

ATTACHMENTS

For the

Ordinary Meeting of Council

Tuesday 27 August 2013

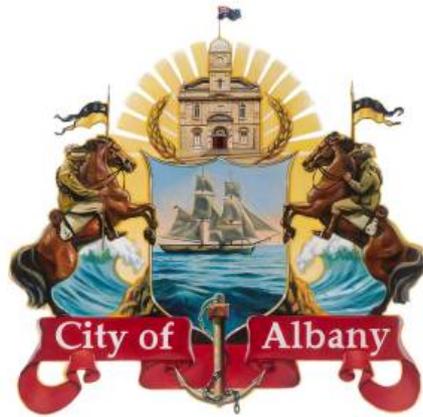
6.00pm

City of Albany Council Chambers

ORDINARY COUNCIL MEETING
ATTACHMENTS –27/08/2013
** REFER DISCLAIMER **

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MINUTES

For the
Economic Development Committee

held on

Tuesday 6 August 2013

5.00pm
City of Albany Margaret Coates Boardroom

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

Focused: on community outcomes

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

TERMS OF REFERENCE

(1) Function:

The Economic and Development Committee is responsible for:

- (a) Considering and recommending to Council ways to strengthen the local Albany economy; and
- (b) Delivering the following Smart, Prosperous and Growing Objectives contained in the City of Albany Strategic Plan:
 - (i) To foster links between education, training and employment that support economic development.
 - (ii) To strengthen our region's economic based.
 - (iii) To develop and promote Albany as a unique and sought after visitor destination.

(2) It will achieve this by:

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

(3) Chairperson: To be elected from the Committee

(4) Membership: Minimum of 4 and a maximum of 7 elected members.

(5) Meeting Schedule: As required

(6) Meeting Location: Council Chambers

(7) Executive Officer: CEO or nominee

(8) Delegated Authority: None

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I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Cr Greg Stocks opened the meeting at 5:00pm and called for nominations for chairperson of the Economic Development committee.

Cr Ray Hammond nominated for Chair, seconded by Cr Vince Calleja, there being no other nominations Cr Ray Hammond was elected Chair.

Mayor Dennis Wellington joined the meeting at 5:05pm

Mayor Dennis Wellington nominated for Deputy Chair, there being no other nominations Mayor Dennis Wellington was elected the Deputy Chair.

Chief Executive Officer handed meeting over to Cr Ray Hammond to Chair.

ED001: COMMITTEE RECOMMENDATION

MOVED: CR HAMMOND
SECONDED: CR CALLEJA

THAT Council APPOINT Cr Ray Hammond as the Chairperson of the Economic Development Committee.

THAT Council APPOINT Mayor Dennis Wellington as the Deputy Chairperson of the Economic Development Committee.

CARRIED 6-0

II. RECORD OF ATTENDANCE/APOLOGIES

Mayor Mayor D. Wellington (Member)

Councillors:

| | |
|----------|------------|
| Member | C. Holden |
| Member | R. Hammond |
| Member | V. Calleja |
| Member | G. Stocks |
| Member | C. Dowling |
| Observer | G. Gregson |

Staff:

| | |
|---|------------------------------|
| Chief Executive Officer | G. Foster |
| Executive Director Community Services | C. Woods (Executive Officer) |
| Manager Tourism Development and Services | M. Bird |
| Minutes Secretariat | M. Bird |

Apologies:

| | |
|--------|------------|
| Member | Y. Attwell |
|--------|------------|

III. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

IV. DECLARATIONS OF INTEREST

Nil

V. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

Nil

VI. PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

VII. REPORTS

Officer reports follow in order of presentation to committee

ED002: RECEIVE THE UNCONFIRMED MINUTES OF THE MARKETING ALBANY COMMITTEE

Proponent : City of Albany
Attachment : Unconfirmed Minutes of the Marketing Albany Committee held on 30 May 2013
Responsible Officer(s): : Executive Director Community Services (C Woods)

ED002: COMMITTEE RECOMMENDATION

MOVED: CR STOCKS
SECONDED: MAYOR WELLINGTON

THAT Council RECEIVE the minutes of the dissolved Marketing Albany Committee Meeting held on 30 May 2013.

CARRIED 6-0



MARKETING ALBANY COMMITTEE

MINUTES

For the meeting held from 3.30pm to 5.30pm on Thursday 30 May 2013,
in the Margaret Coates Boardroom, City Office, North Road, Albany

(File Ref: CS.MEE.7/AM1330936)

1.0 ATTENDANCE

| | |
|------------------------------------|---|
| Councillors: | |
| Mayor Dennis Wellington | Mayor |
| Councillor Greg Stocks | Council Member |
| Councillor Alan Hortin | Council Member |
| Councillor Chris Holden | Council Member |
| Committee Members: | |
| Cameron Syme | Community Member Tourism Representative |
| Bruce Manning Linsey McFarlane | GSDC Representative |
| Jodie Sounness | Community Member Tourism Representative |
| Simon Lyas | RDA Representative |
| Rod Harris | Community Member |
| Staff: | |
| Cameron Woods | Executive Director, Community Services |
| Matthew Bird | Manager, Tourism Development & Services |
| Apologies/Leave of Absence: | |
| Councillor Vince Calleja | Council Member |
| Graham Foster | Chief Executive Officer |
| Russell Clark | ACCI Representative |

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0: COMMITTEE RESOLUTION

MOVED: Greg Stokes
SECONDED: Alan Hortin

THE UNCONFIRMED MINUTES OF THE MARKETING ALBANY COMMITTEE MEETING HELD ON THE 5 MARCH 2013 AS PREVIOUSLY DISTRIBUTED BE CONFIRMED AS A TRUE AND ACCURATE RECORD OF PROCEEDING.

CARRIED 5/0

3.0 DISCLOSURE OF INTEREST

NIL

4.0 ITEMS FOR DISCUSSION**4.1 GAYNOR CLARKE RESIGNATION (DW)**

Chair DW advised committee that Gaynor Clarke had resigned from the committee. DW thanked Gaynor for her time and contribution to the committee and accepted her resignation.

4.2 BYRON SHIRE – VISITOR INDUSTRY ASSOCIATION (JS)

JS brought Byron Shire Constitution to the table for discussion as JS thought it may be relevant to Albany tourism with reference to what CS had discussed at previous MAC meeting. JS spoke to a representative of the association who was open to further discussion.

CS joined the meeting at 3.35pm

DW pointed out the discussion to CS and asked for his comments.

CS commented that Byron tourism put together an LTO and they have achieved significant benefits. CS provided an update on the progress of the Albany LTO model. The proposal is to change the current Discover Albany Foundation Ltd name to Discover Great Southern Foundation Ltd and to amend constitution to include membership for tourism operators and for tourism operators to be on the board of management. Once the constitution has been drafted it will be circulated to stakeholders including the City. CS asked whether the City would be prepared to nominate a director for the board of the new LTO entity.

LM joined to meeting at 3.42pm

CS also reported that he has had LTO discussions with Shire of Plantagenet, City of Albany and Shire of Denmark representatives. Denmark is supportive of the concept in principle but given they already have a successful tourism industry structure in place they would be hesitant to join at this stage. CS commented that the three local authorities of Denmark, Plantagenet and Albany need to be involved and if there is only a commitment from Albany then the name will remain as the Discover Albany Foundation. His preference would be to have the broader regions involved.

CW joined to meeting at 3.53pm

CS met with the Jaycees Foundation last week and proposed the Discover Great Southern Foundation Ltd model to their members. Whale World Discovery Bay was due to handover its assets to Discover Albany Foundation in June 2013 but has now agreed to delay transition for twelve months and effectively handover in June 2014. This allows time to gain stakeholder engagement and bring representatives together. By 30 June 2013 there should be a constitution which has been amended to incorporate tourism membership and nominees as directors, key stakeholders, City, Shire's to provide nominees.

CS presented whiteboard structure of LTO and general discussion took place with regards to how local tourism would be involved, how it would be managed, how facilities would be maintained and the future potential of tourism in Albany. CS also gave update in his role as Australia's South West Chair on tourism in the South West, pointing out his upcoming trip to Canberra to engage with Ministers on "Marketing the South West".

ACTION:

- RH TO ARRANGE TOUR FOR COUNCILLORS TO WHALE WORLD TO GIVE OVERVIEW OF PROGRESS OF THE ATTRACTION.
- CS TO CIRCULATE THE NEW ENTITY'S CONSTITUTION FOR MARKETING ALBANY COMMITTEE'S REVIEW.
- THE CITY OF ALBANY TO CONSIDER IF AND WHO IT WANTS TO NOMINATE AS AN APPROPRIATE DIRECTOR TO SIT ON THE BOARD OF PROPOSED NEW FOUNDATION.

4.3 CITY'S INTEGRATED PLANNING FRAMEWORK, ECONOMIC DEVELOPMENT AND TOURISM STRATEGIES. (CW & MB)

MB presented draft Corporate Plan Strategic Initiative to committee for information. There are three strategic focus areas from the Smart Prosperous and Growing section of the community strategic plan that support the City's economic growth and development.

1. To foster links between education, training and employment that support our economic growth.
2. To strengthen and diversify our region's economic base.
3. To develop and promote Albany as a unique and sought-after visitor destination.

MB described how strategies influence the business plans for the City's individual business units. The Economic Development Strategy and Tourism Strategy are in their draft format and require to be reviewed by CEO and Council for their input and feedback. It is likely MAC would become Smart Prosperous and Growing under the new framework. There is currently a draft Tourism MOU between Denmark Shire, Plantagenet Shire and City of Albany to work more cooperatively on tourism matters. General discussion took place regarding tourism in the great southern region including the Hidden Treasures brand and other destination branding.

ACTION: DISTRIBUTE ECONOMIC DEVELOPMENT STRATEGY AND TOURISM STRATEGY TO COMMITTEE FOR INPUT / FEEDBACK**4.4 CITY'S ADOPTED POLICY - COMMUNITY FUNDING AND EVENTS SPONSORSHIP (CW)**

CW presented Council Policy which was adopted at City of Albany Ordinary Council Meeting 21 May 2013. CW discussed the structure of the funding and events sponsorship within the new policy. All sponsorship for tourism and events will have to follow guidelines yet to be drawn up. CW has been meeting with previous iconic event representatives to engage them in the new policy for future events. A new City Regional Events Sponsorship program will be implemented in 2013/14 that is linked to economic development and the current Marketing Albany Committee will assess all applications and make recommendations to Council for funding.

4.5 ANZAC UPDATE (DW)

DW advised that there was a meeting held in Perth 29 May 2013 and he is waiting on the consultant GHD report to be distributed. The GHD report considers the business model and feasibility of the proposed ANZAC Interpretive Centre. The ongoing financial sustainability is a key consideration of the entire Forts precinct. Getting visitors to park and disembark their vehicles is the first major challenge.

General discussion took place on all things ANZAC:

- Will City retain commercial rights
- Level of corporate support/sponsorship
- Will construction be completed in time
- How will events be run
- Communication
- Will events be nationally televised
- Commercial aspect to be maintained
- Possible transition/divesting by City to proposed LTO
- Needs to be commercially viable
- Identify a Western Austrian sponsor
- Does the City have the resources to be involved
- May receive funding from next Federal election

ANZAC will be a major opportunity for the City/Community to get involved. CS advised that the Anzac Event Implementation Committee is expecting committee representatives to go out and coordinate events and activities and asked if the City is appropriately resourced to assist in this? CW responded that the City had a budget allocated towards ANZAC however other stakeholders need to also allocate appropriate budgets. CS pointed out that the Margaret River Gourmet Escape event received \$7 million over 5 years from State Government and the Albany ANZAC events have received \$0.

5 ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

- 5.1 ANZAC Update
- 5.2 LTO

6 GENERAL DISCUSSION

CS commented that ANZAC has potential to bring Albany Community together. Has this been included in consultant's work – to bring the community together. Volunteers should be trained and uniformed, and encouraged to get involved with their ideas. General discussion took place on the enormity of ANZAC and what it could bring to Albany – how is the City planning on co-ordinating with regards to accommodate, parking, ablutions blocks, etc.

VISITOR DESTINATION PUBLICATION

CS was approached by Bonsar Design about putting a tourism book together. DW reported City was also approached by the same company. Two different publications are being proposed, one as a general destination publication and the second with more advertising content.

Further general discussion took place with regards to the formation of the LTO.

ITEM 4.3: RECOMMENDATION

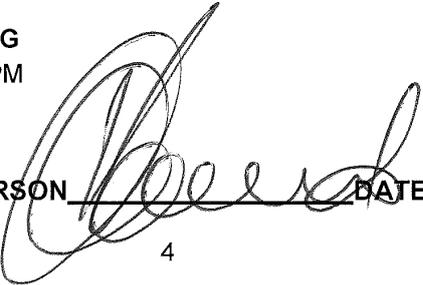
MOVED: CR DENNIS WELLINGTON
SECONDED: CR CHRIS HOLDEN

THAT THE CITY COMMITS \$30,000 IN 2013/14 BUDGET TO SUPPORT THE FORMATION OF AN INDUSTRY DRIVEN LOCAL TOURISM ORGANISATION (LTO).

CARRIED 7-0

DATE OF NEXT MEETING
 15 August 2013

8 CLOSURE OF MEETING
 Meeting closed at 5.23PM

CONFIRMED: CHAIRPERSON  DATE: / /

VIII. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING

Nil

IX. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION:

Nil

X. ANNOUNCEMENT OF REPORTS TO BE DEALT WITH AT THE NEXT MEETING:

Nil

XI. CONFIDENTIAL ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO ATTENDING MEMBERS OF THE PUBLIC:

Nil

XII. NEXT MEETING DATE:

(17:30 hours) 5.30pm 3 September 2013

XIII. GENERAL DISCUSSION

Cr Greg Stocks noted lack of community representation on the new Economic Development Committee and put forward the recommendation to include the previous Marketing Albany Committee community members to be engaged in new Economic Development Committee.

Executive Director Community Services proposed that the Economic Development Committee delay the decision to invite community members onto the Economic Development Committee until the Economic Development Committee reviewed the City's new draft Economic Development Strategy. Executive Director Community Services noted that there is a strong focus on engaging on a regional level for economic development and that the formation of a regional Economic Leaders Forum was possible in the near future. The Economic Development Committee should consider its role in this broader regional context.

Mayor Dennis Wellington suggested the need for two working groups, one on a regional level that looked at economic development and the second to look at marketing on an Albany level.

Cr Vince Calleja supported regional concept approach.

Cr Ray Hammond summarised discussion that the Economic Development Committee were supportive of the approach to implement regular regional economic development forums and engaging with regional partners.

Mayor Dennis Wellington highlighted the need to get a local tourism industry organisation established within the next 12 months and that Council had allocated \$30,000 in this current year's budget to assist in this initiative.

Cr Ray Hammond suggested that the Economic Development Committee defer Cr Greg Stocks recommendation to include previous Marketing Albany Committee community members pending Executive Director Community Services presentation of draft City of Albany's Economic Development Strategy.

ED003: COMMITTEE RECOMMENDATION

MOVED: CR HAMMOND

SECONDED: MAYOR WELLINGTON

The Committee NOTE that Executive Director Community Services is committed to embracing with community representatives on a regular basis however no decision to be made on specific community involvement until City officers present recommendations as part of City's economic development strategy.

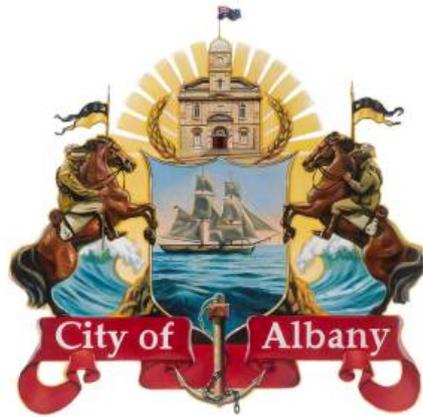
CARRIED 6-0

Cr Vince Calleja noted significant capital works currently being delivered in Super Town Esperance.

Cr Carolyn Dowling noted significant works on new marina at Augusta.

XIV. CLOSURE OF MEETING:

Meeting Closed at 5:30pm



CANCELLED

Community Services Committee

Meeting Cancelled Due to no Quorum

Scheduled to be held on 8 August 2013

City of Albany Council Chambers



**CULTURAL AND COMMUNITY DEVELOPMENT COMMITTEE
MINUTES**

For the meeting to be held from 1.30pm to 3.00pm on Wednesday 15 May 2013,
in the Mayoral Chamber, City Office, North Road, Albany

(File Ref: CS.MEE.6/AM1330683)

Cultural and Community Development 5 Identified Priority Areas

| |
|-----------------------------|
| Community Capacity Building |
| Motivating the Community |
| Community Engagement |
| Creating Change |
| Meeting Places |

1.0 ATTENDANCE

| | |
|------------------------------------|---|
| Councillors: | |
| Cr Sarah Bowles | Chair |
| Cr Don Duffy | Councillor |
| Cr Chris Holden | Councillor |
| Committee Members: | |
| Ms Rachel Wilsher-Saa | Community Representative |
| Staff: | |
| Cameron Woods | Executive Director Community Services |
| Adam Cousins | Manager, Cultural and Community Development |
| Janine Stanton | Personal Assistant, Executive Director Community Services |
| Apologies/Leave of Absence: | |
| Dr Dell Dennis | Community Representative |
| Graham Foster | Acting Chief Executive Officer |
| Guest | |
| Steve Grimmer | City of Albany – Facilitator Strategy & Improvement |
| Samantha Stevens | City of Albany - Manager Recreation Services |

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0: DRAFT COMMITTEE RESOLUTION

MOVED: RACHAEL WILSHER-SAA
SECONDED: CR DON DUFTY

THE UNCONFIRMED MINUTES OF THE CULTURAL AND COMMUNITY DEVELOPMENT COMMITTEE MEETING HELD ON 23 OCTOBER 2012 AS PREVIOUSLY DISTRIBUTED, BE CONFIRMED AS A TRUE AND ACCURATE RECORD OF PROCEEDINGS.

CARRIED 4-0

3.0 DISCLOSURE OF INTEREST

NIL

4.0 ITEMS FOR DISCUSSION

4.1 OVERVIEW OF INTEGRATED PLANNING FRAMEWORK AND POSSIBLE FUTURE COMMITTEE STRUCTURE (SG)

Guest speaker Steve Grimmer gave an overview of the Strategic Planning Framework. SG noted the City would have a firmer position on the strategic plan by the end of June as consultation was currently underway with Council .

SB commented that the paper has been distributed to Council for an upcoming workshop.

SG noted that existing council committees may be restructured to align with the key focus areas of the strategic plan. .

RW-S noted that there may be a view in the community suggesting a “here we go again” attitude towards Council strategic planning given changes that have occurred at the City over the last few years.

SG noted that the Strategic Planning Framework is now long term (10 years).

4.2 CENTENNIAL PARK PRECINCT (SS)

Guest speaker Samantha Stevens presented the committee with an overview of plans for the development of Centennial Park.

SS noted that the Soccer Association is being relocated to the cricket ground which will reduce the current congestion caused by both football and soccer being in this area. This will allow the City of Albany to build a new facility to accommodate both sporting associations along with improving drainage adding in car parks and access roads

RW-S requested further information on the Hockey Association.

SS responded that there are conversations to be had with Hockey, the turf is at its lifespan and the management model is a way of clubs working and coming together to gain the best outcome for all.

The Centennial Park Precinct is to be removed as an agenda item. SB suggested any further information required be directed through SS.

4.3 COMMUNITY FUNDING (AC)

AC advised that a revised Policy for funding and sponsorship is to be presented to Council at the May 2013 Ordinary Council Meeting (OCM). The Officer recommendation is that the current policy, Community Financial Assistance & Events funding Program (CFA), be rescinded and replaced with a new Community Funding and Event Sponsorship Policy (CFES).

The new Policy will be reflective of what the City is now capable of delivering and will align with the Integrated Planning Framework. The new Policy will include:

- Enterprise Grants and Community Leadership Grants; and
- Events and Community Events Sponsorship

If the Policy is adopted by Council, guidelines, application criteria and administrative processes will be developed.

ITEM 4.3: RECOMMENDATION

MOVED: CR CHRIS HOLDEN
SECONDED: CR DON DUFTY

THAT THE COMMITTEE SUPPORT THE OFFICER RECOMMENDATION TO RESCIND THE COMMUNITY FINANCIAL ASSISTANCE AND EVENTS FUNDING POLICY AND ADOPT THE NEW COMMUNITY FUNDING AND EVENT SPONSORSHIP POLICY.

CARRIED 4-0

4.4 RESULTS OF GREAT SOUTHERN ART AWARD (CH)

CH led a general discussion around the Art Award and noted:

- The Award may not be supporting all the arts.
- It was disappointing that the judges of the Art Award did not Award a prize for the 3D Category.
- The focus appears to be on contemporary art. This does not allow for work to be recognised such as realism.

AC advised that the City is undertaking a project evaluation and is currently waiting on survey data to capture artist's feedback. AC noted that the project evaluation could be tabled at the CCD committee for consideration.

AC noted that the Art Award made great improvements in 2013 but there was always scope for further improvement.

ACTION: AC TO PRESENT FULL EVALUATION TO COMMITTEE PRIOR TO NEXT CCDC MEETING

4.5 ANZAC CENTENARY PROJECTS – UPDATE (AC)

AC noted a community forum was recently held regarding the ANZAC Centenary. AC further noted there were two committees working on Anzac projects:

1. The Anzac Centre Implementation Committee (ACIC). Overseeing the construction of the Anzac Centre;
2. The Great Southern Anzac Centenary Events Committee (GSACEC). Overseeing the development, planning and delivery of Anzac related events.

SB noted that it was clear from the Community Forum that there was a need for a central point of contact for community groups related to Anzac Events. It was further noted that this role or resource logically sat with the City.

ITEM 4.5: RECOMMENDATION

MOVED: CR SARAH BOWLES
SECONDED: RACHAEL WILSHER-SAA

THAT THE CITY OF ALBANY DEVELOPS A RESOURCE TO MANAGE THE COMMUNITY LIAISE NEEDS OF ANZAC CENTENARY EVENTS AND OTHER ACTIVITIES.

CARRIED 4-0

4.6 ABORIGINAL ACCORD (SB)

SB noted that recent communication with Lester Coyne, Chair of Aboriginal Corporation indicated that the City of Albany Aboriginal Accord does not reflect what is happening in the community. SB would like a working group established to address this matter. Outcomes may include a review of current City policy and services as well as consultation with the community.

ITEM 4.6: RECOMMENDATION

MOVED: CR SARAH BOWLES
SECONDED: CR CHRIS HOLDEN

THAT A WORKING GROUP BE ESTABLISHED TO REVIEW THE ABORIGINAL ACCORD WITH A VIEW TO DETERMINE THE CITY'S STRATEGIC DIRECTION AND DEVELOP MORE RELEVANT AND MEANINGFUL OUTCOMES FOR THE NOONGAR COMMUNITY.

CARRIED 4-0

4.7 COMMITTEE RESIGNATION

SB noted that as the committee structure may change under the new strategic plan it would not be appropriate to co-opt new members to replace those that had resigned.

4.8 WORKING MODELS FOR THE ACTIVATION OF THE VANCOUVER ART CENTRE (RW-S)

RW-S requested information on City plans for the Vancouver Arts Centre.

AC noted that the 2013 - 2014 business plan may include enhanced programming over a 7 day period and workshops outside of normal business hours.

AC noted that a review of the management model of the VAC had not been undertaken. Options may include direct ownership and management (status quo), a management body funded by the City or a hybrid partnership model.

4.9 TOWN HALL ACTIVATION/ MANAGEMENT/ MODELS (RW-S)

RW-S requested information on City plans for the Town Hall.

CH noted that there was not regular activity in the Town Hall.

AC noted that the facility did not have a management resource, technical resource, ticketing/box office function, complete production fit out, programming budget or suitable venue processes. However, limited select programming was taking place at the venue.

**4.10 RENEW AUSTRALIA – OUR SUSTAINABLE CITY - EVENT 1. APRIL 16
MARCUS WESTBURY – AND FUTURE PROGRAM (RW-S)**

WA Museum has developed a program 'Our Sustainable City' that includes a series of talks around the theme sustainable City's. The first event included Marcus Westbury. RW-S noted that the Museum was interested in partnering with the City on this Project

**4.11 POP UP GALLERY AND LIKE SPACES- CITY OF ALBANY ATTITUDES/
PLANNING/PLANS? (RW-S)**

RW-S noted that the museum was running a successful 'Pop-Up' space program. Artists have been sourcing rooms for increased space for 1-2 weeks for exhibiting and selling art.

5.0 ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

5.1 CH present an example of mural art from Fremantle

**ACTION: COMMITTEE TO DISCUSS MURAL ART OR PUBLIC ART AT
FUTURE MEETING.**

6.0 GENERAL DISCUSSION

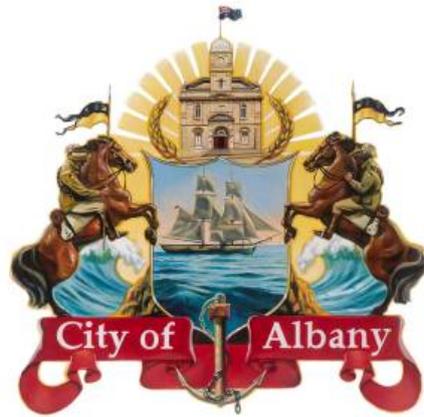
7.0 DATE OF NEXT MEETING

14 AUGUST 2013 @ 3.30PM – 5.30PM

8.0 CLOSURE OF MEETING

3.12PM

UNCONFIRMED



MINUTES

For the
Corporate Services & Finance Committee

Held on

13 August 2013

5.30pm
City of Albany Council Chambers

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

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This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

TERMS OF REFERENCE

(1) Function:

The Corporate Services and Finance Committee will monitor and comment on the financial health and strategies of Council and will be responsible for the delivery of the following Civic Leadership Objectives contained in the City of Albany Strategic Plan:

- (a) To establish and maintain sound governance structures;
- (b) To provide strong, accountable leadership supported by a skilled and professional workforce;
- (c) To engage effectively with our community.

(2) It will achieve this by:

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

- (3) Chairperson:** To be elected from the Committee
- (4) Membership:** All elected members
- (5) Meeting Schedule:** As required
- (6) Meeting Location:** To be advised
- (7) Executive Officer:** CEO or nominee
- (8) Delegated Authority:** None

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I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

Committee Executive Officer, Executive Director Corporate Services, Garry Adams opened the meeting at 5.30pm and called for nominations for the position of Committee Chairperson.

- Cr Stocks nominated by Cr Dowling as Chairperson
- Cr Hammond nominated by Cr Sutton Chairperson

Results of Ballot:

- 8 Votes Cr Stocks
- 2 Votes Cr Hammond

Cr Stocks assumed position as Chairperson and called for nominations for Deputy Chair.

- Cr Hammond nominated by Cr Sutton Deputy Chair
- Mayor self nominated as Deputy Chair

Result of Ballot: Tied

In accordance with the section 5.21(3) of the *Local Government Act 1995*, the presiding member (Chairperson) cast a second vote.

Results of Ballot:

6Votes Mayor Wellington
5 Votes Cr Hammond

| |
|--|
| <p>CSF001: COMMITTEE RECOMMENDATION</p> |
|--|

| |
|--|
| <p>MOVED CR CALLEJA SECONDED CR DOWLING</p> |
|--|

| |
|--|
| <p>THAT Council APPOINT Councillor Stocks as the Chairperson of the Corporate Services and Finance Committee.</p> |
|--|

| |
|--|
| <p>THAT Council APPOINT Mayor Wellington as the Deputy Chairperson of the Corporate Services and Finance Committee.</p> |
|--|

| |
|----------------------------|
| <p>CARRIED:10-0</p> |
|----------------------------|

II. RECORD OF ATTENDANCE/APOLOGIES

Mayor Mayor D. Wellington (Member)

Councillors:

| | |
|--------|------------|
| Member | D. Dufty |
| Member | C. Holden |
| Member | S. Bowles |
| Member | V. Calleja |
| Member | G. Stocks |
| Member | Y. Attwell |
| Member | R. Sutton |
| Member | C. Dowling |
| Member | G. Gregson |

Staff:

| | |
|--|------------------------------|
| Executive Director Corporate Services | G. Adams (Executive Officer) |
| Manager Governance and Risk Management | S Jamieson |
| Manager Finance | D Olde |
| Business Analyst/Management Accountant | D Harrison |
| Personal Assistant ED Corporate Services (Secretary) | E Hubble |
| Observer | B Ohle |

Apologies:

| | |
|-------------------------|--------------|
| Chief Executive Officer | G. Foster |
| Member | R. Hammond |
| Member | A. Hortin JP |
| Member | D. Bostock |

III. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

IV. DECLARATIONS OF INTEREST

| Name | Report Item Number | Nature of Interest |
|-----------------|--------------------|---|
| Cr Sarah Bowles | CSF005 | <p>Impartiality. Cr Bowles is the secretary of the Great Southern Factor Inc. Paperbark Merchants have a sponsorship arrangement with Great Southern Factor Inc.</p> <p>Paperbark Merchants are a company on the list of payments authorised under delegated authority report for June 2013.</p> <p>Cr Bowles remained in the meeting and participated in the discussion and vote.</p> |
| Cr Greg Stocks | CSF005 | <p>Impartiality. Cr Stocks is a shareholder of a listed company on the list of payments authorised under delegated authority report for June 2013.</p> <p>Cr Stocks remained in the meeting and participated in the discussion and vote.</p> |

V. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

Nil

VI. PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

VII. REPORTS

CSF002: RECEIVE THE MINUTES OF THE DISSOLVED AUDIT AND FINANCE & GOVERNANCE COMMITTEES

Proponent : City of Albany
Attachment : Unconfirmed Minutes of the Audit & Finance Committee
 Unconfirmed Minutes of the Governance Committee
Responsible Officer(s): : Executive Director Corporate Services (G Adams)

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

RECOMMENDATION

CSF002: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR DOWLING

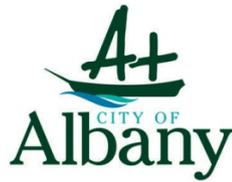
THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED:10-0

CSF002: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the minutes of the dissolved:

- **Audit & Finance Committee Meeting held on 8 July 2013; and**
- **Governance Committee Meeting held on 8 July 2013.**



AUDIT & FINANCE COMMITTEE

MINUTES

For the meeting held 8 July 2013
In the Council Chambers, City Office, North Road, Albany

(File Ref: FM.MEE.1/AM1330742)

Terms of Reference: *The Committee is established under section 7.1A of the Local Government Act 1995 (the Act) and its Regulations. The Committee does not have any delegated authority from Council.*

1.0 ATTENDANCE

| | |
|---|-----------------------------|
| Mayor | D Wellington (Deputy Chair) |
| Councillors: | |
| G Stocks | Member (Chair) |
| R Hammond | Member |
| S Bowles | Member |
| D Dufty | Member |
| G Gregson | Member |
| C Holden | Member |
| A Hortin | Member |
| R Sutton | Member |
| C Dowling | Member |
| Y Attwell | Member |
| Staff: | |
| Executive Director Works & Services | M Thomson |
| Manager Compliance and Community Safety | S Jamieson |
| Manager Finance | D Olde |
| Executive Director Community Services | C Wood |
| Executive Director Corporate Services | G Adams |
| Minute Taker | A Lacy |
| Apologies/Leave of Absence | |
| D Bostock | Member |
| V Calleja | Member |

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**ITEM 2.0: COMMITTEE RESOLUTION**

MOVED: Councillor Bowles
SECONDED: Mayor Wellington

THAT : The unconfirmed minutes of the Audit Committee meeting held on Monday 10 June 2013, as previously distributed, be confirmed as a true and accurate record of proceedings pending the following amendment:

- **Item 7.1 Discussion surrounding the allocation of \$30,000 from the next Budget Review towards Local Tourism-Organisation (LTO)**

CARRIED:11- 0

3.0 DISCLOSURE OF INTEREST

Nil

4.0 STANDING ITEMS FOR DISCUSSION**4.1 Monthly Financial Report**

Reporting Officer: Executive Director Corporate Services
 Financial Report for month ending 31 May 2013

ITEM 4.1: RECOMMENDATION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR GREGSON

THAT the Monthly Financial Report be NOTED.

CARRIED11- 0

5.0 ITEMS FOR DISCUSSION**ITEM 5.1: RECOMMENDATION**

MOVED : COUNCILLOR GREGSON
SECONDED : COUNCILLOR BOWLES

THAT the Council should apply for the maximum amount within the prescribed Range.

CARRIED 11- 0

5.2 Draft Budget**ITEM 5.2: RECOMMENDATION**

MOVED : COUNCILLOR BOWLES
SECONDED :COUNCILLOR SUTTON

THAT the Committee NOTE the Draft Budget.

CARRIED 11- 0

5.3 Insurance and Legal Update

Reporting Officer: Executive Director Corporate Services

ITEM 5.3: RECOMMENDATION

MOVED :COUNCILLOR HORTON

SECONDED :COUNCILLOR GREGSON

THAT the Committee NOTE the Insurance and Legal Update.

CARRIED 11- 0

5.4 Risk Review Update

ITEM 5.4: RECOMMENDATION

MOVED : MAYOR WELLINGTON

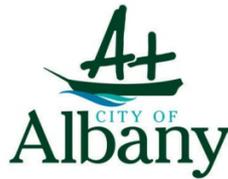
SECONDED : COUNCILLOR DUFTY

THAT the Committee NOTE the Risk Review Report.

CARRIED 11- 0

8.0 DATE OF NEXT MEETING: 12 August 2013

9.0 CLOSURE OF MEETING: Meeting Closed 7:41pm



GOVERNANCE COMMITTEE

MINUTES

for the meeting held 5.30pm Monday 8 July 2013,
in the Council Chambers, City Office, North Road, Albany

(File Ref: CM.MEE.6/AM1331214)

Terms of Reference: *The Committee is established under the Local Government Act 1995 (the Act) and its Regulations. The Committee does not have any delegated authority from Council.*

1.0 ATTENDANCE

| | |
|--|---------------------|
| Mayor | D Wellington(Chair) |
| Councillors: | |
| R Hammond | Member |
| G Stocks | Member |
| R Sutton | Member |
| D Dufty | Member |
| G Gregson | Member |
| C Dowling | Member |
| A Hortin | Member |
| Y Attwell | Member |
| Staff: | |
| Chief Executive Officer | G Foster |
| Executive Director Corporate Services | G Adams |
| Executive Director Planning and Development Services | D Putland |
| Executive Director Works and Services | M Thomson |
| Manager Governance and Risk Management | S Jamieson |
| Minutes | C Crane |
| Apologies/Leave of Absence: | |
| D Bostock | Member |
| V Calleja | Member |

The Chair declared the meeting open at 5.30pm.

2.0 CONFIRMATION OF MINUTES

ITEM 2.0: COMMITTEE RESOLUTION

**MOVED: COUNCILLOR GREGSON
SECONDED COUNCILLOR HORTIN**

THAT the minutes of the Governance Committee Meeting held on 10 June 2013, as previously distributed, be accepted as a true and accurate record of proceedings.

CARRIED 11-0

3.0 STANDING ITEMS

3.1 Staff Movements

ITEM 3.0: COMMITTEE RESOLUTION

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR STOCKS

THAT the Staff Movements Report for June 2013 be NOTED.

CARRIED 11 -0

4.0 ITEMS FOR DISCUSSION

4.1: New Standing Committees of Council (Attachment: Amendment by Councillor Bostock-Responsible Officer Recommendation 1 (4))

4.2: Legal Representation Policy (Attachment-Draft Council Policy-Legal Representation for Elected Members, Employees and Volunteers)

5.0 ITEMS TO BE DISCUSSED AT NEXT MEETING

Councillor Bowles requested that a list of rescinded council policies be brought to the committee for review. This request was supported by the Committee in principle.

Action: List of rescinded Council Policies to be brought back to a future meeting.

6.0 GENERAL DISCUSSION

The Mayor and CEO reminded the Committee that if approached to meet in an informal manner by an individual or company with a matter that may be brought before Council for a decision, the impartiality of an elected member could be questioned and the integrity of a final determination of council could be challenged.

It was recommended that any approach from an individual or company is referred to the City administration, and if appropriate, the City will arrange a formal briefing.

7.0 DATE OF NEXT MEETING: 12 August 2013

8.0 CLOSURE OF MEETING

6.33pm. There being no further business the Chair declared the meeting closed.

STATUS REPORT ON DEFERRED ITEMS FROM PREVIOUS MEETINGS

| Meeting Date | Item No. | Details/Status |
|--------------|----------|----------------|
| | | Nil. |

4.1: NEW STANDING COMMITTEES OF COUNCIL

| | | |
|--------------------------------|---|---|
| Attachments | : | <ul style="list-style-type: none"> • Local Emergency Management Committee TOR • Airport Emergency Management Committee TOR • Bushfire Advisory Committee TOR |
| City of Albany Website: | : | Council Policy - Governance and Meeting Framework. |
| Responsible Officer(s) | : | Chief Executive Officer (Graham Foster) |

IN BRIEF

- Dissolve current committee structure and establish new Standing Committees (Committees of Council), including reclassification of some to Working Groups.
- Note the new committee structure will reduce Standing Committees and provide a medium for strategic issues previously presented to committees that are now dissolved:
 - (1) **Audit and Risk Committee** (replacing the Audit & Finance Committee). Note that it is a statutory requirement to have an Audit Committee.
 - (2) **Community Services Committee** (replacing the Cultural Development Committee, Seniors Committee) and none active committees such as the Aboriginal Advisory Committee, Albany Arts Development Committee, Community Financial Assistance Committee, Airport Users Focus Group Committee, Premiers Australia Day Active Citizenship Award Committee, Youth Advisory Committee, ALAC Presidents Strategic Forum, Albany Centenary of Anzac Alliance Committee)
 - (3) **Corporate Services and Finance Committee** (replacing the Governance Committee, and none active Service Complaint Internal Review Committee and Finance Strategy Committee)
 - (4) **Economic Development Committee** (replacing the Marketing Albany Committee, formally known as the Tourism Marketing Advisory Committee)
 - (5) **Planning and Development Committee** (replacing the old committee of the same name with new terms of reference);
 - (6) **Works & Services Committee** (replacing the Environment & Reserves Committee which as formally known as the Bush Carers Advisory Committee, and none active committees such as the Streetscape Committee and Wilson Inlet Management Advisory Group),
- Note: There is a statutory requirement to have a **Local Emergency Management Committee (LEMC)**.
- Note: The Volunteer Bush Fire Brigade Members have requested that the **Bushfire Advisory Committee** (Sub-Committee), be reinstated as a standing committee (committee of council) and report directly to Council. This meeting will only be called to address strategic matters.

RECOMMENDATIONS

The Committee discussed the proposed terms of reference and agreed in principle that the proposed committees should have a minimum of 4 and a maximum of 7 elected members appointed to the committee.

That the Audit & Risk Committee and the Corporate Services and Finance Committee be open to all elected members

**ITEM 4.1: RESPONSIBLE OFFICER RECOMMENDATION 1
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR GREGSON
SECONDED: COUNCILLOR SUTTON**

THAT Council:

- (1) ENDORSE the proposed Standing Committees of Council Structure (detailed in the Officer's report)**

DISSOLVE the following Committees of Council (Standing Committees)

- (a) Audit & Finance Committee,**
- (b) Cultural Development Committee,**
- (c) Environment & Reserves Committee,**
- (d) Governance Committee,**
- (e) Marketing Albany Committee,**
- (f) Planning and Development Committee, and**
- (g) Seniors Committee.**

- (2) RE-CLASSIFY the following Committees of Council (Standing Committees) as Working Groups:**

- (a) Seniors Advisory Committee**
- (b) Environment & Reserves Committee**

- (3) ADOPT the new Standing Committees of Council Terms of Reference as detailed in the report with the condition that the Membership of One elected member from each Ward, be modified to read:**

Membership: Minimum of 4 and a maximum of 7 elected members.

- (4) AMEND the Council Policy - Governance and Meeting Framework accordingly.**

**CARRIED 11-0
ABSOLUTE MAJORITY**

Note: Prior to appointing members to the listed Committees, nominations will be called by the Presiding member.

**ITEM 4.1: RESPONSIBLE OFFICER RECOMMENDATION 2
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

THAT Council:

- (a) **APPOINT** the following elected members to the associated standing committees of Council:

| <i>Standing Committee Title (Committee of Council)</i> | <i>Elected Member Name</i> |
|--|----------------------------|
| <i>Audit and Risk Committee</i> | |
| <i>Community Service Committee</i> | |
| <i>Corporate Services and Finance Committee</i> | |
| <i>Economic Development Committee</i> | |
| <i>Planning and Development Committee</i> | |
| <i>Works & Services Committee</i> | |

**MOVED: COUNCILLOR HAMMOND
SECONDED: COUNCILLOR DOWLING**

THAT the Responsible Officer Recommendation 2 be presented to Council for appointment of elected members and that nominations are provided in writing prior to the meeting.

**CARRIED 11-0
ABSOLUTE MAJORITY**

Committee discussed the Responsible Officer Recommendation 3.

The Committee supported the recommendation in principle noting that the current reporting line to Council through the Local Emergency Management Committee (LEMC) would remain in place; however would have two elected members appointed to the Committee.

The Committee noted that strategic matters that needed urgent Council attention could be presented directly to Council with a supporting officer report.

**ITEM 4.1: RESPONSIBLE OFFICER RECOMMENDATION 3
VOTING REQUIREMENT: ABSOLUTE MAJORITY**

**MOVED: COUNCILLOR HORTIN
SECONDED: COUNCILLOR DUFTY**

THAT Council:

- (a) **REINSTATE** the Bushfire Advisory Group as a Sub Committee of the Local Emergency Management Committee.
- (b) **ADOPT** the new Bushfire Advisory Committee Terms of Reference as detailed in the report.

(c) APPOINT the following elected member(s) to the Sub Committee:

- *Councillor G. Gregson; and*
- *Councillor D Bostock.*

(d) APPOINT the following positions to the Committee:

- *Chief Bush Fire Control Officer*
- *Deputy Chief Bush Fire Control Officer (North East Sector)*
- *Deputy Chief Bush Fire Control Officer (South West Sector)*
- *Senior Fire Control Officer (North East Sector)*
- *Senior Fire Control Officer (South West Sector)*
- *Chair of the Bush Fire Advisory Group*

**CARRIED 11 – 0
ABSOLUTE MAJORITY**

BACKGROUND

1. It is acknowledged that the current committee structure made it difficult to define:
 - a. a Committee's purpose;
 - b. how it adds to the achievement of the Strategic Plan;
 - c. who is accountable for the development and monitoring of the agreed strategies;
 - d. how particular decisions are made; or
 - e. how the community can contribute to the 'conversation' about mater that affect them.
2. Noting that Committees are a decision making tool, not an end in themselves. They, too, should be structured in a way that provides two-way information and assists in the delivery of the Strategic Plan.

DISCUSSION

3. It is proposed that Council consider a reduction in the number of standing committees and the creation of a standing committee structure that reflects the key result areas identified in the Strategic Plan.
4. The Strategic Plan Key Result Areas, developed by Council with the Community, are:
 - a. Smart, Prosperous and Growing (Economic Development)
 - b. Clean and Green (Works & Services)
 - c. A Liveable Built Environment (Planning & Building)
 - d. Our Sense of Community (Community Services)
 - e. Civic Leadership (Corporate Services and Finance)
5. To ensure that representation is evenly maintained it is recommended that Council give consideration to the inclusion of one Ward representation on each Committee and that Committee taking responsibility for reporting to the whole of Council with recommendations on the matters it considers.
6. The purpose of each proposed committee is defined in the Terms of Reference (TOR):
 - a. **ECONOMIC DEVELOPMENT COMMITTEE - TOR.** The Economic and Development Committee will be responsible for:
 - Considering and recommending to Council ways to strengthen the local Albany economy; and

- Delivering the following Smart, Prosperous and Growing Objectives contained in the City of Albany Strategic Plan:
 - (1) To foster links between education, training and employment that support economic development.
 - (2) To strengthen our region's economic based.
 - (3) To develop and promote Albany as a unique and sought after visitor destination.
- It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

b. This committee will replace the ***Marketing Albany Committee***

c. **WORKS & SERVICES COMMITTEE - TOR.** The Works & Services Committee will be responsible for the delivery of the following Clean and Green Objectives contained in the City of Albany Strategic Plan:

- (1) To protect and enhance our pristine natural environment;
- (2) To promote environmental sustainability;
- (3) To promote our region as clean and green.

- It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

- d. This Committee will replace the **Environment and Reserves Committee**
- e. **PLANNING AND DEVELOPMENT COMMITTEE - TOR.** The Planning and Development Committee will be responsible for the delivery of the following Liveable Environmental Objectives contained in the City of Albany Strategic Plan:
- (1) To advocate, plan and build connected, liveable communities;
 - (2) To create a community that supports people of all ages and backgrounds;
 - (3) To create vibrant neighbourhoods which are safe yet retain our local character and heritage.
- It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
 - Chairperson: To be elected from the Committee.
 - Membership: One elected member from each Ward.
 - Meeting Schedule: As required.
 - Meeting Location: To be advised.
 - Executive Officer: CEO or nominee.
 - Delegated Authority: None.
- f. This Committee will replace the current Planning and Development Committee,
- g. **COMMUNITY SERVICES COMMITTEE - TOR.** The Community Services Committee will be responsible for the delivery of the following Sense of Community Objectives contained in the City of Albany Strategic Plan:
- (1) To build resilient and cohesive communities with a strong sense of place and community spirit;
 - (2) To create interesting places, spaces and events that reflect our community's identity, diversity and heritage
 - (3) To develop and support an inclusive and accessible community.
- It will achieve this by:
 - (4) Developing policies and strategies;
 - (5) Establishing ways to measure progress;
 - (6) Receiving progress reports;
 - (7) Considering officer advice;
 - (8) Debating topical issues;
 - (9) Providing advice on effective ways to engage and report progress to the Community ; and
 - (10) Making recommendations to Council.
 - Chairperson: To be elected from the Committee.
 - Membership: One elected member from each Ward.
 - Meeting Schedule: As required.
 - Meeting Location: To be advised.
 - Executive Officer: CEO or nominee.

- Delegated Authority: None.
- h. This Committee will replace the **Cultural Development Committee** and **Seniors Advisory Committee**.
- i. The Seniors Committee can continue to meet as a working group and report to the Cultural Development Committee.
- j. **CORPORATE SERVICES AND FINANCE COMMITTEE - TOR.** The Corporate Services and Finance Committee will monitor and comment on the financial health and strategies of Council and will be responsible for the delivery of the following Civic Leadership Objectives contained in the City of Albany Strategic Plan:
- (1) To establish and maintain sound governance structures;
 - (2) To provide strong, accountable leadership supported by a skilled and professional workforce;
 - (3) To engage effectively with our community.
- It will achieve this by:
 - (4) Monitoring and commenting on the financial health and strategies of Council;
 - (5) Developing policies and strategies;
 - (6) Establishing ways to measure progress;
 - (7) Receiving progress reports;
 - (8) Considering officer advice;
 - (9) Debating topical issues;
 - (10) Providing advice on effective ways to engage and report progress to the Community ; and
 - (11) Making recommendations to Council.
 - Chairperson: To be elected from the Committee.
 - Membership: One elected member from each Ward.
 - Meeting Schedule: As required.
 - Meeting Location: To be advised.
 - Executive Officer: CEO or nominee.
 - Delegated Authority: None.
- k. This Committee will replace the **Governance Committee**.
- l. **AUDIT AND RISK COMMITTEE - TOR.** The Audit and Risk Committee will be responsible for assisting Council discharge its responsibilities with regard to the exercise of due care, diligence and skill in relation to:
- (1) the reporting of financial information, the application of accounting policies, and the management of the financial affairs of the City; and
 - (2) the assessment of the adequacy of the management Risk.
- It will achieve this by:
 - (3) Audit:
 - (i) Considering and approving the brief for the provision of audit services;
 - (ii) Evaluating the responses to the request for the provision of audit services and to make a recommendation to Council on the appointment of an auditor;
 - (iii) Meeting with Council's external auditors and review the Audit Plan prior to the conduct of the interim audit each year;

- (iv) Ensuring that the audit is being conducted in accordance with the brief and the terms of appointment and that matters of concern to the Council and/or the Committee are being addressed;
 - (v) Ensuring that the Council's financial affairs and systems and processes are being managed and reported in accordance with statutory requirements and Australian Accounting Standards;
 - (vi) Ensuring that relevant financial information is reported to Council in a form that meets the needs and expectations of Council, clearly setting out the key relevant financial data, such that the Council can confidently understand the financial performance of the Council's affairs;
 - (vii) Reviewing the audit report and make appropriate recommendations to Council; and
 - (viii) Where appropriate and with the approval of Council seek advice and/or assistance in relation to matters pertaining to the audit or financial affairs of the City.
- (4) Risk Management.
- (ix) At least once every year consider a report in relation to the management of risk within the City of Albany and satisfy itself that appropriate controls and processes are in operation, and are adequate for dealing with the risks that impact on the City.
 - (x) To address any specific requests referred to it from Council in relation to issues of risk and risk management.

- Chairperson: To be elected from the Committee.
- Membership: One elected member from each Ward.
- Meeting Schedule: As required.
- Meeting Location: To be advised.
- Executive Officer: CEO or nominee.
- Delegated Authority: None.

m. This Committee will replace the ***Audit and Finance Committee.***

7. The following standing committees (committees of council) will remain with modification:

- a. **Local Emergency Management Committee (LEMC).** The **Airport Emergency Committee** to continue to operate as a subcommittee to the LEMC. Noting the LEMC is established under legislation, by the local government to overview, plan and test the local community emergency management arrangements. The LEMC is immediately followed by the Airport Emergency Committee (sub-committee of the LEMC), with both Committees being convened every three months.
- b. **Bushfire Advisory Committee.** The City of Albany currently provides administrative support to a Bushfire Management Committee and Bush Fire Advisory Group with no elected member representation.
- c. In 2011 these two committees were disbanded as standing committees of Council, and transitioned to being managed as operational working groups of LEMC, with officers, including volunteer fire brigade members, meeting as required to consider operational issues arising out of LEMC or other emergency operational matters and reporting to LEMC as necessary.

- d. These operational committees consider issues such as:
 - (i) the operational planning and maintenance of fire-breaks across the district;
 - (ii) the preparedness of the City in regards to its obligations under the *Bush Fires Act 1954*;
 - (iii) the operational effectiveness and efficiency of bushfire brigades
- e. Noting that Council delegates though appointment the responsibility for the City's Volunteer Bushfire Brigades to the Chief Executive Officer (administrative logistic support) and command and control (operations) through the appointment of a Chief Bushfire Control Officer.
- f. At the City's Volunteer Bushfire Brigade Advisory Group meeting held on 23 May 2013, the group requested:

Council is requested to re- establish the Bushfire Management Advisory Committee.

 - *Terms of Reference: Review decisions of the Bushfire Advisory Group and provide advice on Bush Fires Act 1954.*
 - *That the Bushfire Management Advisory Committee report directly to Council, not through the Local Emergency Management Committee (LEMC).*
- g. A copy of the proposed Terms of Reference is attached with an elected member representative being requested.

GOVERNMENT CONSULTATION

8. The following legislation and Department of Local Government Guidelines was consulted:
 - a. The Local Government Act 1995;
 - b. Department of Local Government Guideline – Audit Committees in Local Government, Their Appointment, Function and Responsibilities; and
 - c. Department of Local Government Guideline – Council Forums;

PUBLIC CONSULTATION / ENGAGEMENT

9. Public consultation was conducted in formulating the Strategic Plan.
10. The request to re-establish the Bushfire Advisory Committee as a standing committee of Council as requested at the City's Volunteer Bushfire Brigade Advisory Group meeting held on 23 May 2013.

STATUTORY IMPLICATIONS

11. Division 2, Part 5 of the *Local Government 1995* deals with Council Meetings, committees and their meetings.
12. For the purposes of Section 5.98 (2) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from agenda briefing requests..

STRATEGIC IMPLICATIONS

13. The introduction of the new standing committee structure directly links to the City's Vision and Values (2011-2021), being: Results: Strive for business excellence and continuous improvement.

Key Focus Areas:

- **Community Priorities:** Policy and procedures
- **Proposed Strategies:** Regularly review all policies in consultation with community and key stakeholders

POLICY IMPLICATIONS

14. The risk identification and categorisation relies on the City's Risk Management Framework.

RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|-----------------|---------------|---------------|---|
| <i>Council does not support the proposed committee structure</i> | <i>Unlikely</i> | <i>Medium</i> | <i>Medium</i> | <i>The proposed committee structure will be further reviewed and resubmitted to a future Council meeting.</i> |

FINANCIAL IMPLICATIONS

16. The cost to implement the recommendations involves improvements to processes, reporting benchmarks and the completion of key strategic documents which will be undertaken by the Directorate using existing staff resources within existing budget lines.

