen to the Onsite Caretaker.
- (e) Return Rent Card if issued with one.

26. The Occupant Acknowledges and Agrees that he/she understands this Licence to Occupy and the Terms and Conditions contained therein, including the House Rules/Annexures and agrees to abide by them and further acknowledges that the breaking of the House Rules and Breaching of the Licence Terms and Conditions may lead to the Termination of this License and Eviction.

Signed By:

MIRANDA MAY RILEY

Name of Occupant

Signature of Occupant

Date:

Great Southern Community Housing Association

Date:

Name of Housing Coordinator

Signature of Housing Coordinator

Date:

Local Planning Scheme No. 1
Application: Residential Buildings x 3 - P2150650
Schedule of Submissions for 28-30 Stirling Terrace Albany WA

Issue	Officer Comment
<p>The scale and size of the planned development is out of proportion to the existing streetscape and surrounding houses. The house at 26 Brunswick Rd would be completely shaded by three high two-storey buildings on its western boundary.</p> <p>Potentially removing building two.</p> <p>Various design elements are inconsistent with Norman House. Has wall colour and material to match existing Norman House been considered? Matching roof designs but different wall colour does not exhibit clarity of design intent.</p>	<p>In this instance the primary assessment policy is <i>State Planning Policy 3.1 - Residential Design Codes (R Codes)</i>. The proposal has been designed to be of a similar size and scale of the adjoining Norman house. An assessment of the proposal has been made and the proposal is compliant with setbacks. A variation has been proposed for a section of ridge height to be consistent with Norman House. Screening and/or minor openings have been proposed on eastern elevation to avoid overlooking. An overlooking variation to the northern boundary as received no response.</p> <p>The density of the site is set by Local Planning Scheme No.1 and development densities governed by the R codes. The density of the proposed development is compliant with the R codes. On this basis the City does not have the ability to remove development, such as this case, which is compliant with the applicable element of the R codes.</p> <p>Overshadowing is a provision of <i>State Planning Policy 3.1 - Residential Design Codes (R Codes)</i>. The R 30 density of the site allows for 35% of the adjoining properties site area to be overshadowed. An overshadowing assessment has been undertaken, with the maximum overshadowing on the adjoining property is 22% .</p> <p>When development is occurring next to a heritage building it is now common practice to seek to compliment the building through design.</p>

Issue	Officer Comment
	<p>This can be achieved through the replicating certain design features while having other components different. This approach is taken on the grounds that a clear delineation between the heritage building and current development is made. There would be a general presumption against the use of skillion roofs in such close proximity to the Historic Stirling Terrace Precinct.</p>
<p>Proposed parking facilities are is not adequately provided for. The present proposal contravenes parking requirements under the Planning and Development Act and should not be granted permission to proceed in its current form.</p>	<p><i>Local Planning Scheme No.1</i>, which is an instrument of the <i>Planning Development Act 2005</i> provides the standards for parking bay numbers and design. <i>Local Planning Scheme No.1</i> also provides options for cash in lieu of parking and joint use parking arrangement. Given the land use proposed and surrounding context of the development site, both options have been recommended as a condition of approval.</p>
<p>No provision appears to be made for noise control. A noise impact study undertaken by Environmental Consultant has not been submitted</p>	<p>An acoustic study is generally required in the instance where there is a likelihood that the land use may potentially breach the Noise regulations. In this instance, given that the proposed land use is of a residential nature, an acoustic report was not required. In response to noise concerns the applicant has lodged a management plan. The enforcement of the management plan would be require to be an ongoing condition of consent. The management plan proposes a number of measures to address noise, including ;</p> <ul style="list-style-type: none"> • A full time caretaker living on site

Issue	Officer Comment
	<ul style="list-style-type: none"> • All tenants signing a tenancy agreement; • House Rules which all tenants are required to abide by, this includes behaviour standards and visitor exclusion hours; and • Tenants being evicted within 24 hours in the event of illegal activity and 48 hours in the event of anti-social behaviour. <p>A copy of the management plan is available for review as an attachment to the Council Item.</p>
<p>Concerns regarding compliance with DFES, Building Code of Australia, disability access and Australian Standards.</p>	<p>The planning application for the City is only assessed under the scope of the Planning and Development Act 2005 and associated policies. The building permit process provides the legal requirement and assessment of the proposal against the Building Code of Australia and associated legislative requirement pertaining to disability access and fire.</p> <p>A Certified Building Permit will be required to be lodged to the City of Albany. This permit is required to detail how the proposal (including parking and access ways) complies with the Building Code of Australia, Disability Standard and any other agency requirements.</p> <p>In addition to the above, a condition of consent requires a vehicular parking and access plan to be submitted for approval. All car parking is required to be in accordance with Car parking and access is to be designed in accordance with the Australian Standard 2890.</p>

Issue	Officer Comment
	Application are referred within the City of Albany's internal Department and are advised of the various legislative requirements in addition to the BCA that are required to be met, this includes the provisions under Health legislation.
<p>Appropriate screening would be needed for any balconies or landings that overlook neighbouring properties. Detail of this screening has not been supplied for comment.</p> <p>Screening has not been provided for stairways and landings</p>	Details of screening will be required as a condition of planning consent. This is common practice in instances where screening has been proposed. Details of the screening are required to be submitted to the City of Albany for approval in accordance with the R codes. As stairways and landings are not outdoor areas which are used for entertainment, there is no ability to require screening through the R codes.
Proposed renovation and replanning of existing Norman House has not been submitted with the application.	The renovation of Norman House is not proposed as part of the current application. At the time such an application is received it will require a Heritage Impact Statement and details of works to be undertaken. Conditions are proposed as part of the current application in order to proceed the heritage interests on the subject property.
Location of bin storage has not been provided.	It is proposed that the matter of bin storage be addressed via a condition of consent. The location will be required to be suitably located and approved by the City of Albany.

Issue	Officer Comment
Details of fencing have not been provided for comment.	Fencing will be a matter for the applicant and relevant adjoining landowner. The Dividing Fences Act and Albany Fencing Local Law will provide guidance to both parties.
Concerns regarding disruptions during the construction period.	In order to mitigate and manage this issue it is proposed to apply a condition of consent requiring a construction management plan. Given the location of the site this will potentially involving traffic management details. Hours of construction are will also be an element of the management plans, however, hours of construction are ultimately governed and enforced by the City.

City of Albany
MONTHLY FINANCIAL REPORT
For the Period Ended 29th February 2016

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City of Albany
Compilation Report
For the Period Ended 29th February 2016

Report Purpose

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

Overview

No matters of significance are noted.

Statement of Financial Activity by reporting nature or type

Is presented on page 3 and shows a surplus For the Period Ended 29th February 2016 of \$20,299,635.

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

Preparation

Prepared by: S Beech
Reviewed by: D Olde
Date prepared: 23/03/2016

City of Albany
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
For the Period Ended 29th February 2016

	Note	Original Annual Budget	Revised Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	
Operating Revenues								
Rate Revenue		32 446 624	32 556 624	32 352 898	32 361 449	8 551	0.0%	
Grants & Subsidies		2 861 525	2 836 948	2 008 405	2 014 982	6 577	0.3%	
Contributions, Donations & Reimbursements		503 577	534 577	413 976	409 157	(4 819)	(1.2%)	
Profit on Asset Disposal		778 817	778 817	648 243	679 632	31 389	4.6%	
Fees and Charges		16 773 408	16 768 318	12 992 717	13 649 451	656 734	4.8%	▲
Interest Earnings		1 067 515	1 117 515	859 299	864 084	4 785	0.6%	
Other Revenue		367 000	510 196	387 764	369 123	(18 641)	(5.1%)	
Total		54 798 466	55 102 995	49 663 302	50 347 879	676 026		
Operating Expense								
Employee Costs		(24 064 424)	(24 116 400)	(15 485 055)	(15 032 540)	452 515	3.0%	▼
Materials and Contracts		(18 217 273)	(18 648 099)	(10 951 781)	(9 136 888)	1 814 893	19.9%	▼
Utilities Charges		(1 880 911)	(1 880 911)	(1 191 395)	(943 855)	247 540	26.2%	▼
Depreciation (Non-Current Assets)		(15 906 098)	(17 913 197)	(11 954 927)	(11 836 972)	117 955	1.0%	▼
Interest Expenses		(1 031 072)	(1 031 072)	(495 760)	(494 560)	1 200	0.2%	
Insurance Expenses		(807 919)	(807 919)	(807 919)	(808 551)	(632)	(0.1%)	
Loss on Asset Disposal		(2 801)	(2 801)	0	(153 816)	(153 816)	(100.0%)	▲
Other Expenditure		(2 438 340)	(2 543 540)	(1 702 198)	(1 663 831)	38 367	2.3%	
Less Allocated to Infrastructure		864 475	862 475	575 392	974 427	399 035	41.0%	▲
Total		(63 484 363)	(66 081 464)	(42 013 643)	(39 096 587)	2 917 056		
Contributions for the Development of Assets								
Grants & Subsidies		20 498 747	21 854 986	3 598 051	3 565 779	(32 272)	(0.9%)	
Contributions, Donations & Reimbursements		613 000	656 333	56 969	80 950	23 981	29.6%	
Net Operating Result		12 425 850	11 532 850	11 304 679	14 898 021	3 560 810		
Funding Balance Adjustment								
Add Back Depreciation		15 906 098	17 913 197	11 954 927	11 836 972	(117 955)	(1.0%)	▼
Adjust (Profit)/Loss on Asset Disposal		(776 016)	(776 016)	(648 243)	(525 816)	(122 427)	(23.3%)	▼
Funds Demanded From Operations		27 555 932	28 670 031	22 611 363	26 209 177	3 597 814		
Capital Revenues								
Proceeds from Disposal of Assets		1 528 590	1 528 590	1 041 069	966 981	(74 088)	(7.7%)	▼
Total		1 528 590	1 528 590	1 041 069	966 981	(74 088)		
Acquisition of Fixed Assets								
Land and Buildings	5	(5 475 609)	(5 523 865)	(1 496 011)	(1 239 128)	256 883	20.7%	▼
Plant and Equipment	5	(5 082 613)	(5 105 004)	(2 678 705)	(2 378 551)	300 154	12.6%	▼
Furniture and Equipment	5	(801 493)	(801 493)	(130 735)	(81 818)	48 917	59.8%	
Infrastructure Assets - Roads	5	(5 163 717)	(6 342 760)	(2 322 352)	(2 343 639)	(21 287)	(0.9%)	
Infrastructure Assets - Other	5	(23 044 151)	(23 685 373)	(7 013 180)	(5 788 078)	1 225 102	21.2%	▼
Total		(39 567 583)	(41 458 495)	(13 640 983)	(11 831 214)	1 809 769		
Financing/Borrowing								
Debt Redemption		(1 819 703)	(1 819 703)	(929 737)	(937 690)	(7 953)	(0.8%)	
Loan Drawn Down		600 000	600 000	(8)	0	8	100.0%	
Total		(1 219 703)	(1 219 703)	(929 745)	(937 690)	(7 945)		
Demand for Resources		(11 702 764)	(12 479 578)	9 081 704	14 407 255	5 325 551		
Restricted Funding Movements								
Opening Funding Surplus(Deficit)		3 149 428	3 183 413	3 183 413	3 183 417	4	0.0%	
Restricted Cash Utilised		2 712 556	2 712 556	2 708 963	2 708 963	0	0.0%	
Transfer to Reserves		(12 688 843)	(12 725 093)	0	0	0		
Transfer from Reserves		18 529 625	19 310 435	0	0	0		
Closing Funding Surplus(Deficit)	2	0	1 731	14 974 080	20 299 635	5 325 555		

REPORT ITEM CSF 230 REFERS

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th February 2016

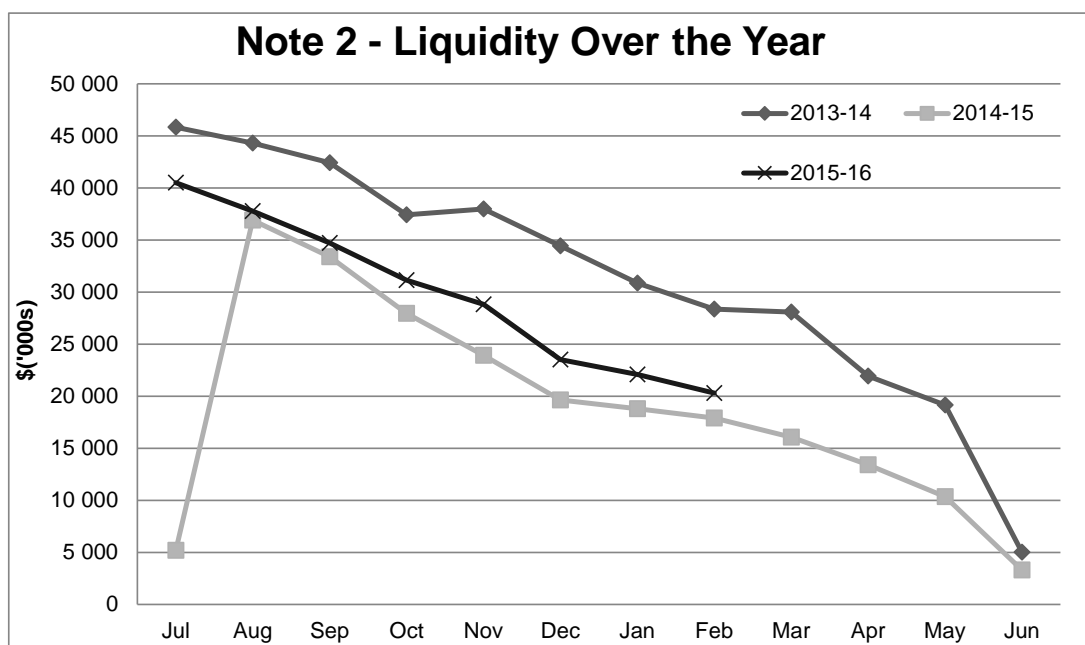
Note 1: EXPLANATION OF MATERIAL VARIANCES IN EXCESS OF \$50,000

	Var.	Var.	Timing/ Permanent	Explanation of Variance
1.1 Operating Revenues	\$			
Rate Revenue	8 551			No material variance.
Grants & Subsidies	6 577			No material variance.
Contributions, Donations & Reimbursements	(4 819)			No material variance.
Profit on Asset Disposal	31 389			No material variance.
Fees and Charges	656 734	▲	Timing	Higher than forecasted revenue taken at several business units including NAC and refuse sites.
Interest Earnings	4 785			No material variance.
Other Revenue	(18 641)			
1.2 Operating Expense				
Employee Costs	452 515	▼	Timing	A number of positions budgeted for and as yet not filled. \$200k due to increased employee expenditure on capital projects as reflected in the Less Allocated to Infrastructure variance. No material variances at the end of year are expected.
Materials and Contracts	1 814 893	▼	Timing	A number of projects yet to commence, expected to be closer to budget as projects commence.
Utilities Charges	247 540	▼	Timing	Timing of receipt of invoices. No material variances at the end of year are expected.
Depreciation (Non-Current Assets)	117 955	▼	Timing	Timing difference due to new acquisitions/projects not yet added to asset register. No material variances at the end of year are expected.
Interest Expenses	1 200			No material variance.
Insurance Expenses	(632)			No material variance.
Loss on Asset Disposal	(153 816)	▲	Permanent	Land sale \$10k, held at higher value based on square meterage - land found to be too narrow to develop, wouldn't meet residential design codes and no reticulated sewer. Only option to sell to adjoining neighbour. Non cash item.
Other Expenditure	38 367			No material variance.
Less Allocated to Infrastructure	399 035	▲	Timing	Increased allocation of works to capital works.
1.3 Contributions for the Development of Assets				
Grants & Subsidies	(32 272)			No material variance.
Contributions, Donations & Reimbursements	23 981			No material variance.
1.4 Funding Balance Adjustment				
Add Back Depreciation	(117 955)	▼	Timing	Timing difference due to new acquisitions/projects not yet added to asset register. No material variances at the end of year are expected.
Adjust (Profit)/Loss on Asset Disposal	(122 427)	▼	Permanent	Land sale \$10k, held at higher value based on square meterage - land found to be too narrow to develop, wouldn't meet residential design codes and no reticulated sewer. Only option to sell to adjoining neighbour. Non cash item.
1.5 Capital Revenues				
Proceeds from Disposal of Assets	(74 088)	▼	Timing	No material variance.
1.6 Acquisition of Fixed Assets				
Land and Buildings	256 883	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects.
Plant and Equipment	300 154	▼	Timing	Timing of plant replacement. \$1.5million committed in purchase orders.
Furniture and Equipment	48 917			No material variance.
Infrastructure Assets - Roads	(21 287)			No material variance.
Infrastructure Assets - Other	1 225 102	▼	Timing	Timing issue between budgeted commencement of projects and actual commencement of projects.
1.7 Financing/Borrowing				
Debt Redemption	(7 953)			No material variance.
Loan Drawn Down	8			No material variance.
1.8 Restricted Funding Movements				
Opening Funding Surplus(Deficit)	4			No material variance.
Restricted Cash Utilised - Loan	0			No material variance.
Transfer to Reserves	0			No material variance.
Transfer from Reserves	0			No material variance.

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th February 2016

Note 2: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
2015-16			
Note	This Period	Last Period	Same Period Last Year
	\$	\$	\$
Current Assets			
Cash Unrestricted	17 921 709	18 862 107	17 326 250
Cash Restricted	16 957 488	16 904 254	13 296 585
Receivable - Rates and Rubbish	4 579 349	5 545 865	4 707 474
Receivables - Other	1 902 209	1 883 213	2 183 770
Investments - LG Unit Trust Shares	205 605	205 605	232 551
Accrued Income	193 771	197 358	240 333
Prepaid Expenses	21 895	21 895	9 012
Investment Land	303 950	303 950	502 954
Stock on Hand	790 960	794 058	741 691
	42 876 935	44 718 305	39 240 620
Less: Current Liabilities			
Payables	(2 282 384)	(2 400 789)	(2 215 862)
Accrued Expenses	0	0	0
Income in advance	(79 359)	(83 002)	(38 337)
Provisions	(3 764 103)	(3 693 244)	(3 406 261)
Retentions	(191 576)	(199 952)	(277 540)
	(6 317 423)	(6 376 987)	(5 938 000)
Add Back: Loans	920 037	920 037	751 904
Less: Cash Restricted	(16 670 358)	(16 670 358)	(13 108 475)
Unutilised - Loan	0	0	(2 320 630)
Investment land	(303 950)	(303 950)	(502 954)
Investments - LG Unit Trust Shares	(205 605)	(205 605)	(232 551)
Net Current Funding Position	20 299 635	22 081 442	17 889 914



Comments - Net Current Funding Position

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th February 2016

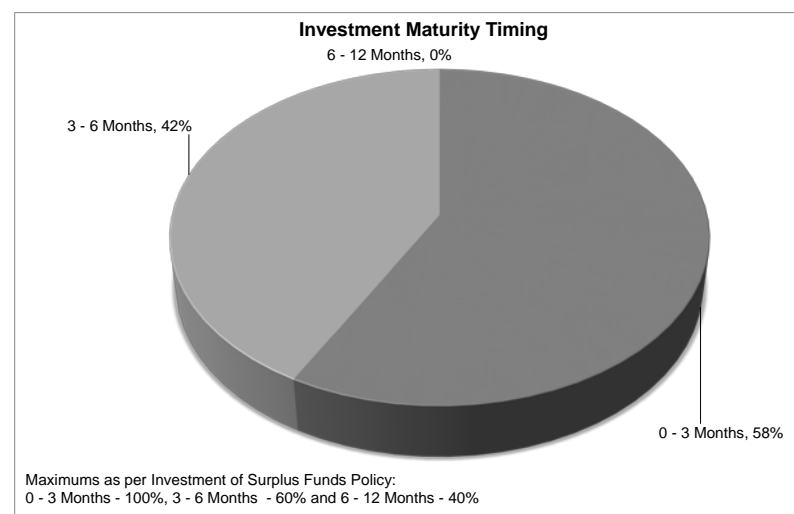
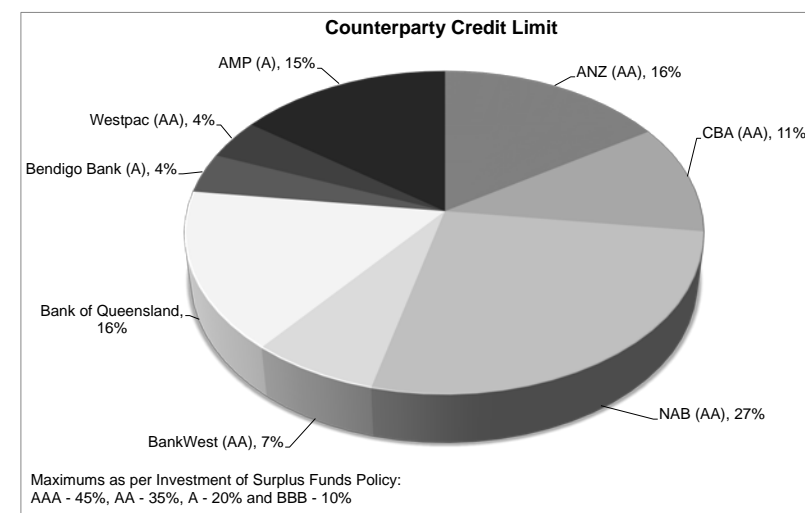
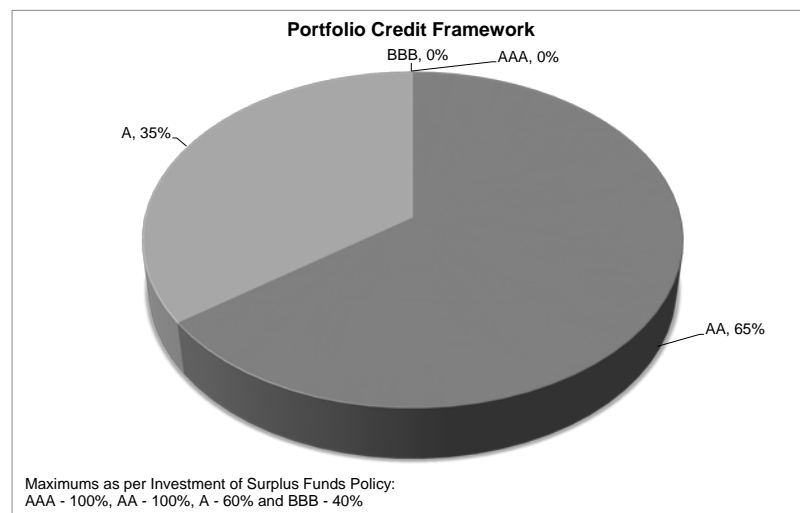
Note 3: CASH INVESTMENTS

Deposit Ref	Institution	Rating	Deposit Date	Term (Days)	Invested Interest rates	Amount Invested	Expected Interest	Amount Invested (Days)			Comparative rate		Budget v Actual			
								0 - 3 Months	3 - 6 Months	6 - 12 Months	Prior Month Interest Rate	Interest Rate at time of Report	Year to Date Budget	Year to Date Actual	Var.\$	
General Municipal																
B33822504	CBA	AA	07/12/2015	91	2.88%	1 000 000	7 180	1 000 000			2.88%	2.88%				
398387	Westpac	AA	23/12/2015	91	3.00%	1 000 000	7 479	1 000 000			3.00%	3.00%				
10284420	NAB	AA	22/12/2015	91	2.97%	1 000 000	7 405	1 000 000			2.97%	2.97%				
974906476	ANZ	AA	25/01/2016	91	2.95%	1 500 000	11 032	1 500 000			3.00%	2.95%				
TD252349709-355329	AMP	A	22/09/2015	181	2.80%	2 000 000	27 770		2 000 000		2.80%	2.80%				
10284421	NAB	AA	22/09/2015	182	3.00%	2 000 000	29 918		2 000 000		3.00%	3.00%				
10286359	NAB	AA	29/09/2015	183	3.00%	2 000 000	30 082		2 000 000		3.00%	3.00%				
370972	Bank of Queensland	A	23/02/2016	90	3.00%	1 000 000	7 397	1 000 000			2.85%	3.00%				
1723357	Bendigo	A	23/02/2016	90	2.65%	1 000 000	6 534	1 000 000			2.50%	2.65%				
Subtotal						12 500 000	134 798	6 500 000	6 000 000	-			440 840	296 686	(144 154)	
Restricted																
363475	Bank of Queensland	A	02/12/2015	183	3.00%	2 500 000	37 603		2 500 000		3.00%	3.00%				
4358487	BankWest	AA	02/12/2015	91	2.95%	2 000 000	14 710	2 000 000			2.95%	2.95%				
10299823	NAB	AA	22/02/2016	90	3.00%	2 500 000	18 493	2 500 000			2.86%	3.00%				
69843	ANZ	AA	01/12/2015	91	3.00%	3 000 000	22 438	3 000 000			3.00%	3.00%				
B33822504	CBA	AA	05/02/2016	90	2.90%	2 000 000	14 301	2 000 000			2.83%	2.90%				
TD063649032-354395	AMP	A	09/09/2015	180	2.80%	2 000 000	27 616		2 000 000		2.80%	2.80%				
370969	Bank of Queensland	A	23/02/2016	90	3.00%	1 000 000	7 397	1 000 000			2.85%	3.00%				
Subtotal						15 000 000	142 559	10 500 000	4 500 000	-			149 280	283 118	133 838	
Total Funds Invested						27 500 000	277 357	17 000 000	10 500 000	-			590 120	579 803	(10 317)	

Comments/Notes - Cash Investments

City of Albany
Monthly Investment Report
For the Period Ended 29th February 2016

Note 3A: GRAPHICAL REPRESENTATION - CASH INVESTMENTS



City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th February 2016

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

Opening Arrears Previous Years

Rates Levied this year

Refuse Levied

ESL Levied

Other Charges Levied

Less Collections to date

Equals Current Outstanding

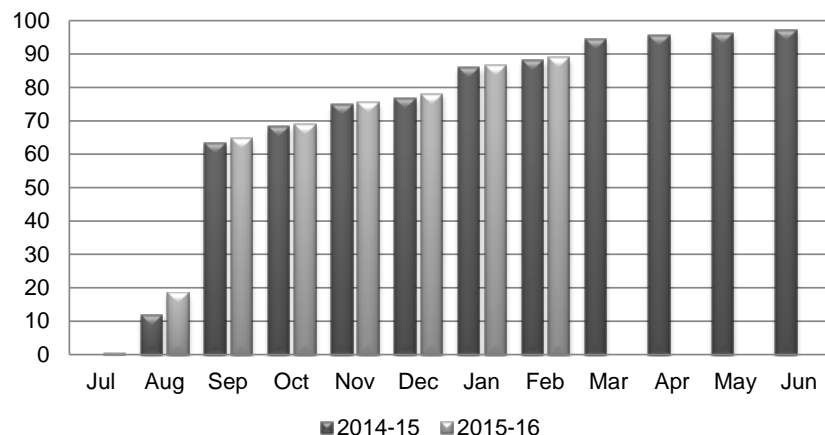
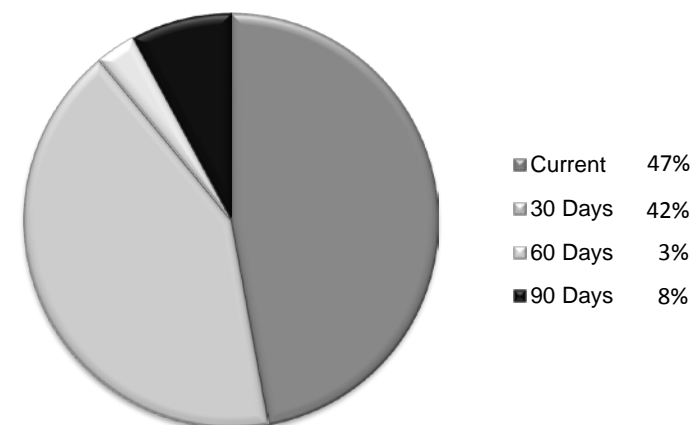
Total Rates & Charges Collectable

% Collected

Current 2015-16	Previous 2014-15	Total
\$	\$	\$
	1 068 405	1 068 405
32 361 449		32 361 449
5 599 973		5 599 973
2 488 112		2 488 112
363 398		363 398
(36 514 945)	(787 043)	(37 301 988)
4 297 988	281 361	4 579 349
		4 579 349
		89.07%

Receivables - General

Current	30 Days	60 Days	90 Days
\$	\$	\$	\$
667 240	593 616	44 407	111 248
			1 416 512

Total Outstanding**Amounts shown above include GST (where applicable)****Note 4 - Rates & Refuse % Collected****Note 4 - Accounts Receivable (non-rates)**

Comments/Notes - Receivables Rates and Refuse

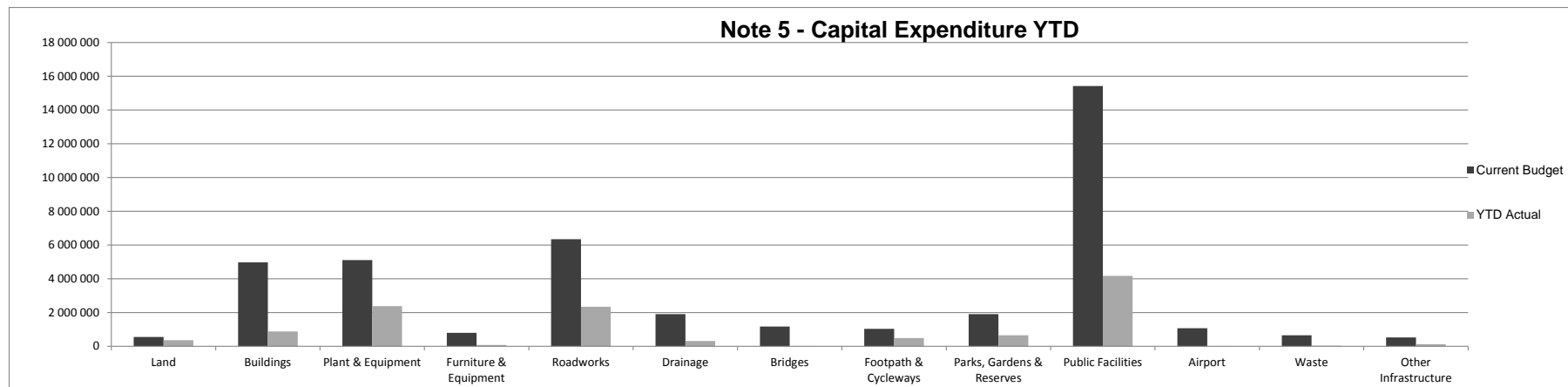
Comments/Notes - Receivables General

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 29th February 2016

Note 5: CAPITAL ACQUISITIONS

Contributions Information					Summary Acquisitions					
Grants	Reserves	Borrowing	Restricted	Total		Original Budget	Current Budget	YTD Budget	Actual	Variance
\$	\$	\$		\$		\$			\$	\$
0	0	0	0	0	Property, Plant & Equipment	513 516	549 100	359 100	360 635	1 535 ▲
2 458 000	595 000	0	0	3 053 000	Land	4 962 093	4 974 765	1 136 911	878 493	(258 418) ▼
0	1 009 485	0	520 000	1 529 485	Buildings	5 082 613	5 105 004	2 678 705	2 378 551	(300 154) ▼
0	268 688	0	0	268 688	Plant & Equipment	801 493	801 493	130 735	81 818	(48 917) ▼
					Furniture & Equipment					
					Infrastructure					
3 521 492	272 000	0	0	3 793 492	Roadworks	5 163 717	6 342 760	2 322 352	2 343 639	21 287 ▲
350 000	0	0	0	350 000	Drainage	1 905 071	1 905 071	725 115	312 900	(412 215) ▼
1 140 000	26 331	0	0	1 166 331	Bridges	1 166 331	1 166 331	0	321	321 ▲
246 650	0	0	0	246 650	Footpath & Cycleways	1 031 112	1 031 120	567 073	492 920	(74 153) ▼
497 798	0	0	0	497 798	Parks, Gardens & Reserves	1 636 208	1 908 983	1 240 776	651 462	(589 314) ▼
12 272 807	50 000	600 000	2 192 556	15 115 363	Public Facilities	15 429 039	15 422 214	4 322 426	4 175 104	(147 322) ▼
575 000	495 000	0	0	1 070 000	Airport	1 070 000	1 070 000	0	1 620	1 620 ▲
0	581 390	0	0	581 390	Waste	581 390	653 154	53 150	30 189	(22 961) ▼
230 000	0	0	0	230 000	Other Infrastructure	225 000	528 500	104 640	123 562	18 922 ▲
21 291 747	3 297 894	600 000	2 712 556	27 902 197	Totals	39 567 583	41 458 495	13 640 983	11 831 214	(1 809 769)

Comments - Capital Acquisitions



TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

EFT/CHQ	Date	Name	Description	Amount
EFT106331	25/02/2016	BJ PANIZZA FAMILY TRUST	Return Defect Liability Bond	5 822.00
EFT106332	25/02/2016	DA & RG SYMES	Refund Incomplete Works Bond	6 792.50
Total				\$ 12 614.50

MASTERCARD TRANSACTIONS - FEBRUARY 2016

Date	Payee	Description	Amount
2/02/16	EAWARDS	Qantas Australian Tourism Awards - Tickets	2 210.00
2/02/16	EAWARDS	Qantas Australian Tourism Awards - Tickets - Refund	-1 958.00
3/02/16	AKOLDADE PTY LTD	Social Media for Government Conference - N Watson	2 418.90
4/02/16	CROWN METROPOL MELBOURNE	Accommodation - C Woods - Qantas Australian Tourism Awards	1 140.51
8/02/16	TRYBOOKING	Childrens Book Council of Australia - National Conference - D Adeline	575.90
10/02/16	QANTAS AIRLINES	Flights - Perth to Sydney Return - D Adeline - CBCA National Conference	425.00
10/02/16	REGIONAL EXPRESS AIRLINES	Flights - Albany to Perth Return - D Adeline - CBCA National Conference	352.27
10/02/16	BREMER BAY RESORT	Accommodation - M Bird - Destination Marketing	226.50
11/02/16	TRAVELODGE SYDNEY	Accommodation - D Adeline - CBCA National Conference	380.62
17/06/16	QANTAS AIRLINES	Flights - N Watson - Perth to Canberra Return - Social Media for Government Conference	1 357.00
23/02/16	KINGS PARK MOTEL	Accommodation - P Camins - LGMA Training Event	320.00
25/02/16	QANTAS AIRLINES	Flights - A Putland - Perth to Albury - Regional Capitals Alliance	556.00
30/01/16	VIRGIN AUSTRALIA	Flights - J Gray - Albany to Perth Return - Conference	425.11
8/02/16	ALBANY DOG ROCK MOTEL	Dinner - A Sharpe, D Wellington, C Brown (C Brown) & G Brownhill	327.00
10/02/16	IVVY HOLDING PTY LTD	A Putland - Registration Regional Capitals Alliance	566.50
11/02/16	BANKSIA GARDENS RESORT ALBANY	Accommodation - LGIS Trainor C Brown	1 210.00
23/02/16	REGIONAL EXPRESS AIRLINES	Flights - D Wellington & A Sharpe - Albany to Perth Return - Meetings in Perth	704.53
23/02/16	VIRGIN AUSTRALIA	Flights - A Sharpe - Albany to Perth Return - LGIS Board Meeting	404.49
31/01/16	INDIAN OCEAN HOTEL	Accommodation - L Battinson - Training	534.00
18/03/16	FIRE TRADER AUSTRALIA	Fire Warden Uniforms	393.44
23/02/16	REGIONAL EXPRESS AIRLINES	Flights - Albany to Perth Return - G Shephard - Conference/Training	352.27
23/02/16	REGIONAL EXPRESS AIRLINES	Flights - Albany to Perth Return - B Scott - Training	352.27
23/02/16	SWIFTYPE.COM	Monthly Website Fee	345.83
4/02/16	KEEP AUSTRALIA BEAUTIFUL	Keep Australia Beautiful Awards - Ceremony Tickets - D Wellington & A Sharpe	352.00
9/02/16	BREMER BAY RESORT	Accommodation - Clr Stocks & Clr Sutton - Bremer Bay	280.00
17/02/16	QANTAS AIRLINES	Flights - Perth to Albury Return - D Wellington & A Sharpe - Regional Capitals Alliance	926.00
17/02/16	REGIONAL EXPRESS AIRLINES	Flights - Albany to Perth Return - D Wellington - Regional Capitals Alliance	354.72
22/02/16	TRAVEL RESERVATION	Accommodation - D Wellington, A Sharpe & C Woods - Taste of the Great Southern Meeting	747.00
23/02/16	REGIONAL EXPRESS AIRLINES	Flights - Albany to Perth Return - D Wellington, A Sharpe & C Woods - Taste of the Great Southern Meeting	1 056.80
23/02/16	REGIONAL EXPRESS AIRLINES	Flights - Albany to Perth Return - Clr Hollingworth - CEO Appraisal Training	352.27
VARIOUS	SUNDRY < \$ 200.00		1 421.15
Total			\$ 19 110.08

PAYROLL 16/02/2016 - 15/03/2016

Date	Description	Amount
18/02/2016	COA - Salaries	\$ 586 318.86
03/03/2016	COA - Salaries	\$ 601 276.02
Total		\$ 1 187 594.88

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
31036	18/02/2016	M SIMOJOKI	Crossover Subsidy	282.23
31037	18/02/2016	P & D GHAI	Crossover Subsidy	137.93
31038	18/02/2016	BAKERS DELIGHT	Catering	42.50
31039	18/02/2016	R DEY	Rates Refund	456.70
31040	18/02/2016	PETTY CASH	Petty Cash Reimbursements	157.40
31041	18/02/2016	PETTY CASH	Petty Cash Reimbursements	185.45
31042	18/02/2016	PETTY CASH	Petty Cash Reimbursements	89.45
31043	18/02/2016	TOWN OF VICTORIA PARK	Library Items	18.70
31044	18/02/2016	WATER CORPORATION	Water Charges Various Locations	10 563.77
31045	25/02/2016	ABERDEEN STREET DENTAL CARE	Insurance Claim	430.00
31046	25/02/2016	W FREELAND	Refund	75.00
31047	25/02/2016	G MAULO	Refund	210.00
31048	25/02/2016	BROADWATER COMO RESORT	Accommodation - Staff Training	410.00
31049	25/02/2016	LANDGATE - PROPERTY & VALUATIONS	Lodgement Fee	164.00
31050	25/02/2016	DEPARTMENT OF TRANSPORT	Jetty Renewal Fee	38.15
31051	25/02/2016	TELSTRA CORPORATION LIMITED	Telephone Charges	6 099.41
31052	25/02/2016	WATER CORPORATION	Water Charges Various Locations	1 614.35
31053	03/03/2016	E HAMILTON	Reimbursement	270.00
31054	03/03/2016	J & A WHILES	Crossover Subsidy	149.71
31055	03/03/2016	T GRIFFITHS	Refund	60.00
31056	03/03/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration	305.10
31057	03/03/2016	SENSIS PTY LTD	February 2016 B1 Business Essential	42.33
31058	03/03/2016	PIVOTEL SATELLITE PTY LIMITED	Satellite Phone Charges	93.00
31059	03/03/2016	PROBATE OFFICE	Probate Search(s)	109.80
31060	03/03/2016	SUSAN CAROL ANGWIN	Art Tutoring	900.00
31061	03/03/2016	TELSTRA CORPORATION LIMITED	Telephone Charges	18 143.71
31062	03/03/2016	WATER CORPORATION	Supply And Install Standard Water Service	8 155.41
31063	03/03/2016	WATER CORPORATION	Raise Manhole	2 102.60
31064	10/03/2016	R YOUNGMAN	Crossover Subsidy	196.83
31065	10/03/2016	DAMON ANNISON	Merchandise Order - NAC	353.96
31066	10/03/2016	CASH	Petty Cash	750.00
31067	10/03/2016	DEPARTMENT OF TRANSPORT	Amazing Albany Number Plates	200.00
31068	10/03/2016	DEPARTMENT OF TRANSPORT	Vehicle Registration	587.85
31069	10/03/2016	MANYPEAKS GENERAL STORE	Diesel Fuel Purchases - Bush Fire Brigades	446.58
31070	10/03/2016	PORTNER PRESS PTY LTD	Employment Law Update 1 2016	97.00
31071	10/03/2016	WATER CORPORATION	Isolate And Decommission - Water Main & Sewer	12 994.28
31072	10/03/2016	THE ESTATE OF J WOJTASIAK	Rates Refund	9.00
EFT105993	18/02/2016	ABA SECURITY	Security Services	88.00

Total**\$ 67 030.20**

REPORT ITEM CSF 231 REFERS

EFT	Date	Name	Description	Amount
EFT105994	18/02/2016	ACME DRYCLEANER & LAUNDRY SERVICES	Dry Cleaning	52.00
EFT105995	18/02/2016	AD CONTRACTORS PTY LTD	Temporary Fencing	9 773.75
EFT105996	18/02/2016	ADVERTISER PRINT	Printing Services	2 350.00
EFT105997	18/02/2016	ALBANY SECURITY SUPPLIES	Security Services	99.00
EFT105998	18/02/2016	ALBANY INDUSTRIAL SERVICES PTY LTD	Equipment Hire	17 907.45
EFT105999	18/02/2016	ALBANY SOIL AND CONCRETE TESTING	Professional Services - Testing	4 646.40
EFT106000	18/02/2016	ALBANY V-BELT AND RUBBER	Vehicle Parts	1 514.83
EFT106001	18/02/2016	ALBANY MOTORCYCLES	Vehicle Service	67.90
EFT106002	18/02/2016	ALBANY RETRAVISION	Material Supply - Heater	99.00
EFT106003	18/02/2016	ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	1 126.90
EFT106004	18/02/2016	ALBANY LEGAL PTY LTD	Professional Services	659.00
EFT106005	18/02/2016	ALBANY RECORDS MANAGEMENT	Storage Services	99.00
EFT106006	18/02/2016	ALBANY MATTRESS CLEANING	Cleaning Services	40.00
EFT106007	18/02/2016	ALBANY FORD & CHRYSLER JEEP	Vehicle Parts	178.17
EFT106008	18/02/2016	ALUMINIUM SEATING SPECIALISTS	Material Supply - Aluminium Seating	5 879.50
EFT106009	18/02/2016	AMPHIBIAN PLUMBING AND GAS	Plumbing Services	1 781.00
EFT106010	18/02/2016	PAPERBARK MERCHANTS	Material Supply - Reading Material	763.25
EFT106011	18/02/2016	APEX CLUB OF ALBANY INCORPORATED	Material Supply - Apex Drive Memorial Books	248.75
EFT106012	18/02/2016	ARDESS NURSERY	Material Supply - Native Plant Tubes	437.70
EFT106013	18/02/2016	ATC WORK SMART	Casual Staff/Apprentice Fees	20 091.38
EFT106014	18/02/2016	AUSTRALIA POST	Postage/Agency Fees	8 333.95
EFT106015	18/02/2016	AUSTRALIA'S SOUTH WEST	Holiday Planner 2016	10 350.00
EFT106016	18/02/2016	AWESOME ARTS AUSTRALIA LTD	Hire Of Awesome Arts Australia Imagination Playground Set	1 620.00
EFT106017	18/02/2016	BARRETT'S MINI EARTHMOVING & CHIPPING	Tree Removal	2 420.00
EFT106018	18/02/2016	GEOFFREY BASTYAN	Retrieval Boat Hire	487.50
EFT106019	18/02/2016	ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	4 003.82
EFT106020	18/02/2016	BERTOLA HIRE SERVICES ALBANY PTY LTD	Equipment Hire	1 151.55
EFT106021	18/02/2016	BEST OFFICE SYSTEMS	Photocopier Charges	373.88
EFT106022	18/02/2016	BIG SKY PUBLISHING	Merchandise Order - NAC	577.20
EFT106023	18/02/2016	MATTHEW BIRD	Staff Reimbursement	64.20
EFT106024	18/02/2016	BLACKWOODS	Material Supply - Cement	392.70
EFT106025	18/02/2016	ALBANY BOBCAT SERVICES	Equipment Hire	327.25
EFT106026	18/02/2016	BOOEASY AUSTRALIA PTY LTD	Monthly Commission - January 2016	5 682.52
EFT106027	18/02/2016	BRANDNET PTY LTD T/AS MILITARY SHOP	Merchandise Order - NAC	1 357.29
EFT106028	18/02/2016	BRIANNA ARIS	Staff Reimbursement	300.00
EFT106029	18/02/2016	BUNNINGS GROUP LIMITED	Hardware/Tool Supplies	147.90
EFT106030	18/02/2016	C&C MACHINERY CENTRE	Vehicle Maintenance/Parts	644.45
EFT106031	18/02/2016	CALTEX AUSTRALIA PETROLEUM PTY LTD	Star Card Fuel Purchases For January 2016	7 894.06
EFT106032	18/02/2016	CALTEX AUSTRALIA PETROLEUM PTY LTD	Litres Diesel Fuel For Depot	9 746.33
EFT106033	18/02/2016	DONNA CAMERON DESIGN	Design Services	886.60
EFT106034	18/02/2016	CAPE AGENCIES	Material Supply - Gas Bottles	83.60
EFT106035	18/02/2016	CARAVAN INDUSTRY ASSOCIATION WA	RAC Perth Caravan And Camping Show 2016	4 860.90
EFT106036	18/02/2016	J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Repairs/Maintenance	598.03
EFT106037	18/02/2016	BIS CLEANAWAY LIMITED	Rubbish Removal Contract January 2016	205 590.87
EFT106038	18/02/2016	N MCGREGOR	Rates Refund	4 661.61
EFT106039	18/02/2016	SUE CODEE	Merchandise Order - NAC	84.00
EFT106040	18/02/2016	COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	177.05
EFT106041	18/02/2016	CONSTRUCTION EQUIPMENT AUSTRALIA	Material Supply - Vehicle/Equipment Parts	544.75
EFT106042	18/02/2016	ALBANY SIGNS	Material Supply - Signs	66.00
EFT106043	18/02/2016	DOWNER EDI WORKS PTY LTD	Material Supply - Cement/Hotmix	527.74
EFT106044	18/02/2016	HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Cement/Hotmix	359.04
EFT106045	18/02/2016	AL CURNOW HYDRAULICS	Material Supply - Vehicle/Equipment Parts	705.94

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EFT106046	18/02/2016 DE JONGE MECHANICAL REPAIRS	Vehicle Service	726.00
EFT106047	18/02/2016 LANDGATE - PROPERTY & VALUATIONS	Valuation Services	4 350.95
EFT106048	18/02/2016 DEPARTMENT OF TRANSPORT	Vehicle Search Fees	73.70
EFT106049	18/02/2016 JANINE DETERMES	Group Fitness Instruction	180.00
EFT106050	18/02/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY	Hygiene Services	75.00
EFT106051	18/02/2016 PHIL DONCON'S PAINT STORM	Australia Day Entertainment	2 411.20
EFT106052	18/02/2016 DYLAN'S ON THE TERRACE	Catering	2 351.80
EFT106053	18/02/2016 EASIFLEET MANAGEMENT	Motor Vehicle Lease	8 232.16
EFT106054	18/02/2016 EDEN GATE ESTATE	Merchandise Order	207.00
EFT106055	18/02/2016 ALBANY ENGINEERING COMPANY	Material Supply - Manufactured Hose Fittings	274.32
EFT106056	18/02/2016 FEDEX	Freight Costs	416.77
EFT106057	18/02/2016 ALBANY FIREBREAK AND SLASHING CO. PTY LTD	Slashing Services	121.00
EFT106058	18/02/2016 ALL TRUCK REPAIRS	Vehicle Maintenance	52.25
EFT106059	18/02/2016 TAMMIE FLOWER	Group Fitness Instruction	405.00
EFT106060	18/02/2016 GORDON WALMSLEY PTY LTD	Material Supply - Asphalt	51 516.50
EFT106061	18/02/2016 GRANDE FOOD SERVICE	Catering Supplies	146.32
EFT106062	18/02/2016 GREAT SOUTHERN GROUP TRAINING	Casual Staff/Apprentice Fees	1 786.55
EFT106063	18/02/2016 SOUTHERN SHARPENING SERVICES	ALAC Annual Fire Panel - November Testing	2 504.70
EFT106064	18/02/2016 GREAT SOUTHERN SAND & LANDSCAPING SUPPLIES	Equipment Hire	7 282.00
EFT106065	18/02/2016 GREAT SOUTHERN SUPPLIES	Cleaning Supplies	1 775.16
EFT106066	18/02/2016 GREAT SOUTHERN LIQUID WASTE	Waste Services	5 169.60
EFT106067	18/02/2016 GSM AUTO ELECTRICAL	Vehicle Parts/Maintenance	14.50
EFT106068	18/02/2016 HARVEY NORMAN ELECTRICAL ALBANY	Material Supply - Vacuum Cleaner	259.00
EFT106069	18/02/2016 HELEN MUNT	Professional Services - Heritage Review	1 056.00
EFT106070	18/02/2016 HERCULES PARTNERSHP	Rates Refund	610.70
EFT106071	18/02/2016 HORIZON WEST LANDSCAPE & IRRIGATION PTY LTD	Supply And Installation Of Irrigation For Centennial Park Western Precinct	153 395.11
EFT106072	18/02/2016 HUIT PTY LTD	Rates Refund	528.49
EFT106073	18/02/2016 JOCK'S COMMERCIAL MOWING	Contract Mowing	8 195.70
EFT106074	18/02/2016 GEORGIA ROBYN KIDMAN	Group Fitness Instruction	180.00
EFT106075	18/02/2016 KLB SYSTEMS	Material Supply - IT Equipment	7 524.00
EFT106076	18/02/2016 THE LAKE HOUSE DENMARK	Merchandise Order - NAC	412.50
EFT106077	18/02/2016 LANDMARK PRODUCTS LTD	Material Supply - Building Products	48 224.00
EFT106078	18/02/2016 CAMERON LANGRIDGE	Merchandise Order - NAC	70.80
EFT106079	18/02/2016 THE LEISURE INSTITUTE OF WA (AQUATICS) INC	Staff Training	120.00
EFT106080	18/02/2016 STATE LIBRARY OF WESTERN AUSTRALIA	Lost And Damaged Public Library Materials 2016	1 650.00
EFT106081	18/02/2016 MARIO LIONETTI	Groceries For Day Care Centre	432.16
EFT106082	18/02/2016 LORLAINE DISTRIBUTORS PTY LTD	Cleaning Supplies	147.70
EFT106083	18/02/2016 LOWER KING LIQUOR & GENERAL STORE	Catering	163.98
EFT106084	18/02/2016 M2 TECHNOLOGY PTY LTD	Telephone Message Service	754.01
EFT106085	18/02/2016 M & B SALES PTY LTD	Material Supply - Decking Materials	490.94
EFT106086	18/02/2016 ALBANY CITY MOTORS	Vehicle Parts	43.96
EFT106087	18/02/2016 MARKETFORCE LIMITED	Design Services	778.93
EFT106088	18/02/2016 CHAD MARWICK	Inking The Skin - The Snake Run Project	3 500.00
EFT106089	18/02/2016 MARWICK BROTHERS MEDIA	Photography	1 000.00
EFT106090	18/02/2016 VICKI MICHELLE MARTIN	Group Fitness Instruction	585.00
EFT106091	18/02/2016 I MEYER	Rates Refund	75.00
EFT106092	18/02/2016 MICHAEL & HONOR THWAITES HERITAGE ASSOCIATION	Merchandise Order - NAC	60.00
EFT106093	18/02/2016 AIRPORT SECURITY PTY LTD	Aviation Security Identification Card	220.00
EFT106094	18/02/2016 MJB INDUSTRIES PTY LTD	Drainage Systems Supplies	7 420.14
EFT106095	18/02/2016 MODERN TEACHING AIDS PTY LTD	Material Supply - Educational Play Equipment DCC	329.95
EFT106096	18/02/2016 NURRUNGA COMMUNICATIONS	Material Supply - Radio Equipment	1 275.82
EFT106097	18/02/2016 NEVILLES HARDWARE & BUILDING SUPPLIES	Hardware Supplies	52.25
EFT106098	18/02/2016 ALBANY NEWS DELIVERY	Supply Of Newspapers	109.47
EFT106099	18/02/2016 PAUL NIELSEN	Staff Reimbursement	50.00

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EFT106100	18/02/2016 NOVUS AUTOGLASS REPAIRS & REPLACEMENTS	Material Supply - Windscreen	438.90
EFT106101	18/02/2016 KOMATSU AUSTRALIA PTY LTD	Vehicle Parts	180.77
EFT106102	18/02/2016 ONTIME GUARDRAIL	Material Supply - Guard Railings	13 695.00
EFT106103	18/02/2016 OPUS INTERNATIONAL CONSULTANTS LTD	Design Services	4 063.13
EFT106104	18/02/2016 ORIGIN ENERGY	Bulk Gas Supplies	6 175.85
EFT106105	18/02/2016 M O'TOOLE	Refund	290.74
EFT106106	18/02/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Material Supply - Limestone	55 305.95
EFT106107	18/02/2016 EDITH PENNY	Sale Of Artworks	650.00
EFT106108	18/02/2016 PERTH EXPOHIRE	Furniture Hire	643.72
EFT106109	18/02/2016 PLAY CHECK	Playground Safety Audit	9 586.50
EFT106110	18/02/2016 ALBANY POLICE AND CITIZENS YOUTH CLUB	Albany PCYC Community Ball Tickets	120.00
EFT106111	18/02/2016 KRISTIE PORTER	Group Fitness Instruction	180.00
EFT106112	18/02/2016 PROTECTOR ALSAFE INDUSTRIES PTY LTD	Material Supply - Fire Fighting PPE	77.15
EFT106113	18/02/2016 AIRBLAST AUSTRALIA	Material Supply - Reserves Maintenance Equipment	345.85
EFT106114	18/02/2016 Q SECURITY SYSTEMS	Training	999.90
EFT106115	18/02/2016 REEVES AND COMPANY BUTCHERS PTY LTD	Catering	277.50
EFT106116	18/02/2016 RICOH	Photocopier Charges	19 219.13
EFT106117	18/02/2016 THE ROYAL LIFE SAVING SOCIETY WA INC	Call Centre Fee	388.30
EFT106118	18/02/2016 N RYDE	Rates Refund	4 661.61
EFT106119	18/02/2016 JAMIE SCALLY	Summer Reading Club Entertainment	150.00
EFT106120	18/02/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	759.22
EFT106121	18/02/2016 SMITHS ALUMINIUM AND 4WD CENTRE	Fabrication Of Alloy Channel Sections	44.00
EFT106122	18/02/2016 SOUTH COAST ENVIRONMENTAL	Weed Control Services	1 936.00
EFT106123	18/02/2016 SPRAYLINE SPRAYING EQUIPMENT	Material Supply - Reserves Maintenance Equipment	244.81
EFT106124	18/02/2016 CAITLYN STEIN	Staff Reimbursement	82.00
EFT106125	18/02/2016 STEWART AND HEATON CLOTHING PTY LTD	Uniforms	1 851.28
EFT106126	18/02/2016 STREAMLINE BRICK PAVING	Brick Paving	605.00
EFT106127	18/02/2016 SUSSEX INDUSTRIES (HALKOT PTY LTD T/A)	Material Supply - Reserves Maintenance Equipment	180.82
EFT106128	18/02/2016 SYNERGY	Electricity Supplies	61 299.05
EFT106129	18/02/2016 T & C SUPPLIES	Hardware Supplies	504.85
EFT106130	18/02/2016 TELSTRA LICENSED SHOP ALBANY	Telecommunications Services	60.00
EFT106131	18/02/2016 JANET TEN SELDAM	Staff Reimbursement	82.00
EFT106132	18/02/2016 ANDREA LEE TICKELL	Group Fitness Instruction	90.00
EFT106133	18/02/2016 THE TOFFEE FACTORY	Merchandise Order - NAC	578.21
EFT106134	18/02/2016 CAROLINE ELLEN TOMPKIN	Group Fitness Instruction	180.00
EFT106135	18/02/2016 TOUR OF MARGARET RIVER	Event Sponsorship	22 000.00
EFT106136	18/02/2016 TRANSOFT SOLUTIONS (AUSTRALIA) PTY LTD	IT Software Licence Renewal	396.00
EFT106137	18/02/2016 ALBANY TYREPOWER	Tyre Purchases/Maintenance	133.00
EFT106138	18/02/2016 MOORE STEPHENS PTY LTD	Preparation & Attendance At Audit Committee Meeting	770.00
EFT106139	18/02/2016 VANCOUVER WASTE SERVICES PTY LTD	Material Supply - Screened Top Soil	320.08
EFT106140	18/02/2016 VARIDESH LLC	Office Equipment	1 965.00
EFT106141	18/02/2016 ALBANY VETERINARY HOSPITAL PTY LTD	Veterinary Services	118.94
EFT106142	18/02/2016 WAFFLES GALORE	Catering	42.00
EFT106143	18/02/2016 VICTOR WEBB	Equipment Hire	2 210.00
EFT106144	18/02/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	1 039.72
EFT106145	18/02/2016 LINDY WEINERT	Group Fitness Instruction	135.00
EFT106146	18/02/2016 TOURISM WESTERN AUSTRALIA	Advertising	550.00
EFT106147	18/02/2016 WEST COAST ANALYTICAL SERVICES	Professional Services - Waste Facility Water Monitoring Services	10 850.00
EFT106148	18/02/2016 WORKFORCE ROAD SERVICES P/L	Road Marking Services	10 974.59
EFT106149	18/02/2016 ZENITH LAUNDRY	Laundry Services/Hire	233.56
EFT106150	18/02/2016 PJ & HG ANDERSON	Royalty Payment For Gravel Extraction	7 018.00
EFT106151	18/02/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	1 174.80
EFT106152	23/02/2016 INSTANT SHEDS	Material Supply - Shed & Assorted Equipment	2 290.20
EFT106153	25/02/2016 ABA SECURITY	Security Services	716.58