LEGAL IMPLICATIONS

17. There are no legal implications related to this item except for compliance with specific provisions of the Local Government Act 1995, including subdivision 2 – Committees and their meetings.

ALTERNATE OPTIONS

18. Council can continue to use the existing structure, or create different Committees to that proposed.

| | | |
|-----------------------------------|---|--|
| Consulted References | : | Local Government Act 1995 |
| File Number (Name of Ward) | : | All Wards |
| Previous Reference | : | OCM 15/11/2011 Item 1.5 OCM 11/10/2011 Item 1.8 |

4.2: LEGAL REPRESENTATION POLICY

| | | |
|----------------------------|---|--|
| Proponent | : | City of Albany |
| Attachment | : | <ul style="list-style-type: none"> Proposed Legal Representation for Elected Members, Employees and Volunteers Policy |
| Responsible Officer | : | Manager Governance & Risk Management (S. Jamieson) |

IN BRIEF

- Review and adopt proposed Legal Representation for Elected Members, Employees and Volunteers Policy.

ITEM 4.2: RESPONSIBLE OFFICER RECOMMENDATION VOTING REQUIREMENT: ABSOLUTE MAJORITY

**MOVED: COUNCILLOR DUFTY
SECONDED; COUNCILLOR GREGSON**

THAT Council ADOPT the Legal Representation for Elected Members, Employees and Volunteers Policy.

**CARRIED 11-0
ABSOLUTE MAJORITY**

BACKGROUND

- At the Audit and Finance Committee held on 8 November 2011, the Committee recommended that Council rescind the policy as it felt the content was operational in nature and appropriate control with conditions was administered through a Council delegation.
- Council rescinded the Legal Representation for Members, Employees and Volunteers policy at the Ordinary Council Meeting held on 15 November 2011.
- Advice from the Department of Local Government (DLG) has recommended that Council review its policy position.

DISCUSSION

- The proposed policy provides a clear set of principles to help Council deal with a situation where a council member or employee is defending or will need to defend a legal action or requires advice or representation and is requesting financial assistance.
- In line with DLG guidelines, the policy sets out:
 - Under what circumstances financial assistance is provided;
 - Who would make the decision that financial assistance would be provided;
 - Who would provide the legal services;
 - Limits on financial assistance;
 - How applications are made for assistance;
 - Obligations a council member or employee has to receiving the assistance;
 - Circumstances under which financial assistance may be withdrawn;
 - Provision for the recoup of money where approval is withdrawn; and
 - Clear statement that legal representation will not be provided for matters that relate to the personal affairs of a council member or employee.

6. The proposed policy is based on the model policy recommended by the Department of Local Government.

7. The proposed policy was crafted to:

Address criticism levelled against some council members for making uninformed and ill-advised decisions, during the inquiry into the City of Joondalup; and

Ensure Council's policy position is known to council members, employees (including volunteers) and the community in advance of applications for funding being made.

STATUTORY IMPLICATIONS

8. Section 9.56 of the Local Government Act 1995 (LGA) provides protection from actions of tort for anything a council member or employee has, in good faith, done in the performance or purposed performance of a function under the LGA or under any other written law.

9. Section 3.1 of the LGA provides that the general function of a local government is to provide for the good government of persons in its district.

10. Section 6.7(2) of the LGA provides that money held in the municipal fund may be applied towards the performance of the functions and the exercise of the powers conferred on the local government by the LGA. Under these provisions a council can expend funds to provide legal representation for council members and employees as long as it believes that the expenditure falls within the scope of the local government's function.

STRATEGIC IMPLICATIONS

11. This item relates directly to the following elements of the Strategic Community Plan Albany 2023:

- **Key Focus Area:** 5. Civic Leadership
- **Objective:** 5.1 To establish and maintain sound governance structures
- **How We'll Make It Happen:** By ensuring our elected body has a sound understanding of its roles and responsibilities.

FINANCIAL IMPLICATIONS

12. The adoption of this policy does not have a direct financial implication.

13. Legal representation funding is allocated in the adoption of the annual budget and reported to Council throughout the financial year.

POLICY IMPLICATIONS

14. The adoption of this policy compliments and will amend the current Council delegated authority:

Authorisation - Legal Representation - Council Members, Employees and Volunteers

Function and Delegation (Authority to exercise the following functions and sub delegate is):

Authority to:

- (1) *Authorise legal expenses for Council Members, Officers and Volunteers where the urgency of the matter cannot be presented to the Council for approval and the expenses do not exceed \$10,000.*

- (2) *Settle potential and actual legal disputes.*
- (3) *Appoint persons to administer any or all of the above functions.*

Conditions:

- (1) *Funding being available in the City's Annual Budget;*
- (2) *Where the legal services are for the benefit of the CEO who is seeking urgent financial support for legal services the Council shall deal with the application; and*
- (3) *Approved applications to be presented to the next Ordinary Meeting of Council.*

Delegate(s): *Chief Executive Officer*

Sub-Delegates (Authorised Officers):

- *Executive Director Corporate Services*

Legislative Powers (Reference):

- *Local Government Act 1995, s6.7(2).*

RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Rating | Mitigation |
|--|-------------------|--------------------|--------------------|---|
| <i>Reputation – If a policy position is not adopted, Council may face accusation of not providing good government.</i> | <i>Unlikely</i> | <i>Moderate</i> | <i>Medium</i> | <i>Council adopts the proposed policy in line with the Department's guidelines.</i> |

LEGAL IMPLICATIONS

16. Council is not bound to adopt the proposed policy.

SUMMARY CONCLUSION

17. It is recommended that Council adopt the proposed policy.

| | |
|-----------------------------------|---|
| Consulted References | Local Government Act 1995 Legal Representation for Council Members and Employees, Local Government Operational Guidelines – Number 14, dated April 2006 |
| File Number (Name of Ward) | All Wards |
| Previous Reference | OCM 15/11/2011 Item 1.1.1 OCM /02/1/2010 Item 16.5.1 |

Council Policy - Legal Representation for Elected Members, Employees and Volunteers

1. Policy Statement:

Under the *Local Government Act 1995*, the City's 'good government' powers allow it, in appropriate circumstances, to pay for the Legal Representation Costs of an individual Elected Member or Employee.

2. Objective

This Policy sets out guidelines and procedures to assist the Council in determining when it is appropriate to pay Legal Representation Costs.

3. Scope

This Policy does not cover legal representation provided to, or on behalf of, the City.

4. Procedure & Guidelines

(1) Payment Criteria

There are three major criteria for determining whether the City should pay the Legal Representation Costs of an Elected Member or Employee. These are:

- (a) the Legal Representation Costs must relate to a matter that arises from the performance, by the Elected Member or Employee, of his or her functions;
- (b) the Legal Representation Costs must be in respect of Legal Proceedings that have been, or may be, commenced; and
- (c) in performing his or her functions, to which the Legal Representation relates, the Elected Member or Employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct.

(2) Examples of Legal Representation Costs that may be approved

- (a) If the criteria in **clause 4(1)** are satisfied, the City may approve the Payment of Legal Representation Costs:
 - (i) where proceedings are brought against an Elected Member or Employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Elected Member or Employee; or
 - (ii) for involvement in a statutory or other inquiry that requires information to be given, or to which information is given, by an Elected Member or Employee in connection with his or her functions.

- (b) This policy does not relate to situations where legal proceedings are commenced by an Elected Member or Employee and there is a presumption that the City will not pay for legal representation costs in these circumstances. However this policy does not preclude such a request being submitted and considered by the Council for extenuating circumstances where the Elected Member or Employee is the subject of threatening behaviour by another person.
- (c) The City will not approve the Payment of Legal Representation Costs to an Elected Member or Employee for a defamation action, or a negligence action, instituted by the Elected Member or Employee.

(3) Application for payment

- (a) An Elected Member or Employee who seeks assistance under this Policy is to make an application(s) for Payment of Legal Representation Costs.
- (b) The application:
 - (i) is to be made in writing to the Council; and
 - (ii) is to give details of:
 - a. the matter for which Legal Representation is sought;
 - b. how that matter relates to the functions of the relevant Elected Member or Employee;
 - c. the lawyer (or law firm) who is to be asked to provide the Legal Representation;
 - d. the nature of Legal Representation to be sought (such as advice, representation in court, preparation of a document etc); and
 - e. the estimated cost (if known) of the Legal Representation.
 - (iii) is to contain a declaration by the applicant that he or she has acted in good faith, and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates; and
 - (iv) so far as possible, is to be made before seeking the Legal Representation to which the application relates.
- (c) The application is to be accompanied by a written statement by the applicant that he or she:
 - (i) has read, and understands, the terms of this Policy;
 - (ii) acknowledges that any approval of Legal Representation Costs is conditional on the repayment provisions of clause 4(7) and any other conditions to which the approval is subject; and
 - (iii) undertakes to repay to the City any Legal Representation Costs in accordance with the provisions of clause 4(7).
- (d) An application is also to be accompanied by a report prepared by or on behalf of the CEO or, where the CEO is the applicant, by the Executive Director Corporate Services.

(4) Legal Representation Costs – limit

- (a) Unless otherwise determined by the Council, payment of Legal Representation Costs in respect of a particular application is not to exceed \$10,000.
- (b) An Elected Member or Employee may make a further application to the Council in respect of the same matter.

(5) Council's powers

- (a) The Council may:
 - (i) refuse;
 - (ii) grant; or
 - (iii) grant subject to conditions, including a financial limit, an application for payment of Legal Representation Costs.
- (b) A condition under clause 4 (5a) may include a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of Legal Representation Costs.
- (c) In assessing an application, the City may have regard to any insurance benefits that may be available to the applicant under the City's Councillors and Officers insurance policy (or its equivalent).
- (d) The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of Legal Representation Costs.
- (e) The Council may, subject to clause 4 (5f), determine that an Elected Member or Employee whose application for Legal Representation Costs has been approved has, in respect of the matter for which Legal Representation Costs were approved:
 - (i) not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - (ii) given false or misleading information in respect of the application.
- (f) A determination under clause 4 (5e) may be made by the Council only on the basis of, and consistently with, the findings of a court, tribunal or inquiry.
- (g) Where the Council makes a determination under clause 5(e), it may also determine that all or part of the Legal Representation Costs paid by the City are to be repaid by the Elected Member or Employee in accordance with clause 4 (7).

(6) CEO's powers

- (a) In cases of urgency, the CEO, subject to clause 4 (6b), may exercise, on behalf of the Council, any of the powers of the Council under clauses 4 (5a) and 4 (5b), to a limit of \$10,000, where a delay in approving an application would be detrimental to the legal rights of an Elected Member or Employee.
- (b) Where the CEO is the applicant, the powers in clause 4 (6a) are to be exercised by the Executive Director Corporate Services.
- (c) An application approved by the CEO under clause 4 (6a), or by the Executive Director Corporate Services under clause 4 (6b), is to be submitted to the next meeting of the Council which may exercise any of its powers under this Policy, including its powers under clause 4 (5d).

(7) Repayment of Legal Representation Costs

- (a) An Elected Member or Employee whose Legal Representation Costs have been paid by the City is to repay the City:
- (i) all or part of those costs – in accordance with a determination by the Council under clause 4 (5g); or
 - (ii) as much of those costs as are available to be paid by way of offset – where the Elected Member or Employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the City paid the Legal Representation Costs.
- (b) The City may take action in a court of competent jurisdiction to recover any monies due it under this Policy.

(8) Definitions (Explanation of Key Terms):

Approved Lawyer is to be:

- (a) 'certificated practitioner' under the *Legal Practice Act 2003*; and
- (b) approved in writing by the Council.

Elected Member or Employee means a current or former Commissioner, Elected Member, and Employee (which includes a registered and inducted volunteer with the City of Albany administration).

Legal Proceedings may be civil, criminal or investigative (including an inquiry under any written law).

Legal Representation is the provision, to or on behalf of an Elected Member or Employee, by an Approved Lawyer of Legal Services that are in respect of:

- (a) a matter or matters arising from the performance of the functions of the Elected Member or Employee; and
- (b) Legal Proceedings involving the Elected Member or Employee that have been, or may be, commenced.

Legal Representation Costs are the costs, including fees and disbursements, properly incurred in providing Legal Representation.

Legal Services includes advice, representation or documentation that is provided by an Approved Lawyer.

Payment by the City of Legal Representation Costs may be either by:

- (a) a direct payment to the Approved Lawyer (or the relevant law firm); or
- (b) a reimbursement to the Elected Member or Employee.

Version Control

| Version | Date | Status | Distribution | Comment |
|---------|----------|--|----------------------|--|
| 01 | 3/7/2013 | Draft 1 – Distributed for review by Council. | Governance Committee | Author: Stuart Jamieson Based on previous Council Policy, rescinded by Council on 15/11/2011 Item 1.1.1 and comparable policy adopted by the City of Joondalup. |

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DRAFT

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|---|
| CSF003: 2013/14 ORDINARY COUNCIL MEETING DATES AND COMMITTEE PLANNING MEETING CALENDAR |
|---|

Proponent : City of Albany
Attachments : 2013/14 City of Albany Ordinary Council & Committee Planning Meeting Calendar
Responsible Officer(s): : Chief Executive Officer (G Foster)

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:** 5. Civic Leadership.
 - b. **Strategic Objectives:**
 - 5.1. To establish and maintain sound business and governance structures.
 - 5.3 To engage effectively with our community.
 - c. **Strategic Initiative:** 5.3.2. Councillor Forums

In Brief:

- Receive new Committee Meeting Planner and set new ordinary council meeting dates.

RECOMMENDATION**CSF003: COMMITTEE RECOMMENDATION**

MOVED: COUNCILLOR SUTTON
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED: 10-0

CSF003: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council SET the 2013/14 Ordinary Council Meeting Dates, as follows and GIVE public notice:

| Month | Year | Ordinary Meeting (6.00pm) |
|-----------|------|------------------------------|
| September | 2013 | 24/09/2013 |
| October | 2013 | 29/10/2013 |
| November | 2013 | 26/11/2013 |
| December | 2013 | 17/12/2013 |
| January | 2014 | No meeting |
| February | 2014 | 25/02/2014 |
| March | 2014 | 25/03/2014 |
| April | 2014 | 22/04/2014 |
| May | 2014 | 27/05/2014 |
| June | 2014 | 24/06/2014 |
| July | 2014 | 22/07/2014 |

BACKGROUND

2. Local Public Notice is to be given at least once each year of Council and Committee meetings that the public may attend, to be held in the next 12 months.
3. On 25 June 2013, Council adopted a new Community Strategic Plan (Albany 2023) and Corporate Business Plan.
4. To facilitate this process, Council established new Council Committee Structure (Standing Committees) to act as a conduit for proposed and reviewed strategy and policy positions.
5. Accordingly, it is considered appropriate to change when the monthly ordinary council meeting and committee are forecast for planning purposes.

DISCUSSION

6. Changes to the Ordinary Council Meetings are predicated on the basis that all Committee meetings should be held outside of normal working hours so as to not inconvenience anyone and preclude them from possible running for Council and, secondly, to give elected members and staff enough time to prepare and read agenda and reports.
7. One of the big issues confronted by staff is the current compressed time between meeting schedules which can result in inadequate time to undertake required research.
8. The current situation exists, whereby the day after the normal Council Meeting is the cut off day for presentation of items for next month.
9. It is proposed that the scheduled normal meeting for the Ordinary Council Meeting be shifted to the last Tuesday of the month.
10. This would allow three committee meetings to be scheduled in the first week and two in the next with agenda preview on the third Tuesday along with Strategic Workshop.
11. It is acknowledged and accepted that the meeting schedule for a Committee should be determined by that committee but common sense and consideration would dictate that as

little inconvenience as possible should be caused to those charged with preparation of reports and for those members expected to consider them prior to making a decision.

12. The proposed meeting schedule alleviates the situation where meetings are scheduled to run consecutively, given the lack of surety as to finishing times of the former dictating the commencement time of the latter.
13. It is also recommended that the proposed meeting schedule can be accommodated with all Committee meetings commencing at 5:30 pm.
14. It is considered appropriate to implement and modify the meeting schedule prior to the October 2013 ordinary local government elections.
15. The proposed meeting schedule being:

First week of the month

Tuesday: Economic Development Committee

Wednesday: Planning and Development Committee

Thursday: Community Services Committee

Second week of the month

Tuesday: Corporate Services Committee

Wednesday: Works and Services Committee

Third week of the month

Tuesday: Agenda Preview and Strategic Workshop.

Fourth week of month

Tuesday: Ordinary meeting of Council

16. To be schedule on an as required basis with a minimum of three meetings per calendar year:
 - Audit & Risk Management Committee
 - Local Emergency Management Committee
 - Airport Emergency Committee
 - Bushfire Advisory Committee

GOVERNMENT & PUBLIC CONSULTATION

17. Council. Elected members were formally advised of proposal.
18. State & Federal Government. The proposal has been designed to not conflict with local government elections that are historically held on the third weekend of October and state and national public holidays.

STATUTORY IMPLICATIONS

19. In accordance with the *Local Government Act 1995*, s 5.25(1)(g) and as prescribed by the *Local Government (Administration) Regulations 1996*, Regulation 12:

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

(2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub-regulation (1).

POLICY IMPLICATIONS

20. There are no policy implications related to this item.

RISK IDENTIFICATION & MITIGATION

21. The risk identification and categorisation relies on the City’s [Enterprise Risk Management Framework](#).

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--------------------------------|------------|-------------|---------------|---|
| Lack of community consultation | Unlikely | Moderate | Medium | Community consultation is facilitated through community workshop. Implement the proposed City of Albany Ordinary Council and Committee Planner |

FINANCIAL IMPLICATIONS

22. An appropriate budget line exists for the cost of giving public notice and advertising.

LEGAL IMPLICATIONS

23. Local public notice must be given to ensure legislative compliance, detailing changes to the forecast ordinary meeting schedule.

ENVIRONMENTAL CONSIDERATIONS

24. There are no direct environmental considerations related to this item; however an efficient meeting schedule will reduce wasted resources (time, travel, and office consumables).

ALTERNATE OPTIONS

25. The Council may consider alternate day and dates and order.

SUMMARY CONCLUSION

26. That the proposed meeting calendar be endorsed and adopted.

| | | |
|-----------------------------------|---|---|
| Consulted References | : | <i>Local Government Act 1995</i> |
| File Number (Name of Ward) | : | (All Wards) <ul style="list-style-type: none"> • Audit and Risk Committee - FM.MEE.3 • Community Services Committee – CS.MEE.9 • Corporate Services & Finance Committee – CS.MEE.9 • Economic Development Committee – ED.MEE.10 • Works & Services Committee – RD.MEE.6 • Planning & Development Committee – LP.MEE.1 |
| Previous Reference | : | OCM 19/02/2013 Report Item 1.3 |



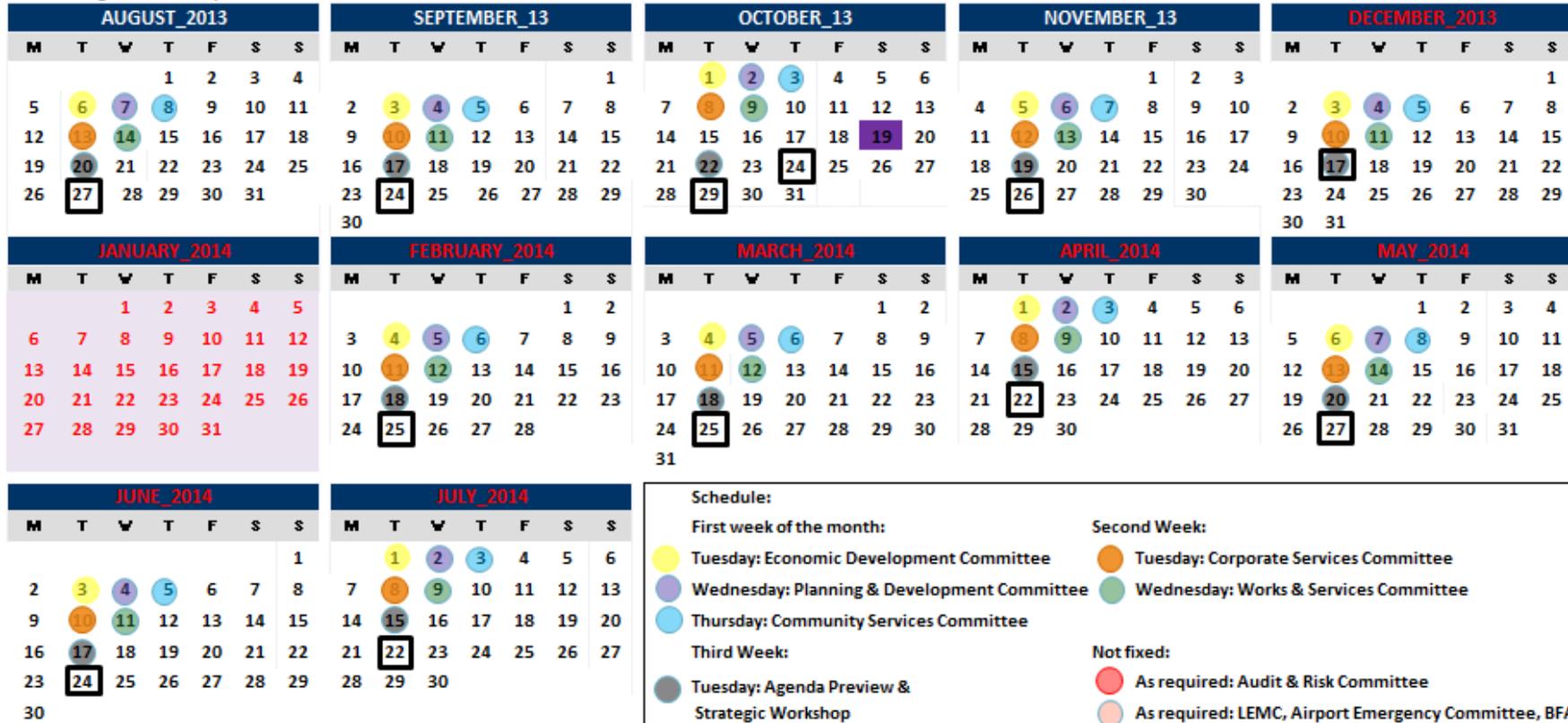
2013/14

As at 7 August 2013

City of Albany Ordinary Council & Committee Meeting Calendar

- Audit & Risk Committee
- Community Services Committee
- Corporate Services & Finance Committee
- Economic Development Committee
- Ordinary Council Meeting
- Planning & Development Committee
- Works & Services Committee
- LEMC & Airport Emergency Committee & BFAC
- Agenda Review & Strategic Workshop
- Ordinary LG Election
- Special Council Meeting Appoint Councillors Elect
- October 22: Agenda Review Serving and Councillors Elect

All Meetings Start at 5.30pm



Public holidays dates:

| | New Year's Day | Australia Day | Labour Day | Good Friday | Easter Monday | ANZAC Day | Western Australia Day | Queens Birthday* | Christmas Day | Boxing Day** |
|-------------|------------------------|----------------------|-------------------|--------------------|--------------------|----------------------|-----------------------|------------------------|--------------------------|-------------------------|
| 2013 | Tuesday 1 January | Monday 28 January | Monday 4 March | Friday 29 March | Monday 1 April | Thursday 25 April | Monday 3 June | Monday 30 September | Wednesday 25 December | Thursday 26 December |
| 2014 | Wednesday 1 January | Monday 27 January | Monday 3 March | Friday 18 March | Monday 21 April | Friday 25 April | Monday 2 June | Monday 29 September | Thursday 25 December | Friday 26 December |

* The Queen's Birthday public holiday will be confirmed upon gazettal

** The additional Christmas Day public holiday falls on Boxing Day.

| |
|--|
| CSF004: DELEGATED AUTHORITY REPORTS |
|--|

Responsible Officer : Chief Executive Officer (G Foster)
Attachments : Common Seal and Executed Document Report

| | |
|--|---|
| Responsible Officers Signature: |  |
|--|---|

In Brief:

- Receive the Delegated Authority Reports for July 2013.

RECOMMENDATION**CSF004: COMMITTEE RECOMMENDATION**

MOVED: COUNCILLOR CALLEJA
SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED:10-0

CSF004: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Delegated Authority Reports for July 2013:

- **Common Seal and Executive Document Report.**

COMMON SEAL AND EXECUTED DOCUMENT REPORT JULY 2013

NCSR1331596 RD.ACQ.1

COPY OF COMMON SEAL
ITEM: 4.3 OCM: 19.02.13
RE: REGISTRATION OF FREEHOLD TITLE LOT 9000 DEPOSITED PLAN 58841
PARTIES: CITY OF ALBANY
SIGNED BY MAYOR AND CEO G FOSTER 1 COPY

NCSR1331661 147408

COPY OF COMMON SEAL
ITEM: 4.6 OCM: 17.07.12
RE: NOTIFICATION UNDER SECTION 70A - LOT 34 RUTHERFORD STREET PARTIES: CITY OF ALBANY SIGNED BY MAYOR AND CEO G FOSTER 1 COPY

NCSR1331773 TT.AUT.2

COPY OF COMMON SEAL
ITEM: 1.1 OCM: 18.09.12
RE: REGULATION 297 (2) INSTRUMENT OF AUTHORISATION PARTIES: CITY OF ALBANY AND COMMISSIONER OF MAIN ROADS
SIGNED BY MAYOR AND CEO G FOSTER 2 COPIES

NCSR1331774 PRO184

COPY OF COMMON SEAL
ITEM: 4.5 OCM: 16.04.13
RE: DEED OF EXTENSION OF LEASE - PORTION OF ALBANY REGIONAL AIRPORT TERMINAL 35615 ALBANY HIGHWAY, DROME PARTIES: CITY OF ALBANY AND MICHAEL FLETCHER CRAWSHAW AND ELIZABETH ANNE JEFFERS AND DONALD ROY PERFREMENT AND CATHY PERFREMENT TRADING AS AVIS ALBANY
SIGNED BY MAYOR AND CEO G FOSTER 3 COPIES

NCSR1331775 PRO184

COPY OF COMMON SEAL
ITEM: 4.5 OCM: 16.04.13
RE: VARIATION AND ASSIGNMENT OF LEASE - CAR HIRE LEASE - AVIS ALBANY - ALBANY REGIONAL AIRPORT TERMINAL 35615 ALBANY HIGHWAY, DROME PARTIES: CITY OF ALBANY AND MICHAEL FLETCHER CRAWSHAW AND ELIZABETH ANNE JEFFERS AND DONALD ROY PERFREMENT AND CATHY PERFREMENT TRADING AS AVIS ALBANY
SIGNED BY MAYOR AND CEO G FOSTER 2 COPIES

NCSR1331836 PR.TEN.6

COPY OF COMMON SEAL
ITEM: 1.1 OCM: 18.09.12
RE: CONTRACTS FOR C13005 PARTIES: CITY OF ALBANY AND AJ & MM GRAVESTOCK TRADING AS JOCK'S COMMERCIAL MOWING
SIGNED BY MAYOR AND CEO G FOSTER 2 COPIES

NCSR1331852 PE.COT.5

COPY OF COMMON SEAL
ITEM: 1.1 OCM: 18.09.12
RE: CONTRACTS FOR C13008 CONSULTANT SERVICES - STAGE 2 ALBANY AIRPORT TERMINAL SECURITY UPGRADES PARTIES: CITY OF ALBANY AND H & H ARCHITECTS
SIGNED BY MAYOR AND CEO G FOSTER 2 COPIES

NCSR1331853 PRO071

COPY OF COMMON SEAL

ITEM: 4.4 OCM: 20.11.12

RE: COMMUNITY LEASE FOR DEPRESSION SUPPORT NETWORK ALBANY INC OVER PORTION OF RESERVE 26890, 39 MOKARE ROAD, SPENCER PARK ALBANY PARTIES: CITY OF ALBANY AND DEPRESSION SUPPORT NETWORK ALBANY INC. SIGNED BY MAYOR AND CEO G FOSTER 2 COPIES

NCSR1331869 PR.TEN.7

COPY OF COMMON SEAL

ITEM: 1.1 OCM: 18.09.12

RE: CONTRACTS FOR C13007 ANZAC PEACE PARK PATHWAY PARTIES: CITY OF ALBANY AND TECTONICS CONSTRUCTION GROUP PTY LTD SIGNED BY MAYOR AND CEO G FOSTER 2 COPIES

NCSR1331883 GS.PRG.51

COPY OF COMMON SEAL

ITEM: 4.6 OCM: 15.3.11

RE: FUNDING AGREEMENT FOR LGEEP - UPGRADE OF HOT WATER SYSTEMS FOR THE CITY OF ALBANY PARTIES: CITY OF ALBANY AND DEPARTMENT OF RESOURCES, ENERGY AND TOURISM SIGNED BY MAYOR AND CEO G FOSTER 2 COPIES

NCSR1331972 PRO364

COPY OF COMMON SEAL

ITEM: 4.5 OCM: 16.04.13

RE: DEED OF EXTENSION OF LEASE - PORTION RESERVE 5225 TORNDIRRUP NATIONAL PARK - GOODE BEACH FIRE STATION - LEASE PERIOD OF 5 YEARS EXPIRING 30 NOVEMBER 2017 PARTIES: CITY OF ALBANY AND THE CONSERVATION AND LAND MANAGEMENT EXECUTIVE BODY (LESSOR) SIGNED BY MAYOR AND CEO G FOSTER 3 COPIES

NCSR1331976 C12024

COPY OF COMMON SEAL

ITEM: 5.1 OCM: 16.07.13 RE: CONTRACT C12024 (A) AND CONTRACT C12024 (B) AND SUPPLY OF GRAVEL - CRUSHING PARTIES: CITY OF ALBANY AND (A) AD CONTRACTORS (FIVE PITS) AND (B) PALMER EARTHMOVING AUSTRALIA PTY LTD (SIX PITS) SIGNED BY MAYOR AND CEO G FOSTER 3 COPIES

EDR1331593 GS.APC.59

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11

RE: HERITAGE ADVISORY SERVICES SUBSIDY AGREEMENT PARTIES: CITY OF ALBANY AND HERITAGE COUNCIL OF WA SIGNED BY CEO G FOSTER 2 COPIES

EDR1331594 GS.APC.57

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11

RE: ACCEPTANCE FORM FOR PORT COMMUNITY SPONSORSHIP FUN AND ALBANY PORT AUTHORITY LIABILITY DISCLAIMER 2013 CHRISTMAS FESTIVAL AND PAGEANT PARTIES: CITY OF ALBANY AND ALBANY PORT AUTHORITY SIGNED BY CEO G FOSTER 1 COPY

EDR1331611 PR.TEN.7

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11

RE: AUTHORISATION FORM TO AWARD C13007 ANZAC PEACE PARK PATHWAY CONSTRUCTION PARTIES: CITY OF ALBANY AND TECTONICS CONSTRUCTION GROUP PTY LTD SIGNED BY CEO G FOSTER 1 COPY

EDR1331631 GS.APC.58

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11 RE: GRANT AGREEMENT FOR CSRFF (CENTENNIAL PARK PHASE 1 - DEVELOPMENT OF PLAYING FIELD)

PARTIES: CITY OF ALBANY AND DEPARTMENT OF SPORT AND RECREATION SIGNED BY CEO G FOSTER 2 COPIES

EDR1331684 PR.TEN.6

EXECUTED DOCUMENT

ITEM: 1.1 OCM: 18.09.12

RE: CONTRACT C13005 - PROVISION OF MOWING SERVICES

PARTIES: CITY OF ALBANY AND JOCKS COMMERCIAL MOWING
SIGNED BY CEO G FOSTER 1 COPY

EDR1331756 WM.PLA.2

EXECUTED DOCUMENT

ITEM: N/A OCM: N/A

RE: CONTRACT C12025 - PART INVOICE FOR GREAT SOUTHERN SANDS PARTIES: CITY OF ALBANY AND GREAT SOUTHERN SANDS

SIGNED BY CEO G FOSTER 1 COPY

EDR1331762 GS.APC.32

EXECUTED DOCUMENT

ITEM: N/A OCM: N/A

RE: ACQUITTAL FOR SPONSORSHIP BY ALBANY PORT AUTHORITY

PARTIES: CITY OF ALBANY AND ALBANY PORT AUTHORITY

SIGNED BY CEO G FOSTER 1 COPY

EDR1331763 GS.PRG.23

EXECUTED DOCUMENT

ITEM: N/A OCM: N/A

RE: FUNDING APPLICATION FOR COMMODITY ROUTES SUPPLEMENTARY FUND PARTIES: CITY OF ALBANY

SIGNED BY CEO G FOSTER 1 COPY

EDR1331837 IM.RMT.3

EXECUTED DOCUMENT

ITEM: N/A OCM: N/A

RE: INACTIVE RECORDS DESTRUCTION AUTHORISATION SCHEDULED FOR 18 JULY 2013

PARTIES: CITY OF ALBANY

SIGNED BY CEO G FOSTER 1 COPY

EDR1331855 GO.ELE.3

EXECUTED DOCUMENT

ITEM: N/A OCM: N/A

RE: REQUEST THE WA ELECTORAL COMMISSION PREPARE A RESIDENTIAL ROLL FOR THE ORDINARY COUNCIL ELECTION TO BE HELD ON 19 OCTOBER 2013 PARTIES: CITY OF ALBANY

SIGNED BY CEO G FOSTER 1 COPY

EDR1331922 GS.PRG.22

EXECUTED DOCUMENT

ITEM: 1.1 OCM: 18.09.12 RE: REGIONAL ROAD GROUP, COMMODITY FUNDING, STATE AND NATIONAL BLACK SPOT FUNDING

PARTIES: CITY OF ALBANY AND MAIN ROADS WA

SIGNED BY CEO G FOSTER 1 COPY

EDR1331971 GS.APC.62

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11

RE: CONDITIONS OF GRANT SCHEDULE FOR LOTTERYWEST COMMUNITY EVENTS PARTIES: CITY OF ALBANY AND LOTTERYWEST
SIGNED BY CEO G FOSTER 1 COPY

EDR1331977 GS.APC.73

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11

RE: FUNDING AGREEMENT FOR STATEWIDE TOBACCO CONTROL GRANTS SCHEME ENVIRONMENTAL HEALTH STALL AT "2013 ALBANY AGRICULTURAL SOCIETY SHOW" A NEW "SMOKE FREE EVENT"
PARTIES: CITY OF ALBANY AND PUBLIC HEALTH ADVOCACY INSTITUTE OF WA THROUGH CURTIN
SIGNED BY CEO G FOSTER 1 COPY

EDR1331978 GS.APC.72

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11

RE: CONDITIONS OF GRANT SCHEDULE FOR LOTTERYWEST INTERPRETING CULTURAL HERITAGE GRANTS 2013 DISCOVER ALBANY HERITAGE WITH SMART PHONE TECHNOLOGY
PARTIES: CITY OF ALBANY AND LOTTERYWEST
SIGNED BY CEO G FOSTER 1 COPY

EDR1331981 GS.APC.71

EXECUTED DOCUMENT

ITEM: 4.6 OCM: 15.3.11

RE: CONDITIONS OF GRANT SCHEDULE FOR LOTTERYWEST INTERPRETING CULTURAL HERITAGE 2013 - PRINCESS ROYAL FORTRESS MILITARY MUSEUM INTERPRETIVE SIGNAGE - PHASE 3 PARTIES: CITY OF ALBANY AND LOTTERYWEST SIGNED BY CEO G FOSTER 1 COPY

| |
|---|
| CSF005: LIST OF ACCOUNTS FOR PAYMENT – JULY 2013 |
|---|

File Number (Name of Ward) : FM.FIR.2 - All Wards
Appendices : List of Accounts for Payment
Responsible Officer : Executive Director Corporate Services (G Adams)

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

RECOMMENDATION**CSF005: COMMITTEE RECOMMENDATION**

MOVED: COUNCILLOR CALLEJA
SECONDED: COUNCILLOR BOWLES

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED:10-0

CSF005: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the list of accounts authorised for payment under delegated authority to the Chief Executive Officer for the period ending 31 July 2013 totalling \$3,980,353.43.

BACKGROUND

- Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the City's municipal and trust funds. In accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996, a list of accounts paid by the Chief Executive Officer is to be provided to Council.

DISCUSSION

- The table below summarises the payments drawn from the municipal fund for the period ending 31 July 2013. Further details of the accounts authorised for payment by the Chief Executive Officer is included within the Elected Members Report/Information Bulletin.

Municipal Fund

| | | |
|--------------------------|--------------|------------------------------|
| Trust | Totalling | \$52,255.80 |
| Cheques | Totalling | \$60,652.86 |
| Electronic Fund Transfer | Totalling | \$2,934,461.61 |
| Credit Cards | Totalling | \$16,304.63 |
| Payroll | Totalling | \$1,021,190.13 |
| | TOTAL | <u>\$3,980,353.43</u> |

3. As at 31 July 2013, the total outstanding creditors, stands at **\$1,807,032.05** and made up follows:

| | |
|--------------|-----------------------|
| Current | \$1,740,109.94 |
| 30 Days | \$66,721.43 |
| 60 Days | \$271.96 |
| 90 Days | -\$71.28 |
| TOTAL | \$1,807,032.05 |

4. **Cancelled cheques:** - cheque 28962 - lost - paid via eft, cheque 29127 – incorrect creditor used – replaced with 29132, cheque 29126 & 29124 – paid via eft, cheque 29081 - incorrect name replaced with 29149, cheque 29058 - incorrect address replaced with 29139, cheque 29137 - incorrect name replaced with 29141, cheque 29135 – incorrect name – replaced with 29142 & cheque 29161 – paid via eft.

STATUTORY IMPLICATIONS

5. Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996, provides that payment may only be made from the municipal fund or a trust fund if the Local Government has delegated this function to the Chief Executive Officer or alternatively authorises payment in advance.
6. The Chief Executive Officer has delegated authority to make payments from the municipal and trust fund.
7. Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer, then a list of payments must be presented to Council and recorded in the minutes.

FINANCIAL IMPLICATIONS

8. Expenditure for the period to 31 July 2013 has been incurred in accordance with the 2012/2013 budget parameters.

POLICY IMPLICATIONS

9. The City’s 2013/2014 Annual Budget provides a set of parameters that guides the City’s financial practices.

SUMMARY CONCLUSION

10. That list of accounts have been authorised for payment under delegated authority.

| | |
|-----------------------------------|----------------------|
| File Number (Name of Ward) | FM.FIR.2 - All Wards |
|-----------------------------------|----------------------|

TRUST CHEQUES AND ELECTRONICS FUNDS TRANSFER PAYMENTS

| EFT/CHQ | Date | Name | Description | |
|--------------|------------|-------------------------|---|---------------------|
| 29168 | 18/07/2013 | BJ PANIZZA FAMILY TRUST | DEFECT LIABILITY BOND - WAPC 141511 TRUST RECEIPT 313190 | 28,856.00 |
| EFT83896 | 18/07/2013 | RHYS JOHN JONES | RETURN OF HOUSING BOND | 5,000.00 |
| EFT84050 | 25/07/2013 | KINGOPEN PTY LTD | DEFECT LIABILITY BOND LOT 1002 CATALINA ROAD - REF RECEIPT 316145 | 18,399.80 |
| Total | | | | \$ 52,255.80 |

MASTERCARD TRANSACTIONS - July 2013

| Date | Payee | Description | |
|--------------|-----------------------|---|---------------------|
| 30-May-2013 | Rydges Melbourne | Accommodation M Thompson 28/5/13 - 30/5/13 | 385.70 |
| 19-June-2013 | Karrinyup Waters | Accommodation E Vorster 10/7/13 - 14/7/13 | 525.00 |
| 03-June-2013 | Skywest | Airfare K Barnett 7/6/13 Albany/Perth/Return | 497.68 |
| 10-June-2013 | Skywest | Airfare D Putland 18/6/13 and 21/6/13 Albany/Perth/Return | 535.63 |
| 17-June-2013 | Flight Centre | Airfare James Thomson (EM) 24/6/13 Perth/Albany/Return | 536.10 |
| 21-June-2013 | Country Comfort | Accommodation D Putland 20/6/13 - 21/6/13 | 207.05 |
| 18-June-2013 | Our Community Lty Ltd | Grant Making Tool Kit | 230.00 |
| 21-June-2013 | Webjet | Airfare D Adeline Conference | 550.60 |
| 28-May-2013 | WOTIF.COM | Accommodation D Wellington WALGA Conference | 518.50 |
| 08-June-2013 | Harvey World Travel | Airfare V Calleja NGA Conference | 3,588.00 |
| 19-June-2013 | Mantra on Northbourne | Accommodation V Calleja NGA Conference | 748.68 |
| 05-June-2013 | IT Paessler | 12 Month Maintenance IT | 1,266.56 |
| 12-June-2013 | Our Community Lty Ltd | K Richter Grant writing seminar | 295.00 |
| 15-June-2013 | Esplanade Fremantle | Accommodation C Hannan LGMA Conference | 697.31 |
| 15-June-2013 | Esplanade Fremantle | Accommodation/Meals I McLoughlin LGMA Conference | 986.28 |
| 24-June-2013 | Our Community Lty Ltd | Funding Centre Plus Subscription | 400.00 |
| 02-June-2013 | Oaks Broome | Accommodation G Foster WA Regional Capitals Alliance Conference | 727.75 |
| 07-June-2013 | Virgin Australia | Airfare G Foster Court Appearance Shire of Toodyay | 647.70 |
| 19-June-2013 | Virgin Australia | Airfare J McCourt Media Policy | 485.70 |
| 19-June-2013 | Virgin Australia | Airfare G Foster Meeting YMCAWA | 485.70 |
| 19-June-2013 | Mantra on Northbourne | Accommodation D Dufty NGA conference | 639.54 |
| 21-June-2013 | Virgin Australia | Airfare G Foster ANZAC Boardroom Lunch | 457.69 |
| Various | Sundry < \$ 200.00 | | 892.46 |
| TOTAL | | | \$ 16,304.63 |

Payroll - 1/7/2013 - 24/07/2013

| | | |
|------------|------------|------------|
| 10/07/2013 | Payroll | 499,716.82 |
| 11/07/2013 | Sundry Pay | 333.12 |
| 12/07/2013 | Sundry Pay | 2,857.90 |
| 17/07/2013 | Sundry Pay | 4,000.00 |
| 24/07/2013 | Payroll | 514,282.29 |

TOTAL \$ 1,021,190.13

| Chq | Date | Name | Description | Amount |
|-------|------------|--|--|-----------|
| 29109 | 04/07/2013 | JOHN BOCCOMAZZO | CROSSOVER SUBSIDY | 264.56 |
| 29110 | 04/07/2013 | ARTHUR & CLARE TWADDLE | CROSSOVER SUBSIDY | 255.73 |
| 29111 | 04/07/2013 | PETER MCNAUGHTON | CROSSOVER SUBSIDY | 185.05 |
| 29112 | 04/07/2013 | ALBANY ART GROUP INC | REFUND FOR OVERPAYMENT OF ROOM HIRE | 20.00 |
| 29113 | 04/07/2013 | NORMAN FREDERICK JOHN BADGER | TRAVELLING ALLOWANCE - FORTS VOLUNTEER | 124.80 |
| 29114 | 04/07/2013 | JOHN CHARLES BEMBRIDGE | TRAVELLING ALLOWANCE - FORTS VOLUNTEER | 43.20 |
| 29115 | 04/07/2013 | ALBERT BUCKROYD | TRAVELLING ALLOWANCE - FORTS VOLUNTEER | 211.20 |
| 29116 | 04/07/2013 | LANDGATE | LAND ENQUIRY & OTHER DLI INVOICES | 744.00 |
| 29117 | 04/07/2013 | KMART ALBANY | FMP Interview Clothing Selection | 142.00 |
| 29118 | 04/07/2013 | MOUNT LOCKYER JUNIOR SOCCER CLUB INC. | KIDSPORT REGISTRATION FEES | 720.00 |
| 29119 | 04/07/2013 | NARRIKUP NETBALL CLUB | KIDSPORT REGISTRATION FEES | 545.00 |
| 29120 | 04/07/2013 | PETTY CASH - ALBANY AQUATIC AND LEISURE CENTRE | PETTY CASH REIMBURSEMENTS | 197.45 |
| 29121 | 04/07/2013 | PETTY CASH - ALBANY REGIONAL DAY CARE CENTRE | PETTY CASH REIMBURSEMENTS | 175.00 |
| 29122 | 04/07/2013 | PETTY CASH - FORTS | TOOLS - POWER BOARD | 38.25 |
| 29123 | 04/07/2013 | SOUTHERN DISTRICTS JUNIOR FOOTBALL ASSOCIATION | KIDSPORT REGISTRATION FEES | 17,500.00 |
| 29125 | 04/07/2013 | TELSTRA CORPORATION LIMITED | TELEPHONE CHARGES - GRAHAM FOSTERS MOBILE PHONE | 137.84 |
| 29128 | 04/07/2013 | VODAFONE PTY LTD | REFUND FOR OVERPAYMENT OF LEASE | 5.06 |
| 29129 | 04/07/2013 | ETIENNE VORSTER | REIMBUREMENT OF FUNDS FROM GM HOLDEN FOR PURCHASE OF NOVATED LEASE VEHICLE | 440.00 |
| 29130 | 04/07/2013 | WATER CORPORATION | WATER CONSUMPTION VARIOUS LOCATIONS | 359.70 |
| 29131 | 04/07/2013 | LANDGATE | LODGEMENT FEE - FORM N1 ON CT2068/288 | 160.00 |
| 29132 | 04/07/2013 | PETTY CASH - VISITORS CENTRE | PETTY CASH REIMBURSEMENTS | 122.20 |
| 29133 | 04/07/2013 | HESTA SUPER FUND | SUPERANNUATION CONTRIBUTIONS | 3,677.73 |
| 29134 | 11/07/2013 | DARRYL PIPER | CROSSOVER SUBSIDY | 196.83 |
| 29136 | 11/07/2013 | VANESSA FLOYD | CROSSOVER SUBSIDY | 332.29 |
| 29138 | 11/07/2013 | ROGENE DELIMA | CROSSOVER SUBSIDY | 196.83 |
| 29139 | 11/07/2013 | ANDREW & PAMELA SMYCH | CROSSOVER SUBSIDY | 185.05 |
| 29140 | 11/07/2013 | SOPHIE ATKINSON | REFUND FOR SWIM LESSONS | 237.00 |
| 29141 | 11/07/2013 | JOHN GOETZE | CROSSOVER OVER SUBSIDY | 161.49 |
| 29142 | 11/07/2013 | CATHERINE KOLEN | CROSSOVER SUBSIDY | 164.44 |
| 29143 | 11/07/2013 | BRIDGESTONE AUSTRALIA LTD | TYRE PURCHASES/MAINTENANCE & REPAIRS | 279.27 |
| 29144 | 11/07/2013 | DEPARTMENT OF TRANSPORT | AMAZING ALBANY NUMBER PLATES - 725A | 180.00 |
| 29145 | 11/07/2013 | DEPARTMENT OF TRANSPORT | VEHICLE REGISTRATION | 152.95 |
| 29146 | 11/07/2013 | EAGLE BOYS PIZZA | FMP - Session 7 catering | 35.70 |
| 29147 | 11/07/2013 | ENGINEERS AUSTRALIA | MEMBERSHIP SUBSCRIPTIONS FOR 2013/14 | 925.10 |
| 29148 | 11/07/2013 | DEPARTMENT OF JUSTICE - FINES ENFORCEMENT | UNPAID INFRINGEMENTS | 516.00 |
| 29149 | 11/07/2013 | RICHARD RENNIE | ENCYCLOPEDIA OF WESTERN AUSTRALIAN WIRELESS & GRAMOPHONES | 50.00 |
| 29150 | 11/07/2013 | VALERIE DICKMANN | VISITORS CENTRE MERCHANDISE | 200.00 |

ATTACHMENT C - 47

| | | | | |
|--------------|------------|------------------------------------|--|---------------------|
| 29151 | 11/07/2013 | WATER CORPORATION | WATER CHARGES VARIOUS LOCATIONS | 5,244.93 |
| 29152 | 11/07/2013 | SIMONE MARTINE WIDMER | VISITORS CENTRE MERCHANDISE | 150.00 |
| 29153 | 18/07/2013 | ANDREW AND PAMELA SMYTH | CROSSOVER SUBSIDY | 185.05 |
| 29154 | 18/07/2013 | CITY OF SOUTH PERTH | LONG SERVICE LEAVE FOR STEPHEN JAMES BELL | 1,201.93 |
| 29155 | 18/07/2013 | DEPARTMENT OF TRANSPORT | VEHICLE REGISTRATION A57884 | 142.60 |
| 29156 | 18/07/2013 | EAGLE BOYS PIZZA | FMP Final session catering 6 pizza | 35.70 |
| 29157 | 18/07/2013 | GIRL GUIDES GREAT SOUTHERN | KIDSPORT REGISTRATION FEES | 870.00 |
| 29158 | 18/07/2013 | IML LOGISTICS | CHLORINE X 920L DRUMS FREIGHT | 2,256.46 |
| 29159 | 18/07/2013 | KMART ALBANY | CATERING SUPPLIES | 185.00 |
| 29160 | 18/07/2013 | STEPHEN LEE | LEVEL B CONSULTATION | 67.70 |
| 29162 | 18/07/2013 | SENSIS PTY LTD | SENSIS VALUE PACKAGE - BUSINESS ESSENTIALS | 39.58 |
| 29163 | 18/07/2013 | PETTY CASH - ALBANY PUBLIC LIBRARY | PETTY CASH REIMBURSEMENTS | 131.30 |
| 29164 | 18/07/2013 | PETTY CASH - CITY OF ALBANY | PETTY CASH REIMBURSEMENTS | 339.05 |
| 29165 | 18/07/2013 | NATASHA ROLFE | EMERGING ARTIST FUND 2013 | 200.00 |
| 29166 | 18/07/2013 | TELSTRA CORPORATION LIMITED | TELEPHONE CHARGES | 11,558.61 |
| 29167 | 18/07/2013 | WATER CORPORATION | WATER CHARGES VARIOUS LOCATIONS | 2,066.34 |
| 29169 | 25/07/2013 | CAMERON CARAVANS | COUPLEMATE BALL ATTACHMENT AID | 69.00 |
| 29170 | 25/07/2013 | CREATIVE PLASTICS | A3 OVER KEYBOARD DOCUMENT HOLDER | 110.00 |
| 29171 | 25/07/2013 | DEPARTMENT OF TRANSPORT | VEHICLE REGISTRATION - 2138A | 152.95 |
| 29172 | 25/07/2013 | SOULFOOD FLAVAZ | NAIDOC PRESENTATION ENTERTAINMENT GIG, PERFORMING FEE & SOUND ENGINEER | 700.00 |
| 29173 | 25/07/2013 | PIVOTEL SATELLITE PTY LIMITED | SATELLITE PHONE CHARGES | 225.00 |
| 29174 | 25/07/2013 | WATER CORPORATION | WATER CHARGES VARIOUS LOCATIONS | 3,839.94 |
| 29175 | 29/07/2013 | GREAT SOUTHERN GRAMMAR SCHOOL | JAPAN VISIT SPONSORSHIP | 1,000.00 |
| TOTAL | | | | \$ 60,652.86 |