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EFT106154	25/02/2016 AD CONTRACTORS PTY LTD	Equipment Hire	6 331.55
EFT106155	25/02/2016 ADVANCE PRESS(2013) PTY LTD	Travelsmart Maps	2 915.00
EFT106156	25/02/2016 ALBANY INDUSTRIAL SERVICES PTY LTD	Equipment Hire	1 344.75
EFT106157	25/02/2016 ALBANY PRINTERS	Printing Services	650.00
EFT106158	25/02/2016 ALBANY SOIL AND CONCRETE TESTING	Professional Services - Testing	3 071.20
EFT106159	25/02/2016 ALBANY V-BELT AND RUBBER	Vehicle Parts	126.77
EFT106160	25/02/2016 ALBANY SWEEP CLEAN	Cleaning Services	2 707.50
EFT106161	25/02/2016 ALBANY COMMUNITY HOSPICE	Payroll Deductions	84.00
EFT106162	25/02/2016 TRICOAST CIVIL	Construction Services - Ayres Park	85 399.01
EFT106163	25/02/2016 ALBANY SCREEN PRINTERS	Merchandise Order - NAC	1 956.00
EFT106164	25/02/2016 ALBANY LANDSCAPE SUPPLIES	Material Supply - Gravel	700.00
EFT106165	25/02/2016 ALBANY SKIPS AND WASTE SERVICES PTY LTD	Equipment Hire	545.00
EFT106166	25/02/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	1 345.20
EFT106167	25/02/2016 ALBANY JUNIOR CRICKET ASSOCIATION	Kidsport Vouchers	360.00
EFT106168	25/02/2016 ALBANY IRRIGATION & DRILLING	Material Supply - Reticulation Systems	2 496.70
EFT106169	25/02/2016 ALBANY COMMUNITY FOUNDATION	Payroll Deductions	10.00
EFT106170	25/02/2016 ALBANY MATTRESS CLEANING	Cleaning Services	120.00
EFT106171	25/02/2016 ALINTA	Gas Usage Charges Period	8.65
EFT106172	25/02/2016 AMPHIBIAN PLUMBING AND GAS	Plumbing Services	5 988.20
EFT106173	25/02/2016 ANNETTE CARMICHAEL	Staff Reimbursement	229.21
EFT106174	25/02/2016 APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	2 292.18
EFT106175	25/02/2016 ATC WORK SMART	Casual Staff/Apprentice Fees	1 901.97
EFT106176	25/02/2016 AUDIOCOM ALBANY	Material Supply - Phone Protection	10.00
EFT106177	25/02/2016 AUSTRALIAN TAXATION OFFICE	Payroll Deductions	348 338.37
EFT106178	25/02/2016 AUSTRALIAN SERVICES UNION WA BRANCH	Payroll Deductions	3 826.80
EFT106179	25/02/2016 BARKERS TRENCHING SERVICES	Drilling Services	175.00
EFT106180	25/02/2016 BARTHOLOMEWS MEADERY	Merchandise Order - NAC	179.66
EFT106181	25/02/2016 GEOFFREY BASTYAN	Coastal Monitoring	1 188.75
EFT106182	25/02/2016 CARL BECK	Staff Reimbursement	169.50
EFT106183	25/02/2016 BENNETTS BATTERIES	Material Supply - Hydraulic Oil	2 455.20
EFT106184	25/02/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	11 120.52
EFT106185	25/02/2016 BEST OFFICE SYSTEMS	Photocopier Charges	260.00
EFT106186	25/02/2016 BEWITCHED CLEANING SERVICES	Cleaning	181.50
EFT106187	25/02/2016 BLACK AND WHITE CONCRETING	Construction Of Concrete Footpaths	108 400.00
EFT106188	25/02/2016 BLACKWOODS	Material Supply - Concrete	1 424.50
EFT106189	25/02/2016 KEVIN JAMES BLYTH	Lighting	104.00
EFT106190	25/02/2016 ALBANY BOBCAT SERVICES	Equipment Hire	4 254.25
EFT106191	25/02/2016 BRANDNET PTY LTD T/AS MILITARY SHOP	Merchandise Order - NAC	3 988.82
EFT106192	25/02/2016 BUNNINGS GROUP LIMITED	Material Supply - Pots	101.03
EFT106193	25/02/2016 C&C MACHINERY CENTRE	Repairs & Maintenance	560.05
EFT106194	25/02/2016 CABCHARGE AUSTRALIA LIMITED	Taxi Fares	6.00
EFT106195	25/02/2016 CALIBRE CARE	Material Supply - Equipment	74.80
EFT106196	25/02/2016 CAMLYN SPRINGS WATER DISTRIBUTORS	Water Container Refills	1 034.00
EFT106197	25/02/2016 JOHN CARBERRY	Videography Services	550.00
EFT106198	25/02/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Sports Field Lighting And Power Installation - Centennial Park Western Precinct	184 996.16
EFT106199	25/02/2016 CHILD SUPPORT AGENCY	Payroll Deductions	1 759.58
EFT106200	25/02/2016 CHRIS O'KEEFE CONSTRUCTION COST CONSULTANT	Renovation Estimation	990.00
EFT106201	25/02/2016 CJD EQUIPMENT PTY LTD	Vehicle Parts	53.43
EFT106202	25/02/2016 COLOURFEST	Material Supply - Screening Rights - Harmony Week	250.00
EFT106203	25/02/2016 COUNTRY ARTS WA	Annual Regional Community Organisation Membership Fee To Country Arts WA	77.00
EFT106204	25/02/2016 ALBANY SIGNS	Design Services	852.50
EFT106205	25/02/2016 COVS PARTS PTY LTD	Vehicle Parts	118.15
EFT106206	25/02/2016 G CRUGNALE	Rates Refund	1 058.00
EFT106207	25/02/2016 DOWNER EDI WORKS PTY LTD	Material Supply - Hotmix	2 110.96

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EFT106208	25/02/2016 AL CURNOW HYDRAULICS	Material Supply - Hydraulic Hoses	1 750.39
EFT106209	25/02/2016 CUTTING EDGES PTY LTD	Material Supply - Grader Blades	1 890.13
EFT106210	25/02/2016 CYNERGIC COMMUNICATIONS	Domain Name Registrations	1 107.90
EFT106211	25/02/2016 D & K ENGINEERING	Modify Drain Bucket	2 421.65
EFT106212	25/02/2016 CGS QUALITY CLEANING	Cleaning Services	41 785.54
EFT106213	25/02/2016 DE LAGE LANDEN PTY LIMITED	Professional Services	7 186.30
EFT106214	25/02/2016 DENMARK CO-OPERATIVE CO LTD	Material Supply - Sodium Hypochlorite	58.00
EFT106215	25/02/2016 LANDGATE - PROPERTY & VALUATIONS	Land Enquiry	344.40
EFT106216	25/02/2016 SANDRA DIXON	Counselling Services - EAP	140.00
EFT106217	25/02/2016 DORALANE PASTRIES	Catering	200.00
EFT106218	25/02/2016 DYLAN'S ON THE TERRACE	Catering	353.90
EFT106219	25/02/2016 ESPERANCE FREIGHT LINES	Freight Charges	342.96
EFT106220	25/02/2016 THE FIXUPPERY	Cleaning Services	2 161.26
EFT106221	25/02/2016 TAMMIE FLOWER	Group Fitness Instruction	225.00
EFT106222	25/02/2016 SOUTHERN ELECTRICS	Electrical Repairs/Maintenance	11 217.21
EFT106223	25/02/2016 FRANKS LOADER SERVICE	Slashing & Clearing Services	1 750.00
EFT106224	25/02/2016 FREMANTLE ARTS CENTRE PRESS	Merchandise Order - NAC	201.24
EFT106225	25/02/2016 GALLERY 500	Art Supplies	568.65
EFT106226	25/02/2016 JEFFREY ALLAN GIBB	Merchandise Order - NAC	162.50
EFT106227	25/02/2016 J GILLET	Rates Refund	1 495.97
EFT106228	25/02/2016 GOAD RESOURCES PTY LTD	Freight Charges	247.50
EFT106229	25/02/2016 GOLD MX & FLY FM	Radio Advertising	441.10
EFT106230	25/02/2016 GREEN SKILLS INCORPORATED	Repairs & Maintenance	3 309.79
EFT106231	25/02/2016 SOUTHERN SHARPENING SERVICES	Fire Alarm Installation	2 762.20
EFT106232	25/02/2016 GSP WORKFORCE	Gardening Services	195.00
EFT106233	25/02/2016 GREAT SOUTHERN SUPPLIES	Material Supply - Soil	3 959.03
EFT106234	25/02/2016 GREAT SOUTHERN TURF	Material Supply - Turf	120.00
EFT106235	25/02/2016 GWN GREAT SOUTHERN (PRIME MEDIA GROUP LTD)	Advertising/Branding	2 305.60
EFT106236	25/02/2016 HBF HEALTH LIMITED	Payroll Deductions	340.90
EFT106237	25/02/2016 HELEN LEEDER-CARLSON	Art Classes	480.00
EFT106238	25/02/2016 HITCHCOCK PANEL BEATERS & ALBANY 4 X 4	Material Supply - Radio Equipment	900.00
EFT106239	25/02/2016 MARY HOLT	Staff Reimbursement	207.80
EFT106240	25/02/2016 HUMES WEMBLEY CEMENT	Material Supply - Lid	814.00
EFT106241	25/02/2016 IAP2	Subscription Corporate Membership 2016	1 760.00
EFT106242	25/02/2016 ICKY FINKS WAREHOUSE SALES	Material Supply - Art Canvases	485.12
EFT106243	25/02/2016 ITOMIC WEB SPECIALISTS	Professional Services - Web Development	14 400.00
EFT106244	25/02/2016 JACK THE CHIPPER	Mulching Services	635.25
EFT106245	25/02/2016 ALBANY MAPPING AND SURVEYING SERVICES	Professional Services - Surveying	1 748.45
EFT106246	25/02/2016 JOHN KINNEAR AND ASSOCIATES	Professional Services	6 270.00
EFT106247	25/02/2016 KANDOO WINDSCREENS	Windscreen Repairs	165.00
EFT106248	25/02/2016 GEORGIA ROBYN KIDMAN	Group Fitness Instruction	225.00
EFT106249	25/02/2016 KINJARLING INDIGENOUS CORPORATION	Catering	400.00
EFT106250	25/02/2016 MICHELLE KINNEAR	Group Fitness Instruction	50.00
EFT106251	25/02/2016 KMART ALBANY	Material Supply - Accessories & Resources - DCC	136.50
EFT106252	25/02/2016 ALBANY WORLD OF CARS	Supply & Installation of Vehicle Components	1 885.10
EFT106253	25/02/2016 M2 TECHNOLOGY PTY LTD	Telecommunications Services	754.03
EFT106254	25/02/2016 M & B SALES PTY LTD	Material Supply - Timber	72.23
EFT106255	25/02/2016 BUCHER MUNICIPAL PTY LTD	Material Supply - Vehicle/Equipment Parts	555.34
EFT106256	25/02/2016 ALBANY CITY MOTORS	Material Supply - Vehicle/Equipment Parts	75.72
EFT106257	25/02/2016 MANDALAY TECHNOLOGIES PTY LTD	Annual Software Subscription	26 826.03
EFT106258	25/02/2016 VICKI MICHELLE MARTIN	Group Fitness Instruction	810.00
EFT106259	25/02/2016 J MCGONNELL	Refund	135.00
EFT106260	25/02/2016 MCKAILS GENERAL STORE	Material Supply - Wine	119.94
EFT106261	25/02/2016 MCLEODS BARRISTERS & SOLICITORS	Professional Services	165.00

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EFT106262	25/02/2016 METROCOUNT PTY LTD	Material Supply - Survey Units - Cycle Strategy	13 464.00
EFT106263	25/02/2016 MIRA MAR VETERINARY SERVICES	Veterinary Services	92.50
EFT106264	25/02/2016 MISHVISION FILMS	Videography Services	400.00
EFT106265	25/02/2016 MOSTERT, DJ & H	Merchandise Order - AVC	40.00
EFT106266	25/02/2016 MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - NAC	205.07
EFT106267	25/02/2016 ALBANY NEWS DELIVERY	Supply Of News Papers	109.47
EFT106268	25/02/2016 NIKANA CONTRACTING PTY LTD	Waste Services	781.00
EFT106269	25/02/2016 OCS SERVICES PTY LTD	Cleaning Services	185.90
EFT106270	25/02/2016 OFFICEWORKS SUPERSTORES PTY LTD	Material Supply - IT Equipment	412.17
EFT106271	25/02/2016 IXOM	Material Supply - Chlorine	348.50
EFT106272	25/02/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Material Supply - Clean Fill	9 465.89
EFT106273	25/02/2016 A PARKER	Rates Refund	1 500.00
EFT106274	25/02/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Assorted Signage	253.00
EFT106275	25/02/2016 PHILLIP BEST PLUMBING PTY LTD	Plumbing Services	3 701.50
EFT106276	25/02/2016 PLASTICS PLUS	Material Supply - Plasticware	86.24
EFT106277	25/02/2016 @THE POOLSIDE	Catering	250.00
EFT106278	25/02/2016 KRISTIE PORTER	Group Fitness Instruction	630.00
EFT106279	25/02/2016 PPCA	Venue Hire	619.40
EFT106280	25/02/2016 PROMOTIONAL USB	Amazing Albany Lanyards	1 760.00
EFT106281	25/02/2016 PUBLIC LIBRARIES AUSTRALIA LTD	PLA Econnect February Subscription	209.55
EFT106282	25/02/2016 RADIOWEST BROADCASTERS PTY LTD	Call To Action Campaign	3 710.50
EFT106283	25/02/2016 REEVES AND COMPANY BUTCHERS PTY LTD	Catering	373.45
EFT106284	25/02/2016 REECE PTY LTD	Material Supply - Plumbing Supplies	19.80
EFT106285	25/02/2016 REPLICIA MEDALS & RIBBONS PTY LTD	Merchandise Order - NAC	61.60
EFT106286	25/02/2016 HAZEL ROOME SOUTH COAST COUNSELLING	Counselling Services - EAP	250.00
EFT106287	25/02/2016 ROYALE PATISSERIE	Catering	150.00
EFT106288	25/02/2016 ROYAL HASKONING	Middleton Beach AWAC Planning And Preparation	16 819.00
EFT106289	25/02/2016 RURAL AND URBAN LAND SERVICES	Slashing & Clearing Services	214.50
EFT106290	25/02/2016 CHRISTINE MARY SARGENT	Group Fitness Instruction	90.00
EFT106291	25/02/2016 SCRIBE PUBLICATIONS PTY LTD	Merchandise Order - NAC	409.39
EFT106292	25/02/2016 SHEILAH RYAN	Gardening Services	455.00
EFT106293	25/02/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	6 747.43
EFT106294	25/02/2016 SMITHS ALUMINIUM AND 4WD CENTRE	Material Supply - Aerial Extension	295.00
EFT106295	25/02/2016 SMITH CONSTRUCTIONS ALBANY PTY LTD	Town Square Retention	9 213.05
EFT106296	25/02/2016 SOUTHERN TOOL & FASTENER CO	Hardware Supplies/Tools	51.54
EFT106297	25/02/2016 SOUTH COAST NATURAL RESOURCE MANAGEMENT	Building Expenses	210.47
EFT106298	25/02/2016 GARY OWEN SPENCE	Lawn Mowing Services	115.00
EFT106299	25/02/2016 ST CLARE FAMILY & OCCUPATIONAL PRACTICE	Employee Consultation	150.00
EFT106300	25/02/2016 STEWART AND HEATON CLOTHING PTY LTD	Material Supply - Fire Fighting PPE	246.69
EFT106301	25/02/2016 STIRLING PRINT	Printing Services	302.90
EFT106302	25/02/2016 SUBWAY	Catering	260.00
EFT106303	25/02/2016 ALBANY LOCK SERVICE	Security Services	419.80
EFT106304	25/02/2016 SYNERGY	Electricity Charges	7 460.15
EFT106305	25/02/2016 T & C SUPPLIES	Hardware Supplies	471.20
EFT106306	25/02/2016 T-QUIP	Vehicle Parts	485.15
EFT106307	25/02/2016 THINKWATER ALBANY	Irrigation Supplies	3 299.58
EFT106308	25/02/2016 CALIBRE CONSULTING (AUST) PTY LTD	Professional Services - Torbay Hill Community Fire Management Strategy	1 100.00
EFT106309	25/02/2016 THE TOFFEE FACTORY	Merchandise Order - NAC	239.58
EFT106310	25/02/2016 TOTAL GREEN RECYCLING	Waste Services	2 769.09
EFT106311	25/02/2016 TRAILBLAZERS	Material Supply - Bags	165.30
EFT106312	25/02/2016 THE TROPHY SHOP	Material Supply - Trophies - Indoor Hockey	129.90
EFT106313	25/02/2016 ALBANY TYREPOWER	Tyre Purchases/Maintenance/Repairs	549.00
EFT106314	25/02/2016 VANCOUVER WASTE SERVICES PTY LTD	Waste Services	24 019.18
EFT106315	25/02/2016 VARIDESH LLC	Office Equipment	655.00

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EFT106316	25/02/2016 ALBANY VETERINARY HOSPITAL PTY LTD	Veterinary Services	130.95
EFT106317	25/02/2016 VOEGELER CREATIONS	Merchandise Order - NAC	154.00
EFT106318	25/02/2016 JULIA WARREN	Group Fitness Instruction	202.50
EFT106319	25/02/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	1 520.49
EFT106320	25/02/2016 WESTERBERG PANEL BEATERS	Vehicle Towing	132.00
EFT106321	25/02/2016 WESTRAC EQUIPMENT PTY LTD	Vehicle Parts	17.67
EFT106322	25/02/2016 WALGA	Material Supply - 2016 Local Government Directories	100.50
EFT106323	25/02/2016 WESTERN AUSTRALIAN MUSEUM	Brig Amity Management Fees	3 520.00
EFT106324	25/02/2016 WEST-OZ WEB SERVICES	Booking & Marketing Fees	2 172.06
EFT106325	25/02/2016 R WHITE	Rates Refund	899.39
EFT106326	25/02/2016 BO WONG	Bella Kelly Project Documentation	1 200.00
EFT106327	25/02/2016 WOOD AND GRIEVE ENGINEERS	Professional Services - Drainage	2 306.70
EFT106328	25/02/2016 WOODLANDS DISTRIBUTORS AND AGENCIES	Material Supply - Waste Services	198.00
EFT106329	25/02/2016 ZENITH LAUNDRY	Laundry Services/Hire	99.35
EFT106330	25/02/2016 ZIPFORM	Printing Services	6 239.80
EFT106333	01/03/2016 SELEX SYSTEMS INTERGRATION INC	Repairs & Maintenance	4 890.34
EFT106334	03/03/2016 ACTIV FOUNDATION INC.	Material Supply - Waste Services	90.00
EFT106335	03/03/2016 AD CONTRACTORS PTY LTD	Equipment Hire	5 656.55
EFT106336	03/03/2016 SUMER ADDY - THE MENTAL COACH	Material Supply - Snake Run Project	150.00
EFT106337	03/03/2016 ALBANY SECURITY SUPPLIES	Security Services	60.00
EFT106338	03/03/2016 ALBANY SOIL AND CONCRETE TESTING	Professional Services - Testing	2 653.75
EFT106339	03/03/2016 ALBANY INDOOR PLANT HIRE	Plant Hire	1 054.02
EFT106340	03/03/2016 ALBANY REFRIGERATION	Refrigeration & Air-conditioning Repairs & Maintenance	220.00
EFT106341	03/03/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	781.20
EFT106342	03/03/2016 ALBANY MILK DISTRIBUTORS	Milk Deliveries February 2016	268.40
EFT106343	03/03/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	638.00
EFT106344	03/03/2016 ALBANY IRRIGATION & DRILLING	Material Supply - Irrigation Equipment	1 920.85
EFT106345	03/03/2016 ALBANY STAINLESS STEEL	Repairs & Maintenance	66.00
EFT106346	03/03/2016 ALBANY MATTRESS CLEANING	Cleaning Services	120.00
EFT106347	03/03/2016 ALBANY CLEAN AND GREEN CARWASH	Car Wash Credit	200.00
EFT106348	03/03/2016 ALINTA	Gas Usage Charges	256.60
EFT106349	03/03/2016 AMANDA JANE STANBOROUGH	2015/16 Community Leadership Grant	350.00
EFT106350	03/03/2016 AMPHIBIAN PLUMBING AND GAS	Plumbing Services	7 550.20
EFT106351	03/03/2016 APPRENTICE & TRAINEESHIP COMPANY	Casual Staff/Apprentice Fees	1 032.24
EFT106352	03/03/2016 ARTYCOOL IMAGERY - NIC DUNCAN	Snake Run Photography	500.00
EFT106353	03/03/2016 ATC WORK SMART	Casual Staff/Apprentice Fees	24 929.67
EFT106354	03/03/2016 AUSTRALIAN FINE JEWELLERY PTY LTD	Merchandise Order - NAC	567.86
EFT106355	03/03/2016 BALL BODY BUILDERS	Material Supply - Semi Mountable Grates	6 560.00
EFT106356	03/03/2016 BARRETT'S MINI EARTHMOVING & CHIPPING	Road Works & Maintenance	14 413.64
EFT106357	03/03/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	9 812.82
EFT106358	03/03/2016 BIG SKY PUBLISHING	Merchandise Order - NAC	428.80
EFT106359	03/03/2016 ALBANY BITUMEN SPRAYING	Road Works & Maintenance	2 887.50
EFT106360	03/03/2016 BLACK AND WHITE CONCRETING	Construction Of Concrete Footpath	107 166.50
EFT106361	03/03/2016 BLACKWOODS	Material Supply - Paint	504.44
EFT106362	03/03/2016 BLAIR RICHARD IRELAND	2015/16 Community Leadership Grant	350.00
EFT106363	03/03/2016 ALBANY BOBCAT SERVICES	Tree Removal & Maintenance	2 010.25
EFT106364	03/03/2016 BOBS BIKES	Replacement Helmet For Skate Park Activity Bag	85.00
EFT106365	03/03/2016 BROOKS GARDEN CAFE	Refund	120.00
EFT106366	03/03/2016 CONSTRUCTION TRAINING FUND	BCITF Levy For The Month Of February 2016	28 805.10
EFT106367	03/03/2016 BUILDING COMMISSION	BSL Levy For The Month Of February 2016	22 608.09
EFT106368	03/03/2016 BUNNINGS GROUP LIMITED	Hardware/Tool Supplies	126.76
EFT106369	03/03/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Litres Diesel Fuel For Depot	10 752.27
EFT106370	03/03/2016 CAMLYN SPRINGS WATER DISTRIBUTORS	Water Container Refills	412.00
EFT106371	03/03/2016 PAUL CAMINS	Staff Reimbursement	147.00

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EFT106372	03/03/2016 CAMERON FARMS PTY LTD	Rates Refund	1 769.30
EFT106373	03/03/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Repairs/Maintenance	368.02
EFT106374	03/03/2016 CJD EQUIPMENT PTY LTD	Vehicle Parts	318.16
EFT106375	03/03/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	31.87
EFT106376	03/03/2016 GLEN JOHN COLBUNG	Attendance At Noongar Consultative Committee	200.00
EFT106377	03/03/2016 COURIER AUSTRALIA	Freight Fees	1 216.04
EFT106378	03/03/2016 ALBANY SIGNS	Material Supply - Assorted Signage	77.00
EFT106379	03/03/2016 DOWNER EDI WORKS PTY LTD	Material Supply - Coldmix	5 355.13
EFT106380	03/03/2016 AL CURNOW HYDRAULICS	Vehicle Parts/Maintenance	14.57
EFT106381	03/03/2016 ALBANY CYCLING CLUB	Kidsport Vouchers	600.00
EFT106382	03/03/2016 D & K ENGINEERING	Repairs & Maintenance	245.00
EFT106383	03/03/2016 DANIKA BELTRAMA	Staff Reimbursement	82.00
EFT106384	03/03/2016 DAVRIC AUSTRALIA	Merchandise Order - NAC	408.76
EFT106385	03/03/2016 DAVID ROBERTS GRAPHICS	REVV Standard License & Annual Maintenance	1 562.00
EFT106386	03/03/2016 JANINE DETERMES	Group Fitness Instruction	135.00
EFT106387	03/03/2016 G & M DETERGENTS & HYGIENE SERVICES ALBANY	Material Supply - Cleaning Supplies	392.00
EFT106388	03/03/2016 DIGGER'S VIEW PTY LTD	Merchandise Order - NAC	740.00
EFT106389	03/03/2016 DYLAN'S ON THE TERRACE	Catering	2 751.20
EFT106390	03/03/2016 EASIFLEET MANAGEMENT	Motor Vehicle Lease Rental	7 852.56
EFT106391	03/03/2016 EBSCO PUBLISHING	Material Supply - Reading Material	16.49
EFT106392	03/03/2016 ELDERS LIMITED	Material Supply - Herbicide	324.60
EFT106393	03/03/2016 EYERITE SIGNS	Material Supply - Assorted Signage	1 708.30
EFT106394	03/03/2016 ALBANY FIREBREAK AND SLASHING CO. PTY LTD	Slashing & Clearing Services	121.00
EFT106395	03/03/2016 NATHAN FIRTH	Development, Design And Construction Of Historical Display For Snake Run Project	500.00
EFT106396	03/03/2016 FLIPZONE	Kidsport Vouchers	600.00
EFT106397	03/03/2016 TAMMIE FLOWER	Group Fitness Instruction	450.00
EFT106398	03/03/2016 G FOSTER	Rates Refund	41.16
EFT106399	03/03/2016 GLASS SUPPLIERS	Reglaze Windows/Doors	49.50
EFT106400	03/03/2016 GRACE REMOVALS GROUP	Removal Fee & Insurance - VAC Event	484.00
EFT106401	03/03/2016 GREAT SOUTHERN GROUP TRAINING	Casual Staff/Apprentice Fees	6 392.90
EFT106402	03/03/2016 GREAT SOUTHERN PEST & WEED CONTROL	Pest Control	286.00
EFT106403	03/03/2016 GREAT SOUTHERN SUPPLIES	Cleaning Supplies	3 014.66
EFT106404	03/03/2016 GREENMAN TRADING COMPANY	Tree Removal & Maintenance	1 512.50
EFT106405	03/03/2016 GRESLEY ABAS PTY LTD	Full Service Consultant - Centennial Park Sporting Precinct	90 750.54
EFT106406	03/03/2016 GREAT SOUTHERN TAEKWONDO	Kidsport Vouchers	196.00
EFT106407	03/03/2016 STEPHEN GRIMMER	Staff Reimbursement	193.40
EFT106408	03/03/2016 GSM AUTO ELECTRICAL	Vehicle Parts/Maintenance	24.65
EFT106409	03/03/2016 GT BEARING AND ENGINEERING SUPPLIES	Material Supply - Cargo Net	350.00
EFT106410	03/03/2016 GTR PUBLISHING	Advertising	2 310.00
EFT106411	03/03/2016 HART SPORT	Merchandise Order - ALAC	834.30
EFT106412	03/03/2016 HELEN LEEDER-CARLSON	Art Classes With Helen	240.00
EFT106413	03/03/2016 HELEN MUNT	Professional Services - Heritage Advisory	3 814.11
EFT106414	03/03/2016 T HENDERSON	Rates Refund	398.05
EFT106415	03/03/2016 HHG LEGAL GROUP	Professional Services	650.00
EFT106416	03/03/2016 INTERACTCARD	Material Supply - Printing Components	732.60
EFT106417	03/03/2016 ITOMIC WEB SPECIALISTS	Events Calendar Licences	178.00
EFT106418	03/03/2016 JACK THE CHIPPER	Mulching Services	508.20
EFT106419	03/03/2016 ALBANY MAPPING AND SURVEYING SERVICES	Professional Services - Surveying	6 061.17
EFT106420	03/03/2016 JJ'S HIAB SERVICES & JJ'S GREAT SOUTHERN	Freight Fees	970.20
EFT106421	03/03/2016 JOHN KINNEAR AND ASSOCIATES	Road Widening	6 347.00
EFT106422	03/03/2016 JUST SEW EMBROIDERY	Embroidery	28.60
EFT106423	03/03/2016 KING RIVER HORSE AND PONY CLUB	Kidsports Vouchers	200.00
EFT106424	03/03/2016 LYNETTE BARBARA KNAPP	Attendance At Noongar Consultative Committee	200.00
EFT106425	03/03/2016 LATRO LAWYERS	Professional Services	238.92