ATTACHMENT C - 48

| EFT | Date | Name | Description | Amount |
|------------|-------------|---|---|---------------|
| | | | | 0.00 |
| EFT83370 | 04/07/2013 | ABA SECURITY | Install Forcefield Security Program to PC Terminal at Airport | 196.63 |
| EFT83371 | 04/07/2013 | DORA ADELINE | SLWA EXCHANGE REIMBURSEMENTS | 172.90 |
| EFT83372 | 04/07/2013 | AECOM AUSTRALIA PTY LTD | CONTRACT C12023 - MOUNT CLARENCE INFRASTRUCTURE UPGRADE SUPERINTENDENT SERVICES | 22,000.00 |
| EFT83373 | 04/07/2013 | AGCRETE ALBANY | JP Manhole Cover 1350 x 150 | 341.00 |
| EFT83374 | 04/07/2013 | EDENBORN PTY LTD | Contract mowing verges for June | 4,665.60 |
| EFT83375 | 04/07/2013 | ALBANY FARM TREE NURSERY | Plants for Visitors Centre | 37.62 |
| EFT83376 | 04/07/2013 | ALBANY V-BELT AND RUBBER | FILTERS/VEHICLE PARTS | 377.26 |
| EFT83377 | 04/07/2013 | ALBANY STATIONERS | STATIONERY SUPPLIES | 55.95 |
| EFT83378 | 04/07/2013 | ALBANY RETRAVISION | MICROWAVE - 32 LITRE INVERTER STAINLESS STEEL | 300.00 |
| EFT83379 | 04/07/2013 | ALBANY GAS CENTRE PTY LTD | REPLACE FLUE DAMPER CONTROL, NO 3 POOLSIDE AMENITIES RHEEM HWS | 88.00 |
| EFT83380 | 04/07/2013 | ALBANY REFRIGERATION | REFRIGERATION & AIRCONDITIONING REPAIRS & MAINTENANCE | 121.00 |
| EFT83381 | 04/07/2013 | ALBANY MOBILE WELDING | Construct steel lid for Railways Oval bore | 1,760.00 |
| EFT83382 | 04/07/2013 | ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD | STATIONERY SUPPLIES | 176.10 |
| EFT83383 | 04/07/2013 | ALBANY LASERSCAPE | FMP Team Building and Celebration | 200.00 |
| EFT83384 | 04/07/2013 | ALBANY PSYCHOLOGICAL SERVICES | CONSULTATION FEES | 594.00 |
| EFT83385 | 04/07/2013 | ALBANY MILK DISTRIBUTORS | MILK SUPPLIES | 826.50 |
| EFT83386 | 04/07/2013 | ALBANY OFFICE PRODUCTS DEPOT - LIBRARY | Partition for Managers Desk | 326.50 |
| EFT83387 | 04/07/2013 | ALBANY IRRIGATION & DRILLING | PLUMBING SUPPLIES | 4,859.05 |
| EFT83388 | 04/07/2013 | ALINTA | GAS USAGE CHARGES 87 VANCOUVER STREET ALBANY - 12/03/13 TO 13/06/13 | 366.40 |
| EFT83389 | 04/07/2013 | ALL EVENTS PROSOUND HIRE | TOWN HALL - STAGE REFIT | 3,211.77 |
| EFT83390 | 04/07/2013 | AMPAC DEBT RECOVERY (WA) PTY LTD | AMPAC DEBT RECOVERY | 1,266.94 |
| EFT83391 | 04/07/2013 | PAPERBARK MERCHANTS | NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY | 145.20 |
| EFT83392 | 04/07/2013 | ART ALMANAC | ADVERTISING - ART ALMANAC | 225.01 |
| EFT83393 | 04/07/2013 | ATC WORK SMART | CASUAL STAFF/APPRENTICE FEES | 7,879.20 |
| EFT83394 | 04/07/2013 | MARK ATTWOOD | FORTS VOLUNTEER TRAVELLING ALLOWANCE | 345.60 |
| EFT83395 | 04/07/2013 | AUDIOCOM ALBANY | Apple iPad 4th Gen, 16GB Tablet White | 696.00 |
| EFT83396 | 04/07/2013 | BALL BODY BUILDERS | VEHICLE PARTS/MAINTENANCE - KALGAN 2.4 REG AL20485 WHEEL ALIGNMENT | 1,038.20 |
| EFT83397 | 04/07/2013 | BARNESBY FORD | P3393 - RANGER XL 2.2 (4x4) PX CREW C/CHAS DIESEL TURBO F/INJ 6 SP MANUAL | 35,498.71 |
| EFT83398 | 04/07/2013 | BARKERS TRENCHING SERVICES | 338 m trenching for new water main at Cosy Corner | 1,938.00 |
| EFT83399 | 04/07/2013 | BATTERY WORLD | BATTERY PURCHASES | 105.00 |
| EFT83400 | 04/07/2013 | JOHN BEAMON | FORTS VOLUNTEER TRAVELLING ALLOWANCE | 179.40 |
| EFT83401 | 04/07/2013 | WARREN BELLETTE PHOTOGRAPHY | RETOUCHING WORK FOR ANZAC HISTORICAL PHOTOGRAPHS | 1,122.00 |
| EFT83402 | 04/07/2013 | BENNETTS BATTERIES | BATTERY PURCHASES | 418.00 |
| EFT83403 | 04/07/2013 | BERTOLA HIRE SERVICES ALBANY PTY LTD | Hire of air compressor | 242.44 |
| EFT83405 | 04/07/2013 | BEVANS (WA) PTY LTD | BAGS OF ICE | 20.00 |
| EFT83406 | 04/07/2013 | BLACKWOODS | PROTECTIVE WORKWEAR | 469.32 |
| EFT83407 | 04/07/2013 | ROBERT JOHN BLAIR | FORTS VOLUNTEER TRAVELLING ALLOWANCE | 205.20 |
| EFT83408 | 04/07/2013 | BLOOMIN FLOWERS | FLOWERS FOR THOMSON FAMILY FOR BIRTH OF CHILD | 130.00 |
| EFT83409 | 04/07/2013 | ALBANY BOBCAT SERVICES | Hire of BobCat to clean up POS at Warrenup Reserve | 1,584.00 |
| EFT83410 | 04/07/2013 | WAYNE BRADLEY | FORTS VOLUNTEER TRAVELLING ALLOWANCE | 72.00 |
| EFT83411 | 04/07/2013 | COLIN ALAN BRINHAM | SUPPLY AND INSTALL FLEXIPOLE FENCING | 3,168.00 |
| EFT83412 | 04/07/2013 | KAITLIN BUNN | SLWA JUNE EXCHANGE 17-19 JUNE SUBSISTENCE | 86.90 |

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| EFT83413 | 04/07/2013 | BWS CONSULTING | THE PROVISION OF ORGANISATIONAL CULTURE AND LEADERSHIP DEVELOPMENT SERVICES FOR JUNE 2013 | 6,000.00 |
| EFT83414 | 04/07/2013 | CAMPBELL CONTRACTORS | Supply and install concrete slab as per quotation & Supply Bobcat and operator for earthworks | 7,325.00 |
| EFT83415 | 04/07/2013 | STACEY CARTER | FITNESS INSTRUCTOR | 67.50 |
| EFT83416 | 04/07/2013 | J & S CASTLEHOW ELECTRICAL SERVICES | ELECTRICAL REPAIRS/MAINTENANCE | 3,376.63 |
| EFT83417 | 04/07/2013 | CHILDREN'S BOOK COUNCIL OF AUSTRALIA | CHILDRENS BOOK WEEK MERCHANDISE | 137.00 |
| EFT83418 | 04/07/2013 | CHRISTOPHER BURNELL | Repairs to stone walls York St, Lockyer Ave, Bob Thompson and Proudlove | 480.00 |
| EFT83419 | 04/07/2013 | CLAW ENVIRONMENTAL | HANRAHAN ROAD COMPOUND, SOUTH STIRLING COMPOUND & BAKERS JUNCTION COMPOUND | 5,893.32 |
| EFT83420 | 04/07/2013 | COCA-COLA AMATIL PTY LTD | SOFT DRINK FOR ALAC CAFE | 1,482.00 |
| EFT83421 | 04/07/2013 | COLES SUPERMARKETS AUSTRALIA PTY LTD | GROCERIES | 460.35 |
| EFT83422 | 04/07/2013 | CONTRACT CONTROL INTERNATIONAL PTY LTD | REGISTRATON FEES FOR CONTRACT MANAGEMENT FOR SUPERINTENDENTS | 2,332.00 |
| EFT83423 | 04/07/2013 | CORRIGAN, ERIC | FORTS VOLUNTEER TRAVEL ALLOWANCE | 444.00 |
| EFT83424 | 04/07/2013 | COURIER AUSTRALIA | FREIGHT CHARGES | 66.66 |
| EFT83425 | 04/07/2013 | ALBANY SIGNS | ASSORTED SIGNAGE | 1,331.00 |
| EFT83426 | 04/07/2013 | COVS PARTS PTY LTD | VEHICLE PARTS | 19.42 |
| EFT83427 | 04/07/2013 | DOWNER EDI WORKS PTY LTD | Tonnes COLDMIX | 1,215.46 |
| EFT83428 | 04/07/2013 | HOLCIM (AUSTRALIA) PTY LTD | Supply M3 of footpath mix 25x14x70 slump | 962.28 |
| EFT83429 | 04/07/2013 | AL CURNOW HYDRAULICS | VEHICLE PARTS/MAINTENANCE | 365.42 |
| EFT83430 | 04/07/2013 | BRONWYN CUTLER | EAP COUNSELLING | 495.00 |
| EFT83431 | 04/07/2013 | DATA #3 LIMITED | ADOBE CREATIVE SUITE 6 DESIGN STANDARD - LICENCE | 1,732.20 |
| EFT83432 | 04/07/2013 | DEPARTMENT OF TRANSPORT | VEHICLE SEARCH FEES FOR MAY 2013 | 74.40 |
| EFT83433 | 04/07/2013 | JANINE DETERMES | FITNESS INSTRUCTOR | 180.00 |
| EFT83434 | 04/07/2013 | MARGARET DICKINSON | FORTS VOLUNTEER TRAVEL ALLOWANCE | 66.00 |
| EFT83435 | 04/07/2013 | DIGITAL MAPPING SOLUTIONS | Consultancy Services | 4,167.24 |
| EFT83436 | 04/07/2013 | JON & GRYSTJE DOUST | FMP Radio Head Session with Jon Doust and ABC Recording | 275.00 |
| EFT83437 | 04/07/2013 | ALBANY ENGINEERING COMPANY | MAINTENANCE VEHICLES | 9,064.00 |
| EFT83438 | 04/07/2013 | EYERITE SIGNS | ASSORTED SIGNAGE | 4,337.56 |
| EFT83439 | 04/07/2013 | FLASH & ROXY PTY LTD | PROJECT HOURS - REDESIGNED & SIMPLIFIED THE MDT/WDS PRE-STAGING SPREADSHEET | 495.00 |
| EFT83440 | 04/07/2013 | TAMMIE FLOWER | FITNESS INSTRUCTOR | 405.00 |
| EFT83441 | 04/07/2013 | FORMITT CONSTRUCTIONS | Lime stone finish footpath-Queens gardens (QUI331073) | 14,480.00 |
| EFT83442 | 04/07/2013 | GREAT SOUTHERN GROUP TRAINING | CASUAL STAFF APPRENTICES FEES | 9,686.53 |
| EFT83443 | 04/07/2013 | GREAT SOUTHERN INSTITUTE OF TECHNOLOGY | MANUAL HANDLING TRAINING COURSE | 1,008.00 |
| EFT83444 | 04/07/2013 | GREEN SKILLS INC | CASUAL STAFF APPRENTICES FEES | 16,287.84 |
| EFT83445 | 04/07/2013 | GREAT SOUTHERN PEST & WEED CONTROL | SUPPLY SERVICE FOR SPRAYING BARRACKS BUILDING (INTERIOR/EXTERIOR) | 352.00 |
| EFT83446 | 04/07/2013 | GREAT SOUTHERN PACKAGING SUPPLIES | CLEANING SUPPLIES | 2,116.57 |
| EFT83447 | 04/07/2013 | GREAT SOUTHERN TURF | 140 metres of turf | 700.00 |
| EFT83448 | 04/07/2013 | GREAT SOUTHERN BOUNDARIES | Supply and install 1.8 M high chain link fence with three barb wires at South Stirling Landfill | 13,831.51 |
| EFT83449 | 04/07/2013 | GREAT SOUTHERN EMPLOYMENT DEVELOPMENT COMMITTEE INC | SPONSORSHIP TOURISM DEVELOPMENT AND SERVICE - GREAT SOUTHERN CONFERENCE | 2,750.00 |
| EFT83450 | 04/07/2013 | HARVEY WORLD TRAVEL (ALBANY) | AIRFARES MEMBERS CONFERENCES | 488.00 |
| EFT83451 | 04/07/2013 | PROTECTOR FIRE SERVICES PTY LTD | INVESTIGATE AND REPAIR OCCUPANT WARNING SYSTEM ZONE 7 | 664.07 |

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| EFT83452 | 04/07/2013 | HART SPORT | SPORT EQUIPMENT | 511.10 |
| EFT83453 | 04/07/2013 | WILFRED HATTON | FORTS VOLUNTEER TRAVEL ALLOWANCE | 92.40 |
| EFT83454 | 04/07/2013 | JOHN FREDERICK HOBBS | FORTS VOLUNTEER TRAVEL ALLOWANCE | 18.00 |
| EFT83455 | 04/07/2013 | ICKY FINKS WAREHOUSE SALES | ART SUPPLIES | 143.52 |
| EFT83456 | 04/07/2013 | ISUBSCRIBE | 12 Month serials subscription as per quote #11372 - QU13103344 | 3,230.17 |
| EFT83457 | 04/07/2013 | JACK THE CHIPPER | Tractor mulching at the green waste site on the 24/4/13 | 1,125.30 |
| EFT83458 | 04/07/2013 | ALBANY MAPPING AND SURVEYING SERVICES | Volume Survey on City of Albany Lime Pit - Princess Avenue - S052 | 1,425.60 |
| EFT83459 | 04/07/2013 | JJ'S HIAB SERVICES | Being for the delivery of marina timber for the north end jetty | 132.00 |
| EFT83460 | 04/07/2013 | JOHN KINNEAR AND ASSOCIATES | Volume Survey on South Coast Highway Gravel pit (Pascoe's) - S022 | 805.75 |
| EFT83461 | 04/07/2013 | GEORGE KAVANAGH | FORTS VOLUNTEER - TRAVEL ALLOWANCE | 228.60 |
| EFT83462 | 04/07/2013 | DAVID KING | REIMBUREMENT OF FUNDS FROM GM HOLDEN FOR PURCHASE OF NOVATED LEASE VEHICLE | 440.00 |
| EFT83463 | 04/07/2013 | KLB SYSTEMS | COMPUTER EQUIPMENT | 3,643.20 |
| EFT83464 | 04/07/2013 | KNOTTS GROUP PTY LTD | PLUMBING REPAIRS/MAINTENANCE | 759.78 |
| EFT83465 | 04/07/2013 | LA FREEGARD | Clearing Vegetation - Emu Point Pathway | 5,236.00 |
| EFT83466 | 04/07/2013 | LATRO LAWYERS | PROFESSIONAL SERVICES | 1,931.60 |
| EFT83467 | 04/07/2013 | LGIS RISK MANAGEMENT | BUSINESS CONTINUITY MANAGEMENT PROJECT NUMBER 11558 SERVICES TO 13/5/13 | 433.06 |
| EFT83468 | 04/07/2013 | STATE LIBRARY OF WA | 13/5/13 FLIGHTS - MICHAEL SPARKS | |
| EFT83469 | 04/07/2013 | LOCAL GOVERNMENT MANAGERS AUSTRALIA, WA DIVISION | LOST/DAMAGED BOOKS | 2,377.11 |
| EFT83470 | 04/07/2013 | LOCKEEZ LUNCHBAR | ROCIT 2013 CONFERENCE - CHRISTINE HANNAN | 1,528.80 |
| EFT83471 | 04/07/2013 | LORLAINE DISTRIBUTORS PTY LTD | CATERING | 143.00 |
| EFT83472 | 04/07/2013 | LOWER KING LIQUOR & GENERAL STORE | CLEANING SUPPLIES | 82.90 |
| EFT83473 | 04/07/2013 | LOWER GREAT SOUTHERN FAMILY SUPPORT ASSOCIATION | ALCOHOL PURCHASES | 125.97 |
| EFT83474 | 04/07/2013 | ALBANY PARTY HIRE | GREAT SOUTHERN ART AWARDS SALE | 201.00 |
| EFT83475 | 04/07/2013 | BENJAMIN MALE | HIRE OF TABLES, CHAIRS, TABLECLOTHES, HEATERS, GAS FOR DAVID HATELIE AND DOUG TROWSEE'S CIVIC RECEPTION | 646.00 |
| EFT83476 | 04/07/2013 | ALBANY CITY MOTORS | FORTS VOLUNTEER TRAVEL ALLOWANCE | 273.60 |
| EFT83477 | 04/07/2013 | JOHN MCDOUALL | VEHICLES/VEHICLE PARTS/REPAIRS | 67.93 |
| EFT83478 | 04/07/2013 | PHILLIP MCKINNON | FORTS VOLUNTEER TRAVEL ALLOWANCE | 192.00 |
| EFT83479 | 04/07/2013 | MCLEODS BARRISTERS & SOLICITORS | FORTS VOLUNTEER TRAVEL ALLOWANCE | 300.00 |
| EFT83480 | 04/07/2013 | METROCOUNT PTY LTD | LEGAL SERVICES | 5,729.83 |
| EFT83481 | 04/07/2013 | MIRA MAR VETERINARY SERVICES | KTUBE30 - 30 meter road tube, KNAIL - 50 Nails & Freight | 457.60 |
| EFT83482 | 04/07/2013 | DAWSON MOORE | DISPOSAL OF ANIMALS | 93.00 |
| EFT83483 | 04/07/2013 | MOTEL LE GRANDE | FORTS VOLUNTEER TRAVEL ALLOWANCE | 156.00 |
| EFT83484 | 04/07/2013 | MT BARKER COMMUNICATIONS | Business Luncheon hosted by CEO Graham Foster | 606.00 |
| EFT83485 | 04/07/2013 | MSS SECURITY | TWO WAY RADIO REPAIRS | 3,000.00 |
| EFT83486 | 04/07/2013 | NATALIE RADIVOJEVIC | AIRPORT SECURITY SCREENING | 3,198.11 |
| EFT83487 | 04/07/2013 | WILLIAM DAVID NEALE | COORDINATOR OF THE GREAT SOUTHERN ART AWARD | 1,917.89 |
| EFT83488 | 04/07/2013 | NEVILLES HARDWARE & BUILDING SUPPLIES | FORTS VOLUNTEER TRAVEL ALLOWANCE | 225.00 |
| EFT83489 | 04/07/2013 | ALBANY NEWS DELIVERY - ALAC | HARDWARE SUPPLIES | 73.25 |
| EFT83490 | 04/07/2013 | NOLA ANDERSON CONSULTING | NEWSPAPER DELIVERIES | 110.76 |
| EFT83491 | 04/07/2013 | DAVID NORTHERN | Princess Royal Forts and Anzac Interpretive Centre Business Analysis | 12,676.68 |
| EFT83492 | 04/07/2013 | MICHAEL JAMES O'DOHERTY | FORTS VOLUNTEER TRAVEL ALLOWANCE | 165.00 |
| EFT83493 | 04/07/2013 | ORIGIN ENERGY | BUSKING CO-ORDINATOR - VAC | 700.00 |
| | | | LP GAS DELIVERY | 6,341.70 |

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| EFT83494 | 04/07/2013 | PAUL G ROBERTSON AND ASSOCIATES | 5 Road Safety assessments as per Quotation Q13015 | 3,850.00 |
| EFT83495 | 04/07/2013 | TONY PERRELLA PTY LTD | SUPPLY AND ERECT RURAL TYPE FENCE FOR LEANDA ESTATE - ELARAY WAY AND REPAIR FENCE AT THE DEPOT SECOND YARD | 2,289.00 |
| EFT83496 | 04/07/2013 | ALBANY PLAZA PHARMACY | FIRST AID SUPPLIES | 17.92 |
| EFT83497 | 04/07/2013 | KRISTIE PORTER | FITNESS INSTRUCTOR | 360.00 |
| EFT83498 | 04/07/2013 | PRDW AUSTRALIA PTY LTD | SHARK NET SURVEY | 2,501.40 |
| EFT83499 | 04/07/2013 | PROJECT3 PTY LTD | ANZAC EVENTS CONSULTANCY SERVICES Q13010 | 5,148.00 |
| EFT83500 | 04/07/2013 | RAINBOW 7 CARPET CARE | CARPET CLEANING | 1,320.00 |
| EFT83501 | 04/07/2013 | W P REID | WORKS AS DETAILED IN QUOTE FOR SHERWOOD PARK QU13101234 | 3,850.00 |
| EFT83502 | 04/07/2013 | TROY REID | The installation of a Limestone wall around the playground located at Woodrise Park Q #222. | 4,360.00 |
| EFT83503 | 04/07/2013 | RELATIONSHIPS AUSTRALIA | COUNSELLING - EMPLOYEE ASSISTANCE PROGRAM | 165.00 |
| EFT83504 | 04/07/2013 | REXEL AUSTRALIA | Snap Bushings | 23.38 |
| EFT83505 | 04/07/2013 | BG, E AND KE RUSS | NEW WOODEN BRIDGE CROSSING AT BEAUFORT RD & YAKAMIA SCHOOL | 330.00 |
| EFT83506 | 04/07/2013 | SAXXON IT | EHWIC-VA-DSL-A= Multi Mode VDSL2/ADSL/2/2+ EHWIC Annex A | 1,174.80 |
| EFT83507 | 04/07/2013 | ALBANY SCAFFOLD HIRE | REFUND FOR OVER PAYMENT OF TIP FEES | 267.00 |
| EFT83508 | 04/07/2013 | SKILL HIRE WA PTY LTD | APPRENTICE FEES/CASUAL STAFF | 3,822.43 |
| EFT83509 | 04/07/2013 | SOUTHERN ELECTRICS | RECONNECT ELECTRICS AT FEMALE POOLSIDE TOILETS | 160.74 |
| EFT83510 | 04/07/2013 | SOUTHERN TOOL & FASTENER CO | HARDWARE SUPPLIES | 495.20 |
| EFT83511 | 04/07/2013 | SOUTHWAY DISTRIBUTORS PTY LTD | CATERING GOODS - ALAC | 1,954.33 |
| EFT83512 | 04/07/2013 | SOUTH COAST NATURAL RESOURCE MANAGEMENT INC | ROOM HIRE FOR OCCUPATION HEALTH AND SAFETY COURSE | 800.00 |
| EFT83513 | 04/07/2013 | STATEWIDE BEARINGS | VEHICLE PARTS | 67.65 |
| EFT83514 | 04/07/2013 | BLUESCOPE DISTRIBUTION PTY LTD | STEEL SUPPLIES | 4.54 |
| EFT83515 | 04/07/2013 | STONECRAFT MASONRY SOLUTIONS | Remedial Works to the UWA Staircase | 27,368.00 |
| EFT83516 | 04/07/2013 | MERVYN STRANGE | FORTS VOLUNTEER TRAVEL ALLOWANCE | 28.80 |
| EFT83517 | 04/07/2013 | SUBWAY | CATERING | 55.00 |
| EFT83518 | 04/07/2013 | SUNNY SIGN COMPANY | ASSORTED SIGNAGE | 361.90 |
| EFT83519 | 04/07/2013 | ALBANY LOCK SERVICE | LOCK SUPPLIES/REPAIRS/MAINTENANCE | 698.95 |
| EFT83520 | 04/07/2013 | T & C SUPPLIES | Bags CEMENT GREY 20KG BAGS | 1,687.65 |
| EFT83521 | 04/07/2013 | DAVID THEODORE | Staff mileage claim | 80.10 |
| EFT83522 | 04/07/2013 | THE 12 VOLT WORLD | BATTERY PURCHASES | 190.00 |
| EFT83523 | 04/07/2013 | THINKWATER ALBANY | IRRIGATION SUPPLIES | 1,677.20 |
| EFT83524 | 04/07/2013 | TIM WATERS DESIGN | Branding, Graphic Design and Promotion - Christmas Festival and Pageant 2013 | 3,300.00 |
| EFT83525 | 04/07/2013 | TOTALLY CONFIDENTIAL RECORDS MANAGEMENT | STANDARD ARCHIVE BOXES WITH HINGED LIDS | 237.60 |
| EFT83526 | 04/07/2013 | CENTAMAN SYSTEMS PTY LTD | PROFESSIONAL SERVICES - HEALTH CHECK AND SOFTWARE UPGRADE TO VERSION 9.3.2.1 | 2,530.70 |
| EFT83527 | 04/07/2013 | TRAILBLAZERS | SAFETY BOOTS | 160.95 |
| EFT83528 | 04/07/2013 | CAROLYN FRANCIS TRAPNELL | VISITORS CENTRE MERCHANDISE | 600.00 |
| EFT83529 | 04/07/2013 | TRU-BLU GROUP PTY LTD | Day hire for 3 Ton Excavator | 1,212.32 |
| EFT83530 | 04/07/2013 | ALBANY TYREPOWER | TYRE PURCHASES/MAINTENANCE | 692.90 |
| EFT83531 | 04/07/2013 | UBIQUITI WAREHOUSE | WAVELAN UPGRADE AIRFIBER 2 PACK | 6,396.04 |
| EFT83532 | 04/07/2013 | VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD) | Compaction sand | 60.00 |
| EFT83533 | 04/07/2013 | SARAH VALLENTINE | ADMINISTRATION ASSISTANT VAC CASUAL HOURS 26 & 27 JUNE 2013 | 360.70 |
| EFT83534 | 04/07/2013 | WA LOCAL GOVT SUPERANNUATION | SUPERANNUATION CONTRIBUTIONS | 269.43 |
| EFT83535 | 04/07/2013 | JULIA WARREN | FITNESS INSTRUCTOR | 90.00 |

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| EFT83536 | 04/07/2013 | WATKINS CONTRACTORS | 80 cubes mulch delivered to Mercer Rd | 1,496.00 |
| EFT83537 | 04/07/2013 | WAVESOUND PTY LTD | Wavesound One Click Digital Renewal for 2013/14 per QU13101177 | 5,798.94 |
| EFT83538 | 04/07/2013 | JUNE CATHERINE WEBB | FORTS VOLUNTEER TRAVEL ALLOWANCE | 36.00 |
| EFT83539 | 04/07/2013 | RONALD ARTHUR WEBB | FORTS VOLUNTEER TRAVEL ALLOWANCE | 24.00 |
| EFT83540 | 04/07/2013 | ALBANY & GREAT SOUTHERN WEEKENDER | ADVERTISING | 295.24 |
| EFT83541 | 04/07/2013 | LINDY WEINERT | FITNESS INSTRUCTOR | 270.00 |
| EFT83542 | 04/07/2013 | TOURISM WESTERN AUSTRALIA | ADVERTISING IN SEATRADE CRUISE REVIEW MAGAZINE JUNE 2013 EDITION | 1,045.00 |
| EFT83543 | 04/07/2013 | WESTERN WORK WEAR | Pair of Safety Boots | 180.00 |
| EFT83544 | 04/07/2013 | WILSON MACHINERY | VEHICLE PARTS | 376.58 |
| EFT83545 | 04/07/2013 | THE WINDOW WASHER MAN | WINDOW CLEANING | 40.00 |
| EFT83546 | 04/07/2013 | WOODLANDS DISTRIBUTORS AND AGENCIES | 1000lts IBC SOCCER GROUNDS MAINTENANCE | 1,424.50 |
| EFT83547 | 04/07/2013 | WURTH AUSTRALIA PTY LTD | HARDWARE SUPPLIES | 236.74 |
| EFT83548 | 04/07/2013 | YAKKA PTY LTD (KINGGEE WORKWEAR GROUP) | UNIFORMS | 180.14 |
| EFT83549 | 04/07/2013 | ZENITH LAUNDRY | LAUNDRY SERVICES/HIRE | 7.52 |
| EFT83552 | 04/07/2013 | BEST OFFICE SYSTEMS | PHOTOCOPIER CHARGES | 1,267.31 |
| EFT83554 | 08/07/2013 | SHANE LANCE BURNS | Rates refund for assessment A139483 | 90.00 |
| EFT83555 | 11/07/2013 | ABA SECURITY | SECURITY SERVICES | 1,149.69 |
| EFT83556 | 11/07/2013 | ACORN TREES AND STUMPS | Remove and mulch Sydney Golden Wattle at Range Road | 841.00 |
| EFT83557 | 11/07/2013 | ACTIV FOUNDATION INC. | CLEANING RAGS | 2,647.50 |
| EFT83558 | 11/07/2013 | AD CONTRACTORS PTY LTD | LITRES OF CATAMOL FOR RURAL PATCHING | 1,028.50 |
| EFT83559 | 11/07/2013 | AECOM AUSTRALIA PTY LTD | CONTRACT C12023 - MOUNT CLARENCE INFRASTRUCTURE UPGRADE SUPERINTENDENT SERVICES | 32,662.08 |
| EFT83560 | 11/07/2013 | AIRSERVICES AUSTRALIA | 2013 APRIL - JUNE QTR, ALBANY ILS SYSTEM | 43,851.76 |
| EFT83561 | 11/07/2013 | ALBANY CRANE HIRE | To remove site office from Cheynes Beach Transfer | 1,430.00 |
| EFT83562 | 11/07/2013 | ALBANY FARM TREE NURSERY | NURSERY SUPPLIES | 259.70 |
| EFT83563 | 11/07/2013 | ALBANY V-BELT AND RUBBER | FILTERS/VEHICLE PARTS | 749.27 |
| EFT83564 | 11/07/2013 | ALBANY STATIONERS | STATIONERY SUPPLIES | 284.55 |
| EFT83565 | 11/07/2013 | ALBANY AGRICULTURAL SOCIETY INCORPORATED | VERVE ENERGY ALBANY COMMUNITY FUNDING | 1,650.00 |
| EFT83566 | 11/07/2013 | ALBANY REFRIGERATION | REFRIGERATION & AIRCONDITIONING REPAIRS & MAINTENANCE | 165.00 |
| EFT83567 | 11/07/2013 | ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD | STATIONERY SUPPLIES | 340.80 |
| EFT83568 | 11/07/2013 | ALBANY WHALE TOURS | VISITORS CENTRE MERCHANDISE | 66.00 |
| EFT83569 | 11/07/2013 | ALBANY OFFICE PRODUCTS DEPOT - LIBRARY | FMP Work Readiness Kits | 91.10 |
| EFT83570 | 11/07/2013 | ALBANY AIRPORT SERVICES PTY LTD | YOUNG EMERGING ARTISTS WORKSHOP | 911.54 |
| EFT83571 | 11/07/2013 | ALBANY IRRIGATION & DRILLING | IRRIGATION SUPPLIES | 3,441.74 |
| EFT83572 | 11/07/2013 | ALBANY MARRON FARM | LUNCH SUPPLIED FOR THE WINNERS OF THE WEEKEND GETAWAY | 140.00 |
| EFT83573 | 11/07/2013 | AMANDA ALDERSON | Artwork design for Albany Art Prize | 175.00 |
| EFT83574 | 11/07/2013 | ALLIED PUMPS | Pumping out of holding tank and washing of walls, fit sleeve on alarm probe | 792.00 |
| EFT83575 | 11/07/2013 | AMITY CRAFTS | SNAPSHOT EXHIBITION | 396.00 |
| EFT83576 | 11/07/2013 | PAPERBARK MERCHANTS | NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY | 58.36 |
| EFT83577 | 11/07/2013 | ARDESS NURSERY | NURSERY SUPPLIES | 103.60 |
| EFT83578 | 11/07/2013 | ATC WORK SMART | CASUAL STAFF/APPRENTICE FEES | 11,148.13 |
| EFT83579 | 11/07/2013 | AUSTRALIAN ART COLLECTOR | ADVERTISING | 1,100.00 |
| EFT83580 | 11/07/2013 | AUSSIE OUTDOOR | Supply and install PVC blind for walkway at airport | 1,085.00 |
| EFT83581 | 11/07/2013 | AVENUE LIGHTING | OVEN LIGHT | 4.50 |
| EFT83582 | 11/07/2013 | AYSEMART | VISITORS CENTRE MERCHANDISE | 150.00 |

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| EFT83583 | 11/07/2013 | BAILEYS FERTILISERS | FERTILISER SUPPLIES | 957.00 |
| EFT83584 | 11/07/2013 | BALL BODY BUILDERS | 750D TRAFFICABLE INSERTS (icon septic inserts 416w600) | 1,408.00 |
| EFT83585 | 11/07/2013 | BAREFOOT CLOTHING MANUFACTURERS | UNIFORMS | 514.30 |
| EFT83586 | 11/07/2013 | BARRETT'S MINI EARTHMOVING & CHIPPING | PRUNE TREES ALONG ROAD VERGE TO 6M ON BOTH SIDES ALONG BON ACCORD ROAD - CHESTER PASS ROAD TO NO 104 | 26,099.00 |
| EFT83587 | 11/07/2013 | PETER BAXENDALE CONSULTING ENGINEER | OLD POST OFFICE, ALBANY - CANTILEVERED STONE STAIRCASE - FINAL | 2,374.70 |
| EFT83588 | 11/07/2013 | WARREN BELLETTE PHOTOGRAPHY | DEVELOPING COPIES OF THREE PANORAMIC IMAGES - per QU13102260 | 1,534.50 |
| EFT83589 | 11/07/2013 | BENARA NURSERIES | NURSERY SUPPLIES | 521.40 |
| EFT83590 | 11/07/2013 | BENNETTS BATTERIES | BATTERY PURCHASES - DELCO | 140.80 |
| EFT83591 | 11/07/2013 | ALBANY TRAFFIC CONTROL (FORMALLY ADVANCED TRAFFIC MANAGEMENT) | Hours Hire of Traffic Control | 5,198.74 |
| EFT83592 | 11/07/2013 | BERTOLA HIRE SERVICES ALBANY PTY LTD | Mob and Demob of Portable Toilet to Hanrahan Rd Waste Facility | 787.00 |
| EFT83593 | 11/07/2013 | BINDOON TRACTORS PTY LTD | Sets of Flails,bushes,nuts,bolts and spring washers to suit McConnell reach mower | 4,432.00 |
| EFT83594 | 11/07/2013 | BP BIRD PLUMBING & GAS | OIL SEPERATOR SERVICE, CLEAN AND CHECK | 176.00 |
| EFT83595 | 11/07/2013 | BLACKWOODS | PROTECTIVE WORKWEAR | 158.93 |
| EFT83596 | 11/07/2013 | ALBANY BOBCAT SERVICES | BOBCAT HIRE | 2,901.80 |
| EFT83597 | 11/07/2013 | BODYCARE PHYSIOTHERAPY | EAP CONSULTATIONS | 271.90 |
| EFT83598 | 11/07/2013 | BOOKEASY AUSTRALIA PTY LTD | AVC BOOKEASY RETURNS MONTHLY - JUNE 2013 | 2,134.28 |
| EFT83599 | 11/07/2013 | BRASH IMPORTS | CIGARETTE LIGHTER ADAPTOOR, BRACKETS & SUCTION ARM + FREIGHT | 60.00 |
| EFT83600 | 11/07/2013 | BROWNES FOODS OPERATIONS PTY LTD | CATERING SUPPLIES | 971.10 |
| EFT83601 | 11/07/2013 | BUILDING AND CONSTRUCTION IND TRAINING FUND | BCITF LEVY FOR THE MONTH OF JUNE 2013 - LESS COLLECTION COMMISSION | 11,273.57 |
| EFT83602 | 11/07/2013 | BUNNINGS GROUP LIMITED | HARDWARE/TOOL SUPPLIES | 403.93 |
| EFT83603 | 11/07/2013 | KAITLIN BUNN | SLWA JUNE EXCHANGE REIMBURSEMENTS | 86.90 |
| EFT83604 | 11/07/2013 | EMILY KATE BURWOOD | Rates refund for assessment A194958 | 200.06 |
| EFT83605 | 11/07/2013 | CABCHARGE AUSTRALIA LIMITED | TAXI FARES | 671.77 |
| EFT83606 | 11/07/2013 | CAMTRANS ALBANY PTY LTD | FREIGHT CHARGES | 66.00 |
| EFT83607 | 11/07/2013 | STACEY CARTER | FITNESS INSTRUCTOR | 180.00 |
| EFT83608 | 11/07/2013 | J & S CASTLEHOW ELECTRICAL SERVICES | ELECTRICAL REPAIRS/MAINTENANCE | 651.32 |
| EFT83609 | 11/07/2013 | CHRISTOPHER BURNELL | 1 large rock for landscaping | 165.00 |
| EFT83610 | 11/07/2013 | CLARK EQUIPMENT SALES PTY LTD | Supply parts as per quote number 08089939 | 1,045.27 |
| EFT83611 | 11/07/2013 | CLAW ENVIRONMENTAL | DRUM MUSTER BAKERS, SOUTH STIRLING & WELLSTEAD | 3,027.93 |
| EFT83612 | 11/07/2013 | BIS CLEANAWAY LIMITED | RUBBISH REMOVAL CONTRACT | 229,888.84 |
| EFT83613 | 11/07/2013 | COCA-COLA AMATIL PTY LTD | SOFT DRINK FOR ALAC CAFE | 1,230.03 |
| EFT83614 | 11/07/2013 | SUE CODEE | VISITOR CENTRE MERCHANDISE | 66.50 |
| EFT83615 | 11/07/2013 | COLES SUPERMARKETS AUSTRALIA PTY LTD | GROCERIES | 321.23 |
| EFT83616 | 11/07/2013 | COURIER AUSTRALIA | FREIGHT FEES | 48.78 |
| EFT83617 | 11/07/2013 | COUNTRYWIDE PUBLICATIONS | ADVERTISING | 675.00 |
| EFT83618 | 11/07/2013 | COVS PARTS PTY LTD | VEHICLE PARTS | 750.68 |
| EFT83619 | 11/07/2013 | HOLCIM (AUSTRALIA) PTY LTD | Tonnes METAL DUST | 1,542.02 |
| EFT83620 | 11/07/2013 | AL CURNOW HYDRAULICS | VEHICLE PARTS/MAINTENANCE | 966.34 |
| EFT83621 | 11/07/2013 | D & K ENGINEERING | REPAIRS TO SLASHER MOUNT | 368.50 |
| EFT83622 | 11/07/2013 | DE JONGE MECHANICAL REPAIRS | VEHICLE SERVICING | 265.00 |
| EFT83623 | 11/07/2013 | LANDGATE - PROPERTY & VALUATIONS | TITLE SEARCHES - MINIMUM CHARGE PER VALUATION | 151.65 |
| EFT83624 | 11/07/2013 | DEPRESSION SUPPORT NETWORK ALBANY | DONATION | 870.00 |
| EFT83625 | 11/07/2013 | JANINE DETERMES | FITNESS INSTRUCTOR | 180.00 |

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| EFT83626 | 11/07/2013 | G & M DETERGENTS & HYGIENE SERVICES ALBANY | SANITARY SERVICES JUNE 2013 | 1,513.81 |
| EFT83627 | 11/07/2013 | DICK SMITH ELECTRONICS | USB Drives | 239.96 |
| EFT83628 | 11/07/2013 | DOG ROCK MOTEL | SNAPSHOT EXHIBITION | 510.65 |
| EFT83629 | 11/07/2013 | DOWN-UNDER CONTRACTING PTY LTD | Supply and erect mesh fence around BMX track - Q01022 | 10,274.00 |
| EFT83630 | 11/07/2013 | EASIFLEET MANAGEMENT | MOTOR VEHICLE LEASE RENTAL/ESP BUREAU FEE/BUREAU FEE REBATE | 4,602.74 |
| EFT83631 | 11/07/2013 | ENVIRONMENTAL HEALTH AUSTRALIA | I'M ALERT ONLINE 'A' SUBSCRIPTION | 550.00 |
| EFT83632 | 11/07/2013 | EVERTRANS | VEHICLE REPAIRS | 369.60 |
| EFT83633 | 11/07/2013 | EYERITE SIGNS | ASSORTED SIGNAGE | 652.04 |
| EFT83634 | 11/07/2013 | FARM FRESH W/SALERS (VIOLET PARK HOLDINGS P/L | CATERING SUPPLIES | 127.46 |
| EFT83635 | 11/07/2013 | FAT CATS CARWASH | Interior Detail Vehicle | 185.00 |
| EFT83636 | 11/07/2013 | TANIA FERRIER | FOR INSTALLATION & DE-INSTALLATION OF THE QUOD PROJECTS AT THE VAC | 3,300.00 |
| EFT83637 | 11/07/2013 | THE FIXUPPERY | WINDOW WASHING NORTH ROAD | 476.02 |
| EFT83638 | 11/07/2013 | TAMMIE FLOWER | FITNESS INSTRUCTOR | 405.00 |
| EFT83639 | 11/07/2013 | FORPARK AUSTRALIA | SWING 'TORNADO' | 3,842.30 |
| EFT83640 | 11/07/2013 | FUELS WEST PETROLEUM | Litres DIESEL FUEL | 15,081.31 |
| EFT83641 | 11/07/2013 | GOAD RESOURCES PTY LTD | FREIGHT COSTS | 214.50 |
| EFT83642 | 11/07/2013 | GRANDE FOOD SERVICE | CATERING SUPPLIES | 1,746.66 |
| EFT83643 | 11/07/2013 | GRANT THORNTON AUSTRALIA LIMITED | INTERIM AUDIT FEE FOR THE TOWN FOR THE YEAR ENDED 30 JUNE 2013 | 8,716.96 |
| EFT83644 | 11/07/2013 | GREAT SOUTHERN INSTITUTE OF TECHNOLOGY | Course Registration fees for 10 staff to attend Dogging Training on 4-7 June 2013 | 8,910.00 |
| EFT83645 | 11/07/2013 | GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES | CONTRACT C12025 HANRAHAN STAGES 1 & 2 LEACHATE MANAGEMENT WORKS | 174,833.45 |
| EFT83646 | 11/07/2013 | GREAT SOUTHERN PACKAGING SUPPLIES | CLEANING GOODS | 813.78 |
| EFT83647 | 11/07/2013 | GREAT SOUTHERN HIGH PRESSURE WATER CLEANING | Being for the high pressure cleaning of the two monuments in York street | 1,210.00 |
| EFT83648 | 11/07/2013 | GREENMAN TRADING COMPANY | For works to be carried out as per quote no 0616. | 3,300.00 |
| EFT83649 | 11/07/2013 | GERRY GREGSON | COUNCILLOR MILEAGE CLAIM | 538.75 |
| EFT83650 | 11/07/2013 | GSM AUTO ELECTRICAL | VEHICLE PARTS/MAINTENANCE | 35.75 |
| EFT83651 | 11/07/2013 | GT BEARING AND ENGINEERING SUPPLIES | 1 TONNE SWIFTLIFT | 140.00 |
| EFT83652 | 11/07/2013 | GHD PTY LTD | Business Analysis for the Anzac Centre, Q13004. | 92,127.20 |
| EFT83653 | 11/07/2013 | HAEFELI-LYSNAR | 240v charging cable to suit Trimble TSC2 Data Controller | 94.60 |
| EFT83654 | 11/07/2013 | PROTECTOR FIRE SERVICES PTY LTD | Replace faulty gauge on 50 kg fire extinguisher | 153.45 |
| EFT83655 | 11/07/2013 | HARLEY GLOBAL | Volume Survey on Venns Road gravel pit - S020 | 1,624.70 |
| EFT83656 | 11/07/2013 | HEELAN & CO | DISCUSSION WITH SHAUNA REGARDING NEGOTIATIONS & FOLLOW UP REGARDING NEGOTIATIONS | 856.71 |
| EFT83657 | 11/07/2013 | HOT HOUSE FLOWERS | BOXED ARRANGEMENT VALDA | 50.00 |
| EFT83658 | 11/07/2013 | RATTEN & SLATER MACHINERY | VEHICLE PARTS | 1,235.20 |
| EFT83659 | 11/07/2013 | INSTANT WEIGHING | DIGITAL SCALES | 1,542.75 |
| EFT83660 | 11/07/2013 | J AND J ROBINSON | AWESOME WATER CHANGE & SERVICE OF COOLER | 65.00 |
| EFT83661 | 11/07/2013 | JAPANESE TRUCKS AUSTRALIA | CXZ REAR BRAKE SHOE + FREIGHT | 1,562.00 |
| EFT83662 | 11/07/2013 | JJ'S HIAB SERVICES | Rock placement Proudlove Pde | 616.00 |
| EFT83663 | 11/07/2013 | JOHN KINNEAR AND ASSOCIATES | SURVEY FOR MILLBROOK ROAD (SLK5.30-SLK6.90) | 5,115.00 |
| EFT83664 | 11/07/2013 | KANDOO WINDSCREENS | WINDSCREEN REPAIRS | 110.00 |
| EFT83665 | 11/07/2013 | KEY2CREATIVE | MOVE COA OF ALBANY WEBSITE TO CYNERGIC | 297.00 |
| EFT83666 | 11/07/2013 | KLB SYSTEMS | VISITORS CENTRE MERCHANDISE | 869.00 |
| EFT83667 | 11/07/2013 | KNOTTS GROUP PTY LTD | PLUMBING REPAIRS/MAINTENANCE | 1,548.52 |
| EFT83668 | 11/07/2013 | LATRO LAWYERS | PROFESSIONAL SERVICES | 55.00 |
| EFT83669 | 11/07/2013 | CALTEX ENERGY WA | FUEL PURCHASES | 7,723.37 |

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| EFT83670 | 11/07/2013 | MARIO LIONETTI | GROCERIES | 336.28 |
| EFT83671 | 11/07/2013 | THE LOCALS TRADING PTY LTD | VISITORS CENTRE MERCHANDISE | 301.40 |
| EFT83672 | 11/07/2013 | LOCKEEZ LUNCHBAR | CATERING SUPPLIES | 143.00 |
| EFT83673 | 11/07/2013 | M2 TECHNOLOGY PTY LTD | CUSTOMNET MESSAGES ON HOLD BIENNIAL INVOICE | 754.03 |
| EFT83674 | 11/07/2013 | M & B SALES PTY LTD | Being for timber for the new stairs for Proudlove Parade | 2,429.23 |
| EFT83675 | 11/07/2013 | MACDONALD JOHNSTON PTY LTD | VEHICLE PARTS | 967.91 |
| EFT83676 | 11/07/2013 | Ms JULIA MARSH | DRAWINGS FOR VAC PLUS FIXATIVES | 573.95 |
| EFT83677 | 11/07/2013 | MASTER INSTRUMENTS PTY LTD | TWB-CM 166; 12v , 700mAh, Ni-Cd radio battery | 87.40 |
| EFT83678 | 11/07/2013 | IAN MCLOUGHLIN | CONFERENCE REIMBURSEMENTS | 99.40 |
| EFT83679 | 11/07/2013 | JAMES MCLEAN | Design and construction of three moveable display walls for Albany Town Hall Walls | 3,825.00 |
| EFT83680 | 11/07/2013 | MERCER ENVIRONMENTAL SERVICES | Quote ref CofA/Qte-1/13 Date 07-05-2013 Items: ZONE A ZONE B - option 1 | 9,896.70 |
| EFT83681 | 11/07/2013 | METROOF ALBANY | PATIO TUBE | 39.27 |
| EFT83682 | 11/07/2013 | JOHN MOIR | RUBBISH REMOVAL FROM CAPE RICHE - FOR THE MONTH OF JUNE 2013 | 616.00 |
| EFT83683 | 11/07/2013 | MSS SECURITY | AIRPORT SECURITY SCREENING | 52,336.99 |
| EFT83684 | 11/07/2013 | NATALIE RADIVOJEVIC | ASSIST IN COLLECTION OF EXHIBITION 'SNAPSHOT' | 193.55 |
| EFT83685 | 11/07/2013 | PN & ER NEWMAN QUALITY CONCRETE PRODUCTS | 1500 x 1200 concrete liner | 341.00 |
| EFT83686 | 11/07/2013 | ALBANY NEWS DELIVERY - ALAC | NEWSPAPER DELIVERIES | 110.76 |
| EFT83687 | 11/07/2013 | OCLC (UK) LTD | Amlib Annual Maintenance 1/07/2013 - 30/06/2014. Amlib 20 Users, NetOpacs, 2 x DIY/SIP2, Amlib.Net & Database support | 11,442.39 |
| EFT83688 | 11/07/2013 | OCS SERVICES PTY LTD | CONTRACT CLEANING NORTH ROAD JUNE 2013 | 18,459.39 |
| EFT83689 | 11/07/2013 | OFFICEWORKS SUPERSTORES PTY LTD | Samsung Galaxy Tab 2 Silver 8GB 7 & Kobo 6 Inch Glo eReader" | 340.00 |
| EFT83690 | 11/07/2013 | OKEEFE'S PAINTS | PAINT & PAINTING SUPPLIES | 239.89 |
| EFT83691 | 11/07/2013 | ORANA CINEMAS ALBANY | 4x student ticket vouchers | 56.00 |
| EFT83692 | 11/07/2013 | ORIGIN ENERGY | GAS SUPPLIES | 7,318.95 |
| EFT83693 | 11/07/2013 | OUR COMMUNITY PTY LTD | GRANTS MANAGEMENT TOOLKIT FOR NON-MEMBERS | 230.00 |
| EFT83694 | 11/07/2013 | OYSTER HARBOUR CATCHMENT GROUP INCORPORATED | GRANT APPROVAL | 3,300.00 |
| EFT83695 | 11/07/2013 | KATE PARKER | ALBANY ART PRIZE CO-ORDINATION - MILESTONE PAYMENT 7 | 1,385.71 |
| EFT83696 | 11/07/2013 | PAULS PET FOOD | BAGS OF DRY DOG FOOD | 57.00 |
| EFT83697 | 11/07/2013 | AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED | LICENCE FEES 1/6/13 - 31/8/14 B/GROUND MUSIC | 1,082.24 |
| EFT83698 | 11/07/2013 | PLASTICS PLUS | Plastic steps | 227.70 |
| EFT83699 | 11/07/2013 | ALBANY POLICE AND CITIZENS YOUTH CLUB | VERVE ENERGY ALBANY COMMUNITY FUNDING PROGRAM - GREMLINS VEGIE PATCH | 1,001.00 |
| EFT83700 | 11/07/2013 | KRISTIE PORTER | FITNESS INSTRUCTOR | 360.00 |
| EFT83701 | 11/07/2013 | ALBANY PRIMARY SCHOOL PARENTS & CITIZENS ASSOCIATION | COMMUNITY FUNDING PROGRAMME FOR THE CREATION OF A NATURE PLAYGROUND AT ALBANY PRIMARY SCHOOL | 3,000.00 |
| EFT83702 | 11/07/2013 | RAECO INTERNATIONAL PTY LTD | DVD flick trays for Library | 945.95 |
| EFT83703 | 11/07/2013 | RAINBOW COAST NEIGHBOURHOOD CENTRE | VERVE ENERGY COMMUNITY GRANT FUND 2013/14 | 1,650.00 |
| EFT83704 | 11/07/2013 | RAMPED TECHNOLOGY | PROFESSIONAL SERVICES - IT | 44,715.00 |
| EFT83705 | 11/07/2013 | TROY REID | The Construction of footpaths located at Emu Point | 1,320.00 |
| EFT83706 | 11/07/2013 | SAXXON IT | Host Installation, Disk Upgrade, Rack re-organisation, Recovery Point and DR | 26,400.00 |
| EFT83707 | 11/07/2013 | SECUREPAY PTY LTD | WEB PAYMENTS SEAT ADVISOR PRICING | 18.22 |
| EFT83708 | 11/07/2013 | SENIOR CITIZENS CENTRE OF MEALS ON WHEELS (ALBANY) INCORPORATED | VERVE ENERGY COMMUNITY FUNDING | 2,965.00 |
| EFT83709 | 11/07/2013 | SIXPIX PTY LTD | DEB ABELA - FUEL REIMBURSEMENTS | 92.91 |
| EFT83710 | 11/07/2013 | SKILL HIRE WA PTY LTD | CASUAL STAFF/APPRENTICE FEES | 2,190.32 |