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EFT106426	03/03/2016 LET'S PARTY HIRE	Equipment Hire	440.00
EFT106427	03/03/2016 MARIO LIONETTI	Groceries For Day Care Centre	135.34
EFT106428	03/03/2016 LOCKEEZ LUNCHBAR	Catering	215.00
EFT106429	03/03/2016 STANLEY JAMES LOO	Attendance At Noongar Consultative Committee	200.00
EFT106430	03/03/2016 MARIANTHE LOUCATARIS	Events Co-Ordinator Vancouver Street Festival	2 000.00
EFT106431	03/03/2016 M2 TECHNOLOGY PTY LTD	Telecommunications Services	402.60
EFT106432	03/03/2016 M & B SALES PTY LTD	Material Supply - Timber	232.62
EFT106433	03/03/2016 ALBANY EVENT HIRE	Equipment Hire	1 755.00
EFT106434	03/03/2016 MANYPEAKS CRICKET CLUB	Funding Contribution - Many Peaks Oval Maintenance/Upgrades	14 266.00
EFT106435	03/03/2016 VICKI MICHELLE MARTIN	Group Fitness Instruction	585.00
EFT106436	03/03/2016 MHW INTEGRATION PTY LTD	Maintenance & Support For The National Anzac Centre	6 875.00
EFT106437	03/03/2016 GRAEME DOUGLAS MINITER	Attendance At Noongar Consultative Committee	200.00
EFT106438	03/03/2016 JUSTIN MINITER	Attendance At Noongar Consultative Committee	200.00
EFT106439	03/03/2016 JASON WAYDE MINITER	Attendance At Noongar Consultative Committee	200.00
EFT106440	03/03/2016 MJB INDUSTRIES PTY LTD	Material Supply - Concrete Piping	35 693.36
EFT106441	03/03/2016 LINDAS BOOKS	Merchandise Order - AVC	37.79
EFT106442	03/03/2016 NURRUNGA COMMUNICATIONS	Material Supply - Radio Equipment	1 422.72
EFT106443	03/03/2016 MSS SECURITY	Security Services	2 270.16
EFT106444	03/03/2016 ALBANY NEWS DELIVERY	Newspaper Deliveries	15.50
EFT106445	03/03/2016 NOVUS AUTOGLASS REPAIRS & REPLACEMENTS	Material Supply - Vehicle Canopy Glass	660.00
EFT106446	03/03/2016 OCS SERVICES PTY LTD	Cleaning Services	13 385.35
EFT106447	03/03/2016 OFFICEWORKS SUPERSTORES PTY LTD	Material Supply - IT Equipment	271.55
EFT106448	03/03/2016 OKEEFE'S PAINTS	Material Supply - Paint	109.22
EFT106449	03/03/2016 OUTDOOR WORLD ALBANY	Material Supply - Retaining Wall Panels	2 333.00
EFT106450	03/03/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Road Widening & Reconstruction	281 998.59
EFT106451	03/03/2016 PATHWAYS	Leadership Development Program Executive Directors And Managers	7 406.54
EFT106452	03/03/2016 PERTH INTERNATIONAL ARTS FESTIVAL	Sponsorship For The Great Southern Festival	22 000.00
EFT106453	03/03/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Assorted Signage	268.40
EFT106454	03/03/2016 CAROL JOY PETTERSEN	Attendance At Noongar Consultative Committee	200.00
EFT106455	03/03/2016 PLAYRIGHT AUSTRALIA PTY LTD	Material Supply - Playground Equipment	1 980.00
EFT106456	03/03/2016 KRISTIE PORTER	Group Fitness Instruction	495.00
EFT106457	03/03/2016 REECE PTY LTD	Material Supply - Plumbing Equipment	1 491.70
EFT106458	03/03/2016 CHILD AUSTRALIA	Building Skills For Resilient Children	480.00
EFT106459	03/03/2016 UNITED TOOLS ALBANY	Hardware/Tool Supplies	121.00
EFT106460	03/03/2016 CHRISTINE MARY SARGENT	Group Fitness Instruction	90.00
EFT106461	03/03/2016 SKAL INTERNATIONAL ALBANY	Skal Meeting	80.00
EFT106462	03/03/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	569.42
EFT106463	03/03/2016 SMITH CONSTRUCTIONS ALBANY PTY LTD	Supply & Installation of Skate Inhibitors	1 240.25
EFT106464	03/03/2016 SOUTHCOAST SECURITY SERVICE	Security Services	184.80
EFT106465	03/03/2016 SOUTHERN EDGE ARTS INC	Kidsport Vouchers	2 580.00
EFT106466	03/03/2016 SOUTH COAST CRANES	Equipment Hire	616.00
EFT106467	03/03/2016 STATS	Retaining Wall Stabilisation And Drainage Works	60 170.00
EFT106468	03/03/2016 STEWART AND HEATON CLOTHING PTY LTD	Material Supply - Fire Fighting PPE	246.70
EFT106469	03/03/2016 STIRLING PRINT	Printing Supplies	289.50
EFT106470	03/03/2016 ST JOHN AMBULANCE ASSOCIATION WA INC	Training	199.00
EFT106471	03/03/2016 SUNNY SIGN COMPANY	Material Supply - Assorted Signage	974.05
EFT106472	03/03/2016 ALBANY LOCK SERVICE	Security Services	966.65
EFT106473	03/03/2016 SUTTON'S CARPET CLEANING	Cleaning Services	154.00
EFT106474	03/03/2016 SYNERGY	Electricity Supplies	32 280.65
EFT106475	03/03/2016 T & C SUPPLIES	Hardware Supplies/Tools	2 194.28
EFT106476	03/03/2016 T-QUIP	Vehicle Parts	187.95
EFT106477	03/03/2016 TECTONICS CONSTRUCTION GROUP PTY LTD	Crickets And Soccer Pavilion Construction	234 104.90
EFT106478	03/03/2016 TIM WATERS DESIGN	Design Services	4 493.50
EFT106479	03/03/2016 CAROLINE ELLEN TOMPKIN	Group Fitness Instruction	270.00

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EFT106480	03/03/2016 ALBANY TYREPOWER	Tyre Purchases/Maintenance	90.00
EFT106481	03/03/2016 RT & JR WALKER	Merchandise Order - NAC	630.00
EFT106482	03/03/2016 JULIA WARREN	Group Fitness Instruction	450.00
EFT106483	03/03/2016 WATCH REPAIR CENTRE	Repairs & Maintenance	1 500.00
EFT106484	03/03/2016 WESTRAC EQUIPMENT PTY LTD	Vehicle Parts	174.57
EFT106485	03/03/2016 LANDMARK LIMITED	Material Supply - Trough Blocks	46.89
EFT106486	03/03/2016 NICOLETTE MULCAHY	Councillor Attendance& Travel Allowance - 1/3/16 - 31/3/16	2 184.17
EFT106487	03/03/2016 WOODLANDS DISTRIBUTORS AND AGENCIES	Cleaning Supplies	396.00
EFT106488	03/03/2016 STEVEN WOODS	Attendance At Noongar Consultative Committee	200.00
EFT106489	03/03/2016 RJ AND LF TWEDDLE	Compensation For Road Widening	3 905.00
EFT106490	10/03/2016 JADES @ 14 PEELS PLACE	Catering	1 012.00
EFT106491	10/03/2016 ACORN TREES AND STUMPS	Tree Removal & Maintenance	6 806.25
EFT106492	10/03/2016 AD CONTRACTORS PTY LTD	Road Widening & Reconstruction	225 978.92
EFT106493	10/03/2016 AECOM AUSTRALIA PTY LTD	Professional Services - Concept Plan - Design Amendments	18 183.00
EFT106494	10/03/2016 AERODROME MANAGEMENT SERVICES PTY LTD	Apron Marking Plan Update	418.00
EFT106495	10/03/2016 AIRPORT LIGHTING SPECIALISTS PTY LTD	Material Supply - Airport Lighting	807.40
EFT106496	10/03/2016 ALBANY BRAKE AND CLUTCH	Vehicle Maintenance	29.70
EFT106497	10/03/2016 ALBANY SOIL AND CONCRETE TESTING	Professional Services - Testing	7 700.00
EFT106498	10/03/2016 ALBANY TV SERVICES	Material Supply - Radio Equipment	2 765.00
EFT106499	10/03/2016 ALBANY GAS CENTRE PTY LTD	Repairs & Maintenance	132.00
EFT106500	10/03/2016 SOUTHERN PORTS AUTHORITY - PORT OF ALBANY	Renewal MSIC Card	235.00
EFT106501	10/03/2016 ALBANY CAR STEREO	Vehicle Parts/Maintenance	12.50
EFT106502	10/03/2016 ALBANY REFRIGERATION	Repairs & Maintenance	803.00
EFT106503	10/03/2016 ALBANY SCREEN PRINTERS	Printing Supplies	473.00
EFT106504	10/03/2016 ALBANY SINFONIA INC	Financial Support For Sinfonia Quarterly Concerts For 2016	1 650.00
EFT106505	10/03/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	925.95
EFT106506	10/03/2016 GIRL GUIDES WESTERN AUSTRALIA (INC)	Venue Hire	150.00
EFT106507	10/03/2016 ALBANY PSYCHOLOGICAL SERVICES	Counselling Services - EAP	880.00
EFT106508	10/03/2016 ALBANY MILK DISTRIBUTORS	Milk Deliveries	302.98
EFT106509	10/03/2016 ALBANY OFFICE PRODUCTS DEPOT	Stationery Supplies	29.00
EFT106510	10/03/2016 ALBANY LEGAL PTY LTD	Professional Services	11 323.20
EFT106511	10/03/2016 ALBANY MATTRESS CLEANING	Cleaning Services	80.00
EFT106512	10/03/2016 AMITY PAINTING & DECORATING	Painting Services	1 364.00
EFT106513	10/03/2016 AMPHIBIAN PLUMBING AND GAS	Plumbing Services	3 458.00
EFT106514	10/03/2016 PAPERBARK MERCHANTS	Material Supply - Reading Material	199.60
EFT106515	10/03/2016 AUDIOVAULT INDUSTRIES PTY LTD	Equipment Hire	743.60
EFT106516	10/03/2016 BAKERS FOOD & FUEL	Catering - Fire Suppression Activities	7 585.37
EFT106517	10/03/2016 BARRETTS MINI EARTHMOVING & CHIPPING	Tree Removal & Maintenance	3 416.00
EFT106518	10/03/2016 BENNETTS BATTERIES	Material Supply - Lubricants	264.00
EFT106519	10/03/2016 ADVANCED TRAFFIC MANAGEMENT WA PTY LTD	Traffic Control Services	32 643.40
EFT106520	10/03/2016 BEST OFFICE SYSTEMS	Photocopier Charges	1 561.91
EFT106521	10/03/2016 BIG SKY PUBLISHING	Merchandise Order - NAC	65.97
EFT106522	10/03/2016 ALBANY BOBCAT SERVICES	Equipment Hire	1 168.75
EFT106523	10/03/2016 MARGIT ANNETTE BONDIN	Survey & Written Report For Lake Mullocullup	300.00
EFT106524	10/03/2016 BRIDGESTONE AUSTRALIA LTD	Tyre Purchases/Maintenance	38.50
EFT106525	10/03/2016 BUNNINGS GROUP LIMITED	Hardware/Tool Supplies	526.21
EFT106526	10/03/2016 BUSY BLUE BUS	Bus Transfers	350.00
EFT106527	10/03/2016 CALTEX AUSTRALIA PETROLEUM PTY LTD	Litres Diesel Fuel For Depot	18 457.46
EFT106528	10/03/2016 JOHN CARBERRY	Material Supply - Mobile Rig Projector Components	660.00
EFT106529	10/03/2016 J & S CASTLEHOW ELECTRICAL SERVICES	Electrical Repairs/Maintenance	2 011.97
EFT106530	10/03/2016 CHANEY ARCHITECTURE	Professional Services - Design/Architectural Services	11 550.00
EFT106531	10/03/2016 CJD EQUIPMENT PTY LTD	Vehicle Parts	93.50
EFT106532	10/03/2016 CLARK EQUIPMENT SALES PTY LTD	Machine Parts	147.38
EFT106533	10/03/2016 BIS CLEANAWAY LIMITED	Waste Removal Contract	4 586.76

REPORT ITEM CSF 231 REFERS

EFT106534	10/03/2016 COATES HIRE OPERATIONS PTY LIMITED	Equipment Hire	1 129.34
EFT106535	10/03/2016 SUE CODEE	Merchandise Order - NAC	21.00
EFT106536	10/03/2016 COLES SUPERMARKETS AUSTRALIA PTY LTD	Groceries	88.90
EFT106537	10/03/2016 CONSTRUCTION EQUIPMENT AUSTRALIA	Vehicle Parts	132.69
EFT106538	10/03/2016 COVS PARTS PTY LTD	Vehicle Parts	131.26
EFT106539	10/03/2016 HOLCIM (AUSTRALIA) PTY LTD	Material Supply - Concrete	1 004.53
EFT106540	10/03/2016 JAMES FRANCIS CUMBERLAND-BROWN	Merchandise Order - AVC	890.00
EFT106541	10/03/2016 AL CURNOW HYDRAULICS	Vehicle Parts/Maintenance	140.20
EFT106542	10/03/2016 BRONWYN CUTLER	Counselling Services - EAP	330.00
EFT106543	10/03/2016 DAVRIC AUSTRALIA	Merchandise Order - AVC	871.75
EFT106544	10/03/2016 DE JONGE MECHANICAL REPAIRS	Vehicle Servicing	1 618.00
EFT106545	10/03/2016 DEPARTMENT OF PARKS AND WILDLIFE	Merchandise Order - AVC	392.40
EFT106546	10/03/2016 DEPARTMENT OF TRANSPORT	Cartographic Services	247.50
EFT106547	10/03/2016 DICK SMITH ELECTRONICS	Material Supply - Car Mounts	28.16
EFT106548	10/03/2016 JOHN DOWSON	Merchandise Order - NAC	149.71
EFT106549	10/03/2016 EARTH NYMPH DESIGN PTY LTD	Merchandise Order - AVC	220.20
EFT106550	10/03/2016 EYERITE SIGNS	Material Supply - Assorted Signage	597.49
EFT106551	10/03/2016 THE FIXUPPERY	Window Cleaning	475.99
EFT106552	10/03/2016 ALL TRUCK REPAIRS	Vehicle Repairs/Maintenance	127.04
EFT106553	10/03/2016 CAROLYN FLETT LEADLIGHTS	Merchandise Order - AVC	65.00
EFT106554	10/03/2016 FLIPS ELECTRICS	Electrical Repairs/Maintenance	2 343.50
EFT106555	10/03/2016 TAMMIE FLOWER	Group Fitness Instruction	270.00
EFT106556	10/03/2016 FOXTEL MANAGEMENT PTY LTD	Foxtel Subscription Fee - ALAC Gym	420.00
EFT106557	10/03/2016 FRANKS LOADER SERVICE	Equipment Hire	3 870.00
EFT106558	10/03/2016 JEFFREY ALLAN GIBB	Merchandise Order - NAC	87.00
EFT106559	10/03/2016 GLOBAL MARINE ENCLOSURES PTY LTD	Shark Exclusion Barrier System Design And Construction	109 836.67
EFT106560	10/03/2016 GOAD RESOURCES PTY LTD	Freight Charges	330.00
EFT106561	10/03/2016 GREAT SOUTHERN INSTITUTE OF TECHNOLOGY	Training	1 255.50
EFT106562	10/03/2016 GREEN SKILLS INCORPORATED	Fencing Work	6 394.77
EFT106563	10/03/2016 SOUTHERN SHARPENING SERVICES	Extinguisher Servicing - Mobile Plants	9 578.40
EFT106564	10/03/2016 GREEN RANGE COUNTRY CLUB INC	Funding Contribution - Green Range Maintenance/Upgrades	35 750.00
EFT106565	10/03/2016 GREAT SOUTHERN SUPPLIES	Cleaning Supplies	5 234.29
EFT106566	10/03/2016 GREAT SOUTHERN COMMUNITY HOUSING ASSC	Rates Refund	6 060.47
EFT106567	10/03/2016 GREAT SOUTHERN BIO LOGIC	ACM Register - Centennial Oval	253.00
EFT106568	10/03/2016 GT BEARING AND ENGINEERING SUPPLIES	Vehicle Parts	26.00
EFT106569	10/03/2016 FIRST NATIONAL REAL ESTATE	Storage Unit Rental	2 002.22
EFT106570	10/03/2016 HARVEY NORMAN ELECTRICAL ALBANY	Material Supply - New Refrigerator	744.00
EFT106571	10/03/2016 HELEN LEEDER-CARLSON	Art Classes With Helen	240.00
EFT106572	10/03/2016 H AND H ARCHITECTS	Architectural Services	1 240.80
EFT106573	10/03/2016 ALBANY MAPPING AND SURVEYING SERVICES	Professional Services - Surveying	3 878.66
EFT106574	10/03/2016 JOHN KINNEAR AND ASSOCIATES	Eyre Park Playground Construction	1 765.50
EFT106575	10/03/2016 JS ROADSIDE PRODUCTS PTY LTD	Material Supply - Guide Posts	16 307.50
EFT106576	10/03/2016 JUST A CALL DELIVERIES	Internal Mail Deliveries	1 101.10
EFT106577	10/03/2016 KBUILT CONSTRUCTION PTY LTD	Construction Services	794.64
EFT106578	10/03/2016 GEORGIA ROBYN KIDMAN	Group Fitness Instruction	405.00
EFT106579	10/03/2016 KIM ANGELA TOMLINSON	Counselling Services - EAP	390.00
EFT106580	10/03/2016 KING RIVER HORSE AND PONY CLUB	Kidsport Voucher	200.00
EFT106581	10/03/2016 DAVID COOK (LANYON COOK FAMILY TRUST)	Construction Services - Rendering	1 980.00
EFT106582	10/03/2016 CAMERON LANGRIDGE	Merchandise Order - AVC	60.20
EFT106583	10/03/2016 LEASE CHOICE	Monthly Lease Photocopiers	1 246.83
EFT106584	10/03/2016 MARIO LIONETTI	Groceries For Day Care Centre	133.29
EFT106585	10/03/2016 LMW HEGNEY	Valuation Services	576.40
EFT106586	10/03/2016 KERRY IRENE LOGAN	Rates Refund	103.55
EFT106587	10/03/2016 LORLAINE DISTRIBUTORS PTY LTD	Material Supply - Cleaning Supplies	39.95

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EFT106588	10/03/2016 BUCHER MUNICIPAL PTY LTD	Vehicle Parts	746.30
EFT106589	10/03/2016 RL & KJ MACKENZIE (GLENORAN LEATHER)	Merchandise Order - AVC	164.80
EFT106590	10/03/2016 P MALE	Rates Refund	91.07
EFT106591	10/03/2016 ALBANY CITY MOTORS	Vehicles/Vehicle Parts/Repairs	398.14
EFT106592	10/03/2016 VICKI MICHELLE MARTIN	Group Fitness Instruction	315.00
EFT106593	10/03/2016 MC2 MEDIA PTY LTD	Contribution Towards Production & Distribution Costs - NAC	27 500.00
EFT106594	10/03/2016 SCULPTURAL TIMBER CREATIONS & SOUTH POLE	Supply & Install Multi Step Log Trail - Ellen Cove	3 837.90
EFT106595	10/03/2016 TRUDY ANNE MEHRER	Material Supply - Framed Print	22.50
EFT106596	10/03/2016 MIDALIA STEEL PTY LTD	Material Supply - Metal	321.50
EFT106597	10/03/2016 MOUNT ROMANCE AUSTRALIA PTY LTD	Merchandise Order - NAC	1 722.95
EFT106598	10/03/2016 MSS SECURITY	Security Services	48 682.52
EFT106599	10/03/2016 ALBANY NEWS DELIVERY	Newspaper Deliveries	242.30
EFT106600	10/03/2016 ALBANY NEWS DELIVERY	Newspaper Deliveries	109.47
EFT106601	10/03/2016 OCS SERVICES PTY LTD	Cleaning Services	6 648.96
EFT106602	10/03/2016 OFFICEWORKS SUPERSTORES PTY LTD	Material Supply - IT Equipment	147.85
EFT106603	10/03/2016 IXOM	Material Supply - Chlorine	2 691.70
EFT106604	10/03/2016 ORIGIN ENERGY	Gas Supplies	5 271.10
EFT106605	10/03/2016 PALMER EARTHMOVING (AUSTRALIA) PTY LTD	Equipment Hire - Fire Suppression	40 605.03
EFT106606	10/03/2016 PATHTECH PTY LTD	Material Supply - Drug & Alcohol Testing Equipment	1 149.50
EFT106607	10/03/2016 PENROSE PROFESSIONAL LAWN CARE	Gardening Services	264.00
EFT106608	10/03/2016 PERTH THEATRE TRUST	Event Sponsorship	1 650.00
EFT106609	10/03/2016 PERTH SAFETY PRODUCTS PTY LTD	Material Supply - Assorted Signage	651.20
EFT106610	10/03/2016 PFD FOOD SERVICES PTY LTD	Catering Supplies	206.65
EFT106611	10/03/2016 PLASTICS PLUS	Material Supply - Waste Collection	1 591.15
EFT106612	10/03/2016 QUANTIFIED TREE RISK ASSESSMENT LTD	Annual Quantified Tree Risk Assessment Subscription	366.30
EFT106613	10/03/2016 W P REID	Supply & Construction - Footpaths & Seating Wall - Eyre Park Upgrade	18 700.00
EFT106614	10/03/2016 REPLICA MEDALS & RIBBONS PTY LTD	Merchandise Order - NAC	383.98
EFT106615	10/03/2016 RIVER HILL CONTRACTING PTY LTD	Undertake Fencing Works	17 066.54
EFT106616	10/03/2016 P ROMEO	Rates Refund	104.55
EFT106617	10/03/2016 CHRISTINE MARY SARGENT	Group Fitness Instruction	135.00
EFT106618	10/03/2016 SECUREPAY PTY LTD	Website Payments Security Service	61.51
EFT106619	10/03/2016 SIMON LLEWELLYN WOODWARD	Australia Day Ceremony - Performance	200.00
EFT106620	10/03/2016 SKILL HIRE WA PTY LTD	Casual Staff/Apprentice Fees	13 126.91
EFT106621	10/03/2016 SOUTHERN TOOL & FASTENER CO	Hardware Supplies/Tools	313.36
EFT106622	10/03/2016 SOUTHCOAST SECURITY SERVICE	Security Services	25 371.45
EFT106623	10/03/2016 STAR SALES AND SERVICE	Mower Parts	99.40
EFT106624	10/03/2016 STATEWIDE BEARINGS	Vehicle Parts	72.84
EFT106625	10/03/2016 STEWART AND HEATON CLOTHING PTY LTD	Uniforms	1 110.86
EFT106626	10/03/2016 STIRLING PRINT	Printing Services	615.00
EFT106627	10/03/2016 ST JOHN AMBULANCE ASSOCIATION WA INC	St John Ambulance Services	1 206.50
EFT106628	10/03/2016 ALBANY LOCK SERVICE	Lock Supplies/Services	1 252.25
EFT106629	10/03/2016 SYNERGY	Electricity Charges	28 802.70
EFT106630	10/03/2016 T & C SUPPLIES	Hardware Supplies/Tools	487.90
EFT106631	10/03/2016 T & C SUPPLIES (RANGERS)	Hardware Supplies/Tools	76.46
EFT106632	10/03/2016 T-QUIP	Vehicle Parts	118.20
EFT106633	10/03/2016 TALIS CONSULTANTS PTY LTD	Lake Warburton Landfill Feasibility Study	6 561.52
EFT106634	10/03/2016 TOLL FAST	Freight Charges	1 083.21
EFT106635	10/03/2016 CAROLINE ELLEN TOMPKIN	Group Fitness Instruction	90.00
EFT106636	10/03/2016 CAROLYN FRANCIS TRAPNELL	Merchandise Order - NAC	3 340.00
EFT106637	10/03/2016 ALBANY TYREPOWER	Tyre Purchases/Maintenance	30.00
EFT106638	10/03/2016 UPTOWN MUSIC	Material Supply - Speaker Bag	25.00
EFT106639	10/03/2016 VANCOUVER WASTE SERVICES PTY LTD	Material Supply - Screened Top Soil	222.00
EFT106640	10/03/2016 VICKIE'S CRAFT	Merchandise Order - AVC	40.00
EFT106641	10/03/2016 JULIA WARREN	Group Fitness Instruction	225.00

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EFT106642	10/03/2016 WARREN BENNETT HOMES	Demolition Works - CPSP	162 374.00
EFT106643	10/03/2016 ALBANY & GREAT SOUTHERN WEEKENDER	Advertising	1 712.04
EFT106644	10/03/2016 WESTRAC EQUIPMENT PTY LTD	Vehicle Parts	175.90
EFT106645	10/03/2016 WALGA	Facilitation Of EBA Presentations	3 474.24
EFT106646	10/03/2016 WESTSHRED DOCUMENT DISPOSAL	Document Disposal	411.40
EFT106647	10/03/2016 WORLD MANAGER PTY LTD	World Manager March 2016	2 640.00
EFT106648	10/03/2016 WURTH AUSTRALIA PTY LTD	Vehicle Parts	65.67
EFT106649	10/03/2016 ZENITH LAUNDRY	Laundry Services/Hire	73.34
DD23238.1	16/02/2016 WA LOCAL GOVT SUPERANNUATION	Payroll Deductions	78 077.23
DD23238.2	16/02/2016 REST SUPERANNUATION	Payroll Deductions	3 551.80
DD23238.3	16/02/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL	Superannuation Contributions	461.54
DD23238.4	16/02/2016 ASGARD	Superannuation Contributions	833.78
DD23238.5	16/02/2016 BT SUPER FOR LIFE	Superannuation Contributions	146.55
DD23238.6	16/02/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	255.12
DD23238.7	16/02/2016 TAL SUPERANNUATION LIMITED	Superannuation Contributions	196.30
DD23238.8	16/02/2016 WEALTH PERSONAL SUPER AND PERSONAL PENSION	Superannuation Contributions	105.36
DD23238.9	16/02/2016 WEALTH PERSONAL SUPER AND PERSONAL PENSION	Superannuation Contributions	66.54
DD23285.1	01/03/2016 WA LOCAL GOVT SUPERANNUATION	Payroll Deductions	78 841.34
DD23285.2	01/03/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL	Superannuation Contributions	461.54
DD23285.3	01/03/2016 ASGARD	Superannuation Contributions	833.78
DD23285.4	01/03/2016 BT SUPER FOR LIFE	Superannuation Contributions	146.55
DD23285.5	01/03/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	255.12
DD23285.6	01/03/2016 TAL SUPERANNUATION LIMITED	Superannuation Contributions	196.29
DD23285.7	01/03/2016 WEALTH PERSONAL SUPER AND PERSONAL PENSION	Superannuation Contributions	108.06
DD23285.8	01/03/2016 WEALTH PERSONAL SUPER AND PERSONAL PENSION	Superannuation Contributions	68.25
DD23285.9	01/03/2016 BT SUPER FOR LIFE	Superannuation Contributions	275.95
DD23295.1	01/03/2016 REST SUPERANNUATION	Superannuation Contributions	77.56
DD23238.10	16/02/2016 BT SUPER FOR LIFE	Superannuation Contributions	275.95
DD23238.11	16/02/2016 NATIONAL MUTUAL RETIREMENT FUND	Superannuation Contributions	121.56
DD23238.12	16/02/2016 PRIME SUPER	Superannuation Contributions	285.34
DD23238.13	16/02/2016 HOSTPLUS PTY LTD	Payroll Deductions	523.20
DD23238.14	16/02/2016 MLC MASTERKEY BUSINESS SUPER	Superannuation Contributions	258.51
DD23238.15	16/02/2016 BANSCOTT SUPER FUND	Superannuation Contributions	308.53
DD23238.16	16/02/2016 SUPERWRAP PERSONAL SUPER PLAN	Superannuation Contributions	407.13
DD23238.17	16/02/2016 COLONIAL FIRST STATE FIRSTCHOICE PERSONAL	Superannuation Contributions	492.45
DD23238.18	16/02/2016 BT SUPER FOR LIFE	Superannuation Contributions	174.17
DD23238.19	16/02/2016 OAK TREE SUPERANNUATION FUND	Superannuation Contributions	85.67
DD23238.20	16/02/2016 BT SUPER FOR LIFE	Superannuation Contributions	85.65
DD23238.21	16/02/2016 FIRST SUPER	Superannuation Contributions	196.30
DD23238.22	16/02/2016 ABUNDANT SPERANNUATION FUND	Payroll Deductions	409.29
DD23238.23	16/02/2016 AUSTRALIAN SUPER	Payroll Deductions	6 134.31
DD23238.24	16/02/2016 CARE SUPER PTY LTD	Superannuation Contributions	317.11
DD23238.25	16/02/2016 FIRST STATE SUPER	Superannuation Contributions	569.66
DD23238.26	16/02/2016 WATER CORPORATION SUPERANNUATION PLAN	Superannuation Contributions	268.78
DD23238.27	16/02/2016 SPECTRUM SUPER	Superannuation Contributions	281.97
DD23238.28	16/02/2016 SUPERWRAP PERSONAL SUPER PLAN	Superannuation Contributions	198.82
DD23238.29	16/02/2016 CULLOTON SUPERANNUATION FUND	Superannuation Contributions	70.20
DD23238.30	16/02/2016 NORTH PERSONAL SUPERANNUATIONFUND	Superannuation Contributions	189.96
DD23238.31	16/02/2016 AJW SUPERANNUATION FUND	Superannuation Contributions	236.76
DD23238.32	16/02/2016 MLC MASTERKEY SUPERANNUATION GOLD STAR	Superannuation Contributions	292.06
DD23238.33	16/02/2016 TTCSL ATF CRUELTY FREE SUPER	Superannuation Contributions	131.52
DD23238.34	16/02/2016 AUSTRALIAN ETHICAL SUPERANNUATION FUND	Superannuation Contributions	216.03
DD23238.35	16/02/2016 KINETIC SUPERANNUATION	Superannuation Contributions	189.96
DD23238.36	16/02/2016 BENDIGO SMARTSTART SUPER	Superannuation Contributions	38.35

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DD23238.37	16/02/2016 AUSTRALIAN CATHOLIC SUPERANNUATION	Superannuation Contributions	141.16
DD23238.38	16/02/2016 SUNSUPER SUPERANNUATION	Superannuation Contributions	294.93
DD23238.39	16/02/2016 LOCAL GOVERNMENT SUPER	Payroll Deductions	518.00
DD23238.40	16/02/2016 IOOF EMPLOYEE SUPER	Superannuation Contributions	211.94
DD23238.41	16/02/2016 RUSSELL SUPERSOLUTION MASTER TRUST	Superannuation Contributions	202.58
DD23238.42	16/02/2016 ASGARD	Superannuation Contributions	98.33
DD23238.43	16/02/2016 DESMO SUPERANNUATION FUND	Superannuation Contributions	158.94
DD23238.44	16/02/2016 ONEPATH MASTERFUND	Superannuation Contributions	153.97
DD23238.45	16/02/2016 NORTH PERSONAL SUPERANNUATION FUND	Payroll Deductions	60.19
DD23238.46	16/02/2016 CBUS	Payroll Deductions	554.31
DD23238.47	16/02/2016 COMMONWALTH ESSENTIAL SUPER	Superannuation Contributions	69.86
DD23238.48	16/02/2016 UNI SUPER	Superannuation Contributions	139.84
DD23238.49	16/02/2016 MTAA SUPERANNUATION FUND	Superannuation Contributions	216.35
DD23238.50	16/02/2016 THE UNIVERSAL SUPER SCHEME	Superannuation Contributions	186.14
DD23238.51	16/02/2016 MACAULAY SUPER FUND	Superannuation Contributions	206.36
DD23238.52	16/02/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	735.33
DD23238.53	16/02/2016 HESTA SUPER FUND	Superannuation Contributions	748.12
DD23238.54	16/02/2016 KEZ AND JOHN MITCHELL SUPERANNUATION FUND	Superannuation Contributions	268.46
DD23238.55	16/02/2016 WEALTH PERSONAL SUPER AND PERSONAL PENSION	Payroll Deductions	224.85
DD23238.56	16/02/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	1 112.38
DD23285.10	01/03/2016 NATIONAL MUTUAL RETIREMENT FUND	Superannuation Contributions	121.56
DD23285.11	01/03/2016 HOSTPLUS PTY LTD	Payroll Deductions	525.51
DD23285.12	01/03/2016 PRIME SUPER	Superannuation Contributions	335.81
DD23285.13	01/03/2016 MLC MASTERKEY BUSINESS SUPER	Superannuation Contributions	258.51
DD23285.14	01/03/2016 BANSKOTT SUPER FUND	Superannuation Contributions	308.53
DD23285.15	01/03/2016 SUPERWRAP PERSONAL SUPER PLAN	Superannuation Contributions	407.13
DD23285.16	01/03/2016 COLONIAL FIRST STATE FIRSTCHOICE SUPER	Superannuation Contributions	492.45
DD23285.17	01/03/2016 BT SUPER FOR LIFE	Superannuation Contributions	174.17
DD23285.18	01/03/2016 OAK TREE SUPERANNUATION FUND	Superannuation Contributions	104.71
DD23285.19	01/03/2016 FIRST SUPER	Superannuation Contributions	196.30
DD23285.20	01/03/2016 ABUNDANT SPERANNUATION FUND	Payroll Deductions	409.29
DD23285.21	01/03/2016 CARE SUPER PTY LTD	Superannuation Contributions	322.83
DD23285.22	01/03/2016 FIRST STATE SUPER	Superannuation Contributions	553.23
DD23285.23	01/03/2016 AUSTRALIAN SUPER	Payroll Deductions	5 864.81
DD23285.24	01/03/2016 WATER CORPORATION SUPERANNUATION PLAN	Superannuation Contributions	242.69
DD23285.25	01/03/2016 SPECTRUM SUPER	Superannuation Contributions	281.97
DD23285.26	01/03/2016 SUPERWRAP PERSONAL SUPER PLAN	Superannuation Contributions	197.71
DD23285.27	01/03/2016 NORTH PERSONAL SUPERANNUATION FUND	Superannuation Contributions	189.96
DD23285.28	01/03/2016 AJW SUPERANNUATION FUND	Superannuation Contributions	236.76
DD23285.29	01/03/2016 MLC MASTERKEY SUPERANNUATION GOLD STAR	Superannuation Contributions	342.24
DD23285.30	01/03/2016 TTCSL ATF CRUELTY FREE SUPER	Superannuation Contributions	143.93
DD23285.31	01/03/2016 KINETIC SUPERANNUATION	Superannuation Contributions	189.96
DD23285.32	01/03/2016 AUSTRALIAN CATHOLIC SUPERANNUATION	Superannuation Contributions	181.49
DD23285.33	01/03/2016 SUNSUPER SUPERANNUATION	Superannuation Contributions	286.46
DD23285.34	01/03/2016 AUSTRALIAN ETHICAL SUPERANNUATION FUND	Superannuation Contributions	216.03
DD23285.35	01/03/2016 LOCAL GOVERNMENT SUPER	Payroll Deductions	518.00
DD23285.36	01/03/2016 IOOF EMPLOYEE SUPER	Superannuation Contributions	211.94
DD23285.37	01/03/2016 RUSSELL SUPERSOLUTION MASTER TRUST	Superannuation Contributions	202.58
DD23285.38	01/03/2016 DESMO SUPERANNUATION FUND	Superannuation Contributions	144.94
DD23285.39	01/03/2016 ONEPATH MASTERFUND	Superannuation Contributions	157.52
DD23285.40	01/03/2016 CBUS	Payroll Deductions	550.67
DD23285.41	01/03/2016 UNI SUPER	Superannuation Contributions	139.84
DD23285.42	01/03/2016 MTAA SUPERANNUATION FUND	Superannuation Contributions	196.25
DD23285.43	01/03/2016 THE UNIVERSAL SUPER SCHEME	Superannuation Contributions	186.68

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DD23285.44	01/03/2016 MACAULAY SUPER FUND	Superannuation Contributions	196.60
DD23285.45	01/03/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	735.33
DD23285.46	01/03/2016 HESTA SUPER FUND	Superannuation Contributions	870.29
DD23285.47	01/03/2016 KEZ AND JOHN MITCHELL SUPERANNUATION FUND	Superannuation Contributions	268.46
DD23285.48	01/03/2016 NORTH PERSONAL SUPERANNUATION FUND	Payroll Deductions	21.58
DD23285.49	01/03/2016 AMP SUPERANNUATION SAVINGS	Superannuation Contributions	1 112.38
DD23285.50	01/03/2016 REST SUPERANNUATION	Superannuation Contributions	3 486.82
DD23285.51	01/03/2016 WEALTH PERSONAL SUPER AND PERSONAL PENSION	Payroll Deductions	224.85
		<u>Total</u>	<u>\$ 4 413 546.45</u>

[heatherb/LGS/EDMUND]SynergySoft
PickList

Document Number	Description	DATE SENT RECD
EDR1652294	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUILDING PERMIT APPLICATION FOR 379-389 ALBANY HIGHWAY - PROPOSED ACCESS RAMP AT THE ALBANY BOWLING CLUB PARTIES: N/A SIGNED BY CEO 1 COPY	19/02/2016
EDR1652295	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: BUILDING PERMIT APPLICATION FOR A BRICK PIER WALL - PLANNING APPROVAL P2160056. PARTIES: N/A SIGNED BY CEO 1 COPY	19/02/2016
EDR1652330	COPY OF EXECUTED DOCUMENT ITEM: OCM 26.08.2014 ITEM CSF109 RE: SIGNING OF CONTRACT FOR P15017 - LIBRARY MANAGEMENT SYSTEM UPGRADE PARTIES: CIVICA PTY LIM12 COPIES SIGNED BY THE CEO 2 COPIES	23/02/2016
EDR1652346	COPY OF EXECUTED DOCUMENT ITEM: OCM 24..06.2014 ITEM CSF094 RE: CHILDREN'S BOOK WEEK - GRANT APPLICATION FOR \$2,314 PARTIES: THE CHILDREN'S BOOK COUNCIL OF AUSTRALIA SIGNED BY THE CEO 1 COPY.	24/02/2016
EDR1652360	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: CLEARING APPLICATION (FIREBREAKS0 CHEYNES BEACH PARTIES: N/A SIGNED BY CEO 1 COPY	24/02/2016
EDR1652361	COPY OF EXECUTED DOCUMENT ITEM: N/A RE: CLEARING APPLICATION (FIREBREAK/ CAMP GROUND), CAPE RICHE PARTIES: N/A SIGNED BY CEO 1 COPY	24/02/2016

[heatherb/LGS/EDMUND]SynergySoft

PickList

Document Number	Description	DATE SENT RECD
EDR1652469	COPY OF EXECUTED DOCUMENT ITEM: OCM 24..06.2014 ITEM CSF094 RE:PUBLIC:ART IN THE GREAT SOUTHERN ART FESTIVAL WITH LARGE SCALE WORKS ON A NUMBER OF IDENTIFIED WALLS IN THE ALBANY CITY CENTRE PARTIES:LANDCORP SIGNED BY THE CEO 1 COPY.	26/02/2016
EDR1652470	COPY OF EXECUTED DOCUMENT ITEM: OCM 24..06.2014 ITEM CSF094 RE:PUBLIC: ART IN THE GREAT SOUTHERN ART FESTIVAL WITH LARGE SCALE WORKS ON A NUMBER OF IDENTIFIED WALLS IN THE ALBANY CITY CENTRE PARTIES:SOUTHERN PORT AUTHORITY SIGNED BY THE CEO 1 COPY.	26/02/2016
EDR1652471	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:DEVELOPMENT APPROVAL APPLICATION FOR CARETAKER'S COTTAGE AT LEASED PREMISES (LEASE PRO211) ON RESERVE 930 BY ROTARY CLUB OF ALBANY PARTIES:N/A SIGNED BY THE CEO 1 COPY.	26/02/2016
EDR1652507	COPY OF EXECUTED DOCUMENT ITEM: OCM 24..06.2014 ITEM CSF094 RE:REQUEST FOR \$19,500 FOR 8 COMMUNITY EVENTS, PURCHASE OF MOBILE PARKING SYSTEM, PURCHASE AND INSTALLATION OF "PATH LABEL", SIGNAGE, PROMOTION OF COMMUTER CHAMPIONS IN LOCAL MEDIA PARTIES:RAC SIGNED BY THE CEO 1 COPY.	01/03/2016
EDR1652510	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:INVOICE (PARTIAL PAYMENT) FOR CONTRACT C15025 - NORWOOD ROAD (SLK.0-1.1) RECONSTRUCTION AND WIDENING PARTIES:PALMER EARTHMOVING AUSTRALIA PTY LTD SIGNED BY THE CEO 1 COPY.	01/03/2016

Document Number	Description	DATE SENT RECD
EDR1652508	<p>COPY OF EXECUTED DOCUMENT ITEM: OCM 23.02.2016 ITEM PD112 RE:REZONING OF LOT 8888 FLINDERS PARADE, MIDDLETON BEACH , LOTS 660 AND 661 MARINE TERRACE, MIDDLETON BEACH; AMENDMENT OF SCHEDULE 4 - SPECIAL USE ZONES TO INCORPORATE PROVISIONS RELATING TO MIDDLETON BEACH ACTIVITY CENTRE; INTRODUCTION OF A LAND USE DEFINITION FOR "SINGLE ATTACHED DWELLING"; AND AMENDMENT OF THE SCHEME MAPS ACCORDINGLY PARTIES:WESTERN AUSTRALIAN LAND AUTHORITY, FJ MACDOUGALL, NP WALLIS SIGNED BY THE CEO 5 COPIES</p>	01/03/2016
EDR1652515	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE:AERODROME MANUAL LEGAL REQUIREMENT TO CASA RULES AND REGULATIONS FOR EFFECTIVE DATE 28.02.2016 PARTIES:N/A SIGNED BY THE CEO 3 COPIES</p>	01/03/2016
EDR1652554	<p>COPY OF EXECUTED DOCUMENT ITEM: N/A RE:BUILDING PERMIT FOR MAINTENANCE SHED AT ALBANY GOLF CLUB (PLANNING APPROVAL P2150599) PARTIES:N/A SIGNED BY THE CEO 1 COPY.</p>	02/03/2016
EDR1652710	<p>COPY OF EXECUTED DOCUMENT ITEM: OCM 24..06.2014 ITEM CSF094 RE:SAFER STREETS PROGRAMME - UPGRADE AND EXPANSION OF CCTV NETWORK - 34 NEW CCTV CAMERAS PARTIES:ATTORNEY-GENERAL'S DEPARTMENT SIGNED BY THE CEO 1 COPY.</p>	09/03/2016

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PickList

Document Number	Description	DATE SENT RECD
EDR1652711	COPY OF EXECUTED DOCUMENT ITEM: OCM 23.02.2016 ITEM AR019 RE:ANNUAL COMPLIANCE RETURN 2015 PARTIES:N/A SIGNED BY THE CEO 1 COPY.	09/03/2016
EDR1652712	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:PROPERTY LEASED FROM COA - APPLICATION FOR PLANNING - CHEYNE'S BEACH ADDITION TO BUILDING PARTIES:N/A SIGNED BY THE CEO 1 COPY.	09/03/2016
EDR1652796	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:CONFIRMATION OF 2016/2017 LOCAL GOVERNMENT GRANT SCHEME RESOURCING LEVELS FOR BUSHFIRE BRIGADES AND LOCAL SES UNIT PARTIES: BUSHFIRE BRIGADES AND SES UNIT SIGNED BY THE CEO 1 COPY.	11/03/2016
EDR1652864	COPY OF EXECUTED DOCUMENT ITEM: OCM 26.05.2015 ITEM CSF169 RE:REGIONAL ROAD GROUP FUNDING PARTIES: MAIN ROADS WA SIGNED BY THE CEO 1 COPY.	15/03/2016
EDR1652890	COPY OF EXECUTED DOCUMENT ITEM: OCM 24.06.2014 ITEM CSF094 RE:ALBANY TOWN HALL REDEVELOPMENT - GRANT APPLICATION TO THE NATIONAL STRONGER REGIONS FUND FOR \$1.9M MATCHING FUNDING 50/50 AS PER SCM014 PARTIES: N/A SIGNED BY THE CEO 1 COPY.	15/03/2016

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PickList

Document Number	Description	DATE SENT RECD
NCSR1652213	COPY OF COMMON SEAL ITEM: N/A RE: WITHDRAWAL OF CAVEAT BY COA OVER LOT 1135 HANRAHAN ROAD (HANRAHAN LANDFILL FACILITY) PARTIES: ALBANY AGRICULTURAL SOCIETY SIGNED BY MAYOR AND CEO 1 COPY	16/02/2016
NCSR1652216	COPY OF COMMON SEAL ITEM: N/A RE: TRANSFER OF LAND DOCUMENT FOR SALE OF COA PROPERTY AT 5 STANLEY STREET PARTIES: HR SETTLEMENTS SIGNED BY MAYOR AND CEO 1 COPY	17/02/2016
NCSR1652301	COPY OF COMMON SEAL ITEM: OCM 15.12.2015 ITEM WS098 RE: SIGNING OF CONTRACTS FOR C15034 - SHARK EXCLUSION BARRIER SYSTEM DESIGN AND CONSTRUCTION PARTIES: GLOBAL MARINE ENCLOSURES SIGNED BY MAYOR AND CEO 2 COPIES	22/02/2016
NCSR1652513	COPY OF COMMON SEAL ITEM: OCM 26.08.2014 ITEM CSF109 RE: AWARD OF TENDER C16003 - CONSTRUCTION OF MUELLER STREET EXTENSION PARTIES: PALMER EARTHMOVING (AUSTRALIA) PTY LTD SIGNED BY MAYOR AND CEO 2 COPIES	01/03/2016
NCSR1652514	COPY OF COMMON SEAL ITEM: OCM 26.08.2014 ITEM CSF109 RE: SIGNING OF CONTRACT C16001 - ALAC CAR PARK CIVIL WORKS PARTIES: PALMER EARTHMOVING (AUSTRALIA) SIGNED BY MAYOR AND CEO 2 COPIES	01/03/2016

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PickList

Document Number	Description	DATE SENT RECD
NCSR1652713	COPY OF COMMON SEAL ITEM: OCM 22.09.2015 ITEM CSF196 RE:CONTRACT FOR SALE DOCUMENT OF LOTS 201,202 AND 203 CHESTER PASS ROAD, LANGE PARTIES:ENANBY P/L BEING PART OF THE CLOUDY BEACH INVESTMENT COMPANY SIGNED BY THE CEO AND MAYOR 1 COPY.	09/03/2016
NCSR1652714	COPY OF EXECUTED DOCUMENT ITEM: N/A RE:ALTERATION OF WATER MAIN TO FACILITATE REPLACEMENT AND REALIGNMENT OF EXISTING BOX CULVERT PARTIES:WATER CORPORATION SIGNED BY THE CEO AND MAYOR1 COPY.	09/03/2016

Quarterly Report - Tenders Awarded - January to March 2016

Contract Number	Name/Subject	Contractor	Start Date	Expiry Date	Contract Term	Local/Non Local	Local Content	Non Local Content	Tender Value (inc. GST)
C15032	Perkins Beach Road (SLK 0.5 - 1.7) Upgrade	AD Contractors Pty Ltd	20/01/2016	30/03/2016	End of Defects	Local	100%	0%	\$ 423,242.60
C15033	Stadium Construction, Centennial Park Sporting Precinct	Smith Constructions Bunbury	29/01/2016	29/07/2016	End of Defects	Local	100%	0%	\$ 6,464,392.00
C16004	Lighting and Electrical Design and Construct Services - York Street, Albany	J&S Castlehow Electrical Services	29/01/2016	8/04/2016	End of Defects	Local	100%	0%	\$ 208,949.40
C16003	Construction of Mueller Street Extension	Palmer Earthmoving Australia Pty Ltd	25/02/2016	4/05/2016	End of Defects	Local	100%	0%	\$ 549,344.84
C16001	ALAC Car Park Civil Works	Palmer Earthmoving Australia Pty Ltd	9/03/2016	4/05/2016	End of Defects	Local	100%	N/A	\$ 619,782.70

Memorandum of Understanding

This document represents an agreement between
Water Corporation, the Department of Water and City of Albany

Purpose

The purpose of this Memorandum of Understanding (MOU) is to outline The City of Albany's commitment to the Waterwise Council Program (the Program) and detail the organisation's commitment to build a cooperative working relationship to improve water use in the City of Albany area and increase awareness of the importance of water efficiency and conservation in the community.

Term

This MOU will guide the working relationship between the parties to achieve the MOU intent for a period from the date of its signing until either party decides it no longer wishes to participate in the Program. At that time, the working relationship between the parties will be reviewed.

Background

Water Corporation and the Department of Water launched the Waterwise Council Program in 2009 to build a cooperative working relationship with local government to improve water use efficiency in their operations and their communities.

Population and economic growth combined with the changing climate are placing additional pressures on those planning, managing and using our water resources. In response, the State Government is creating a portfolio of options to meet our future water demands highlighting the importance of water use efficiency.

The partnership with local government is an essential component in achieving water savings in our communities. The Program will assist local government to improve water management of potable and non-potable sources for public open space and facilities. The Program also supports behavioural changes in the community by encouraging the use of products and services designed to reduce water demand.

Water Corporation and the Department of Water:

- Will present the council with an official acknowledgement of achievement on completion of the program criteria. Additional recognition will be provided to endorsed councils that have achieved significant progress towards best practice water efficiency in council operations and the community.
- Will provide the council with branding to promote the council as Waterwise.
- Will promote the council as Waterwise through any relevant advertising campaigns and on both the Corporation and Department's websites.

- Will provide access to Waterwise training including all training materials at no charge to councils participating in the Program.

City of Albany:



Government of Western Australia
Department of Water



- Will work with Water Corporation and the Department of Water to improve water management and champion water efficiency, take part in appropriate promotional activities and encourage all appropriate staff to undertake relevant waterwise training.
- Will commit to meeting the Program criteria as detailed below:
 1. Council commitment – sign this Memorandum of Understanding confirming the council's commitment to participate in the Waterwise Council Program.
 2. Review council water consumption and create a Water Efficiency Action Plan for potable and non-potable water sources for all council operations and the community.
 3. Ensure that appropriate staff members complete Waterwise training.
 4. No breaches of groundwater licence terms or conditions set by the Department of Water and no breaches of scheme water usage in the past 12 months. (This includes permanent water efficiency measures)
 5. Report annually to retain Waterwise Council endorsement. Evidence to demonstrate compliance with the Program criteria will be requested every year. Should a council fail to meet the criteria, Water Corporation and the Department of Water may remove the council's endorsement status. If endorsement is withdrawn this automatically removes the council's right to use the Program branding.
- Will recognise the partnership with Water Corporation and the Department of Water through promotion where appropriate on the council's website, on materials and at events.

Future Commitments

1. The parties commit to:
 1. Recognise and protect the intellectual property that parties may invest in the preparation of any promotion or offer.
 2. Ensure logos used on all promotional materials are used in accordance with the organisation's guidelines and that the appropriate approvals are received prior to use.
 3. Nominate a point of contact at each organisation that will be responsible for overseeing progress towards the purpose of this MOU.

2. The parties will not disclose, advertise, or publish the details of this MOU without the prior written consent of the other parties, unless required to do so under law.

No Obligations



Government of Western Australia
Department of Water



The parties agree that in working towards the purpose of this MOU they will deal with each other and conduct themselves in accordance with good commercial business and industrial practice.

The relationship between the parties is limited to carrying out the purpose of the MOU.

This MOU does not preclude either organisation from developing similar mutually beneficial understandings with other parties.

Date of Effect

<XX/XX/XXXX >

For Water Corporation

By: _____

Name:

Title:

Date:

For Department of Water

By: _____

Name:

Title:

Date:

For City of Albany

By: _____

Name:

Title:

Date:



Government of Western Australia
Department of Water



GSRRG ROAD PROJECT - IMPROVEMENT

Program	Type	Road Name	Road ID	Locality	Work Required	Section	SLK Start	SLK End	Extent	State Funding	CoA Funding	TOTAL	Seal Width	Year
ROAD CONSTRUCTION	Upgrade	MILLBROOK RD	0004	Millbrook	Reconstruct and widen		9.12	10.6	1.48	400,000	200,000	600,000		2016/17
ROAD CONSTRUCTION	Upgrade	NORWOOD RD	0003	Lower King	Undertake localised reconstruction where pavement shows signs of failure and reseal existing surface		1.10	2.40	1.3	400,000	200,000	600,000		2016/17
ROAD CONSTRUCTION	Upgrade	MILLBROOK RD	0004	Millbrook	Reconstruct, widen and improve drainage		10.60	12.20	1.60	400,000	200,000	600,000	7.0	2018/19
ROAD CONSTRUCTION	Upgrade	MILLBROOK RD	0004	Millbrook	Reconstruct, widen & improve drainage		12.20	14.00	1.80	400,000	200,000	600,000	7.0	2019/20
ROAD CONSTRUCTION	Upgrade	NORTH RD	1015	Yakamia	Construct new roundabout	Sanford Rd Intersection	1.62	1.72	0.10	666,667	333,333	1,000,000		2019/20
ROAD CONSTRUCTION	Upgrade	MILLBROOK RD	0004	Millbrook	Reconstruct, widen & improve drainage	To Albany Hwy	14.00	16.20	2.20	500,000	250,000	750,000	7.0	2020/21
ROAD CONSTRUCTION	Upgrade	TOWNSEND ST	1042	Lockyer	Reconstruct & widen		0.00	0.72	0.72	300,000	150,000	450,000	7.2	2020/21
ROAD CONSTRUCTION	Upgrade	RUFUS ST	0137	Milpara	Reconstruct, widen & improve drainage		0.00	0.62	0.62	240,000	120,000	360,000	7.2	2021/22
ROAD CONSTRUCTION	Upgrade	LOWER KING RD	0605	Bayonet Head	Reconstruct, widen & improve drainage		1.46	2.15	0.69	333,333	166,667	500,000	8.0	2022/23
ROAD CONSTRUCTION	Upgrade	PALMDALE RD	0010	Kalgan	New seal on gravel road		11.83	14.10	2.27	500,000	250,000	750,000	6.0	2022/23
ROAD CONSTRUCTION	Upgrade	LOWER KING RD	0605	Collingwood Park	Reconstruct, widen & improve drainage		0.27	1.46	1.19	466,667	233,333	700,000	8.0	2023/24
ROAD CONSTRUCTION	Upgrade	PALMDALE RD	0010	Kalgan	New seal on gravel road		14.10	16.35	2.27	500,000	250,000	750,000	6.0	2024/25

GSRRG ROAD PROJECT - PRESERVATION

Program	Type	Road Name	Road ID	Locality	Work Required	Section	SLK Start	SLK End	Extent	State Funding	CoA Funding	TOTAL	Seal Width	Year
ROAD PRESERVATION	Renewal	LOCKYER AVE	1009	Albany	Reconstruct failing section of pavement and renew drainage		0.72	0.97	0.25	200,000	100,000	300,000	12.9	2016/17
ROAD PRESERVATION	Renewal	ALBANY HWY	1269	Albany	Undertake extensive Geotechnical investigation, to determine underlying causes of pavement defects, and possible remediation options.	Wellington Street to Barker St (E)	1.00	1.58	0.58	16,667	8,333	25,000		2016/17
ROAD PRESERVATION	Renewal	MIDDLETON RD	1007	Albany	Remove & resurface		0.12	2.60	2.48	1,000,000	500,000	1,500,000		2017/18
ROAD PRESERVATION	Renewal	ALBANY HWY	1269	Albany	Reconstruct	Wellington Street to Barker St (E)	1.00	1.58	0.58	300,000	150,000	450,000	7.5 (E side)	2018/19
ROAD PRESERVATION	Renewal	LOWER DENMARK RD	0607	Mt Elphinstone	Reconstruct, improve drainage		0.76	2.02	1.26	400,000	200,000	600,000	6.3	2018/19
ROAD PRESERVATION	Renewal	KOJANEERUP WEST RD	0021	South Stirling	Second Coat Seal of primer seal		0.00	13.44	13.44	270,000	135,000	405,000	7.0	2019/20
ROAD PRESERVATION	Renewal	PALMDALE RD	0010	Kalgan	Reconstruct sections showing signs of failure		2.4	4.28	2.94	300,000	150,000	450,000	6.5	2020/21
ROAD PRESERVATION	Renewal	CAMPBELL RD	1009	Mira Mar	Reconstruct & asphalt	North Rd to Cockburn Rd	0.47	0.57	1.00	400,000	200,000	600,000	9.2	2021/22
ROAD PRESERVATION	Renewal	COLLINGWOOD RD	0294	Collingwood Park	Asphalt Overlay	Angove Rd to Troode St	0.40	2.14	1.74	300,000	150,000	450,000	8.1	2021/22
ROAD PRESERVATION	Renewal	COLLINGWOOD RD	0294	Collingwood Park	Second Coat Seal of primer seal	Troode St to End	2.14	3.73	1.59	60,000	30,000	90,000	7.2	2021/22
ROAD PRESERVATION	Renewal	BRUNSWICK RD	1004	Albany	Asphalt overlay	Stirling Tce to Bolt Tce	0.00	0.38	0.38	100,000	50,000	150,000	8	2021/22
ROAD PRESERVATION	Renewal	STIRLING TCE	1003	Albany	Asphalt overlay	Festing St to York St, Spencer St to Bridges	0.00 0.70	0.39 1.03	0.72	240,000	120,000	360,000	10.8, 8.9	2022/23
ROAD PRESERVATION	Renewal	ALBANY HWY	1269	Albany	Reconstruct & asphalt	Jeffries Street to Wellington St (W)	1.00	1.70	0.70	400,000	200,000	600,000	7.5	2023/24
ROAD PRESERVATION	Renewal	GOLF LINKS RD	1014	Collingwood Park	Reconstruct & asphalt		0.00	0.90	0.90	400,000	200,000	600,000		2023/24

ROAD PRESERVATION	Renewal	ALBANY HWY	1269	Albany	Reconstruct failed sections & asphalt	South Coast Hwy to Wellington St (E & W)	0.00	1.00	1.00	500,000	250,000	750,000	15	2024/25
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STATE BLACK SPOT PROJECT														
Program	Type	Road Name	Road ID	Locality	Work Required	Section	SLK Start	SLK End	Extent	State Funding	CoA Funding	TOTAL	Seal Width	Year
ROAD CONSTRUCTION	Upgrade	BAY VIEW DR	514	Little Grove	Install line marking and splitter islands to increase visibility and priority of intersections	Jeffcott St/Queen St	1.30	1.34	0.04	20,000	10,000	30,000		2016/17
ROAD CONSTRUCTION	Upgrade	COOGEE ST	317	Milpara	Local Area Traffic Calming – Blister islands		0.00	0.70	0.70	29,333	14,667	44,000		2016/17
ROAD CONSTRUCTION	Upgrade	HILL ST	329	Albany	Delineation and shift of road movement priority.					15,583	8,457	24,040		2016/17
ROAD CONSTRUCTION	Upgrade	SERPENTINE ROAD	1017	Albany	Traffic calming / Intersection upgrades	Alicia St to Parade St	0.234	0.24		40,000	20,000	60,000		2017/18
ROAD CONSTRUCTION	Upgrade	WAKEFIELD CRES	1203	Mira Mar	Realign the intersection, improve advanced warning signage and installation of centre lead-in line to improve the approach to the intersection		0.23	0.25		12,000	6,000	18,000		2018/19