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| EFT83711 | 11/07/2013 | SMITHS ALUMINIUM & 4WD CENTRE | ALUMINIUM FABRICATION MATERIALS & LABOUR | 225.00 |
| EFT83712 | 11/07/2013 | SOUTHERN TOOL & FASTENER CO | HARDWARE SUPPLIES | 609.76 |
| EFT83713 | 11/07/2013 | SOUTHWAY DISTRIBUTORS PTY LTD | CATERING GOODS | 1,950.89 |
| EFT83714 | 11/07/2013 | SOUTHERN SCENE PTY LTD | 52 Playaway Digital Audiobooks | 1,757.50 |
| EFT83715 | 11/07/2013 | SOUTHCOAST SECURITY SERVICE | BUSINESS BANKING SECURITY SERVICES JUNE 2013 | 871.20 |
| EFT83716 | 11/07/2013 | SOUTHERN EDGE ARTS INC | VERVE ENERGY ALBANY COMMUNITY FUND - CLOSING THE GAP - PHYSICAL THEATRE WORKSHOP | 2,485.00 |
| EFT83717 | 11/07/2013 | SOUTHWAY PETROLEUM SERVICES | DIESEL PUMP AND V BELT | 132.20 |
| EFT83718 | 11/07/2013 | GARY OWEN SPENCE | LAWNMOWING AT DAY CARE CENTRE | 105.00 |
| EFT83719 | 11/07/2013 | PETER STEWART | STATE CONFERENCE FOR WILDLFLOWER SOCIETY REIMBURSEMENTS | 561.15 |
| EFT83720 | 11/07/2013 | STIRLING FREIGHT EXPRESS | FREIGHT CHARGES | 36.51 |
| EFT83721 | 11/07/2013 | ALBANY LOCK SERVICE | LOCK SERVICES/SUPPLIES/MAINTENANCE | 5,922.10 |
| EFT83722 | 11/07/2013 | GREGORY SWARBRICK | VISITOR CENTRE MERCHANDISE | 12.00 |
| EFT83723 | 11/07/2013 | SYNERGY | ELECTRICITY SUPPLIES | 31,927.65 |
| EFT83724 | 11/07/2013 | T & C SUPPLIES | Supply pellet of cement | 1,311.63 |
| EFT83725 | 11/07/2013 | THINKWATER ALBANY | HFS flow sensors | 970.20 |
| EFT83726 | 11/07/2013 | TOLL FAST | FREIGHT COSTS | 796.06 |
| EFT83727 | 11/07/2013 | THE TROPHY SHOP | NAIDOC Award Trophies/Shields NAIDOC Sporting Competition Medals | 492.40 |
| EFT83728 | 11/07/2013 | TRU-BLU GROUP PTY LTD | Hire of 3 ton excavator | 1,720.82 |
| EFT83729 | 11/07/2013 | ALBANY TYREPOWER | TYRE PURCHASES/REPAIRS/MAINTENANCE | 2,767.35 |
| EFT83730 | 11/07/2013 | THE UNIVERSITY OF WESTERN AUSTRALIA | GSGS SPONSORSHIP VERVE 2013 | 2,750.00 |
| EFT83731 | 11/07/2013 | VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD) | GREEN WASTE SERVICES SCREENED TOP SOIL | 62.00 |
| EFT83732 | 11/07/2013 | IT VISION AUSTRALIA PTY LTD | SynergySoft SQL Server Backend Option | 31,659.38 |
| EFT83733 | 11/07/2013 | VISITOR CENTRE ASSOCIATION OF WESTERN AUSTRALIA | VCWA 2013/14 MEMBERSHIP FEES | 770.00 |
| EFT83734 | 11/07/2013 | VISIT MERCHANDISE PTY LTD | VISITORS CENTRE MERCHANDISE | 762.25 |
| EFT83735 | 11/07/2013 | JULIA WARREN | FITNESS INSTRUCTOR | 180.00 |
| EFT83736 | 11/07/2013 | ALBANY & GREAT SOUTHERN WEEKENDER | COMMUNITY INFORMATION PAGE JUNE 2013 | 1,295.90 |
| EFT83737 | 11/07/2013 | LINDY WEINERT | FITNESS INSTRUCTOR | 405.00 |
| EFT83738 | 11/07/2013 | LANDMARK LIMITED | TRUT VALUE REEL & CARRY HANDLE STAFIX | 98.74 |
| EFT83739 | 11/07/2013 | WESTERN STABILISERS PTY LTD | DOWN RD (SLK 0.30 - 3.60) CONTRACT AS PER TENDER C10018 | 8,192.31 |
| EFT83740 | 11/07/2013 | WESTERN WORK WEAR | Pairs of Safety Boots | 423.80 |
| EFT83741 | 11/07/2013 | WEST-OZ WEB SERVICES | COMPLETED BOOKINGS MARKETING FEE JUNE 2013 | 36.50 |
| EFT83742 | 11/07/2013 | WIZID PTY LTD | WRISTBANDS 9 X BOXES OF 500 | 285.54 |
| EFT83743 | 11/07/2013 | WOOD AND GRIEVE ENGINEERS | DESIGN FOR WILLYUNG ROAD WIDENING & RECONSTRUCTION (SLK 0.63 -1.76). | 10,815.75 |
| EFT83744 | 11/07/2013 | WREN OIL | WASTE DISPOSAL - WASTE OIL - BULK LITRES | 568.70 |
| EFT83745 | 11/07/2013 | ALBANY YOUTH SUPPORT ASSOCIATION INCORPORATED | APPROVED GRANT - ALBANY COMMUNITY FUNDING PROGRAM - RISKY SHORTS PROJECT | 2,200.00 |
| EFT83746 | 11/07/2013 | ZENITH LAUNDRY | LAUNDRY SERVICES/HIRE | 32.65 |
| EFT83747 | 18/07/2013 | 3D CATERING | CATERING | 165.00 |
| EFT83748 | 18/07/2013 | A1 SANDBLASTING | SANDBLASTING AND CLEANING OF MOULD | 324.50 |
| EFT83749 | 18/07/2013 | ACORN TREES AND STUMPS | Tree Pruning on verge for Trucks.as per Quote No 1979. | 3,223.00 |
| EFT83750 | 18/07/2013 | AD CONTRACTORS PTY LTD | HEAVY DUTY MACHINERY HIRE | 4,751.40 |
| EFT83751 | 18/07/2013 | ADVERTISER PRINT | Carbon copy stationary for Cat Sterilisation Rebate forms. | 545.00 |
| EFT83752 | 18/07/2013 | ALBANY SECURITY SUPPLIES | Replace lock barrel in airport office door with new key lock, and fix conference door lock handle | 221.00 |

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| EFT83753 | 18/07/2013 | ALBANY INDUSTRIAL SERVICES PTY LTD | M3 of Limestone supplied and carted to Hanrahan Rd Waste facility | 5,997.75 |
| EFT83754 | 18/07/2013 | ALBANY FARM TREE NURSERY | NURSERY SUPPLIES | 140.80 |
| EFT83755 | 18/07/2013 | ALBANY V-BELT AND RUBBER | FILTERS/VEHICLE PARTS | 523.97 |
| EFT83756 | 18/07/2013 | ALBANY STATIONERS | STATIONERY SUPPLIES | 10.95 |
| EFT83757 | 18/07/2013 | ALBANY REFRIGERATION | REFRIGERATION & AIRCONDITIONING REPAIRS & MAINTENANCE | 495.77 |
| EFT83758 | 18/07/2013 | ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD | STATIONERY SUPPLIES | 1,902.70 |
| EFT83759 | 18/07/2013 | ALBANY AND REGIONAL VOLUNTEER SERVICE | VOLUNTEER RECRUITMENT SEMINAR | 140.00 |
| EFT83760 | 18/07/2013 | ALBANY QUALITY LAWNMOWING | LAWN MOWING AT LOTTERIES HOUSE | 100.00 |
| EFT83761 | 18/07/2013 | ALBANY COMBINED CABS PTY LTD | YAC TAXI FARES | 14.95 |
| EFT83762 | 18/07/2013 | ALL EVENTS PROSOUND HIRE | TOWN HALL - STAGE REFIT | 84.00 |
| EFT83763 | 18/07/2013 | PAPERBARK MERCHANTS | NEWSPAPERS/BOOKS/MAGAZINES/STATIONERY | 86.24 |
| EFT83764 | 18/07/2013 | ASP ALLOY AND STAINLESS PRODUCTS | 40 blades for JD mowers & FREIGHT | 1,028.79 |
| EFT83765 | 18/07/2013 | ATC WORK SMART | CASUAL STAFF/APPRENTICE FEES | 13,097.36 |
| EFT83766 | 18/07/2013 | AUSTRALIAN PERFORMING ARTS CENTRES ASSOCIATION | LICENCE FEES PAYABLE FOR THE PUBLIC PERFORMANCE, COMMUNICATION AND/OR REPRODUCTION OF COPYRIGHT MUSIC | 2,164.48 |
| EFT83767 | 18/07/2013 | BENNETTS BATTERIES | BATTERY PURCHASES | 193.60 |
| EFT83768 | 18/07/2013 | ALBANY TRAFFIC CONTROL (FORMALLY ADVANCED TRAFFIC MANAGEMENT) | Hours Hire of Traffic Control | 18,322.70 |
| EFT83769 | 18/07/2013 | BERTOLA HIRE SERVICES ALBANY PTY LTD | Mini excavator hire | 257.40 |
| EFT83770 | 18/07/2013 | BINDOON TRACTORS PTY LTD | Sets of flails, bushes, nuts, bolts and spring washers to suit McConnell reach mower | 4,432.00 |
| EFT83771 | 18/07/2013 | BLACKWOODS | PROTECTIVE WORKWEAR | 163.69 |
| EFT83772 | 18/07/2013 | ALBANY BOBCAT SERVICES | CONSTRUCTION OF WHEELCHAIR ACCESS PATHWAY TO NEW TOILETS BETTY'S BEACH & SPREADING OF MULCH AROUND NORMANS BEACH TOILETS | 748.00 |
| EFT83773 | 18/07/2013 | BROWNES FOODS OPERATIONS PTY LTD | CATERING SUPPLIES | 100.08 |
| EFT83774 | 18/07/2013 | CARDNO BSD PTY LTD | PROFESSIONAL SERVICES | 6,985.00 |
| EFT83775 | 18/07/2013 | BUILDING COMMISSION | BSL LEVY COLLECTED FOR JUNE 2013 | 6,253.64 |
| EFT83776 | 18/07/2013 | BUNNINGS GROUP LIMITED | HARDWARE/TOOL SUPPLIES | 205.99 |
| EFT83777 | 18/07/2013 | CALDWELL LAND SURVEYS PTY LTD | Re-establish boundary peg behind Activ on Minna Street as per quote | 440.00 |
| EFT83778 | 18/07/2013 | STACEY CARTER | FITNESS INSTRUCTOR | 225.00 |
| EFT83779 | 18/07/2013 | J & S CASTLEHOW ELECTRICAL SERVICES | Maintenance of the lights on the grassed area of Centennial oval including EWP hire | 1,822.10 |
| EFT83780 | 18/07/2013 | CHARITY GREETING CARDS | 250 X CHRISTMAS CARDS WITH CITY OF ALBANY LOGO | 577.70 |
| EFT83781 | 18/07/2013 | CITY OF GREATER GERALDTON | BALANCE OF 2012/13 WARCA BUDGETED CONTRIBUTION | 28,840.90 |
| EFT83782 | 18/07/2013 | BIS CLEANAWAY LIMITED | GENERAL CLEANING SERVICES | 148.97 |
| EFT83783 | 18/07/2013 | COCA-COLA AMATIL PTY LTD | CATERING SUPPLIES | 847.30 |
| EFT83784 | 18/07/2013 | COLES SUPERMARKETS AUSTRALIA PTY LTD | GROCERIES | 1,119.49 |
| EFT83785 | 18/07/2013 | CONTACH METAL INDUSTRIES | REMAKE NEW LUGHT BEACON PANEL | 181.50 |
| EFT83786 | 18/07/2013 | CONSTRUCTION EQUIPMENT AUSTRALIA | VEHICLE PARTS | 751.76 |
| EFT83787 | 18/07/2013 | COURIER AUSTRALIA | FREIGHT FEES | 110.03 |
| EFT83788 | 18/07/2013 | COVS PARTS PTY LTD | VEHICLE PARTS | 235.15 |
| EFT83789 | 18/07/2013 | HOLCIM (AUSTRALIA) PTY LTD | Supply m3 of 25x14x70 slump concrete | 5,488.23 |
| EFT83790 | 18/07/2013 | AL CURNOW HYDRAULICS | Repair Hydraulic crowd ram on Cat loader | 3,375.82 |
| EFT83791 | 18/07/2013 | DANGOSSIE PHOTOGRAPHY | UNLIMITED USE FOR CITY OF ALBANY OF LITTLE BEACH PHOTOGRAPH | 100.00 |
| EFT83792 | 18/07/2013 | DATA #3 LIMITED | Adobe Acrobat XI Standard - (v. 11) - licence | 32,742.32 |
| EFT83793 | 18/07/2013 | DEFIBTECH | 2 X AED PACKAGES | 6,549.50 |
| EFT83794 | 18/07/2013 | DE JONGE MECHANICAL REPAIRS | VEHICLE SERVICING | 1,851.00 |

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| EFT83795 | 18/07/2013 | LANDGATE - PROPERTY & VALUATIONS | TITLE SEARCHES - GROSS RENTAL VALUATIONS | 4,591.09 |
| EFT83796 | 18/07/2013 | DEPARTMENT OF TRANSPORT | VEHICLE SEARCH FEES JUNE 2013 | 266.60 |
| EFT83797 | 18/07/2013 | JANINE DETERMES | FITNESS INSTRUCTOR | 180.00 |
| EFT83798 | 18/07/2013 | DICK SMITH ELECTRONICS | Dick Smith 31.5 (80cm) HD LED LCD TV w/DVD" | 298.00 |
| EFT83799 | 18/07/2013 | DIRECT LIGHTING | SUPPLY 8 X 50W LED, 2X 100W LED FOR POOLSIDE | 3,998.00 |
| EFT83800 | 18/07/2013 | CAROLYN DOWLING | WALGA CONFERENCE - PERTH REIMBURSEMENT FOR FUEL ACCOMODATION & MEALS | 547.39 |
| EFT83801 | 18/07/2013 | DON DUFTY | COUNCILLOR MILEAGE CLAIM | 489.36 |
| EFT83802 | 18/07/2013 | EDDIES PEST AND WEED CONTROL | The removal of Bees ,located at 45 baker St Lower King . | 264.00 |
| EFT83803 | 18/07/2013 | ESRI AUSTRALIA PTY LTD | COMPUTER MAINTENANCE UP TO AND INCLUDING 26/7/14 | 7,601.00 |
| EFT83804 | 18/07/2013 | EVERTRANS | Test and repair PTO pump on Isuzu Giga | 1,537.80 |
| EFT83805 | 18/07/2013 | FARM FRESH W/SALERS (VIOLET PARK HOLDINGS P/L | CATERING SUPPLIES | 148.25 |
| EFT83806 | 18/07/2013 | ALBANY FILTER CLEAN | FILTER CHANGING/CLEANING - ALAC | 28.00 |
| EFT83807 | 18/07/2013 | THE FIXUPPERY | WINDOW CLEANING AIRPORT MAY 2013 | 891.02 |
| EFT83808 | 18/07/2013 | FLIPS ELECTRICS | Carry out cable alterations on various controllers and supply and install power leads and plugs to 3 controller | 561.00 |
| EFT83809 | 18/07/2013 | FOXTEL MANAGEMENT PTY LTD | FOXTEL BUSINESS PREMIUM PACKAGE MONTHLY SUBSCRIPTION FEE - ALAC | 350.00 |
| EFT83810 | 18/07/2013 | FUELS WEST PETROLEUM | Litres DIESEL FUEL | 21,048.30 |
| EFT83811 | 18/07/2013 | ALBANY GARAGE DOORS | REFUND FOR OVER PAYMENT OF BUILDING LICENCE BL130464 | 950.00 |
| EFT83812 | 18/07/2013 | GOAD RESOURCES PTY LTD | FREIGHT CHARGES | 368.50 |
| EFT83813 | 18/07/2013 | GRANDE FOOD SERVICE | CATERING FOR TIME OUT CAFE | 2,744.44 |
| EFT83814 | 18/07/2013 | GREAT SOUTHERN GROUP TRAINING | CASUAL STAFF APPRENTICES FEES | 9,304.67 |
| EFT83815 | 18/07/2013 | GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES | CONTRACT C12025 HANRAHAN STAGES 1 & 2 LEACHATE MANAGEMENT WORKS. | 180,897.75 |
| EFT83816 | 18/07/2013 | GREAT SOUTHERN PACKAGING SUPPLIES | CLEANING GOODS | 1,464.88 |
| EFT83817 | 18/07/2013 | GSM AUTO ELECTRICAL | VEHICLE PARTS/MAINTENANCE | 214.50 |
| EFT83818 | 18/07/2013 | HEAVY AUTOMATICS PTY LTD | KIT - FILTER 4 SUMP | 86.90 |
| EFT83819 | 18/07/2013 | HEELAN & CO | MARK VALLANCE FOLLOW UP REGARDING ENTERPRISE AGREEMENT NEGOTIATIONS | 890.45 |
| EFT83820 | 18/07/2013 | KIMBERLEY HIGGINS | REIMBURSEMENTS - LMS MEETINGS | 207.39 |
| EFT83821 | 18/07/2013 | PETER JAMES HORSINGTON | Rates refund for assessment A38912 | 348.33 |
| EFT83822 | 18/07/2013 | RATTEN & SLATER MACHINERY | VEHICLE PARTS | 102.82 |
| EFT83823 | 18/07/2013 | INTERNATIONAL MOWERS PTY LTD | Supply Screen mount kit plus freight | 247.50 |
| EFT83824 | 18/07/2013 | TOLL IPEC | FREIGHT CHARGES | 117.56 |
| EFT83825 | 18/07/2013 | JACK THE CHIPPER | The Mulching of Green waste | 726.00 |
| EFT83826 | 18/07/2013 | CHERYLE JAMES-WALLACE | REIMBURSEMENTS NAIDOC RIBBONS | 65.05 |
| EFT83827 | 18/07/2013 | JENNIFER JONES | REIMBURSEMENT FOR HOLIDAY PROGRAM SUPPLIES/ZIPS | 131.80 |
| EFT83828 | 18/07/2013 | JIMS TEST AND TAG | SUPPLY EMERGENCY EXIT LIGHT BATTERIES, REPLACE EMERGENCY ESIT LIGHTS AND REPAIR EMERGENCY EXIT LIGHTS - DEPOT | 1,172.31 |
| EFT83829 | 18/07/2013 | JJ'S HIAB SERVICES | Being for the pick up and delivery of a septic tank from Mercer Rd to South Stirling transfer station | 660.00 |
| EFT83830 | 18/07/2013 | JUST SEW EMBROIDERY | EMBROIDERY | 55.00 |
| EFT83831 | 18/07/2013 | JUST A CALL DELIVERIES | INTERNAL MAIL DELIVERIES | 941.38 |
| EFT83832 | 18/07/2013 | KEY2CREATIVE | Albany Anzac Centenary website design and HTML build. Integration with City of Albany CMS. | 8,068.50 |
| EFT83833 | 18/07/2013 | KING RIVER HORSE AND PONY CLUB | MEMBERSHIP FEES - KIDSPORT | 544.00 |

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| EFT83834 | 18/07/2013 | KINGFISHERS LODGE PTY LTD | Rates refund for assessment A199025 | 835.16 |
| EFT83835 | 18/07/2013 | KNOTTS GROUP PTY LTD | PLUMBING REPAIRS/MAINTENANCE - STIRLING TRANSFER STATION | 5,823.37 |
| EFT83836 | 18/07/2013 | KOSTERS STEEL CONSTRUCTION PTY LTD | Install Roller Doors to Cannon enclosure at Forts Complex | 4,830.00 |
| EFT83837 | 18/07/2013 | LA FREEGARD | Remove and prune dangerous trees along Eden Road | 16,395.50 |
| EFT83838 | 18/07/2013 | LATRO LAWYERS | PROFESSIONAL SERVICES | 440.00 |
| EFT83839 | 18/07/2013 | MARIO LIONETTI | GROCERIES | 132.17 |
| EFT83840 | 18/07/2013 | LOCKEEZ LUNCHBAR | CATERING | 164.00 |
| EFT83841 | 18/07/2013 | LORLAINE DISTRIBUTORS PTY LTD | CLEANING SUPPLIES | 99.30 |
| EFT83842 | 18/07/2013 | M & B SALES PTY LTD | PINE H3 MGP10 AS1604 TREATED | 193.76 |
| EFT83843 | 18/07/2013 | ALBANY PARTY HIRE | MARQUEE HIRE DELIVERY & PICK | 2,576.00 |
| EFT83844 | 18/07/2013 | ALBANY CITY MOTORS | PURCHASE OF NEW VEHICLES | 116,784.40 |
| EFT83845 | 18/07/2013 | Ms JULIA MARSH | EMERGING ARTIST FUND 2013 | 500.00 |
| EFT83846 | 18/07/2013 | KYNAN MCALLISTER | REIMBURSEMENT OF APPLICATION LEARNERS PERMIT FEES FOR MR LICENCE | 89.30 |
| EFT83847 | 18/07/2013 | MARGOT JANET MCBRIDE | Rates refund for assessment A208274 | 237.23 |
| EFT83848 | 18/07/2013 | ANTHONY MCEWAN | ACCOMODATION - ESPERANCE COASTAL CONFERENCE | 495.00 |
| EFT83849 | 18/07/2013 | MICROELECTRONIC TECHNICAL SERVICES | TWO WAY RADIO REPAIRS | 464.00 |
| EFT83850 | 18/07/2013 | MOTEL LE GRANDE | Business Luncheon hosted by CEO Graham Foster at the Motel Le Grande on Wednesday 3 July 2013 | 849.00 |
| EFT83851 | 18/07/2013 | MTD-MAKING THE DIFFERENCE | THE CONFLICT, CRITICISM AND THOSE DIFICULT PEOPLE WORKSHOP | 594.00 |
| EFT83852 | 18/07/2013 | NEVILLES HARDWARE & BUILDING SUPPLIES | HARDWARE SUPPLIES | 498.40 |
| EFT83853 | 18/07/2013 | OCS SERVICES PTY LTD | CLEANING SERVICES | 1,669.27 |
| EFT83854 | 18/07/2013 | ORIGIN ENERGY | GAS SUPPLIES | 13,108.55 |
| EFT83855 | 18/07/2013 | PAULS PET FOOD | Bags of supercoat dry dog biscuits | 293.00 |
| EFT83856 | 18/07/2013 | PENROSE PROFESSIONAL LAWN CARE | MOWING & EDGING OF THE GROUNDS AT VANCOUVER ARTS CENTER | 264.00 |
| EFT83857 | 18/07/2013 | PETER GRAHAM AND COMPANY LTD | 200 litre drums of Linseed oil & kerosene for the C/A oiling program | 1,974.59 |
| EFT83858 | 18/07/2013 | HANSON CONSTRUCTION MATERIALS PTY LTD | Supply m3 of 25x14x80 slump concrete | 3,943.06 |
| EFT83859 | 18/07/2013 | 4 STEEL SUPPLIES | LG Pipe supplies | 1,680.96 |
| EFT83860 | 18/07/2013 | PLASTICS PLUS | Green 240ltr MGB bins with Red lids | 487.52 |
| EFT83861 | 18/07/2013 | KRISTIE PORTER | FITNESS INSTRUCTOR | 405.00 |
| EFT83862 | 18/07/2013 | PROJECT3 PTY LTD | ANZAC EVENTS CONSULTANCY SERVICES Q13010 | 6,248.00 |
| EFT83863 | 18/07/2013 | RED SAND PAVING | WORKS FOR CORNER MERCER AND CHESTER PASS ROAD | 11,747.50 |
| EFT83864 | 18/07/2013 | REECE PTY LTD | Being for the supply of a chemical spill shower and eye wash. | 1,240.67 |
| EFT83865 | 18/07/2013 | RELATIONSHIPS AUSTRALIA | EMPLOYEE ASSISTANCE PROGRAM - COUNSELLING | 330.00 |
| EFT83866 | 18/07/2013 | RICOH | PHOTOCOPIER CHARGES | 13,681.66 |
| EFT83867 | 18/07/2013 | ROYAL LIFE SAVING SOCIETY AUSTRALIA | LIFEGUARD REQUALIFICATION 23 PARTICIPANTS | 2,660.70 |
| EFT83868 | 18/07/2013 | RYAN HUMPHRIES | Didgeridoo Player NAIDOC Opening 08/07/2013 | 350.00 |
| EFT83869 | 18/07/2013 | ALBANY SCAFFOLD HIRE | being for the erection and dismantle and transport of scaffolding for their UWA tower. | 1,676.40 |
| EFT83870 | 18/07/2013 | SEEK LIMITED | ADVERTISING | 264.00 |
| EFT83871 | 18/07/2013 | SKAL INTERNATIONAL ALBANY | VISITORS CENTRE JULY MEETING | 30.00 |
| EFT83872 | 18/07/2013 | SKILL HIRE WA PTY LTD | CASUAL STAFF APPRENTICE FEES | 1,301.92 |
| EFT83873 | 18/07/2013 | SMITHS ALUMINIUM & 4WD CENTRE | Heavy duty air bag suspension for ford ranger | 1,158.00 |
| EFT83874 | 18/07/2013 | SOUTHERN ELECTRICS | INSTALL LIGHTING TO POOL SURROUNDS | 3,465.00 |
| EFT83875 | 18/07/2013 | SOUTHERN TOOL & FASTENER CO | HARDWARE SUPPLIES | 45.23 |
| EFT83876 | 18/07/2013 | SOUTHWAY DISTRIBUTORS PTY LTD | CATERING SUPPLIES | 1,622.40 |
| EFT83877 | 18/07/2013 | SOUTHCOAST SECURITY SERVICE | SECURITY SERVICES JUNE 2013 | 11,393.41 |

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| EFT83878 | 18/07/2013 | SPORTSWORLD OF WA | SPORTS STORE PURCHASES | 2,671.90 |
| EFT83879 | 18/07/2013 | STAR SALES AND SERVICE | Brushcutter cord,screws and heads | 775.60 |
| EFT83880 | 18/07/2013 | ALBANY VOLUNTEER STATE EMERGENCY SERVICE | STANDARD LGGS ALLOCATION FOR JULY 2013 TO SEPTEMBER 2013 | 17,733.50 |
| EFT83881 | 18/07/2013 | ALBANY LOCK SERVICE | LOCKSMITH SERVICES,REPAIRS ETC | 406.85 |
| EFT83882 | 18/07/2013 | SYNERGY | STREET LIGHTING CHARGES TO 24/6/2013 | 59,040.85 |
| EFT83883 | 18/07/2013 | T & C SUPPLIES | HARDWARE/TOOL SUPPLIES | 174.79 |
| EFT83884 | 18/07/2013 | JTAGZ PTY LTD | 1500 SKY BLUE DOG TAGS EXPIRY 2016 - 1000 YELLOW DOG TAGS EXPIRY 2014 | 836.00 |
| EFT83885 | 18/07/2013 | THINKWATER ALBANY | DME375-10 AR PV/V/C dosing pump (as quoted, quote # 14162) | 15,499.80 |
| EFT83886 | 18/07/2013 | ALBANY TYREPOWER | TYRE PURCHASES/MAINTENANCE | 425.00 |
| EFT83887 | 18/07/2013 | VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD) | GREEN WASTE SERVICES - COURSE SAND (0.5M) | 19.00 |
| EFT83888 | 18/07/2013 | VANCOUVER CAFE & STORE | Refreshments for Library NAIDOC Week events | 350.00 |
| EFT83889 | 18/07/2013 | WAUTERS ENTERPRISES PTY LTD | Mount Clarence Infrastructure Upgrade - Construction Services in accordance with C13001, Appendix F. | 221,930.32 |
| EFT83890 | 18/07/2013 | ALBANY & GREAT SOUTHERN WEEKENDER | ADVERTISING | 254.98 |
| EFT83891 | 18/07/2013 | WA LOCAL GOVERNMENT ASSOCIATION | ADVERTISING | 962.56 |
| EFT83892 | 18/07/2013 | WESTSHRED DOCUMENT DISPOSAL | DOCUMENT DISPOSAL | 352.00 |
| EFT83893 | 18/07/2013 | TOURISM WESTERN AUSTRALIA | ADVERTISING | 2,500.00 |
| EFT83894 | 18/07/2013 | WORKWISE OCCUPATIONAL HEALTH | CASE MANAGEMENT, EMPLOYEE NEGOTIATION, DOCTOR LIASON & CLIENT REVIEW MEETING | 581.31 |
| EFT83895 | 18/07/2013 | ZENITH LAUNDRY | LAUNDRY SERVICES/HIRE | 39.06 |
| EFT83897 | 18/07/2013 | UNIVERSITY OF WESTERN SYDNEY | BACHELOER OF NATURAL SCIENCE , WATER QUALITY ASSESSMENT AND MANAGMENT, ENVIRONMENT AND HEALTH COUSE FEES FOR KELLEE BROWN | 1,881.00 |
| EFT83898 | 25/07/2013 | 3D CATERING | CATERING | 255.00 |
| EFT83899 | 25/07/2013 | 14 PEELS PLACE | CATERING | 264.00 |
| EFT83900 | 25/07/2013 | ABA SECURITY | Weather proof Dome housing for sk8 cam & installation | 1,222.87 |
| EFT83901 | 25/07/2013 | ACTIV FOUNDATION INC. | RECYCLING OF E-WASTE FROM 22 NOVEMBER 2012 - 30 DECEMBER 2012 | 6,745.20 |
| EFT83902 | 25/07/2013 | AD CONTRACTORS PTY LTD | HEAVY DUTY MACHINERY HIRE | 2,990.00 |
| EFT83903 | 25/07/2013 | AD ENGINEERING PTY LTD | Repairs as required to Speed Detection Trailer | 3,107.50 |
| EFT83904 | 25/07/2013 | ADVERTISER PRINT | 5000 Princess Royal Fortress Brochures | 840.00 |
| EFT83905 | 25/07/2013 | AEG OGDEN (PERTH) PTY LTD | NAIDOC Breakfast with Dr Richard Walley Light Breakfast | 719.95 |
| EFT83906 | 25/07/2013 | AFL SPORTSREADY LTD | APPRENTICE FEES/CASUAL STAFF | 1,189.76 |
| EFT83907 | 25/07/2013 | ALBANY ADVERTISER LTD - NORTH ROAD | COMMUNITY INFORMATION PAGE JUNE 2013 | 2,477.90 |
| EFT83908 | 25/07/2013 | ALBANY INDUSTRIAL SERVICES PTY LTD | SANDY ROCK FOR SOUTH STIRLING REFUSE SITE | 24,753.85 |
| EFT83909 | 25/07/2013 | ALBANY PRINTERS | 24 copies Private Works books | 505.00 |
| EFT83910 | 25/07/2013 | ALBANY V-BELT AND RUBBER | FILTERS/VEHICLE PARTS | 28.19 |
| EFT83911 | 25/07/2013 | ALBANY SWEEP CLEAN | SWEEPING SERVICES 2 & 9 JUNE 2013 | 346.50 |
| EFT83912 | 25/07/2013 | ALBANY INDOOR PLANT HIRE | INDOOR PLANT HIRE | 980.31 |
| EFT83913 | 25/07/2013 | ALBANY POWDER COATERS | Powder Coating of Pool Ladder | 330.00 |
| EFT83914 | 25/07/2013 | ALBANY REFRIGERATION | SCHEDULED PREVENTATIVE MAINTENANCE - JUNE | 880.00 |
| EFT83915 | 25/07/2013 | ALBANY SKIPS AND WASTE SERVICES | SKIP BIN HIRE 14/6/13 | 250.00 |
| EFT83916 | 25/07/2013 | ALBANY OFFICE PRODUCTS DEPOT - NORTH ROAD | STATIONERY SUPPLIES | 657.75 |
| EFT83917 | 25/07/2013 | ALBANY AND REGIONAL VOLUNTEER SERVICE | Volunteer Recruitment seminar registration for Soraya Majidi | 50.00 |
| EFT83918 | 25/07/2013 | ALBANY NETBALL ASSOCIATION | KIDSPORT APPLICATION VOUCHERS | 2,600.00 |
| EFT83919 | 25/07/2013 | ALBANY LEGAL PTY LTD | PROFESSIONAL SERVICES | 2,079.00 |
| EFT83920 | 25/07/2013 | ALBANY ADVERTISER LTD - ALAC | ADVERTISING | 550.00 |

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| EFT83921 | 25/07/2013 | AMITY PAINTING & DECORATING | FOR PAINTING AT UWA AS PER QUOTE | 330.00 |
| EFT83922 | 25/07/2013 | PAPERBARK MERCHANTS | Local stock purchases | 4,590.82 |
| EFT83923 | 25/07/2013 | ARDESS NURSERY | NURSERY SUPPLIES | 70.40 |
| EFT83924 | 25/07/2013 | ATC WORK SMART | CASUAL STAFF/APPRENTICE FEES | 9,212.82 |
| EFT83925 | 25/07/2013 | AUSTRALIA POST | POSTAGE CHARGES | 2,203.15 |
| EFT83926 | 25/07/2013 | AUSTRALIA POST | AGENCY FEES & COMMISSIONS | 192.34 |
| EFT83927 | 25/07/2013 | BAILEYS FERTILISERS | .5 tonne of slow release fertiliser | 2,860.00 |
| EFT83928 | 25/07/2013 | BAREFOOT CLOTHING MANUFACTURERS | Embroidery of City of Albany logo | 5.50 |
| EFT83929 | 25/07/2013 | SOPHIE BEECH | UNIT FEES REIMBURSEMENT - ACCOUNTING | 2,777.00 |
| EFT83930 | 25/07/2013 | BENNETTS BATTERIES | 200L drums of Rubia TIR 15w/40 Engine oil. | 2,226.40 |
| EFT83931 | 25/07/2013 | ALBANY TRAFFIC CONTROL (FORMALLY ADVANCED TRAFFIC MANAGEMENT) | Hours Hire of Traffic Control | 7,034.05 |
| EFT83932 | 25/07/2013 | ALBANY BOBCAT SERVICES | SPREAD GRAVEL AND LIMESTONE ON FIRE ACCESS TRACK AT MT CLARENCE FOR SAFE ACCESS | 6,600.00 |
| EFT83933 | 25/07/2013 | BONSER DESIGN | RE: 1000 COPIES OF WESTERN AUSTRALIA'S SOUTH COAST - ALBANY, DENMARK, MOUNT BARKER AND THE GREAT SOUTHERN REGION SECOND CLAIM | 6,380.00 |
| EFT83934 | 25/07/2013 | BROWNES FOODS OPERATIONS PTY LTD | CATERING SUPPLIES | 168.39 |
| EFT83935 | 25/07/2013 | CARDNO BSD PTY LTD | FOR PROFESSIONAL SERVICES | 11,814.00 |
| EFT83936 | 25/07/2013 | BUNNINGS GROUP LIMITED | SUPPLY OF TIMBER AND FIXINGS AS REQUIRED FOR ARTILLERY SHELTER | 103.50 |
| EFT83937 | 25/07/2013 | C&C MACHINERY CENTRE | VEHICLE MAINTENANCE/PARTS | 84.70 |
| EFT83938 | 25/07/2013 | CAMTRANS ALBANY PTY LTD | Freight of fertiliser | 88.00 |
| EFT83939 | 25/07/2013 | CAMLYN SPRINGS WATER DISTRIBUTORS | WATER CONTAINER REFILLS | 910.00 |
| EFT83940 | 25/07/2013 | STACEY CARTER | FITNESS INSTRUCTOR | 135.00 |
| EFT83941 | 25/07/2013 | J & S CASTLEHOW ELECTRICAL SERVICES | Repair of three federation lights in front of the UWA including a new timer | 4,976.42 |
| EFT83942 | 25/07/2013 | CHARGEBAR PTY LTD | Year one payment for Chargebar rental and maintenance per QU1398287 and QU1398289 | 646.80 |
| EFT83943 | 25/07/2013 | BIS CLEANAWAY LIMITED | RUBBISH REMOVAL CONTRACT | 7,969.49 |
| EFT83944 | 25/07/2013 | COCA-COLA AMATIL PTY LTD | SOFT DRINK FOR ALAC CAFE | 4,155.40 |
| EFT83945 | 25/07/2013 | COLRAY EXHAUST AND TOWBAR | VEHICLE PARTS TUBING & S/FEE | 110.00 |
| EFT83946 | 25/07/2013 | COLES SUPERMARKETS AUSTRALIA PTY LTD | GROCERIES | 147.50 |
| EFT83947 | 25/07/2013 | COURIER AUSTRALIA | FREIGHT FEES | 741.07 |
| EFT83948 | 25/07/2013 | ALBANY SIGNS | REMOVE AND RE-APPLY PRICING TO ENTRY SIGN AT FORTS | 99.00 |
| EFT83949 | 25/07/2013 | AL CURNOW HYDRAULICS | VEHICLE PARTS/MAINTENANCE | 50.38 |
| EFT83950 | 25/07/2013 | LANDGATE - PROPERTY & VALUATIONS | LAND ENQUIRIES | 3,246.95 |
| EFT83951 | 25/07/2013 | JANINE DETERMES | FITNESS INSTRUCTION | 180.00 |
| EFT83952 | 25/07/2013 | JOHN DRUMMOND | REIMBURSEMENTS FOR DOWNPIPE, RIVETS & CLIPS FOR FORTS | 118.53 |
| EFT83953 | 25/07/2013 | EASIFLEET MANAGEMENT | MOTOR VEHICLE LEASE RENTAL/ESP BUREAU FEE/BUREAU FEE REBATE | 4,867.21 |
| EFT83954 | 25/07/2013 | EVERTRANS | Tray backs as per quote Q13030 | 16,060.00 |
| EFT83955 | 25/07/2013 | FAT CATS CARWASH | INTERIOR DETAIL MASSEY FERGUSON TRACTOR | 154.00 |
| EFT83956 | 25/07/2013 | THE FIXUPPERY | WINDOW WASHING | 553.02 |
| EFT83957 | 25/07/2013 | TAMMIE FLOWER | FITNESS INSTRUCTOR | 855.00 |
| EFT83958 | 25/07/2013 | FRANEY & THOMPSON | TIMBER SUPPLIES | 151.80 |
| EFT83959 | 25/07/2013 | FUELS WEST PETROLEUM | Litres DIESEL FUEL | 9,748.31 |
| EFT83960 | 25/07/2013 | GLASS SUPPLIERS | Supply and install double-sided notice board on Mt Clarence | 5,160.65 |
| EFT83961 | 25/07/2013 | GOOD READING MAGAZINE PTY LTD | 100 X LOVE 2 READ AUGUST SPECIAL GOOD READING ISSUE | 368.50 |

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| EFT83962 | 25/07/2013 | GREAT SOUTHERN GROUP TRAINING | CASUAL STAFF APPRENTICES FEES | 746.58 |
| EFT83963 | 25/07/2013 | GREAT SOUTHERN INSTITUTE OF TECHNOLOGY | Course Registration fees | 12,456.50 |
| EFT83964 | 25/07/2013 | GSP WORKFORCE | GARDENING/GROUND SERVICES PROVIDED FOR THE MONTH OF JUNE 2013 | 337.95 |
| EFT83965 | 25/07/2013 | GREAT SOUTHERN ZONE OF WALGA | ANNUAL SUBSCRIPTION 2013/14 | 935.00 |
| EFT83966 | 25/07/2013 | GREAT SOUTHERN SAND AND LANDSCAPING SUPPLIES | CONTRACT C12025 HANRAHAN STAGES 1 & 2 LEACHATE MANAGEMENT WORKS. | 31,158.00 |
| EFT83967 | 25/07/2013 | GREAT SOUTHERN PACKAGING SUPPLIES | CLEANING GOODS | 1,313.19 |
| EFT83968 | 25/07/2013 | GREAT SOUTHERN BEARINGS | WALTERSCHILD PTO SHAFT & YOKE W2400 PIN | 820.60 |
| EFT83969 | 25/07/2013 | CPG RESEARCH AND ADVISORY PTY LTD | Investment advise on CDO holdings, other ADIs, Lehman investments, policy review. | 1,375.00 |
| EFT83970 | 25/07/2013 | HARLEY GLOBAL | Feature survey for Frederick St | 2,550.50 |
| EFT83971 | 25/07/2013 | HAVOC BUILDERS PTY LTD | Being for the making good of the ceiling in the UWA building due to damage from the clock counter-weight | 1,100.00 |
| EFT83972 | 25/07/2013 | CHRISTOPHER HOLDEN | PRINTER INK CARTRIDGES - IT REIMBURSEMENT | 100.44 |
| EFT83973 | 25/07/2013 | JUST SEW EMBROIDERY | EMBROIDERY OF LOGOS ONTO WORKWEAR | 137.50 |
| EFT83974 | 25/07/2013 | KINJARLING INDIGENOUS CORPORATION | MONITORING WORKS BY NATHAN MINITER OF APEX DRIVE - MOUNT CLARENCE MONDAY THE 15/07/2013 | 400.00 |
| EFT83975 | 25/07/2013 | KNOTTS GROUP PTY LTD | PLUMBING REPAIRS/MAINTENANCE | 1,251.66 |
| EFT83976 | 25/07/2013 | LATRO LAWYERS | PROFESSIONAL SERVICES | 738.10 |
| EFT83977 | 25/07/2013 | LEASE CHOICE | MONTHLY LEASE PHOTOCOPIER RICOH V1691100006 | 970.20 |
| EFT83978 | 25/07/2013 | LIFETIME DISTRIBUTORS | All about Australia x 1 | 10.00 |
| EFT83979 | 25/07/2013 | M & B SALES PTY LTD | READICOTE & GOVERNOR PRVACY SET PS | 74.15 |
| EFT83980 | 25/07/2013 | MAGPIES MAGAZINE PTY LTD | SUBSCRIPTION TO MAGPIES - TALKING ABOUT CHILDERN MAGAZINES FOR 1 YEAR (FIVE ISSUES) LIBRARY | 55.00 |
| EFT83981 | 25/07/2013 | SORAYA MAJIDI | ATTENDING WORKSHOP AND LIBRARY BUSINESS - MEAL ALLOWANCE & PARKING | 166.05 |
| EFT83982 | 25/07/2013 | ALBANY CITY MOTORS | PURCHASE OF NEW VEHICLES | 70,292.29 |
| EFT83983 | 25/07/2013 | IAN MCLOUGHLIN | VOIP RESEARCH, EA DISCUSSIONS & IT VISION TRAINING - REIMBURSEMENTS | 320.50 |
| EFT83984 | 25/07/2013 | MCLEODS BARRISTERS & SOLICITORS | PROFESSIONAL SERVICES | 3,499.87 |
| EFT83985 | 25/07/2013 | METROOF ALBANY | M6 X 50 ROOF ZIP CLASS 4 COLOUR 4 COLOUR HEAD | 35.04 |
| EFT83986 | 25/07/2013 | MICROELECTRONIC TECHNICAL SERVICES | TWO WAY RADIO REPAIRS | 1,888.00 |
| EFT83987 | 25/07/2013 | MINORBA GRAZING CO | TIMBER SUPPLIES | 822.80 |
| EFT83988 | 25/07/2013 | MOUNT ROMANCE AUSTRALIA PTY LTD | VISITORS CENTRE MERCHANDISE | 84.45 |
| EFT83989 | 25/07/2013 | MT BARKER COMMUNICATIONS | TWO WAY RADIO REPAIRS | 242.00 |
| EFT83990 | 25/07/2013 | MTD-MAKING THE DIFFERENCE | THE CONFLICT, CRITICISM AND THOSE DIFFICULT PEOPLE WORKSHOP | 1,386.00 |
| EFT83991 | 25/07/2013 | LGIS WORKCARE | INSURANCES | 22,745.80 |
| EFT83992 | 25/07/2013 | LGIS LIABILITY | INSURANCES - WORKERS COMPENSATION CONTRIBUTION | 15,000.00 |
| EFT83993 | 25/07/2013 | PN & ER NEWMAN QUALITY CONCRETE PRODUCTS | Works as per quotation Q13013 Construction of Concrete Loading Dock (South Stirling's Landfill) | 18,491.11 |
| EFT83994 | 25/07/2013 | ALBANY NEWS DELIVERY - ALAC | NEWSPAPER DELIVERIES | 110.76 |
| EFT83995 | 25/07/2013 | NIKANA CONTRACTING PTY LTD | TRANSPORT TO WELLSTEAD TRANSFER STATION TO EMPTY TWO SKIP BINS & RETURN | 1,393.70 |
| EFT83996 | 25/07/2013 | NOVUS AUTOGLASS REPAIRS & REPLACEMENTS | 138Rear right hand window | 220.00 |
| EFT83997 | 25/07/2013 | OCEANIC CORPORATE PSYCHOLOGY | POST TRAUMATIC STRESS SERVICES TWO PEOPLES BAY BUSH FIRE | 5,000.00 |
| EFT83998 | 25/07/2013 | OCS SERVICES PTY LTD | CLEANING SERVICES | 112.00 |
| EFT83999 | 25/07/2013 | OFFICEWORKS SUPERSTORES PTY LTD | 1 X \$250 gift voucher ! X \$150 gift voucher | 400.00 |
| EFT84000 | 25/07/2013 | ORICA AUSTRALIA P/L | CHLORINE SUPPLIES | 322.25 |
| EFT84001 | 25/07/2013 | JOSHUA PEARSON | REIMBURSEMENT FOR TRAINING COURSE | 29.25 |

ATTACHMENT C - 63

| | | | | |
|----------|------------|--|--|-----------|
| EFT84002 | 25/07/2013 | FULTON HOGAN INDUSTRIES | EzStreet Cold Asphalt pothole patch for various wet weather road maintenance repairs | 4,510.00 |
| EFT84003 | 25/07/2013 | PLASTICS PLUS | NATURAL CRATE | 210.10 |
| EFT84004 | 25/07/2013 | ALBANY PLAZA PHARMACY | FIRST AID SUPPLIES | 17.92 |
| EFT84005 | 25/07/2013 | KRISTIE PORTER | FITNESS INSTRUCTION | 315.00 |
| EFT84006 | 25/07/2013 | PRECISION LASER SYSTEMS | BATTERY NIMH RUGBY 300/400/CHARGER RUGBY 300/400 | 396.00 |
| EFT84007 | 25/07/2013 | SUSAN MARY PRICE | Rates refund for assessment A99277 | 68.60 |
| EFT84008 | 25/07/2013 | RAILWAYS FOOTBALL CLUB | KID SPORT APPLICATIONS | 200.00 |
| EFT84009 | 25/07/2013 | REDMOND SAWMILL | 20 X 1.5M ROUGH CUT JARRAH STEPS | 72.00 |
| EFT84010 | 25/07/2013 | REEVES AND COMPANY BUTCHERS PTY LTD | CATERING SUPPLIES | 93.50 |
| EFT84011 | 25/07/2013 | ROBINSON BUILDTECH | CONSTRUCTION OF PADRE WHITE LOOKOUT IN ACCORDANCE WITH C12017. PART 3 | 20,661.43 |
| EFT84012 | 25/07/2013 | ROYAL LIFE SAVING SOCIETY AUSTRALIA | Bronze Medallion & Requal Fees - Griffiths; Hugh; Hodgkinson; Eastough & McCracken | 152.50 |
| EFT84013 | 25/07/2013 | ALBANY SCAFFOLD HIRE | Scaffold erection in the UWA clock tower | 965.88 |
| EFT84014 | 25/07/2013 | SERENITY PARK | DISPOSAL OF ANIMALS | 210.00 |
| EFT84015 | 25/07/2013 | SERVICE IQ | 50% CONFIRMATION DEPOSIR GOT FACILITATION OF 'DESIGN! DELIVER! DELIGHT!' CUSTOMER EXPERIENCE PROFESSIONAL DEVELOPMENT WORKSHOP SCHEDULED FOR TUESDAY 30 JULY TO BE HELD AT VANCOUVER ARTS CENTRE | 990.00 |
| EFT84016 | 25/07/2013 | G & L SHEETMETAL | S/STEEL DRIP TRAY | 38.50 |
| EFT84017 | 25/07/2013 | JADE SHELTON | REPAIRS TO MOBILE USED FOR WORK PURPOSES | 248.95 |
| EFT84018 | 25/07/2013 | SKILL HIRE WA PTY LTD | CASUAL STAFF APPRENTICE FEES | 3,345.65 |
| EFT84019 | 25/07/2013 | SOUTHERN ELECTRICS | REPLACEMENT FLEXIBILE CHLORINE LINE | 2,879.19 |
| EFT84020 | 25/07/2013 | SOUTHERN TOOL & FASTENER CO | HARDWARE SUPPLIES | 159.23 |
| EFT84021 | 25/07/2013 | SOUTHERN REGIONAL MEDICAL GROUP | IMMUNISATIONS | 75.00 |
| EFT84022 | 25/07/2013 | SOUTHWAY DISTRIBUTORS PTY LTD | CATERING SUPPLIES | 3,236.30 |
| EFT84023 | 25/07/2013 | SPEEDO AUSTRALIA PTY LTD | SWIMMING SUPPLIES | 5,426.30 |
| EFT84024 | 25/07/2013 | SUBWAY | CATERING | 325.00 |
| EFT84025 | 25/07/2013 | ALBANY LOCK SERVICE | LOCKSMITH SERVICES,REPAIRS/MAINTENANCE | 16.60 |
| EFT84026 | 25/07/2013 | KENNA SUTHERLAND | AUTO CAD TRAINING | 21.80 |
| EFT84027 | 25/07/2013 | SYNERGY | ELECTRICITY SUPPLIES FOR 102 NORTH ROAD YAKAMIA 6330 FROM 18/6/2013 TO 15/7/2013 | 6,484.25 |
| EFT84028 | 25/07/2013 | T & C SUPPLIES | HARDWARE/TOOL SUPPLIES | 1,316.86 |
| EFT84029 | 25/07/2013 | T & C SUPPLIES (RANGERS) | HARDWARE SUPPLIES | 27.17 |
| EFT84030 | 25/07/2013 | TF D'APRILE MOBILE REPAIRS & MAINTENANCE | REMOVE RUSTED STEEL HYDRAULIC LINE ON FLOAT AND REPLACE FLEXIBLE HYDROLIC HOSE ASS, REFIT TO FLOAT | 909.33 |
| EFT84031 | 25/07/2013 | THINKWATER ALBANY | IRRIGATION SUPPLIES | 7,698.82 |
| EFT84032 | 25/07/2013 | TRUCKLINE | VEHICLE PARTS | 382.70 |
| EFT84033 | 25/07/2013 | TUDOR HOUSE | Supply and deliver fully sown woven poly with clips Australian flag | 170.00 |
| EFT84034 | 25/07/2013 | ALBANY TYREPOWER | TYRE PURCHASES/MAINTENANCE | 613.50 |
| EFT84035 | 25/07/2013 | UHY HAINES NORTON (WA) PTY LTD | INTERNAL AUDIT SERVICES PROVIDED FOR THE 2012/13 YEAR IN ACCORDANCE WITH OUR AGREEMENT + TRAVEL EXPENSES | 20,972.17 |
| EFT84036 | 25/07/2013 | THE UNIVERSITY OF WESTERN AUSTRALIA | Community and Remembrance Professional Development Seminar registration | 85.00 |
| EFT84037 | 25/07/2013 | VANCOUVER WASTE SERVICES (ARMOGEDIN PTY LTD) | GREEN WASTE SERVICES | 15,012.13 |
| EFT84038 | 25/07/2013 | VIGIL ANTISLIP | BEING FOR 24 / 1200 X 80 X 20 NON SLIP YELLOW STAIR NOSING COMMERIAL GRADE PREMIUM COLOUR BOND . | 2,296.80 |

ATTACHMENT C - 64

| | | | | |
|----------|------------|---|---|------------------------|
| EFT84039 | 25/07/2013 | VORGEE PTY LTD | SPORTS SUPPLIES | 2,782.99 |
| EFT84040 | 25/07/2013 | JULIA WARREN | FITNESS INSTRUCTION | 315.00 |
| EFT84041 | 25/07/2013 | ALBANY & GREAT SOUTHERN WEEKENDER | ADVERTISING - TOURIST GUIDE FOR THE MONTH OF JUNE 2013 | 186.12 |
| EFT84042 | 25/07/2013 | WELLSTEAD COMMUNITY RESOURCE CENTRE INC | TELEPHONE CALLS - LOCAL & PRINTING & FAXING | 18.50 |
| EFT84043 | 25/07/2013 | WESTRAC EQUIPMENT PTY LTD | VEHICLE PARTS | 1,376.46 |
| EFT84044 | 25/07/2013 | WA LOCAL GOVERNMENT ASSOCIATION | ADVERTISING | 1,521.56 |
| EFT84045 | 25/07/2013 | LANDMARK LIMITED | 10lts spearhead | 1,353.00 |
| EFT84046 | 25/07/2013 | WESTERN WORK WEAR | Pair of Safety Boots | 180.00 |
| EFT84047 | 25/07/2013 | WOOD AND GRIEVE ENGINEERS | DESIGN FOR WILLYUNG ROAD WIDENING & RECONSTRUCTION (SLK 0.63 -1.76). | 14,961.38 |
| EFT84048 | 25/07/2013 | WREN OIL | WASTE OIL DISPOSAL | 242.00 |
| EFT84049 | 25/07/2013 | ZENITH LAUNDRY | LAUNDRY SERVICES/HIRE | 18.82 |
| EFT84051 | 25/07/2013 | ORIGIN ENERGY | LP GAST DELIVERY - ALAC | 7,651.50 |
| EFT84052 | 25/07/2013 | SOUTHERN REGIONAL MEDICAL GROUP | MEDICAL CERTIFICATE FOR STAFF MEMBER | 75.00 |
| EFT84053 | 29/07/2013 | CHILD AUSTRALIA | PROFESSIONAL DEVELOPMENT WORKSHOP - RESPECTFUL AND ETHICAL BEHAVIOURS FOR EDUCATORS | 176.00 |
| EFT84054 | 31/07/2013 | DEPARTMENT OF PLANNING | FEES FOR DAP APPLICATION P2130219 - CHICKEN FARM | 5,213.00 |
| | | | TOTAL | \$ 2,934,461.61 |

| | | | |
|--------------------------|-----------|-----|--------------|
| Trust | Totalling | -\$ | 52,255.80 |
| Cheques | Totalling | | 60,652.86 |
| Electronic Fund Transfer | Totalling | \$ | 2,934,461.61 |
| Credit Cards | Totalling | \$ | 16,304.63 |
| Payroll | Totalling | \$ | 1,021,190.13 |
| | | \$ | 3,980,353.43 |

| |
|--|
| CSF006: FINANCIAL ACTIVITY STATEMENT – 30 June 2013 |
|--|

Appendices : Financial Activity Statement
Responsible Officer : Executive Director Corporate Services (G Adams)

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

RECOMMENDATION**CSF006: COMMITTEE RECOMMENDATION**

MOVED: COUNCILLOR BOWLES
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED:10-0

CSF006: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Financial Activity Statement for the period ending 30 June 2013.