NATIONAL BLACK SPOT PROJECT														
Program	Type	Road Name	Road ID	Locality	Work Required	Section	SLK Start	SLK End	Extent	State Funding	CoA Funding	TOTAL	Seal Width	Year
ROAD CONSTRUCTION	Upgrade	TENNESSEE ROAD SOUTH	35	Albany	Install curve warning signage, undertake vegetation pruning, improve vertical curves, cutting and reshaping of table drains		3.40	5.10	1.70	150,000	150,000	150,000		2016/17

COMMODITY ROUTES SUPPLEMENTARY FUNDING (CRSF)														
Program	Type	Road Name	Road ID	Locality	Work Required	Section	SLK Start	SLK End	Extent	State Funding	CoA Funding	TOTAL	Seal Width	Year
ROAD CONSTRUCTION	Upgrade	PALMDALE ROAD	0010	Palmdale	Resheet and seal		9.03	11.83	2.80	106,667	53,333	160,000		2016/17
ROAD CONSTRUCTION	Upgrade	WARRIUP ROAD	0018	Green Range	Resheet existing gravel road, clear and reshape drains		8.40	12.00	4.60	100,000	50,000	150,000		2016/17



CONCEPT PLAN LEGEND :

	Coloured concrete path - light		Concrete seat
	Coloured concrete path - dark		Block pavers
	Grey concrete path		Bench seat
	Rotunda pavement		Urn and plinth
	Turf		Existing retaining wall
	Planting mixes		Proposed retaining wall
	Existing tree		Universal access
	Proposed tree		Pedestrian crossing points
			Public artwork location
			Bollards
			Stage boundary
			Existing electrical box



Albany Office
+61 8 9892 9600

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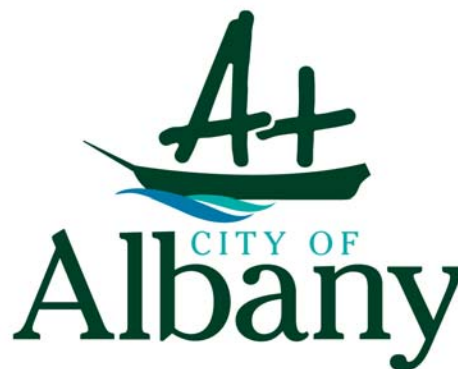
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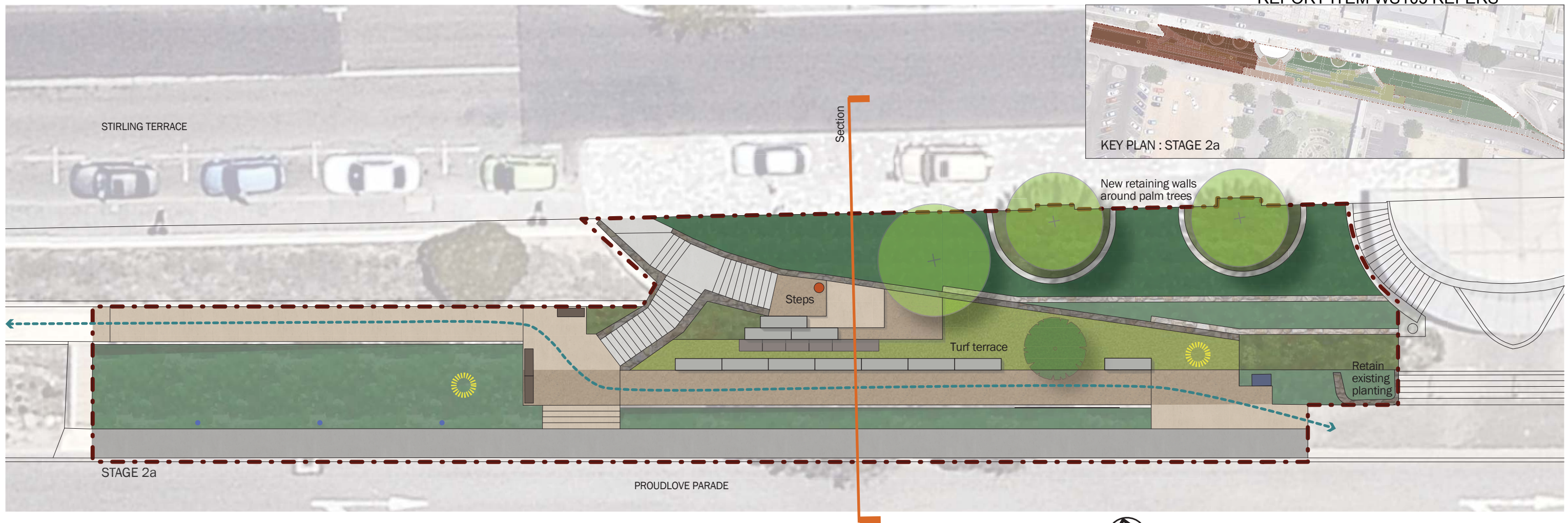
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Date: 27/11/2015

Client: City of Albany

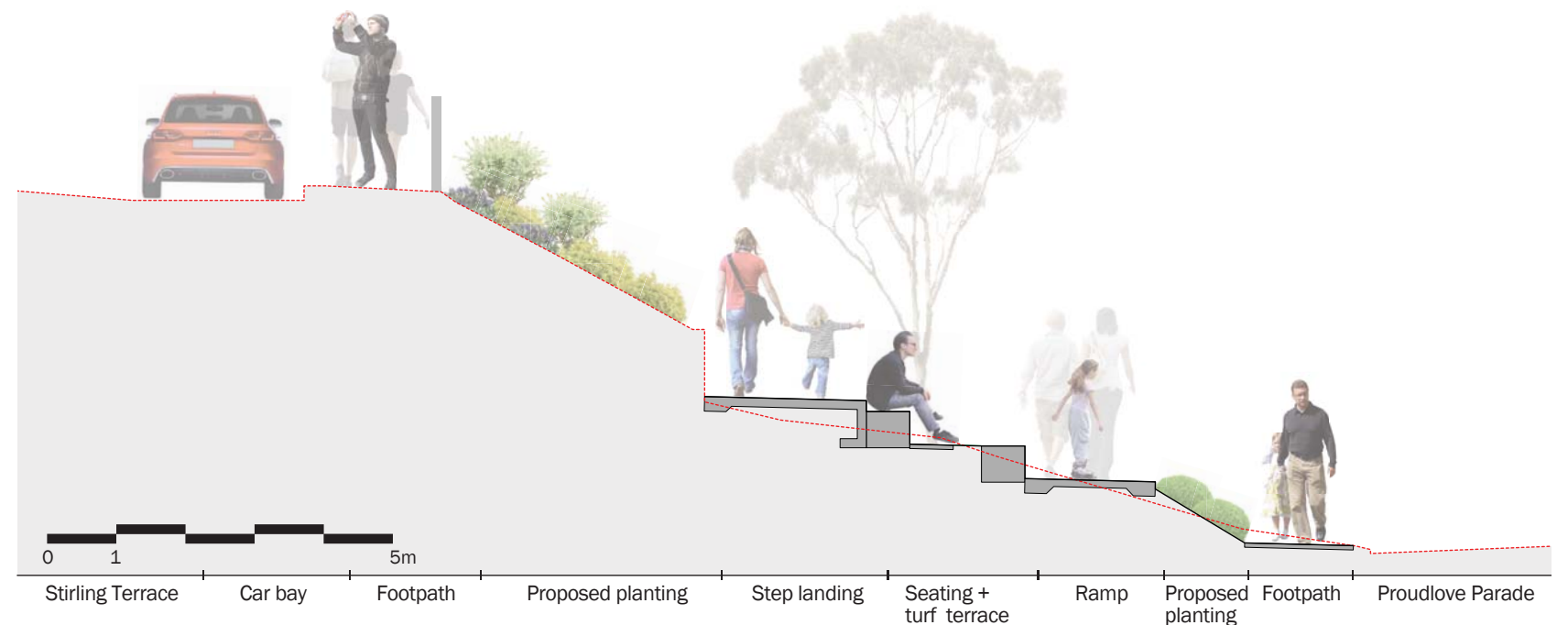


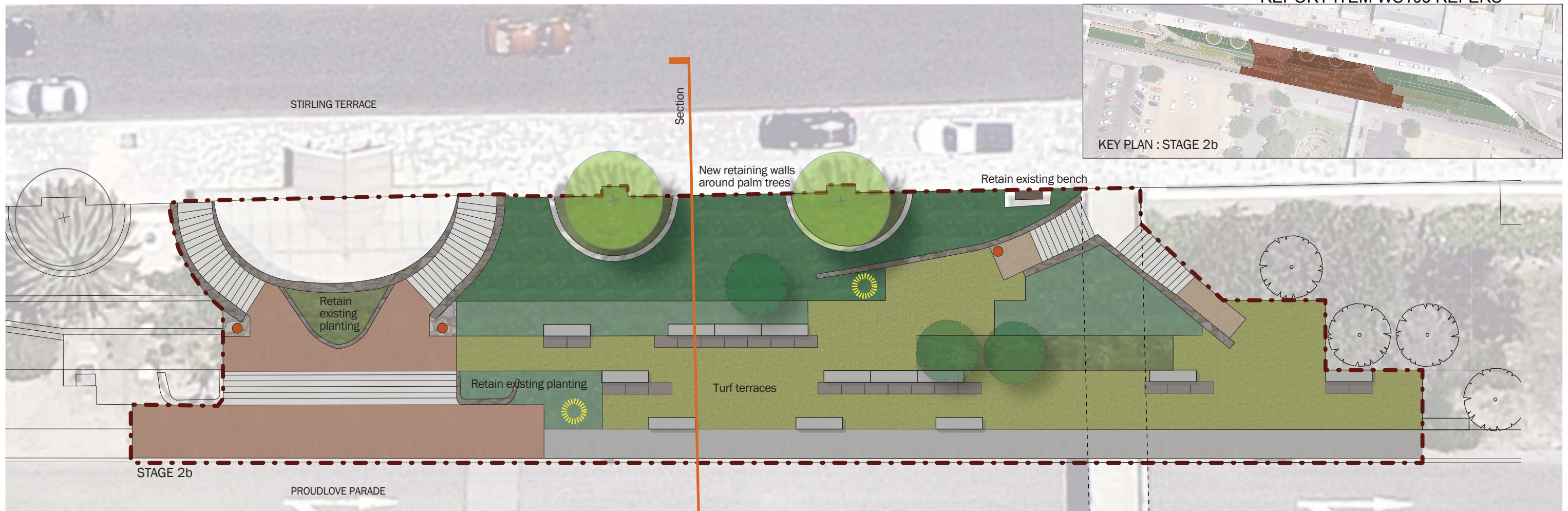
Queens Gardens, Proudlove Parade: Concept Design, General Layout



CONCEPT PLAN LEGEND :

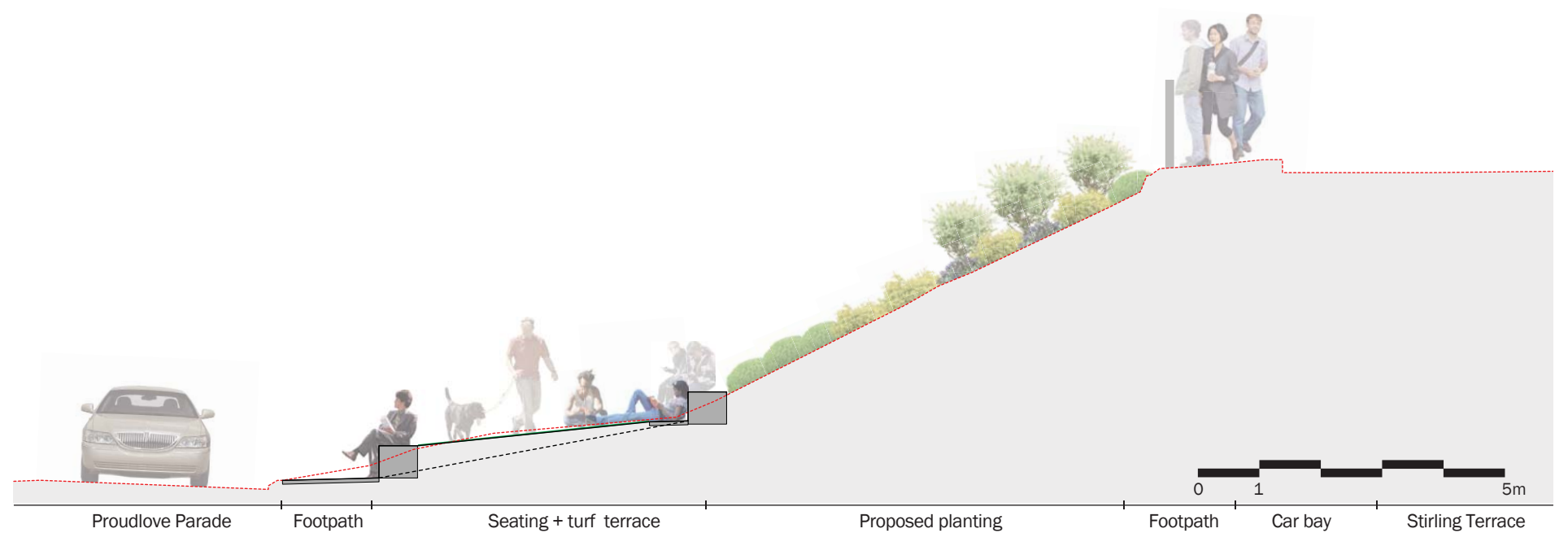
	Coloured concrete path - light		Concrete seat
	Coloured concrete path - dark		Block pavers
	Grey concrete path		Bench seat
	Turf		Existing retaining wall
	Planting mix 1		Proposed retaining wall
	Planting mix 2		Universal access
	Planting mix 3		Public artwork location
	Existing tree		Existing bollards relocated
	Proposed tree		Stage boundary
			Existing electrical box
			Urn and plinth





CONCEPT PLAN LEGEND :

	Coloured concrete path - light		Concrete seat
	Coloured concrete path - dark		Block pavers
	Grey concrete path		Bench seat
	Rotunda pavement		Urn and plinth
	Turf		Existing retaining wall
	Planting mix 1		Public artwork location
	Planting mix 2		Stage boundary
	Planting mix 3		
	Existing tree		
	Proposed tree		



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Plan Scale: 1:200 at A3
Section Scale: 1:100 at A3

Drawing: W-A5509.00

Sheet: 03

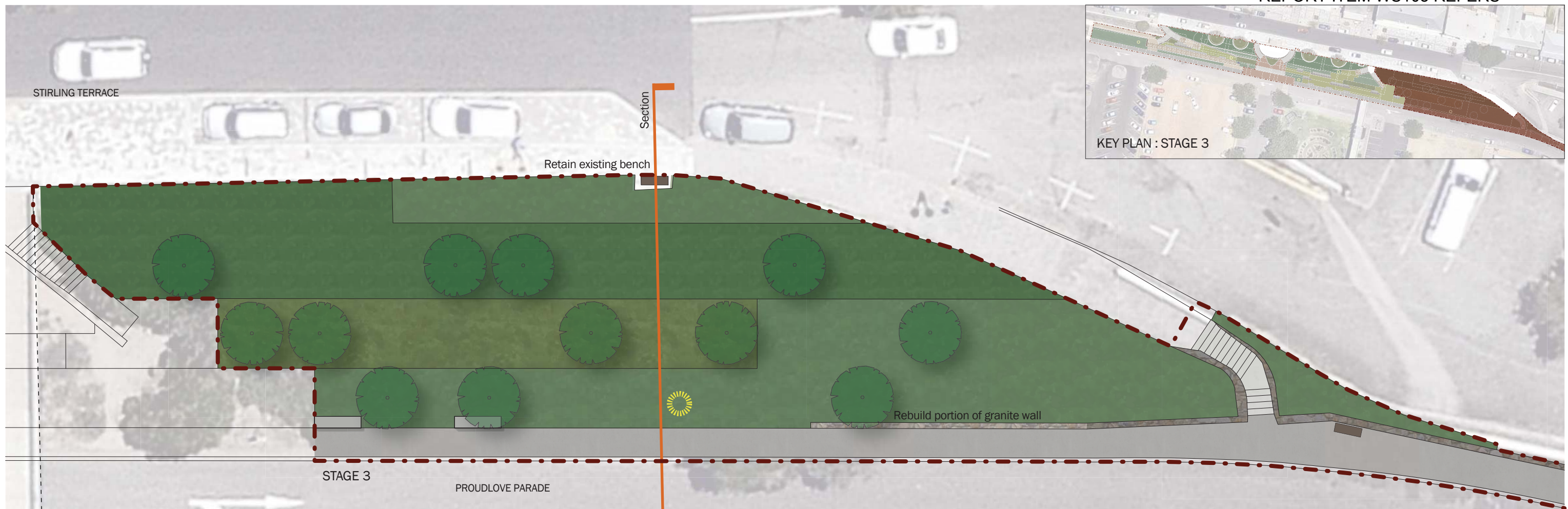
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108

Date: 27/11/2015

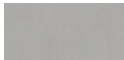








Client: City of Albany

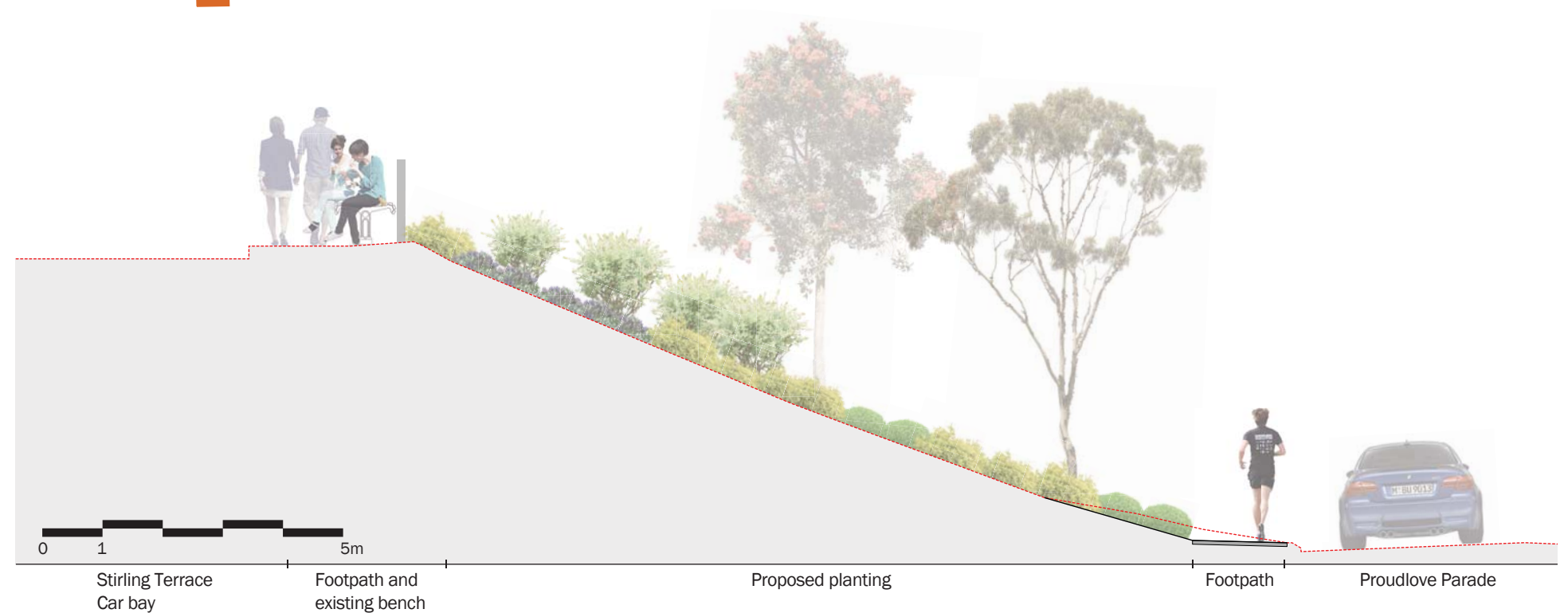
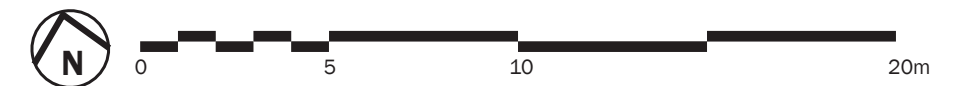
Queens Gardens, Proudlove Parade: Concept Design - Stage 2b





CONCEPT PLAN LEGEND :

-  Grey concrete path
-  Planting mix 4
(group arrangement to complement formal European heritage design)
-  Proposed tree
-  Concrete seat
-  Bench seat
-  Existing retaining wall
-  Proposed retaining wall
-  Public artwork location
-  Stage boundary



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Plan Scale: 1:200 at A3
Section Scale: 1:100 at A3

Drawing: W-A5509.00

Sheet: 04

Revision: -
109

Date: 27/11/2015

Client: City of Albany



Queens Gardens, Proudlove Parade: Concept Design - Stage 3







**City of Albany
Heritage Assets
Maintenance and Conservation Issues**

Site: OLD POST OFFICE (now UWA) – Table of Background Information

Building/Location	Problem	Notes
Timber verandah (south)	Deterioration	<p>Historic photographs dated from 1870 confirm that the verandah is an original element of the 1869 building, and for the most part is the same today as was built.</p> <p>The western verandah and returns were removed to accommodate the 1897 building.</p> <p>The other major change was the installation of the concrete plinths on which the ground floor posts are sitting.</p> <p>There is no evidence to suggest that major reconstruction of the verandah has ever occurred but likely only replacement/repair on a needs basis. Therefore the majority of the verandah is likely to be authentic fabric. The balustrading could be replacement definitely on the east and verandah return section but could be all balustrading (<i>Baxendale report notes the balustrading appears relatively recent replacement and currently overall in good condition</i>).</p> <p>Conservation Plan</p> <ul style="list-style-type: none"> • The concrete plinths are noted as Intrusive (p. 98) • The 50mm jarrah boards on verandah floor are noted as intrusive (p. 97) <p>The CP makes a case for “Reconstruction” (p. 104) where there is clear evidence for accurate reconstruction; where circumstances make it appropriate, and that the necessary skills are available. It also notes that conservation of other elements could be achieved during reconstruction such as restore windows.</p>

Roof	Weight loading Replacement fabric	<p>Shingles were original roof fabric on both sections</p> <p>Roof was resingled in 1925 – possibly only the 1896 section</p> <p>Shingles replaced with Marseille tiles 1949</p> <p>Conservation Plan</p> <ul style="list-style-type: none"> • The tiles are noted as intrusive (p. 98). It recommends reverting back to shingles or to a smaller tile that would look more like a shingle. • Roof plumbing should be ogee form gutters, circular downpipes with decorative rainwater heads (p. 111)
General		<p>Check Hobbs Smith and Holmes report (1984) “Report of Old Albany Post Office Roof and Front Verandah Restoration” which might elucidate further on replacement fabric and other conservation works that were undertaken at this time that might have a bearing on authenticity.</p> <p>No original plans are included in the CP – some plans are available form National Archives.</p>

COMMENTS AND RECOMMENDATIONS

Building Condition Assessment Report

A Building Condition Assessment Report on the verandah was prepared for the City of Albany by Peter Baxindale Consulting Engineer (Feb 2015). Overall Peter suggests that the original structural members of the verandah are generally sound but there are some serious problems in localised areas. As the work has commenced, further issues of deterioration and structural integrity are becoming evident. The roof tiles were also mentioned in the report as degraded and needing replacement and/or refixing.

Peter notes in his report that no documents were available at the time of inspection. I have therefore reviewed the Conservation Plan (2001) which is the most relevant document. I do not have a copy of the Hobbs Smith and Holmes "Report of Old Albany Post Office Roof and Front Verandah Restoration" (1984) but this should also be reviewed for relevant information. There is not a great deal of detail on the verandah in the CP but a few pieces of helpful information none-the-less.

Peter notes (p. 6) that the age of the structure is not clear but likely to be a '...replacement of the original by some generation' with probably some fabric recycled/reused, some of which dates back to the original construction. As noted in the table above, apart from some site specific repair/remediation, there is no available documentary evidence to suggest that the verandah has undergone a major reconstruction but only ad-hoc works as required. There is certainly evidence of repair to original fabric (e.g. new scarf joints) and new material being added (steel fascias) but generally the verandah would be considered to have a medium-high level of authenticity. In this light several considerations need to be given to how to manage the present and ongoing conservation and maintenance of this structure. Any options need to be measured against best practice and heritage principles.

Peter's report does not identify what timber is to be used for replacement members or for scarfing. It can be assumed that this is possibly jarrah.

OPTION 1: LOCALISED CONSERVATION AND REPAIR WORK

Do the localised repair work as outlined by Peter in his report and including the additional areas that have also been revealed as requiring attention. This work is regarded as "reconstruction".

This is a good conservation approach and aligns with the principles of the *Burra Charter*.

A major program of "preservation" would still need to be undertaken in concert with this approach to retard future deterioration of the original fabric that is retained. Preservation will also aid the structural integrity and safety of the verandah. For example:

- a regime of painting all painted timber and oiling all unpainted timber to be implemented
- the application of a fungal rot deterrent into all timbers
- checking all roof plumbing is in good working order.

Note on painting – ensure that the paint is not so impenetrable that moisture is trapped behind it and therefore will rot the timber. Some permeability needs to be factored into the paint.

Also, other works would need to be attended to (as per Peter's report) such as:

- Replacement of metal fixings with more durable contemporary metals (i.e. stainless steel)
- ensuring that there is drainage allowed for the verandah floor
- replacing all steel fascias with timber and ensure slightly proud of beam to allow drying/ventilation.

Other issues:

The availability and quality of jarrah (hardwood) – well seasoned dry jarrah is difficult to source. Using green timber is problematic as it can compromise structural integrity as it dries and settles.

An appropriate other wood needs to be identified for use.

Option:

An option might be to source a stock of jarrah now and store securely and safely to allow for time to season and dry. This would be a good approach for Option 1 or 2.

CONCERN: More deterioration will/may be revealed during this work program and continue to occur on an ongoing basis particularly in cases where other fundamental problems are not resolved. Therefore structural and safety issues could be ongoing.

OPTION 2. REMOVE THE VERANDAH COMPLETELY AND UNDERTAKE A PROGRAM OF RECONSTRUCTION

There could be a case made for this if the bespoke repair work becomes too onerous, costly and not practical because of the ongoing use and need of the verandah by the university. Safety of the verandah is paramount.

As this might be a medium to longer term strategy (it may depend on ability to fund the work) then localised repair work should be carried out as a short term solution as per Peter's report.

Reconstruction of this scale would involve a major task of documenting the existing verandah, all parts and all stages of the process of removal, salvaging as much original timber and other fabric as possible and reinstating (where possible) back into its original location when the verandah is reinstated. It would also mean introducing some new fabric (wood) as well as other elements (such as the fixings). These new elements should be documented and also potentially readable as new only on close inspection (i.e. from a general view the verandah should look 'authentic').

This could be considered also as a good conservation outcome and aligning with the principles of the *Burra Charter* as long as it is undertaken in a methodical, informed and supervised manner.

Intention

The intention of this approach covers the following:

- To resolve all current structural issues that are evident and also those that are not evident
- To make the verandah structurally sound and safe both when walking on or in proximity to the verandah

- To reconstruct the verandah back to its original design (i.e. remove concrete plinths and other introduced intrusive elements)
- To give the verandah a renewed long life – noting that regular maintenance will be committed to particularly of original remaining and fragile fabric.

Approach

- This would need the input of both a heritage architect and a structural engineer.
- Original plans of the verandah should be sourced as well as historic photographs
- Impact needs to be measured (*refer below*)
- The identification of the type of any replacement timber to be used.
- Proper and safe storage of all salvaged fabric needs to be secured for the duration of the works.
- A demolition management plan and archaeological watching brief may be required.

Impacts

The potential or known physical impact on the building of both the removal and reinstatement of the verandah will need to be considered and investigated by a heritage architect and structural engineer. This will need to be done prior to commencement of any work. Although it is not realistic to assume that all impacts can be known until work proceeds, some analysis of likely impacts as well as how to manage exposed fabric for the duration of the construction works needs to be undertaken.

OTHER ISSUES THAT NEED TO BE CONSIDERED IN ANY APPROACH

Concrete Plinths

The question of the concrete plinths also needs to be considered as they are causing deterioration of the level 1 columns. They are also identified as intrusive in the Conservation Plan. However, because the timber columns have been cut to sit on the plinths a new scarfing joint would need to be installed or new columns fabricated and installed. Also a new solution to supporting the columns on the ground would need to be identified. Timber posts/columns are best supported on free draining aggregate.

Reroofing

Significant retiling is needing to be undertaken in the short term as failing and degraded tiles are exacerbating the deterioration of the timber members and floor of the verandah. It is likely that a whole re-roofing will be required in the medium term. Clay tiles in this environment (which could be classified as coastal/marine) will degrade faster because of the salts in the air.

Much of the damage to the verandah is being caused by the additional loading of the roof owing to the weight of the tiles which replaced original timber shingles.

The question now arises about whether this is the opportune time to consider the re-roofing. This would particularly be the case should the verandah be removed and reconstructed. The Conservation Plan recommends reverting back to shingles or replacing the current tiles with smaller profile tiles which would be more akin to shingles. However, re-shingling is not a practical solution. Changing to a smaller tile is only introducing another new element and would likely require a more onerous

maintenance regime. The most practical solution, and one which could be argued with regards good conservation practice, would be to reroof in corrugated galvanised iron.

RECOMMENDATIONS:

Ask Peter Baxindale to undertake another analysis/assessment to observe the other issues that have subsequently been revealed, as well as to provide advice specifically on, or a case for, the potential to dismantle and reconstruct the verandah.

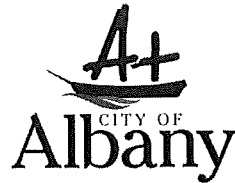
Should the work continue as he originally outlined then advice still needs to be sought or further investigations made on the best and most appropriate:

- paint
- treatment for unpainted timbers
- fungal rot treatment
- replacement timber

Should dismantling/reconstruction of the verandah be considered a viable option then the following should be done:

- Have Peter Baxindale provide a report on why this approach is being taken
- Approach a heritage architect for some preliminary advice on methodology, conservation outcomes, best practice etc. to the reconstruction work – this can be done in association with the structural engineer.
- An informal approach to be made to the State Heritage Office (SHO) to sound out their response to this proposal.
- If the SHO are amenable to the strategy, then formal Development Application documentation (including heritage impact statement) can be prepared for planning approval with the City and for formal advice from SHO.

Note that the approval for reconstruction of the verandah may also include approval for reroofing of the building in new fabric (corrugated galvanised iron). If this is the case then both matters should be dealt with concurrently.



**LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
Minutes**

Thursday 17th December at 8.30am
City of Albany Civic Rooms
102 North Road Albany

(File Ref: ES.MEE.5/AM 1652656)

Committee Terms of Reference: *The aim of the Local Emergency Management Committee (LEMC) is to overview, plan and test the local community emergency management arrangements. The committee includes representatives from agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.*

- 1. EXECUTIVE OFFICER DECLARES THE MEETING OPEN AT 8.30AM AND CALLS FOR NOMINATIONS FOR CHAIR.**
Dennis Wellington was nominated, no further nominations were received and Dennis Wellington was appointed as Chair of the Local Emergency Management Committee.
- 2. CHAIR CALLS FOR NOMINATIONS FOR DEPUTY CHAIR.**
John Shanahun nominated, no further nominations were received and John Shanahun was appointed as Deputy Chair of the Local Emergency Management Committee

ITEM 2.1: COMMITTEE RECOMMENDATION

THAT Dennis Wellington be APPOINTED as the Chair of the Local Emergency Management Committee.

THAT John Shanahun be APPOINTED as the Deputy Chair of the Local Emergency Management Committee.

Moved: Neville Blackburn

Seconded: Barbara Marquand

CARRIED

3. ATTENDANCE:

Derek Jones	City of Albany CBFCO
Garry Turner	City of Albany
Dennis Wellington	Mayor City of Albany
Tony Ward	City of Albany
Sarah Mathews	DFES
Dave Murphy	WAPOL
Anna Page	City of Albany – Airport
Neville Blackburn	CPFS
Estralia Diaz	CBH
Marie O'Dea	SEMC
Andrew Buchannan	ATCO Gas
Steve Childs	Water Corporation
Wayne Aggiss	Parks & Wildlife
Gary Berg	Main Roads WA

Andrew Collins	ABC Radio
Ron Panting	SES
John Shanahun	City of Albany Councillor
Barbara Marquand	Albany Hospital
Noeline Russell	Department of Transport

Apologies/Absent:

Dale Putland	City of Albany
Steve Dean	Department of Education
Quentin Flatman	WAPOL
Ann Nolan	Clarence Estate
Lorna Woodward	CPFS
Kevin Parsons	DFES
Stacey Abbott	SJA
Scott Macaulay	Southern Ports
Tony Fitzpatrick	DoT
Roy Spurr	Brookfield Rail

4. DISCLOSURE OF INTEREST

NIL

5. CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING**ITEM 5.1: COMMITTEE RECOMMENDATION**

The minutes of the Local Emergency Management Committee meeting held on 24 September 2015 to be confirmed as a true and accurate record of proceedings.

Moved: D Jones

Seconded: M O'Dea

Carried

6. BUSINESS ARISING FROM PREVIOUS MEETINGS:

Item	Status
T Ward to arrange a meeting with CoA EM team to discuss how best to assist the Port of Albany is to plan a practical emergency exercise.	Ongoing S McCaulay to contact T Ward to discuss further

7. CONFIRMATION OF CONTACT DETAILS AND KEY STAKEHOLDERS

As per attached contact list (Attachment 1).

8. ITEMS FOR DISCUSSION**8.1 Draft LEMC Business Plan**

D Jones presented the draft LEMC Business Plan to LEMC members for comment. The Plan identifies the tasks required to finalise the City of Albany Local Emergency Management Arrangements, stipulates deadlines for each task and allocates responsibilities.

D Jones requested each organisation to provide the LEMC with any emergency plans relevant to their organisation.

A request was made for organisations who may have facilities suitable for setting up an ISG during an emergency to provide the LEMC with details of these facilities.

D Jones asked that the Plan be accepted as a timeline to guide LEMC activities to June 2016.

ITEM 8.1: COMMITTEE RECOMMENDATION

THAT the LEMC Business Plan be ACCEPTED as a timeline to set targets for LEMC activities until June 2016.

Moved: D Jones

Seconded: Ron Panting

Carried

8.2 Review of Local Emergency Management Arrangements

- Critical Infrastructure List

Workshop session conducted to identify critical infrastructure for inclusion in LEMA. A request was made for any organisation with an existing critical infrastructure list to provide a copy of the list to LEMC by 31 January 2016.

- Identification of Special Needs Groups

List of identified special needs groups distributed. LEMC members were requested to provide any additional information by 31 January 2016.

8.3 Post Exercise Report – DFES State-wide Bush Fire Exercise

Report presented by Sarah Matthews – DFES.

The key points included:

- This was a multi-agency exercise conducted on 16 October between 08:00 and 15:00.
- The aim of the exercise was to help prepare emergency services agencies and stakeholders for a major incident for the 2015/16 season and to test capabilities and response at local, regional and state levels.
- The policies, procedures and plans of various agencies as well as interoperability between organisations were tested.
- Incident management systems, reporting protocols and the ability of the lead agencies to coordinate a multi-agency response to a major bush fire were also tested.
- The exercise was a scenario-based functional exercise to provide regional and state level incident based training and validation activities, in which DFES incident management teams worked with Regional Operation Centres and the State Operations Centre.
- The state-wide scenario included a Level 3 bush fire on local government land in Albany, a Level 2 bush fire burning on DPaW land in the metropolitan region and a Level 2 bush fire in the Goldfields region.
- The Albany scenario involved several fires burning along Hazard Road and Willyung.
- An operations centre was established at City of Albany, North Road offices. The fire was originally managed by City of Albany Volunteer Bush Fire Brigade but handed over to DFES. AIIMS structure established and various AIIMS roles assigned.
- Feedback from the exercise included the benefits of the various agencies working together, identified training needs including AIIMS awareness, issues with lack of consistency in the use of different mapping systems, difficulties in some agencies

using WebEOC but other agencies not having access to the system, the inadequacy of the North Road lunch room as an ICC.

- The exercise also highlighted the importance of having people with local knowledge involved in the IMT.

8.4 Post Exercise Report – CPFS ALAC Evacuation Centre Exercise

Report presented by Neville Blackburn – CPFS (attached).

8.5 DFES Report on Esperance Fires (November 2015)

Report presented by Sarah Matthews – DFES.

A dry lightning storm impacting the Shire of Esperance on Sunday 15th November 2015 resulted in several reported fires within the Unallocated Crown Land. These fires were managed on Sunday and Monday, however catastrophic weather conditions on Tuesday 17th November 2015 resulted in very aggressive fire conditions, with both fires causing extensive damage -resulting in 4 fatalities, stock and crop losses, house, shed and machinery losses.

- Cascade Fire: Total Area Burnt – 128,000ha
- Merivale Fire: Total Area Burnt – 18,000ha
- Cape Arid fire: Total Area Burnt- 163,000ha
- Esperance complex fire: 309,000ha in total

All these fires together contributed to an area bigger than ACT (Australian Capital Territory) – yet were still only 6% of the entire size of the Shire of Esperance!

203 Emergency alerts/warnings were sent out – 4 community meetings held with further follow up meetings as part of the recovery process.

- 351 Horizon poles damaged
- 137,000ha Agriculture area affected
- 13,000ha crop destroyed
- 4500 livestock loses

The Shire of Esperance has been overwhelmed by support from both within and outside the community, with people desperate to donate to help those affected by the devastating bushfires that have spread across the region.

ERIC set up as the Esperance Recovery Information Centre (a one stop shop)

Blaze aid assisting the rural community in rebuilding farming infrastructure based at Grass Patch. Baked Relief provided 8 pallets of baked goods and gifts from all over WA to be distributed to affected communities and all those who contributed to the fire effort.

8.6 Proposed Changes to City Fire Break Inspection Procedures

Tony Ward briefed the LEMC regarding the City of Albany Rangers fire inspection procedures. Past practice has been for warnings to be issued before taking steps to issue infringements and engage contractors to clear the necessary fire breaks, which resulted in a time lag before the identified fire hazard was reduced. Changes implemented by the City of Albany management team allow Rangers to go directly to the step of issuing infringements and/or engaging contractors immediately to reduce risk in a timely fashion.

8.7 General Business

Briefings received from member organisations:

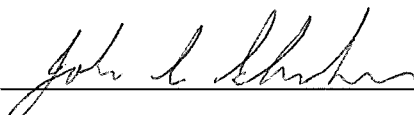
- SES call-out to attend an incident at Castle Rock which identified some communications issues which they are working on.

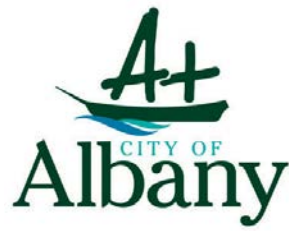
REPORT ITEM LEMC 008 REFERS

- Albany Hospital reported that Telstra and Optus will be installing additional phone towers at the hospital that should improve mobile communications in the vicinity. The experienced a small fire issue that tested their emergency response plans and the use of WebEOC.
- SJA has finished training for the year.
- Parks & Wildlife reported that they are in the recovery and rehabilitation process for the fires in Torndirrup National Park and Two Peoples Bay.
- WAPOL reported that Senior Sergeant Quentin Flatman has left Albany and will be replaced with Grant Pollard. Officers have recently undergone a Marine Search and Rescue requalification course in which they worked closely with the local Sea Search & Rescue group. Communication issues that were experienced at Salmon Holes and Blowholes have been resolved.
- CBH is working with Southern Ports on planning an emergency exercise for the Port early in the new year.
- City of Albany Volunteer Bush Fire Brigades reported that all appliances have now been fitted with a deluge system to improve crew protection, and will be fitted with oxygen canisters. Crew Leader and Sector Commander training has been provided to improve fire ground management. Six members have completed Level 1 Incident Controller training. Work has also been undertaken with DFES and DPaW to establish pre-formed responses for incidents. The brigades have attended approximately 50 fires since 1 July 2015. This compares to 70 at the same time in 2014.
- Main Roads WA provided an overview of their summer works programme.
- City of Albany advised that the Ranger & Emergency Services team has relocated to the SCNRM building in Mercer Road.
- CPSF reported that their agency feels it is well prepared for providing welfare support in an emergency following their staff's involvement in the Northcliffe fires and the successful evacuation exercise conducted at ALAC earlier this year.
- The City of Albany Airport distributed copies of the REX airline's new timetable, which is due to commence service on 29 February 2016.
- SEMC advised that Adam Smith is returning from long service leave in January 2016.
- WaterCorp has focused on fire management and hazard reduction on their land and around their assets.
- ATCO Gas has completed their upgrade works around Albany. Staffing will be reduced to a skeleton crew over Christmas and New Year.
- City of Albany Ranger & Emergency Services reported that Rangers have commenced fire break inspections but as the majority of the Ranger team are new to the role and will need mentoring so this may take some time to complete.
- Department of Transport reported that Tony Fitzpatrick has left the region.

9. **DATE OF NEXT MEETING:**
17 March 2016

10. **MEETING CLOSED: 10:20am**

Signed  (LEMC Chairperson)



Council Management Plan

Local Recovery Plan

Document Approval			
Document Development Officer:		Document Owner:	
Local Recovery Plan		ED Planning & Development Service	
Document Control			
File Number - Document Type:	Corporate Document – Management Plan		
Synergy Reference Number:	NMP072869		
Meta Data: Key Search Terms	Emergency plan, recovery plan, local emergency management committee, local recovery coordination committee, local recovery coordinator		
Status of Document:	Draft		
Document file details:	Location of Document: Intranet, Extranet N:\General\Governance\Corporate Documents		
Quality Assurance:	Chief Executive Officer, Executive Management Team		
Distribution:	Internal Document, Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
V1.0	Emergency Management Coordinator	Draft	9/11/2006
V2.0	Emergency Management Coordinator	Draft – Version 2	16/01/2007
V3.0	Emergency Management Coordinator	Initial Issue – Adopted by Council	15/05/2007
V4.0	Manager Rangers & Emergency Services	Draft – complete review of expired V3 Plan	16/03/2016

Certificate of Endorsement

Local governments are required under the provisions of Section 36 of the *Emergency Management Act 2005* to ensure that Local Emergency Management Arrangements (LEMA) are prepared for their local government area.

This includes the identification of a Local Recovery Coordinator and inclusion of a Recovery Plan as detailed in State Emergency Management Policy (SEMP) 2.5 – Local Government Arrangements and Administrative Procedure (ADP) 5 – Local Emergency Management Arrangements.

The document to which this certificate refers shall be referred to as the *City of Albany Local Recovery Plan 2015* and here after referred to as the Recovery Plan.

The Recovery Plan has been prepared by the Local Emergency Management Committee (LEMC) in consultation with Hazard Management Agencies, City of Albany, government and non-government organisations and community groups.

As a requirement of the State Emergency Management Committee Policy Statement 2.5, the Arrangements have been submitted to those bodies appearing below for endorsement.

City of Albany Local Emergency Management Committee

_____ Date: / /
Chairperson

City of Albany

_____ Date: / /
Chief Executive Officer

Great Southern District Emergency Management Committee

_____ Date: / /
Chairperson

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Distribution List

City of Albany

City of Albany Council
 Chief Executive Officer
 Local Recovery Coordinator
 Executive Director – Planning & Development Services
 Deputy Recovery Coordinator
 City of Albany Emergency Operations Centre
 Libraries (Albany & Wellstead)

Albany Local Emergency Management Committee

LEMC Chairperson
 WAPOL – Officer in Charge of Albany Police Station (Local Emergency Coordinator)
 DFES Regional Director- Great Southern
 Albany Port Authority
 Albany Health Campus
 Albany State Emergency Service Unit
 Albany Volunteer Marine Rescue
 ATCO Gas
 Bureau of Meteorology
 Chief Bush Fire Control Officer
 Department of Agriculture and Food WA
 Department for Child Protection & Family Support
 Department of Education
 Department of Health
 Department of Parks and Wildlife
 Department for Transport
 Main Roads WA
 St John Ambulance Australia
 Telstra
 Water Corporation WA
 Western Power

Other

SEMC Executive Officer
DEMC Executive Officer
Albany Chamber of Commerce and Industry
Great Southern Development Commission
Shire of Denmark
Shire of Plantagenet
Shire of Jerramungup

Glossary of Terms

TERM	MEANING
DISASTER	See EMERGENCY
EMERGENCY	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response. The term emergency is used on the understanding that it also includes and reference to the word disaster.
EMERGENCY MANAGEMENT	The management of the adverse effects of an emergency including: (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency. (b) Preparedness – preparation for response to an emergency (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.
HAZARD MANAGEMENT AGENCY (HMA)	A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State. Hazard Management Agencies are defined in the <i>Emergency Management Regulations 2006</i> .
ESSENTIAL SERVICES	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.
LOCAL EMERGENCY COORDINATOR (LEC)	That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during <i>Incidents</i> and <i>Operations</i> .
LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	Based on either local government boundaries or emergency management sub-districts. Chaired by the Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.
RECOVERY	The coordinated process of supporting and assisting emergency affected communities in reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

ABBREVIATION	MEANING
DCPFS	Department of Child Protection and Family Support
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services of Western Australia
HMA	Hazard Management Agency
LEMC	Local Emergency Management Committee
LEMA	Local Emergency Management Arrangements
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
ISG	Incident Support Group
OSAG	Operations Area Support Group
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SRC	State Recovery Coordinator
SRRC	State Recovery Coordination Committee

1 Introduction

1.1 Authority

This Recovery Plan has been prepared in accordance with Section 41(1) of the *Emergency Management Act 2005* and *State Emergency Management Policy 4.4*, and forms part of the City of Albany Local Emergency Management Arrangements.

The Plan has been endorsed by the Albany Local Emergency Management Committee 17 March 2016 and approved by the City of Albany on (insert approval date).

1.2 Purpose

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. 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.

1.3 Objectives

The Plan will:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the City of Albany.
- Establish a basis for the coordination of recovery activities at the local level.
- Promote effective liaison between Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management.
- Provide a framework for recovery operations.

1.4 Scope

The scope of this recovery plan is limited to the boundaries of the City of Albany and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

2 Related Documents and Arrangements

2.1 Related Documents

The following documents are related to this Plan:

- Emergency Management Act 2005
- Westplan Recovery Coordination
- Westplan Emergency Public Communications
- Westplan Registration and Reunification
- Westplan Welfare
- Westplan Health
- SEMP4.4 – State Recovery Coordination
- Local Welfare Emergency Management Support Plan
- City of Albany Local Emergency Management Arrangements
- City of Albany Community Engagement Policy
- City of Albany Summary of Insurances
- WANDRRA Guide for Local Government
- Australian Emergency Management Handbook – Community Recovery Handbook 2
- Australian Red Cross – Communicating in Recovery

2.2 Agreements, Understandings & Commitments

The following Memoranda of Understanding are in place:

- There are currently no MOUs in place.

3 Resources

3.1 Resources & Contacts:

Contact details for recovery have been listed in the Emergency Resource Register.

Commercial and City of Albany resources available for recovery are listed in the Emergency Contact and Resource Register.

3.2 Local Recovery Centre

The decision of where to establish the Local Recovery Centre will be made by the Local Recovery Coordinator and depend upon the location, extent and severity of the emergency.

Possible venues in which to establish a Local Recovery Coordination Centres in the City of Albany area have been identified and are included in the Emergency Contact and Resource Register.

3.3 Financial Arrangements

3.3.1 Insurance of Assets

The City of Albany has arrangements in place to insure its assets. Details of these arrangements are available in the City of Albany Summary of Insurances. Contact the Manager Governance & Risk Management for further details.

3.3.2 Internal Funding

The following arrangements have been made to fund recovery activities if necessary:

- The use of s6.8(1)(b) or (c) of the Local Government Act 1995 - expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor in an emergency and then reported to the next ordinary meeting of the Council.
- The use of s6.11(2) to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where the mayor has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- The use of s6.20(2) to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council.

3.3.3 Financial Records

To ensure accurate records of costs associated with an emergency, the City has a specific cost centre to which all costs associated with the recovery process will be allocated.

3.3.4 External Funding

Westplan-Recovery Coordination outlines the States recovery funding arrangements.

Relief programs include:

- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Centrelink
- Lord Mayor's Distress Relief Fund (LMDRF)

3.3.5 Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)

The WA State Government provides relief measures to assist communities recover from an **eligible** natural event. The State Administrator of WANDRRA is the Department of Premier and Cabinet

More information is available

at <http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx>

3.3.5.1 Eligible Disasters

Eligible natural event include: bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado or tsunami.

WANDRRA will be activated by the State Administrator if the emergency is it is one of the ten events mentioned above; and the anticipated cost of eligible measures will exceed \$240,000.

3.3.5.2 Relief Measures

The relief measures are available for:

- Individuals and Families
- Small Business
- Primary Producers
- Local Government
- State Government Agencies

WANDRRA does **not provide**:

- Compensation for losses suffered
- Assistance where adequate insurance could have been obtained. Insurable assets such as houses and vehicles are not eligible under WANDRRA.
- Assistance for losses incurred as a result of:
 - Drought
 - Frost
 - Heat wave
 - Epidemic
 - Events where human activity is a significant contributing cause.

3.3.5.3 Assistance for Individuals and Families

The assistance provided to individuals and families under WANDRRA is managed by the Department for Child Protection and Family Support.

The assistance may be for one or more of the following:

- Emergency food, clothing or temporary accommodation
- Repair or replacement of essential items of furniture and personal effects
- Essential repairs to housing, including temporary repairs and repairs necessary to restore housing to a habitable condition
- Personal and financial counseling aimed at alleviating personal hardship and distress arising as a direct result of a natural disaster
- Removal of debris from residential properties to make them safe and habitable
- Demolition or rebuilding to restore housing to a habitable condition.

3.3.5.4 Assistance to Local Government:

Assistance is available for the restoration/replacement of essential public assets owned by a local government to the extent necessary to restore the asset to the equivalent of its pre-disaster standard.

3.3.6 Department of Human Services - Centrelink

Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted and may provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink coordinates the Australian Government Disaster Recovery Payment.

3.3.7 Public Appeals – Lord Mayor’s Distress Relief Fund (LMDRF)

All cash donations resulting from public appeals should be directed to the LMDRF, as detailed in SEMP 4.4 Recovery Coordination. Calls for public donations to assist with any emergency should be initiated by the Board of the LMDRF. Such calls may be either on the initiative of the Board itself or by the Board in consultation with any Government or statutory body. The commencement of an appeal fund does not override the statutory obligations, on the part of various government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

For further information regarding the LMDRF visit: <http://www.appealswa.org.au>.

3.3.8 Managing Donated Goods

Where possible, donations of goods should be discouraged as they are difficult to manage. Donations of cash provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Where donations of goods have been arranged by nongovernment organisations, the distribution of the donated goods shall be undertaken by the organisations concerned.

4 Roles and Responsibilities

Roles and responsibilities are defined in Westplan – Recovery Coordination.

4.1 Controlling Agency

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity **during the response to that emergency**. To facilitate recovery it will:

- liaise with the Local Recovery Coordinator include him or her in the incident management arrangements including the Incident Support Group and Operations Area Support Group.
- undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator.
- coordinate completion of the Comprehensive Impact Assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator
- Provide risk management advice to the affected community (in consultation with the HMA)

4.2 Local Recovery Coordinator

The City of Albany Executive Director of Corporate Services has been appointed as Local Recovery Coordinator (LRC) in accordance with the requirements of the *Emergency Management Act 2005, S 41(4)*. The Manager Finance will act in the role if the ED Corporate Services is unavailable.

4.2.1 LRC Functions:

The Local Recovery Coordinator is responsible for managing the recovery process following an emergency event. This includes the following:

- Ensure the Local Recovery Plan is established and tested.
- Liaise with the Controlling Agency, including attending the Incident Support Group (ISG) and Operations Area Support Group (OASG) meetings where appropriate.
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies.
- Provide advice to the Mayor and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened.
- Assess the restoration requirements of services and facilities with the assistance of the responsible agencies.
- Determine the resources required for the recovery process in consultation with the LRCG.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
- Ensure the functions of the Executive Officer are undertaken for the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordinating Group (SRG), if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.

- Ensure the recovery activities are consistent with the principles of community engagement.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

4.3 Local Recovery Coordinating Group

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery processes within the community. The LRCG is convened as required.

4.3.1 LRCG Functions:

- Establishing subcommittees as required.
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Developing an Operational Recovery Plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning and goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people and others identified as vulnerable;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities
- Facilitating the provision of services, public information, information exchange and resource acquisition.
- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.
- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee.
- Coordinating all offers of, or requests for assistance to avoid duplication of effort or confusion.
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

4.3.2 Membership:

The City of Albany LRCG will have the following core membership structure with additional participation, as required by the nature of the emergency. The core membership comprises:

- Mayor or Deputy Mayor - Chair
- Local Recovery Coordinator or Deputy
- Elected members
- Members of the impacted community
- Executive Officer
- Hazard Management Agency representative
- Administrative/Secretarial Support
- Key City of Albany staff as required based on the nature and extent of the emergency, including the following:
 - Communications Manager
 - Manager Stakeholder Relations
 - Executive Director Works and Services (or delegate)
 - Executive Director Corporate Services (or delegate)
 - Executive Director Community Services (or delegate)
 - Executive Director Planning and Development (or delegate)
 - Executive Director Manager Finance (or delegate)
 - Manager Rangers & Emergency Services (or delegate)
- Key agency representatives as required based on the nature and extent of the emergency, including the following:
 - Department of Fire & Emergency Services
 - Department for Child Protection & Family Support
 - Department of Human Services (Centrelink)
 - Department of Agriculture & Food Western Australia
 - Main Roads WA
 - Essential services (including Western Power, Telstra, Water Corporation, ATCO Gas)
 - Department of Education
 - WA Country Health Service
 - Port of Albany
 - Department of Parks & Wildlife
 - Department of Environment Regulation
 - Albany Chamber of Commerce & Industry

4.3.3 Local Recovery Coordinating Group Subcommittees

The LRCG Subcommittees will be convened as required, depending on the size, impact and complexity of the emergency event, to assist the LRC and LRCG by addressing specific components of the recovery process.

4.3.3.1 Community Subcommittee**Objectives:**

- To facilitate understanding on the needs of the impacted community in relation to community wellbeing
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event.

4.3.3.2 Environment Subcommittee**Objectives:**

- To provide advice and guidance to assist in the restoration of the natural environment post the event.
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
- To assess and recommend medium and long term priority areas for consideration to assist in the restoration of the natural environment in the medium to long term.

4.3.3.3 Infrastructure Subcommittee**Objectives**

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies.
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency.
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

4.3.3.4 Finance Subcommittee

The Finance Subcommittee is responsible for making recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals who have suffered personal loss and hardship as a result of the event.

Functions

- develop the eligibility criteria and procedures by which payments from the LMDRF will be made that are:
 - are equitable, fair simple and transparent;
 - are straightforward and not onerous to individuals seeking assistance;
 - recognise the extent of loss suffered by individuals;
 - complement other forms of relief and assistance provided by government and the private sector;

- recognise immediate, short, medium and longer term needs of affected individuals; and
- ensure the privacy of individuals is protected at all times.
- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Sample LMDRF eligibility criteria are available at Appendix 2.

4.4 State Recovery Coordinator

The level of state involvement required will be considered by the State Recovery Coordinator in conjunction with the local government, based on the impact of the emergency. A list of criteria to be considered as triggers for escalation of recovery activity is included in Westplan – Recovery Coordination Appendix D.

4.5 Agencies/Groups Assisting in Recovery

The following list details the assigned and/or potential roles and responsibilities of organisations that may participate in recovery.

Hazard Management Agencies

- Hazard Management Agencies are required to include initial recovery arrangements in emergency management response plans.

Department of Child Protection and Family Support

- provide a representative to the LRCG;
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance (Westplan – Welfare); and
- manage the provision of the Personal Hardship and Distress measures under WANDRRA, including counselling, emergency assistance and temporary accommodation (WESTPLAN– Recovery and WANDRRA)

Department of Parks and Wildlife

- Provide a representative to the LRCG as required.
- Co-ordinate the rehabilitation of affected land and facilities managed by the Department.
- Facilitate response to and provide advice on wildlife matters.

Department of Agriculture and Food

- Provide a representative to the LRCG;
- Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies;
- In the event of an animal or plant pest disease incident administer funds from the Animal Health Australia or Plant Health Australia if available; and
- Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRRA.

Main Roads Western Australia

- Provide a representative to the LRCG;
- Assess and report on damage to State/Federal road infrastructure that may impact on the community;
- In conjunction with the Local Government assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route; and

- Assist the local government with the reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program and/or the WANDRRA.

Essential Services (including power, water, gas, telecommunications etc)

- provide a representative to the LRCG (co-opted as required);
- assess and report on damage to lifeline services and progress of restoration of services; and
- facilitate restoration of priority services as requested by the LRCG.

Department of Education and Training

- provide a representative to the LRCG (co-opted as required); and
- advise on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

Albany Chamber of Commerce and Industry/Small Business Centre

- provide a representative to the LRCG (co-opted as required);
- assist with the assessment of the impact of the emergency on small business; and
- provide advice on and facilitate access to available business support services/funding support, e.g. WANDRRA small business support measures.

Local Health Services Provider (Department of Health or Local Health Officer)

- provide a representative to the LRCG;
- advise on health and medical issues arising from the emergency; and
- coordinate the local health components of the recovery process.

Department of Environment Regulation

- • Provide advice on environmental protection, clean up and waste management

Department of Premier and Cabinet

- Administers WANDRRA.
- Determines if WANDRRA will be activated in response to an event.
- Evaluates WANDRRA claims.