BACKGROUND

1. The Statement of Financial Activity for the period ending 30 June 2013 has been prepared and is attached.
2. In addition to the statutory requirement to provide Council with a Statement of Financial Activity, the City provides Council with a monthly investment summary to ensure the performance of the investment portfolio is in accordance with anticipated returns and complies with the Investment of Surplus Funds Policy.

DISCUSSION

3. In accordance with section 34(1) of the *Local Government (Financial Management) Regulations 1996*, the City of Albany is required to prepare each month a Statement of Financial Activity reporting on the revenue and expenditure of the local authority.
4. The requirement for local governments to produce a Statement of Financial Activity was gazetted in March 2005 to provide elected members with a greater insight in relation to the ongoing financial performance of the local government.
5. Additionally, each year a local government is to adopt a percentage or value to be used in Statements of Financial Activity for reporting material variances. Variations in excess of \$50,000 are reported to Council.
6. These financial statements are still subject to further yearend adjustments and have not been audited by the appointed auditor.

“Please note that rounding errors may occur when whole numbers are used, as they are in the reports that follow. The ‘errors’ may be \$1 or \$2 when adding sets of numbers. This does not mean that the underlying figures are incorrect.”

STATUTORY IMPLICATIONS

- 7. Section 34 of the *Local Government (Financial Management) Regulations 1996* provides:
 - I. A local government is to prepare each month a statement of financial activity reporting on the source and application of funds, as set out in the annual budget under regulation 22 (1)(d), for that month in the following detail –
 - a. annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);
 - b. budget estimates to the end of the month to which the statement relates;
 - c. actual amounts of expenditure, revenue and income to the end of the month to which the statement relate
 - d. material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - e. the net current assets at the end of the month to which the statement relates.
 - II. Each statement of financial activity is to be accompanied by documents containing –
 - a. an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
 - b. an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - c. such other supporting information as is considered relevant by the local government.
 - III. The information in a statement of financial activity may be shown –
 - a. according to nature and type classification;
 - b. by program; or
 - c. by business unit
 - IV. A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - a. presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - b. recorded in the minutes of the meeting at which it is presented.

FINANCIAL IMPLICATIONS

- 8. Expenditure for the period ending 30 June 2013 has been incurred in accordance with the 2012/13 proposed budget parameters. Details of any budget variation in excess of \$50,000 (year to date) follow. There are no other known events which may result in a material non recoverable financial loss or financial loss arising from an uninsured event.

POLICY IMPLICATIONS

- 9. The City’s 2012/13 Annual Budget provides a set of parameters that guides the City’s financial practices.
- 10. The Investment of Surplus Funds Policy stipulates that the status and performance of the investment portfolio is to be reported monthly to Council.

| | |
|-----------------------------------|----------------------|
| File Number (Name of Ward) | FM.FIR.2 - All Wards |
|-----------------------------------|----------------------|

City of Albany

MONTHLY FINANCIAL REPORT

For the Period Ended 30th June 2013

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Statement of Financial Activity

Note 1 Net Current Funding Position

Note 2 Cash Investments

Note 2A Graphical Representation - Cash Investments

Note 3 Major Variances

DRAFT
UNAUDITED

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

City of Albany
STATEMENT OF FINANCIAL ACTIVITY
(Nature or Type)
For the Period Ended 30th June 2013

| Note | Original Annual Budget | Revised Annual Budget 4 | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) 3 | Var. % (b)-(a)/(b) 3 | |
|--|---------------------------|-------------------------------|----------------------|----------------------|-------------------------|----------------------------|---|
| Operating Revenues | | \$ | \$ | \$ | \$ | % | |
| Grants & Subsidies | 2,732,950 | 1,872,797 | 1,872,797 | 3,975,968 | 2,103,171 | 52.9% | ▲ |
| Contributions, Donations & Reimbursements | 373,610 | 774,713 | 774,713 | 1,104,314 | 329,601 | 29.8% | ▲ |
| Fees and Charges | 14,432,869 | 14,521,262 | 14,521,262 | 15,426,626 | 905,364 | 5.9% | ▲ |
| Interest Earnings | 825,368 | 902,743 | 902,743 | 1,317,234 | 414,491 | 31.5% | ▲ |
| Other Revenue | 115,000 | 107,500 | 107,500 | 78,628 | (28,872) | (36.7%) | |
| Total (Excluding Rates) | 18,479,797 | 18,179,015 | 18,179,015 | 21,902,771 | 3,723,756 | | |
| Operating Expense | | | | | | | |
| Employee Costs | (18,739,930) | (19,113,323) | (19,113,323) | (19,208,695) | (95,372) | (0.5%) | ▲ |
| Materials and Contracts | (14,259,030) | (15,481,719) | (15,481,719) | (14,078,423) | 1,403,296 | 10.0% | ▼ |
| Utilities Charges | (1,729,483) | (1,785,802) | (1,785,802) | (1,574,355) | 211,447 | 13.4% | ▼ |
| Depreciation (Non-Current Assets) | (11,812,900) | (11,812,900) | (11,812,900) | (10,468,025) | 1,344,875 | 12.8% | ▼ |
| Interest Expenses | (909,431) | (909,431) | (909,431) | (892,378) | 17,053 | 1.9% | |
| Insurance Expenses | (722,187) | (722,187) | (722,187) | (672,480) | 49,707 | 7.4% | |
| Loss on Asset Disposal | (269,049) | (269,049) | (269,049) | (275,618) | (6,569) | (2.4%) | |
| Other Expenditure | (1,721,311) | (1,399,182) | (1,399,182) | (1,060,787) | 338,394 | 31.9% | ▼ |
| Less Allocated to Infrastructure | 446,022 | 446,022 | 446,022 | 733,303 | 287,281 | (39.2%) | ▲ |
| Total | (49,717,299) | (51,047,571) | (51,047,571) | (47,497,459) | 3,262,831 | | |
| Contributions for the Development of Assets | | | | | | | |
| Grants & Subsidies | 6,994,797 | 10,712,453 | 10,712,453 | 9,255,856 | (1,456,597) | (15.7%) | ▼ |
| Contributions, Donations & Reimbursements | 2,500,000 | 2,969,480 | 2,969,480 | 931,879 | (2,037,601) | (218.7%) | ▲ |
| Net Operating Result Excluding Rates | (21,742,705) | (19,186,623) | (19,186,623) | (15,406,953) | 5,529,990 | | |
| Funding Balance Adjustment | | | | | | | |
| Add Back Depreciation | 11,812,900 | 11,812,900 | 11,812,900 | 10,468,025 | (1,344,875) | (12.8%) | ▼ |
| Adjust (Profit)/Loss on Asset Disposal | 269,049 | 269,049 | 269,049 | 275,618 | 6,569 | 2.4% | |
| Movement From Current to Non-Current | | | | 65,508 | 65,508 | (100.0%) | |
| Funds Demanded From Operations | (9,660,756) | (7,104,674) | (7,104,674) | (4,597,802) | 4,191,684 | | |
| Capital Revenues | | | | | | | |
| Proceeds from Disposal of Assets | 2,543,100 | 2,110,373 | 2,110,373 | 794,728 | (1,315,645) | (165.5%) | ▼ |
| Total | 2,543,100 | 2,110,373 | 2,110,373 | 794,728 | (1,315,645) | | |
| Acquisition of Fixed Assets | | | | | | | |
| Land and Buildings | (3,487,640) | (1,863,952) | (1,863,952) | (439,153) | 1,424,799 | 324.4% | ▼ |
| Plant and Equipment | (4,522,518) | (4,864,206) | (4,864,206) | (2,743,150) | 2,121,056 | 77.3% | ▼ |
| Furniture and Equipment | (464,700) | (475,235) | (475,235) | (373,259) | 101,976 | 27.3% | ▼ |
| Infrastructure Assets - Roads | (7,726,442) | (7,979,583) | (7,979,583) | (4,628,182) | 3,351,401 | 72.4% | ▼ |
| Infrastructure Assets - Other | (8,207,641) | (12,383,106) | (12,383,106) | (4,151,566) | 8,231,540 | 198.3% | ▼ |
| Total | (24,408,941) | (27,566,082) | (27,566,082) | (12,335,310) | 15,230,772 | | |
| Financing/Borrowing | | | | | | | |
| Debt Redemption | (1,586,608) | (1,586,608) | (1,586,608) | (4,086,606) | (2,499,998) | (61.2%) | ▲ |
| Loan Drawn Down | 0 | 0 | 0 | 2,500,000 | 2,500,000 | (100.0%) | ▲ |
| Profit on Sale of Investments | 0 | 0 | 0 | 2,105,390 | 2,105,390 | 100.0% | ▲ |
| Self-Supporting Loan Principal | 0 | 0 | 0 | 28,519 | 28,519 | 100.0% | |
| Total | (1,586,608) | (1,586,608) | (1,586,608) | 547,303 | 2,133,911 | | |
| Demand for Resources | (33,113,205) | (34,146,991) | (34,146,991) | (15,591,081) | 20,240,723 | | |
| Restricted Funding Movements | | | | | | | |
| Opening Funding Surplus(Deficit) | 2,589,921 | 5,735,963 | 5,735,963 | 5,735,963 | 0 | 0.0% | |
| Transfer from Restricted Funds - Grants | 85,000 | 0 | 0 | 0 | 0 | | |
| Transfer to Reserves | (2,765,935) | (3,332,008) | (3,332,008) | (449,689) | 2,882,319 | 641.0% | ▼ |
| Transfer from Reserves | 6,097,197 | 4,717,233 | 4,717,233 | 0 | (4,717,233) | (100.0%) | ▼ |
| Rate Revenue | 27,107,022 | 27,084,022 | 27,084,022 | 27,062,006 | (22,016) | (0.1%) | |
| Closing Funding Surplus(Deficit) | 0 | 58,219 | 58,219 | 16,757,200 | 18,383,793 | | |

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th June 2013

Note 1: NET CURRENT FUNDING POSITION

| | Positive=Surplus (Negative=Deficit) | | | |
|-------------------------------------|-------------------------------------|--------------------|--------------------|--------------------------|
| | 2012-13 | | | |
| | Note | This Period | Last Period | Same Period Last Year |
| | \$ | \$ | \$ | |
| Current Assets | | | | |
| Cash Unrestricted | 19,524,863 | 16,153,822 | 10,988,176 | |
| Cash Restricted | 10,599,324 | 10,376,799 | 8,049,460 | |
| Receivable - Rates and Rubbish | 1,056,726 | 1,338,751 | 764,990 | |
| Receivables - Other | 1,764,663 | 1,247,806 | 2,182,676 | |
| Accrued Income | 415,908 | | 0 | |
| Prepaid Expenses | 14,044 | 0 | 0 | |
| Investment Land | 1,312,138 | 1,312,138 | 1,705,899 | |
| Stock on Hand | 498,076 | 479,921 | 559,596 | |
| | 35,185,742 | 30,909,236 | 24,250,797 | |
| Less: Current Liabilities | | | | |
| Payables | (6,249,775) | (2,793,866) | (6,026,041) | |
| Accrued Expenses | (64,924) | 0 | 0 | |
| Income in advance | (793,820) | (467,815) | 0 | |
| Provisions | (3,153,823) | (2,772,626) | (2,562,504) | |
| Retentions | (40,767) | (6,849) | 0 | |
| | (10,303,109) | (6,041,156) | (8,588,545) | |
| Add Back: Loans | 2,614,871 | 1,022,055 | 786,606 | |
| Less: Cash Restricted | (9,456,686) | (9,191,990) | (9,006,996) | |
| Restricted Other - Unspent Grants | 0 | 0 | 0 | |
| Self Supporting Loans | 28,519 | 16,331 | 0 | |
| Investment land | (1,312,138) | (1,312,138) | (1,705,899) | |
| Net Current Funding Position | 16,757,200 | 15,402,337 | 5,735,963 | |

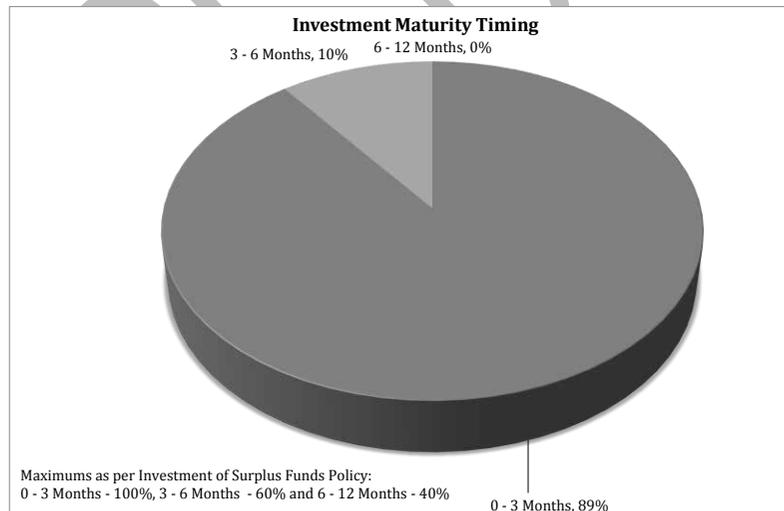
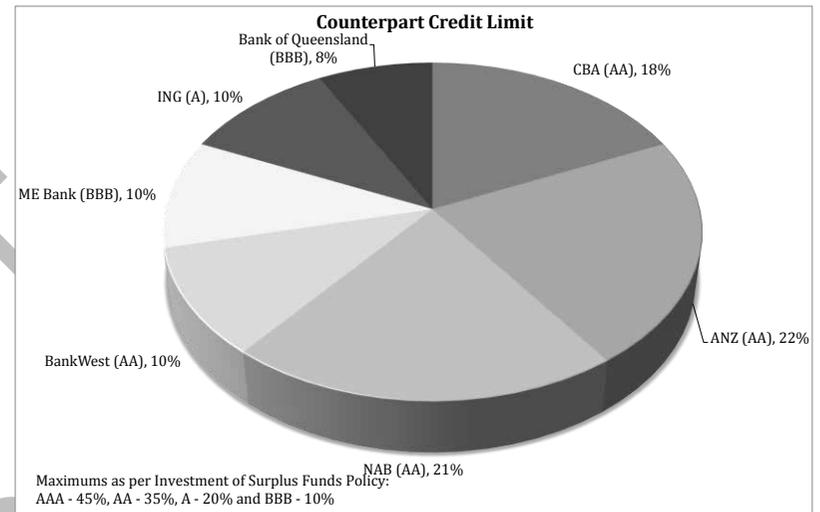
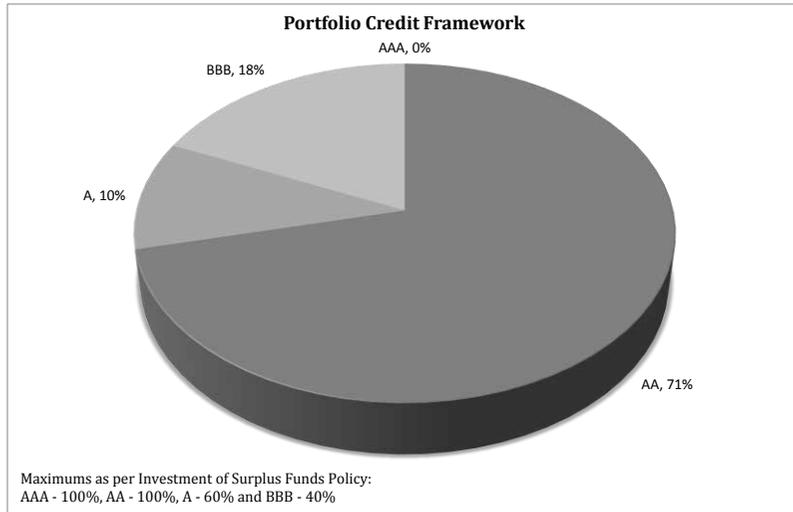
City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th June 2013

Note 2: 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 | | | | | | | | | | | | | | | | | |
| Call 4108 | CBA | AA | 26/02/2013 | 30 | 2.95% | 1,000,000 | 2,425 | 1,000,000 | | | 3.60% | 2.95% | | | | | |
| TD 33768604 | CBA | AA | 7/06/2013 | 30 | 3.72% | 2,000,000 | 6,115 | 2,000,000 | | | 3.95% | 3.72% | | | | | |
| TD 4081410 | BWA | AA | 5/06/2013 | 30 | 3.70% | 2,000,000 | 6,082 | 2,000,000 | | | 4.10% | 3.70% | | | | | |
| TD 5478 | NAB | AA | 6/06/2013 | 30 | 3.20% | 3,000,000 | 7,890 | 3,000,000 | | | 4.35% | 3.20% | | | | | |
| Call 2031 | NAB | AA | 6/02/2013 | 30 | 2.72% | 1,000,000 | 2,233 | 1,000,000 | | | 3.14% | 2.72% | | | | | |
| Call 6654 | ANZ | AA | 21/09/2012 | 30 | 3.15% | 200,000 | 518 | 200,000 | | | 3.11% | 3.15% | | | | | |
| TD 35190 | ME Bank | BBB | 21/06/2013 | 60 | 4.15% | 2,000,000 | 13,644 | 2,000,000 | | | 4.40% | 4.15% | | | | | |
| | | | | | | Subtotal | 11,200,000 | 38,907 | 11,200,000 | - | - | | | 600,000 | 747,905 | (147,905) | |
| Restricted | | | | | | | | | | | | | | | | | |
| Call 4108 | CBA | AA | 31/05/2013 | 30 | 2.95% | 500,000 | 1,212 | 500,000 | | | 3.60% | 2.95% | | | | | |
| TD ING | ING | A | 15/03/2013 | 180 | 4.48% | 2,000,000 | 44,186 | | 2,000,000 | | 4.48% | 4.48% | | | | | |
| TD 99656 | ANZ | AA | 4/06/2013 | 30 | 3.60% | 4,000,000 | 11,836 | 4,000,000 | | | | 3.60% | | | | | |
| TD BoQ4 | Bank of Queensland | BBB | 21/06/2013 | 32 | 3.80% | 1,500,000 | 4,997 | 1,500,000 | | | 4.35% | 3.80% | | | | | |
| | | | | | | Subtotal | 8,000,000 | 62,232 | 6,000,000 | 2,000,000 | - | | | 157,743 | 268,677 | (110,934) | |
| Commercial Securities - CDOs | | | | | | | | | | | | | | | | | |
| Corsair (Kakadu) | Corsair | CCC | 21/12/2009 | | BBSW+1% | 68,750 | - | | | | BBSW+1% | BBSW+1% | | | | | |
| | | | | | | Subtotal | 68,750 | - | - | - | 68,750 | | | | | | |
| | | | | | | Total Funds Invested | 19,268,750 | 101,139 | 17,200,000 | 2,000,000 | 68,750 | | | 757,743 | 1,016,582 | (258,839) | |

City of Albany
 Monthly Investment Report
 For the Period Ended 30th June 2013

Note 2A: GRAPHICAL REPRESENTATION - CASH INVESTMENTS



City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th June 2013

Note 3: MAJOR VARIANCES

| Comments/Reason for Variance in excess of \$50,000 |
|--|
|--|

3.1 OPERATING REVENUE (EXCLUDING RATES)**3.1.1 GRANTS & SUBSIDIES**

Early receipt of 2013/14 General Purpose Grant and Local Roads Grant. This was not budgeted for as this prepayment is not guaranteed to occur each year.

3.1.2 CONTRIBUTIONS, DONATIONS & REIMBURSEMENTS

This variance is due to a number of smaller individual variances. Insurance reimbursements, workers compensation reimbursement and some smaller sundry grant/sponsorship funding being received, not originally budgeted for.

3.1.3 FEES AND CHARGES

With the legislated changes to the airport screening process and increase in passenger levy, there was some degree of uncertainty about the impact this would have on airport usage and revenue. The budgeted revenue was set at the lower end of expectations. This has been exceeded.

3.1.4 INTEREST EARNINGS

Interest earnings on rate instalment payments exceed budget, but similar to last year. Budget estimates for this item are very conservative, due to the uncertainty during budget preparation regarding the interest rate chargeable under amended Local Government regulations being proposed at the time.

3.1.5 OTHER REVENUE

Under variance threshold

3.2 OPERATING EXPENSES**3.2.1 EMPLOYEE COSTS**

After year end adjustments, employee costs just over budget. Reflects the cost shift from the use of contract employment, back to ordinary employer/employee relationship.

3.2.2 MATERIAL AND CONTRACTS

Under budget for year on waste minimisation contract, waste site maintenance, airport security screening. Subject to possible further year end adjustments.

3.2.3 UTILITY CHARGES

Subject to June invoices for electricity and gas. Anticipated to be close to budget.

3.2.4 DEPRECIATION (NON CURRENT ASSETS)

Final year end depreciation allocation not yet completed.

3.2.5 INTEREST EXPENSES

Under variance threshold

3.2.6 INSURANCE EXPENSES

Under variance threshold

3.2.7 LOSS ON ASSET DISPOSAL

Under variance threshold

3.2.8 OTHER EXPENDITURE

No single expense under budget, number of smaller variances. Subject to further year end adjustments.

3.2.9 LESS ALLOCATED TO INFRASTRUCTURE

Additional internal resources used for capital works. Subject to further year end adjustments.

3.3 CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS**3.3.1 GRANTS & SUBSIDIES**

Timing of receipt of capital grants - due to uncertainty over timing, difficult to budget. Receipt likely in 2013/14.

City of Albany
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30th June 2013

Note 3: MAJOR VARIANCES

| Comments/Reason for Variance in excess of \$50,000 |
|--|
|--|

3.3.2 CONTRIBUTIONS, DONATIONS & REIMBURSEMENTS

Year end accounting for subdivision contributions not yet done. Likely to be close to budget.

3.4 CAPITAL REVENUES**3.4.1 PROCEEDS FROM DISPOSAL OF ASSETS**

Most of vehicle purchases carried forward to 2013/14, therefore proceeds not to budget.

3.5 ACQUISITION OF FIXED ASSETS**3.5.1 LAND AND BUILDINGS**

Largely carried forward projects per 2013/14 budget.

3.5.2 PLANT AND EQUIPMENT

Most of vehicle purchases carried forward to 2013/14, therefore proceeds not to budget.

3.5.3 FURNITURE AND EQUIPMENT

Largely carried forward projects per 2013/14 budget.

3.5.4 INFRASTRUCTURE ASSETS - ROADS

Largely carried forward projects per 2013/14 budget.

3.5.5 INFRASTRUCTURE ASSETS - OTHER

Largely carried forward projects per 2013/14 budget.

3.6 FINANCING/BORROWING**3.6.1 DEBT REDEMPTION**

No actual variance - some borrowing refinanced at lower interest rate.

3.6.2 LOAN DRAWN DOWN

No actual variance - some borrowing refinanced at lower interest rate.

3.6.3 PROFIT ON SALE OF INVESTMENTS

Proceeds from Lehmans Bros. CDO repayment.

3.6.4 SELF-SUPPORTING LOAN PRINCIPAL

Under variance threshold

3.7 RESTRICTED FUNDING MOVEMENTS**3.7.1 OPENING FUNDING SURPLUS(DEFICIT)**

Under variance threshold

3.7.2 TRANSFER FROM RESTRICTED CASH FUNDS - GRANTS

Under variance threshold

3.7.3 TRANSFER TO RESERVES

Year end reserves yet to be finalised.

3.7.4 TRANSFER FROM RESERVES

Year end reserves yet to be finalised.

3.8 RATE REVENUE**3.8.1 RATE REVENUE**

Under variance threshold

| |
|---|
| CSF007: DISPOSAL OF RESERVE 33476 TO ADJOINING LANDOWNER |
|---|

| | |
|-------------------------------|---|
| Land Description | : Lot 7333 Reserve 33476 Princess Avenue and Lot 24 No 11 Princess Avenue, Torndirrup |
| Proponent | : Moss Conveyancing on behalf of P A La Bianca; T M Lamont; M L Kingston; and J La Bianca |
| Owner | : P A La Bianca; T M Lamont; M L Kingston; and J La Bianca |
| Responsible Officer(s) | : Executive Director Corporate Services (G Adams) |

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#):

- a. **Key Theme:** 3. A Connected Built Environment.
- b. **Strategic Objective** To develop vibrant neighbourhoods which retain our local character and heritage.
- c. **How We'll Make it Happen**
 1. By providing access to locally-based sporting, recreational, cultural and entertainment facilities and opportunities.
 2. By ensuring that community safety is built into all planning and development initiatives.

IN BRIEF

- Council is request to consider the disposal of Reserve 33476, which is a Public Recreation reserve vested in the City of Albany, to the adjoining owner at Lot 24 No 11 Princess Avenue. This Crown land reserve has been used inadvertently by the adjoining owner for a number of years and it is considered the best option to dispose of the land to this owner, as its size and situation make it unsuitable for the development of a public park.

Maps and Diagrams



RECOMMENDATION

CSF007 : COMMITTEE RECOMMENDATION

MOVED: DEPUTY MAYOR ATTWELL
SECONDED: COUNCILLOR DUFTY

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED:10-0

CSF007 : RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

1. **AGREES** to revoke the management order for Reserve 33476 held by the City of Albany pursuant to section 50 of the Land Administration Act 1997;
2. **REQUESTS** that, pursuant to sections 51 and 74 of the *Land Administration Act 1997*, the Minister for Lands cancel Reserve 33476 and dispose of the land to the City of Albany, under the provisions of the Government Land Policy – Section 20A Public Recreation Reserves;
3. **AGREES** to pay the land costs associated with the section 20A disposal of this Reserve 33476;
4. **RESOLVES** to dispose of the land to the adjoining landowner at Lot 24 No 11 Princess Avenue on the condition that the land is amalgamated with their current title;
5. **DELEGATES** authority to the Executive Director Corporate Services, subject to no objections being received during the required public consultation period, to forward this request to the Minister for Lands and to finalise all dealings on this matter in conjunction with the Department for Lands and the owners of Lot 24 No 11 Princess Avenue.

BACKGROUND

1. The City received a counter query from the owner of Lot 24 No 11 Princess Avenue, Torndirrup, as this owner had discovered that part of the land contained within the fence line of their property was not in their ownership. The owner has been actively using this land area as part of their residential garden and advised that they were not aware that it was a Crown reserve.
2. The subject land is Reserve 33476, which is a 'C' Class reserve vested in the City of Albany for the purposes of "Public Recreation". This reserve was given up in 1975 as the 10% public open space contribution when the land at the corner of Princess Avenue and Frenchman Bay Road was subdivided to create 9 residential lots. This reserve has a land area of 1092m².
3. The owner of Lot 24 No 11 Princess Avenue has subsequently amalgamated four of these lots to create their current landholding with an area of 4257m².

DISCUSSIONSubject Land

4. While the subject owner was not aware that this land was a Crown Reserve, the City has also not been actively maintaining this land. There is no fence line between Reserve 33476 and Lot 24 No 11 Princess Avenue.

5. While the private use of Crown land should not be encouraged, it is recognised that in actively using this land, the owners of Lot 24 No 11 Princess Avenue have maintained this reserve and minimised any fire risk.

Private Use of City Managed Reserves

6. The City has previously investigated a number of instances where Crown land reserves under the City's control are being used for private purposes. This has led to the development of a draft management plan which suggests a rating scale for the significance of the various encroachments and the appropriate responses to these situations.
7. At present, this draft document has not been presented to Council, as the means for implementing the various recommended actions are being determined. Both the draft management plan and the implementation plan will be presented to Council for consideration. However, the draft management plan does allow for situations where Crown land may be surplus to the City's requirements and disposal to adjoining owners could be considered.

Section 20A Public Recreation Reserves Policy

8. As Reserve 33476 is a Crown Reserve, its potential disposal comes under the jurisdiction of the Department of Lands and their Government Land Policy "Section 20A Public Recreation Reserves Policy" would apply.

Note: The reference to a section 20A reserve refers to the section of the previous Town Planning and Development Act 1928, which stated that on a plan of subdivision, any land shown on a diagram or plan as being reserved for the purpose of recreation shall be vested in the Crown without the payment of any fee or the need to transfer that land. These recreation reserves are known as "20A reserves" because that is the basis on how they were transferred to the Crown.

9. The Department has advised that it would be willing to consider the disposal of Reserve 33476 to the City, under the Section 20A Public Recreation Reserves Policy. The land would then be held in freehold title by the City and the City could then sell the land to the subject owner.
10. In this circumstance, the City would gain the profits from the land sale, which could then be used to either purchase replacement public open space in a more appropriate location or for capital improvements to other recreation reserves in the general locality.
11. The Section 20A Public Recreation Reserves Policy requires that a Local Government justify the disposal of the public recreation land, providing the reasons for wanting to dispose of the land.
12. The Section 20A Public Recreation Reserves Policy also carries requirements regarding public consultation and financial arrangements which will be addressed in later sections of this report.

Liveable Neighbourhoods

13. The Western Australian Planning Commission's Liveable Neighbourhoods is the policy against which the development of urban areas is assessed. Element 4 of this policy deals with Public Parkland. This document notes that in the past, some public open space has been inconveniently located, inappropriately sized or poorly designed from a safety point of view.
14. While Reserve 33476 was created prior to the implementation of the Liveable Neighbourhoods policy, the Section 20A disposal guidelines requires that a local government justify the disposal of public open space. Accordingly, this Reserve 33476 has been assessed against Liveable Neighbourhoods.
15. While this policy provides for local parks with land areas up to 3000m², this Reserve 33476 would not meet the other objectives with regard to parkland frontage and surveillance. The policy states that the layout and design of a subdivision surrounding public open space should minimise potential problems relating to personal and property security, vandalism and visual amenity. Reserve 33476 has frontage to Princess Avenue, though it is bound to the west by land zoned for Rural purposes. None of the adjoining residents have frontage to or have active surveillance of the subject reserve.
16. The Liveable Neighbourhoods Policy also states that local parks should be provided for local children's play, as resting places, to allow pedestrian connectivity, to create a sense of place and can be responsive to specific site requirements. The subject Reserve 33476 does not currently meet any of these objectives and while it could be developed as a small children's play area, it would only serve a small number of nearby residents.
17. While the surrounding residential land is currently zoned 'Residential Development' under the Town Planning Scheme No 3, it is proposed to be zoned 'Residential R1' under the draft Local Planning Scheme No 1. Under this density coding, minimum lot sizes of 1 hectare are required. It could be argued that at this density of development, the value of a small local park is diminished, particularly in view of needs that have been identified in the nearby Little Grove area.
18. The City's assessment of parkland in urban areas has identified that Little Grove currently has an under-supply of public open space and finance is needed to both purchase additional land and to further develop the existing parks. The profits that may arise from the disposal of Reserve 33476 could be directed to improve open space provision and development in the adjoining residential area of Little Grove.

Future Land Use

19. Based on the size and situation of Reserve 33476, the nature of surrounding development and that it does not meet many of the objectives of public open space, as defined by State Policy, it is considered that the best option would be to dispose of this land to the adjoining landowner.

20. While it is recommended that this land be disposed to the adjoining owner, it is suggested that it be on the condition that the land is amalgamated with their land at Lot 24 No 11 Princess Avenue, at the owner's expense. The City would not like to create an undesirable precedent where the public land is sold to this owner for their own financial gain. It is preferred that this disposal process occurs only to rectify the situation where public land is being used for private purposes.
21. While the subject landowner has indicated that they are willing to purchase Reserve 33476, should the City not be able to secure a Contract of Sale, this land could be sold as an independent property.
22. It is noted that, should the land not be disposed, while the subject owner would be required to remove all fixtures and fittings that may be installed on the land, there would be no onus on the owner to develop this land as a public park. This would be at the expense of the City.

GOVERNMENT & PUBLIC CONSULTATION

23. Preliminary discussions with the Department for Lands on the proposed disposal of Reserve 33476 have occurred and this Department has verbally agreed that this reserve does not serve a significant community benefit as public open space.
24. The Department for Lands has indicated that they would support any request to the Minister for Lands to dispose this Reserve, though it has stated a preference to dispose of the land to the City, allowing the City to then manage the disposal of the land to the subject owner and then providing the financial benefit directly to the City.
25. Initial discussions have occurred with the subject landowner to determine their willingness to purchase the subject Reserve 33476. This owner has been advised of the valuation prepared for the subject land and indicated a willingness to proceed with its purchase. This 20A disposal process was not initiated until it was clear the subject owner was willing to consider the purchase of the subject land.
26. The provisions of the Section 20A Public Recreation Reserves Policy Statement require that public consultation be undertaken, including the signposting of the reserve, advertising in local newspapers and canvassing of nearby landowners.
27. Should Council support the recommendation of this report, the public consultation processes will be initiated. If objections to the proposal are received, a further item will be presented to Council for consideration.

STATUTORY IMPLICATIONS

28. Section 18 of the *Land Administration Act 1997* states that a person shall not deal with interest in Crown Land or lease or licence Crown land without the prior approval of the Minister of Lands.
29. Section 50 of the *Land Administration Act 1997* allows the Minister for Lands to revoke a management order for a Crown Reserve where the management body agrees that it should be revoked. The City of Albany is the management body for the subject reserve.

30. Section 51 of the *Land Administration Act 1997* allows the Minister for Lands to cancel a reserve.
31. Section 74 of the *Land Administration Act 1997* allows the Minister for Lands to sell Crown land.
32. Section 20A of the previous *Town Planning and Development Act 1928* stated that on a plan of subdivision, any land shown on a diagram or plan as being reserved for the purpose of recreation (or any other public use) shall be vested in the Crown without the payment of any fee or the need to transfer that land.
33. In enacting the above provisions of the *Land Administration Act 1997*, the Department for Regional Development and Lands will have regard to the Government Land Policy Manual, which includes Policy 04.01.05 Section 20A Public Recreation Reserves. The Policy sets the considerations, process and financial arrangements for the disposal of 20A reserves and has been detailed in relevant sections throughout this item.
34. Under the current Town Planning Scheme No 3 and future Local Planning Scheme No 1, the subject reserve is designated as a Reserve for Parks and Recreation. If this land is to be disposed for private use, it would be best for this land to be similarly zoned for Residential purposes. It is understood that once the new Scheme is gazetted, an omnibus scheme amendment will be initiated to correct various anomalies. It is suggested that if this proposal is supported by Council, this property could be rezoned as part of that action.

POLICY IMPLICATIONS

35. There are no City of Albany policy implications relative to this item. Those State Government policy implications relevant to this item are detailed in the Discussion section of the report.

RISK IDENTIFICATION & MITIGATION

36. The risk identification and categorisation relies on the City's Risk Management Framework:

| Risk | Likelihood | Consequence | Risk Rating | Mitigation |
|--|-------------------|--------------------|--------------------|--|
| <i>If this proposal is not supported, the City would be required to cease the private use of public land and would then be responsible for the maintenance and development of this land.</i> | <i>Possible</i> | <i>Minor</i> | <i>Medium</i> | <i>Council supports the recommendation to seek the disposal of Reserve 33476 to the City and the subsequent sale of the land to the adjoining landowner.</i> |

FINANCIAL IMPLICATIONS

37. The Section 20A Public Recreation Reserves Policy states that the disposal of a 20A reserve to local government shall be on the basis of payment to the Department of Regional Development and Lands of \$500 or 5% of the unimproved market value, as advised by the Valuer General, whichever is the greater.
38. While the unimproved market value cannot be determined until such time as the formal request is sent to the Department for Lands and they initiate a valuation through the Valuer General, an initial valuation has been sought by the City.
39. The valuation assumes that the land will be amalgamated with Lot 24 No 11 Princess Avenue and on this basis, it has been given a value of \$68,000.
40. The action of obtaining the freehold title of Reserve 33476 may cost the City in the order of \$7,000 plus administrative and legal costs and any associated fees (estimated total \$10,000). However, it would then be sold to the adjoining landowner for an estimated amount of \$68,000, resulting in a profit to the City of \$58,000.
41. The Section 20A Public Recreation Reserves Policy states that any net financial gain arising from the sale of public open space must be held in Trust by a local government. The City currently maintains a Trust for public open space contributions. Any profit from this land sale would be placed in this Trust for future expenditure on public open space land or facilities and the City must provide Audit Certificates to the Department on how the proceeds have been applied.

LEGAL IMPLICATIONS

42. Should Council not support the disposal of Reserve 33476, the City has an obligation to take action on the illegal private use of public land. The *Local Government (Uniform Local Provisions) Regulations 1996* and the *City of Albany Local Government Property Local Law 2001* provides sufficient basis for the Council to ask that the landowner cease using the land and remove all improvements on the land.

ENVIRONMENTAL CONSIDERATIONS

43. Detailed in the discussion section of the report.

ALTERNATE OPTIONS

44. Council may:
 - a. Pursue the disposal of Reserve 33476 so that it then owns the land in freehold title and it can then be disposed to the adjoining landowner, allowing the financial gain to be used for future public open space improvements in the surrounding locality; or
 - b. Retain Reserve 33476 as a public park and seek that the adjoining landowner ceases using this land for private purposes.

SUMMARY CONCLUSION

- 45. Reserve 33476 is currently being used as part of the adjoining private property at Lot 24 No 11 Princess Avenue. The land is not currently on a size, situation or amenity to provide a significant benefit to the community as public open space.
- 46. The City has discussed this matter with the Department for Lands and it generally supports the disposal of this reserve so that the City owns it in freehold title and it may then be managed as it wishes. This action may cost the City approximately \$10,000 in land purchase and processing costs, however the subsequent sale of the land would result in an approximate financial gain of \$58,000 which could then be used for future public open space improvements or land purchase in the general locality.
- 47. If the land is not disposed, the City must take action to stop the private use of this public land and the City would then be responsible for its maintenance and future development of Reserve 33476.
- 48. Given the poor situation of this land relative to the broader residential community, it is recommended that Council pursue the disposal of Reserve 33476, allowing its subsequent disposal to the adjoining landowner for amalgamation with their title at Lot 24 No 11 Princess Avenue.

| | | |
|-----------------------------------|---|--|
| Consulted References | : | Land Administration Act 1997 Government Land Policy Manual Planning and Development Act 2005 |
| File Number (Name of Ward) | : | A40193 |
| Previous Reference | : | No previous references |

| |
|--|
| CSF008: NEW LEASE – MILAN ZAKLAN – AIRPORT HANGAR SITE 15 – ALBANY REGIONAL AIRPORT |
|--|

| | |
|-------------------------------|--|
| Land Description | : Portion of Lot 213 on Diagram 94445 and the whole of the land contained in Certificate of Title Volume 2158 Folio 588 at 35615 Albany Highway, Drome |
| Proponent | : Milan Zaklan |
| Owner | : City of Albany |
| Attachments | : Nil |
| Responsible Officer(s) | : Executive Director Corporate Services (G Adams) |

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

1. This item relates directly to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

Key Theme: *Civic Leadership.*

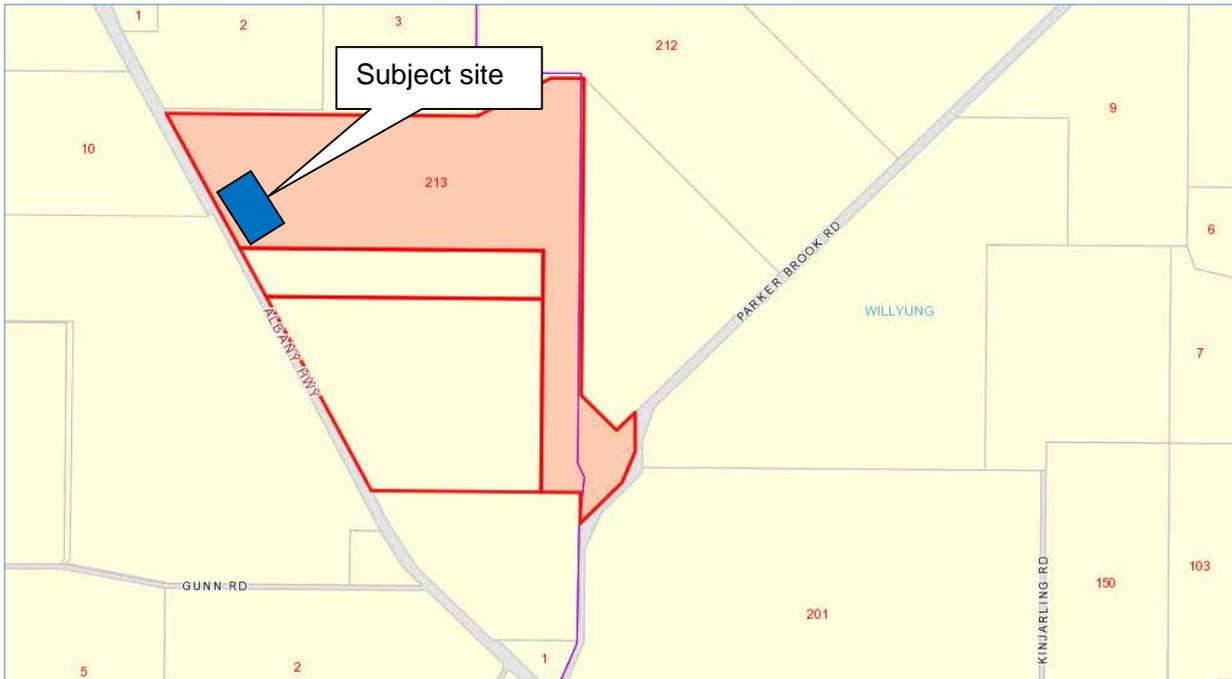
Strategic Objective: *5.1 to establish and maintain sound business and governance structures.*

Strategic Initiative: *5.1.2 Systems Development and Improvement: Improve leased property management.*

IN BRIEF

- Council is requested to consider Mr Milan Zaklan request for a new lease over the area he currently occupies being hangar site 15, Albany Regional Airport at 35615 Albany Highway, Drome.
- Lease term being 3 years with an option for a further 7 year term for the purpose of airport hangar for airport hangarage only.
- Lease request proposal complies with the 2012 Albany Regional Airport Master Plan recommendations.

Maps and Diagrams



RECOMMENDATION

CSF008: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR SUTTON

SECONDED: COUNCILLOR HOLDEN

That the Responsible Officer Recommendation be ADOPTED.

CARRIED:10-0

CSF008: RESPONSIBLE OFFICER RECOMMENDATION

That Council **APPROVE** the request from Mr Milan Zaklan for a new lease for hangar site 15 at the Albany Regional Airport on portion of Lot 213 on Diagram 94445 at 35615 Albany Highway Drome, subject to:

1. Lease term being 3 years commencing 1 May 2013, with an option for a further 7 year term.
2. Lease rental fee being determined by a current market valuation provided by a licensed Valuer.
3. Lease rent being reviewed by current market valuation every three years with Consumer Price Index applied for intervening years.
4. Lease area being approximately 225 square metres.
5. Lease purpose being Aircraft hangar for aircraft hangarage only.
6. Section 3.58 of the *Local Government Act 1995* advertising requirements.
7. All costs associated with the preparation, execution and completion of the Deed of Lease being payable by the Lessee.
8. All costs associated with the ongoing operations of the lease premises being payable by the Lessee.
9. Lease being consistent with Council Policy – Property Management – Leases and Licences.

BACKGROUND

2. In April 1993 the former Shire of Albany granted a new lease for hangar site 15, an area of approximately 225 square metres at the Albany Regional Airport to Mr Milan Zaklan for the purpose of airport hangar for airport hangarage only.
3. Hangar site 15 is located on portion of Lot 213 which is City of Albany owned freehold and adjacent to the Airport Terminal.
4. As there had been a degree of uncertainty regarding the term outlined in the earlier hangar leases, legal advice was sought and determined the term to be 20 years with no option for a further term.
5. At Ordinary Council Meeting 19 August 2008, Council resolved to limit hangar leases to a maximum term of 20 years. All hangar Lessees were informed of the resolution and how this would affect their individual leases.
6. On the 18 February 2013 the City wrote to the Mr Zaklan informing him the current lease was due to expire on the 30 April 2013, and requested Mr Zaklan to advise the City of his intentions with regard to applying for a new lease over hangar site 15.
7. On the 21 March 2013 the City received a request from Mr Milan Zaklan for a new lease over hangar site 15, the area he has occupied since April 1993, for a term of 3 years with an option for a further 7 year term commencing 1 May 2013.
8. The Lessee continues to occupy the leased area on a holding over basis as a month to month tenant. The conditions of the tenancy preserve the obligations of the lease, except in respect to the term of the lease.

9. Lease request proposal complies with the 2012 Albany Regional Airport Master Plan recommendations.

DISCUSSION

10. In October 2010 the City's lawyers developed a standard lease for Airport hangar sites. Since this time, the City has provided a copy of the proposed draft deed of lease to Lessees for their review.
11. The City received feedback from the Lessees and after extensive discussions the lease was amended to address a number of concerns. However, the Lessees advise they still had outstanding concerns regarding some lease provisions and requested that the City consider these matters.
12. In March 2013 City staff including Executive Director Corporate Services and Manager responsible for the Airport, met with hangar Lessee representatives to discuss their concerns regarding the proposed standard hangar site lease and the 2012 Airport Master Plan.
13. The City taking into consideration the Lessees concerns and as a gesture of goodwill addressed each matter as follows:
 - a. Clause 5.1 (c) Common Areas: The Lessees disagreed with the provision that Lessees pay their proportion of costs towards the maintenance of hangar common areas, should this be required.
Outcome: The City would consider the requirement for the common area clause with a view to removing this clause and all consequential references from the lease.
 - b. Clause 17 Relocation: The Lessees disagreed with Lessee costs associated with relocating hangars or vacating hangar sites should the City require the site.
Outcome: The City would investigate and seek legal advice to amend the clause to reflect:
 - i. Should the City require relocation for legislative requirements such as an Airport security upgrade then the Lessee would be liable for costs of relocation.
 - ii. Should the City require relocation or vacant possession for reasons other than for legislative requirements the City will be liable for such costs.
 - c. Schedule Item 4 Rent: The Lessees challenged the market ground rental valuation provided by a licensed Valuer determining the rent of \$9.50 per square metre plus GST.
Outcome: The City offered to cover the costs associated with undertaking a second market rental valuation using a licensed Valuer nominated by the Lessees to further consider the rent for hangar site leases.
 - d. Airport Master Plan: Lessees sought more information on the impact of the proposed 2012 Airport Master Plan.
Outcome: The City provided clarification on the Airport Master Plan.
14. A second valuation was undertaken by licensed Valuer Aon Risk Solutions, Global Risk Consulting Valuation Services on the 6 June 2013, which determined a market ground rental valuation of \$7.50 per square metre plus GST for airport hangar site.
15. The City has considered both valuations provided by licensed Valuers, Opteon (Albany and Great Southern WA) and Aon Risk Solutions, Global Risk Consulting Valuation Services. The City agrees to adopt Aon market valuation rent, being \$7.50 per square metre plus GST for all airport hangar leases currently being negotiated.

16. The Lessee has occupied hangar site 15 for the past twenty years and has met the obligations of the previous lease, including meeting a (fixed) rental rate of \$306.00 per annum.
17. City of Albany Building Licence 10307 was issued on the 19 April 1993 to Mr Zaklan approving the construction of hangar 15.
18. The Lessee maintains the hangar building and infrastructure upon the leased area at no cost to Council.
19. The rental for the 225 square metre lease area will be \$1,687.50 plus GST per annum.
20. Lease rent reviews will be set with market valuations at three year intervals with Consumer Price Index, All Groups (Perth) determining rental increases per annum for the intervening years.
21. The Lessee will be responsible for all maintenance, insurance and utilities for the Leased Premises.
22. The proposed new lease will be negotiated in line with Council's Policy – Property Management – Leases and Licences.

GOVERNMENT & PUBLIC CONSULTATION

23. No Government consultation is required as lease area is located within City of Albany owned freehold land.
24. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased land and buildings. The Act requires the following:
 - a. A local government must give local public notice of the proposed lease inviting submissions from the public, for a period of two weeks.
 - b. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.
 - c. A local government can then proceed with the lease.
25. The proposed new lease will be advertised to comply with the requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

26. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased land and buildings.
27. Under the City's Town Planning Scheme Number 3, the subject land is zoned "Rural", the existing use of hangar was approved in 1993 under Building Licence 10307 and under delegation, in accordance with the Scheme.
28. The Western Australia Planning Commission (WAPC) has not been consulted with regard to the proposed new lease as per Section 136 of the *Planning and Development Act*, as no comment is required from WAPC when a lease term does not exceed twenty years.

POLICY IMPLICATIONS

- 29. Council adopted a revised Property Management – Leases and Licences Policy in September 2012.
- 30. The Policy aims to ensure that all requests for leases and licences will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
- 31. The recommendation is consistent with Council Policy – Property Management – Leases and Licences.

RISK IDENTIFICATION & MITIGATION

32. The risk identification and categorisation relies on the City's Risk Management Framework:

| Risk | Likelihood | Consequence | Risk Rating | Mitigation |
|---|-------------------|--------------------|--------------------|--|
| <i>Council does not approve a new lease – reputational loss to the City</i> | <i>Unlikely</i> | <i>Minor</i> | <i>Low</i> | <i>Seek to negotiate terms to Council satisfaction. Collaborate with prospective Lessee to reach a mutually agreeable outcome.</i> |
| <i>Council does not approve a new lease – loss of rental income in short term</i> | <i>Possible</i> | <i>Moderate</i> | <i>Medium</i> | <i>Seek to negotiate terms to Council satisfaction. Collaborate with prospective Lessee to reach a mutually agreeable outcome.</i> |

FINANCIAL IMPLICATIONS

- 33. The new lease rental determined by a current market valuation provided by licensed Valuer, Aon Risk Solutions, will be \$1,687.50 plus GST per annum, with rent reviews in line with Council's Policy – Property Management – Leases for this category of lease agreement.
- 34. The new lease rental will be directed to COA 138130 Income – Airport Lease Rents.
- 35. All costs associated with the preparation, execution and completion of the new lease documentation including but not limited to legal, advertising, survey and valuation will be borne by the Lessee.

LEGAL IMPLICATIONS

- 36. The proposed Deed of Lease will be prepared by the City's lawyers.

ENVIRONMENTAL CONSIDERATIONS

- 37. Nil.

ALTERNATE OPTIONS

- 38. Council may:
 - a. Approve the request for a new lease; or
 - b. Decline the request.
- 39. Should Council decline the request, the Lessee would be required to vacate the leased premises and find an alternate location to store the aircraft.
- 40. The Lessee would within three months of expiration of the lease be required to remove fixtures and fittings and if the City of Albany directs remove hangar and structures erected on the leased premises and restore the area at the Lessee’s cost.
- 41. If Lessee fails to remove the improvements as directed by the City of Albany, the improvements will become the property of the City of Albany.
- 42. Council could then invite expressions of interest to lease this site with Council considering any new lease for the vacant premises.

SUMMARY CONCLUSION

- 43. The current Lessee is seeking a new lease over hangar site 15, for a period of 3 years with an option for a further 7 year term for the purpose of airport hangar for airport hangarage only.
- 44. The Lessee has occupied this site since 1993.
- 45. The Lessee has met the obligations of the previous lease including payment of rent and outgoings, at no cost to Council.
- 46. The lease request proposal complies with the 2012 Albany Regional Airport Master Plan recommendations.
- 47. The lease request to allow Mr Milan Zaklan to continue to lease hangar site 15 at the Albany Regional Airport, is supported.

| | |
|-----------------------------------|---|
| Consulted References | <ul style="list-style-type: none"> • Council Policy – Property Management – Leases and Licences 2012 • <i>Local Government Act 1995 – Section 3.58</i> • <i>Planning and Development Act – Section 136</i> |
| File Number (Name of Ward) | PRO171, A160535 (Kalgan Ward) |
| Previous Reference | OCM 19/08/2008 Item 13.3.1 |

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|--|
| CSF009: MELCHIOR PHILIPP BISER AND JULIE ANN BISER – AIRPORT HANGAR SITE 12 – ALBANY REGIONAL AIRPORT |
|--|

| | |
|-------------------------------|--|
| Land Description | : Portion of Lot 213 on Diagram 94445 and the whole of the land contained in Certificate of Title Volume 2158 Folio 588 at 35615 Albany Highway, Drome |
| Proponent | : Melchior Philipp Biser and Julie Ann Biser |
| Owner | : City of Albany |
| Attachments | : Nil |
| Responsible Officer(s) | : Executive Director Corporate Services (G Adams) |

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

1. This item relates directly to the following elements of the City of Albany Strategic Community Plan 2023 and Corporate Business Plan 2013-2017:

Key Theme: *Civic Leadership.*

Strategic Objective: *5.1 to establish and maintain sound business and governance structures.*

Strategic Initiative: *5.1.2 Systems Development and Improvement: Improve leased property management.*

IN BRIEF

- Council is requested to consider a new lease for Mr Melchior Philipp Biser and Mrs Julie Ann Biser over the area they currently occupy being hangar site 12, Albany Regional Airport at 35615 Albany Highway, Drome.
- Lease term being 10 years with an option for a further 10 year term for the purpose of airport hangar for airport hangarage only.
- Lease request proposal complies with the 2012 Albany Regional Airport Master Plan recommendations.

Maps and Diagrams

**CSF009: COMMITTEE RECOMMENDATION**

**MOVED: COUNCILLOR CALLEJA
SECONDED: COUNCILLOR BOWLES**

That the Responsible Officer Recommendation be ADOPTED.

CARRIED:10-0

CSF009: RESPONSIBLE OFFICER RECOMMENDATION

That Council APPROVE the request from Mr Melchior Philipp Biser and Mrs Julie Ann Biser for a new lease for hangar site 12 at the Albany Regional Airport on portion of Lot 213 on Diagram 94445 at 35615 Albany Highway Drome, subject to:

- 1. Lease term being 10 years commencing 1 April 2013, with an option for a further 10 year term.**
- 2. Lease rental fee being determined by a current market valuation provided by a licensed Valuer.**
- 3. Lease rent being reviewed by current market valuation every three years with Consumer Price Index applied for intervening years.**
- 4. Lease area being approximately 300 square metres.**
- 5. Lease purpose being Aircraft hangar for aircraft hangarage only.**
- 6. Section 3.58 of the *Local Government Act 1995* advertising requirements.**
- 7. All costs associated with the preparation, execution and completion of the Deed of Lease being payable by the Lessee.**
- 8. All costs associated with the ongoing operations of the lease premises being payable by the Lessee.**
- 9. Lease being consistent with Council Policy – Property Management – Leases and Licences.**

BACKGROUND

2. In April 1993 the former Shire of Albany granted a new lease for hangar site 12, an area of approximately 300 square metres at the Albany Regional Airport to LW Sugg for the purpose of airport hangar for airport hangarage only.
3. Hangar site 12 is located on portion of Lot 213 which is City of Albany owned freehold and adjacent to the Airport Terminal.
4. The lease was assigned to Colin Hinkley as of 1 December 2005. The lease was further assigned to Melchior Philipp Biser and Julie Ann Biser, the current Lessee, on 29 June 2008 for the remainder of the term. The lease expired on 31 March 2013.
5. As there had been a degree of uncertainty regarding the term outlined in the earlier hangar leases, legal advice was sought and determined the term to be 20 years with no option for a further term.
6. At Ordinary Council Meeting 19 August 2008, Council resolved to limit hangar leases to a maximum term of 20 years. All hangar Lessees were informed of the resolution and how this would affect their individual leases.
7. On the 8 January 2013 the City wrote to the Lessee informing them the current lease was due to expire on the 31 March 2013, and requested the Lessee to advise the City of their intentions with regard to applying for a new lease over hangar site 12.
8. On the 11 January 2013 the City received a request from Mr and Mrs Biser for a new lease over hangar site 12, the area they currently occupy, for a term of 10 years with an option for a further 10 year term.
9. The Lessee continues to occupy the leased area on a holding over basis as a month to month tenant. The conditions of the tenancy preserve the obligations of the lease, except in respect to the term of the lease.
10. The lease request proposal complies with the 2012 Albany Regional Airport Master Plan recommendations.

DISCUSSION

11. In October 2010 the City's lawyers developed a standard lease for Airport hangar sites. Since this time, the City has provided a copy of the proposed draft Deed of Lease to Lessees for their review.
12. The City received feedback from the Lessees and after extensive discussions the lease was amended to address a number of concerns. However, the Lessees advised they still had outstanding concerns regarding some lease provisions and requested that the City further consider these matters.

13. In March 2013 City staff including Executive Director Corporate Services and Manager responsible for the Airport, met with hangar Lessee representatives to discuss their concerns regarding the proposed standard hangar site lease and the 2012 Airport Master Plan.
14. The City taking into consideration the Lessees concerns and as a gesture of goodwill addressed each matter as follows:
- a. Clause 5.1 (c) Common Areas: The Lessees disagreed with the provision that Lessees pay their proportion of costs towards the maintenance of hangar common areas, should this be required.
Outcome: The City will consider the requirement for the common area clause with a view to removing this clause and all consequential references from the lease.
 - b. Clause 17 Relocation: The Lessees disagreed with tenant's costs associated with relocating hangars or vacating hangar sites should the City require the site.
Outcome: The City will investigate and seek legal advice to amend the clause to reflect:
 - i. **Should the City require relocation for legislative requirements such as an Airport security upgrade then the Lessee would be liable for costs of relocation.**
 - ii. **Should the City require relocation or vacant possession for reasons other than for legislative requirements the City will be liable for such costs.**
 - c. Schedule Item 4 Rent: The Lessees challenged the market ground rental valuation provided by a licensed Valuer determining the rent of \$9.50 per square metre plus GST.
Outcome: The City offered to cover the costs associated with undertaking a second market rental valuation using a licensed Valuer nominated by the Lessees to further consider the rent for hangar site leases.
 - d. Airport Master Plan: Lessees sought more information on the impact of the proposed 2012 Airport Master Plan.
Outcome: The City provided clarification on the Airport Master Plan.
15. A second valuation was undertaken by licensed Valuer Aon Risk Solutions, Global Risk Consulting Valuation Services on the 6 June 2013, which determined a market ground rental valuation of \$7.50 per square metre plus GST for airport hangar site.
16. The City has considered both valuations provided by licensed Valuers, Opteon (Albany and Great Southern WA) and Aon Risk Solutions, Global Risk Consulting Valuation Services. The City agrees to adopt Aon market valuation rent, being \$7.50 per square metre plus GST for all airport hangar leases currently being negotiated.
17. The Lessee has occupied hangar site 12 for over four years and has met the obligations of the previous lease, including meeting a (fixed) rental rate of \$408.00 per annum.

18. In February 2010 the Lessee sought approval from the City of Albany as Landlord to extend the hangar structural size. Approval was granted subject to all other approvals being obtained including, but not limited to, City of Albany Planning Scheme Consent and Building permit being issued.
19. Following all required approvals being obtained an extension to the hangar on site 12 was completed in November 2010.
20. The Lessee maintains the hangar building and infrastructure upon the leased area at no cost to Council.
21. The new rental for the 300 square metre lease will be \$2,250.00 plus GST per annum.
22. Lease rent reviews will be set with market valuations at three year intervals with Consumer Price Index, All Groups (Perth) determining rental increases per annum for the intervening years.
23. The Lessee will be responsible for all maintenance, insurance and utilities for the Leased Premises.
24. The proposed new lease will be negotiated in line with Council's Policy – Property Management – Leases and Licences.

GOVERNMENT & PUBLIC CONSULTATION

25. No Government consultation is required as lease area is located within City of Albany owned freehold land.
26. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased land and buildings. The Act requires the following:
 - a. A local government must give local public notice of the proposed lease inviting submissions from the public, for a period of two weeks.
 - b. Any submissions are to be considered by Council and their decision with regard to those submissions, to be recorded in the minutes.
 - c. A local government can then proceed with the lease.
27. The proposed new lease will be advertised to comply with the requirements of Section 3.58 of the *Local Government Act 1995*.

STATUTORY IMPLICATIONS

28. Section 3.58 of the *Local Government Act 1995* defines the requirements for the disposal of property, including leased land and buildings.
29. Under the City's Town Planning Scheme Number 3, the subject land is zoned "Rural", the existing use of hangar was approved in 1993 under Building Licence 10272 and more recently in 2010 under Building Permit 300761 under delegation, in accordance with the Scheme.
30. The Western Australia Planning Commission (WAPC) has not been consulted with regard to the proposed new lease as per Section 136 of the *Planning and Development Act* as no comment is required from WAPC when a lease term does not exceed twenty years.

POLICY IMPLICATIONS

31. Council adopted a revised Property Management – Leases and Licences Policy in September 2012.
32. The Policy aims to ensure that all requests for leases and licences will be treated in a fair and equitable manner using open and accountable methodology and in line with statutory procedures.
33. The recommendation is consistent with Council Policy – Property Management – Leases and Licences.

RISK IDENTIFICATION & MITIGATION

34. The risk identification and categorisation relies on the City's Risk Management Framework:

| Risk | Likelihood | Consequence | Risk Rating | Mitigation |
|---|-------------------|--------------------|--------------------|--|
| <i>Council does not approve a new lease – reputational loss to the City</i> | <i>Unlikely</i> | <i>Minor</i> | <i>Low</i> | <i>Seek to negotiate terms to Council satisfaction. Collaborate with prospective Lessee to reach a mutually agreeable outcome.</i> |
| <i>Council does not approve a new lease – loss of rental income in short term</i> | <i>Possible</i> | <i>Moderate</i> | <i>Medium</i> | <i>Seek to negotiate terms to Council satisfaction. Collaborate with prospective Lessee to reach a mutually agreeable outcome.</i> |

FINANCIAL IMPLICATIONS

- 35. The new lease rental will be determined by a current market valuation provided by licensed Valuer, Aon Risk Solutions, will be \$2,250.00 plus GST per annum, with rent reviews in line with Council's Policy – Property Management – Leases for this category of lease agreement.
- 36. The new lease rental will be directed to COA 138130 Income – Airport Lease Rents.
- 37. All costs associated with the preparation, execution and completion of the new lease documentation including but not limited to legal, advertising, survey and valuation will be borne by the proponent.

LEGAL IMPLICATIONS

- 38. The proposed Deed of Lease will be prepared by the City's lawyers.

ENVIRONMENTAL IMPLICATIONS

- 39. Nil

ALTERNATE OPTIONS

- 40. Council may:
 - a. Approve the request for a new lease; or
 - b. Decline the request.
- 41. Should Council decline the request, the Lessee would be required to vacate the leased premises and find an alternate location to store the aircraft.
- 42. The Lessee would within three months of expiration of the lease be required to remove fixtures and fittings and if the City of Albany directs remove hangar and structures erected on the leased premises and restore the area at the Lessee's cost.
- 43. If Lessee fails to remove the improvements as directed by the City of Albany, the improvements will become the property of the City of Albany.
- 44. Council could then invite expressions of interest to lease this site with Council considering any new lease for the vacant premises.

SUMMARY CONCLUSION

- 45. The current Lessee is seeking a new lease over lease over hangar site 12, for a term of 10 years with an option for a further 10 year term for the purpose of airport hangar for airport hangarage only.
- 46. The Lessee has occupied this site for the past five years.

- 47. The Lessee has met the obligations of the previous lease including payment of rent and outgoings, at no cost to Council.
- 48. The lease request proposal complies with the 2012 Albany Regional Airport Master Plan recommendations.
- 49. The lease request to allow Mr Melchior Philipp Biser and Mrs Julie Ann Biser to continue to lease hangar site 12 at the Albany Regional Airport, is supported.

| | |
|-----------------------------------|---|
| Consulted References | <ul style="list-style-type: none"> • Council Policy – Property Management – Leases and Licences • <i>Local Government Act 1995</i> • <i>Planning and Development Act</i> |
| File Number (Name of Ward) | PRO173, A160517 (Kalgan Ward) |
| Previous Reference | OCM 19/08/2008 Item 13.3.1 |

CSF010: RATE DEBT WRITE OFF REPORT AS AT 30 JUNE 2013

Proponent : City of Albany
Attachment : Rates Debt Write Off Report
Responsible Officer(s): : Executive Director Corporate Services (G Adams)

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

RECOMMENDATION

CSF010: COMMITTEE RECOMMENDATION

THAT the Responsible Officers Recommendation be ADOPTED.

CARRIED: 10-0

CSF010: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Rates Debt Write Off Report as at 30 June 2013.



DELEGATED AUTHORITY

RATE DEBT WRITE OFF REPORT

Delegation: Financial: Write Off of Monies Owing (Write Off Debts)

Adopted: OCM 18/09/2012 Item 1.1

Function: Authority to:

- (1) Waive, grant concessions or write off any amount of money owed to the City, pursuant to the *Local Government Act 1995*, Section 6.12(1).
- (2) Write off any amount of money, including rate debts 'penalty interest' where the cost of recovering the debt will be greater than the actual debt.
- (3) Appoint persons to administer any or all of the above functions.

Conditions:

- (1) General: maximum \$10,000. Rates Officers: limited \$1,500.
- (2) The full details of the waiver, concession or write off to be recorded on the appropriate financial record and a report being provided to the Audit & Finance Committee on a bi-annual basis on the exercise of this delegation.

Note: Audit & Finance Committee replaced by Corporate Services and Finance Committee.

Rate Debt Write Off balances as at 30 June 2013 totalling \$3,127.37

| Assessment | Amount | Assessment | Amount | Assessment | Amount |
|------------|--------|------------|--------|------------|--------|
| A100024 | 0.22 | A105894 | 0.38 | A110049 | 0.90 |
| A10007 | 1.07 | A105907 | 1.69 | A11009 | 0.11 |
| A100105 | 0.13 | A10615 | 0.07 | A110427 | 2.06 |
| A100218 | 0.13 | A106238 | 0.54 | A110594 | 0.08 |
| A100272 | 0.10 | A106288 | 0.65 | A111186 | 0.43 |
| A100943 | 1.90 | A106292 | 0.54 | A111429 | 0.11 |
| A101080 | 0.45 | A106391 | 1.10 | A111708 | 0.10 |
| A101521 | 0.11 | A106602 | 0.59 | A111744 | 0.08 |
| A101670 | 0.10 | A106828 | 0.20 | A112057 | 0.92 |
| A102177 | 1.71 | A107000 | 0.10 | A112075 | 0.78 |
| A102226 | 1.36 | A107113 | 1.71 | A112160 | 1.75 |
| A102424 | 0.11 | A107208 | 0.01 | A112188 | 0.12 |
| A102721 | 0.22 | A10732 | 0.67 | A112403 | 0.20 |
| A102799 | 0.77 | A107393 | 0.39 | A112499 | 0.02 |
| A103197 | 0.77 | A107442 | 0.50 | A112601 | 1.72 |
| A103309 | 1.29 | A10782 | 1.14 | A112750 | 0.25 |
| A103593 | 0.38 | A107951 | 0.21 | A113045 | 0.02 |
| A103656 | 0.07 | A108165 | 0.08 | A113289 | 7.34 |

| | |
|---------|------|
| A103917 | 0.60 |
| A104216 | 0.29 |
| A104383 | 0.71 |
| A104743 | 0.96 |
| A104761 | 0.10 |
| A104793 | 0.02 |
| A105335 | 0.93 |
| A10548 | 0.08 |
| A114439 | 2.79 |
| A114510 | 0.37 |
| A114524 | 0.84 |
| A11455 | 1.20 |
| A114556 | 0.75 |
| A114803 | 0.33 |
| A115053 | 1.13 |
| A115067 | 0.22 |
| A115184 | 0.10 |
| A115364 | 1.03 |
| A115463 | 1.93 |
| A115774 | 0.19 |
| A115936 | 1.80 |
| A115968 | 0.10 |
| A116041 | 1.41 |
| A116073 | 0.63 |
| A116087 | 0.74 |
| A116370 | 1.98 |
| A116627 | 0.01 |
| A116825 | 1.03 |
| A117007 | 1.63 |
| A11734 | 0.08 |
| A117679 | 0.83 |
| A117750 | 0.63 |
| A117859 | 0.19 |
| A118095 | 0.74 |
| A118667 | 0.10 |
| A118982 | 0.48 |
| A119079 | 1.07 |
| A119259 | 0.15 |
| A119308 | 0.19 |
| A11950 | 1.12 |
| A119506 | 1.21 |
| A119560 | 1.38 |
| A119821 | 0.10 |
| A119920 | 0.29 |
| A120294 | 0.66 |
| A120492 | 0.38 |

| | |
|---------|------|
| A108476 | 1.13 |
| A108660 | 0.03 |
| A108723 | 0.77 |
| A108822 | 0.48 |
| A109090 | 1.97 |
| A109347 | 0.10 |
| A109838 | 0.47 |
| A110021 | 0.57 |
| A122054 | 0.19 |
| A12213 | 0.19 |
| A122301 | 0.04 |
| A122329 | 0.47 |
| A122446 | 0.28 |
| A12245 | 0.21 |
| A122464 | 0.37 |
| A122496 | 0.37 |
| A122644 | 0.15 |
| A122955 | 0.57 |
| A123632 | 0.74 |
| A123745 | 0.13 |
| A123939 | 1.70 |
| A124369 | 1.14 |
| A124468 | 0.43 |
| A124521 | 0.58 |
| A125082 | 0.66 |
| A125109 | 0.43 |
| A125258 | 1.21 |
| A125410 | 0.43 |
| A125456 | 0.19 |
| A125523 | 0.03 |
| A125749 | 0.84 |
| A125767 | 0.84 |
| A126232 | 0.35 |
| A126296 | 1.74 |
| A126935 | 0.95 |
| A127266 | 0.84 |
| A12736 | 0.48 |
| A12768 | 0.13 |
| A127856 | 0.06 |
| A12803 | 0.85 |
| A128042 | 1.45 |
| A12821 | 0.53 |
| A128529 | 1.13 |
| A128975 | 0.81 |
| A129490 | 0.06 |
| A129729 | 0.97 |

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|---------|------|
| A113293 | 1.33 |
| A113504 | 0.11 |
| A113518 | 0.21 |
| A113833 | 0.50 |
| A11392 | 0.07 |
| A114128 | 0.92 |
| A114358 | 1.18 |
| A114411 | 1.34 |
| A132330 | 0.30 |
| A132376 | 0.05 |
| A132704 | 0.60 |
| A132817 | 1.78 |
| A133251 | 1.20 |
| A13332 | 0.66 |
| A133625 | 0.15 |
| A133891 | 0.17 |
| A133904 | 0.29 |
| A134992 | 0.48 |
| A135205 | 0.79 |
| A135304 | 1.04 |
| A135390 | 0.51 |
| A135516 | 0.12 |
| A135584 | 0.24 |
| A135633 | 0.98 |
| A135926 | 0.37 |
| A136180 | 0.12 |
| A136423 | 0.38 |
| A136441 | 1.17 |
| A136720 | 0.33 |
| A136770 | 0.01 |
| A136914 | 0.07 |
| A136978 | 0.08 |
| A137281 | 0.25 |
| A137538 | 0.72 |
| A137641 | 0.22 |
| A137817 | 0.14 |
| A13788 | 0.05 |
| A138396 | 0.29 |
| A138869 | 0.90 |
| A139221 | 0.49 |
| A139352 | 0.12 |
| A139483 | 0.03 |
| A139677 | 0.44 |
| A139960 | 0.03 |
| A140365 | 1.31 |
| A140595 | 0.54 |

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|---------|------|
| A120636 | 1.57 |
| A120753 | 0.71 |
| A120834 | 1.17 |
| A120965 | 1.65 |
| A120997 | 0.51 |
| A121034 | 0.41 |
| A121525 | 1.70 |
| A121539 | 1.23 |
| A121674 | 0.02 |
| A121804 | 0.33 |
| A142422 | 1.73 |
| A142652 | 0.50 |
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| A14582 | 0.51 |
| A145838 | 1.05 |
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| A147157 | 1.07 |
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| A147260 | 0.86 |
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| A158548 | 1.04 |
| A15863 | 1.04 |

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| A141763 | 0.10 |
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| A166375 | 0.59 |

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| A168559 | 0.23 |
| A1692 | 1.27 |
| A169286 | 1.98 |
| A170055 | 0.09 |
| A17015 | 1.17 |
| A170172 | 0.56 |
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| A172261 | 0.79 |
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| A181397 | 0.19 |
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| A181545 | 0.32 |
| A181559 | 0.37 |
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| A167638 | 0.05 |
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| A167737 | 0.03 |
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| A167903 | 1.59 |
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| A184898 | 1.41 |
| A184997 | 0.60 |
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| A185066 | 0.34 |
| A185084 | 1.47 |
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| A18558 | 0.17 |
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| A185741 | 0.07 |
| A185769 | 1.06 |
| A185985 | 0.44 |
| A186103 | 1.76 |
| A186149 | 0.05 |
| A186284 | 0.06 |
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| A186577 | 0.04 |
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| A187088 | 0.39 |
| A187321 | 0.09 |
| A187371 | 0.68 |
| A187646 | 0.37 |
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| A17344 | 0.02 |
| A173461 | 0.02 |
| A173623 | 0.84 |
| A173687 | 1.53 |
| A173704 | 1.28 |
| A17506 | 0.02 |
| A176322 | 1.61 |
| A176340 | 0.37 |
| A176845 | 1.35 |
| A177013 | 0.16 |
| A190144 | 0.14 |
| A190261 | 0.50 |
| A190275 | 1.94 |
| A190572 | 0.65 |
| A190603 | 0.18 |
| A190653 | 0.02 |
| A191015 | 0.22 |
| A191065 | 0.56 |
| A191097 | 0.93 |
| A191114 | 0.21 |
| A191231 | 1.75 |
| A191344 | 0.91 |
| A19140 | 0.13 |
| A191740 | 0.19 |
| A192229 | 0.20 |
| A192382 | 0.51 |
| A192495 | 0.38 |
| A192508 | 0.43 |
| A192580 | 1.84 |
| A192968 | 1.95 |
| A192990 | 1.45 |
| A193041 | 0.29 |
| A193299 | 1.97 |
| A193302 | 0.29 |
| A193564 | 1.77 |
| A193578 | 1.74 |
| A19370 | 0.77 |
| A193794 | 0.01 |
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| A194192 | 1.21 |
| A194223 | 1.43 |
| A194237 | 0.59 |

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| A182795 | 0.71 |
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| A183288 | 0.58 |
| A183305 | 0.11 |
| A183418 | 0.32 |
| A183468 | 1.66 |
| A183729 | 0.63 |
| A183733 | 1.07 |
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| A183864 | 0.90 |
| A196506 | 1.44 |
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| A196637 | 0.29 |
| A196740 | 0.31 |
| A196835 | 0.26 |
| A196984 | 0.16 |
| A197003 | 0.30 |
| A197067 | 13.21 |
| A197071 | 0.98 |
| A197215 | 0.03 |
| A197247 | 1.13 |
| A197297 | 1.31 |
| A197332 | 0.29 |
| A197396 | 1.68 |
| A197445 | 0.30 |
| A197607 | 0.11 |
| A197639 | 0.25 |
| A197661 | 0.16 |
| A197738 | 1.71 |
| A198168 | 0.15 |
| A19825 | 1.41 |
| A198267 | 1.52 |
| A198708 | 0.65 |
| A198889 | 0.71 |
| A198906 | 1.96 |
| A199075 | 1.01 |
| A199629 | 0.13 |
| A199732 | 0.12 |
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| A199877 | 0.29 |
| A199912 | 0.76 |
| A199930 | 0.16 |

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| A18837 | 0.14 |
| A188571 | 0.21 |
| A188620 | 0.77 |
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| A188666 | 1.89 |
| A188913 | 0.19 |
| A189014 | 1.14 |
| A189258 | 0.95 |
| A189361 | 0.77 |
| A189410 | 0.15 |
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| A19005 | 0.13 |
| A190063 | 0.33 |
| A20216 | 0.84 |
| A202434 | 0.29 |
| A20248 | 0.15 |
| A202939 | 0.13 |
| A203094 | 1.52 |
| A203107 | 0.29 |
| A203256 | 0.29 |
| A203288 | 0.29 |
| A203305 | 0.15 |
| A203486 | 0.57 |
| A203517 | 0.41 |
| A203521 | 1.96 |
| A203549 | 0.29 |
| A203553 | 0.03 |
| A203567 | 0.90 |
| A203571 | 0.29 |
| A203602 | 1.71 |
| A203616 | 0.29 |
| A203620 | 0.29 |
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| A203747 | 0.05 |
| A203765 | 0.29 |
| A203779 | 0.29 |
| A203783 | 0.29 |
| A203800 | 0.78 |
| A204028 | 0.73 |
| A20414 | 0.60 |
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| A204343 | 0.70 |
| A204389 | 0.03 |
| A204488 | 0.21 |
| A204519 | 0.04 |

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| A194598 | 0.42 |
| A195009 | 1.13 |
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| A195360 | 0.30 |
| A19550 | 1.09 |
| A195798 | 0.22 |
| A195950 | 0.28 |
| A195996 | 0.05 |
| A196083 | 0.54 |
| A196245 | 0.50 |
| A196281 | 0.44 |
| A196358 | 0.65 |
| A196394 | 0.10 |
| A20707 | 0.22 |
| A207123 | 0.84 |
| A207286 | 1.18 |
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| A207402 | 0.50 |
| A20775 | 1.23 |
| A208111 | 7.83 |
| A208125 | 0.31 |
| A208242 | 0.55 |
| A208599 | 0.15 |
| A208701 | 0.69 |
| A208882 | 0.05 |
| A209208 | 0.95 |
| A209587 | 0.88 |
| A209654 | 0.13 |
| A210239 | 0.65 |
| A210437 | 0.12 |
| A21056 | 0.56 |
| A21074 | 0.76 |
| A210865 | 0.28 |
| A210900 | 0.28 |
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| A211114 | 0.79 |
| A211326 | 0.63 |
| A211407 | 0.31 |
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| A211605 | 0.19 |
| A211619 | 0.19 |
| A211623 | 1.11 |
| A211655 | 1.11 |

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| A200052 | 1.70 |
| A200101 | 0.08 |
| A200129 | 0.20 |
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| A20054 | 0.08 |
| A200593 | 0.10 |
| A200660 | 1.01 |
| A20068 | 0.74 |
| A200705 | 0.10 |
| A20090 | 0.11 |
| A201040 | 0.01 |
| A201090 | 0.04 |
| A201171 | 0.31 |
| A201252 | 1.86 |
| A201711 | 0.90 |
| A214778 | 0.97 |
| A214881 | 0.43 |
| A214944 | 0.07 |
| A214976 | 0.68 |
| A215342 | 1.84 |
| A215374 | 1.87 |
| A215554 | 0.05 |
| A215590 | 0.08 |
| A215603 | 0.53 |
| A215946 | 1.35 |
| A215996 | 1.23 |
| A216146 | 1.61 |
| A216209 | 0.16 |
| A217314 | 1.57 |
| A217562 | 0.80 |
| A217639 | 0.15 |
| A217738 | 0.16 |
| A217891 | 3.58 |
| A218334 | 1.25 |
| A21844 | 0.99 |
| A218613 | 0.73 |
| A21911 | 0.75 |
| A219160 | 0.70 |
| A219174 | 0.70 |
| A219188 | 0.70 |
| A21925 | 1.82 |
| A219368 | 0.57 |
| A219372 | 316.04 |
| A219552 | 1.43 |
| A219598 | 0.62 |

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| A205016 | 0.55 |
| A205066 | 0.59 |
| A205296 | 52.88 |
| A205359 | 0.03 |
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| A205624 | 0.19 |
| A205638 | 0.81 |
| A205917 | 0.35 |
| A206216 | 0.42 |
| A206220 | 0.48 |
| A206234 | 1.69 |
| A206365 | 0.50 |
| A206383 | 0.82 |
| A206397 | 1.07 |
| A206464 | 1.94 |
| A221454 | 0.03 |
| A221472 | 0.14 |
| A221486 | 0.14 |
| A22189 | 1.42 |
| A222389 | 1.01 |
| A222438 | 1.44 |
| A22260 | 0.01 |
| A222929 | 0.04 |
| A222947 | 1.11 |
| A223048 | 0.56 |
| A223052 | 0.56 |
| A223377 | 0.90 |
| A223395 | 0.72 |
| A223494 | 1.20 |
| A223818 | 0.87 |
| A223890 | 0.58 |
| A224509 | 1.22 |
| A224955 | 1.94 |
| A225169 | 0.51 |
| A22517 | 1.30 |
| A23078 | 0.03 |
| A23537 | 0.55 |
| A23852 | 0.45 |
| A24147 | 1.78 |
| A24264 | 0.81 |
| A24309 | 0.60 |
| A24494 | 0.57 |
| A24606 | 1.07 |
| A24741 | 0.03 |
| A24886 | 0.14 |

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| A211673 | 0.19 |
| A212148 | 0.29 |
| A212247 | 0.29 |
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| A212409 | 0.29 |
| A212445 | 0.29 |
| A212544 | 2.07 |
| A212558 | 1.51 |
| A212594 | 0.29 |
| A212693 | 0.29 |
| A212706 | 1.41 |
| A21286 | 0.53 |
| A212990 | 0.81 |
| A213861 | 1.05 |
| A214057 | 0.06 |
| A214061 | 0.72 |
| A214714 | 0.15 |
| A28109 | 0.53 |
| A28145 | 0.75 |
| A28591 | 1.19 |
| A28668 | 0.21 |
| A28686 | 1.67 |
| A29016 | 0.02 |
| A29070 | 0.65 |
| A29656 | 0.24 |
| A29953 | 1.98 |
| A30312 | 0.28 |
| A30772 | 1.07 |
| A30821 | 0.21 |
| A31102 | 1.18 |
| A31265 | 1.88 |
| A31481 | 1.19 |
| A31611 | 1.89 |
| A31742 | 0.14 |
| A31990 | 0.01 |
| A32302 | 0.46 |
| A32348 | 1.73 |
| A32433 | 1.87 |
| A32924 | 1.23 |
| A33142 | 0.89 |
| A3349 | 0.09 |
| A33647 | 0.01 |
| A33809 | 0.02 |
| A33895 | 1.16 |
| A33944 | 1.90 |

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| A219782 | 0.93 |
| A219895 | 0.57 |
| A220010 | 0.02 |
| A220038 | 0.35 |
| A220056 | 1.73 |
| A220092 | 0.51 |
| A220105 | 0.70 |
| A220254 | 0.24 |
| A220317 | 0.29 |
| A220321 | 0.21 |
| A220597 | 0.05 |
| A220795 | 0.09 |
| A220844 | 1.82 |
| A220911 | 0.39 |
| A221125 | 1.93 |
| A221319 | 0.25 |
| A221387 | 0.07 |
| A37451 | 0.84 |
| A37528 | 0.76 |
| A37550 | 0.59 |
| A37582 | 0.80 |
| A37627 | 0.65 |
| A38061 | 0.18 |
| A38174 | 1.80 |
| A38188 | 1.54 |
| A38205 | 0.96 |
| A38223 | 0.02 |
| A38273 | 0.50 |
| A38584 | 0.14 |
| A38647 | 0.05 |
| A38881 | 1.65 |
| A39081 | 0.02 |
| A39112 | 0.12 |
| A39162 | 1.42 |
| A39310 | 0.02 |
| A39437 | 0.01 |
| A39487 | 0.61 |
| A39851 | 0.68 |
| A39964 | 0.01 |
| A40242 | 1.49 |
| A40468 | 0.48 |
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| A40715 | 0.20 |
| A40896 | 0.05 |
| A40977 | 0.12 |

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| A25086 | 0.46 |
| A25559 | 1.23 |
| A26600 | 1.60 |
| A26628 | 0.62 |
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| A27076 | 0.49 |
| A27143 | 0.09 |
| A27238 | 0.03 |
| A27337 | 1.57 |
| A27418 | 0.22 |
| A27553 | 1.40 |
| A27666 | 0.12 |
| A27797 | 0.12 |
| A27864 | 0.93 |
| A27913 | 0.64 |
| A27963 | 0.58 |
| A28096 | 0.46 |
| A44583 | 0.11 |
| A44777 | 0.18 |
| A44862 | 0.05 |
| A4503 | 0.50 |
| A4535 | 0.28 |
| A45373 | 0.22 |
| A45864 | 0.09 |
| A45995 | 0.05 |
| A46523 | 1.99 |
| A46654 | 0.33 |
| A46997 | 0.11 |
| A47363 | 0.47 |
| A4751 | 0.31 |
| A48040 | 0.42 |
| A48202 | 1.07 |
| A48482 | 0.26 |
| A48496 | 0.10 |
| A48545 | 0.96 |
| A4882 | 0.46 |
| A48842 | 1.00 |
| A48923 | 0.03 |
| A49024 | 1.23 |
| A49551 | 0.06 |
| A49565 | 0.41 |
| A49583 | 0.84 |
| A49759 | 0.12 |
| A4995 | 0.23 |
| A49993 | 0.82 |

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| A34077 | 0.14 |
| A34081 | 0.14 |
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| A34752 | 1.41 |
| A34847 | 0.12 |
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| A35312 | 0.02 |
| A3583 | 8.20 |
| A35984 | 0.46 |
| A36102 | 0.26 |
| A36116 | 1.19 |
| A36431 | 1.73 |
| A36625 | 1.47 |
| A36819 | 0.59 |
| A37087 | 0.22 |
| A37253 | 1.91 |
| A37302 | 0.03 |
| A53970 | 0.63 |
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| |
|---|
| CSF011: GENERAL DEBTORS DEBT WRITE OFF REPORT AS AT 30 JUNE 2013 |
|---|

Proponent : City of Albany
Attachment : General Debtors Debt Write Off Report
Responsible Officer(s): : Executive Director Corporate Services (G Adams)

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

RECOMMENDATION

| |
|---|
| CSF011: COMMITTEE RECOMMENDATION |
|---|

MOVED: COUNCILLOR GREGSON
SECONDED: COUNCILLOR DOWLING

THAT the Responsible Officers Report be ADOPTED.

CARRIED:10-0

| |
|--|
| CSF011: RESPONSIBLE OFFICERS RECOMMENDATION |
|--|

THAT Council:

1. **RECEIVE the General Debtors Debt Write Off Report as at 30 June 2013**
2. **AUTHORISE the write off of \$40,949.57 being for a Liquidated Trading Debtor. Noting the liquidator's report implies little or no chance of recovery of outstanding amount as the City of Albany is an unsecured Creditor.**

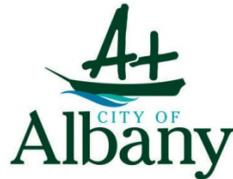
Note: The identify of trading company was given verbally to the Committee as this detail is covered under Confidential Cover, in accordance with s5.23(2)(b) and (e, iii)) of the Local Government Act 1995, being: The personal affairs of any person and a matter if disclosed, would reveal information about the financial affairs of a person.

Reason:

A final liquidators report has been received, which states little or no chance of recovery of outstanding amount as the City of Albany is an unsecured Creditor.

Statutory Implication

Local Government Act 1995, s6.12. A local government may write of any money amount of money which is owed to the local government. ***Absolute Majority Required.**



DELEGATED AUTHORITY

GENERAL DEBTORS DEBT WRITE OFF REPORT

Delegation: Financial: Write Off of Monies (Write Off Debts)

Adopted: OCM 18/09/2012 Item 1.1

Function: Authority to:

- (1) Waive, grant concessions or write off any amount of money owed to the City, pursuant to the *Local Government Act 1995*, Section 6.12(1).
- (2) Write off any amount of money, where the cost of recovering the debt will be greater than the actual debt.
- (3) Appoint persons to administer any or all of the above functions.

Conditions:

- (1) General: maximum \$10,000. Rates Officers: limited \$1,500.
- (2) The full details of the waiver, concession or write off to be recorded on the appropriate financial record and a report being provided to the Audit & Finance Committee on a bi-annual basis on the exercise of this delegation.

Note: Audit & Finance Committee replaced by Corporate Services and Finance Committee.

Debt Write Off balances as at 30 June 2013 totalling \$3524.53.

| Debtor | Notes | Original Invoice Date | Amount |
|----------|---|-----------------------|------------|
| Debtor A | For private works – sweeper hire. Promised payment after insurance payout. Sent to debt collector, no payment. No reply to recent correspondence. | 02/02/09 | \$175.00 |
| Debtor B | Boat pen fees. Since vacated pen. Sent to debt collection agency, no payments. Unable to contact. | 17/11/10 | \$953.65 |
| Debtor C | Unable to get any payment. Difficult to find anyone liable. | 19/10/11 | \$505.40 |
| Debtor D | Boat pen fees. Since vacated pen. Sent to debt collection agency, no payments. Unable to contact. | 28/07/09 | \$1,550.00 |
| Debtor E | Business in liquidation. No chance of recovery. | 04/11/10 | \$83.60 |
| Debtor F | Rounding | | \$0.50 |
| Debtor G | Rounding | | \$0.17 |
| Debtor H | Rounding | | \$0.49 |
| Debtor I | Rounding | | \$0.02 |
| Debtor J | Received half, nothing heard for over a year. No chance of recovery. | 25/10/11 | \$255.40 |
| Debtor K | Rounding | | \$0.02 |

CSF012: STAFF MOVEMENTS REPORT JULY 2013

Proponent : City of Albany
Responsible Officer(s) : Executive Director Corporate Services (G Adams)

Responsible Officer's Signature:

RECOMMENDATION**CSF012: COMMITTEE RECOMMENDATION**

MOVED: COUNCILLOR DOWLING
SECONDED: COUNCILLOR CALLEJA

THAT the Responsible Officers Report be ADOPTED.

CARRIED:10-0

CSF012: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the Staff Movement Report.

STAFF MOVEMENTS REPORT JULY 2013**New Starters**

| Position | Date Commenced | Status |
|---|-----------------------|---------------|
| Airport Reporting/Refueller/Maintenance Officer | 20 July 2013 | Part Time |
| Parks Maintenance Worker | 24 July 2013 | Full Time |

Resignations

| Position | Date Finished |
|--------------------------------|----------------------|
| Coordinator Developed Reserves | 23 July 2013 |

VIII. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING:

Nil.

IX. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION:

Nil.

X. ANNOUNCEMENT OF REPORTS TO BE DEALT WITH AT THE NEXT MEETING:

Nil.

XI. CONFIDENTIAL ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO ATTENDING MEMBERS OF THE PUBLIC:

Nil.

XII. NEXT MEETING DATE:

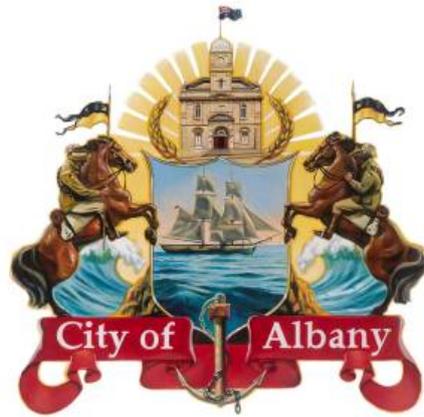
(17:30 hours) 5.30pm 10 September 2013

XIII. GENERAL DISCUSSION:

- Cr Bowles requested that the list of rescinded policies and action taken is presented to the next Committee meeting.
- Cr Calleja requested an update on Information Technology Solutions, such as iPads for the administration of Council Agendas and access to Council related email.

XIV. CLOSURE OF MEETING:

There being no further business, the Chair declared the meeting closed at 6.30pm.



MINUTES

For the

Works & Services Committee

Held on

Wednesday 14 August 2013

5.30pm

City of Albany Council Chambers

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

Focused: on community outcomes

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

TERMS OF REFERENCE

(1) Function:

The Works & Services Committee will be responsible for the delivery of the following Clean and Green Objectives contained in the City of Albany Strategic Plan:

- (a) To protect and enhance our pristine natural environment;
- (b) To promote environmental sustainability;
- (c) To promote our region as clean and green.

(2) It will achieve this by:

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

- (3) Chairperson:** To be elected from the Committee
- (4) Membership:** Minimum of 4 and a maximum of 7 elected members.
- (5) Meeting Schedule:** As required
- (6) Meeting Location:** City of Albany Council Chambers
- (7) Executive Officer:** CEO or nominee
- (8) Delegated Authority:** None

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I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer, Graham Forster opened the meeting at 5:30pm and called for nominations for chairperson and deputy chairperson.

Nominations were received for the following positions:

Chairperson: Mayor Wellington.

Deputy Chairperson: Councillor Bowles.

The Chief Executive Office, handed the meeting to the presiding member and the nominations were put to the vote.

WS001: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOWLING

SECONDED: COUNCILLOR GREGSON

THAT Council APPOINT Mayor Wellington as the Chairperson of the Works & Services Committee.

THAT Council APPOINT Cr Sarah Bowles as the Deputy Chairperson of the Works & Services Committee.

CARRIED 5-0

II. RECORD OF ATTENDANCE/APOLOGIES

Mayor Mayor D. Wellington (Member)

Councillors:

Member C. Dowling
Member D. Dufty
Member S. Bowles
Member G. Gregson

Staff:

Chief Executive Officer G. Foster
Executive Director Works & M. Thomson (Executive Officer)
Services
PA to Executive Director Belinda Ohle (PA TO ED)
Observer Dale Putland
Observer Jennifer Cobbold

Apologies:

Member A. Hortin JP

III. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

IV. DECLARATIONS OF INTEREST

Nil

V. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

Nil

VI. PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

VII. REPORTS

WS002: RECEIVE THE UNCONFIRMED MINUTES OF ENVIRONMENT AND RESERVES COMMITTEE

Proponent : City of Albany
Attachment : Unconfirmed Minutes of the Environment and Reserves Committee
Responsible Officer(s): : Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:

WS002: COMMITTEE RECOMMENDATION

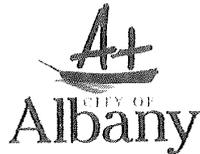
MOVED: COUNCILLOR GREGSON
SECONDED: COUNCILLOR BOWLES

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS002: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council RECEIVE the minutes of the dissolved Environment and Reserves Committee, meeting held on 7 March 2013.



ENVIRONMENT AND RESERVES COMMITTEE

MINUTES

for the meeting held from 4pm on Thursday 07 March 2013,
in the Depot Training Room, Mercer Road, Albany

(File Ref: PR.MEE.1)

1.0 ATTENDANCE

Councillors:

Councillor Holden.

Committee Members:

Greg Freebury,
Karen McKeough,
Kathryn Kinnear,
Andrew Dickinson.

Staff:

Matt Thomson,
Mark Ford,
Thea Sudran,
Emma Pyle.

Apologies/Leave of Absence:

Councillor Bowles,
Councillor Bostock,
Councillor Attwell,
David Hatellie,
Mary Holt.

2.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

ITEM 2.0: COMMITTEE RESOLUTION

MOVED: Greg Freebury
SECONDED: Councillor Holden

The unconfirmed minutes of the Environment and Reserve Committee meeting held on 11 September 2012, as previously distributed, be confirmed as a true and accurate record of proceedings.

CARRIED 5-0

3.0 DISCLOSURE OF INTEREST

Greg Freebury mentioned his wife's involvement in the Mills Park Playground project. It was deemed not necessary for him to fill out a disclosure of interest form as his involvement was removed from the project.

4.0 ITEMS FOR DISCUSSION

4.1 Wilson Inlet Catchment Strategy

Mark Ford gave an overview.

Cr Holden asked whether the community had been consulted. It was confirmed by both Mark Ford and Matt Thomson that appropriate community consultation had taken place. Cr Holden confirmed his support of the strategy and that he had no objection to the City of Albany providing a letter of support.

Kathryn Kinnear asked whether the Strategy would impose any obligations upon the City of Albany. Matt Thomson responded that there would be no obligations on Works & Services however there may be a compliance implication upon Planning. This view was confirmed by Karen McKeough.

Mark Ford confirmed the Shire of Denmark had already endorsed the Strategy. Mark Ford also confirmed that the City of Albany Planning Department were already aware of the Strategy.

Matt Thomson asked if the Committee agreed that the City of Albany would provide a letter of support.

Committee reached a unanimous consensus:-

THAT the City of Albany supports the objectives and outcomes as detailed in the Wilson Inlet Management Strategy 2013-2022.

4.2 Middleton Beach Upgrade Plan

Mark Ford gave an overview of the project.

- Project was being led by the Middleton Beach Action Group who were endeavouring to enhance the beach area;
- Timbers for the sculptures were obtained from the old Jetty at the Port;
- Middleton Beach Action Group and Frederickstown Progress Association had funded some of the project;
- His only concern was there was not a precinct plan in place however the structures were able to be relocated if necessary;
- He confirmed the cold shower was to be installed to replace the shower that had been removed when the surf life saving club upgrade had commenced.

Matt Thomson confirmed there would be financial implications to the City and that approval would be obtained at Audit & Finance next week.

Noted by Cr Holden and committee.

4.3 Mills Park Playground

Mark Ford gave an overview of the project.

- The community had been struggling for three years with the play area at Mills Park;
- Park needed upgrading to district park standards;
- There had been upgrades to the skate park section however that had limited user use;

- Surveys of the community had confirmed additional equipment was needed;
- City of Albany applied for grant for equipment and Reserves contribution was in-kind services.

Karen McKeough asked if the community were happy with the choice of equipment. Mark Ford confirmed the community had chosen the equipment and they were happy with their choices.

Matt Thomson confirmed there would be financial implications to the City and that approval would be obtained at Audit & Finance next week.

Noted by Cr Holden and committee.

4.4 Queens Garden Landscape Plan

Mark Ford gave an overview of the project.

- Had been trouble with people loitering in the overgrown garden;
- Garden was cleaned out and looked denuded;
- Frederickstown Progress Association asked for the heritage garden to be reinstated;
- Consultation took place with the Progress Association and the Heritage Council to design and plan earthworks and beatification.

Matt Thomson confirmed there would be financial implications to the City and that approval would be obtained at Audit & Finance next week.

Noted by Cr Holden and committee.

4.5 North Road Roundabout Landscape Plan

Mark Ford gave an overview of the project.

- Hard landscape design was created including artwork;
- Less maintenance.

Matt Thomson confirmed this project had already been budgeted for and was fully funded.

Cr Holden asked that Mark Ford check with Planning that there had been no plan to change the existing roundabouts. If there was no plan for change then the committee supported the plan.

4.6 Elizabeth Johnson Renaming

Mark Ford gave an overview of the project.

- He confirmed that only the section of the park where Elizabeth Johnson had resided was intended to be named after her not the entire reserve thereby necessitating the change to the OCM Item 15.3.3 dated 18/05/2010;
- He also confirmed that the Friends of Emu Point had been consulted and supported the change;
- It had been suggested that information regarding Elizabeth Johnson would be included in the sign shelter at Emu Point.

Matt Thomson asked the committee to support rescinding the Item.

Committee reached a unanimous consensus:-

THAT Council RESCIND the resolution made 18 May 2010:-

“THAT the proposals for unofficially naming the Cunningham Street recreational node as the “Elizabeth Johnson Park” be accepted and released for public comment for a period of 21 days, and if there are no objections, adopt the proposals as tabled:

And

To approve the name with the Geographic Naming Committee.”

And adopt the following recommendation:-

“THAT Council ADOPT the proposal for UNOFFICIALLY naming the Cunningham Street recreational node as the “Elizabeth Johnson Park.”

5.0 GENERAL DISCUSSION

5.1 Sydney Wattle

Mark Ford confirmed this was not a declared weed or pest plant. Mark Ford also believes the City of Albany Reserves team are doing their best with the resources available. Reserves are working on the larger infested areas within our reserves. Reserves are working closely with the community and other government agencies to overcome the problem.

Karen McKeough asked if the City could offer a replacement tree when Sydney Wattle was removed. Mark Ford confirmed this was an initiative by Justin Hardy at the Department of Agriculture and was worthwhile however the City of Albany do not have funds to provide trees to ratepayers.

5.2 Fire Management

Mark Ford confirmed Reserves were now planning controlled burns within City reserve areas. The process is a Fire Control Officer inspects the reserve cells for fuel load and priorities them for prescribed burns. Fire reduction methods may be mechanical or use prescribed burns. Work are only carried out once all approvals are obtained.

5.3 Lowlands Project

Mark Ford provided an overview of the project.

- The track into The Deeps is to be upgraded;
- New belting is to be laid on the 400m steep decline;
- 4wds have been driving over vegetation and causing severe erosion problems;
- The strategy is there is to be one track in and one track out.

Kathryn Kinnear asked who would be maintaining the track. Mark Ford confirmed the trails maintenance team would be conducting annual inspections. They would undertake brush cutting, repining of the track and patch eroded sections of the track.

Andrew Dickinson suggested a car park at the top of the track would have value. Mark Ford suggested he liaise with Sandra Maciejewski with any suggestions.

5.4 Signage Template for CoA Reserves

Mark Ford confirmed two designs are being used consistently one for Developed Reserve areas and one for Natural Reserves. Unfortunately Mark did not have examples with him.

5.5 Betty's Beach Toilets

Mark Ford advised three contained toilets were being built. One ladies, one gents and a disabled. The long drops have been sucked out and will be removed. Mark confirmed the community were happy with the changes to the toilet infrastructure.

5.6 Motorcross Home

New location needed. Reserves support the need for the motorcross to be located on private property and not within City of Albany reserve areas.

Committee supported Mark Ford's view.

6.0 ITEMS TO BE DISCUSSED AT FUTURE MEETINGS

6.1 Weed Strategy Review

Kathryn Kinnear suggested the committee review this strategy. Thea Sudran to provide a copy to all committee members prior to next meeting.

6.2 Audit of Management Plans

Karen McKeough asked if this could be made available. Mark Ford confirmed Sandra Maciejewski would provide once completed.

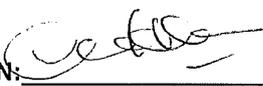
7.0 DATE OF NEXT MEETING:

6 June 2013

8.0 CLOSURE OF MEETING

The Chair declared the meeting closed at 5.25pm.

Attachments: Project Profile for Wilson Inlet Management Strategy 2013-2022, Middleton Beach Upgrade Plan, Business Case for Mills Park, Little Grove – Upgrade, Queens Gardens Landscape Plan, North Rd, Roundabout Landscape Plan and information regarding allocating of the local name "Elizabeth Johnson Park" to section of Reserve 22698

CONFIRMED CHAIRPERSON:  DATE: 12/3/13

WS003: CONTRACT C13004 – PROVISION OF TRAFFIC CONTROL

Proponent : City of Albany
Responsible Officer(s) : Executive Director Works & Services (M Thomson)

Responsible Officer's Signature:

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and Corporate Business Plan 2013 – 2017:
 - a. **Key Theme:** 2. Clean, Green & Sustainable.
 - b. **Strategic Objective:** 2.2. To maintain and renew city assets in a sustainable manner.
 - c. **Strategic Initiative:** Not Applicable

IN BRIEF:

- Contract C13004 – Provision of Traffic control be AWARDED to Traffic Force for a period from the date awarded by Council until 30th June 2015, following which the contract will be retendered

RECOMMENDATION

WS003: COMMITTEE RECOMMENDATION

MOVED: COUNCILLOR DOWLING
SECONDED: COUNCILLOR GREGSON

THAT the Responsible Officer Recommendation be ADOPTED.

CARRIED 5-0

WS003: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

ACCEPT the Tender from Traffic Force and award contract C13004 for the provision of traffic control until 30th June 2015.

BACKGROUND

2. The current traffic control contract expired in July 2013. It is necessary to establish a new contract for this service.
3. Tenders were called for the provision of traffic control for a period from the date awarded by Council until 30 June 2015.
4. The tender is for all work necessary to provide for the safe movement of traffic and the protection of persons and property through and/or around work sites within the City.

DISCUSSION

5. A total of eleven tender documents were requested from the City of Albany.
6. Four completed tender documents were submitted on/before the stipulated closing date and time. The following table summarises the tender submissions and overall evaluation scores applicable to each submission.

| Tenderer | Total Evaluation Score |
|--------------------------------|-------------------------------|
| Albany Traffic Control Pty Ltd | 680.92 |
| Advanced Traffic Management | 682.79 |
| Quality Traffic Management | 532.86 |
| Traffic Force | 698.43 |

7. According to ASIC searches, Albany Traffic Control is based in Albany, Advanced Traffic Management is based in Osborne Park, WA, Quality Traffic Management is based in Osborne Park, WA and Traffic Force is based in Bunbury WA however a depot is established in Albany.
8. The tender documents included tender evaluation criteria using the weighted attribute method. This method scores the evaluation criteria and weights their importance to determine an overall point score for each tender. The criteria are tabled below:

| Criteria | % Weight |
|-------------------------------------|-----------------|
| Cost | 40 |
| Relevant Experience | 15 |
| Key Personnel Skills and Experience | 15 |
| Tenderer's Resources | 15 |
| Demonstrated Understanding | 15 |
| Total | 100 |

9. On the basis of the total evaluation score which considers the above criteria, Traffic Force is considered to be the most suitable submission.