Lord Mayors Distress Fund

- liaise with the LRCG to assess the requirement for public donations and if required initiate “Calls for Public Donations” in accordance with the State Policy on “Appeals and Donations during Emergencies”; as required, set up a local appeals committee in conjunction with the LRCG; and provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance.

5 Communications in Recovery

5.1 Principles of Recovery Communications

Effective communications is a key principle of disaster recovery and critical to facilitating community involvement. An affected community has a right to all information relevant to its recovery.

During emergencies, established communication channels can be disrupted, which may result in disaster-affected people feeling disconnected and isolated from their families, friends, existing community networks and services.

People affected by disaster are often overwhelmed by large amounts of information and as a result their ability to take in information, think about it and remember it can be impacted.

During recovery, standard communication principles will apply but there will be additional considerations including the following key principles:

Assist the community by providing relevant, clear and timely information

Ensure the information is presented in a way that is clear and free of jargon. Short, sharp amounts of relevant and practical information are most useful. By consulting with the community it is possible to establish what people actually want to know, i.e. what is happening with recovery, how they can access support and who to contact should they have any questions.

Target communications and utilise appropriate methods of communication for all audiences

Ensure your communication fits the audience; by knowing your audience and the best way to reach them. Work in conjunction with the community and individuals and utilise existing networks and strengths. Respect the community by ensuring communication is culturally appropriate.

Communications to be accessible

Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs and is addressed through a variety of media and channels;

Reiterate key messages and re-communicate regularly

After and during an emergency people can have trouble remembering information. It is important to reiterate and re-communicate information periodically throughout the recovery process.

Acknowledge the impact to help validate people's experiences

It is important to allow people affected by an emergency to acknowledge and validate their experiences.

5.2 Roles and Responsibilities

5.2.1 Response Phase

The organisational responsibilities of communicating during emergencies are defined in Westplan - Emergency Public Communications.

- The controlling agency will manage the emergency public information function during the response phase of the emergency. The controlling agency may appoint a Public Information Officer (PIO).
- The controlling agency will also manage the public information function during the recovery phase of the emergency, **unless and until** that function is handed over to the local government.
- Hazard management agencies may address the public and the media only on matters for which they are responsible and in which they have expertise.

- Agencies shall consider the communication needs of people with disabilities and culturally and linguistically diverse (CALD) elements within the particular community affected by the emergency.

5.2.2 Recovery Phase

- The City of Albany Communications Manager, in liaison with the LRC, will manage the public information during the recovery phase of the emergency when control has been handed over from the controlling agency.
- All communication activities will be carried out in accordance with the City of Albany Community Engagement Policy.

5.2.3 Media Engagement

The Communications Manager has delegated authority under the City of Albany Register of Delegations of Authority, ref 2015:003, to “Prepare, produce and distribute City information, media releases, publications and make comment, with the condition that comment is limited to matters relating to functions of the CEO, defined by the Act”.

5.3 Communications Plan

Refer to Appendix 2 for a Communication Plan template.

The information that needs to be communicated in the early phases of the recovery process depends upon the characteristics of the event in terms of type, location, severity and affects on the community.

The communication plan should address the following:

5.3.1 Who needs the information?

This involves determining the target audience within identified stakeholders.

Broad groups of stakeholders include:

- members of the affected community
- groups and agencies involved in recovery
- elected members
- media
- people with special needs (Refer LEMA Special Needs Groups).

5.3.2 What is to be communicated – key messages?

The broad categories of information that need to be communicated in the recovery process include:

- What has happened.
- What recovery is likely to involve
- What plans are in place for the well-being of the community.
- What services and resources are available.
- Information which will assist the community to effect recovery

5.3.3 How is the message communicated?

The available communications methods should be considered including:

- community meetings
- printed materials – e.g. newsletters, pamphlets, flyers, brochures
- notice boards at public buildings
- posters / billboards (including mobile SAM billboards)

- website (City of Albany and other agencies)
- media including radio, print and TV
- social media
- email and text messaging
- word of mouth.

5.3.4 Where is the message communicated?

Information can be provided in a range of locations and settings including:

- any place where people naturally congregate (churches, shopping centres, schools, community halls, sporting facilities etc)
- disaster site (if safe to do so)
- reception or assembly points
- evacuation and recovery centers
- outreach programs
- community information forums
- community events

5.3.5 When is the message communicated?

Information must be provided to affected communities in a timely manner. The timing of messages is to be included in the communication plan.

5.3.6 Feedback Strategy

Obtaining feedback ensures two-way communications is taking place. Two-way communication involves the sharing of perspectives, beliefs, and positions between interested parties, and between an emergency recovery agency and its stakeholders. Building a feedback strategy into the communications plan is important to ensure the communication being provided is beneficial to the community. Feedback can be obtained from the community in a number of ways:

- Include council contact details on all communications (email, telephone number, web address)
- Have feedback and evaluation systems integrated into all communications
- Gather data from community meetings, via note taking and face to face
- Talk to staff and volunteers that are returning from the affected area to ensure information and knowledge is transferred

5.4 Community & Stakeholder Engagement

Stakeholders are those who may affect, be affected by, or perceive themselves to be affected by an emergency event or the emergency recovery process. In other words, stakeholders are those people or groups who have a legitimate interest in the emergency recovery operation. It is important to be as inclusive as possible.

City of Albany community engagement activities during recovery aims to

- recognise that communication with a community should be two-way and that input and feedback should be sought and considered over an extended time;
- ensure the use of best practice community engagement including: inclusiveness, commitment, building relationships and mutual respect, integrity, transparency and accountability, feedback; and evaluation.

- ensure early engagement with clear and consistent information to hasten and promote the recovery process and provide community the opportunity to address issues.

5.4.1 Community Engagement Plan

Successful engagement with a community can act as a type of community development; empowering the community and individuals to understand and influence their recovery, increase social cohesion and assist in rebuilding the social fabric of the group that has undergone significant dislocation.

In the later phases of recovery, when decisions are made that will have significant community impact, such as those regarding the rebuilding of an affected community, the City of Albany Community Engagement Staff Toolkit should be utilised by the LRC, in liaison with the Communication Manager and Stakeholder Relations Manager to:

- Identify stakeholders (internal and external).
- Determine the appropriate level of stakeholder engagement based on the size, impact and complexity of the emergency event.
- Establish a communication plan that identifies what information needs to be disseminated and possible communication channels and venues.

5.5 Community Information Briefings and Debriefings

Community meetings can be an excellent means of communicating recovery information to and from an affected community during varying stages of the recovery process. If well planned and actively managed, they can be useful in providing information, gathering concerns, dispelling rumour and correcting misconceptions.

In the event of a major incident, community information meetings are often held jointly by emergency services, local governments and State government departments.

Community briefings provide:

- clarification of the emergency event (controlling agency)
- advice on services available (recovery agencies)
- input into the development of management strategies (local government)
- advice to affected individuals on how to manage their own recovery, including the provision of public health information (specialist advisers)

5.5.1 Purpose and Objectives

The purpose of the meeting must be clearly defined and communicated. Community meetings that are not well planned and are hazy about their objectives have a high potential to go awry and degenerate into a forum blame-laying and complaint.

The objectives of community meetings depend on the stage of recovery that the community has reached at the time of the meeting. However, the objectives should always include raising or maintaining the profile of the recovery effort and assisting the community towards recovery.

5.5.2 Planning the Meeting

In planning public meetings, the following should be taken into account:

- Who is running the meeting? (local authority, emergency management organisation, recovery agency)
- the objectives of the meeting, the agenda to be addressed, the process of conducting the meeting, the speakers (including local identities) and their subject matter

- the availability of personnel to address issues after the meeting
- the process for expressions of concern or complaint by attendees
- advertisement of the venue, date and time, purpose, patronage, speakers and complaint process
- strategies to deal with and follow up expressions of concern or complaint and further meetings/arrangements
- management issues
- the needs of vulnerable groups.

5.5.3 Conducting the Meeting

Public meetings should:

- be held at a neutral venue (if possible)
- have a strong, independent but fair and non-defensive chair
- have representatives from emergency-related disciplines to give factual information
- address the psychosocial issues as well as physical aspects of recovery
- have a pre-determined finishing time
- allow for a review of the meeting and its effect on the recovery process
- follow up issues raised and prepare report-back for subsequent meetings.

Regardless of the success or otherwise of the meeting, every effort should be made to conclude the meeting on a note of optimism for the early and successful recovery of the community.

7 APPENDICES

1. LMDRF Eligibility Criteria
2. Communications Plan Template
3. Recovery Communication and Engagement Tool Kit

7.1 Appendix 1: LMDRF Eligibility Criteria

Sample LMDRF Eligibility Criteria and Levels of Financial Assistance

(Criteria used by the Shire of Mundaring for the Parkerville-Stoneville-Mt Helena Fire on 12 January 2014)

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable
- Level Three – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.

Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed.
- Level Five – shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

7.2 Appendix 2: Recovery Communications Plan Template

Recovery Communications Plan

Date: _____ Time: _____ Prepared by: _____

AIM	<i>What is the purpose of the Communication Plan?</i>
OBJECTIVES	Specific
	Measurable
	Achievable
	Realistic
	Timely

Part A: Identify Audience and Message

WHO is the Audience? <i>Identify and prioritise target audience and appropriate engagement level</i>	WHAT are the Key Messages? <i>Using clear, succinct statements</i>	HOW and WHERE are messages delivered? <i>Communications methods</i>	WHEN <i>Must be timely</i>	FEEDBACK <i>Strategy for collecting feedback</i>

Part B: Action Plan

REF#	AGREED ACTIONS	PRIORITY	RESPONSIBILITY	BY WHEN

7.3 Appendix 2: Community Engagement Plan

Project Information

About the Project	
Project Name	City of Albany Local Recovery Plan – Communication & Community Engagement Plan
Project Officer	Local Recovery Coordinator/Communications Manager
Department	Office of the CEO
Date	12/06/2015
Synergy number	

Background Information

- This community engagement plan aims to provide a tool for City of Albany staff to determine the appropriate level of community engagement during recovery from an emergency event and identifies key stakeholders and available communication and media channels.

Scope

- This plan pertains to communication and community engagement activities undertaken during the recovery phase of an emergency event. It does not cover emergency warnings or communications undertaken during the response phase.
- Scope locations - all areas of the Albany municipality.

Identifying the level of community engagement

This plan is prepared for use in an early disaster recovery situation and addresses initial communication requirements for this phase. Timeframes are not stipulated as this is to be assessed on day 1 of recovery and reviewed each week. The communications and engagement requirements in the recovery phases may be long lasting and change over time. This initial engagement plan is to be reviewed as recovery progresses. On-going community development work is likely to be required during recovery from a major disaster.

The table below defines the four levels of community engagement that can be utilised by the City during the recovery from an emergency event. The level of community engagement will depend on the stage of the recovery process. Early recovery will focus on the need to disseminate information to effected communities and is likely to utilise the Inform and Consult levels of engagement. Long term recovery and on-going community development work is more likely to utilise the Involve and Collaborate levels of engagement.

Level of engagement	Description	Promise to stakeholders
Inform	One way communication providing timely, relevant, clear, accurate, credible and consistent information to assist understanding about something that has happened or is going to happen.	We will keep you informed with information about the disaster.
Consult	Two way communications designed to obtain public feedback about community needs and concerns and proposals to inform decision making.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how your input influenced the decision.
Involve	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision making.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how your input influenced the decision.
Collaborate	Working together with stakeholders to understand all issues and interests and to work out alternatives and identify preferred solutions.	We will look to you for direct advice and innovation in formulating solutions and incorporate these into the decisions to maximum extent possible.

Stakeholder Identification

Stakeholders are those who may affect, be affected by, or perceive themselves to be affected by an emergency event or the emergency recovery process. In other words, stakeholders are those people or groups who have a legitimate interest in the emergency recovery operation. There will be differences of opinion on who should be included as stakeholders but it is important to be as inclusive as possible.

It is important to identify stakeholders and to realize that the emergency recovery operation does not choose the stakeholders they choose themselves. If a group is overlooked initially, it is likely they will emerge later and benefits of early consultation will be missed. Further, inappropriate or ineffective communication can serve to exacerbate emergency conditions, particularly for non-vocal groups thereby creating inequity and/or prolonging recovery for disengaged groups.

Internal Stakeholders

The list can be amended as per the requirements of the situation:

Internal Stakeholders	Level of engagements
Local Recovery Coordinator	Collaborate
Local Recovery Coordinating Group	Collaborate
Local Recovery Sub-committees (if formed)	Collaborate
CEO	Inform
Elected members including Mayor	Inform
Appointed spokesperson	Inform
Executive Directors	Inform
Emergency Management Team	Involve
Communications Team	Involve
Indigenous Liaison Officer	Involve
All City of Albany staff	Inform
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.

External Stakeholders

The list can be amended as per the requirements of the situation:

External Stakeholders	Level of engagement
IMT (in transition from response to recovery)	Consult
ISG / OASG	Consult
Local, regional and state authorities, assisting in recover (as identified in Section 4.5 of the Recovery Plan)	Consult
State Recovery Coordinator	Consult
Members of the impacted community, including identified community champions.	Inform/ Consult
Isolated and vulnerable people (as identified in Section xx of the Local Emergency Management Arrangements)	Inform/ Consult
Recovery workers	Consult
Media (see City of Albany Contacts Register)	Inform
City Indigenous Liaison Officer	Consult
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.
	Choose an item.

Tools and techniques

See the Recovery Plan section 4.5 Roles & Responsibilities to identify leading role in communications/engagement.

ACTION PRE-PLAN SCHEDULE

Technique/Strategy	Engagement Level	Responsible
Response Communication Responsibilities	(Inform, Consult, Inform, Collaborate)	
The Controlling Agency is responsible for managing the emergency public information function during the response phase of the emergency and may continue to manage public information during the recovery phase unless and until that function is handed over to Local Government. The Controlling Agency may appoint a Public Information Officer (PIO)	Inform	Controlling Agency
Hazard management agencies may address the public and the media only on matters for which they are responsible and in which they have expertise.	Inform	HMA
The Local Recovery Coordinator in liaison with the City of Albany Communications Manager will manage the public information during the recovery phase of the emergency after control has been handed over from the Controlling Agency.	Inform	LRC CoA Communications Manager
Early Recovery Communication Strategy		
Review the completed Communications Plan Background and Objectives via LRCG		
<p>Appoint spokespeople to deal with the media</p> <p>Manage public information during the transition from response to recovery when handover completed from the controlling agency. Identify priority information needs and coordinate public information through:</p> <ul style="list-style-type: none"> – joint information centres – identifying and adopting joint key messages -using a single publicised website (agreed by LRCG) for all joint press releases <p>Develop processes for:</p> <ul style="list-style-type: none"> – media management (all forms e.g. print, and electronic) – briefing politicians – public communication e.g. community meetings, mailbox fliers, advertising 		Communication Manager/Local Recovery Coordinator

<ul style="list-style-type: none"> – communicating with community groups – meeting specialist needs – formatting joint press releases – developing and maintaining a website – ensuring feedback is sought, integrated and acknowledged – monitor print, broadcast and social media and counter mis-information. 		
Internal City Stakeholder Management		
Staff (Customer service) briefing * using SMEACS		Stakeholder Relations Manager
Mayor/spokesperson key messages (The What, The Where, The Who, The How)		Communications Manager
Regular updates to key stakeholders (including Council) – email updates		Stakeholder Relations Manager/Comms Manager
Regular Staff News updates through lunchtime sessions including Managers Forum & toolbox meetings		
Staff Notice Board		
All Staff Briefing – early assessment of community development needs to determine impact, advise on communication channels and structure of recovery coordination group. (Staff lunchtime info sessions)		
Public Information development of materials		
Use of template wherever possible to aid in development of materials, in collaboration with DFES		Stakeholder Relations Manager/Comms Manager
Community Notices		
Media announcements		
Media Release		
Joint press Conferences Invitation – all media		
Distribution of joint media release via media contacts		
Joint Social media updates/website (link to DFES/central site, if appropriate)		
Community briefing at: <ul style="list-style-type: none"> – recovery centre/s 		

<ul style="list-style-type: none"> – local halls/outreach sites – disaster site – Church venues <p>Consider: briefing on principles of community-led recovery, consult and engage so that community have a say in the recovery.</p>		
<p>Advertise community briefings.</p> <ul style="list-style-type: none"> - social media - direct notice - direct email link - radio - television - hand deliver 		Stakeholder Relations Manager/Comms Manager
Prepare Information Boards for central recovery centre – daily and weekly updates.		Stakeholder Relations Manager/Community Development Officer
Prepare contact lists for Information boards		
Develop graphics for display		
Assist to coordinate recovery centre information units		
Community Information channels		
The City of Albany weekly update (Email)		Public Relations Officer
Business unit newsletters – City of Albany Community update, VAC Newsletter, ALAC News.		Business unit manager/Comms Manager
Social Media facebook – sharing posts or link to central page for updates (blogs to be monitored)		Communications Manager/Public Relations Officer
Text SMS messaging via LRC		
City Website update front page link to customised page		
JOINT External Community Briefings/De-brief (inclusive of internal stakeholders) INFORM EARLY & CONTINUE TO CONSULT/INFORM		
One-on-one face to face consultations –with agencies to		Stakeholder Relations

assess engagement planning to assist with serious issues. (legal action, royal commission) Dispell rumours, correct misconceptions Advice on service available Input into management strategies Advise to individuals on how to manage their own recovery		Manager
Community Briefings/de-briefs – include invite to community group database. Regular and consistent times, ie noon each day at recovery centre to weekly Saturdays at recovery centre.		
Community Consultation – communities managing their own recovery through inherent strengths, assets and resources.		Community Development Officer led/Stakeholder Relations Manager
Hand out materials at briefings – key messages and information sheets		Stakeholder Relations Manager
Investigate ways to better connect with vulnerable groups. Assess feedback from agencies.		Through Community subcommittee Community Development Officer led/Stakeholder Relations Manager

* Compulsory at this level of engagement.

You **MUST** create an action plan for complex projects, have you completed and attached? Yes ☐ No ☐

Please Note: When creating your timeline, it is highly recommended that you consider that if your project is complex, it will take a longer period for an item to go through Council (sometimes twice) and to meet land use or zone changes legislation which states a consultation period of up to 41 days.

Outcome

The community needs to know the outcome of the project. The City of Albany has an obligation to advise the community at the end of a project/activity/event. You must undertake a de-brief and advise the community of the outcomes, successes and celebrate the end by closing the loop in communication.

Level of engagement	Technique	Due Date
Inform	Advice on recovery program status	tbc
Inform	Media Release – status and next steps, acknowledgement of community input, agency collaborations.	Within a week of recovery process end
Consult	De-brief/acknowledgment and lessons learnt	Within a week of the recovery process
Inform	Report to the LEMC/LRC	Within a month of the end of the recovery process

Evaluation and feedback

- How are you going to evaluate the project? It is important to evaluate how the project went, was the best techniques used, etc? This could be in the form of a debrief or a community satisfaction survey.

Accessibility

Will the information you are providing be accessible to the whole community, including people with a disability?

Yes ☐

No ☐

If you are unsure speak to the Stakeholder Relations Manager.

If you are holding consulting in a physical location, is it assessable by all, including people with disabilities?

Yes ☐

No ☐

Is the engagement designed so that people with disabilities can be involved?

Yes ☐

No ☐

Is the engagement designed to consider the Traditional Custodians of the land?

Yes ☐

No ☐

If Yes, see the Senior land Officer for referral.

If you are planning to display information about your project in community spaces, have you considered working with other staff or agencies to hold a combined event or expo?

Yes ☐ No ☐

If you would like to review resources, samples and additional tools to assist you with your project, see the Stakeholder Relations Manager. Please ensure a budget is attached to this plan.

Step 5 – Approval of Community Engagement Plan

If the project is highly complex or politically sensitive it must be signed off by the CEO.

Manager Approved ☐

Name: _____

Signature: _____

Date: _____

Executive Director/CEO Approved ☐

Name: _____

Signature: _____

Date: _____

RESOURCES : N:\Office of CEO\Communications\Community Engagement Guidelines and Forms\EMERGENCY MANGEMENT RECOVERY PLAN\RESOURCES

Aide-memoire community liaison unit template

Aide-memoire media unit

Aide-memoire Public Information Unit

Community Meeting Agenda

Community Meeting Checklist

Community Meeting Notes

Preparing for a Media interview guide

Communications Plan template

SMEACS briefing template

Media Contact List

Community Venues Contact List



LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Minutes

Thursday 17 March 2016 at 8.30am
 VENUE: City of Albany Civic Rooms
 102 North Road Albany

(File Ref: ES.MEE.5 /AM1652923)

Committee Terms of Reference: *The aim of the Local Emergency Management Committee (LEMC) is to overview, plan and test the local community emergency management arrangements. The committee includes representatives from agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.*

1 ATTENDANCE:

Derek Jones	CoA/CBFCO
Garry Turner	CoA
Adam Smith	SEMC
Kevin Parsons	DFES
Anna Page	CoA Airport
Steve Childs	Water Corp
Matt Bird	CoA
Kim Bunney	Western Power
Sarah Matthews	DFES
Stacey Abbott	SJA
Dave Murphy	WAPOL
John Shanhun	CoA (Deputy Chair)
Lesley Pearson	Silver Chain
Dale Putland	CoA
Peter Grey	Water Corp
Scott Macaulay	Port of Albany
Wayne Aggiss	Parks & Wildlife
Greg Mair	Parks & Wildlife
Jason Balhorn	BoM
Ken Carter	Housing Authority
Adele Leahy	CoA
Ken Blackburn	CPFS
Lorna Woodward	CPFS
Kim Dean	CPFS (visitor)
Suzan Lees	CoA

2 APOLOGIES/ABSENT:

Dennis Wellington	CoA – Chair of LEMC
Andrew Sharpe	CoA
Fred Steer	Brookfield Rail
Roy Spurr	Brookfield Rail
Gary Berg	Main Roads WA
Alison Benson	DPaW
Ron Panting	SES

Sherylle Baker
Estrelia Diaz
Kelly Hill
Danial Pell
Michael Cole
Adam Cousins
Grant Pollard

Disability Services Comm
CBH
DAFWA
DoT
CoA
CoA
WAPol

3 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

ITEM 3.1: COMMITTEE RECOMMENDATION

THAT the minutes of the Local Emergency Management Committee meeting held on 17 December 2015 to be CONFIRMED as a true and accurate record of proceedings.

Moved: N Blackburn

Seconded: D Murphy

4 DISCLOSURE OF INTEREST

NIL

5 BUSINESS ARISING FROM PREVIOUS MEETINGS:

Item	Status
T Ward to arrange a meeting with CoA EM team to discuss how best to assist the Port of Albany is to plan a practical emergency exercise.	Ongoing

At the 17 December 2015 LEMC meeting, Cr John Shanahun was elected as Deputy Chair of LEMC. Under the *SEMC Procedure ADP – 5 s.7(b)* it is recommended that the Deputy Chair of LEMC should be the Local Emergency Coordinator (LEC). The LEC is appointed by the State Emergency Coordinator under s.37(4) of the *Emergency Management Act 2005*. In Albany this is the OIC of the Albany Police Station.

ITEM 5.1: COMMITTEE RECOMMENDATION

Local Emergency Coordinator (OIC Local Police Station) to be Deputy Chair of LEMC as per Emergency Management Act 2005.

Moved: D Jones

Seconded: D Murphy

Carried

6 STANDARD AGENDA ITEMS (AS PER SEMC PROCEDURE ADP - 5)

6.1 Confirmation of Contact Details and Key Stakeholders

As per attached contact list (Attachment 1).

6.2 Post Incident Reports

6.2.1 Reflections from Northcliffe, Boddington and Waroona Fires - Greg Mair
(Incident Controller – Regional Manager Parks & Wildlife)
Report attached (Attachment 2)

6.2.2 Lessons learnt from Waroona Fire - Lesley Pearson (Silver Chain)
Report attached (Attachment 3)

6.2.3 Overview of CPFS Emergency Services Unit – Kim Dean (CPFS Director of Emergency Services)

Key points included:

- Explained the role of CPFS during emergencies – mandated under the Emergency Management Act to provide support to people affected by disasters.
- The Emergency Services unit consist of 15 staff across the state, including 10 staff who work at the local level.
- Stressed the importance of local networks and teamwork in responding to emergencies.
- Stated the increase in activations for the unit to respond to emergency events has increased dramatically during the last year (31 activations).
- Able to deploy teams from Perth to assist local staff.
- Issues arising from the Waroona/Yarloop fire:
 - Ran two evacuation centres.
 - Had difficulties providing staff from Perth due to road closures.
 - Received 2,800 registrations of evacuated people.
 - Registration not compulsory, and people registering can choose for their information not to be divulged.
 - Managing politics and statements made by politicians.
 - Managing other agencies' expectations of CPFS's role and capabilities.
 - Coordinating other agencies' welfare personnel.
 - Dealing with undesirable persons in evacuation centres.
 - Client demographics – many people with health and other issues and complex needs. Have appointed project officers to work with affected people.
 - Fatigue management.
- Worked well:
 - The ability to share information with other agencies.]
 - Worked out what information could be shared with other agencies after the emergency declaration was made.
 - Have established a comprehensive data base which can be shared between agencies as appropriate.

6.2.4 Normans Beach Fire - Derek Jones (CBFCO) Item suspended until June meeting

6.3 Post Exercise Reports

Nil

6.4 Funding Nominations and Application Progress

Nil

6.5 Risk Management / Treatment Strategies

6.5.1 DEMC Risk Analysis

Adam Smith briefed the meeting regarding the risk assessment undertaken in 2015 by the Great Southern DEMC as part of the [State Risk Project](#).

The following hazards were assessed:

- Fire
- Flood
- Storm
- Earthquake
- Plant and animal biosecurity
- Marine oil spill.

Analysis of the outcomes is currently being undertaken by SEMC. Once completed the report will be tabled for the DEMC to discuss the outcomes and consider a plan to implement treatment options. It is envisaged that the process, details, research and outcomes will be made available to LEMCs to assist them in reviewing their risk.

The process undertaken at the District risk workshops is the same as the State workshops, where assessments have occurred for the hazards of;

- Storm
- Earthquake
- Bushfire
- Tsunami
- Heatwave
- Cyclone
- Flood

The outcomes of the State assessment are contained in the [Western Australian State Level Risk Assessment](#).

The SEMC is also considering how to better undertake local level risk assessments and to provide guidance and support to local governments undertaking risk assessments. More information is available on the SEMC website.

6.6 Review of LEMA

6.6.1 Update on Critical Infrastructure List

A review of the updated Critical Infrastructure List was undertaken. Agencies with infrastructure still to be included on the list to provide this information to the City as soon as possible.

6.6.2 Update on Special Needs Groups List

A review of the updated Special Needs List was undertaken. Agencies with infrastructure still to be included on the list to provide this information to the City as soon as possible.

7 THIRD QUARTER AGENDA ITEMS (AS PER SEMC PROCEDURE ADP – 5)**7.1 Review of State Preparedness Report**

The 2015 State Emergency Preparedness Report for the Great Southern was tabled. Members were asked if they feel they would benefit from induction to the LEMC committee. General agreement was there would be a benefit in providing an induction program for members. To be discussed at the June meeting.

7.2 Review of Local Recovery Arrangements**ITEM 7.2.1: COMMITTEE RECOMMENDATION**

THAT the LEMC ENDORSE the Local Recovery Plan (version 4.0).

Moved: D Murphy

Seconded: N Blackburn

8 GENERAL BUSINESS

Short updates were provided by member agencies. Key points include:

SJA – a transport service for patient transfer has commenced that will release the ambulance and paramedic vehicles to respond to emergencies.

DFES – a community questionnaire has been produced by DFES to obtain feedback from the Esperance community following the fires. Wintersafe campaign has been launched.

WaterCorp – have completed a project to install additional water hydrants in smaller towns. Also promoting public awareness of the fact that scheme water may not be available during bushfires.

DPaW – quiet season. Staff have assisted at fires outside of the region.

City of Albany Events – Anzac Day normal crowds expected, circus visiting until 8 April, soapbox event on Mt Clarence during Easter.

City of Albany CBFCO – quieter season with call-outs down by approx. 8%. Generally small fires, except Normans Beach. Pre-pared response plan with DFES in place resulting in faster response. Some volunteers assisted with out of area support of fires. Hazard reduction burning program to commence when conditions allow. Working with local communities to put pre-determined response plans in place. Maps will be produced.

WAPol – preparing for Easter weekend and Anzac Day. A large road safety campaign with a significant police presence will be in place in Albany over Easter. Also planning for any necessary response to an emergency at Salmon Holes.

City of Albany Planning & Development – Michael Cole is the new Recovery Coordinator. Strong alliance now formed between CoA and shires of Denmark and Plantagenet. Would like to see a joint meeting of the three LEMCs at least once a year. Have been looking at OBRM bush fire prone mapping. The City's GIS officer will work to identify other areas of vegetation not currently displayed on the maps. Will share this information with OBRM.

BoM – reorganisation of the Bureau will impact on the Albany office in about 6 weeks. All regional field stations to be eventually “de-staffed”.

9 DATE OF NEXT MEETING:

Thursday June 16th – City of Albany Civic Centre, 102 North Rd, Albany

10 CLOSURE OF MEETING: 10.25

Unconfirmed