GOVERNMENT & PUBLIC CONSULTATION

10. A request for tenders was published in the West Australian on 5 June 2013 and the Great Southern Weekender on 6 June 2013.

STATUTORY IMPLICATIONS

11. Regulation 11 of the Local Government (Functions and General) Regulations 1996 (Regulations) requires Council to publicly tender if the contract is, or is expected to be, more, or worth more than \$100,000.
12. Regulation 18 of the Regulations outlines a number of requirements relating to choice of tender. Council is to decide which of the acceptable tenders is the most advantageous to Council. It may also decline to accept any tender.

13. Regulation 19 of the Regulations requires Council to advise each tenderer in writing the result of Council’s decision.

POLICY IMPLICATIONS

14. The City of Albany Tender Policy and Regional Price Preference Policy are applicable to this item.

RISK IDENTIFICATION & MITIGATION

15. The risk identification and categorisation relies on the City’s [Enterprise Risk Management Framework](#).

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|-------------------|--------------------|----------------------|---|
| <i>Non compliance with contract or business failure resulting in inadequate traffic management</i> | <i>Unlikely</i> | <i>Medium</i> | <i>Medium</i> | <i>General conditions of contract allow for contract termination on the basis of failure to supply goods and services</i> |

FINANCIAL IMPLICATIONS

16. The value of this tender is expected to be in excess of \$250,000 and therefore the approval is referred to Council for consideration.
17. The cost per job will be included in the specific budget line item.

LEGAL IMPLICATIONS

18. Nil.

ENVIRONMENTAL CONSIDERATIONS

19. Nil

ALTERNATE OPTIONS

20. Council can accept or reject tenders as submitted.

SUMMARY CONCLUSION

21. On reviewing the submissions, the evaluation team assessed Traffic Force as being the most suitable tenderer across the evaluation criteria. Traffic Force is recommended to be awarded the provision of traffic control contract.

| | | |
|-----------------------------------|---|---|
| Consulted References | : | City of Albany Buy Local Policy (Regional Price Preference) |
| File Number (Name of Ward) | : | C13004 |
| Previous Reference | : | Not applicable. |

| |
|--|
| WS004: CENTRAL BUSINESS DISTRICT PARKING SCHEME |
|--|

| | |
|-------------------------------|---|
| Land Description | : Albany Central Business District |
| Proponent | : City of Albany |
| Attachments | : CBD Parking Scheme, Summary of public feedback and Survey Monkey results. |
| Responsible Officer(s) | : Executive Director Works and Services (M Thomson) |

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:**
 3. A Connected Built Environment
 - b. **Strategic Objective:**
 - 3.1. To advocate, plan and build friendly and connected communities.
 - c. **Strategic Initiative:**
 - 3.1.2. Parking and Traffic Modelling.

IN BRIEF

- At its Ordinary Council Meeting on 16 April 2013 an amended parking scheme for the Albany Central Business District was considered with amended parking limits.
- Council resolved to advertise the parking limits and for the results of the public comment be summarised and presented to Council.

The comments and submissions have been received, feedback has been considered and a revised parking scheme is attached and recommended for adoption.

RECOMMENDATION

| |
|--|
| WS004: COMMITTEE RECOMMENDATION |
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|-------------------------------------|
| SECONDED: COUNCILLOR GREGSON |
|-------------------------------------|

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|---------------------------------|
| MOVED: COUNCILLOR BOWLES |
|---------------------------------|

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|--|
| THAT the Responsible Officer Recommendation be ADOPTED. |
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|--------------------|
| CARRIED 5-0 |
|--------------------|

| |
|--|
| WS004: RESPONSIBLE OFFICER RECOMMENDATION |
|--|

| |
|---|
| THAT Council ADOPT the Albany Central Business District (CBD) Parking Scheme Plan. |
|---|

BACKGROUND

1. On 16 April 2013, Council resolved:

“That:

 1. *The proposed Parking Limit changes be ADVERTISED for public comment.*
 2. *The comments be summarised and presented to Council.”*
2. Following the meeting, public notice of the parking limit changes were advertised in local newspapers and promoted on radio and the internet.
3. A summary of the submissions submitted in writing and via an online survey are attached.

DISCUSSION

4. Feedback of the proposal was mixed, however some general conclusions could be made which are reflected in the proposed new CBD parking scheme (attached).
5. There was strong opposition to the limiting of loading zone times, thus it is proposed to maintain the status quo with respect to loading zones.
6. There was strong opposition to the placing of limits on the East side of Aberdeen Street. Investigations by City staff have revealed that the current parking scheme allows for a 2 hour limit on this section of road, however has never been sign posted as such. On the basis of the objection, the new scheme proposes to have the subject section of carriageway without limit with the exception of the section that has an existing sign posted 2 hour limit (as shown on the scheme map).
7. The conversion of 30min parking to 1 hour parking received mixed comments. On the basis that whilst there were a number of comments on specific issues, there were relatively few comments in respect to the proposed 1 hour limit. Therefore it is concluded that the 1 hour limit is by enlarge unopposed.
8. The privately owned parking area adjacent Centrelink and Mitre 10 is also included in the scheme with limits and permit only parking zones. This is to overcome ongoing issues with un-authorized long term parking in this area. An agreement with the owner is currently being negotiated.
9. Other minor changes include:
 - a. Removal of 1 ACROD bay on Stirling Terrace West near the courthouse.
 - b. Introduction of 2 x ACROD bays along the East side of Aberdeen Street to service the multiple medical practices in the area.
 - c. Increase in the number of high turnover (15 minute) bays.
 - d. Introduction of some 1 hour parking on Spencer Street opposite motel (adjacent Frederick Street).
 - e. Provision of extra motorcycle bays near intersection of Peels Place and York Street.
 - f. Changes to line marking on Aberdeen and adjacent streets providing a modest increase to the number of parking bays.
10. The City should review its parking limits in the CBD annually to ensure that the scheme is providing optimal parking efficiency.

11. A further extension to the development of the parking scheme is a CBD Parking Strategy. This strategy is well advanced however required internal review and workshop. It is intended that the strategy will deal more so with parking space and rationalisation, rather than limits imposed.
12. The strategy will require internal review and community engagement. The anticipated timeline for a draft strategy for Council is October 2013.

GOVERNMENT & PUBLIC CONSULTATION

13. The City of Albany advertised the scheme proposal in the Albany Advertiser on 9 May 2013 and the Great Southern Weekender on 12 May 2013.
14. Local radio stations were also engaged to promote the newspapers advertising and encourage the community to complete the online survey.
15. A field trip was undertaken to ascertain general community feedback from businesses within York Street, whilst the internal Communication Update was used to promote the parking scheme to City of Albany employees. Councillors were provided with a copy of the proposed parking scheme in their day boxes. Submissions are summarised in the attachments which includes the results of the online survey.

STATUTORY IMPLICATIONS

16. The City may introduce parking schemes by resolution of Council under the *City of Albany Parking and Parking Facilities Amendment Local Law 2012*.

POLICY IMPLICATIONS

17. Following the adoption of the amended CBD Parking Scheme, amendments can be approved under delegated authority. A policy is being drafted for future Council consideration to provide some controls around the current delegation.
18. Current Council delegation: **Approve Amendments to the Parking Scheme**

Function and Delegation (*Authority to exercise the following functions and sub delegate is*): Authority to:

- (1) *Approve amendments to the Parking Scheme to implement and change time limits in streets and parking stations and the designation of visitor and authorised vehicle parking.*
- (2) *Appoint persons to administer any or all of the above functions.*

Conditions and Exceptions (*Appointment of persons is restricted to the Chief Executive Officer*)

RISK IDENTIFICATION & MITIGATION

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

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|---------------|-----------------|---------------|---|
| <i>Continued inefficient parking resulting in a negative impact on business located in the CBD.</i> | <i>Likely</i> | <i>Moderate</i> | <i>Medium</i> | <i>Proposed parking limits will provide for better parking efficiency in line with business feedback.</i> |
| <i>Perception of a lack of community engagement</i> | <i>Likely</i> | <i>Moderate</i> | <i>Low</i> | <i>Works and Services in conjunction with Media have utilised multiple communication mediums (print, radio, face to face, online survey) to consult with the community to seek engagement and feedback.</i> |

FINANCIAL IMPLICATIONS

20. The new scheme will necessitate the change over of parking limit signs. Many of the parking limit signs are faded and required changing regardless. The City has made an appropriate budget allocation in its operational maintenance budget to cover these costs. The estimated changeover costs are the order of \$10,000 - \$15,000.

LEGAL IMPLICATIONS

21. The new scheme must implemented in accordance with the City of Albany *Parking and Parking Facilities Amendment Local Law 2012*.
22. Once adopted by Council, public notice must be given prior to enforcement of new or amended parking limitations.

ENVIRONMENTAL CONSIDERTIONS

23. Nil

ALTERNATE OPTIONS

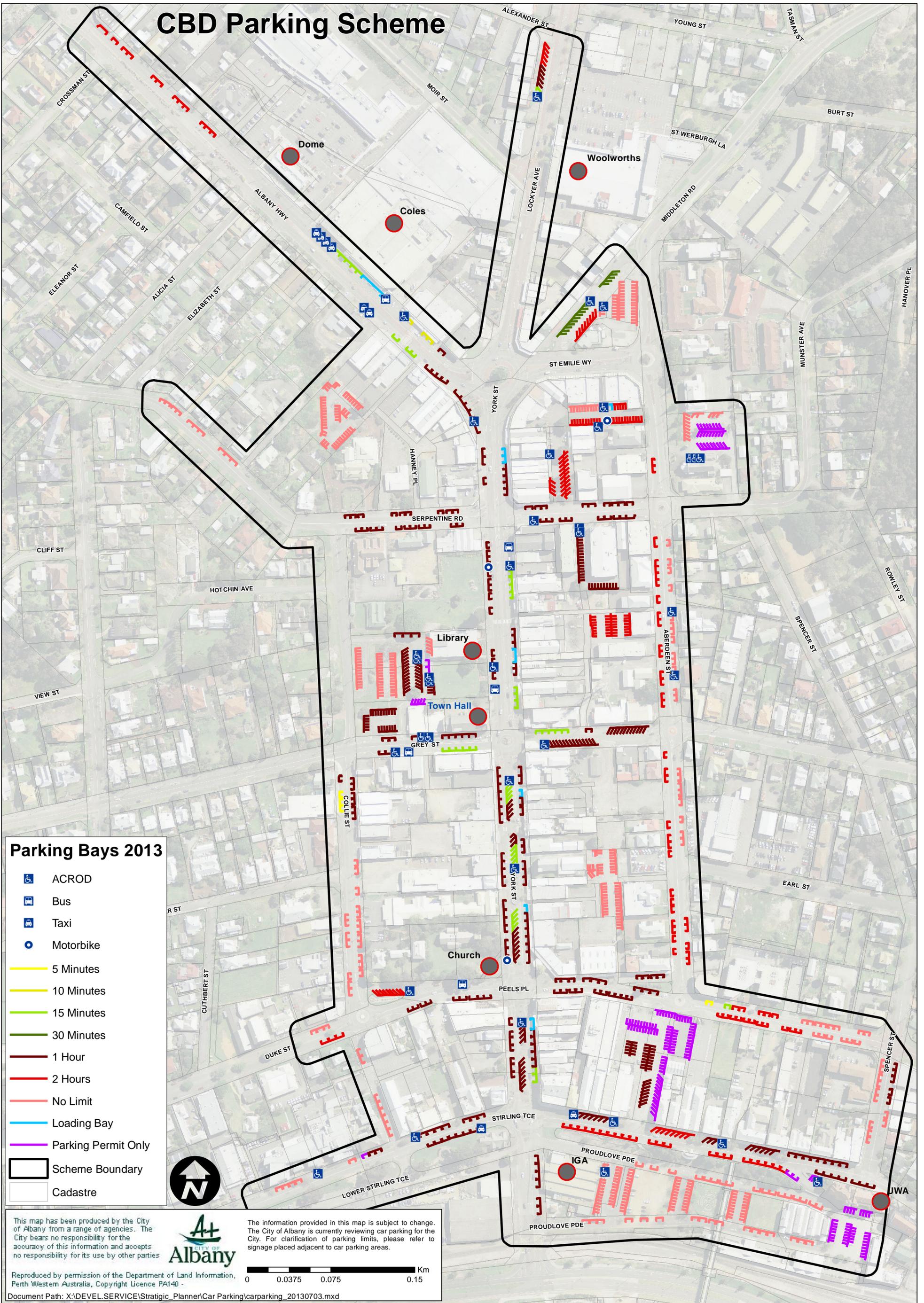
24. The City can elect to maintain the status quo in respect to parking limits.

SUMMARY CONCLUSION

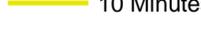
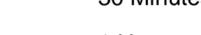
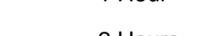
25. Feedback in respect to the proposed parking limit changes has resulted in some minor amendment to the parking scheme considered by Council at its ordinary meeting held on 16 April 2013.
26. In order to enforce the changes and affect the changeover of signage in accordance with the new scheme, Council needs to adopt the scheme.

| | | |
|-----------------------------------|---|---|
| Consulted References | : | Local Government Act 1995 Local Government (Functions and General) Regulations 1996 Access & Inclusion Plan 2012-2017 City of Albany Parking and Parking Facilities Amendment Local Law 2012 |
| File Number (Name of Ward) | : | CU.PRA.5 (Vancouver Ward) |
| Previous Reference | : | OCM 16 April 2013 Item 5.1 |

CBD Parking Scheme

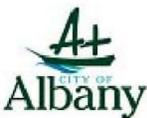


Parking Bays 2013

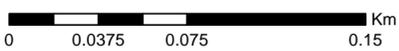
-  ACROD
-  Bus
-  Taxi
-  Motorbike
-  5 Minutes
-  10 Minutes
-  15 Minutes
-  30 Minutes
-  1 Hour
-  2 Hours
-  No Limit
-  Loading Bay
-  Parking Permit Only
-  Scheme Boundary
-  Cadastre



This map has been produced by the City of Albany from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no responsibility for its use by other parties



The information provided in this map is subject to change. The City of Albany is currently reviewing car parking for the City. For clarification of parking limits, please refer to signage placed adjacent to car parking areas.



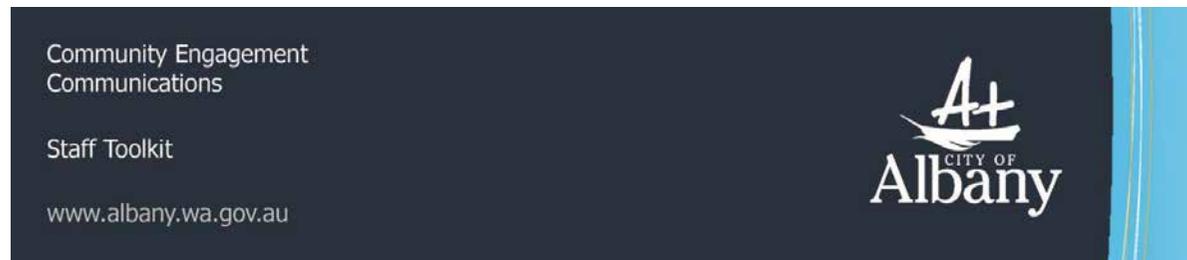
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Communication Log

| Date | Method ie; email, phone, fax, letter | Synergy Reference TT.PLA.2(if applicable) | Summary of Discussion |
|-------------|---|--|---|
| 09/05/2015 | Email | EF1330674 | Ensuring outside Peel's Place is extended to 1 hour parking too |
| 10/05/2013 | Email | EF1330696 | Correct size of carparks in Peel's Place |
| 10/05/2013 | Email | EF1330706 | Suggestion for additional motorbike parking |
| 10/05/2013 | Email | EF1330716 | Concerns about number of 15 minute bays. Thinks there should be more |
| 10/05/2013 | Email | EF1373921 | Opposed to 30 minutes increased to one hour. Doesn't like parking down middle of York Street |
| 12/05/2013 | Email | EF1373936 | Suggestion for multi-storey parking behind York Street |
| 12/05/2013 | Email | EF1330728 | Changing loading bays to high turnover bays |
| 12/05/2013 | Phone | FN1330735 | Request for disabled parking bays on Aberdeen Street to service medical businesses |
| 12/05/2013 | Phone | FN1373956 | Request for limited parking on bottom of Spencer Street |
| 15/05/2013 | Letter | ICR1399467 | Comments regarding ACROD Bays |
| 15/05/2013 | Letter | ICR1399557 | Comments regarding ACROD Bays |
| 16/05/2013 | Phone | | Comment that 1 hour parking is more realistic |
| 21/05/2013 | Letter | ICR13100177 | Not in favour of 2 hour parking on both sides of Aberdeen Street, feels Council is discriminating against businesses in Aberdeen Street as Collie Street and Duke Street have unrestricted parking. Unrestricted parking on eastern side of Aberdeen Street should be maintained. |
| 19/05/2013 | Letter | ICR13150057 | Not in favour of 1 hour parking in the Middleton Loop – would prefer it remains as 30 minutes |



| | | | |
|--|-----------------|-------------|--|
| 16/05/2013 | Email | EF1399842 | Objection to changes to loading bays |
| 23/05/2013 | Parking Fine | ICR13100272 | Objection that there is not enough long term parking in the CBD |
| 27/05/2013 | Email | EF1331440 | More short term parking near the post office |
| | | | |
| Summary of these communications | | | <p>A provision for motorbike, scooter parking has been requested;</p> <p>General feeling is not to utilise loading bays for 1 hour parking but for them to remain as loading bays only;</p> <p>Parking limits have been requested for Spencer Street;</p> <p>Middleton loop to remain as 30 minute parking area;</p> <p>Aberdeen Street west side be 2 hour parking and east side be unlimited;</p> <p>Better placed ACROD bays to service medical practices ie; Aberdeen Street along Albany Highway in front of Southern Regional Medical Group.</p> |

| CBD PARKING STRATEGY - SURVEY MONKEY RESULTS - MAY 2013 | | | | | | | | | | | |
|---|----|--|----------------------------|----|--|--|----|---|---|--|---|
| Do you agree with the proposed CBD parking limit changes? | | | Do you use the ACROD bays? | | | Would you support loading bays being converted to one hour parking between 11am and 2pm meaning that courier deliveries would need to be scheduled outside of these times. | | | Would you be prepared to park in outlying car parks and use a free shuttle bus service to reduce traffic and parking congestion in the CBD? | Do you have any other suggestions to improve the parking within the CBD? | |
| Yes | No | If no, what changes would you suggest to parking limits? | Yes | No | If yes, are there any areas in the City where ACROD parking is inadequate. | Yes | No | If not, why? | Yes | No | |
| | No | Angle parking in York st becomes 60 mins, parallel parking in York st stays at 30 mins. Couriers need drop off parking throughout the day - no specific times as deliveries to and from out of town are not always at set times. | | No | | | No | | Yes | | Serpentine road east and west of York st is wide enough for angle parking.....quite a lot of extra spaces could be made and I can't see the need for the extra width (except maybe for doing U-turns in one action). Create extra parking (angle parking) in stirling terrace, west of Collie st, by getting rid of ugly verge directly opposite court house complex, where cars sometimes park anyway. |
| | No | No parking limits at all in streets two back from York. 2 hour limits elsewhere. Look at Guildford in Perth Metro Area for an example. | | No | | | No | Couriers need to come and go easily. | No | No | Make two or three hour the standard for time limits and no limit everywhere else. It's a tourist town. |
| Yes | | | | No | | Yes | | | | No | |
| | No | Loading Bays must be available Monday to Saturday - 7.00am - 5.00pm | | No | | | No | Businesses need efficient deliveries at anytime throughout the day. As a courier operator, we strongly disagree with the notion of split times for loading zones. Signage will be confusing with various time for various vehicles. Converting loading bays to one hour parking between 11.00am and 2pm is a stupid idea and cause major problems to business operators | Yes | | A regular shuttle bus within CBD would provide much needed links to shops / cbd and waterfront. |
| Yes | | | | No | | | No | | Yes | | |
| Yes | | | | No | | | No | Couriers and other relevant users of loading zones need those zones to be available at all times to effectively do their jobs. Loading zones should continue to be exclusively reserved for couriers et al | | No | |
| Yes | | | Yes | | | Yes | | | | No | More parking at foreshore and more consideration for bike paths and bike parking, including making hire bikes available for use in the CBD. |

| CBD PARKING STRATEGY - SURVEY MONKEY RESULTS - MAY 2013 | | | | | | | | | | | |
|---|--|---|-----|--|--|-----|--|---|--|---|--|
| Do you agree with the proposed CBD parking limit changes? | | Do you use the ACROD bays? | | | Would you support loading bays being converted to one hour parking between 11am and 2pm meaning that courier deliveries would need to be scheduled outside of these times. | | | Would you be prepared to park in outlying car parks and use a free shuttle bus service to reduce traffic and parking congestion in the CBD? | | Do you have any other suggestions to improve the parking within the CBD? | |
| Yes | | | No | | | No | I feel you need to consult with delivery companies on this one | Yes | | more motorbike and covered bicycle parking in the CBD. Encourage visitors to park at foreshore, entertainment centre area and walk into town (eg some all day parkign signs, directing people to foreshore area | |
| No | | If there are long term parking available nearby such as Albany Plaza then parking around banks/teller machines should either be 15 minutes or 30 minutes. For example I oppose changes to the bays around Westpac for example. However do agree with the majority of changes to York Street, especially around the cafes, hairdressers etc. | No | | | No | Agree with the concept but parking limit should be 30 minutes | Yes | | City needs to assess whether the long tem parking is taken up by workers, if so there should be free shuttle bus service to outlying car parks. | |
| No | | leave as is | Yes | | | No | the hrs you are proposing are not needed, maybe 7am to 1pm | No | | Make aberdeen st on both sides of road 1 hr parking only as staff in this area use the bays for all day parking. | |
| Yes | | | No | | | No | I think there still needs to be capacity for goods to be delivered at all times of the day | No | | | |
| Yes | | | No | | | Yes | | No | | Turn the grassed area between the library and town hall into a car park. | |
| Yes | | | No | | | No | I would suggest the timeframe be 1100-1400 | Yes | | | |
| Yes | | | No | | | Yes | | Yes | | As scooters are becoming a preferred option of travel, designated scooter parking bays at various areas of the cbd would be advantageous | |
| No | | keep it as it is | No | | | Yes | | Yes | | The focu should be on pushing the parking out and enabling shoppers to walk safely and easily around the CBD not more parking on York Street. The roundabouts do not enable any breaks in the traffic and its a nightmare crossing near them or on Lockyer Avenue with the constant stream of traffic. Even one set of traffic lights would just create some breaks for pedestrian cross overs. | |
| No | | Agree to the one hour parking on main street between hours of 11-2 for lunch periods only. Loading bay parking should be minimal to keep flow. | No | | | Yes | | No | | Loading Bar parking could be 15 -30 min max to allow shoppers to quickly pop in to shops. Mult level parking as with some other city areas could be considered this may provide more longevity to a parking solution rather than a bandaid approach and in the long term be more costeffective than frequent shuttle services. | |

| CBD PARKING STRATEGY - SURVEY MONKEY RESULTS - MAY 2013 | | | | | | | | | | |
|---|----|---|----|--|--|--|---|---|--|--|
| Do you agree with the proposed CBD parking limit changes? | | Do you use the ACROD bays? | | | Would you support loading bays being converted to one hour parking between 11am and 2pm meaning that courier deliveries would need to be scheduled outside of these times. | | | Would you be prepared to park in outlying car parks and use a free shuttle bus service to reduce traffic and parking congestion in the CBD? | | Do you have any other suggestions to improve the parking within the CBD? |
| | No | Parking in york st should be convenience parking 1hr is too long. | No | | Yes | | | No | | The closest parking should be for people with limited time. If you're dropping the banking off, grabbing some quick takeaway, getting some flowers, paying a bill, you should be able to easily find a quick parking bay close so you can quickly and conveniently get in and out. If you put 1hr parking in front of all the shops, people in no hurry will take the most convenient bays and clog them up all day taking away customers from local business. If you're in a hurry, you wont stop if you have to park a distance that is not convenient. However, if your going to town for shopping, you wont mind parking down the side streets or rear parking as you are most likely visiting multiple stores with an extended time frame. Currently I need to go to "daily" to NAB and there is never a park in front but luckily there is a park opposite side of the street. If you change this to hourly parking, I'm most likely going to have to park somewhere impractical to do a 1 minute job of putting my banking in the deposit box and maybe grabbing some change. |
| Yes | | | No | | No | | Deliveries may need to be made at any time | Yes | | Whatever regulations exist need to be consistently enforced. would strenuously oppose any paid parking |
| Yes | | | No | | No | | Businesses should not be hampered by restricted delivery times and people using bays for parking will always be parking in them before 11am and after 2pm further inconveniencing business owners and their employees | Yes | | The City should build parking bays in the center of York Street Between Grey Street and Albany Highway. This will also help make the area more pedestrian friendly. A roundabout should be constructed at the intersection of Serpentine Road and York Street as people constantly make illegal turns at the intersection despite numerous efforts by the city to modify the intersection and prevent them from doing so. St Emily Way should also be closed and have angle parking installed similar to Middleton Loop. All of these changes will improve accessibility to businesses in the area by customers and revitalize the CBD by providing oportunities to create plazas and outdoor spaces for cafe's restraurants and markets. |
| Yes | No | 2 hour limit | No | | Yes | | they should be kept for exclusive use for couriers and commercial vehicles | Yes | | use the rangers to police the restrictions |
| Yes | | | No | | Yes | | | No | | Angle parking Hi rise parking / level parking |
| | | | No | | Yes | | | No | | Get rid of the parallel parking and put in more angle parking |

VIII. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING

Nil

IX. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION:

Nil

X. ANNOUNCEMENT OF REPORTS TO BE DEALT WITH AT THE NEXT MEETING:

Nil

XI. CONFIDENTIAL ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO ATTENDING MEMBERS OF THE PUBLIC:

Nil

XII. NEXT MEETING DATE:

(17:30 hours) 5.30pm 11 September 2013

XIII. GENERAL DISCUSSION

- Councillor Bowles requested the status of Weed Strategy Review.

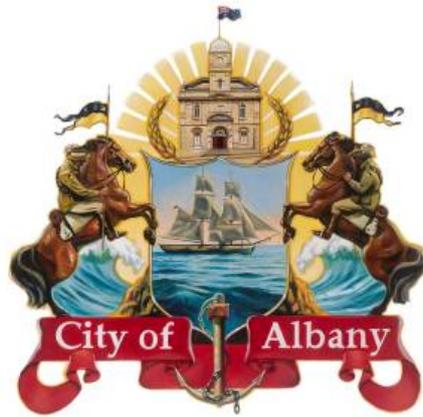
Executive Director Works & Services advised approximately 8 weeks till the strategy is in a state for first full review.

- Councillor Dowling requested information on the impact on recent State Government announcement in relation to the City's Cycle Way Strategy.

Executive Director Works & Services advised that there would be no impact on current activities. Response to effect on future activities taken on notice.

XIV. CLOSURE OF MEETING:

Meeting Closed at 5:41pm.



MINUTES

For the
Planning & Development Committee

Held on
Wednesday 14 August 2013

5.45pm
Council Chambers

CITY OF ALBANY COMMUNITY STRATEGIC PLAN (ALBANY 2023)

VISION

Western Australia's most sought after and unique regional city to live, work and visit.

VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

Focused: on community outcomes

This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.

United: by working and learning together

This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.

Accountable: for our actions

This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.

Proud: of our people and our community

This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we can't be all things to all people.

TERMS OF REFERENCE

(1) Function:

The Planning and Development Committee will be responsible for the delivery of the following Liveable Environmental Objectives contained in the City of Albany Strategic Plan:

- (a) To advocate, plan and build connected, liveable communities;
- (b) To create a community that supports people of all ages and backgrounds;
- (c) To create vibrant neighbourhoods which are safe yet retain our local character and heritage.

(2) It will achieve this by:

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

(3) Chairperson: To be elected from the Committee

(4) Membership: Minimum of 4 and a maximum of 7 elected members.

(5) Meeting Schedule: As required

(6) Meeting Location: Margaret Coates Boardroom

(7) Executive Officer: CEO or nominee

(8) Delegated Authority: None

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I. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Chief Executive Officer declared the meeting open and called for nominations for the position of Chairperson and Deputy Chairperson.

The following nominations were received:

Chairperson: Cr Calleja, Deputy Chairperson: Cr Dufty

As there were no other nominations, Committee moved to appoint.

PD001: COMMITTEE RECOMMENDATION

THAT Council APPOINT Councillor Vince Calleja as the Chairperson of the Planning and Development Committee.

THAT Council APPOINT Councillor Don Dufty as the Deputy Chairperson of the Planning and Development Committee.

The Chief Executive Officer handed the meeting over to the Chair.

II. RECORD OF ATTENDANCE/APOLOGIES

Mayor Mayor D. Wellington (Member)

Councillors:

Member V. Calleja
Member C. Dowling
Member D. Dufty
Member S. Bowles
Member G. Gregson

Staff:

Chief Executive Officer G. Foster
Executive Director Planning
& Development Services D. Putland (Executive Officer)
Minutes J Cobbold (PA to ED)

Apologies:

Councillor R Hammond

III. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Nil

IV. DECLARATIONS OF INTEREST

Nil

V. IDENTIFICATION OF MATTERS FOR WHICH THE MEETING MAY SIT BEHIND CLOSED DOORS

Nil

VI. PETITIONS, DEPUTATIONS AND PRESENTATIONS

Nil

VII. REPORTS

| |
|--|
| PD003: CONSIDERATION OF SUBMISSIONS RECEIVED – PROPOSED PERMANENT CLOSURE OF DAY STREET, PORT ALBANY & DISPOSAL TO ADJOINING LANDOWNERS |
|--|

| | |
|-------------------------------|---|
| Land Description | : Day Street Road Reserve, Port Albany |
| Proponent | : M. Young of No 32 Lot 770 Brunswick Road, Port Albany |
| Owner | : State of WA |
| Attachments | : Site Map Map showing cadastral information Map showing land zoning Map of Albany Port Buffer Area Schedule of Submissions |
| Councillor Workstation | : Submissions received |
| Responsible Officer(s) | : Executive Director Planning and Development Services (D Putland) |

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:**
 3. A Connected Built Environment
 5. Civic Leadership
 - b. **Strategic Objective:**
 - 3.1 To advocate, plan and build friendly and connected communities.
 - 5.1 To establish and maintain sound business and governance structures.
 - c. **Strategic Initiative:**
 - 3.1.2. Albany Local Planning Strategy (ALPS) Review.
 - 5.1.3 Integrated Planning Framework.

In Brief:

- At the Ordinary Council Meeting held 19 March 2013, Council supported the initiation of advertising of the proposed road closure of a portion of the Day Street road reserve between Brunswick Road and Jellicoe Street (undeveloped road reserve), Port Albany.
- Council is requested to consider the submissions received during the advertising period and make a determination on the road closure application.

RECOMMENDATION**PD003: COMMITTEE RECOMMENDATION****MOVED: CR GREGSON****SECONDED: CR DUFTY****THAT the Officer Recommendation is ADOPTED.****CARRIED 6-0****PD003: RESPONSIBLE OFFICER RECOMMENDATION****THAT Council:**

- i) **REQUESTS**, pursuant to section 58 of the *Land Administration Act 1997*, that the Minister for Lands close the Day Street road reserve between Brunswick Road and Jellicoe Street (undeveloped road reserve), Port Albany;
- ii) **REQUESTS**, subject to the road closure, the new Certificate of Title of the amalgamated land have a memorial registered stating;
 - I. Notice is given that the land is in proximity to an existing port which is under 24 hour operation and may be affected by noise, dust, vibration, lighting and other factors relevant to normal port activities;
 - II. The premises are subject to high noise levels from the port operations; and
 - III. Any residential development will be required to incorporate design and construction methods/ materials to reduce noise impacts into the dwelling.
- iii) **ADVISE** all persons having made a submission on the proposed road closure of Council's resolution.

BACKGROUND

2. The City has received a request from the owners of No. 32 Lot 770 Brunswick Road, Port Albany, to close the road reserve adjoining their property. The owners propose to purchase the entire portion of the land currently forming part of the road reserve and amalgamate that land with their freehold title.
3. The City submitted an item at the 19 March Ordinary Council Meeting. At that meeting, Council resolved;

THAT Council:

- i) **INITIATES** the advertising of the proposed road closure of portion of the Day Street road reserve between Brunswick Road and Jellicoe Street (undeveloped road reserve), Port Albany; and
- ii) **SEEKS** a further item to Council following the completion of the advertising period, for determination of the road closure application.

DISCUSSION

4. The proposed road closure was advertised on 28 March 2013 for a period of 35 days, ending 3 May 2013.
5. Five submissions were received during the advertising period. Two submissions were from service providers who did not object to the proposed right of way closure. Three submissions were received from community members raising objection to the proposed road closure.
6. The objections received are summarised in the attached Schedule of Submissions (Attachment 4). Copies of the full submissions are available in the Councillors lounge.
7. The primary reasons for objecting to the proposed right of way closure and the officer's response are detailed as follows:

- i) *Concern over future intentions of the applicant: Concerns were raised in some submissions that the land purchase is intended only to enhance interest in the proponent's property that was on the market at the time of the public consultation period.*

After the close of the public consultation period, the proponent was contacted regarding the sale of the property. They have since taken the property off the market with the intention of continuing with the proposed road closure. Any future development of the land will be subject to the *Albany Local Planning Strategy 1, Variations to the Residential Design Code Policy, Albany Historic Town Design Policy, Albany Port Buffer Policy, and the Environmental Protection (Noise) Regulations 1997*. The Council can request that a memorial be placed on the new Certificate of Title to identify its proximity to Port operations and possible adverse impacts.

- ii) *Concern over future use of the land; specifically, the construction of multiple dwellings.*

This land is currently zoned R25 which precludes any more than one dwelling being built on the property. The *Local Planning Scheme 1* will re-zone this site to R30. While this increase in density will allow further development potential, The *Albany Local Planning Strategy.1, Variations to the Residential Design Code Policy, Albany Historic Town Design Policy, Albany Port Buffer Policy, and the Environmental Protection (Noise) Regulations 1997* will be considered in assessment of any future development.

- iii) *Concerns over fire risk of the area, the lack of alternate escape routes and the risk posed to future residents.*

The *Albany Local Planning Strategy 1, Section 4.2.3* outlines the City's strategy for mitigating fire risk to existing and future urban development. Any future development along this end of Brunswick Road would need to comply with the relevant strategy and policy provisions.

- iv) *Concerns regarding potential negative environmental impacts that further urban development may have on the surrounding ecosystem.*

Any future development that may occur following the road closure will be on a road reserve that is currently not being managed. The environmental value of the vegetation growing in the subject portion of road reserve is minimal. In addition, the road reserve is currently zoned R25 and will be re-zoned R30, pursuant to the adoption of the *Local Planning Scheme 1*. The remainder of the Day Street Road reserve, along with the undeveloped road reserves of Jellicoe Street and Hassell Street will be re-zoned Parks & Recreation.

- v) *Working Port as a neighbour: The activities at the Albany Port create noise levels which are exceedingly loud. If the City knowingly allows dwellings to be built in this area, it may allow the possibility of future noise pollution complaints against both the Port and the City.*

There are a number of issues that must be addressed prior to any development approval being granted. The City of Albany *Variations to the Residential Design Code Policy, Albany Historic Town Design Policy* and the recommended building distances set out in the *Environmental Protection Authority Guidance Statement No. 3* (due to the close proximity of the Port) will need to be considered in regard to any further residential development. These policies require special building measures to mitigate the impact of noise from Port activities. Council can request that a memorial to be placed on the new Certificate of Title to identify its proximity to Port operations and possible adverse impacts.

- vi) *Concerns that a precedent may be set where a landowner who is using an undeveloped road reserve for commercial or private purposes, will be allowed to purchase the land and continue with the land use. This use may pose a fire and safety risk to adjacent landowners and reduce the value of their properties.*

The comments relate to a nearby undeveloped road reserve. The City conducted a review of public use of City managed reserves in 2011, which found that a vast majority of encroachments were minor and often the activities were of benefit to the City such as the creation and maintenance of firebreaks. The City is in the process of developing a strategy to manage these types of encroachments. There are only certain permitted uses in a residential zone.

GOVERNMENT & PUBLIC CONSULTATION

8. Discussions with the Department for Regional Development and Lands have been ongoing throughout the process, as the body responsible for finalising the closure of the road reserve and the sale of the unallocated Crown land.
9. The proposed road closure was referred directly to all government service providers for comment. Two submissions were received, however no objections were raised.

STATUTORY IMPLICATIONS

10. Section 58 of the *Land Administration Act 1997* allows Local Government to request the Minister for Lands to close a road. This section specifies the public consultation processes that must be observed prior to submitting the request to the Minister. An advertisement must be placed in a newspaper circulating in the district for a minimum period of 35 days.

11. Section 58 of the *Land Administration Act 1997* states that, in making a request to close a road, the local government must consider any objections made to it within the consultation period.
12. Section 74 of the *Land Administration Act 1997* provides the Minister for Lands general powers to sell Crown land.

POLICY IMPLICATIONS

13. The *Variations to the Residential Design Code Policy* ensures the local topography and built character of a street or suburb is protected. Any further residential development including extensions to existing dwellings must meet these requirements.
14. The *Albany Historic Town Design Policy* states that new residential development shall complement the townscape character and residential streetscapes of central Albany. Development shall also ensure that design is sympathetic to the natural topography and local climatic conditions. All future residential development in the policy zone, including extensions to existing dwellings must meet all future requirements.
15. *Albany Port Buffer Policy* protects the operation of the Albany Port to promote continued compatibility between Port operations and nearby residents. Notwithstanding this, Council does have the ability to approve a dwelling subject to stringent set of conditions (as listed in the policy).
16. Environmental Protection Authority Guidance Statement No. 3 recommends building distances of generally 300m-1000m subject to varying Port activities. The Day Street road reserve is located within this distance and will therefore be subject to stringent building conditions if any future residential development is approved.

RISK IDENTIFICATION & MITIGATION

17. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|------------|-------------|---------------|--|
| Road closure is not supported and the proponent is unhappy with the outcome | Likely | Medium | Medium | Ensure the proponent understands the basis of Council's decision and is made aware that a memorial will be placed on the new Certificate of Title, should the sale of the closed road proceed. |

FINANCIAL IMPLICATIONS

18. There will be no further financial implications for Council. Whether the road closure is supported or denied, any proceeds from the sale of the unallocated Crown land, will go to the State Government and not Council.

LEGAL IMPLICATIONS

19. There are no legal implications relevant to this item.

ENVIRONMENTAL CONSIDERATIONS

20. There are no immediate environmental considerations relevant to this item. However, any future urban development of the subject land will need to consider the close proximity of the Port and its activities, under the *Environmental Protection (Noise) Regulations 1997* and *Environmental Protection Authority Guidance Statement No.3*.

ALTERNATE OPTIONS

21. Council has the following options in relation to this proposal:

- a) Decide not to proceed with the road closure and advise the Department for Regional Development and Lands that Council does not want to proceed with the sale of the undeveloped road reserve at this time; or
- b) Proceed with the road closure, allowing the sale of the resultant land and the subsequent amalgamation with the adjoining lot on Brunswick Road.

SUMMARY CONCLUSION

22. The public objections raised have been addressed in this report. The majority relate to future development of the area and concern about planning and development restrictions that they believe should be placed on such development. Currently, the subject portion of the Day Street road reserve is the only undeveloped portion of land in the proposed R30 zone under Draft Local Planning Scheme 1 along this section of Brunswick Road. The remaining portion of Day Street, other undeveloped road reserves of Jellicoe Street and Hassell Street and Reserve 23354 (Lots 776-782 Burgoyne Road) will all be re-zoned Parks and Recreation.

23. On this basis, it is recommended that Council resolve to proceed with the road closure of the subject portion of the Day Street road reserve, Port Albany. Additionally, it is recommended that Council place a memorial on the new Certificate of Title, alerting future landowners of the potential controls to future development of the site.

| | |
|------------------------------------|--|
| Consulted References: | Land Administration Act 1997 City of Albany Local Planning Strategy 1 Local Planning Scheme 1 City of Albany Historic Town Design Policy Variations to the Residential Design Code Policy Albany Port Buffer Policy Environmental Protection (Noise) Regulations 1997 Environmental Protection Authority Guidance Statement No. 3 |
| File Number (Name of Ward): | RD.RDC.2 (Frederickstown) |
| Previous Reference: | OCM 19/02/2013 Item 4.8 |



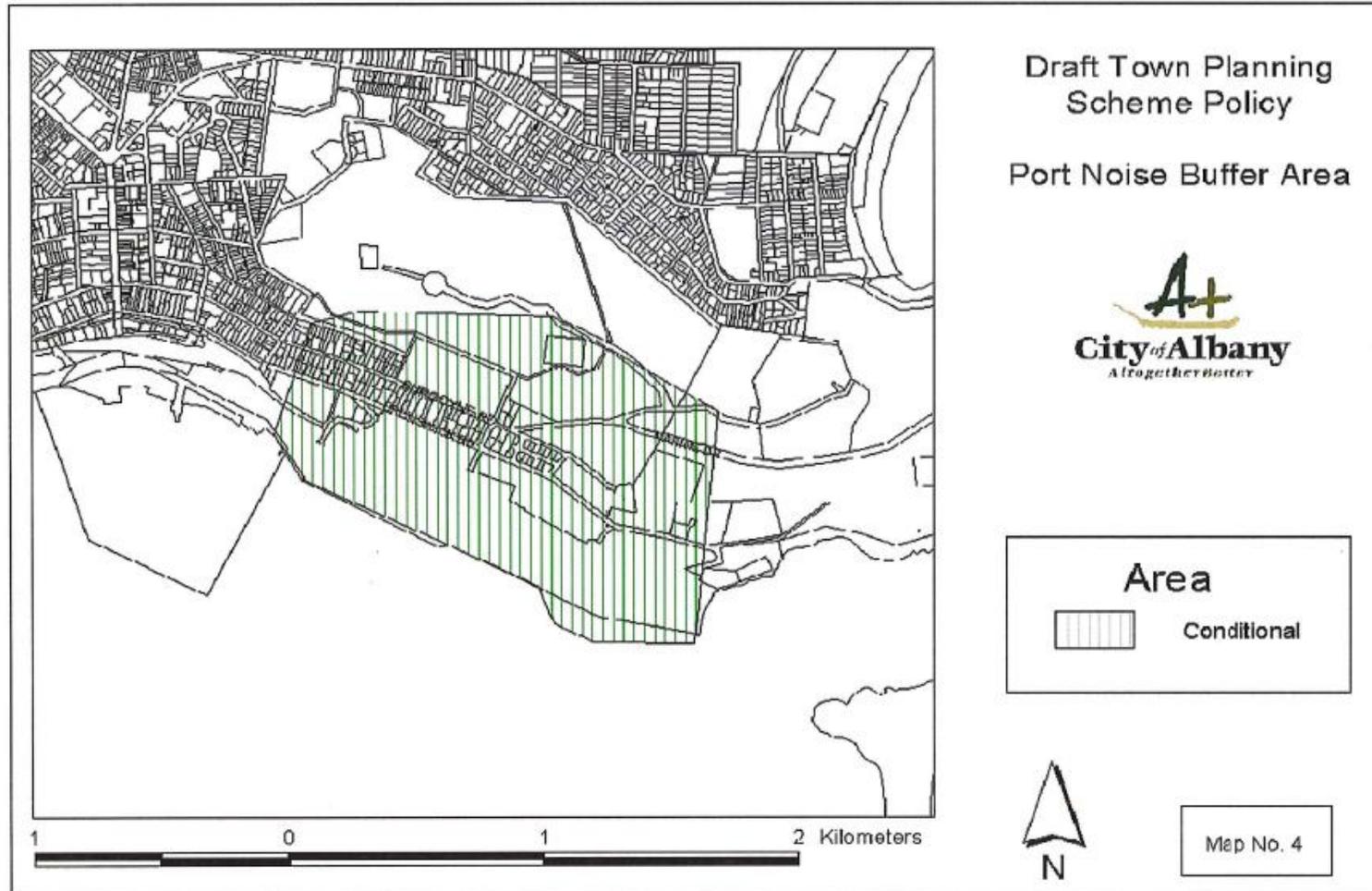
Map 1- Showing Day Street, other undeveloped road reserves and vacant Crown land



Map showing proposed land zoning from the Draft Local Planning Scheme.1



Map of Albany Port Noise Buffer Area



Adoption Date: October 2003
Adoption Reference: Item 11.3.7
Review Date: 30 June 2009
Maintained By: Executive Director of Development Services
Document Reference: NP06658

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PROPOSED ROAD CLOSURE OF DAY STREET AND DISPOSAL TO ADJOINING LANDOWNERS

Schedule of Submissions

| No | Submitter | Summary of Submission | Officer Comment | Staff Recommendation |
|--|---|---|---|--|
| Submissions received from Government Agencies | | | | |
| 1 | Main Roads WA Great Southern Region P O Box 503 Albany WA 6330 | No objections. | Nil. | Submission is noted |
| 2 | Water Corporation Great Southern Region 215-217 Lower Stirling Terrace Albany WA 6330 | No objections. | Nil. | Submission is noted |
| Submissions received from Community Members | | | | |
| 3 | Name and address withheld at the request of the landowner. | Objects to the proposed closure on the following grounds: a) Concern over future use of the land specifically, the construction of multiple dwellings. All lots abutting Brunswick Road have been zoned R30. Concern that future development of the subject land will change the visual amenity of the area which will be in contrast to the character of the older style homes, including increased height and conflicting designs of future buildings compared to current designs. | a) This land is currently zoned R25 which precludes any more than one dwelling being built on the property. With the adoption of the Draft <i>Local Planning Scheme 1</i> , although this land will be re-zoned to R30, there are a number of issues that would need to be addressed before any construction of multiple dwellings would be approved. The <i>Albany Local Planning Strategy 1</i> , Variations to the Residential Design Code Policy, City of Albany Historic Town Design Policy, <i>Albany Port Noise Buffer Area Policy</i> , and the <i>Environmental Protection (Noise)</i> | The submission is noted. The proponent is willing to consider purchase of the entire portion of subject road reserve with future development of the site subject to an approvals process. The City recommends that if the road closure goes ahead, a condition of the sale be that a memorial be put upon the amalgamated Certificate of Title stating: |

| No | Submitter | Summary of Submission | Officer Comment | Staff Recommendation |
|----|-----------|---|---|---|
| | | <p>b) Concern over future intentions of the applicant: The proponent has put their property on the market while still pursuing the application to close the road. There is concern that the additional land that will be purchased, subject to approval of the proposed road closure, is solely to increase the sale price of the proponent's property and enhance the interest of developers wanting to build multiple dwellings.</p> <p>c) Fire risk: There is an existing fire risk north of the subject land from native vegetation and there is only one exit route, Brunswick Road, in case of such an emergency. To include additional buildings would expose more families to this risk.</p> <p>d) Environmental issues: The Reserves behind and in front of houses in this</p> | <p><i>Regulations 1997</i> will need to be considered in regard to any further residential development.</p> <p>b) After the close of the public consultation period, the proponent was contacted regarding the sale of the property. They have since taken the property off the market with the intention of continuing with the proposed road closure. Any future development of the land will be subject to the <i>Albany Local Planning Strategy 1, Variations to the Residential Design Code Policy, Albany Historic Town Design Policy, Albany Port Buffer Policy, and the Environmental Protection (Noise) Regulations 1997</i>. The Council can request that a memorial be placed on the new Certificate of Title to identify its proximity to Port operations and possible adverse impacts.</p> <p>c) This comment is noted. The <i>Albany Local Planning Strategy 1, Section 4.2.3</i> outlines the City's strategy for mitigating fire risk to existing and future urban development. Any future development along this end of Brunswick Road would need to comply with the relevant strategy and policy provisions.</p> <p>d) Any future development that may occur following the road closure will be</p> | <p>i. Notice is given that the land is in proximity to an existing port which is under 24 hour operation and may be affected by noise, dust, vibration, lighting and other factors relevant to normal port activities;</p> <p>ii. The premises are subject to high noise levels from the port operations; and</p> <p>iii. Any residential development will be required to incorporate design and construction methods/ materials to reduce noise impacts into the dwelling.</p> |

| No | Submitter | Summary of Submission | Officer Comment | Staff Recommendation |
|----|---|--|---|--|
| | | <p>section of Brunswick Road harbour abundant wildlife and an ecosystem that has remained undisturbed for a number of decades. Any further urban development will negatively impact on this.</p> | <p>on a road reserve that is currently not being managed. The environmental value of the vegetation growing in the subject portion of road reserve is minimal. In addition, the road reserve is currently zoned R25 and will be re-zoned R30, pursuant to the adoption of the <i>Local Planning Scheme 1</i>. The remainder of the Day Street Road reserve, along with the undeveloped road reserves of Jellicoe Street and Hassell Street will be re-zoned Parks & Recreation.</p> | |
| 4 | <p>Name and address withheld at the request of the landowner.</p> | <p>Objects to the proposed closure on the following grounds:</p> <p>a) Working Port as a neighbour: The activities at the Albany Port create noise levels which are exceedingly loud. If the City knowingly allows dwellings to be built in this area, it may allow the possibility of future noise pollution complaints against both the Port and the City.</p> | <p>a) There are a number of issues that must be addressed prior to any development approval being granted. The City of Albany <i>Variations to the Residential Design Code Policy, Albany Historic Town Design Policy</i> and the recommended building distances set out in the <i>Environmental Protection Authority Guidance Statement No. 3</i> (due to the close proximity of the Port) will need to be considered in regard to any further residential development. These policies require special building measures to mitigate the impact of noise from Port activities. Council can request that a memorial to be placed on the new Certificate of Title to identify its proximity to Port operations</p> | <p>The submission is noted.</p> <p>The proponent is willing to consider purchase of the entire portion of subject road reserve with future development of the site subject to a approvals process. The City recommends that if the road closure goes ahead, a condition of the sale be that a memorial be put upon the amalgamated Certificate of Title stating:</p> <p>i. Notice is given that the land is in proximity to an existing port which is under 24 hour operation and may be affected by noise, dust, vibration,</p> |

| No | Submitter | Summary of Submission | Officer Comment | Staff Recommendation |
|----|-----------|--|---|--|
| | | <p>b) Concern over future intentions of the applicant: The proponent has indicated that their intention is to seek easy access to their back door, which the extra land may provide. However they already regularly use Jellicoe Street to do this.</p> <p>c) Concern over future intentions of the applicant: The proponent has put their property on the market while still pursuing the application to close the road. There is concern that the additional land that will be purchased, subject to approval of the proposed road closure, is solely to increase the sale price of the proponent's property and enhance the interest of developers wanting to build multiple dwellings.</p> <p>d) Fire risk: As this section of Brunswick Road is a no through road, there is only one escape route for residents given a fire outbreak. A South Australian report recommended residents have two escape routes in case of a bushfire. Any further increase to the number of residents along Brunswick Road, puts more lives in danger. If Day Street</p> | <p>and possible adverse impacts.</p> <p>b) Although there appears to be a track along the undeveloped road reserves of Jellicoe Street and Hassell Street as well as a track that cuts through Reserve 23354, Lots 779-781 to Burgoyne Road, these are not formally constructed roads.</p> <p>c) This land is currently zoned R25 which precludes any more than one dwelling being built on the property. The <i>Local Planning Scheme 1</i> will re-zone this site to R30. While this increase in density will allow further development potential, The <i>Albany Local Planning Strategy 1, Variations to the Residential Design Code Policy, Albany Historic Town Design Policy, Albany Port Buffer Policy, and the Environmental Protection (Noise) Regulations 1997</i> will be considered in assessment of any future development.</p> <p>d) This comment is noted. The <i>Albany Local Planning Strategy 1, Section 4.2.3</i> outlines the City's strategy for mitigating fire risk to existing and future urban development. Any future development along this end of Brunswick Road would need to comply with the relevant strategy and policy provisions.</p> | <p>lighting and other factors relevant to normal port activities;</p> <p>ii. The premises are subject to high noise levels from the port operations; and</p> <p>iii. Any residential development will be required to incorporate design and construction methods/ materials to reduce noise impacts into the dwelling.</p> |

| No | Submitter | Summary of Submission | Officer Comment | Staff Recommendation |
|----|--|--|--|---|
| | | remained undeveloped, this could serve as an alternate escape route. | | |
| 5 | Name and address withheld at the request of the landowner. | <p>Objects to the proposed closure on the following grounds:</p> <p>a) It will set a precedent whereby landowners illegally using undeveloped road reserves for commercial or private purposes will be allowed to purchase the land and continue with the land use.</p> <p>b) Illegal private use of road reserves may pose a fire or safety risk to adjacent landowners.</p> <p>c) Unsightly illegal use of road reserves may reduce the saleability of adjoining properties due to the</p> | <p>a) The comments relate to a nearby undeveloped road reserve. The City conducted a review of public use of City managed reserves in 2011, which found that a vast majority of encroachments were minor and often the activities were of benefit to the City like the creation and maintenance of firebreaks. The City is in the process of developing a strategy to manage these types of encroachments. There are only certain permitted uses in a residential zone.</p> <p>b) The nearby road reserve to which this comment relates does have building material stored in piles on the reserve. This does pose a fire and safety risk and, as outlined above, the City is in the process of developing a strategy to manage these types of encroachments. However the Day Street road reserve does not have this issue of illegal use.</p> <p>c) This comment relates to the illegal use of a nearby road reserve. The City is in the process of developing a strategy</p> | <p>The submission is noted.</p> <p>The property to which the comments largely relate will be added to those identified in the <i>Private Use Of City Managed Reserves</i> review and handled appropriately.</p> |

| No | Submitter | Summary of Submission | Officer Comment | Staff Recommendation |
|-----------|------------------|--|---|-----------------------------|
| | | perception of the culpable landowner being a nuisance neighbour. | to manage illegal use of City managed reserves. | |

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|---|
| PD004: PRECINCT PLAN – SPECIAL SITE S46 – SPENCER PARK NEIGHBOURHOOD CENTRE PRECINCT |
|---|

| | |
|-------------------------------|---|
| Land Description | : Various lots in and around Spencer Park neighbourhood centre |
| Proponent | : Ayton Baesjou Planning |
| Owner | : Department of Housing and various others |
| Business Entity Name | : Great Southern Community Housing Association; Southern Aboriginal Corporation; Paceview Pty Ltd; Horizon Holdings Pty Ltd; Lionsville Albany Inc; Freemasons Homes; Perth Diocesan Trustees; Oliviam Pty Ltd; Regnis Group Pty Ltd; Reparto Holdings Pty Ltd; Primeking Pty Ltd |
| Attachments | : Location Plan Draft Central Sub-precinct Indicative Plan for Special Site S46 – Spencer Park Neighbourhood Centre Precinct |
| Appendices | : Nil |
| Councillor Workstation | : Copy of submissions Copy of Precinct Plan for Special Site S46 – Spencer Park Neighbourhood Centre Precinct planning report |
| Responsible Officer(s) | : Executive Director Planning and Development Services (D Putland) |

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:**
 3. A connected built environment.
 - b. **Strategic Objective:**
 - 3.2 To develop and implement planning strategies that support people of all ages and backgrounds.
 - c. **Strategic Objective:**
 - 3.3 To develop vibrant neighbourhoods which retain our local character and heritage.
 - d. **Strategic Initiative:**
 - By protecting heritage buildings, and ensuring new developments respect the heritage and character of streetscapes.
 - By ensuring that community safety is built into all planning and development initiatives.

2. Council's decision on the draft Precinct Plan should be consistent with the objectives of the Albany Local Planning Strategy (ALPS) as the principal land use planning strategy for the City.

3. ALPS section 5.2 – *Commerce* contains the following Planning Principle:

“Albany to remain the commercial/retail regional centre of the Lower Great Southern, supported by neighbourhood and local centres within the City.”

It expands on this principle by stating that:

“As the regional centre of the Great Southern, Albany will continue to provide services for a broad range of activities including retailing, administration, government and social, cultural, tourist-related and inner-city residential living needs. The regional centre is supported by neighbourhood centres catering for bulk shopping, residential service needs, office accommodation and medical and welfare services. Local centres provide smaller-scale shopping, convenience retailing and service needs.”

4. Section 5.2.2 – *Other business activity* sets the following Planning Objective:

“Provide appropriate locations for establishing and growing business activity.”

The following action is then identified for neighbourhood centres, in order to meet the Planning Objective:

“Encourage through precinct and structure plans in the LPS1 development of smaller offices and consulting rooms within neighbourhood centres.”

5. Section 8.3.3 – *Urban Infill* sets the following Strategic Objective:

“Support urban infill development based on compatibility of land uses and infrastructure capacity”.

The ALPS expands on this by stating that *“urban infill development complements the urban-consolidation strategy and aims to maximise the use of existing residential and other types of land no longer economically viable.*

It is also expected that the Albany City Centre and urban neighbourhood centres will support new medium-density (R30 to R60) residential developments. Development will occur initially on small parcels of vacant land or as redevelopments of older housing. The increased residential densities will cater for smaller households, such as accommodation for seniors.

Some key issues associated with urban infill are land-use compatibility, availability and the capacity of existing services – particularly sewers and drainage – to facilitate development. Other infill factors to be addressed include existing lot sizes, achieving quality design, provision of enough of public open space, security and transport access. The key to successful infill is establishment of the most appropriate implementation mechanisms for specific developments, which can be statutory or non-statutory. In the past, rigid guided development schemes in Albany's urban area have not been successful because they have been responsible for slow rate of development and uptake.”

6. The proposal is considered to be consistent with these principles and objectives.

In Brief:

- Consider whether to finally adopt the draft Precinct Plan for Special Site S46 – Spencer Park Neighbourhood Centre Precinct.
- The proposal aims to regenerate the existing Spencer Park commercial centre and its environs by establishing a framework that allows both the Department of Housing and the private sector to develop vacant land and redevelop existing properties to a higher density with a greater mix of land uses than was previously permitted.
- The plan focuses on Hardie Road, close to the intersection with Angove Road, as this is the existing neighbourhood centre and envisaged as the future 'main street', within Spencer Park.
- The plan broadly addresses the requirements set out in the conditions for Special Site S46.
- There have been no objections received to the draft Precinct Plan through the public advertising and Government referral stage.
- Staff further liaised with the Albany branches of the WA Country Health Service and St. John Ambulance Association to ascertain if development of the precinct will have any negative impacts on their operations.
- Some concerns were raised by the WA Country Health Service and St. John Ambulance Association relating to emergency traffic travelling on Hardie Road to Albany Regional Hospital.
- Staff have recommended modifications to the document to allay these concerns.
- The draft Precinct Plan is consistent with contemporary planning principles and State policies that deal with growth and development. In addition, it is part of a State Government initiative to consolidate and redevelop areas of existing and former public housing.
- Staff recommend that Council finally adopts the draft Precinct Plan, subject to modification

RECOMMENDATION

PD004: COMMITTEE RECOMMENDATION

**MOVED: MAYOR WELLINGTON
SECONDED: CR DUFTY**

THAT the Officer Recommendation is ADOPTED.

CARRIED 6-0

PD004: RESPONSIBLE OFFICER RECOMMENDATION

THAT Council:

- 1. Finally adopts the draft Precinct Plan for the Spencer Park Neighbourhood Centre Precinct, subject to the following modifications:**
 - **Deletion of the central median from Hardie Road;**
 - **Deletion of the on-street parking provision on Hardie Road;**
 - **Addition of a notation advising prospective developers of a 1 % developer contribution on all commercial, non-residential and mixed-use projects in excess of \$1,500,000 for public realm improvements; and**
 - **Addition of a notation advising prospective developers that they may be required to undertake a traffic study and prepare a traffic management plan, should their development have the potential to generate a significant increase in local traffic.**

BACKGROUND

7. The subject area covers the Spencer Park neighbourhood centre and surrounding streets. The land is primarily covered by the 'Residential' zoning, with the exception of Lots 50, 63, 65 and 73 Angove Road, which are zoned 'Local Shopping', Lot 72 Angove Road, which is zoned 'Service Station' and Lot 7055 Hardie Road and Lot 6906 Nind Street, which are zoned 'Clubs and Institutions'.
8. In September 2006, a scheme amendment (No. 154) to change the R-Code densities of a number of Lots in Spencer Park was supported by Council. The proposal was subsequently granted final approval by the Minister for Planning and Infrastructure in May 2007 and Gazetted in July 2007. This had, to some extent, established the basic principle of increasing the density of 'Residential' zoned land in the Spencer Park locality, which formed the basis for a subsequent scheme amendment (No. 171).
9. Amendment No. 171, sought to amend Town Planning Scheme (TPS) No. 1A by establishing a 'Special Site' covering the Spencer Park Neighbourhood Centre Precinct, which would modify the R-code densities and uses allowed within the Special Site area.
10. This concept originated from the *Spencer Park Urban Design Study* that was prepared by Mackay Urban Design on behalf of the Department of Housing in March, 2008. The proposed boundary for the Special Site area was decided upon in consultation with City staff, taking into account the following criteria:

- Walking distance from core commercial facilities;
 - maintaining similar density coding on both sides of a street;
 - acknowledging potential for infill as well as redevelopment; and
 - confining the extent of rezoning initially to facilitate a more intensive redevelopment.
11. The intent was to facilitate the redevelopment of the commercial area around Hardie Road to create a mixed-use neighbourhood centre, while also enabling higher-density residential development to take place in the surrounding locality.
 12. Amendment 171 was presented to Council in 2009, approved by the Minister for Planning on 30th August 2010 and finally gazetted on 17th August 2010.
 13. A draft Precinct Plan was subsequently prepared to guide development within the Special Site. Council adopted the draft plan for the purposes of public advertising at its ordinary meeting on 21 August 2012.
 14. Council is now requested to consider submissions received during the public advertising period and determine whether to finally adopt the draft Precinct Plan.

DISCUSSION

15. The proposal aims to regenerate the existing Spencer Park commercial centre and its environs, establishing a framework that allows both the Department of Housing and the private sector to develop vacant land and redevelop existing properties to a higher density, with a greater mix of land uses than was previously permitted.
16. An increase in building density and mix of land uses (residences, shops, offices, etc.) should strengthen the role of the existing commercial centre as a focus for the community and ultimately lead to the creation of a neighbourhood centre with a broad range of amenities and a greater sense of place.
17. The schedule of provisions for the Special Site set out the minimum controls required for the following aspects of development:
 - permitted land uses;
 - plot ratio (floor area to site area ratio);
 - building height;
 - setbacks;
 - vehicle access;
 - on-site car parking requirements;
 - landscaping requirements; and
 - built form design requirements, including signage.
18. The draft Precinct Plan reinforces these development controls and presents conceptual plans which illustrate the type of development envisaged for the area by way of examples from elsewhere in the State. The plan focuses on Hardie Road, close to the intersection with Angove Road, as this is the existing neighbourhood centre and is envisaged as the future 'main street' within Spencer Park.
19. Although the plan broadly addresses the requirements set out in the conditions for Special Site S46, staff raised concerns with the Department of Housing over the following matters:
 - The potential impact of increased traffic on the area;
 - the likelihood of traffic conflict involving ambulances travelling along Hardie Road to Albany Regional Hospital;
 - staging of development; and
 - the implementation of development, including contributions to public realm upgrades.

20. The Department of Housing considered that these matters could be addressed through the advertising and referral process and requested that the plan be advertised for public comment.
21. During the public advertising and Government referral stage there were no objections raised against the plan. As the City had not received any feedback from the WA Country Health Service and St. John Ambulance Association, staff met with representatives from these organisations to ascertain if development of the precinct would have any negative impacts on their operations. Both organisations raised concerns over the proposed modifications to Hardie Road and the impact that this may have on emergency traffic travelling to Albany Regional Hospital.
22. In light of these concerns, staff consider it appropriate to remove the central median and on-street parking provision on Hardie Road to minimise the risk of traffic conflict. In order to manage future increases in traffic volume, staff also consider it necessary to add a notation to the plan to advise prospective developers that they may be required to undertake a traffic study and prepare a traffic management plan should their development have the potential to generate a significant increase in local traffic.
23. The matters of staging and implementation are still largely unknown as the Department of Housing cannot commit funding to the project without first having the Precinct Plan in place. However, Department representatives have indicated that funding for the initial stage of works could be put in place in a very short timeframe following finalisation of the Precinct Plan. The Department has also indicated that business owners in the neighbourhood centre are committed to developing their land or properties at the outset of the project and to contributing to the cost of public realm improvements, which will encourage further development of the surrounding area.
24. The Department of Housing has identified the project as being potentially eligible for funding as part of their 'New Living' urban renewal programme, which is already proving successful in a number of other locations in Western Australia.
25. This programme was established to ensure the consolidation and redevelopment of a number of highly visible areas of Department of Housing's responsibility, with the following key objectives:
 - The reduction of high concentrations of public housing;
 - the refurbishment of houses for sale to both the public and existing tenants;
 - better land utilisation through the re-subdivision/refurbishment of public rental housing;
 - infrastructure enhancements (upgrading of streetscapes and open space); and
 - community development.
26. Public realm improvements, including landscaping and the planting of street trees, have been identified on supplementary diagrams within the planning report that accompanies the draft Precinct Plan. Staff recommend that in lieu of developer contributions for public art, required in accordance with the City of Albany's *Public Art* policy, an equivalent contribution is sought to fund public realm improvements. To achieve this outcome, a notation should be added to the draft Precinct Plan requiring a developer contribution of 1% of development value for all commercial, non-residential and mixed-use projects in excess of \$1,500,000 to be used for public realm improvements.
27. Overall, the draft Precinct Plan is consistent with contemporary planning principles and State policies that deal with growth and development. In addition, it is part of a State Government initiative to consolidate and redevelop areas of existing and former public housing.
28. Staff recommend that Council finally adopts the draft Precinct Plan subject to the following conditions:

1. Modification of the plan to remove the central median and on-street parking provision on Hardie Road
2. The addition of notations advising prospective developers of a 1% developer contribution on all commercial, non-residential and mixed-use projects in excess of \$1,500,000 for public realm improvements
3. Notification to developers to advise they may be required to undertake a traffic study and prepare a traffic management plan should their development have the potential to generate a significant increase in local traffic.

GOVERNMENT & PUBLIC CONSULTATION

29. The draft Precinct Plan was referred to WA Gas Networks, Telstra, Water Corporation, Western Power, Department of Health and St. John Ambulance Association for assessment and comment. Responses were received from Telstra, Water Corporation and Western Power. Although no objections were raised, the Water Corporation has advised that there may be a need to upgrade the water and wastewater network in order to service the increases in density.
30. Staff contacted the WA Country Health Service and St. John Ambulance Association to discuss potential impacts on their operations. Concerns were raised in relation to the potential effects on emergency travelling to Albany Regional Hospital. These matters are discussed in more detail in paragraphs 22 and 23 above.
31. The draft Precinct Plan was advertised in accordance with Clause 4.49(a) of Town Planning Scheme (TPS) No. 1A (see paragraph 35 below), between 13 September 2012 and 4 October 2012 for public comment.
32. Two submissions were received during the public consultation period. Both submissions are broadly supportive of the draft Precinct Plan and can be summarised as follows:

| No. | Name/Address of submitter | Summary of submission | Officer comment |
|-----|---------------------------|---|---|
| 1 | Public submission | <p>The draft plan aims to change the precincts to a significant commercial and high density residential area. Proximity to Albany Regional Hospital, a primary school and limited number of aged care facilities supports the plans.</p> <p>The only shortcoming of the plan is that it needs to facilitate amalgamation of a few more residential lots to make it possible to establish more retirement villages.</p> <p>It is suggested that the eastern boundaries of the R60 areas should be moved further to the east to facilitate this requirement.</p> | <p>Noted.</p> <p>The plan does not specify lots to be amalgamated. This will be at the discretion of individual developers and subject to separate applications to amalgamate lots, which are made to the Western Australian Planning Commission.</p> <p>The planning provisions contained within Appendix II – Schedule of Special Sites within Town Planning Scheme No. 1A provide for the construction of ‘Aged Persons Home/Village’ in the R60 precinct.</p> <p>The boundaries of the R60 precinct were set by Town Planning Scheme Amendment No. 171 and cannot be modified by the Precinct Plan.</p> |
| 2 | Public submission | <p>I wish to write in support of the concepts outlined in the draft Precinct Plan and look forward to implementation to revitalise this area.</p> <p>I commend the City for looking to redevelop existing sites and increase housing density around urban neighbourhood nodes rather than turning Albany into a great urban sprawl. Future residents will be much appreciative of the planning forethought and enjoy the benefit brought from close services and amenities in their lifestyle.</p> <p>The landscaping proposed looks good; local native plants would be preferable.</p> | <p>Noted.</p> <p>The use of local native plants and trees in public realm improvements will be encouraged.</p> |

STATUTORY IMPLICATIONS

33. The subject lot is primarily zoned ‘Residential’, with the exception of Lots 50, 63, 65 and 73 Angove Road which are zoned ‘Local Shopping’, Lot 72 Angove Road which is zoned ‘Service Station’ and Lot 7055 Hardie Road and Lot 6906 Nind Street, which are zoned ‘Clubs and Institutions’. All of the subject land is covered by Special Site S46 and assigned R-Code densities ranging from R40 to R80.
34. Clauses 4.47 to 4.49 of TPS No. 1A set out the processes to develop and adopt a Precinct Plan. They also provide direction on what functions the Precinct Plan shall have in the decision-making process.

- “4.47 *The Council shall neither approve nor adopt a Precinct Plan unless the Precinct Plan shows or otherwise clearly describes the following:*
- (a) *The proposed use of the land within the Precinct, including both public and privately owned land;*
 - (b) *The location and dimensions of any roads, pedestrian and cycle paths, car parking areas, public open spaces and other reserves;*
 - (c) *The number of cars which any parking areas are designed to accommodate;*
 - (d) *The boundaries and approximate dimensions of any lots to be created through the subdivision of land within the Precinct;*
 - (e) *The planned disposition of buildings in terms of height and setbacks from lot or reserve boundaries.*
- 4.48 *The Council may also require that a Precinct Plan show or otherwise describes the following:*
- (a) *The type and colour of the paving materials which are proposed to be used in the construction of roads, paths and public open spaces;*
 - (b) *Indicative designs of any buildings to be constructed;*
 - (c) *The location and form of outdoor furniture or any other artefact proposed to be placed within any public space;*
 - (d) *The location, quantities and species of any plants which are to be used for landscaping the Precinct; and*
 - (e) *Any other detail which the Council, at its discretion, considers necessary or desirable for the Precinct Plan to show or describe.*
- 4.49 *The Council shall not adopt a Precinct Plan until after the following procedures have been completed:*
- (a) *The Council, having first approved the Precinct Plan, shall publish a notification once a week for two consecutive weeks in a local newspaper circulating within the Scheme Area giving details of where the Precinct Plan may be inspected, and in what form and during what period submissions may be made.*
 - (b) *The Council shall review the Precinct Plan in the light of any submissions received and shall then resolve either to formally adopt the Precinct Plan with or without modification, or not to adopt the Precinct Plan.*
 - (c) *Following final adoption of a Precinct Plan, notification of the final adoption shall be published once in a newspaper circulating within the Scheme Area.”*

POLICY IMPLICATIONS

35. The City of Albany's *Public Art* policy requires any private developments involving commercial, non-residential and/or mixed residential/commercial developments over the value of \$1,500,000 to allocate 1% of the estimated total project cost for the development of public artwork which reflect or enhance local cultural identity. This is intended to develop and promote community identity within the City of Albany by requiring commissioned public art works as part of private development projects within the City of Albany.
36. As discussed in paragraph 23, a developer contribution programme to fund public realm improvements has not been submitted by the Department of Housing. Staff would therefore recommend that in lieu of developer contributions for public art an equivalent contribution is sought to fund public realm improvements. This could be achieved by placing a notation on the plan advising of the requirement for a developer contribution of 1% of the project value on all commercial, non-residential and mixed-use projects in excess of \$1,500,000 for public realm improvements.

RISK IDENTIFICATION & MITIGATION

37. The risk identification and categorisation relies on the City's [Enterprise Risk Management Framework](#).

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|---|-----------------|-----------------|---------------|--|
| <i>Not adopting the draft Precinct Plan will prevent the development of the land, as it will not be possible to fulfil the conditions relating to Special Site S46.</i> | <i>Possible</i> | <i>Moderate</i> | <i>Medium</i> | <i>Mitigation entirely dependent on Council.</i> |
| <i>Adopting the precinct plan in its current form presents a risk of conflict between local traffic and emergency traffic travelling to Albany Regional Hospital.</i> | <i>Possible</i> | <i>Severe</i> | <i>High</i> | <i>The deletion of the central median and on-street parking proposed for Hardie Road should ensure that traffic using this road remains free-flowing and removes possible impediments to emergency traffic travelling to Albany Regional Hospital.</i> <i>As an additional safeguard, a traffic study and traffic management plan can be required as part of a Development Application for any development that may significantly increase local traffic volumes.</i> |

FINANCIAL IMPLICATIONS

38. As discussed in paragraphs 25 and 35 above, staff consider it appropriate to seek a developer contribution of 1% of development value on all commercial, non-residential and mixed-use projects in excess of \$1,500,000 for public realm improvements. If no developer contributions are sought, it is unlikely that these public realm improvements would be achieved.

LEGAL IMPLICATIONS

39. There are no legal implications relating to this item.

ENVIRONMENTAL CONSIDERATIONS

40. There are no environmental considerations relating to this item.

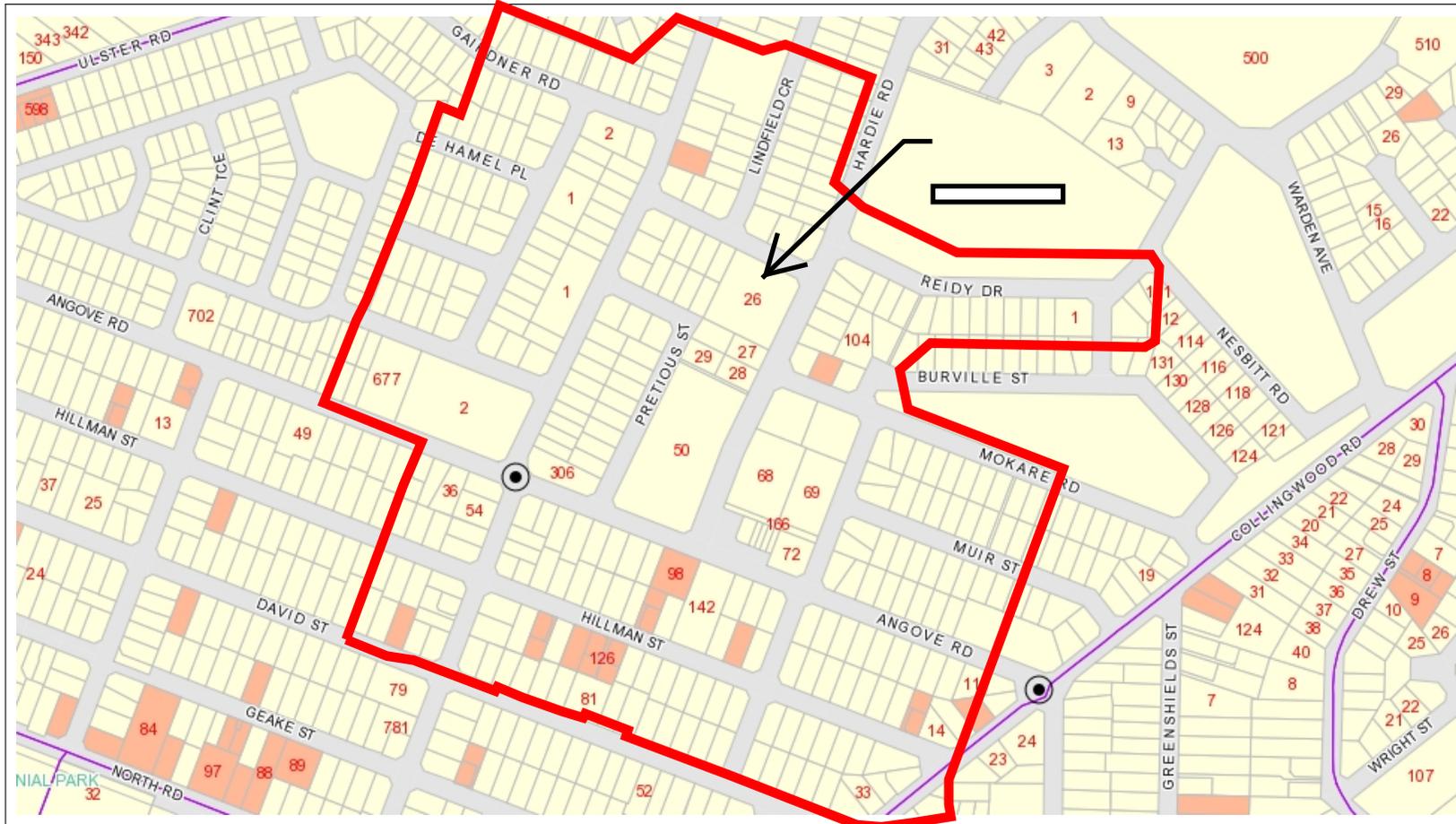
ALTERNATE OPTIONS

41. Council has the following options:
- Finally adopt the draft Precinct Plan, without modification;
 - Finally adopt the draft Precinct Plan, subject to modification; or
 - Not to adopt the draft Precinct Plan.

SUMMARY CONCLUSION

42. The adoption of the draft Precinct Plan will be necessary to address the conditions relating to Special Site S46 and allow the development of the land to take place.
43. Overall, the draft Precinct Plan is consistent with contemporary planning principles and State policies that deal with growth and development. In addition, it is part of a State Government initiative to consolidate and redevelop areas of existing and former public housing.
44. Staff recommend that Council finally adopts the draft Precinct Plan, subject to the following conditions:
1. Modification of the plan to remove the central median and on-street parking provision on Hardie Road.
 2. Addition of notations advising prospective developers of a 1% developer contribution on all commercial, non-residential and mixed-use projects in excess of \$1,500,000 for public realm improvements
 3. Advice to developers that they may be required to undertake a traffic study and prepare a traffic management plan, should their development have the potential to generate a significant increase in local traffic.

| | | |
|-----------------------------------|---|--|
| Consulted References | : | Albany Local Planning Strategy; WA Planning Commission (WAPC) State Planning Policy (SPP's) SPP1 & SPP 3 |
| File Number (Name of Ward) | : | ODP014 (Breaksea Ward) |
| Previous Reference | : | Copy of OCM 19/05/2009 – Item 11.2.1 Copy of OCM 17/11/2009 – Item 13.2.4 Copy of OCM 21/08/2012 – Item 2.10 |



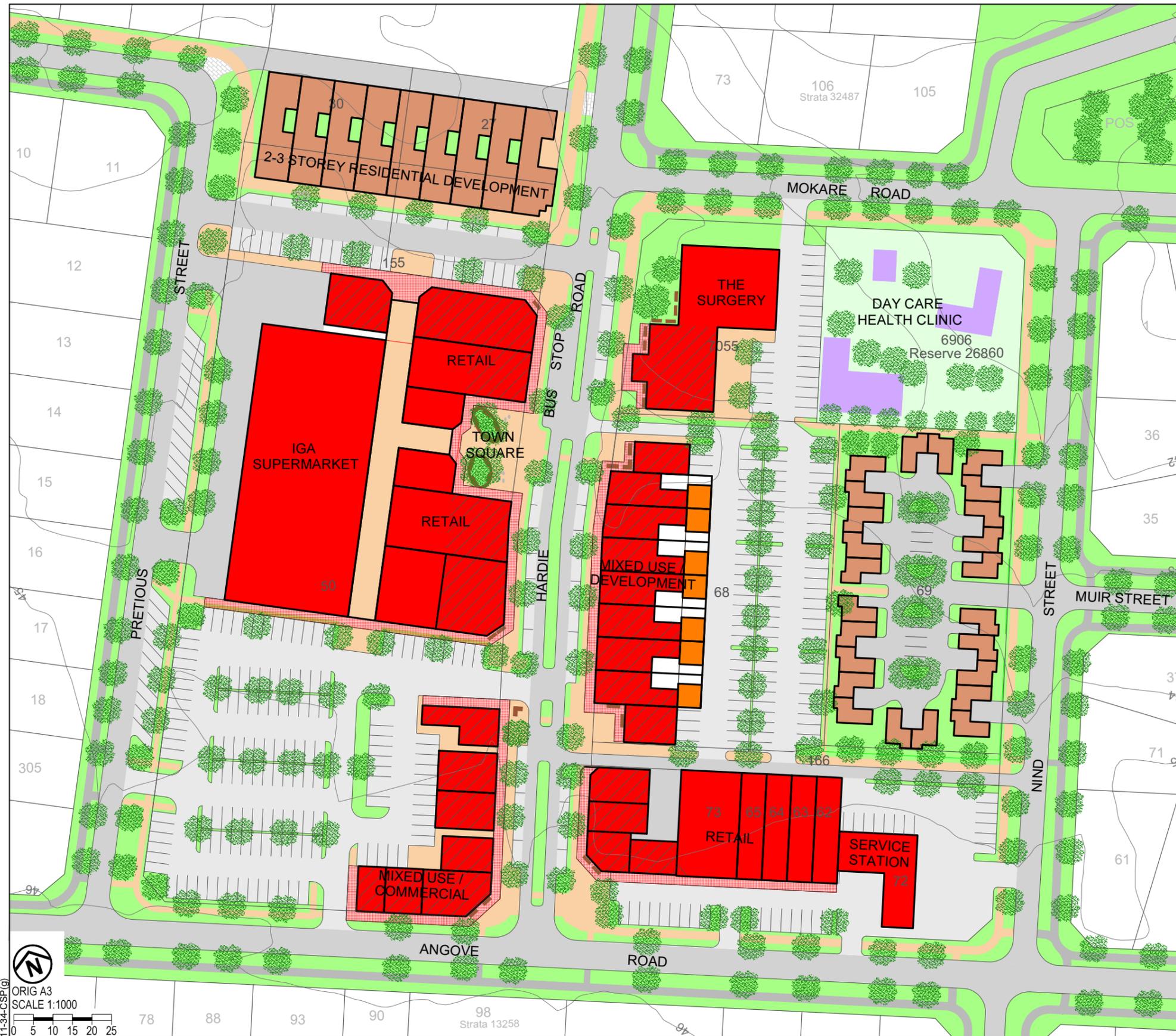
This map has been produced by the City of Albany using data from a range of agencies. The City bears no responsibility for the accuracy of this information and accepts no responsibility for its use by other parties

Monday, 15 July 2013

1:6000



**CENTRAL SUB-PRECINCT
INDICATIVE PLAN**
Spencer Park,
City of Albany



LEGEND

- Existing Retail / Commercial
- Proposed Retail / Commercial
- Residential Development
- Veranda / Awning

11-34-CSP(g)
ORIG A3
SCALE 1:1000
0 5 10 15 20 25

AYTON BAESJOU
PLANNING
11 Duke Street
Albany WA 6330
Ph 9842 2304 Fax 9842 8494
Ayton Baesjou Planning
In Association with:
Roberts Gardiner Architects, and
Opus International Consultants

| |
|--|
| PD005: CONSIDERATION OF ADVERTISING AMENDMENTS TO 'POLICY MANUAL' |
|--|

| | |
|-------------------------------|--|
| Land Description | : City of Albany |
| Proponent | : City of Albany |
| Owner | : City of Albany |
| Business Entity Name | : N/A |
| Attachments | : Amended Temporary Accommodation Relocated Dwelling, Holiday Home and Ancillary Accommodation Policies. |
| Appendices | : Nil |
| Councillor Workstation | : Current Temporary Accommodation Relocated Dwelling, Holiday Home and Ancillary Accommodation Policies. |
| Responsible Officer(s) | : Executive Director Planning & Development Services (Dale Putland) |

| | |
|---|--|
| Responsible Officer's Signature: | |
|---|--|

STRATEGIC IMPLICATIONS

1. This item relates to the following elements of the [City of Albany Strategic Community Plan 2023](#) and [Corporate Business Plan 2013-2017](#):
 - a. **Key Theme:**
 3. A connected built environment.
 - b. **Strategic Objective:**
 - 3.2 To develop and implement planning strategies that support people of all ages and backgrounds.
 - 3.3 To develop vibrant neighbourhoods which retain our local character and heritage.
 - c. **Strategic Initiative:**
 - By protecting heritage buildings, and ensuring new developments respect the heritage and character of streetscapes.
 - By ensuring that community safety is built into all planning and development initiatives.

IN BRIEF

- A process of reviewing the current town planning scheme policies has commenced.
- Over the next year staff will review the majority of the policies and present the policies that are in need of modification to Council for consideration.
- The first four policies to be modified are the Temporary Accommodation; Relocated Dwelling; Holiday Home; and Ancillary Accommodation policies.
- These have been amended to respond to changes in State policy and current practice.
- It is recommended that Council adopt the amended policies for public advertising.

RECOMMENDATION

PD005: COMMITTEE RECOMMENDATION

MOVED: CR GREGSON

SECONDED: MAYOR WELLINGTON

THAT the Officer Recommendation is ADOPTED.

CARRIED 6-0

**ITEM PD005 RESPONSIBLE OFFICER RECOMMENDATION/S
VOTING REQUIREMENT: ABSOLUTE/SIMPLY MAJORITY**

1. **THAT Council resolves to adopt the proposed amendments to the**
 - a. **Temporary Accommodation;**
 - b. **Relocated Dwelling;**
 - c. **Holiday Home; and**
 - d. **Ancillary Accommodation Policies**

as contained within the Town Planning Scheme 1A and 3 Policy Manual.

For advertising purposes in accordance with Clause 6.9 of Town Planning Scheme No. 3 and Clause 7.21 of Town Planning Scheme No. 1A.

BACKGROUND

1. The City is currently in the process of undertaking a comprehensive review of its planning policies. The review has identified a number of policy areas which require amendment.
2. The proposed changes are in response to changes in state policy and to improve the operation of the policies. These changes are discussed in more detail in the discussion section of this document.

DISCUSSION

3. Temporary Accommodation policy
The Temporary accommodation allows for a person to live in a caravan for a temporary period while a dwelling is being built on the same property.
4. The following matters have been identified as requiring amendments;
 - The Owner builder requirement.
 - Possible impact on the Amenity of the neighbourhood.
 - Safety of the occupier during the construction of the dwelling.
5. The City's Temporary Accommodation policy supports living in a caravan while a dwelling is being built, but only by an 'owner builder'. This requirement does not allow for a building company to build a house within a more reasonable timeframe than an owner builder. It is therefore recommended that this requirement be removed from the policy.
6. There is potential for adverse impacts on the amenity of a neighbourhood where temporary accommodation is allowed. It is recommended that a requirement for consultation be added to the policy. By consulting with neighbours, any potential concerns can be considered as part of the assessment of the application.
7. The safety of occupants of temporary accommodation during construction is also of concern. A requirement for temporary fencing around the building site to keep the occupants of the temporary accommodation away and therefore safe from hazards associated with a building site is recommended as an additional policy requirement.
8. Relocated Dwelling policy
"Relocated Dwelling" refers to a dwelling which has been previously constructed on a building site whether within the district or elsewhere and subsequently relocated to a new location.
9. Relocated dwellings are generally timber framed houses built in the 1970's with fibro sheet cladding. The external materials of these structures often do not fit with the character of materials of dwellings constructed after the 1980's. The provisions within the City's current Relocated Dwelling policy do not provide controls for external materials and the management of asbestos cladding.
10. The following matters were identified as requiring amendments;
 - Possible impact on the amenity of the neighbourhood.
 - The current bonding arrangements of works which ensures renovations are completed to the satisfaction of the City.
 - The control management of asbestos cladding
 - The requirement to meet energy efficiency requirements for Climate Zone 6, as contained in the Building Code of Australia.
11. The City has on occasion received comments from residents regarding relocated dwellings and the negative impact to the amenity and on the streetscape quality of a neighbourhood that can result from sub-standard renovation / development of these dwellings.

12. Staff recommend an additional provision be added to the policy to require external surfaces of any relocated dwelling to be re-clad in materials similar to existing dwellings in the neighbourhood. Where existing dwellings are mainly constructed out brick, the City may support a combination of materials inclusive of brick (e.g. brick and/or timber/gyprock horizontal cladding and/or custom orb or trimdeck cladding).
13. By stipulating materials as a condition of Planning consent, it will no longer be necessary to take bonds. The bonding requirement can therefore be removed from the Policy. Any non compliance can consequently be appropriately managed as compliance action in accordance with the *Planning and development Act 2005* (Section 218).
14. To further reduce the impact on the amenity of the area, it is recommended that Council impose a requirement for all works to be completed to the relocated dwelling to the City's satisfaction within twelve (12) months of the dwelling being placed on the new site.
15. A relocated second-hand dwelling is considered a new building under the Building Code of Australia. It is consequently required to meet the energy efficiency requirements for Climate Zone 6, as contained in the Building Code of Australia. It is therefore recommended that a provision be added to the policy to ensure that all relocated dwellings meet these energy efficiency requirements.
16. Holiday Home policy
A holiday home refers to a dwelling let out for short term (max 3 months within 12 month period) holiday accommodation.
17. The purpose of applying for planning approval for 'Holiday Home' is to ensure that the proposed use and/or development on a property:
 - is appropriate according to its zoning; and
 - has no adverse impact upon other landowners.
18. The following matters have been identified as requiring amendments;
 - Approvals being issued to Owner as opposed to Land.
 - Clarifying the process for reverting the use back to "residential" use
 -
19. The current 'Holiday Home Policy' provision F2.1 (2), dictates that approvals are issued to the owner of the land and not the land itself. This type of approval complicates the land use rights of the property, especially if the property is sold. It is recommended that this requirement be removed as part of this review of the policy.
20. The procedure for changing an approved holiday home back to permanent residential is currently not included within the policy. To improve the operation of the policy, it is recommended that a clause be added to require a formal letter advising the City that the property is reverted back to "permanent residential use".

21. Ancillary Accommodation Policy
Ancillary accommodation refers to self contained living accommodation on the same lot as a single house. The Residential Design codes (RCodes) and the City's current ancillary accommodation policy, both require occupants of an ancillary dwelling to be members of the family of the occupiers on the main dwelling.
22. The City's policy also restricts the size of ancillary accommodation to 75 m².
23. The Western Australian Planning Commission has recently reviewed the Residential design codes, including the revised Ancillary Accommodation requirements. Consequently occupants no longer need to be members of the family of the occupiers on the main dwelling. This change allows homeowners to gain extra income from their properties and also provides renters more housing choice. Overall, this approach removes regulatory barriers to the development process and assists in achieving cost-effective housing development while maintaining local amenity. The initiative further helps to achieve a diverse and affordable housing, stock.
24. The review also resulted in an increase of the size of Ancillary accommodation in the Rcodes from 60 m² to 70 m².
25. The new Residential design codes come into effect on the 1st of August 2013
26. In order to make the City's policies consistent with the Rcodes, it will be necessary to remove the occupancy restriction and reduce the maximum size allowed from 75 m² to 70 m².

These amendments to the City's policy are recommended to make City's policy consistent with the Rcodes.

GOVERNMENT & PUBLIC CONSULTATION

27. Should Council resolve to advertise amendments to the City's Policy Manual, an advertisement is to be placed once a week for two consecutive weeks in a newspaper circulating in the area giving details of where the amendments may be inspected and where, in what form, and during what period (being not less than 21 days) representations may be made to the Council.
28. The Council shall then review the amended provisions in the light of any representations made and decide whether to finally adopt new policy provisions.
29. Following final endorsement, details thereof shall be advertised publicly and a copy kept with the scheme documents (Policy Manual) for inspection during normal office hours.

STATUTORY IMPLICATIONS

30. Clauses 6.9 of the City of Albany Town Planning Scheme 3 and 7.21 of Town Planning Scheme 1A set out the processes to adopt and modify town planning scheme policies and also provides direction on what function the policies have in the decision-making process.

31. Policies may only be altered or rescinded by:
- (a) Preparation and final adoption of a new policy, specifically worded to supersede an existing policy; and
 - (b) Publication of a formal notice of rescission by the Council twice in a newspaper circulating in the area.

POLICY IMPLICATIONS

32. There are no policy implications relating to this item.

RISK IDENTIFICATION & MITIGATION

The risk identification and categorisation relies on the City’s Risk Management Framework.

| Risk | Likelihood | Consequence | Risk Analysis | Mitigation |
|--|---------------|---------------|---------------|---|
| <i>Organisational Operations Poor decision making as a result of unnecessary or inconsistent requirements.</i> | <i>Likely</i> | <i>Medium</i> | <i>Medium</i> | <i>Adopt amendments to the Policy Manual.</i> |

FINANCIAL IMPLICATIONS

33. There are no financial implications related to this item.

LEGAL IMPLICATIONS

34. There are no legal implications related to this item.

ENVIRONMENTAL CONSIDERATIONS

35. There are no pertinent environmental considerations relating to this item.

ALTERNATE OPTIONS

36. Council has the options of:
- a. Resolving to advertise the amendments to the Policy Manual with or without modifications;
 - b. Resolving not to advertise the amendments to the Policy Manual.

SUMMARY CONCLUSION

37. It is recommended that Council releases the amendments to the Policy Manual for public advertising.

| | | |
|-----------------------------------|---|---|
| Consulted References | : | Local Planning Scheme 1A and 3 Policy Manual |
| File Number (Name of Ward) | : | City of Albany |
| Previous Reference | : | OCM 19/04/11 - Item 1.1 (Adoption of Final version of Policy Manual). |

TEMPORARY ACCOMMODATION

Objective:

To provide guidelines for landowners seeking to live on their property whilst constructing their permanent housing.

Policy Provision

1. Temporary Accommodation is not permitted unless planning consent to it is granted by the City. The applicant must hold a current building permit for the construction of a dwelling on the property prior to the approval being considered.
2. Temporary accommodation is limited to a period of one (1) year
3. Approval for temporary occupation will only be granted for properties greater than 4000m² in area.
4. Temporary accommodation may be considered in the following zones:
 - a) Rural;
 - b) Special Rural;
 - c) Special Residential;
 - d) General Industry; and
 - e) Light Industry.
5. Temporary accommodation will only be permitted in a caravan that must remain in a condition that readily permits its removal from the site at all times. Sleeping and cooking activities must be confined to the caravan.
6. Toilet, bathroom and laundry facilities must be provided to the minimum health standards required by the Building Code of Australia and the Health Act. These facilities may be in a shed constructed on-site and alongside which the caravan is parked. All facilities must be inspected before occupation of the temporary accommodation.
7. All ablution facilities must be connected to an on-site sewage treatment and effluent disposal system approved by the City.
8. The applicant must complete a Temporary Accommodation Agreement Deed (**see Appendix 1**) and pay the applicable fee which must be paid on a pro-rata basis up to June 30 of that year.
9. Council reserves the right to revoke temporary occupation permission if it is at any time dissatisfied with the rate of progress of the dwelling, with the amenity of the site or the general terms of the approval not being complied with.
10. Neighbouring properties are to be invited to make comment on a proposal for temporary accommodation.
11. During the construction of a dwelling, temporary fencing is to be erected around the building site.

APPENDIX 1:

DEED OF AGREEMENT FOR TEMPORARY CARAVAN ACCOMMODATION

This is a formal Deed of Agreement between the City of Albany and the applicant(s) to reside on their property in approved temporary caravan accommodation while their permanent dwelling is being constructed on the same land.

APPLICANT(S):.....

ADDRESS:
.....
.....

TELEPHONE NO:

BUILDING LICENCE NUMBER OF PERMANENT DWELLING:

ADDRESS OF PROPERTY FOR PROPOSED TEMPORARY CARAVAN ACCOMMODATION:
.....
.....
.....

REASON FOR REQUEST:
.....
.....
.....

PROPOSED TIMEFRAME FOR BUILDING CONSTRUCTION OF DWELLING:
.....
.....
.....

TYPE OF CARAVAN TO BE USED (INCLUDE LICENCE NUMBER, SIZE AND MAKE OF CARAVAN):

.....
.....
.....

I/WE.....

Of.....

.....
.....

have applied to the City of Albany for Temporary Caravan Accommodation during the construction phase of a permanent dwelling on that land.

I/We understand fully the terms and conditions of this Agreement and Guidelines for Temporary Caravan Accommodation and accept them completely.

Further, I/We will vacate and remove the temporary caravan accommodation if instructed by a Council Environmental Health Officer due to a lack of sufficient building progress as outlined in the Guidelines and where there is non-compliance with any conditions of approval, or if I/We have remained in temporary caravan accommodation for a greater period than approved by Council or the Minister for Local Government.

If in the event I/We do not vacate and/or remove the temporary caravan accommodation as instructed by a Council Environmental Health Officer, I/We permit the Council to undertake this removal at my/our cost.

Signed:

Date:

Signed:

Date:

RELOCATED DWELLINGS

Objective:

To control the quality of second-hand dwellings within the City and ensure that they are refurbished in a timely manner.

Definitions

“Relocated Dwelling” means a dwelling which has been previously constructed on a building site whether within the district or elsewhere whether occupied or not (as per definition within Town Planning Scheme No. 3).

Policy Requirements

- 1) Relocated dwelling is not permitted unless planning consent to it is granted by the City.
- 2) Relocated dwelling(s) may be considered in the following zones:
 - a) Residential;
 - b) Tourist Residential;
 - c) Central Area;
 - d) Yakamia Creek;
 - e) Rural;
 - f) Future Urban;
 - g) Residential Development;
 - h) Special Rural;
 - i) Special Residential;
 - j) Conservation;
 - k) Rural village;
 - l) General Industry; and
 - m) Light Industry.
- 3) Planning consent shall be obtained before the house can be relocated onto any property. Any application shall be accompanied by:
 - a) relevant application fee;
 - b) photographs of the front, rear and side of the dwelling;
 - c) a proposed site location plan;
 - d) floor plan; and
 - e) redevelopment details (eg. building materials to be used – wall cladding).
- 4) All works required to be undertaken to the relocated dwelling by the terms and conditions of the City’s planning and building approvals must be completed within twelve (12) months of the dwelling being placed on the new site.
- 5) Removal of asbestos materials from dwellings is to be carried out prior to relocating the dwelling in compliance with Health (Asbestos) Regulations 1992.
- 6) The external surfaces of the dwelling shall be re-clad in materials similar to existing dwellings in the neighbourhood. Where existing dwellings are brick developed, the City may support a combination of materials inclusive of brick (eg. brick and/or timber/gyprock horizontal cladding and/or custom orb or trimdeck cladding).
- 7) As a relocated second-hand dwelling is considered a new building under the Building Code of Australia, it is required to meet the energy efficiency requirements for Climate Zone 6 contained in the Building Code of Australia.

HOLIDAY HOMES

Objective:

To encourage good quality, well managed holiday accommodation for use by short-term visitors generally in locations that will enhance the tourism experience while minimising potential impacts on adjoining residents.

Definitions

“Holiday Home” means a single house (includes ancillary accommodation unit), used for short stay accommodation for no more than six people (does not include a bed and breakfast or lodging house).

Policy Requirements

General

- 1) Holiday Home is not permitted unless planning consent to it is granted by the City.
- 2) Holiday Home may be considered in the following zones:
 - a) Residential;
 - b) Tourist Residential;
 - c) Central Area;
 - d) Yakamia Creek;
 - e) Rural;
 - f) Future Urban;
 - g) Residential Development;
 - h) Special Rural;
 - i) Special Residential;
 - j) Conservation; and
 - k) Rural village.
- 3) Matters to be considered in assessing and determining applications include:
 - a) **Effective on-going management.**
 - o The responsibility for appropriate on-going management rests with the proponent to ensure that visitors are responsible and do not create inappropriate impacts (including noise) to adjoining/nearby properties.
 - o Suitable on-going management can be more difficult if owners live a considerable distance from the application site. Accordingly, as part of the planning application, the local government will require the proponent to outline how the site will be managed, especially if the owners do not live nearby.
 - o A management statement shall be submitted to address matters including:
 - the amenity of adjoining/nearby land uses;
 - managing noise impacts of visitors;
 - the submission of a code of conduct for guests which shall, amongst others, list what is considered acceptable and unacceptable behaviour;
 - outlining how the premises will be managed on a day-to-day basis (including how keys are easily available for late entry, providing onsite assistance and confirming arrangements for cleaning/waste management);
 - relevant site specific matters including fire management/emergency response plans for visitors and managing risks for visitors; and

- the handling of complaints (it is expected that the tenant be contacted by phone immediately and the proponent or their representative visit the property, preferably within 12 hours).
- b) **Neighbours comment.**
Where neighbours object, consider appropriate location and compatibility with the following;
 - close proximity to key tourism attractions such as the beach, town centre or rural areas;
 - within 400 metres (typically a 5 minute walk) of an activity centre;
 - within an interconnected network of streets which facilitates safe, efficient and pleasant walking, cycling and driving
 - The Figure A below, which is considered to be the most appropriate priority area for the establishment of holiday homes given these areas are within close proximity to the town centre and popular swimming beaches;
 - Compatibility with relevant local planning strategy;
 - the proximity of the premises to where a holiday maker would desire to stay - proponents should address this in their application.
- c) **Access and car parking.**
 - All car parking is to be contained on-site and no verge area should be used for car parking.
 - At a minimum, it will be necessary to provide 2 on-site car parking bays for up to 6 guests. Tandem parking will only be permitted for a maximum of one vehicle behind another vehicle.
 - It is common for holiday makers to have a boat, trailer, caravan etc. and there should be additional space allocated for such.
 - All vehicle access (including crossovers) and car parking areas are to be sealed and drained to the approval of the local government.
- d) **Number of guests.**
Holiday homes are restricted to a maximum number of 6 guests in order to protect the amenity of the residents in the vicinity. Where more than 6 guests are proposed, the premises is classified under the Health Act 1911 as a “*lodging house*”. A Lodging House shall be treated as a “Use Not Listed” under the provisions of Scheme No. 1A and 3.

Conditions of Approval

Council in considering a Holiday Home may impose conditions based on the following:

- 1) The maximum number of persons to be accommodated is restricted to 6 exclusive of the owner/operator.
- 2) The maximum stay for any one person is restricted to 3 months within any 12 month period.
- 3) Operators must provide and maintain a register of all people who utilise the holiday accommodation during the year to Council's satisfaction. A receipt book must be kept.
- 4) A new proprietor wishing to continue the use of the site for holiday accommodation will need to provide an updated management plan.

Advertising Requirements

The use 'Holiday Home' falls under the wider definition of 'Holiday Accommodation' which is a use that requires advertising under Town Planning Scheme No. 1A. Where the use is proposed within a residential zone there is a 21 day advertising period inviting comment from adjacent landowners in accordance with Council's Planning Processes Guidelines is required.

ANCILLARY ACCOMMODATION

Objective:

To accommodate housing demand, whilst minimising any adverse impacts on neighbours.

Definition

“Ancillary Accommodation” means self contained dwelling on the same lot as a single house, which may be attached to, integrated with or detached from the Single House (as per Residential Design Codes).

Policy Requirements

1. Ancillary accommodation is not permitted unless planning consent to it is granted by the City.
2. Ancillary accommodation may be considered in the following zones:
 - a. Residential;
 - b. Tourist Residential;
 - c. Central Area;
 - d. Yakamia Creek;
 - e. Rural;
 - f. Future Urban;
 - g. Residential Development;
 - h. Special Rural;
 - i. Special Residential;
 - j. Conservation; and
 - k. Rural village.
3. A maximum of one (1) ancillary accommodation unit may be considered per Single House.
4. Ancillary accommodation is to be located either alongside or to the rear of the existing residence.
5. A maximum internal floor area of 70m² (not inclusive of a garage or carport) for an ancillary accommodation unit applies.
6. The unit shall be connected to the same effluent disposal system as the main dwelling. Where the applicant proves this to be physically impossible, Council may support a second effluent disposal system.
7. One additional car space is to be provided in addition to the two spaces required for the main dwelling.
8. The lot is to be greater than 450m².
9. The finish, materials and colours used in construction of the ancillary accommodation shall be visually sympathetic to that of the main dwelling. Ancillary structures being designed so as to have the appearance of a habitable structure and not an outbuilding.

- VIII. URGENT BUSINESS TO BE APPROVED BY DECISION OF THE MEETING**
Nil
- IX. REQUEST FOR REPORTS FOR FUTURE CONSIDERATION:**
Nil
- X. ANNOUNCEMENT OF REPORTS TO BE DEALT WITH AT THE NEXT MEETING:**
Nil
- IX. CONFIDENTIAL ITEMS TO BE DEALT WITH WHILE THE MEETING IS CLOSED TO ATTENDING MEMBERS OF THE PUBLIC:**
Nil
- X. NEXT MEETING DATE:**
(17:30 hours) 5.30pm 4 September 2013
- XI. GENERAL DISCUSSION:**
Nil
- XII. CLOSURE OF MEETING:**
Meeting closed at 6.25pm.